

Commercial Dishwasher Deterge	ent Dispenser   SAFE WOR	K METHOD STATEMENT (SW	/MS)
TASK OR ACTIVI	TY: Commercial Dishwasher Det	ergent Dispenser	
Business Name: [Company Name]		ABN: [ABN]	SWMS#
Business Address: [Company Address]			
Contact Person:	Phone: [Phone]	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE PL J OF THE PROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	eting a business or undertaking (N 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 a	ompliance of the SWMS well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS VMS. ST HAVE THE FOLLOWING COMMUNICATED	N. 1E AND DATED SIGNATURE OF A CO. MUNICATED TO IN THE DEVELO	LL RELEVANT PERSONNEL WHO HAVE BI PMENT 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, conditions those hazards and then to further take steps to either the conditions of the conditions are or conditional talks.	NAME	SIGNATURE	DATE
If an incident or a near miss occurs, all work must steam ately. 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.			



		CLI	ENT OR PRINCIPAL	CONTRACTOR D	ETAILS				
Client:						SCOPE OF WORKS			
Project Name:					Provide a detailed description 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 supplie	d to Project Manager:								
		ANY HIGH-	RISK CON PUCT	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.	`	$H \cap H$	is carried out on	or near chemical, fuel or refrig	erant lines.			
☐ involves demolition o	f an element of a structure	that is load-be n.		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	3.	is carried out in an area that may have a contaminated or flammable atmosphere.					
☐ involves, or is likely to	o involve, disturbing a	tos.		involves tilt-up or precast concrete.					
involves structural alt	eration or repair that re	upp to p	prevent 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 a	an area of a workplace where t	here is any movement of p	owered mobile plant.		
is carried out in/near	a shaft or trench deeper th	nan 1.5m or tunnel involvin	g use of explosives.	is carried out in a	areas with artificial extremes of	temperature.			
is carried out in or ne	ar water or other liquid tha	t involves a risk of drowning	ng.	☐ involves diving w	vork.				
		ANY HI	IGH-RISK MACHINER	RY OR EQUIPMEN	IT 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 -			





### PERL NAL TECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PPOTECTION	PROTE	SPIRATORY P STECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
			A								

Select me 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	Slip and fall hazards, Chemical exposure	2M	<ul> <li>Ensure all personnel are provided with appropriate non-slip footwear and are instructed to wear it while working in the area.</li> <li>Clearly mark any wet or slippery areas with young signs, and use floor mats or other anti-slip materials in high-risk location</li> <li>Train all staff in proper handling of chemical including reading and understanding Safety Data Sheets (SDS), use of Personal Property and first aid measures in case of exporure.</li> <li>Store commercial dishwashe retergent in a design teat real with proper ventilation, away from the prepostorage areas.</li> <li>Have spill kith readily available an insure all polygees know their location and how to proper clean up so is to reach a sline zards and chemical exposure.</li> <li>Correct regularing propers of flooring and work environment to identify any potential by or the regular cleaning schedule for floors to remove residue and decrease the like room slip hands.</li> <li>Provide rope of PE, such as gloves, goggles or face shields, and aprons, to em, twee to minurise chemical exposure risk.</li> <li>Limit are so to detergent dispenser area to trained personnel only to prevent authorised handling and dispensing of chemicals.</li> <li>Install and maintain a well-functioning commercial dishwasher detergent dispenser with clear instructions for use to minimise manual handling and exposure.</li> <li>Establish procedures for staff to report any safety concerns or incidents, encouraging a proactive safety culture within the workplace.</li> <li>Regularly review, update, and communicate the SWMS to all employees, incorporating new safety measures or processes as necessary.</li> <li>Promote and facilitate ongoing safety training, keeping employees informed and updated on best practices for maintaining a safe and healthy work environment.</li> </ul>	1L	
2. Detergent Dispenser Installation	Electrical hazard, Muscle strain	ЗН	<ul> <li>Ensure technicians performing the installation are licensed and trained in handling electrical systems to reduce the risk of an electrical hazard.</li> <li>Provide workers with thorough instruction and training on installing detergent dispensers and potential hazards that can arise.</li> <li>Before commencing work, turn off and isolate power sources where possible, to minimise the chance of inadvertent contact with live electrical wires during installation.</li> <li>Check and inspect all tools and equipment for damages or faults prior to use, especially electrical equipment, ensuring they comply with relevant safety standards.</li> </ul>	1L	



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			- Always use appropriate Personal Protective Equipment (PPE), such as insulated gloves, protective eyewear, and covered footwear, to reduce the risk of injury.		
			- When lifting and positioning the detergent dispersus, practice safe manual-handling techniques to avoid muscle strain, including proper lifting procedures and using appropriate assistive devices when pressary.		
			- Implement a buddy system for installations uiring avy lifting or awkward postures, reducing the risk of accidents and over alon injuries.		
			- Maintain good housekeeping practices to minimal clutter and rip hazards, ensuring the work area is cleaned free from obstains the agnout the installation process.		
			- Schedule reconstruction breaks of rotations for work to alleviate fatigue and prevent repetitive struction injuries.		
			- Encurage op companication among team members to report any issues, concerns resugn and related to hazards and safety measures during the install. On rocess		
			- Conductres ar safe shriefings and toolbox talks to refresh workers' understanding correct procedures and the importance of hazard mitigation.		
			- In tame it emergency procedures, including first aid provisions and evacuation plans, sure swift response in the event of incidents during the installation ocess.  - Regularly review and update SWMS based on completed installations, identifying		
			any new hazards or control measures that may further minimise risks during future projects.		
	5		- Ensure proper installation and connection of water supply hoses and pipes, with appropriate seals to prevent water leakage from the dishwasher.		
			- Regularly inspect and maintain the dishwasher's water inlet and outlet connections, replacing any worn or damaged parts that could cause leaks or water damage.		
			- Install a dedicated shutoff valve for the dishwasher's water supply, allowing for easy isolation and maintenance if necessary.		
3. Dishwasher Connection	Water damage, Trip hazard	2M	- Keep the floor around the dishwasher clean and dry to minimise the risk of slipping on surfaces covered in water or detergent solution.	1L	
			- Securely fasten all cables, hoses, and cords away from walkways and service areas to reduce the chance of tripping hazards.		
			- Clearly mark or use hazard tape to identify any area where hoses and cords may present a trip hazard, ensuring that staff members are aware and cautious when navigating these areas.		
			- Provide non-slip mats or flooring near the commercial dishwasher to reduce the potential for slipping on wet or slippery surfaces.		



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			<ul> <li>Train staff on the correct usage of the dishwasher detergent dispenser, including how to properly connect it to the appliance and store the chemicals after use.</li> </ul>		
			- Equip the workplace with spill containment mater (such as absorbent pads or towels) and ensure staff is trained on how to effectively contain and clean up spills to reduce the risk of water damage or slips.		
			- Maintain and regularly review an incident recriting them to consistently track any instances of water damage or trips related to the washer connection, using this information to continuously improve the safety correls in place.		
4. System Testing	Chemical contact a lectrical short	ЗН		2M	



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5. Cleaning and Maintenance	Contact with hot surfaces, Exposure chemicals	2M		1L	



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6. Troubleshooting	Fire hazards, Electronic	ЗН		1L	



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7. Detergent Replacement	Spills, Muscle strain	2M		1L	



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8. Water Supply Adjustment	Water damage, Electrical N.	4A		1L	



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9. Inspect Hoses and Fittings	Puncture injuries, Trip ha	2M		1L	



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10. Identify Dishwasher Issues	Exposure to moving parts, Noise pollution	ЗН		1L	



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11. Repair and Replace Parts	Electrical hazard, Hand injuries	4A		2M	



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12. Final Inspection	Miscommunication, Incomplete task	2M		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 REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES. ANY STATE OF AT ARE NOT APPLICABLE.

#### **Queensland & Australian Capital Territory**

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

 $\textbf{Legislation QLD:} \ \underline{\textbf{https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws}$ 

Codes of Practice QLD: <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</a> Legislation ACT: <a href="https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations">https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</a>

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/legislative

Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis codes-or ractive

#### **Northern Territory**

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulation 201

Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/wo\_place-

Codes of Practice NT: https://worksafe.nt.gov.au/s

#### 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/le\_lation

Codes of Practice for SA: https://www.safework.sa.gov.au/work\_aces/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 al. Safety Act

Occupational Health and afety gulations 2017

Legis on VIC: https://www.safe.vic.gov.au/occupational-health-and-safety-act-and-

<u>julai.</u>

des of actice VIC attps://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	Pos	sition	Signature	Date	Time	Sup	pervisor	
				Date:				
			Date:					
				Date:				
	Date:							
		SAF WC A	STATEMENT	MONITORING AND	REVIEW			
The SWMS must be reviewed regularly to refer the sure it remains effective and must be reviewed (and revised if necessary) if relevant control measure are a constant of the symbol process should be carried out in consultation with workers (including contractors and subcontract is) who may be affected by the operation of the SWMS and their health and safety representatives who reduces essented 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	<u> </u>	□ 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 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 SWh			
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.			
Check control measures added to the SWMS are the most effecting so tions.			
Responsible person is assigned and listed on the SWMS for the imperent of continue assures.			
Permit requirements specified, such as Hot Work, Veralt Heights etc.			
SWMS identifies plant and equipment to be u d.			
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.			
dentifies any hazardous substances used with specific control measures in line with any SDS.			
REVIEWED BY	DATE R	EVIEWED	
SIGNATURE	DATE CO	MPLETED	