Asbestos Materials | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Asbestos Materials

Business Name: [Company Name]	ABN: [ABN]	SWMS#
Business Address: [Company Address]		
Contact Person:	Phone: [Phone]	Email:

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:	Title:	Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED	NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS		
	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.			
If an incident or a near miss occurs, all work must stop immediately. 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:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

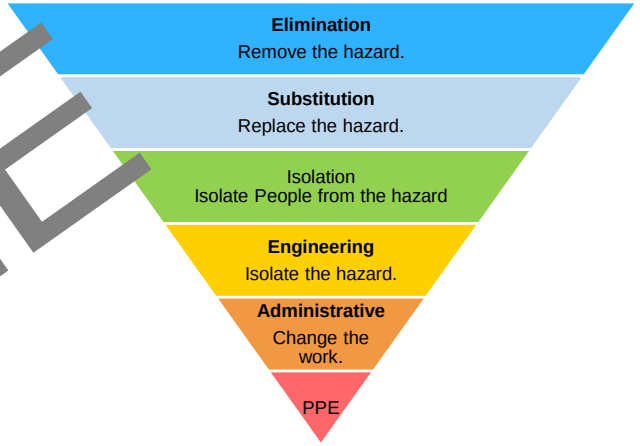
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition of an element of a structure that is load-be	☐ is carried out on or near energised electrical installations or services.
☐ involves demolition of an element related to the physical integrit of a stru	☐ is carried out in an area that may have a contaminated or flammable atmosphere.
☐ involves, or is likely to involve, disturbing as stos.	☐ involves tilt-up or precast concrete.
☐ involves structural alteration or repair that re mporar upp 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.	☐ 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 than 1.5m or 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 MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEE
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befo work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k records

HEIRARCHY OF CONTROLS



Notes on Hierarchy of Controls: Elimination methods are the most effective and preferre en co lli d hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the ost e ve, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Eq ment) he least effective method.

PERS NAL TECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	E PROTE	SPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and,
3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Inhalation of airborne asbestos fibers, Skin contact with asbestos materials		- Conduct a thorough risk assessment: Prior to commencing any asbestos-related work, identify potential hazards and assess the risks associated with the handling and disposal of asbestos materials. This sets the foundation for implementing appropriate control measures. - Obtain an asbestos survey or register: Ensure that an asbestos survey or register is conducted by a qualified person before planning any works involving asbestos materials. This helps in determining locations and types of asbestos-containing materials (ACMs) present in the workplace. - Asbestos awareness training: Provide asbestos awareness training to all workers involved in activities that could come into contact with asbestos materials. This will help workers understand the hazards associated with exposure and recognise the importance of following safe procedures. - Create a safe work method statement (SWMS): Develop a detailed SWMS outlining each step of the process, including information on hazard identification, risk management, and controls for specific tasks related to asbestos materials. - Personal protective equipment (PPE): Ensure that workers wear appropriate PPE, such as disposable coveralls, gloves, goggles, and respiratory protection devices, to prevent skin contact and inhalation of airborne asbestos fibers. - Encapsulation of asbestos materials: Where possible, encapsulate asbestos materials to prevent the release of airborne fibers during the removal process. This may include using sealants, paints, or other appropriate materials. - Wetting methods: Implement wetting techniques to minimise the release of asbestos fibers during the removal process. This may involve spraying water mist, applying surfactant solutions or using specialised low-pressure washing units. - Local Exhaust Ventilation (LEV): Utilise LEV systems to effectively capture and filter airborne asbestos fibers at the source, preventing them from spreading throughout the workspace. - Controlled access zones: Establish designated work areas where asbestos materials are handled or removed, and restrict access to only authorised and trained personnel. - Hazard communication: Clearly communicate hazards associated with asbestos materials through signage, labeling, and other means to ensure that all workers are aware of potential risks. - Asbestos waste management: Implement proper procedures for the collection, handling, transport, and disposal of asbestos waste, including using sealed, labelled containers and working with licensed asbestos waste disposal facilities. - Regular monitoring and review: Continuously monitor the worksite for signs of asbestos fibers and conduct regular reviews of work procedures and control measures to identify areas for improvement and ensure ongoing compliance with safety regulations.	2M	

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2. Identification	Incorrect identification of asbestos-containing materials (ACMs), Miscommunication between team members	2M	- Develop a clear and comprehensive identification plan: Create an asbestos management plan (AMP) that incorporates details about the exact location, type, and condition of any asbestos-containing materials (ACMs). - Conduct thorough inspection and testing: Prior to any work involving potential ACMs, engage a qualified asbestos assessor to conduct a detailed inspection, followed by laboratory analysis to confirm the presence of asbestos. - Regularly update asbestos registers: Keep a up-to-date register documenting identified ACMs, their location and conditions, accessible to all workers on the site. - Clear labeling of ACMs: Ensure that all confirmed ACMs are clearly marked with warning signs or labels stating "Asbestos - Do not disturb" to prevent accidental exposure. - Provide adequate training and information: All workers must receive regular training on asbestos awareness, which includes recognizing ACMs, understanding potential risks, as well as awareness of safe working procedures and emergency response protocols. - Implement robust communication strategies: Establish strong lines of communication between team members, supervisors, and safety professionals to share crucial information about the identification and management of ACMs. - Encourage a reporting culture: Promote an open environment where workers feel comfortable reporting concerns relating to potential ACM contamination without fear of repercussions. - Periodic assessments and reviews: Conduct regular risk assessments and re-evaluations of existing AMPs to ensure all control measures remain current, effective, and appropriate for changing site conditions. - Engage qualified professionals for asbestos removal: Employ trained and licensed asbestos removalists to safely and effectively remove confirmed ACMs and dispose of them following the legal requirements and best practices. - Emergency preparedness and response: Develop and maintain an emergency response plan that includes processes for managing incidents involving asbestos exposure, including medical monitoring, decontamination, and post-incident investigations.	1L	
3. Removal Planning	Insufficient training, Lack of proper equipment	3H	- Conduct thorough and up-to-date asbestos removal training sessions for all workers involved, ensuring they are aware of risks associated with the task and how to safely handle and dispose of asbestos-containing materials. - Verify that everyone on-site has successfully obtained relevant certifications, licenses, and permits required for asbestos removal tasks. - Develop a comprehensive and site-specific Asbestos Removal Plan (ARP) addressing all possible hazards during work, including risk assessment, identification of key personnel and their roles, and an emergency response plan.	1L	

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			- Provide appropriate personal protective equipment (PPE) for all workers, such as disposable coveralls, gloves, respiratory protection devices (RPD), and goggles, ensuring correct fitting and usage. - Establish designated decontamination areas, equipped with showers and changing facilities, providing clear instructions on proper decontamination procedures to prevent contamination outside the work area. - Ensure all necessary tools and equipment used for asbestos removal are available on-site, well-maintained, and fit for purpose, including high-efficiency particulate air (HEPA) fitted vacuum cleaners and leak-tight waste bags. - Conduct regular inspections and pre-start checks of machinery, tools, and PPE to ensure consistent performance and ongoing compliance with regulations. - Implement a limit on the number of workers within the asbestos removal area to reduce potential exposure, only allowing well-trained and authorised personnel access. - Implement clear signage and barriers around the asbestos removal area to restrict unauthorised access and educate others of potential hazards. - Schedule regular briefings and toolbox talks to address any concerns or issues arising during the removal process, encouraging open communication amongst the team. - Use wet methods and suppressed dust techniques during removal to minimise airborne fibres and reduce potential exposure to asbestos. - Maintain accurate records of asbestos materials removed from the site, detailing the quantity, location, and disposal methods, ensuring that all legal requirements for disposal are met to avoid potential penalties and fines.		
4. Establishing Work Area	Slips, trips and falls, Unmarked hazard areas	2M	[redacted]	1L	

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			[redacted]		
5. Personal Protective Equipment (PPE)	Improper PPE use, Damaged or inadequate PPE	3H	[redacted]	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
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			[redacted]		
6. Isolation	Uncontrolled access to the work area, Inadequate signage or barriers	2M	[redacted]	1L	

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			[redacted]		
7. Wetting ACMs	Accidental ingestion of contaminated water, Excessive moisture creating slip hazards	2M	[redacted]	1L	

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			[redacted]		
8. Asbestos Removal	Damage to surrounding structures, Improper packaging and labeling of waste materials	3H	[redacted]	2M	

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			[redacted]		
9. Decontamination	Cross-contamination, Insufficient decontamination procedures	3H	[redacted]	1L	

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			[redacted]		
10. Waste Disposal	Leakage of hazardous substance, Hazardous substances being mishandled	2M	[redacted]	1L	

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11. Air Monitoring	Failed air clearance test, Improper use of monitoring devices	3H		1L	

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12. Documentation	Incomplete or incorrect documentation, Miscommunication with stakeholders	2M		1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			[redacted]		

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 REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT 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

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/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/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/workplaces/codes-of-practice#COPs

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

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.

Victoria
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

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

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
- 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
- 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	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are changed. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation 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 all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently 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	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	☐	☐	
Names and signatures of 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.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWM	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effecti[illegible]ions.	☐	☐	
Responsible person is assigned and listed on the SWMS for the im[illegible]of cont[illegible]measures.	☐	☐	
Permit requirements specified, such as Hot Wor[illegible]Electrical Work, W[illegible]t Heights etc.	☐	☐	
SWMS identifies plant and equipment to be u[illegible].	☐	☐	
Details of inspection checks required for any equipment listed a[illegible]noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training[illegible]skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
Reflects and documents any legislative references and/or Australian Standards.	☐	☐	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☐	☐	

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	