Working With Venee	s   SAFE WORK METHOD	STATEMENT (SWMS)	
TASH	COR ACTIVITY: Working With Ve	neers	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY		
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.		required to en that a safe work method s	tatement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring .	ppliance 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 MANY ACTIVITY ON THIS MANY HAVE THE FOLLOWING COMMUNICATED	NALE OF ALL RELEVANT PERSONNE EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	OMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched and in account with egislative requirements to first identify any site hazards, so to compare hicas those hazards and then to further take steps to either eliminate or contact each hazard.			
If an incident or a near miss occurs, all work must stop an alately. 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	SCORE		HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	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.	
LOW       LOW       MODERATE       HIGH       HIGH       LOW       ktorecords       Isolate the flazad.         Iotes on Hierarchy of Controls:       Elimination methods are the most effective and preferrement on on all of a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the viru post endiver, while Administrative controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective       Administrative       Change the work.         PPE       PPE									

						TIVE EQUIPM					
		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	Manual handling injuries, Exposure to hazardous substances	ЗН	<ul> <li>Proper training and education on manual languing techniques to minimise the risk of injuries.</li> <li>Use mechanical aids like trolleys or hoists up nove burry veneers instead of lifting manually.</li> <li>Ensure PPE such as gloves and masks are us up when handling veneers to prevent exposure to hazardous substances.</li> <li>Store veneers at an optimal hubbit to reduce excess or nonding or reaching during handling.</li> <li>Conduct a risk pressme before work begins to identify and mitigate potential hazards associated with veneers.</li> <li>Implement saturatorage nactices to provide veneers from falling or causing injuries.</li> <li>Ensure how how negring is maintained to keep the workspace free from trip hazards and clutter.</li> <li>Provide a cruate untilation in the work area to reduce the inhalation risks of dust and fumes from veneers.</li> <li>imit the durate of manual handling tasks by rotating them with other activities to reduce the strain on working.</li> </ul>	2M
2. Material Inspection	Splinters and sharp edges, Dust inhalation	2М	<ul> <li>Ensure all workers wear appropriate personal protective equipment (PPE) such as cut-resistant gloves to safeguard against splinters and sharp edges.</li> <li>Equip workers with safety goggles or face shields to protect eyes from flying debris or small particles during inspection.</li> <li>Provide dust masks or P2 respirators to prevent inhalation of fine dust particles when handling veneer materials.</li> <li>Implement a housekeeping regime to ensure the work area is regularly cleaned, minimising dust accumulation on surfaces.</li> <li>Use proper ventilation systems or local exhaust ventilation in the inspection area to reduce airborne dust levels.</li> <li>Train employees on safe handling techniques to avoid direct contact with sharp edges or rough surfaces of veneers.</li> <li>Inspect all tools and equipment before use to ensure they are in good condition and suitable for handling veneer materials.</li> <li>Place signage or instruction labels explaining the correct procedures for inspecting and handling veneers safely.</li> <li>Encourage regular breaks for workers to minimise exposure time to potential hazards and ensure sustained concentration.</li> </ul>	1L

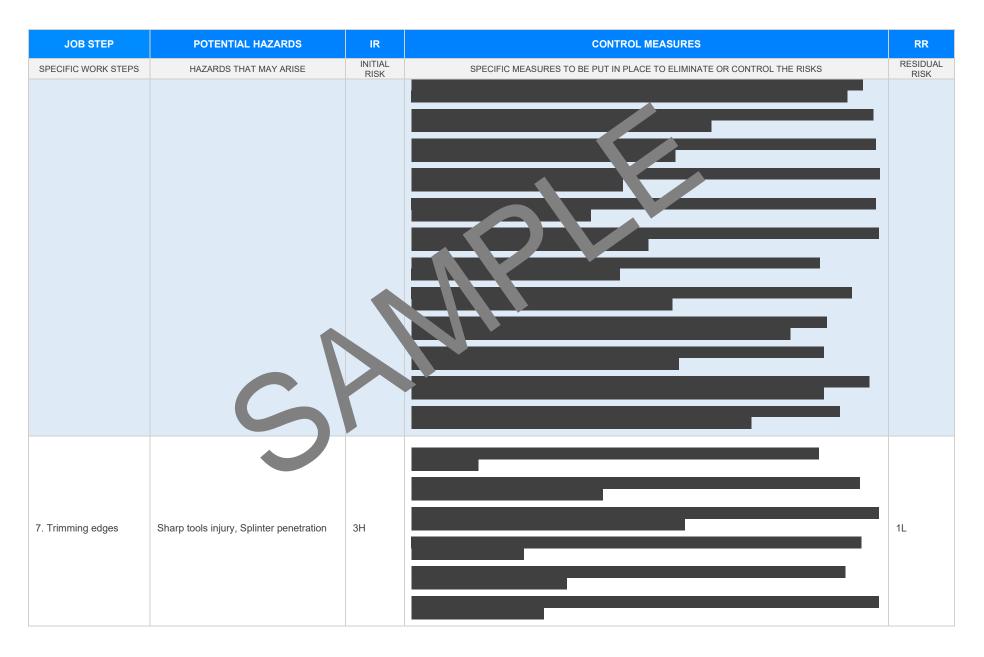


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Establish a reporting system for any incidents or near misses during material inspection to improve hazard management and response.	
3. Cutting veneer sheets	Equipment malfunction, Noise exposure	ЗН	<ul> <li>Conduct regular maintenance and inspection soutting equipment to ensure it is in good working condition, reducing the risk of malfunction.</li> <li>Train all workers in the safe operation of vector cuttor equipment, ensuring they understand the proper procedures and potential hazards involved.</li> <li>Use personal protective equipment (PPE) such a earpluge searmuffs to protect against noise exposure during cutting operations.</li> <li>Implement engine angle strols are sound barriers or enclosures around cutting machinery to minimise noise levels into work are.</li> <li>Establish a cutter energies by procede of sentuting down machines in case of equipment malfunction to previously.</li> <li>Ensure accessible.</li> <li>Positic cutter equipment in a well-ventilated area to reduce buildup of dust or fumes that may cause support issue.</li> <li>Use one to designate areas with high noise levels and require hearing protection when entering lese area.</li> <li>Intate workers periodically to limit their duration of exposure to high noise levels and reduce the risk of hearing damage.</li> <li>Conduct regular toolbox talks to review safety measures related to equipment operation and noise mitigation.</li> </ul>	2М
4. Adhesive Application	Chemical burns, Fume inhalation	ЗН		2M

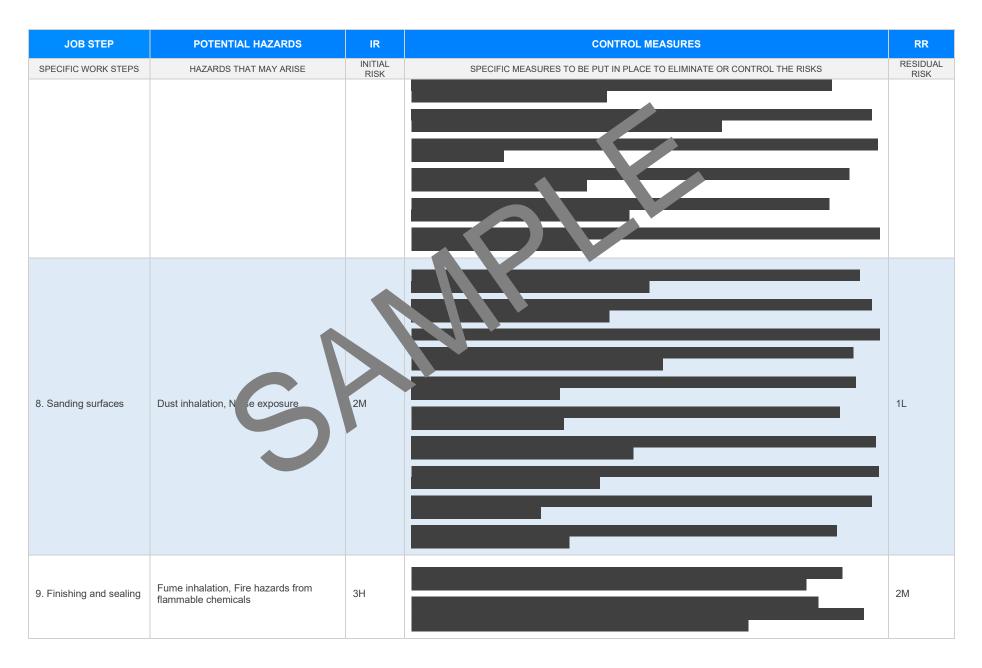


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
5. Placing veneer	Strains and sprains, Strains and tripping hazards			1L
6. Pressing veneer onto surface	Crushing hazard, Heat injury	ЗH		2M







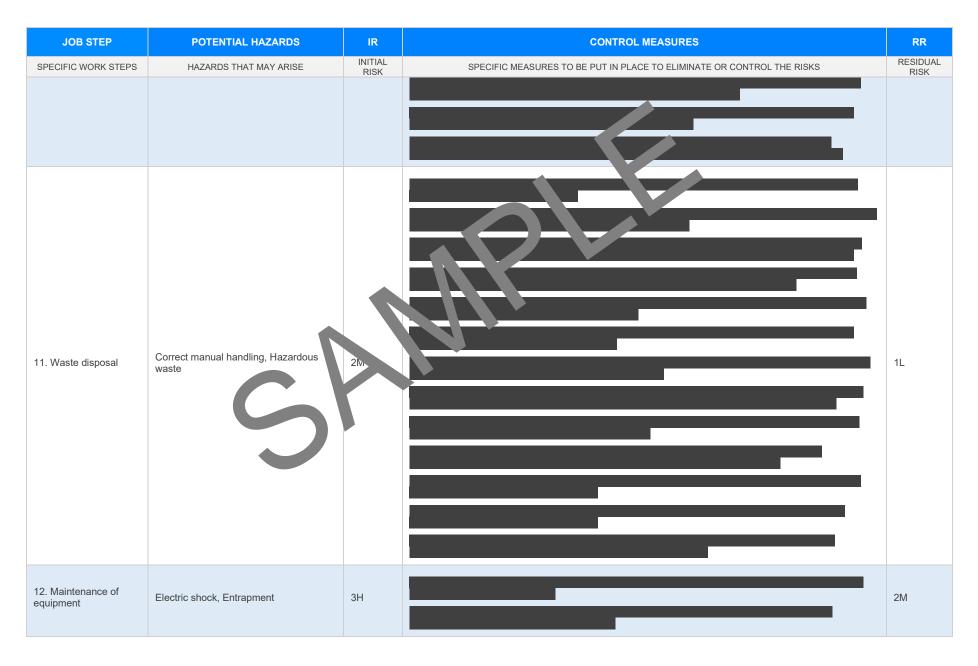






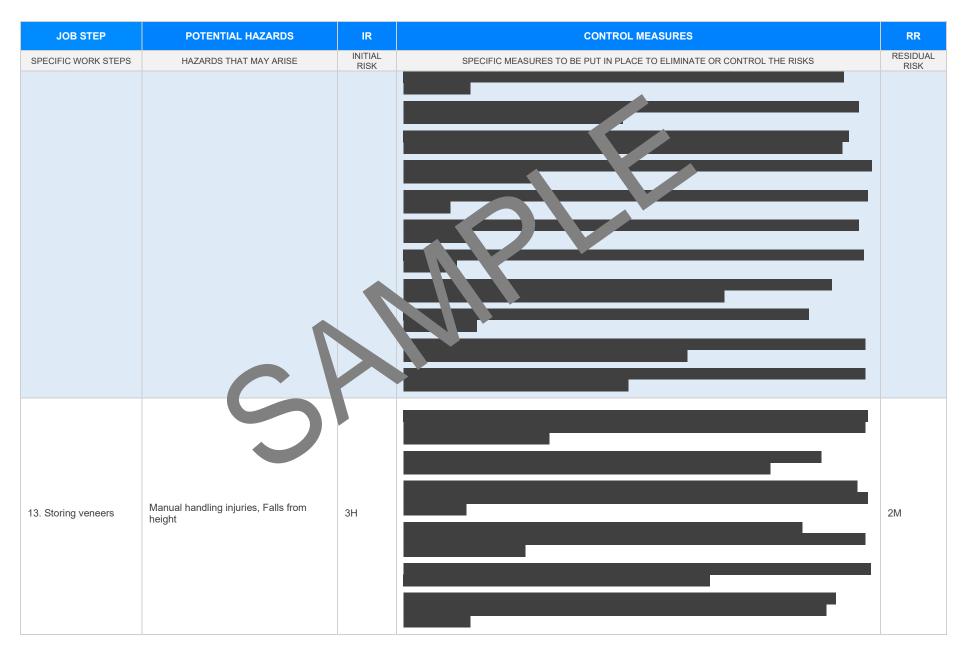
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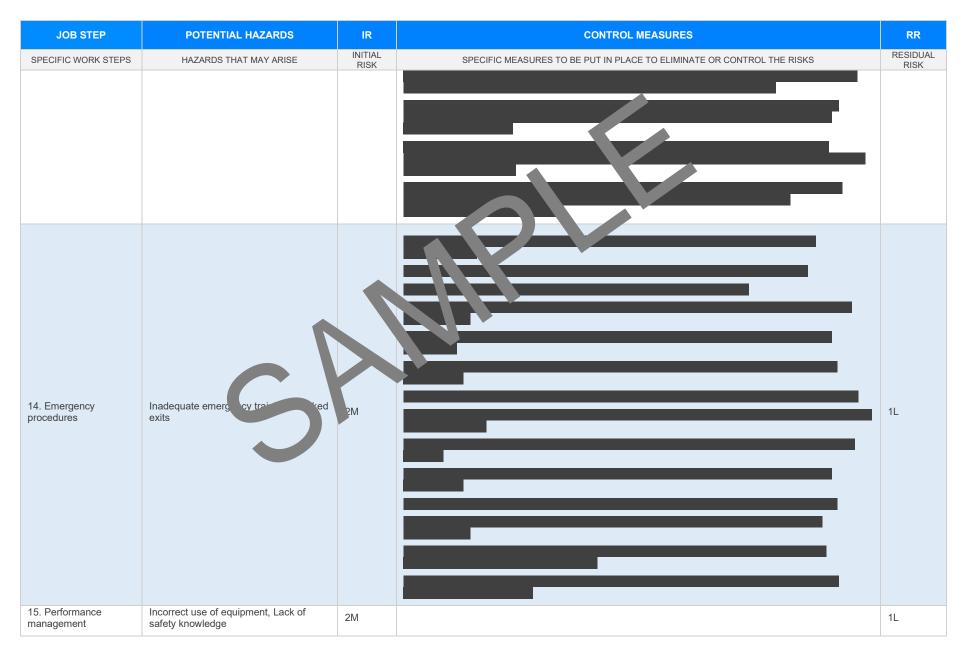


Version 2.5









Version 2.5



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



#### **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 DANY STATE DAT 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 2004 Occupational Health and onfety or gulations 2017 Legis from VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-ogulations</u> or thes on mactice VIC <u>actps://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: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislative">https://www.safework.nsw.gov.au/legal-obligations/legislative</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislative</a>	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>
<b>Northern Territory</b> Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-serv-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/ferriced-resources/compliance/weiplace-serv-laws</u>	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model-</u> <u>codes-of-practice</u> Model Codes of Practice
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: <u>https://www.safework.sa.gov.au/resources/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs</u>	<ul> <li>Managing noise and preventing hearing loss at work</li> <li>Confined spaces</li> <li>Labelling of workplace hazardous chemicals</li> <li>Managing risks of hazardous chemicals in the workplace</li> <li>Welding processes</li> </ul>
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: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a> Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a>	<ul> <li>First aid in the workplace</li> <li>Managing the risk of falls at workplaces</li> <li>Hazardous manual tasks</li> <li>Managing the risk of falls in housing construction</li> <li>Managing electrical risks in the workplace</li> <li>Demolition work</li> <li>Excavation work</li> <li>Work health and safety consultation, cooperation and coordination</li> </ul>
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.	<ul> <li>Managing the work environment and facilities</li> <li>How to manage work health and safety risks</li> <li>Managing risks of plant in the workplace</li> <li>Construction work</li> </ul>



#### 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.		
Foreseeable hazards are identified and documented for each step.	$\square$	
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