# Curving Rolls Hand | SAFE WORK METHOD STATEMENT (SWMS)

**TASK OR ACTIVITY: Curving Rolls Hand**

| | | | |
|---|---|---|---|
| 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 | | |
|---|---|---|---|
| | NAME | SIGNATURE | DATE |
| Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly 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. | | | |

| CLIENT OR PRINCIPAL CONTRACTOR DETAILS | |
|---|---|
| Client: | SCOPE OF WORKS |
| Project Name: | Provide a detailed description of the specific work being carried out (otherwise known as a scope of works). |
| Project Address: | |
| Project Manager: | |
| Contact Phone: | |
| Project Manager Signature: | |
| Date SWMS supplied to Project Manager: | |

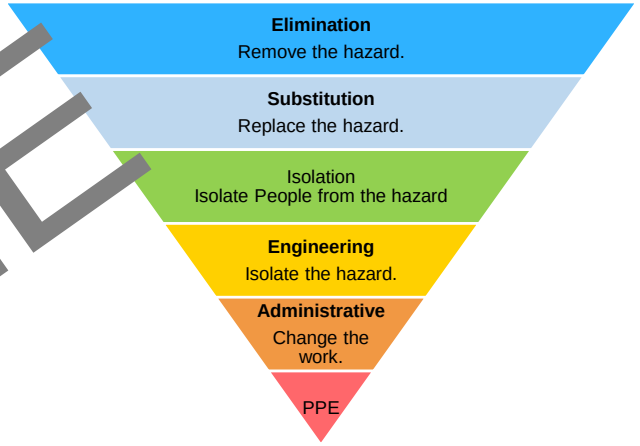
| ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT | |
|---|---|
| ☐ involves a risk of a person falling more than 2 meters. | ☐ is carried out on or near pressurised gas mains or piping. |
| ☐ is carried out on a telecommunication tower. | ☐ is carried out on or near chemical, fuel or refrigerant lines. |
| ☐ involves demolition of an element of a structure that is load-be | ☐ is carried out on or near energised electrical installations or services. |
| ☐ involves demolition of an element related to the physical integrit of a stru | ☐ is carried out in an area that may have a contaminated or flammable atmosphere. |
| ☐ involves, or is likely to involve, disturbing as stos. | ☐ involves tilt-up or precast concrete. |
| ☐ involves structural alteration or repair that re mporar 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 or 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/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives. | ☐ is carried out in areas with artificial extremes of temperature. |
| ☐ is carried out in or near water or other liquid that involves a risk of drowning. | ☐ involves diving work. |

| ANY HIGH-RISK MACHINERY 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 - | |

## RISK MATRIX

| LIKELIHOOD | INSIGNIFICANT | MINOR | MODERATE | MAJOR | CATASTROPHIC | SCORE | ACTION |
|---|---|---|---|---|---|---|---|
| ALMOST CERTAIN | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4 ACUTE | | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCEE |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review befo 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 | nitor and k records |

HEIRARCHY OF CONTROLS




**Notes on Hierarchy of Controls:** Elimination methods are the most effective and preferre en co lli d hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the ost e ve, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Eq ment) he least effective method.

## PERS NAL TECTIVE EQUIPMENT (PPE)

| FOOT PROTECTION | HAND PROTECTION | HEAD PROTECTION | HEARING PROTECTION | E PROTE | SPIRATORY PROTECTION | FACE PROTECTION | HIGH-VIS CLOTHING | PROTECTIVE CLOTHING | FALL PROTECTION | SUN PROTECTION | HAIR/JEWELLERY SECURED |
|---|---|---|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |  |  |
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

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, trips and falls, Manual handling injuries | 3H | - Conduct a thorough risk assessment prior to starting work to identify any potential hazards and implement appropriate control measures.<br>- Keep the work area clean, organised and free of clutter to minimise the risk of slips, trips and falls. Ensure that long cables and hoses are properly stored and routed to avoid creating a tripping hazard.<br>- Provide training for workers on proper lifting techniques, safe use of equipment, and how to maintain correct body posture while performing tasks to reduce the risks of manual handling injuries.<br>- Install anti-slip flooring or mats in areas prone to spills or where fluids may collect, ensuring adequate grip and reducing the likelihood of slip accidents.<br>- Use personal protective equipment (PPE) such as non-slip footwear, gloves, and high visibility clothing as required to increase worker safety in the workplace.<br>- Implement a schedule for regular breaks or rotation of duties to prevent worker fatigue which can contribute to the occurrence of accidents or injuries.<br>- Encourage workers to report any unsafe conditions or incidents immediately, so they can be addressed promptly to prevent any further risk of injury.<br>- Assign a designated spotter when moving heavy or cumbersome objects to ensure proper guidance and communication during manual handling tasks.<br>- Establish a system for routine inspection and maintenance of tools, equipment, and machinery to ensure their safe and continued functionality.<br>- Develop an emergency response plan that includes first aid provisions, evacuation procedures, and clear communication channels for reporting emergencies, which can help protect workers from injury if an accident does occur. | 2M | |
| 2. Equipment Inspection | Machinery malfunction, Electrical hazards | 3H | - Regular Maintenance and Inspection: Ensure that the curving rolls hand machinery is serviced and inspected routinely as per manufacturer's guidelines to prevent any potential malfunction or breakdown.<br>- Safe Operating Procedures: Train workers on safe operating procedures, including understanding safety features and emergency stop mechanisms to minimise the risk of machinery malfunction or electrical hazards.<br>- Proper Equipment Handling: Instruct workers to handle the equipment with care and avoid overloading it with materials beyond its capacity. This will minimise wear and tear and reduce the chances of machinery breakdown.<br>- Electrical Safety Checks: Conduct regular inspections and tests of all electrical components, such as cables, plugs, switches, and connectors, to ensure they are in good condition and functioning correctly to reduce the risk of electrical hazards.<br>- Personal Protective Equipment (PPE): Ensure that all workers are equipped with appropriate PPE, such as safety gloves, safety goggles, and insulated footwear, | 1L | |

| 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 |
| | | | while handling the curving rolls hand machinery to protect against electrical hazards and potential injuries from a malfunction.<br>- Machine Guarding: Check that the curving rolls ma[illegible]ine has adequate guarding and barriers in place to prevent accidental conta[illegible]with moving parts or electrically charged components.<br>- Isolating and Lockout/Tagout Procedures: [illegible]lement[illegible]olation and lockout/tagout procedures for safely de-energising the equip[illegible]t[illegible]ring servicing, maintenance, or cleaning operations to minimise exposure to ele[illegible]cal hazards.<br>- Clear Workspace and Signag[illegible]: Maintain a clear, [illegible]ll-lit[illegible]rkspace around the machine, with appropriate signa[illegible]warning of potenti[illegible]azards and necessary safety precautions[illegible]elated[illegible]equip[illegible]ent inspection and use.<br>- Emergency[illegible]esponses ar[illegible]First Ai[illegible]Train[illegible]workers in emergency response procedures a[illegible]have first[illegible]kits readi[illegible]ailable to address injuries resulting from mach[illegible]y malfu[illegible]tion[illegible]electrical hazards promptly.<br>- Incid[illegible]t[illegible]porting[illegible]nd Investigation: Encourage workers to report any incidents, near m[illegible]ses[illegible]r conc[illegible]s related to the equipment inspection process, so proper investig[illegible]ion[illegible]d corre[illegible]e actions can be taken to minimise future risks and [illegible]mprove[illegible]orkpl[illegible]e safety. | | |
| 3. Material Loading | Crush injury, Strain injuries | 2M | - Proper[illegible]ning: Ensure that all workers involved in the material loading process are [illegible]dequately trained in safe handling and lifting techniques, as well as how to safely op[illegible]ate any required equipment.<br>- Use appropriate lifting equipment: Utilise trolleys, forklifts, hoists, or other suitable lifting equipment when moving heavy materials to reduce manual lifting and prevent strain injuries.<br>- Inspection of equipment: Regularly inspect all lifting equipment and machinery for deficiencies and malfunctions. Carry out repairs and maintenance as needed to ensure they are safe to use.<br>- Clear workspace: Maintain a clutter-free work area to minimise trip hazards and provide enough space for workers to move around freely while loading materials.<br>- Implement safety barriers: Install safety barriers around the loading zone to create a designated area for material handling activities and prevent unauthorised entry.<br>- Communication: Establish clear communication signals (such as hand signals or verbal cues) between workers handling materials to coordinate movements efficiently and avoid unexpected actions that can lead to accidents.<br>- Use personal protective equipment (PPE): Require workers to wear appropriate PPE like safety gloves, footwear, and high-visibility vests during material loading activities.<br>- Apply good housekeeping practices: Keep all paths, walkways, and access points free from obstructions, spills, or debris to prevent slips, trips, and falls. | 1L | |

| 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 |
| | | | - Secure loads: Ensure that materials are properly secured with straps or bands before moving them to prevent unintentional movements or dislodgement, which can lead to crush injuries.<br>- Ergonomics assessment: Assess the weight, size, and shape of materials to determine the safest and most ergonomic way to handle them, keeping in mind the physical capabilities of each worker.<br>- Supervision: Assign a competent supervisor to oversee material loading operations and ensure that safety measures are consistently followed by all workers.<br>- Two-person lifts: For heavy or bulky materials that cannot be handled with lifting equipment, encourage two-person lifts where one person supports each end of the material, ensuring even distribution of weight to prevent strain injuries.<br>- Incident reporting: Encourage workers to report any safety concerns or near misses during material loading activities. Investigate these incidents and implement corrective actions to prevent future occurrences. | | |
| 4. Machine Set-Up | Pinch points, Noise exposure | 3H | [redacted] | 2M | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | [redacted] | | |
| 5. Material Alignment | Contact with moving parts, Debris ejection | 3H | [redacted] | 2M | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | [redacted] | | |
| 6. Curving Process | Entanglement, Bur[redacted] surfa[redacted] | 4A | [redacted] | 2M | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | [redacted] | | |
| 7. Quality Check | Sharp edges, Eye [redacted]ain | 2M | [redacted] | 1L | |

| 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 |
| | | | [redacted] | | |
| 8. Adjustments | Trapped fingers, Unexpec[redacted]quipment movement | 3H | [redacted] | 1L | |

| 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 |
| | | | [redacted] | | |
| 9. Unloading Finished Product | Manual handling injuries, Crush inju | 3H | [redacted] | 2M | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | [redacted] | | |
| 10. Housekeeping | Slips, trips and fall Sharp objects exposure | 2M | [redacted] | 1L | |

| 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 |
| | | | [redacted] | | |
| 11. Maintenance | Electrical hazards, Fall [redacted] eight | [redacted] | [redacted] | 1L | |

| 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 |
| | | | [redacted] | | |
| 12. Emergency Response | Fire hazards, Panic-induced injuries | 3H | [redacted] | 2M | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | [redacted] | | |
| | | | | | |

## 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 FOR 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

**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-of-codes-of-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/forms-and-resources/codes-of-practice

**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.

**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

**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 | 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 changed. 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 | ☐ 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. | ☐ | ☐ | |
| 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 SWM | ☐ | ☐ | |
| SWMS initial risk (IR) column as well as residual risk (RR) columns completed. | ☐ | ☐ | |
| Check control measures added to the SWMS are the most effecti[illegible]tions. | ☐ | ☐ | |
| Responsible person is assigned and listed on the SWMS for the im[illegible]of cont[illegible]measures. | ☐ | ☐ | |
| Permit requirements specified, such as Hot Wor[illegible]Electrical Work, W[illegible]t Heights etc. | ☐ | ☐ | |
| SWMS identifies plant and equipment to be u[illegible]. | ☐ | ☐ | |
| Details of inspection checks required for any equipment listed a[illegible]noted on the SWMS. | ☐ | ☐ | |
| Describes any mandatory qualifications, experience, training[illegible]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 REVIEWED** | |
| **SIGNATURE** | | **DATE COMPLETED** | |