Working With Clay Prod	ucts SAFE WORK METHO	DD STATEMENT (SWMS)							
TASK O	R ACTIVITY: Working With Clay	Products							
Business Name:		ABN:	SWMS#						
Business Address:									
Contact Person:	Phone:	E fil:							
THIS SAFE WORK METHOD	STATEMENT IS APPRO								
Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or under transformed (PC, V) is required to encure that a safe work method statement (SWMS) is prepared before the proposed work starts.									
Full Name:									
Signature:	NK	Title:	Date:						
Details of the person(s) responsible for ensuring implementation, monitoring	opliance i the VMS a well as review	s and modifications of the SWMS.							
Full Name:		Title:	Phone:						
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAN PARTICIPATING IN ANY ACTIVITY ON THIS MAN PARTICIPATING IN ANY ACTIVITY ON THIS AND ACTIVITY ON THE ACTIVITY ON THIS AND ACTIVITY ON THE ACTIVITY ACTIVITY ON THE ACTIVITY ACTIVITY ACTIVITY ACTIVITY.	NALE OF ALL RELEVANT PERSONNE EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	DMMUNICATED TO IN THE						
Safety meetings or toolbox talks will be sched ed in according with egislative requirements to first identify any site hazards, such to come hical those hazards and then to further take steps to either eliminate or contral each hazard.									
If an incident or a near miss occurs, all work must stop an ately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.									
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.									
The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.									



CLIENT OR PRINCIPAL	CONTRACTOR DETAILS
Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	
ANY HIGH-RISK CONSTRUC	
☐ involves a risk of a person falling more than 2 meters	I is carried out on or near pressurised gas mains or piping
□ is carried out on a telecommunication tower	carried out on or near chemical, fuel or refrigerant lines
☐ involves demolition of an element of a structure that is load-bearing	□ is carried out on or near energised electrical installations or services
□ involves demolition of an element related to the physical integ. Y of a sucture	\square is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete
involves structural alteration or repair that quires terrar by supart to prevent collapse	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor
□ is carried out in or near a confined space	\Box is carried out in an area of a workplace where there is any movement of powered mobile plant
is carried out in/near a shaft or trench deeper that tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.
ANY HIGH-RISK MACHINER	RY OR EQUIPMENT NEARBY



	RISK MATRIX													
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	000DF			HEIRARCHY OF CONTROLS					
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	SCORE	SCORE	SCORE	SCORE	ACTION		Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution					
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.		Replace the hazard.					
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard					
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k⊾ records		Engineering Isolate the hazard.					

	PERS_VAL TECTIVE EQUIPMENT (PPE) Select the appropriate PPL about suitable for the equipment used or the job task being performed (if applicable).										
		Select the ap	propriate PPL	abo, ruitab	i or the equi	oment used or	the job task	being perform	ned (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION		P ECTION	R⊾ ⇒PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE Required:											
Permit or Licenses Requirements			Mandatory Qualifications and Training								

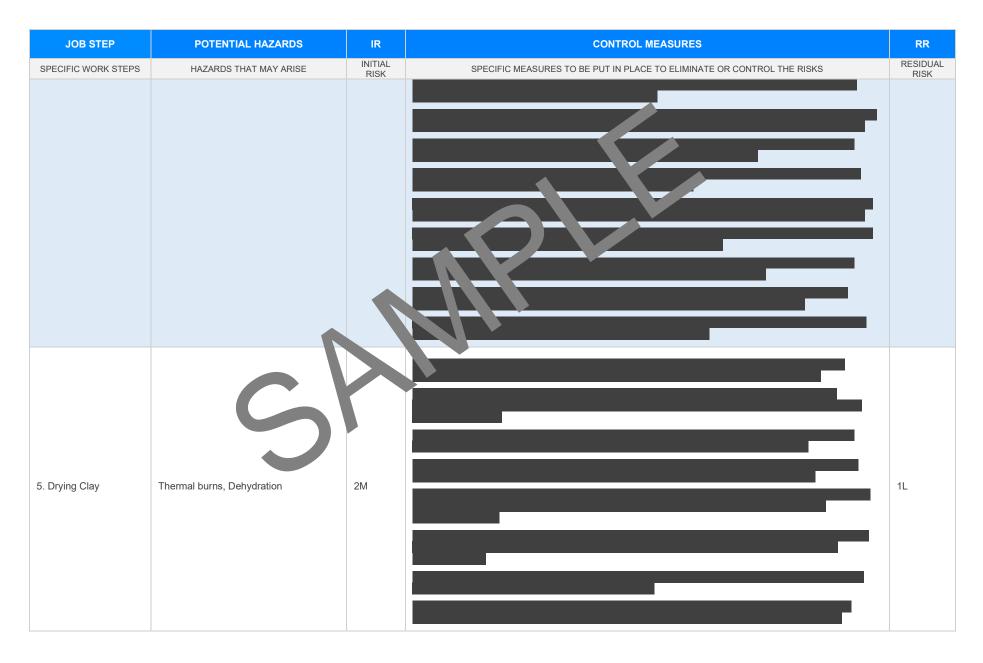


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Exposure to harmful dust, Manual handling injuries	2М	 Provide appropriate personal protective extrement (PPE) such as dust masks or respirators to protect against inhalation of harmful dust. Implement a regular cleaning schedule to mixed ane accumulation of dust in the work area. Utilise dust extraction systems and local exhaust entilation of educe airborne dust levels at the source. Ensure employees undergo traving on proper many brondling techniques to prevent injuries. Use mechanications, such as travers or forklifts for lifting and transporting heavy clay products instead of manual harming. Rotat tasks thong works to distributione physical workload evenly and reduce the risk of repetitive strain rise. Condicating quality ponitoring to assess dust levels and ensure they remain below occupational exposuly lifting. Position materies at warst height where possible to minimise bending and awkward postures. Enablis clear walkways to allow safe movement around the work area, reducing tripping hazards while carryling reerails. Incourage workers to take regular breaks and perform stretching exercises to prevent muscle fatigue an injuries. 	1L
2. Mixing Clay	Hazardous chemical exposure, Skin irritation 3H		 Provide training for workers on the safe handling and mixing of clay products, including understanding safety data sheets (SDS) for any chemicals used. Ensure all workers use appropriate personal protective equipment (PPE), such as gloves and long-sleeved clothing, to minimise skin contact with clay and additives. Use dust extraction systems or local exhaust ventilation to reduce airborne particles during mixing. Store chemicals in a well-ventilated area, away from direct sunlight and extreme temperatures, following manufacturer guidelines. Implement proper hygiene practices, including washing hands and changing out of contaminated clothing immediately after handling clay products. Clearly label all containers with their contents and relevant hazard information to prevent accidental exposure. Maintain and regularly inspect equipment used for mixing to ensure they are functioning correctly and safely. Limit the number of workers in mixing areas to reduce potential exposure risks. Encourage good housekeeping practices to prevent the accumulation of dust or spills. 	2M



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE RISK		SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			 Set up designated mixing areas that are isolated from other workspaces to contain dust and chemical exposure. Make use of wet mixing techniques where possible to limit dust generation. 	
			- Install eye wash stations and emergency storers accessible to all workers in case of accidental exposure.	
			 Monitor air quality regularly in the workplace operate it meets safety standards for dust and chemical exposure levels. Develop and implement an exergency response on formaling with exposure incidents, including first 	
			aid procedures and medical court information.	
			- Provide appropriate personal protective equipment such as gloves to minimise the risk of cuts and abrasions which bandling may and more threadols.	
	Cuts and abrasions, Repetitive strain injury	ЗН	- Imperent ergen in cools designed to reduce strain on hands and wrists, thereby minimising the risk of repetitive main injution	
			- Ensurially ployes are trained in proper manual handling techniques to prevent overexertion and reduce to a like lood on trains.	
			- thate it sks and ag workers to limit prolonged periods of repetitive motion, helping to prevent muscle fatige on strain injuries.	
3. Moulding Clay			Conduct regular maintenance checks and sharpening of tools to ensure they are in good condition and recipe the force required during use.	1L
			Use mechanical aids or equipment where possible to assist with lifting or manipulating heavy clay products to prevent physical strain.	
			- Maintain a clean and organised workspace to minimise the risk of accidental cuts from sharp tools left unattended.	
			- Encourage frequent breaks and stretching exercises for workers involved in repetitive tasks to reduce tension build-up and potential injuries.	
			 Position workstations at appropriate heights to promote good posture and reduce bending or awkward positioning that could lead to musculoskeletal issues. 	
			- Monitor and adjust lighting conditions to ensure adequate visibility, reducing the likelihood of mishandling tools and subsequently causing cuts or lacerations.	
4. Carving Designs	Sharp tool injuries, Eye injuries from	ЗH		2M
0 0	flying debris			

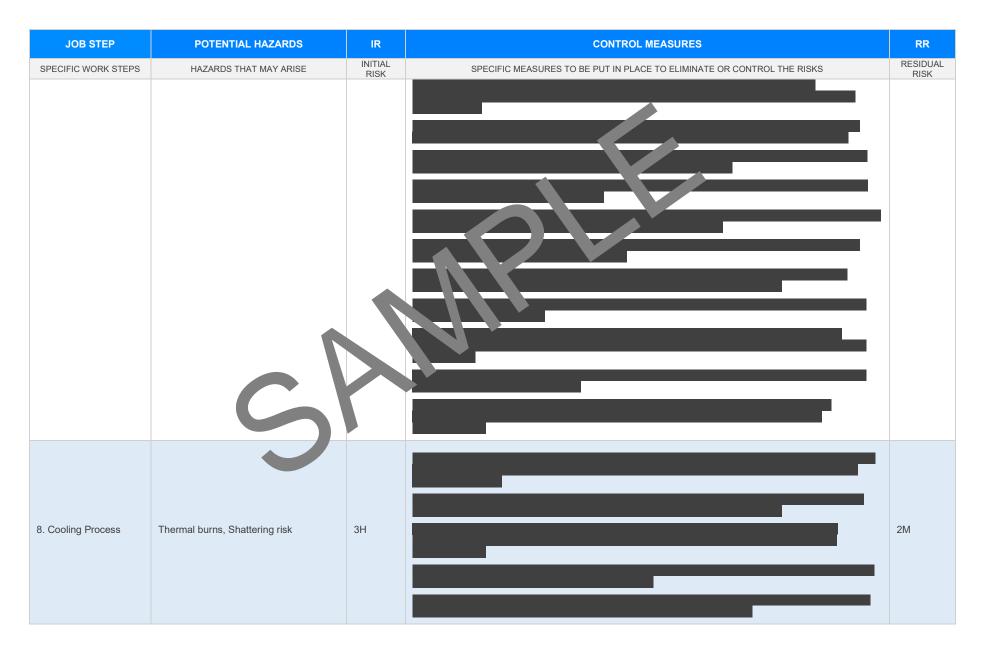




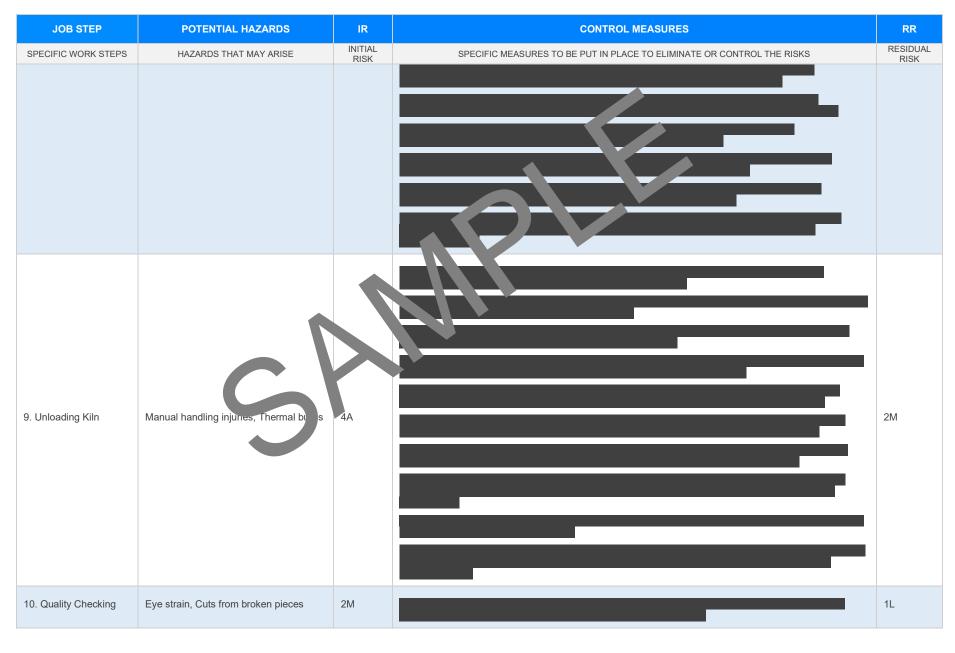


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
6. Glazing	Chemical burns, Funanmascon			2M
7. Firing Clay	Thermal burns, Explosion risk	4A		3Н





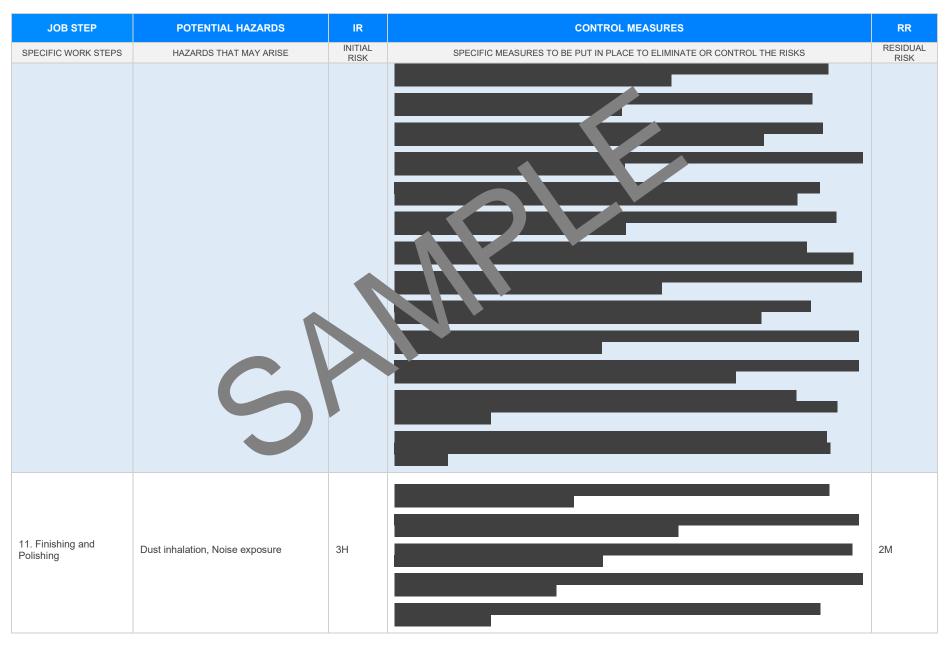




Version 2.5

Date of Issue:

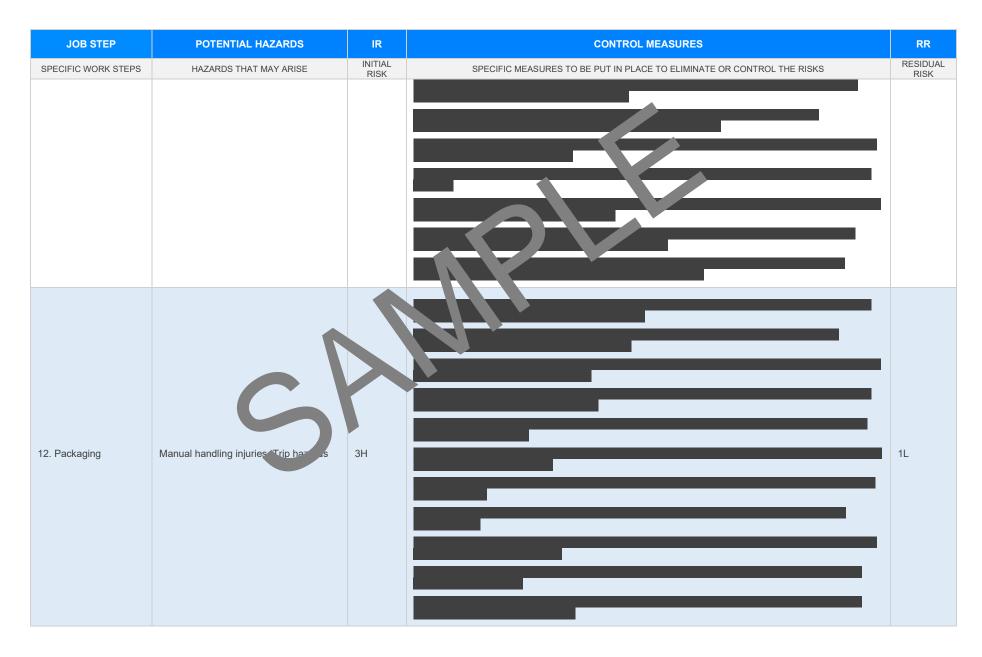




Version 2.5

Date of Issue:

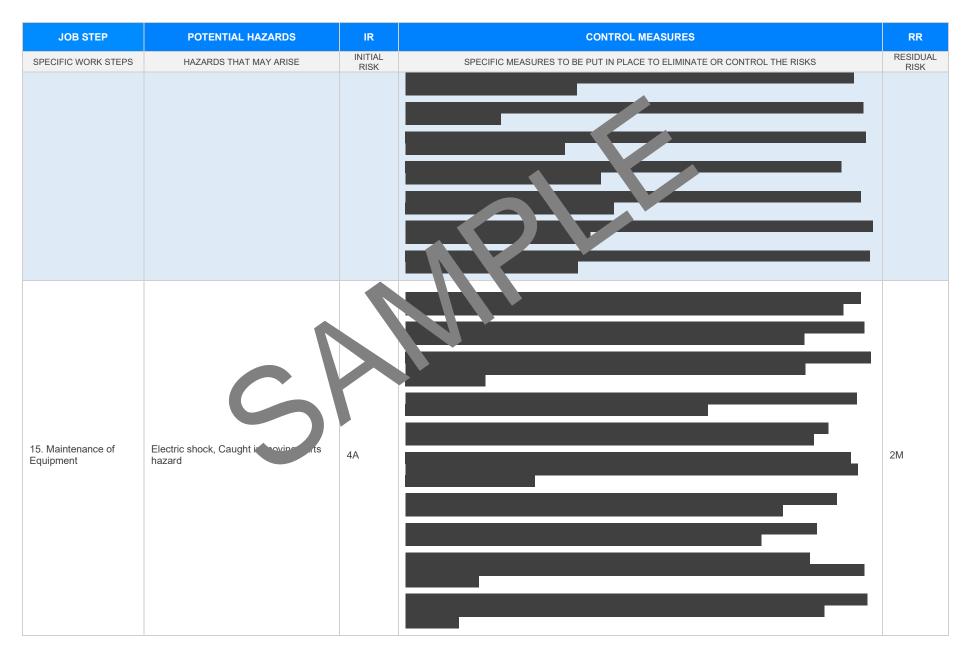






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	INI R HAZARDS THAT MAY ARISE R R		SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
3. Storing Finished roducts	Manual handling injuries, Falling object hazards	4A		2M
4. Clean up	Chemical spills, Dust inhalation	ЗН		2M
sion 2.5	Authorised by		Review # Date of Issue: Review Date:	







JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	HAZARDS THAT MAY ARISE INITIAL RISK SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS			
	C				



EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REF	ERENCES
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISL	ATIVE REFERENCES ANY STATE AT ARE NOT APPLICABLE
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice	Victoria Occupational Health au Safety Act 204 Occupational Health and onfetve gulations 2017 Legis non VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> onles of mactice VIC <u>entps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>
New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislatic Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislatic	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>
Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulation 2015 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-serve-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/formediate-serve-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/formediate-serve-laws</u>	Safe Work Australia Links Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model- codes-of-practice
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/work_dces/codes-of-practice#COPs	Model Codes of Practice - Managing noise and preventing hearing loss at work - Confined spaces - Labelling of workplace hazardous chemicals - Managing risks of hazardous chemicals in the workplace - Welding processes - First aid in the workplace
Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice	 First and in the workplace Managing the risk of falls at workplaces Hazardous manual tasks Managing the risk of falls in housing construction Managing electrical risks in the workplace Demolition work Excavation work Work health and safety consultation, cooperation and coordination
Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence work - Any required documents.	 Work nearth and safety constitution, cooperation and coordination Managing the work environment and facilities How to manage work health and safety risks Managing risks of plant in the workplace Construction work



SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and gualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Signature	Date

SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

The SWMS must be reviewed regularly to make sure it remains fective revised if necessary) if relevant control measures are revised. The viewn consultation with workers (including contractors htractors Vb of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that persons involved with the work are advised that a revision has been made and how they can acces he revised SWMS, including all persons who will need to change a work procedure or system as a region of the review are advised of the changes in a way that will enable them to implement their duties antly with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

- 1. Spot Checks.
- 2. Consultation with workers, contractors and sub-contractors.
- 3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies. followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	1	2	3	4	5	6	7
NAME							
INITIALS							
DATE							



SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	COMMENTS
The company details have been entered, including the project name and address.		
All relevant personnel consulted during the development of the SWMS.		
Name, signature, position and date signed of the person approving the SWMS.		
Specific personnel and qualifications, experience is noted in the SWMS.		
Provides a step-by-step process of tasks required to carry out the activity or task.		
Adequate risk assessment of any identified hazards has been completed.	\boxtimes	
Foreseeable hazards are identified and documented for each step.	\boxtimes	
Any hazards listed in any site risk assessments have been added to the SWMs	\boxtimes	
SWMS initial risk (IR) column as well as residual risk (RR) column mpleted.	\boxtimes	
Check control measures added to the SWMS are the most effective selection	\boxtimes	
Responsible person is assigned and listed on the part the importation ontrol measures.	\boxtimes	
Permit or licenses requirements specified, su as Hot Work, Electric Work, Work at Heights etc.	\boxtimes	
SWMS identifies plant and equipment to be use	\boxtimes	
Details of inspection checks required for any equipment listed protection on the SWMS.	\boxtimes	
Describes any mandatory qualifications, experience, and g or skills required to perform the work.	\boxtimes	
Applicable personal protective equipment is selected on the SWMS.	\boxtimes	
Reflects and documents any legislative references and/or Australian Standards.	\boxtimes	
Identifies any hazardous substances used with specific control measures in line with any SDS.	\boxtimes	
REVIEWED BY	DATE RE	VIEWED
SIGNATURE	DATE CO	MPLETED