Concrete Batching Plant SAFE WORK METHOD STATEMENT (SWMS)								
TASK	OR ACTIVITY: Concrete Batchin	g Plant						
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 PL OF THE PROJECT						
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.	icting a business or undertaking (k BU) is	required to thurs at a safe work method s	statement (SWMS) is prepared before					
Full Name:								
Signature:		Title:	Date:					
Details of the person(s) responsible for ensuring implementation, monitoring	compliance of the SWMS well as review	vs 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	ALL 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 regislative requirements to first identify any site hazards, conditioned unical those hazards and then to further take steps to either the condition of the archazard.	NAME	SIGNATURE	DATE					
If an incident or a near miss occurs, all work must study unately. 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:							rk being carried out (otherwise				
Project Address:			k	nown as scope of works).							
Project Manager:											
Contact Phone:											
Project Manager	Signature:										
Date SWMS supp	olied to Project Manag	er:									
		ANY HIG	H-RISK CON YUCI	N. JRK BEING	ARRIED OUT						
involves a risk of	a person falling more than	2 meters.		is carried out on or	near pressurised gas main	s or piping.					
is carried out on a	a telecommunication tower.			☐ is carried out on or near chemical, fuel or refrigerant lines.							
involves demolition	on of an element of a struct	ure that is load-be		☐ is carried out on or near energised electrical installations or services.							
involves demolition	on of an element related to	the physical integrit of a s	17 e.	is carried out in an area that may have a contaminated or flammable atmosphere.							
involves, or is like	ely to involve, disturbing a	estos.		involves tilt-up or precast concrete.							
involves structura	al alteration or repair that re	mporal 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 o	r 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/n	ear a shaft or trench deepe	er than 1.5m or tunnel involv	ving use of explosives.	is carried out in areas with artificial extremes of temperature.							
is carried out in o	r near water or other liquid	that involves a risk of drow	ning.	involves diving wo	k.						
		ANY	HIGH-RISK MACHINE	RY 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 -					







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	Trips and falls, Contact with hazardous materials	2М	 Clearly mark designated walkways and keep them free of obstructions to prevent trips and falls. Conduct regular inspections of the worksite traventify and rectify any potential hazards, such as uneven surfaces or obstatus in the walkways. Provide appropriate personal protective equipment (a.e.), including safety footwear with slip-resistant soles, to minimise the risk or unand falls. Train employees on safe the uling and storage to azardour waterials, and provide Material Safety Data Sheets (n DS) for easy reference. Make sure that at a more resonance of the work zones to prevent accidental contact. Estench an extragent spill response and to ensure quick containment and cleanes of any account applies involving hazardous materials. Impletent system or regular housekeeping and maintenance of the worksite, includin protect remote of waste materials, to maintain a clutter-free environment and reduce trip azards. Insell fa prevension systems, such as handrails and guardrails, in elevated areas where a users may be exposed to fall risks during preparation activities. Space adequate lighting in all work areas to improve visibility and help prevent trip and falls, as well as facilitating the identification of potential hazards from hazardous materials. Encourage employees to report any hazards or near misses immediately to their supervisor, allowing for timely corrective action to be taken. Provide workers with ongoing training in proper lifting techniques and manual handling procedures to minimise the risk of injury from lifting heavy objects or equipment. Conduct regular tool-box talks focused on workplace safety topics, including the importance of hazard awareness, PPE usage, and safe work practices when dealing with concrete batching plant preparation tasks. 	1L	
2. Site setup	Traffic hazards, Unstable ground	ЗH	 Develop a site-specific traffic management plan, detailing vehicle and pedestrian access points, designated parking areas, and designated walking paths to minimise the risk of collision. Display clear signage indicating speed limits, right-of-way rules, and one-way directions for vehicles within the site, ensuring all workers are aware of the traffic rules. Establish exclusion zones around plant equipment and loading areas, using barriers or traffic cones to prevent unauthorised access. 	2M	



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			- Conduct a geotechnical assessment of the ground prior to the establishment of the concrete batching plant, identifying any potential instability and determining the appropriate measures to stabilise the ground.		
			- Ensure that all employees are trained on the tranc management plan, and are aware of their responsibilities in maintaining that working practices on the site.		
			- Implement systematic inspection processes more than stability of the ground and any visible signs of erosion, settling or crashed schedule regular maintenance to mitigate risks associated with unstable ground unditions.		
			- Provide high visibility vests a cother personal prosting quipment (PPE) to workers, ensuring the constant ventifiable by heavy archinery operators while moving within the case.		
			- Develop an energency resonance provide and procedures for reporting incidents, evacuating the sea, and parting emergency services. Regularly review and practice these reduce vitter employees.		
			- Promite mmunication between heavy machinery operators and workers on foot using to -we radios, a designated spotter, ensuring clear communication channel, are intainent all times.		
			nit vericle moments during peak work hours or periods of poor visibility, reduced is risk of collisions due to increased congestion.		
			tillise and slip mats, ramps or other stabilization methods to create level and s the working platforms around the batching plant, reducing the risk of falls and accidents associated with unstable ground.		
	C		 Inspect all mobile plant and equipment regularly, ensuring they are safe to use and meet the necessary safety standards. Provide appropriate training for all workers operating equipment, ensuring they are competent and confident in their role. 		
			- Encourage a proactive safety culture within the workplace, promoting open discussions about potential hazards and supporting employees in reporting unsafe conditions or practices for prompt rectification.		
			- Conduct pre-shift safety meetings with all personnel to discuss the hazards associated with material delivery and reinforce safe work practices.		
2. Motorial delivery	Injury from heavy lifting, Struck by	211	- Ensure all employees involved in material delivery are properly trained in safe lifting techniques, specific equipment handling procedures, and relevant company policies or safety regulations.	214	
S. Material delivery	3. Material delivery moving vehicles	3H	- Provide appropriate Personal Protective Equipment (PPE) such as safety boots, gloves, high-visibility vests, and hard hats for employees involved in material delivery tasks.	2M	
			 Implement designated loading and unloading zones with clear markings and effective traffic control measures to minimise interactions between workers, moving vehicles, and other site resources. 		



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			- Implement effective communication methods among employees responsible for coordinating material deliveries, such as using two-way radios, hand signals, or dedicated spotters to ensure safe coordination of activities.		
			- Ensure that all forklifts, cranes, trucks, and other material delivery equipment are properly inspected, maintained, and operationary adequately trained and certified operators.		
			- Establish appropriate speed limits within the structure and enforce strict adherence to these limits to minimise thereisk of struck-by in the lents involving webicles.		
			- Develop and implement a trace management place at sources a one-way traffic flow system within the segment tes pedestrian part from vehicle routes, and includes designed cross point for pedestrians where necessary.		
			- Keep walking is and work peas clean of objections, materials or debris that might impedetmoved but, cause ups, trips of the debris of pose a hazard to material delivery personal to mat		
			- Regulin, eview a Lupdate risk assessments and Safe Work Method Statements (SWMs, to be count he any changes in the work environment, new equipment, or newly identified risks are hazards related to material delivery in a concrete batching lant set eng.		
4. Equipment inspection	Electrical hazards, Caught modetween moving parts	ЗН		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
5. Mixing process	Dust inhalation, Noise exposure	2М		1L	

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
6. Load transfer	Struck by falling objects, Manual handling injuries	2М		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
7. Transporting concrete	Collisions, Spillage hazards	2M		1L	

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. Pouring concrete	Slips and trips, Wet concrete skin contact	ЗН		2M	



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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. Levelling and smoothing	Machinery hazards, Inadequate ventilation	2М		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
10. Joint installation	Caught in joints, Struck by equipment	2M		1L	

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
11. Curing process	Hazardous chemical exposure, Slippery surfaces	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



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. Finishing and cleaning up	Sharp objects, Fatic			1L	

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



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 F	REFERENCES					
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 Octupational Health an Safety Acta 04 Octupational Health and onfety regulations 2017 Legistron VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulatupes</u> Codes of mactice VIC <u>attps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>					
New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: <u>https://www.safework.nsw.gov.au/legal-obligations/legislations/legis</u>	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 201 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-serve-laws Codes of Practice NT: https://worksafe.nt.gov.au/f	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					
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>	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 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice 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 					
Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence 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 					

- 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		
			ı te:		
			Date:		

SAF WC A STHUD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to revised if necessary) if relevant control measure are subcontract of the SWMS and their health and safety representatives who reworkplace.

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.			
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 effectine sections.			
Responsible person is assigned and listed on the SWMS for the impement of continue measures.			
Permit requirements specified, such as Hot Work, Electrical Work, Vortat Heights etc.			
SWMS identifies plant and equipment to be up t.			
Details of inspection checks required for any equipment listed at 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 RI	EVIEWED	
SIGNATURE	DATE CO	MPLETED	