

Concrete Slab Polisher | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Concrete Slab Polisher

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

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

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 Provide a detailed description of the specific work being carried out (otherwise known as scope of works).
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

<input type="checkbox"/> involves a risk of a person falling more than 2 meters.	<input type="checkbox"/> is carried out on or near pressurised gas mains or piping.
<input type="checkbox"/> is carried out on a telecommunication tower.	<input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines.
<input type="checkbox"/> involves demolition of an element of a structure that is load-bearing.	<input type="checkbox"/> is carried out on or near energised electrical installations or services.
<input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure.	<input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere.
<input type="checkbox"/> involves, or is likely to involve, disturbing asbestos.	<input type="checkbox"/> involves tilt-up or precast concrete.
<input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse.	<input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.
<input type="checkbox"/> is carried out in or near a confined space.	<input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant.
<input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives.	<input type="checkbox"/> is carried out in areas with artificial extremes of temperature.
<input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.	<input type="checkbox"/> involves diving work.

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

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			Elimination Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records	Administrative Change the work. PPE

Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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	Slips and trips, Manual handling injuries	2M	<ul style="list-style-type: none"> - Ensure the workplace is clean and free from debris by conducting regular housekeeping activities, removing any potential obstacles that may cause slips or trips on site. - Clearly mark any temporary hazards, such as wet floors, with warning signage to alert workers of the risk. - Provide workers with appropriate non-slip footwear to minimise the risk of slipping while performing tasks related to concrete slab polishing. - Train workers in proper lifting techniques to prevent manual handling injuries when loading or unloading equipment, materials, or tools. - Implement a buddy system where two or more workers complete tasks together, particularly when they involve heavy lifting or moving large objects, to reduce the potential for strain and injury. - Regularly inspect and maintain all equipment used for concrete slab polishing, ensuring it is fully functional and safe to use to avoid accidents during the preparation stage. - Identify and mark any uneven surfaces, such as cracks or protrusions within the concrete slab, so they can be addressed before polishing begins, reducing the risk for workers to trip. - Establish and enforce safe work procedures and guidelines, including proper use of equipment, designated travel paths, and restricted areas, to minimise workers' exposure to hazards. - Assign experienced supervisors to monitor and manage the work environment, providing assistance and guidance to workers on safe practices during the preparation stage. - If required, use mechanical aids, such as trolleys, dollies, or forklifts, to transport heavy materials and reduce the need for manual handling, thus minimising the risk of injury. - Encourage workers to take regular breaks, giving them time to rest and recover from the physical demands of the job to decrease the likelihood of injury due to fatigue. - Continuously evaluate and review work processes and safety measures, allowing for adjustments and improvements to enhance the overall safety of the concrete slab polishing preparation stage. 	1L	
2. Equipment setup	Electrocution, Entanglement in the machine	3H	<ul style="list-style-type: none"> - Ensure all electrical equipment, including the polishing machine, is inspected and tested by a licensed electrician before commencing work to avoid risks of electrocution. - Utilise Residual Current Devices (RCDs) on all electrical outlets and equipment to provide additional protection against electrocution hazards. 	2M	

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			<ul style="list-style-type: none"> - Check for any exposed wires or damaged cords and replace them immediately to prevent electrocution. - Ensure the work area is free from water and other conducting substances to reduce the risk of electrical shocks. - Install warning signs and barriers to restrict access to unauthorised personnel in the work area, thereby minimising their exposure to potential electrocution hazards. - Provide workers with appropriate personal protective equipment (PPE), such as insulated gloves and boots, to protect against electrical hazards when working with the concrete slab polisher. - Train workers on proper usage, handling, and storage of the polishing equipment to minimise the risk of entanglement in the machine. - Ensure regular maintenance and inspection of the polishing equipment to identify any defects or malfunctioning parts, reducing the chance of entanglement accidents. - Establish a communication system between workers using the concrete slab polisher and those working nearby to maintain awareness and coordination in case of emergency. - Educate workers about proper body positioning and movements while using the polisher; this helps avoid loose clothing, hair or body parts from getting caught in the equipment. - Implement lockout/tagout procedures during equipment setup, maintenance, or repair works to prevent accidental startup of the machine, thereby reducing the risk of entanglement. - Instruct workers to keep a safe distance from the rotating parts of the polishing machine to minimise the possibility of body parts or clothing being caught in the equipment. - Encourage workers to report any hazardous conditions, such as faulty machinery or unsafe work practices, to promote a proactive safety culture in addressing potential work-related hazards. 		
3. Grinding process	Exposure to dust, Noise pollution	3H	<ul style="list-style-type: none"> - Properly maintain and inspect the concrete polishing machines, ensuring all dust containment systems are functioning effectively to minimise dust release. - Implement wet grinding techniques, where water is used to suppress dust while polishing the concrete slab, to reduce airborne particulates. - Mandate the use of personal protective equipment (PPE) such as dust masks or respirators with a suitable filtration system, to prevent workers from inhaling dust particles. - Conduct regular air quality monitoring in the workplace, to ensure that dust levels remain within acceptable limits and maintain proper ventilation. - Install sound barriers, where possible, to mitigate noise pollution and limit the exposure of workers and nearby residents to excessive noise levels. 	2M	

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			<ul style="list-style-type: none"> - Schedule periodic breaks for workers during the grinding process, allowing them to move away from the noise source and minimise prolonged exposure to harmful noise levels. - Ensure all workers operating machinery are adequately trained and informed on how to use the equipment safely, minimising the risk of accidents leading to further hazards. - Properly secure the work area, using caution tape or barricades, to prevent unauthorised access and potential exposure to unidentified hazards. - Establish and enforce a comprehensive hearing conservation programme, which includes regular employment hearing tests and the provision of custom-fit ear protection devices such as noise-cancelling earmuffs or plugs. - Encourage open communication between workers and supervisors regarding any concerns about dust exposure or noise levels, fostering a proactive approach to hazard reduction. - Develop a detailed emergency response plan in case of incidents related to dust or noise pollution, enabling workers to act quickly and effectively in the event of an accident. - Regularly conduct toolbox talks and safety meetings to keep workers up-to-date with current best practices for managing the hazards associated with the grinding process. - When working near residential or commercial areas, ensure compliance with local noise restrictions by scheduling work during permitted hours and notifying nearby occupants about the expected noise levels. - Constantly review and update workplace health and safety practices in response to emerging industry standards, technology advancements, or lessons learned from past experiences to maintain a safe working environment for all employees involved in the concrete slab polishing process. 		
4. Edge work	Poor posture, Overexposure to vibration	2M	<div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div>	1L	

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5. Polishing process	Flying debris, Slippery surface	2M		1L	

SAMPLE

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
6. Slurry management	Inhalation of harmful dust Slippery surface	M		1L	

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7. Repair work	Falls from height, Chemical burn	3H		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]		
			[REDACTED]		
			[REDACTED]		
			[REDACTED]		
			[REDACTED]		
			[REDACTED]		
8. Cleaning process	Exposure to chemicals, Wet surfaces	2M	[REDACTED]	1L	
			[REDACTED]		
			[REDACTED]		
			[REDACTED]		
			[REDACTED]		
			[REDACTED]		

SAFETY DATA SHEET

1. IDENTIFICATION

Product Name: [REDACTED]

2. HAZARD IDENTIFICATION

2.1. GHS Classification

2.2. Hazard Statements

2.3. Precautionary Statements

3. Composition/Information on Ingredients

3.1. Chemical Formula

3.2. CAS Number

3.3. Molecular Weight

3.4. Other Identifying Information

4. First Aid Measures

4.1. Inhalation

4.2. Skin Contact

4.3. Eye Contact

4.4. Ingestion

5. Fire Fighting Measures

5.1. Flammability

5.2. Flash Point

5.3. Autoignition Temperature

5.4. Decomposition Temperature

5.5. Other Combustion Data

6. Accidental Release Measures

6.1. Spill/Leak Procedures

6.2. Cleanup Procedures

7. Handling and Storage

7.1. Handling Precautions

7.2. Storage Conditions

8. Exposure Controls/Personal Protection

8.1. Occupational Exposure Limits

8.2. Engineering Controls

8.3. Personal Protective Equipment

9. Physical and Chemical Properties

9.1. Appearance

9.2. Odor

9.3. Boiling Point

9.4. Melting Point

9.5. Density

9.6. Vapor Pressure

9.7. Solubility

9.8. Other Physical Properties

10. Stability and Reactivity

10.1. Stability

10.2. Reactivity

10.3. Incompatibilities

10.4. Hazardous Reactions

10.5. Other Reactivity Data

11. Toxicological Information

11.1. Acute Toxicity

11.2. Chronic Toxicity

11.3. Subacute Toxicity

11.4. Other Toxicological Data

12. Environmental Information

12.1. Persistence and Bioaccumulation

12.2. Biodegradability

12.3. Other Environmental Data

13. Disposal Information

13.1. Disposal Methods

13.2. Other Disposal Data

14. Other Information

14.1. Regulatory Information

14.2. Other Information

15. Revision History

15.1. Revision 1

15.2. Revision 2

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SAMPLE

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
11. Backfilling & compaction	Collapse of trench or excavation, Vehicular hazards	3H		2M	

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>		
12. Inspection & quality assurance	Unstable structures, Inadequate safety measures	2M	<div></div> <div></div> <div></div> <div></div>	1L	

SAMPLE

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 IF 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>

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>

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-codes-of-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>

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/laws-and-compliance/codes-of-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

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.

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 needed. 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	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 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.	<input type="checkbox"/>	<input type="checkbox"/>	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Check control measures added to the SWMS are the most effective solutions.	<input type="checkbox"/>	<input type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>	
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Describes any mandatory qualifications, experience, training, skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>	
REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	