Door Hinge Adjustment SAFE WORK METHOD STATEMENT (SWMS)							
TASK	OR ACTIVITY: Door Hinge Adjust	stment					
Business Name:		ABN:	SWMS#				
Business Address:							
Contact Person:	Phone:	E ail:					
THIS SAFE WORK METHOD	STATEMENT IS APPRO	THE PC. OF TPT ROJECT					
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.	ucting a business or under thing (Pure U) is	required to entry that a safe work method	statement (SWMS) is prepared before				
Full Name:							
Signature:		Title:	Date:				
Details of the person(s) responsible for ensuring implementation, monitorin	compliance of the SWh, was well as re	eviews and modifications of the SWMS.					
Full Name:		Title:	Phone:				
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS	NALE OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	NEL WHO HAVE BEEN CONSULTED AND THIS SWMS	COMMUNICATED TO IN THE				
Safety meetings or toolbox talks will be scheduled in according to with regislative requirements to first identify any site hazards, and a cordinate those hazards and then to further take steps to either eliminate or conal leach hazard.							
If an incident or a near miss occurs, all work must store and ately. 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:								
Project Address:								
Project Manager:								
Contact Phone:								
Date SWMS supplied to Project Manager:								
☐ involves a risk of a person falling more than 2 meters	d is carried out on or near pressurised gas mains or piping							
□ is carried out on a telecommunication tower	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 integritystructure	\Box is carried out in an area that may have a contaminated or flammable atmosphere							
□ involves, or is likely to involve, disturbing as the set of the	□ involves tilt-up or precast concrete							
involves structural alteration or repair the requires to prary support to prevent collapse	\Box 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	\Box 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 the first or tunnel involving use of explosives	\Box is carried out in areas with artificial extremes of temperature.							
\Box is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.							
ANY HIGH-RISK MACHINER	RY 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	SCORE	ACTION		Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.		Replace the hazard.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and key recorde		Engineering Isolate the hazard.	
is the second m	RARE LOW LOW MODERATE HIGH HIGH LOW ks records Isolate the hazard. Notes on Hierarchy of Controls: Elimination methods are the most effective and preferrence en control ga hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the plan post en tive, while Administrative controls by changing the work is the fourth most effective method. PPE (Personal Proter ive nuipment) is the least effective PpE									

	PERS_NAL TECTIVE EQUIPMENT (PPE) Select the appropriate PPL about suitably for the equipment used or the job task being performed (if applicable).										
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION			RL SPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	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	Injury from manual handling, Slips and trips	2М	 Provide training on proper lifting technique to minimise the risk of manual handling injuries. Use powered tools to assist with heavy line and state physical strain. Conduct a pre-task assessment to identify providal slip or trin hazards in the work area. Keep the work area clean and free of clutter to revent use and trips. Ensure all cords an trables as secured and out stalkways to avoid tripping. Use appropriate personal protection equipments uch as gloves and safety boots to reduce injury risk. Arrange too and equipment within the reach to minimise unnecessary bending or stretching. Organs the work area logically to facilitate smooth, safe movement. Use obstimation on slippery surfaces to enhance traction. Implement study wittem to ensure tasks like repositioning larger doors are completed safely. Degular review and adjust procedures based on feedback and incident reports to continually improve safe safe sures. 	1L
2. Assess the Door Hinge	Pinch points, Repetitive movement	2М	 A centify and use appropriate personal protective equipment (PPE) such as gloves to prevent finger injules from pinch points. Use tools with ergonomic grips to minimise the risk of repetitive strain injury during adjustment tasks. Take regular breaks to reduce the risk of repetitive motion injuries when performing hinge adjustments. Educate workers on the correct posture while working to prevent unnecessary strain on muscles and joints. Implement a buddy system where another worker can assist or monitor during the task to ensure safety. Clearly mark and communicate hazard areas around the pinch points to alert workers. Apply lubrication to hinges prior to adjustment to make the process smoother, reducing effort and risk of injury. Ensure proper lighting in the work area to allow for clear visibility of hazards and precise movements. Keep hands clear of moving parts by using tools specifically designed for adjusting hinges. Conduct pre-task meetings to discuss potential hazards and control measures before starting the task. Regularly inspect and maintain tools to ensure they are in proper working condition and suitable for the task. Instruct workers on the importance of reporting any discomfort immediately to supervisors to address potential ergonomic issues promptly. 	1L

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order complete swms

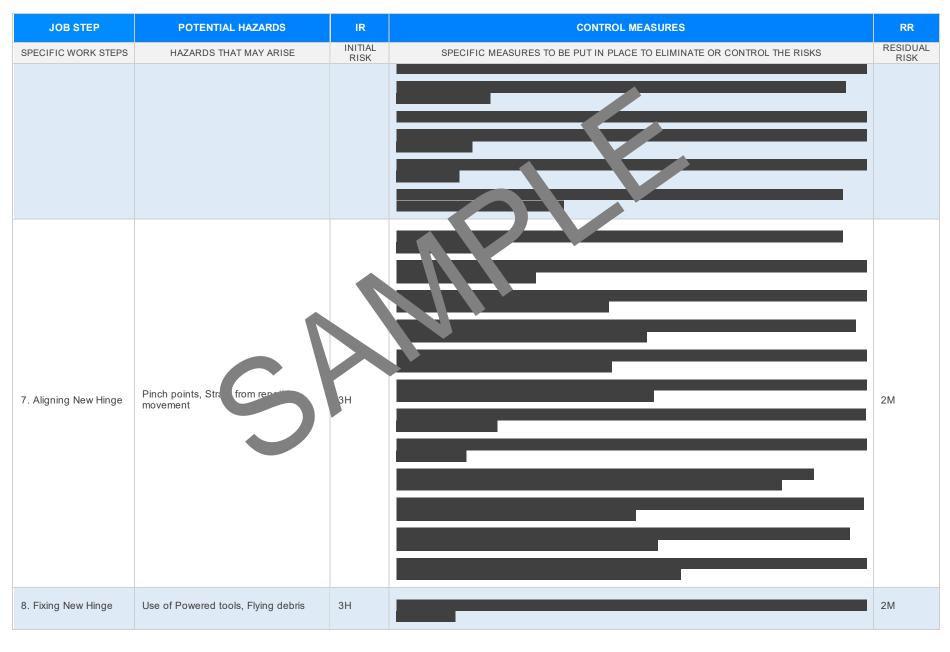
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
3. Gathering Tools and Equipment	Incorrect use of tools, Falling objects	2М	 Ensure all tools are in good condition and fit for purpose before use Use personal protective equipment such as safe glasses and gloves to prevent injuries Secure all tools and materials on a stable unace to minimise risk of falling objects Provide proper training on the correct use of each to obeing used in the task Use tool lanyards or wrist straps for working unaghts to avoid dropping tools Perform a pre-task risk assessment to identify preential becards and implement control measures Clearly communicate the task can and designate use to ensure everyone is aware of their responsibilities Keep the work area clear and orgenised degravement tripping over scattered tools or debris Storennuses cols introsecure toolb or designated area when not in use to prevent clutter Erect betiers on uning signs around the work area to alert others of the hazard zone Reguirly opect like q equipment, and use appropriate ladders or platforms if needed to avoid manual handling ling uses 	1L
4. Isolating the Area	Struck by moving vehicles Execute to noise	2М		1L



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
5. Removing Existing Hinge	Sharp edges, Handling heavy object	ЗН		2M
6. Cleaning the Door and Frame	Exposure to chemicals, Eye injury from dust	2M		1L

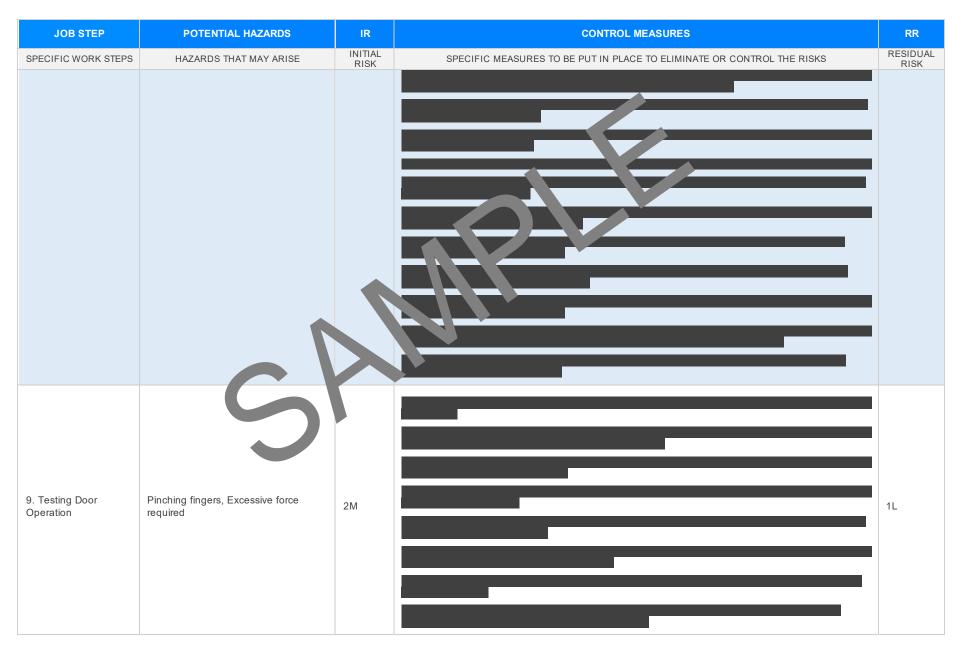
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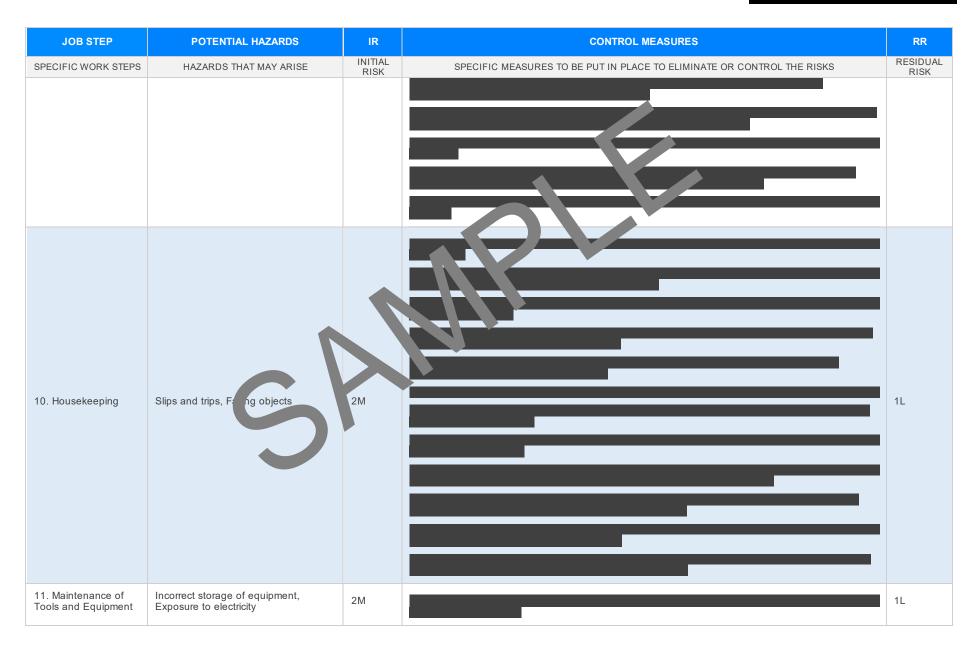
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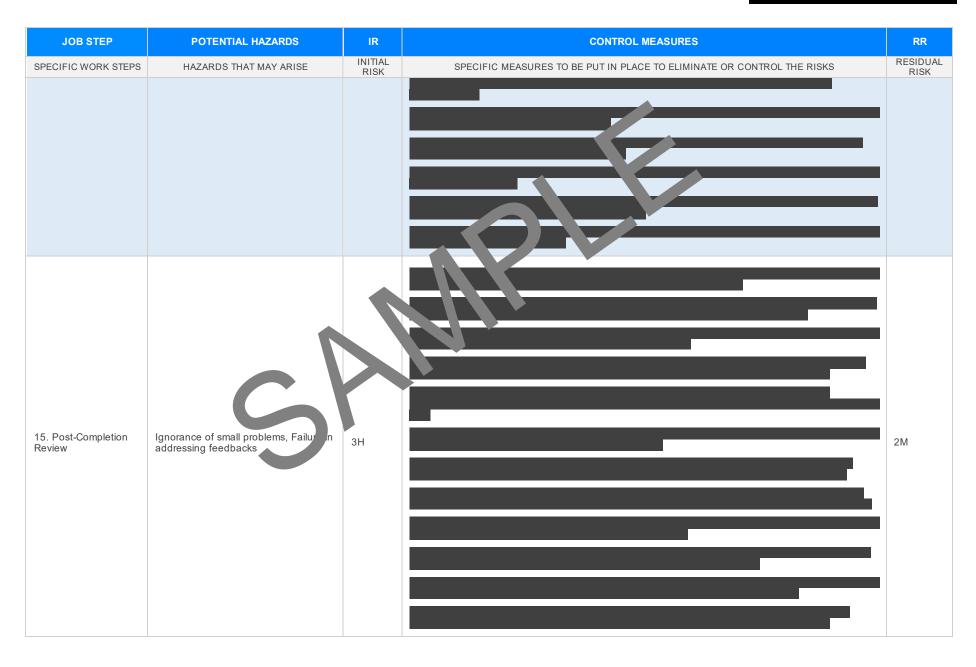




JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
13. Complete Documentation	Inaccurate data recording, Missing information	2М		
14. Decommissioning Site	Unsecured site, Public access to site	ЗН		2M

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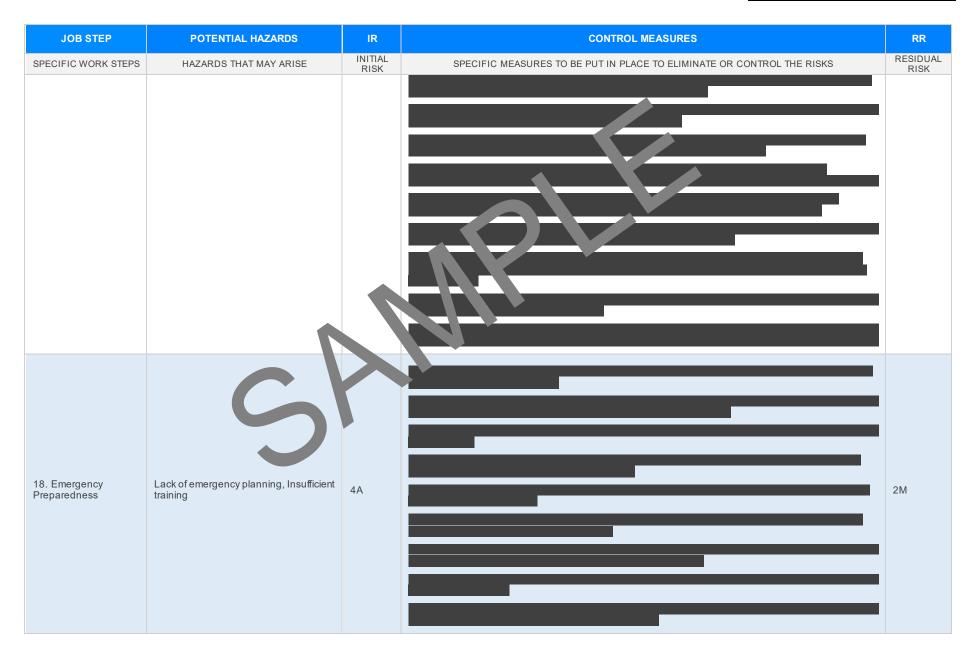




JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
				1
16. Safety Audit and Inspection	Complacency, Failure to adhere safety protocols	ЗН		2M
17. Communication with Stakeholders	Miss-communication, Ignorance of stakeholders' feedback	ЗН		2M

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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
19. Incident Reporting	Incomplete data, Delay in report	ЗН		2М
20. Continual Improvement	Resistance to change, Poor feedback mechanism	ЗН		2M

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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 REF						
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCE IN ANY STAR THAT ARE NOT APPLICABLE						
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: <u>https://www.worksafe.gld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.gld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Or opational Health & 1 Safety Acce004 Occupational Health an Safe'r regulations 2017 Legis fron VIC: <u>https://www.acrksafe.vic.gov.au/occupational-health-and-safety-act-and- gular s</u> des of fractice VIC <u>attps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>					
New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legis Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legis	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>					
Northern Territory Work Health and Safety (National Uniform Legislation) Act 201 Work Health and Safety (National Uniform Legislation) Regulations 200 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.preprinters.preprin</u>	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model- codes-of-practice</u>					
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (Sate Legislation for SA: https://www.safework.sa.gov.au/resources.e.gislation Codes of Practice for SA: https://www.safework.sa.gov.au/resources.e.gislation Work Health and Safety Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012	 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 workplacess Hazardous manual tasks Managing the risk of falls in housing construction Managing electrical risks in the workplace 					
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.	 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	Signature	Date

SAFE WORK THE S ATEM AT MONITORING AND REVIEW The SWMS must be reviewed regularly to make sure it remain effect. and mu be reviewed (and The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are revised if necessary) if relevant control measures are revised. The s should be carried out in effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The view consultation with workers (including contractors person responsible for monitoring the effectiveness of the Safe Work Method Statement should ntractors nay be cted by the operation of the SWMS and their health and safety representatives who rep sented that work group at the employ a multi-faceted approach which includes but is not limited to: workplace. 1. Spot Checks. When the SWMS has been revised the PCBU must ensure the all versons involved with the work are 2. Consultation with workers, contractors and sub-contractors. advised that a revision has been made and how they can acce the revised SWMS, including all persons 3. Internal audits on a continual basis who will need to change a work procedure or system as a reof the review are advised of the changes in a way that will enable them to implement their duties ntly with the revised SWMS. All workers that An approach of continuous improvement, promptly recording inconsistencies or deficiencies, will be involved in the work must be provided with the relevant information and instruction that will assist followed up by immediate corrective action and consultation with all relevant personnel ensures them to understand and implement the revised SWMS. 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.		
All relevant personnel consulted during the development of the SWMS.	\boxtimes	
Name, signature, position and date signed of the person approving the SWMS.		
Specific personnel and qualifications, experience is noted in the SWMS.	7	
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.	\boxtimes	
Any hazards listed in any site risk assessments have been added to the Sλ. S.	\boxtimes	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	\boxtimes	
Check control measures added to the SWMS are the most effective sections.	\boxtimes	
Responsible person is assigned and listed on the spiral of the spiral entry of control measures.	\boxtimes	
Permit or licenses requirements specified, so in as Hot Work, Electrical Work, Work at Heights etc.	\boxtimes	
SWMS identifies plant and equipment to be	\boxtimes	
Details of inspection checks required for any equipment lister are noted on the SWMS.	\boxtimes	
Describes any mandatory qualifications, experience, ang or skills required to perform the work.	\boxtimes	
Applicable personal protective equipment is selected on the SWMS.	\square	
Reflects and documents any legislative references and/or Australian Standards.	\boxtimes	
Identifies any hazardous substances used with specific control measures in line with any SDS.	\boxtimes	
REVIEWED BY	DATE REVIE	EWED
SIGNATURE	DATE COMP	LETED