Apply Finishing Coatings To	Frames SAFE WORK ME	THOD STATEMENT (SWMS	5)
TASK OR AG	CTIVITY: Apply Finishing Coating	gs To Frames	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPRO	THE PC. OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.	ucting a business or under thing (Pury) is	required to entry of that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitorin	compliance of the SWI, was well as re	views and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS	NA. 2 OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	IEL WHO HAVE BEEN CONSULTED AND THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be schedued in according e with egislative requirements to first identify any site hazards, and the to contain the those hazards and then to further take steps to either eliminate or contail each hazard.			
If an incident or a near miss occurs, all work must support an advately. 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:	
☐ involves a risk of a person falling more than 2 meters	d 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 integritystructure	\Box is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing as the set of the	□ involves tilt-up or precast concrete
involves structural alteration or repair the requires to prary support to prevent collapse	\Box 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 the first or tunnel involving use of explosives	\Box is carried out in areas with artificial extremes of temperature.
\Box 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	800DF	ACTION		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 key recorde		Engineering Isolate the hazard.		
is the second m	archy of Controls: lost effective metho loging the work is t	od of controlling	a hazard. Engine	ering by isolat	ion is the in nost	e. tive, while	rd. Substitution Administrative east effective		Administrative Change the work. PPE		

		Select the an	propriate PPL	PERS	VAL TEC	TIVE EQUIPM oment used or	ENT (PPE) the iob task	being perfor	med (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION			RL SPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	Required:					_					
	P	ermit or Lice	nses Requiren	nents		Mandatory Qualifications and Training					



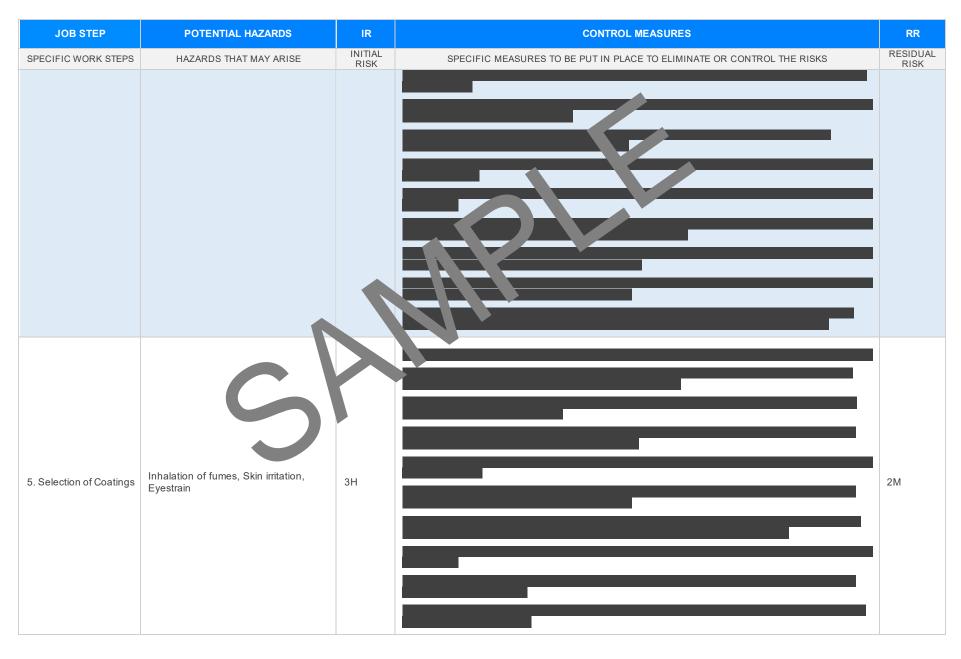
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Trip hazards, Inadequate lighting, Improper PPE usage	ЗН	 Conduct a site walk-through to identify a surfamove any trip hazards before commencing work. Ensure adequate lighting is installed or a valable in the work area to maintain clear visibility during all tasks. Check that all workers are charing appropriate usional protective equipment, including gloves, safety glasses, and hard hats. Implement a hour comparison process to keep the workspace clean and organised, reducing clutter and obstacles. Use portable ighting if or lessary to the test of each shift, reinforcing the importance of correct and consist in the. Post wilble unage forming of trip hazards in active work zones to alert workers and visitors. Involve raining each of the site, clearly marking them to prevent accidental entry into hirardous areas. Regularly inspect and maintain PPE to ensure it is in good condition and provides the required protection. Equip all workers with slip-resistant footwear to minimise the risk of slipping or tripping on coatings or uneven surfaces. Assign a supervisor to regularly monitor the workspace for new hazards and enforce hazard control measures. Encourage workers to report lighting deficiencies or improper PPE practices immediately to supervisors for prompt action. 	1L
2. Material Handling	Heavy lifting, Slips and falls	ЗН	 Use mechanical aids or lifting equipment to move heavy materials and reduce manual handling. Implement team lifting practices for items that are too heavy or bulky for one person, ensuring correct lifting techniques are used. Conduct pre-task risk assessments to identify potential slip and fall hazards in the work area. Ensure all workers are trained in manual handling techniques and understand the risks associated with lifting heavy items. Maintain a clean and organised worksite, removing any debris or obstacles that could contribute to trips or falls. Use anti-slip mats or coatings on walking surfaces, especially in areas prone to becoming wet or oily. 	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 - Mandate the use of appropriate personal protective equipment (PPE), such as gloves with good grip and	RESIDUAL RISK
			steel-toed boots with non-slip soles.	
			- Clearly mark and highlight any uneven surface changes in ground level within the work area.	
			- Establish clear walkways and pathways for the relation to avoid unnecessary obstacles and minimise travel distances.	
			- Provide adequate lighting for the work area oppose that all workers can see potential hazards clearly.	
			- Conduct regular site inspections to monitor the condition of alking surfaces and address any issues promptly.	
			- Implement a report of stem stemployees to all an anagement about new or changing hazards related to mater an and h	
			- Provide and it, uire throuse of approver e personal protective equipment (PPE) such as safety goggles, glove and fact, under to protect against chemical exposure and potential eye injuries.	
	Exposure to harmful area is, Eye injuries		- Use the stardout environmentally friendly cleaning products where possible to reduce the risk of harmful the sall explored.	
			Ensure all womens are adequately trained in the safe handling and use of chemicals, including university of the safe handling substitution of the safe handling and used.	
			Impletion proper ventilation systems or work in well-ventilated areas to minimise inhalation risks sociated with chemical vapours.	
3. Cleaning of Frames			- Enablish a clear protocol for emergency response, including the location of eyewash stations and first- aid kits, and ensure that all workers are familiar with these procedures.	2M
			- Store all chemicals in labelled containers, and ensure that storage areas are secure and compliant with relevant regulations to prevent accidental spills or misuse.	
			- Conduct regular inspections and maintenance of cleaning equipment to ensure it is functioning properly and safely.	
			- Develop and communicate safe work procedures for cleaning frames, specifying the correct sequence of tasks to minimise health and safety risks.	
			- Limit the duration of exposure by scheduling regular breaks and rotating tasks among workers to prevent prolonged exposure to potentially harmful substances.	
			- Display clear signage around the work area to warn of potential hazards, and establish barriers or exclusion zones to keep unauthorised personnel safe from exposure.	
4. Setup Equipment	Malfunctioning equipment, Electrical hazards	3H		1L

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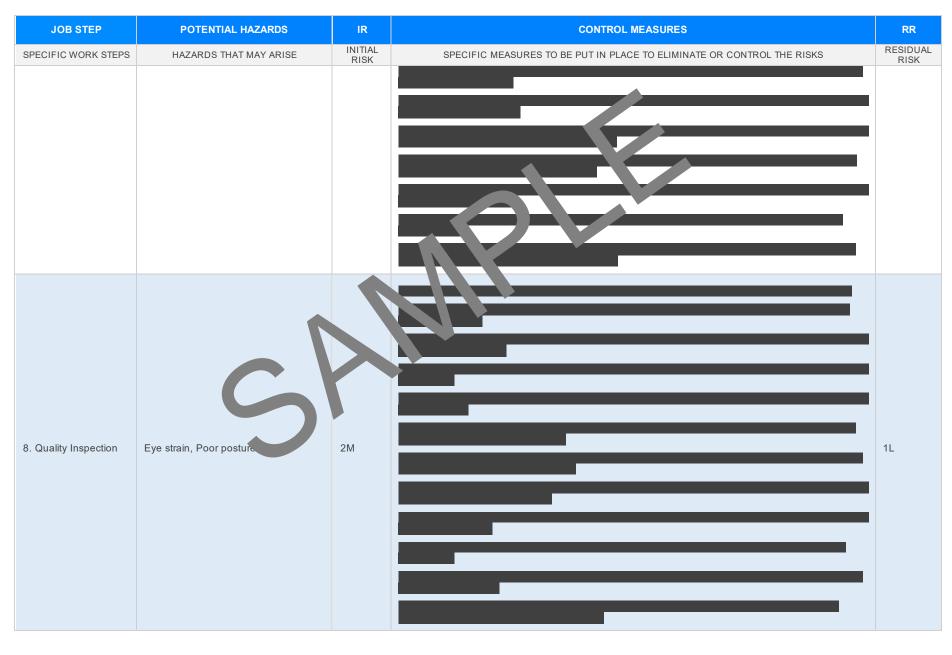




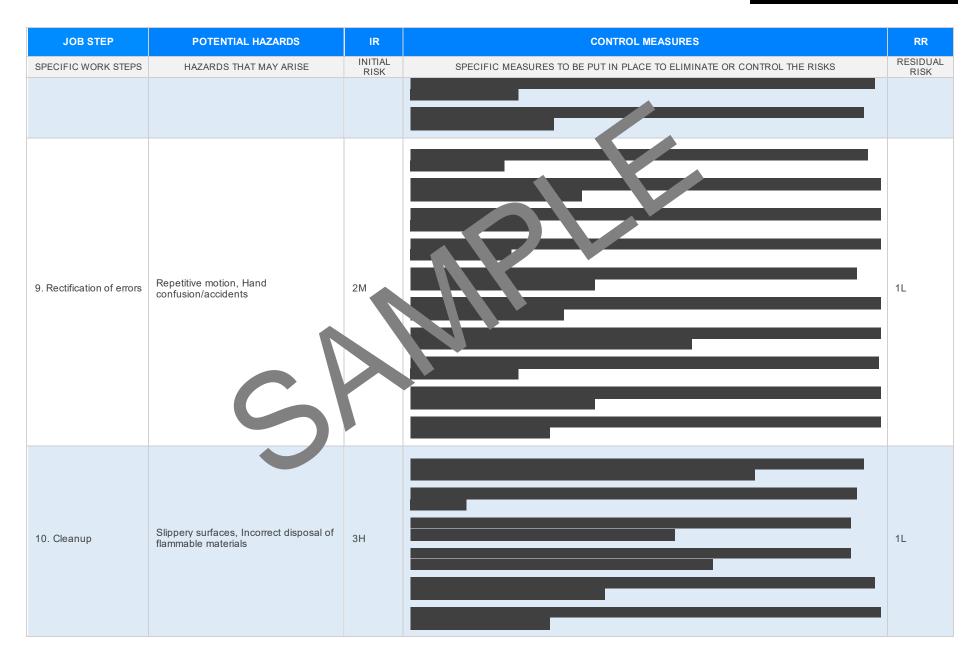
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
6. Application of	Fumes, Flammable material handling	RISK 4A	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RISK
6. Application of Coatings				
7. Drying Process	Fire risk, High temperatures	ЗН		1L

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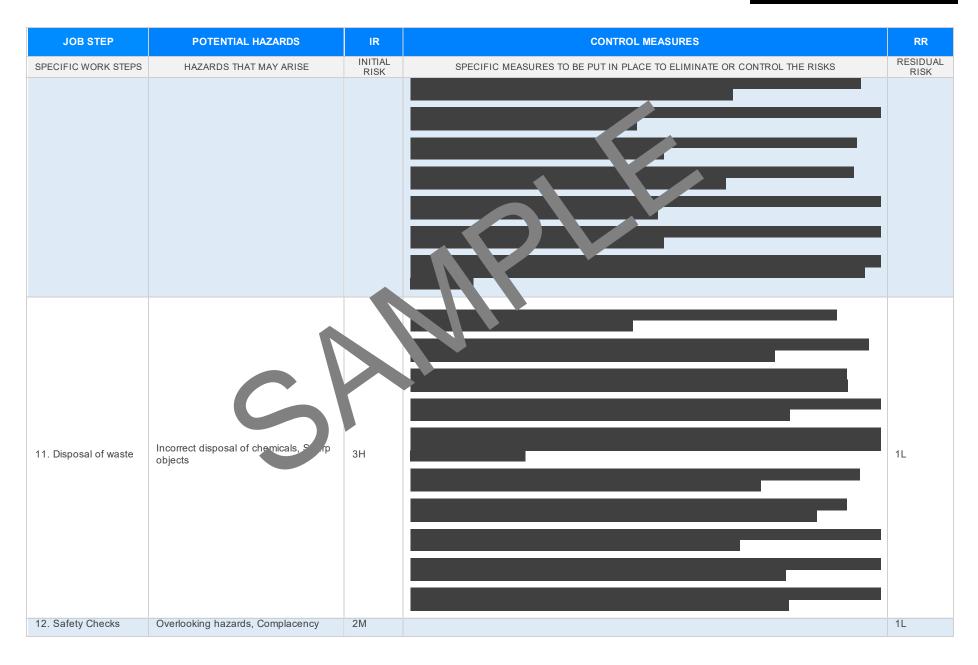










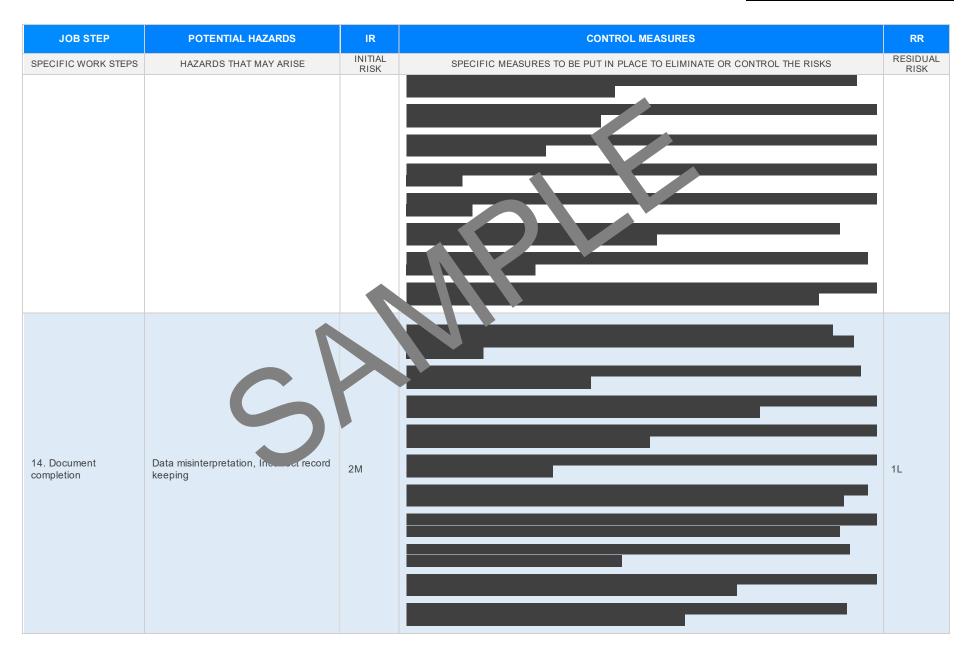


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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
13. Storage	Falling objects, Cluttered space	ЗН		1L



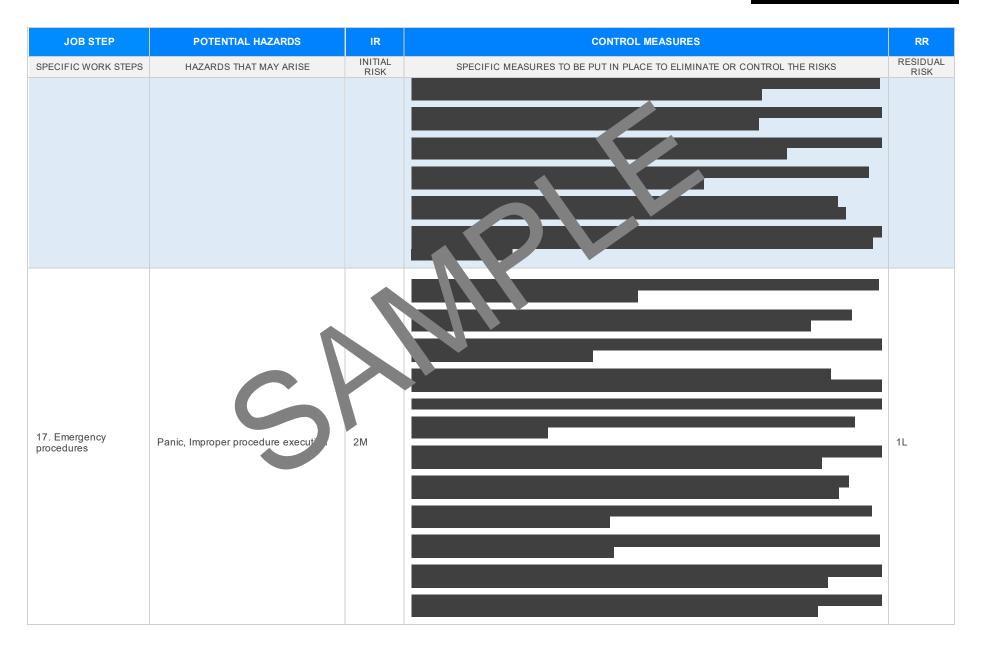




JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
15. Maintenance of tools	Tool mishandling, Lack of cleaning	ЗН		1L
16. Training and supervision	Improper training, Lack of supervision	ЗН		1L

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
18. Regular review of process	Complacency, Overlooking of improvements/changes	2М		
19. Feedback and improvement plan	Ignored feedback, Lack of action on improvement plans	2М		I 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
				•
20. Process Upgrade	Equipment malfunction, Procedure misunderstanding	ЗН		2M

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
	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				
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCE IN ANY STATISTICATION AND APPLICABLE				
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Octopational Health & 1 Safety Acc.004 Octopational Health an Safety Acc.004 Legistrion VIC: https://www.uorksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations design fractice VIC attps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice			
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/legis Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legis	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 201 Work Health and Safety (National Uniform Legislation) Regulations 20 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.orkplatesticesticesticesticesticesticesticesti</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- codes-of-practice</u>			
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (S. Legislation for SA: <u>https://www.safework.sa.gov.au/resources.ogislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/w_cplaces/codes-of-practice#COPs</u>	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			
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 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 aid 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.	 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 qualifications 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 THE S ATEM AT MONITORING AND REVIEW The SWMS must be reviewed regularly to make sure it remain effect. and mu be reviewed (and The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are revised if necessary) if relevant control measures are revised. The s should be carried out in effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The view consultation with workers (including contractors person responsible for monitoring the effectiveness of the Safe Work Method Statement should ntractors nay be cted by the operation of the SWMS and their health and safety representatives who rep sented that work group at the employ a multi-faceted approach which includes but is not limited to: workplace. 1. Spot Checks. When the SWMS has been revised the PCBU must ensure the all versons involved with the work are 2. Consultation with workers, contractors and sub-contractors. advised that a revision has been made and how they can acce the revised SWMS, including all persons 3. Internal audits on a continual basis who will need to change a work procedure or system as a reof the review are advised of the changes in a way that will enable them to implement their duties ntly with the revised SWMS. All workers that An approach of continuous improvement, promptly recording inconsistencies or deficiencies, will be involved in the work must be provided with the relevant information and instruction that will assist followed up by immediate corrective action and consultation with all relevant personnel ensures them to understand and implement the revised SWMS. 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.	\boxtimes		
Name, signature, position and date signed of the person approving the SWMS.			
Specific personnel and qualifications, experience is noted in the SWMS.	7		
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.	\boxtimes		
Any hazards listed in any site risk assessments have been added to the Sλ. S.	\boxtimes		
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	\boxtimes		
Check control measures added to the SWMS are the most effective sections.	\boxtimes		
Responsible person is assigned and listed on the spiral of the spiral entry of control measures.	\boxtimes		
Permit or licenses requirements specified, so in as Hot Work, Electrical Work, Work at Heights etc.	\boxtimes		
SWMS identifies plant and equipment to be	\boxtimes		
Details of inspection checks required for any equipment lister are noted on the SWMS.	\boxtimes		
Describes any mandatory qualifications, experience, ang or skills required to perform the work.	\boxtimes		
Applicable personal protective equipment is selected on the SWMS.	\square		
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 REVIEWED		
SIGNATURE	DATE COMPLETED		