Dissection | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Dissection

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:	

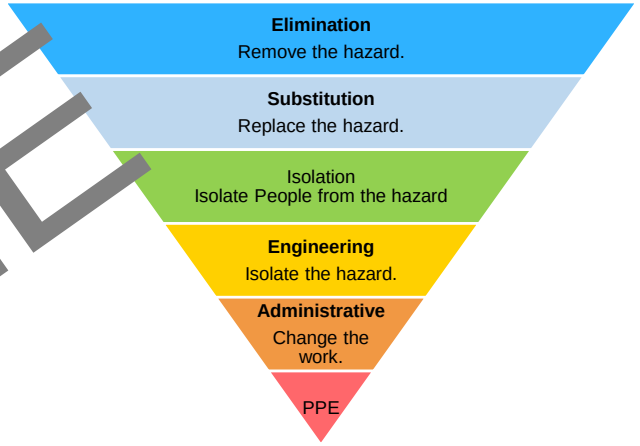
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition of an element of a structure that is load-bearing.	☐ is carried out on or near energised electrical installations or services.
☐ involves demolition of an element related to the physical integrity of a structure.	☐ is carried out in an area that may have a contaminated or flammable atmosphere.
☐ involves, or is likely to involve, disturbing asbestos.	☐ involves tilt-up or precast concrete.
☐ involves structural alteration or repair that requires temporary support 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 ef 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	Sharp tools, Slips & trips	3H	- Conduct a thorough inspection of the workspace before starting to ensure it is clean, tidy, and free from any potential slip and trip hazards. - Clearly mark designated walkways and work areas to help minimise the risk of slips, trips, and falls in the dissection space. - Provide adequate training for all staff members on proper handling and use of sharp tools, including demonstrations of correct techniques, stressing the importance of not pointing or waving them around when walking or talking. - Ensure all employees wear appropriate personal protective equipment (PPE), such as cut-resistant gloves, lab coats, and closed-toe shoes to reduce the risk of injury from sharp tools. - Schedule regular maintenance checks on all dissection tools, ensuring that they remain sharp and in good working order. Minimise the risk of accidents caused by damaged or faulty equipment. Replace any damaged equipment immediately. - Establish designated storage areas for sharp tools, with separate sections for clean and used equipment. This will help to prevent accidental injuries resulting from misplaced tools. - Install non-slip flooring surfaces in wet areas to reduce the risk of slipping during the dissection process. - Implement a spill response plan and provide clear signage indicating spill clean-up procedures and locations of spill kits within the workspace. - Encourage workers to report any slip, trip or fall hazards as soon as they are noticed so they can be addressed immediately. - Provide ergonomic mats or anti-fatigue floor covering in high traffic areas or where employees will stand for long periods to minimise fatigue-related accidents. - Train all employees in proper lifting and manual handling techniques to ensure materials and equipment are moved safely during the preparation stage. - Install proper lighting and visibility aids to ensure accurate dissection work and to minimise potential for injury from unseen hazards. - Regularly review and update safety protocols, encouraging open communication between employees to identify potential risks and implement additional control measures as needed. - Encourage regular breaks and rotation of tasks for employees to reduce physical strain and mental fatigue during preparation for dissection, further minimising the risk of accidents related to these hazards.	2M	
2. Transporting Specimens	Biological hazards, Heavy lifting	3H	- Proper labeling and storage: Ensure that all specimens are correctly labelled with relevant information, including the nature of the biological material, potential hazards, and origin. Store them in appropriate containers that are properly sealed to prevent leakage, damage or cross-contamination.	2M	

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			- Use of PPE: Workers involved in the transportation of specimens should be provided with suitable Personal Protective Equipment (PPE), such as gloves, lab coats, masks or face shields, to minimise exposure to biological hazards. - Correct lifting techniques: Educate workers on proper lifting techniques to safely handle heavy loads and reduce the risk of musculoskeletal injuries. This includes bending at the knees, avoiding twisting movements, and maintaining a neutral spine while carrying the load close to the body. - Use of mechanical aids: Provide trolleys, carts, or other mechanical aids to assist workers in the transportation of heavy specimens, eliminating the need for manual lifting and minimise the risk of injury. - Training on safe handling and transportation procedures: Conduct thorough training sessions on the correct handling and transportation practices of hazardous specimens to ensure workers are competent in fulfilling their tasks safely and efficiently. - Disposal of contaminated materials: Implement clear procedures for the disposal of any contaminated materials, such as gloves, laboratory equipment, or damaged specimen containers, in designated biohazard waste bins. - Regular maintenance of transport equipment: Perform routine inspections and maintenance of trolleys, carts, and other mechanical aids to ensure they are in good working condition and can securely carry heavy loads. - Specimen tracking: Maintain a detailed record-keeping system to track the movement of specimens throughout the facility. This ensures the accountability of all samples and minimises potential hazards from lost, misplaced, or improperly stored specimens. - Establishing designated transport routes: Plan and designate specific routes for the transportation of specimens within the workplace to minimise the risk of contamination and exposure to other workers who may not be directly involved with the handling process. - Emergency response procedures: Develop clear, documented emergency response procedures for accidents or incidents involving hazardous specimens, such as spills and leaks. Ensure all workers are familiar with these procedures and know how to raise the alarm and access appropriate emergency equipment in case of need, i.e., spill kits, eyewash stations, or showers.		
3. Setting up Equipment	Electrical hazards, Unstable surfaces	2M	- Inspect electrical equipment and cords: Before starting the dissection, ensure that all electrical equipment, such as lighting or magnifying lamps, are in perfect working condition with no frayed cords, loose connections, or damaged parts. Use plug guards to protect against any unplanned disconnections. - Install Ground Fault Circuit Interrupters (GFCI): The installation of GFCIs can provide an added layer of protection against electrical hazards by quickly shutting off power supply whenever a fault is detected such as overloaded circuits or short-circuits.	1L	

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			- Ensure proper work surface setup: Opt for a stable and slip-resistant workbench, free from clutter and other obstacles, to minimise the risk of trips, falls, or unintentional contact with sharp tools during dissection. - Secure cutting tools: When not in use or left unattended, make sure to store dissection instruments like scalpels and scissors inside designated safety containers, preventing accidental contact with their sharp edges. - Utilise appropriate personal protective equipment (PPE): All workers involved in dissections should be wearing suitable PPE, including safety glasses, gloves, closed-toe shoes, lab coats, and even face shields when handling chemicals or specimen splashes. - Conduct safety training sessions: Prioritise periodic safety training and refreshers to remind personnel about potential hazards, best practices, and emergency procedures when working with dissection equipment in the workplace. - Maintain safe access and egress: To mitigate risks of slips, trips, and falls, always keep walkways clear of equipment, specimens, and waste materials. Provide non-slip matting near workbenches, if necessary. - Implement good housekeeping practices: Encourage workers to maintain clean workspaces and promptly dispose of waste materials after completing dissection tasks. This would help to reduce electrical hazards and prevent accidents due to unstable surfaces. Regular testing and maintenance: Schedule routine checks and maintenance for all dissection equipment, ensuring they are in proper working order and safe to use. Display safety signage: Post signs outlining the potential hazards and necessary precautions in dissection areas. This will serve as a constant reminder for your personnel to maintain a vigilant workplace environment, minimising electrical and unstable surface risks.		
4. Safety Briefing	Miscommunication, Language barriers	2M	[redacted]	1L	

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			[redacted]		
5. Preparing Dissecting Area	Chemical exposure, Cross-contamination	3H	[redacted]	2M	

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			[redacted]		
6. Handling Tools	Injury from sharp objects, Inadequate sterilization	3H		1L	

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			[redacted]		

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. Dissection Procedure	Physical strain, Needle [redacted] injuries	[redacted]	[redacted]	2M	

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			[redacted]		
8. Biological Waste Disposal	Infections, Chemical hazard	3H	[redacted]	1L	

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			[redacted]		
9. Cleaning and Sterilization	Chemical exposure, Sharps injury	3H	[redacted]	1L	

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			[redacted]		
10. Post-Dissection Review	Fatigue, Improper documentation	2M	[redacted]	1L	

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			[redacted]		
11. Equipment Maintenance	Equipment malfunction, Electrical hazards	2M	[redacted]	1L	

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			[redacted]		
12. Emergency Response Procedures	Inadequate preparation, Panic situations	2M	[redacted]	1L	

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			[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 se tions.	☐	☐	
Responsible person is assigned and listed on the SWMS for the im ementa of cont measures.	☐	☐	
Permit requirements specified, such as Hot Wor Electrical Work, W at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be us d.	☐	☐	
Details of inspection checks required for any equipment listed ar noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training 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**	