Brick Dipping Tank SAFE WORK METHOD STATEMENT (SWMS)									
TASK OR ACTIVITY: Brick Dipping Tank									
Business Name: [Company Name]		ABN: [ABN]	SWMS#						
Business Address: [Company Address]									
Contact Person:	Phone: [Phone]	E pil:							
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE P OF THE PROJECT							
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.	icting a business or undertaking (K=3U) is	required to ture at 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 and compliance of the SWMS, well as reviews and modifications of the SWMS.									
Full Name:		Title:	Phone:						
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS. ST HAVE THE FOLLOWING COMMUNICATED	N TE AND DATED SIGNATURE OF A CO. MUNICATED TO IN THE DEVELO	LL RELEVANT PERSONNEL WHO HAVE B OPMENT AND APPROVAL OF THIS SWMS	EEN CONSULTED AND						
Safety meetings or toolbox talks will be sched ed in accordance with egislative requirements to first identify any site hazards, conduct on the those hazards and then to further take steps to either chare or control early hazard.	NAME	SIGNATURE	DATE						
If an incident or a near miss occurs, all work must successfully. 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 descriptio	n of the specific work being	carried out (otherwise			
Project Address:					known as cope of works).					
Project Manager:										
Contact Phone:										
Project Manager Sig	nature:									
Date SWMS supplied to Project Manager:										
ANY HIGH-RISK CON PUCI N' JRK BEING CARRIED OUT										
involves a risk of a pe	erson falling more than 2 m	neters.		is carried out on or near pressurised gas mains or piping.						
☐ is carried out on a tel	ecommunication tower.			☐ is carried out on or near chemical, fuel or refrigerant lines.						
involves demolition o	f an element of a structure	that is load-been.		is carried out on or near energised electrical installations or services.						
involves demolition o	f an element related to the	physical integrit of a str	2.	is carried out in an area that may have a contaminated or flammable atmosphere.						
involves, or is likely to	o involve, disturbing a es	tos.		involves tilt-up or precast concrete.						
involves structural alt	eration or repair that re	mporal, upp to p	revent collapse.	is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.						
is carried out in or ne	ar 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 th	aan 1.5m or tunnel involvin	g use of explosives.	is carried out in areas with artificial extremes of temperature.						
is carried out in or ne	ar water or other liquid tha	t involves a risk of drownin	ng.	involves diving v	vork.					
		ANY HI	GH-RISK MACHINER		NT NEARBY					
Forklift	Crane/s	Hoist/s	Excavator	Backhoe/Loade	r 🗌 Boom Lift	EWP	Genie Lift			
	Drilling Rig	Trucks	Formwork	Bobcat	Flammable Gas	Fuel	Dozer			
High Voltage	Mulcher	Tilt-up Panels	Roller	Scissor Lift	Tractor	Other -				







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	Manual handling injuries, Exposure to hazardous chemicals	2M	 Provide proper training on safe manual handling techniques, including lifting, carrying, pushing, and pulling actions. Conduct regular risk assessments to identify in arrous chemicals and determine appropriate control measures for their user urage, and disposal. Implement a comprehensive chemical manuments atem that includes inventory tracking, storage, disposal procedures, and encoursey response plans. Specify and use appropriate resonal protective upment or E) such as gloves, safety glasses, and protective thing when handlin the auous chemicals or performing manual known task. Use mechanic alds like fulleys, tists, or paralizeks to minimise the amount of manual hand on required during the coince occess, particularly for heavy or awkward loads. Destined manuscher regonomic workspace with adequate space for movement and the bart help for tasks to minimise strain on workers' bodies during manual handlin tas. Estable cleatorocecomes for handling, transporting, and disposing of hazardous to nicial include a containment and spill response measures. Ensure the risk of injury due to overuse or strain. Angularly inspect and maintain equipment and tools used during the brick dipping process to prevent malfunctions that could cause injuries or exposure to hazardous chemicals. Implement rotation tasks among workers to avoid prolonged repetitive motions and reduce the risk of injury due to overuse or strain. Provide ongoing supervision and monitoring of work activities to ensure adherence to established safety protocols and correct any issues promptly. Display warning signs and instructions prominently in the brick dipping area to inform workers about potential hazards and guide them through the correct procedures to follow. Encourage open communication and feedback between workers and management regarding health and safety concerns, fostering a culture of continuous improvement and worker well-being.	1L	
2. Equipment setup	Electric shock, Tripping hazards	2M	- Ensure that all electric equipment is properly checked and tagged by a qualified technician at regular intervals, as per the Australian standards.	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
			 Inspect all cords and plugs before use to ensure they are in good working condition, with no frayed wires or damaged insulation. Make sure that a Ground Fault Circuit Interrupter or CI) is installed on all electrical outlets near the work area to prevent electric stock. Keep Brick Dipping Tank setup clear from after source or any wet surface, which can increase the risk of electric shock. Provide proper lighting in the equipment setupe ea, so worker have clear visibility while handling the tank and their tools. All electrical equipments should be connected to a structure early any unnecessary or unrelated item and materies around an upping tank area. Section of the sort tubing running through the work area by using cable protection or cord weres to prevent tripping hazards. Utilise trop, signag to clearly warn of potential hazards, like electricity and triprisk area. prevent in the workspace. Neure borkers to adequately trained and informed about the dangers associated with with sits and are aware of how to handle the equipment safely. Maintain open communication channels, allowing workers to report any hazards on any out sing the brick dipping tank, as well as for responding to incidents and emergencies. Regularly review control measures and modify them accordingly if new hazards or risks are identified. It is essential to keep the SWMS up-to-date and relevant to the workforce's evolving needs. 		
3. Pre-dipping process	Splashes or spills of chemicals, Inadequate ventilation	2M	 Properly train employees in the handling, use and storage of chemicals involved in the brick dipping process. Provide appropriate personal protective equipment (PPE) such as goggles, gloves, aprons, and safety boots to minimise contact with harmful substances. Clearly label all chemical containers and tanks with their respective contents and hazard warnings. Implement a spill response plan in case of accidental spills or splashes, including easily accessible spill containment and clean-up materials. Provide eye wash stations and emergency showers near the work area for immediate decontamination in case of chemical exposure. Assess the ventilation system to ensure adequate air exchange is occurring, preventing the buildup of harmful fumes in the workplace. 	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
			- Train workers on the specific symptoms of overexposure to chemicals used in the dipping process and how to seek prompt medical care if needed.		
			- Establish a buddy system that ensures at least two employees are present during the pre-dipping process to watch out for any proceed issues.		
			- Regularly inspect the dippers, tanks, and these for leak shamage, or other defects that could lead to spills or exposures.		
			- Keep chemical exposure to a minimum by ensuing proper dilution of the solution, avoiding direct contact with the illuted chemicals.		
			- Maintain good housekeeping , ctices around the pace, such as promptly addressing any set of the may contribute to accidents.		
			- Encourage aular breaks Illowing orkers comporarily leave the area and take in fresh air, reging chapters of chemical corresposure.		
			- Monoperprint and wellness and promptly address any concerns, providing upport employees with any health issues arising from exposures.		
			- Contil, out, review, of update safe work procedures based on feedback, concern, and out st practices to optimise worker safety during the pre-dipping neess.		
4. Brick dipping	Chemical exposure, PPE failure	ЗН		2М	



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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
5. Post-dipping process	Incorrect disposal of waste, Cross- contamination	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
6. Quality control	Ergonomic hazards, Faulty equipment	2M		1L	

Version 2.5



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
7. Packing and labeling	Heavy lifting, Incorrect labeling	ЗН		2M	

Version 2.5



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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
8. Storage	Mismanagement, Collapse of storage racks	1L		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
9. Shipping and transport	Load shifting, Vehicle accidents	4A		2M	

Version 2.5

Date of Issue:



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
10. Waste disposal	Improper handling, Leaking containers	ЗН		1L	

Version 2.5

Date of Issue:



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
	S				
11. Emergency response	Inadequate response, Lack of trained personnel	2M		2M	



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
12. Clean-up	Slips and falls, Mixing incompatible chemicals	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



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.

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE 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/codes-of-practice Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice	Victoria Occupational Health and Safety Acta 24 Occupational Health and Safety Acta 24 Degis from VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-oulat</u> Safety Safety Sa					
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/legislati-codes-of-practice Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-of-practice	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 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/workplace-sub-claws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/workplace-sub-claws</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 (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/worf_laces/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 	 Managing the work environment and facilities How to manage work health and safety risks Managing risks of plant in the workplace Construction work 					

- Any required documents.



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:		
			Datu		
			L te:		
			Date:		

SAF WC A STHUD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to review the sure it remains revised if necessary) if relevant control measure are a conconsultation with workers (including contractors are subcontract of the SWMS and their health and safety representatives who re workplace.

ke sure it remains effective and must be reviewed (and acception of the process should be carried out in s any subcontract s) who may be affected by the operation esentatives who recented that work group at the

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.		P		
Name, signature, position and date signed of the person approving the SWMS.				
Specific personnel and qualifications, experience is noted in the SWMS.	- P			
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 SWN				
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.				
Check control measures added to the SWMS are the most effectine sections.				
Responsible person is assigned and listed on the SWMS for the impement of continueasures.				
Permit requirements specified, such as Hot Wr Electrical Work, V Lat Heights etc.				
SWMS identifies plant and equipment to be used.				
Details of inspection checks required for any equipment listed are noted on the SWMS.				
Describes any mandatory qualifications, experience raining 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 R	EVIEWED		
SIGNATURE	DATE CC	DATE COMPLETED		