

Corrosives | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Corrosives

Business Name:	ABN:	SWMS#
Business Address:		
Contact Person:	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

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.

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.

NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
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 2m 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

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

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)											
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
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"/>
Other PPE Required:											
Permit or Licenses Requirements						Mandatory Qualifications and Training					

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Incorrect storage, Spillage of corrosive materials	2M	<ul style="list-style-type: none"> - Ensure proper hazardous materials storage cabinets are used to store corrosives in accordance with Australian Standards. - Label corrosive storage cabinets clearly with appropriate warning signs and symbols. - Keep an up-to-date inventory of all corrosive substances stored on site. - Inspect storage areas regularly for signs of corrosion, leakage, or damage to containers. - Separate incompatible substances in storage areas to prevent any possible reactions. - Train and educate employees on correct handling, use, and storage requirements of corrosive substances. - Equip storage facilities with appropriate spill response kits tailored towards responding to a corrosive substance spill. - Utilise secondary containment measures in storage areas, such as drip trays or bunding, to prevent spills from contaminating surrounding areas. - Maintain well-ventilated storage areas to minimise fume build-up and ensure there is adequate fresh air supply. - Establish safe work procedures for handling and transporting corrosive materials to minimise the risk of spills. - Provide employees with appropriate personal protective equipment (PPE), including gloves, eye protection, and chemical-resistant aprons, for handling corrosives. - Conduct regular risk assessments to identify new or increased hazards associated with corrosive material storage and update control measures accordingly. - Implement an emergency plan detailing evacuation procedures, emergency contact numbers, and designated first aid responders specifically trained in responding to incidents involving corrosive substances. 	1L
2. Material handling	Manual handling injuries, Exposure to chemicals	3H	<ul style="list-style-type: none"> - Proper manual handling techniques: Ensure that all workers have received training in correct lifting and moving methods to minimise the risk of injury while handling materials. - Personal protective equipment (PPE): Provide appropriate PPE, such as gloves, goggles, safety boots, and chemical-resistant aprons for workers handling corrosive substances. - Adequate storage facilities: Store corrosive materials in clearly labelled containers with secure lids to prevent exposure to chemicals during material handling. - Safe work practices: Implement standard operating procedures for handling corrosives, including instructions for mixing, transferring, and using these substances. - Safety data sheets (SDS): Make SDS readily available at the worksite for reference by workers to ensure they are aware of potential hazards and required control measures. 	2M

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			<ul style="list-style-type: none"> - Ventilation: Provide adequate ventilation when handling or using corrosive substances, especially in enclosed spaces, to reduce the risk of inhalation and overexposure. - Spill clean-up kits: Keep spill containment and clean-up materials on hand to quickly address any accidental spills or leaks of corrosive substances. - Supervision and monitoring: Assign a responsible person to oversee material handling tasks and ensure that proper protocols are followed consistently. - Emergency response plan: Establish an emergency action plan for managing incidents involving corrosive substances, including evacuation procedures and contact information for medical assistance. - Regular maintenance: Conduct regular inspections and maintenance of equipment and storage facilities to prevent chemical leaks and spills due to worn or damaged components. - Use of mechanical aids: Where possible, use mechanical handling equipment, such as trolleys or pallet jacks, to reduce manual handling risks associated with heavy or awkward loads. - Limit exposure time: Implement work schedules that allow for regular breaks and rotation of duties to limit each worker's exposure to corrosive materials. - Ongoing training and communication: Regularly conduct safety meetings and provide refresher trainings to ensure all workers are up-to-date on best practices for material handling and management of chemical hazards. 	
3. Personal protective equipment selection	Inadequate PPE, Failure of PPE	2M	<ul style="list-style-type: none"> - Conduct regular risk assessments to assess the appropriate type of PPE required for handling corrosives in line with Australian regulations and guidelines. - Ensure all workers are trained adequately on the proper use, maintenance, and disposal of PPE, specifically tailored towards the handling of corrosive materials. - Verify that all PPE selected meets or exceeds the appropriate Australian standards including AS/NZS 1337.1 for eye protection and AS/NZS 2161.10.1 for chemically resistant gloves. - Inspect and maintain PPE according to the manufacturer's recommendations regularly to ensure its effectiveness in protecting against corrosive hazards. - Provide a variety of sizes and styles of PPE to accommodate individual worker preferences, to encourage consistent usage and increase overall worker safety and comfort. - Implement a system for reporting and investigating any failures of PPE, such as leaks or tears, and communicate findings and corrective actions to all staff promptly to prevent future incidents. - Clearly label and store PPE separately from other equipment to avoid cross-contamination, ensuring it remains in good condition and readily accessible when needed. - Establish a documented procedure for the removal and disposal of contaminated PPE, ensuring workers adhere to these guidelines to minimise the risk of secondary contamination or exposure. - Encourage open communication within the workplace for discussing concerns regarding PPE and proactively address any identified areas for improvement. - Utilise ongoing monitoring and review of PPE selection in response to any changes in tasks, processes, or chemicals used, ensuring continuous refinement and effectiveness of safety procedures. 	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
5. Application of corrosive materials	Uncontrolled reactions, Accidental ingestion	4A		2M

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6. Ventilation and extraction system installation	Inadequate ventilation, inappropriate extraction system	3H		1L

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7. Hazardous waste management	Contamination of environment, Improper disposal			1L
8. Employee training	Inadequate training, Miscommunication	3H		2M

SAMPLE

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
11. First aid procedures	Inability to provide first aid, Untrained first-aiders	2M	<div></div> <div></div> <div></div> <div></div>	1L

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12. Usage of gas monitors	Incorrect use of gas monitor, Malfunction of gas detectors	3H		2M

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13. Health monitoring	Inadequate monitoring, Undetected health issues	2M		1L

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14. Risk assessment	Inaccurate risk assessment, Misidentified hazards	3H		1L

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15. Permit-to-work systems	Forgery or misuse of permits, Inadequate monitoring	2M	<div>SAMPLE</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>	1L
16. Safety communication	Lack of hazard communication, Misinformation	3H	<div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>	2M



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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	
18. Spill response procedures	Inadequate spill kit, Inefficient response	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	2M

assess... ure to 2M

g incomplete 3H

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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 REFERENCE IN 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/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 2012

Legislation NT: <https://www.worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://www.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://www.worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://www.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	Signature	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 revised. The review must be carried out in consultation with workers (including contractors and sub-contractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

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

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	1	2	3	4	5	6	7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

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