Applying Sealants After Finishing	The Concrete SAFE WO	RK METHOD STATEMENT (SWMS)
TASK OR ACTIVIT	Y: Applying Sealants After Finis	shing The Concrete	
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 und thing (Pt V) i	s required to end 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	complian e or e SWN, as well as r	eviews and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS	NA OF ALL RELEVANT PERSON	NEL WHO HAVE BEEN CONSULTED AND F THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched, ed in according e with egislative requirements to first identify any site hazards, and the to control to the those hazards and then to further take steps to either eliminate or control l each hazard.			
If an incident or a near miss occurs, all work must store a clately. 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	SCORE	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.

		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
			- Provide appropriate personal protective exporment (PPE) such as gloves, masks, and safety glasses to all workers handling sealants.	
			- Ensure proper ventilation in the work area to pit posure to potentially harmful fumes from sealants.	
			- Use mechanical aids or tea Nifting techniques, shandle browy sealant containers to prevent manual handling injuries.	
			- Store sealants in the belle containers away from incompatible substances and in accordance with material safety and shee (MSD)	
1. Preparation	Exposure to dangerous substances,	2M	- Educate an train worker on safe hood procedures for sealants and the importance of PPE usage.	1L
	manual handling injuries	2111	- Impound a sport of the spill on tail and the spill on tail and the spill of the spill of the spill of the spills	12
			- Condict in the utar instructions of storage areas and handling procedures to ensure compliance with safety regulations.	
			house is take its are accessible on site and that staff are trained in the treatment of exposure to haze four substances.	
			Itilise loc-toxicity or non-toxic sealant alternatives where possible to minimise health risks.	
			- Leablish efficient waste disposal protocols for hazardous materials, ensuring that all disposal complies with local regulations.	
	6		- Conduct a pre-work safety briefing with all team members to outline the importance of wearing correct safety gear.	
			- Ensure all workers have been provided with and are using personal protective equipment (PPE) such as gloves, safety glasses, hard hats, and high-visibility clothing.	
			- Inspect PPE for any damage or wear before use; replace any compromised equipment immediately.	
			- Provide proper training on how to wear and use PPE correctly.	
2. Safety Gear Check	Inadequate safety gear, equipment malfunction	2M	- Check the functionality of safety equipment such as respirators and ensure they fit properly.	1L
			- Verify that all PPE meets Australian Standards AS/NZS requirements.	
			- Keep an inventory checklist to track the condition and availability of safety gear.	
			- Perform regular maintenance checks on equipment, including calibration and repairs, as necessary.	
			- Establish a protocol for reporting and replacing faulty equipment promptly.	
			- Ensure adequate first aid supplies and trained personnel are available onsite.	
			- Designate a safety officer responsible for monitoring compliance with PPE usage.	

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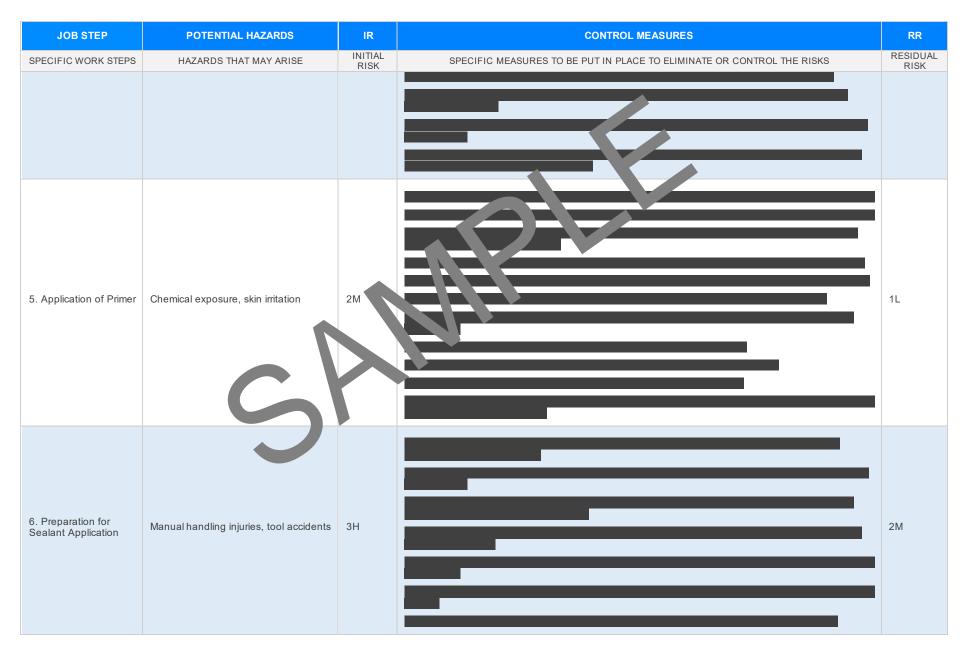
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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS - Implement a lockout/tagout procedure to ensure that malfunctioning equipment is clearly marked and not used until repaired. - Create a culture of safety by encouraging open cumunication about potential hazards and reinforcing the use of PPE at all times.	RESIDUAL RISK
3. Work Area Setup	Slips, trips and falls, falling objects	ЗН	 Ensure the work area is well-lit to improve wibility or a reduce the risk of slips, trips, and falls. Clear any debris or obstructions from the work dea to minimite tripping hazards. Use barricades or fencing whecure the work area and overs of potential hazards in the vicinity. Ensure all where's wear on-slip water are added to the chances of slipping on wet surfaces. Implement a musekeeing routine where the work area clean and free of hazards. Chean at all where dequipment are stored safely when not in use to prevent tripping and falling object. Inspectification and ladders to ensure they are stable and in good repair before use. Equip torkers with hard hats to protect against potential falling objects. Use so anyards to secure tools when working at height to prevent them from being dropped. Designa, a spotter to monitor the work area for potential hazards and provide assistance as needed. Instrume all sealant containers and materials are stored properly to avoid spills that could cause slip hazards. Train all workers on emergency procedures and evacuation routes in case of an incident or accident. 	2M
4. Initial Cleaning	Dust inhalation, eye damage from debris	2M		1L

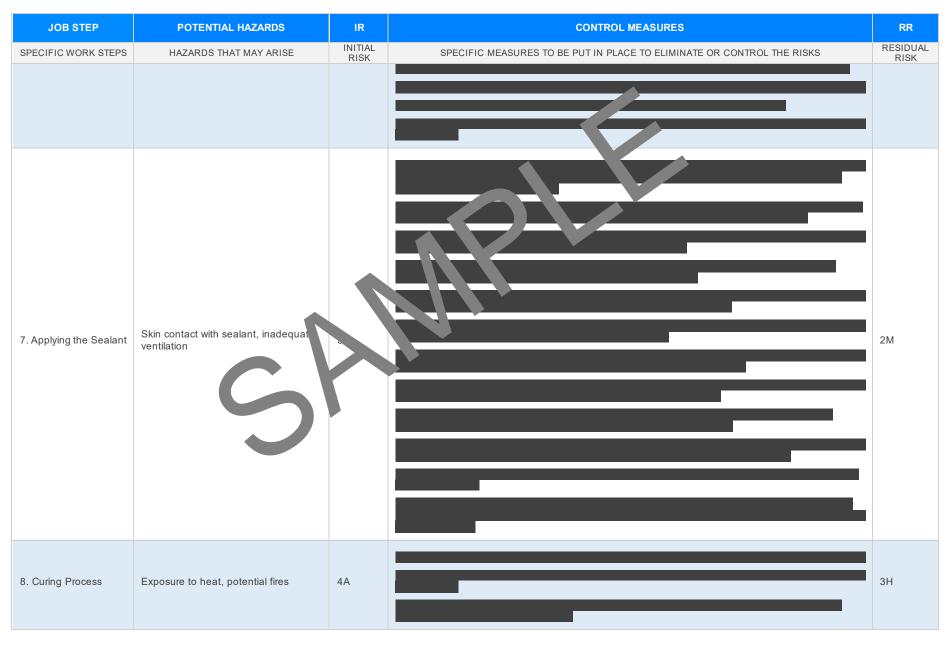
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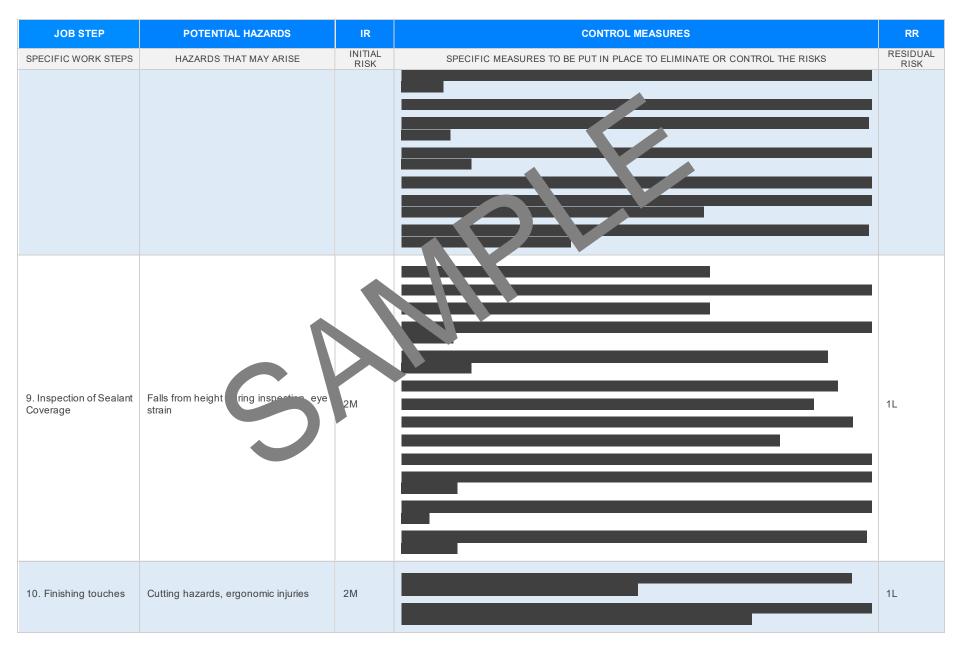
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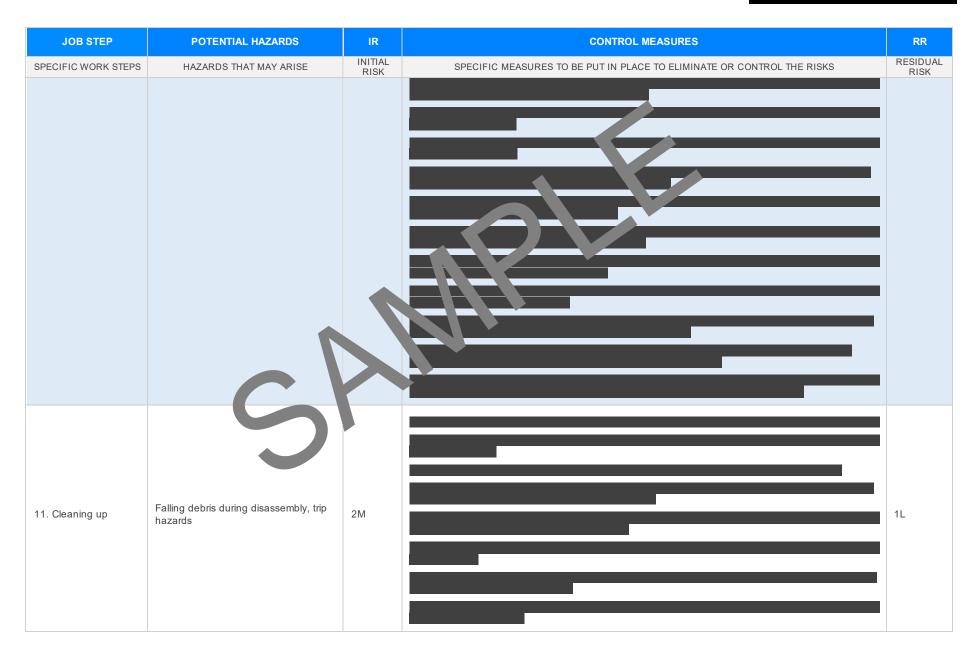
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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
12. Waste Management	Exposure to hazardous waste, improper disposal	2М		1L
13. Disposal of Unused Sealants	Chemical spills, inappropriate disposal leading to environmental impact	ЗН		2М

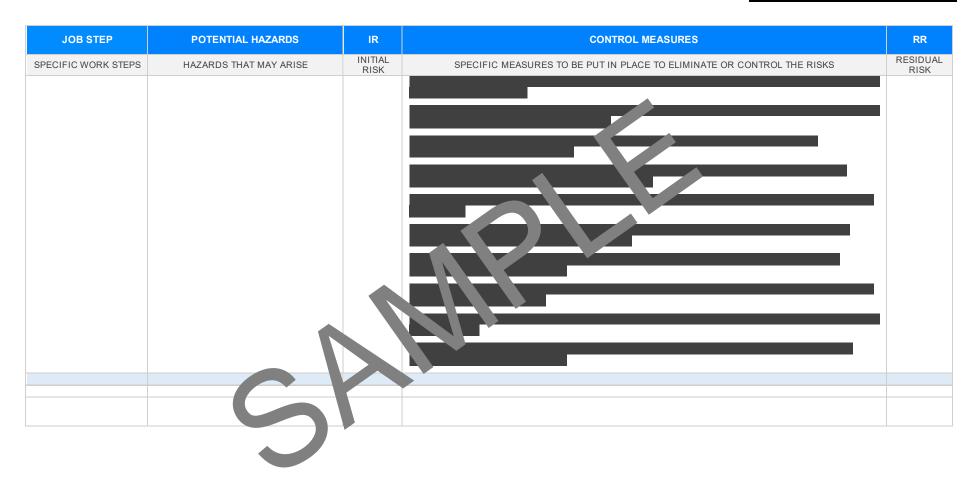
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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
14. Removal of Safety Barriers	Accidental injury, falling objects			1L
15. Post-Operation Review	Risk of overlooking future hazards if not conducted properly, ineffective communication	2М		1L

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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 REFERENCE IN ANY ST THAT ARE NOT 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 Occupational Health & 1 Safety Acce004 Occupational Health and Safety Acce004 Legis from VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gular s des of mactice 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 26 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.prkplaterefety-la</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-reso</u> ncessing designed.pressing designed.pr	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 (S. Legislation for SA: <u>https://www.safework.sa.gov.au/resources_gislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/ve.cplaces/codes-of-practice#COPs</u>	 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 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 REVIE	EWED
SIGNATURE	DATE COMP	LETED