

Environmental Clean L	Jp   SAFE WORK METHOD	STATEMENT (SWMS)	
TASK	OR ACTIVITY: Environmental Cl	ean Up	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE PC. 'OF TP' ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person condutte proposed work starts.	acting a business or und	required to elect that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:	NY	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring	compliant e of the SWIL as well as re	eviews and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS VMS IN HAVE THE FOLLOWING COMMUNICATED	NA. 2 OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	NEL WHO HAVE BEEN CONSULTED AND F THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched ed in account with regislative requirements to first identify any site hazards, to continue the those hazards and then to further take steps to either eliminate or continue to the result of the			
If an incident or a near miss occurs, all work must standardly. 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:	
ANY HIGH-RISK CONSTRUCTOR	ON WC & BEIN C & RIED 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	carried out on or near chemical, fuel or refrigerant lines
☐ involves demolition of an element of a structure that is load-hearing	☐ is carried out on or near energised electrical installations or services
☐ involves demolition of an element related to the physical interrity structure	☐ is carried out in an area that may have a contaminated or flammable atmosphere
☐ involves, or is likely to involve, disturbing as	☐ involves tilt-up or precast concrete
involves structural alteration or repair the requires to rary so port 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 an 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 MACHINER	Y 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 Remoy e 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 before work starts.		Replace the hazard.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolation Isolate People from the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and records		Engineering Isolate the hazard.	
Notes on Hierarchy of Controls: Elimination methods are the most effective and preferrence on controls and preferrence on controls and preferrence on the second most effective method of controlling a hazard. Engineering by isolation is the plan post entitive, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Proter iver huipment) is the least effective method.										

						TIVE EQUIPM					
		Select the app	propriate PPL	abo suitak	ok for the equip	oment used or	the job task	being perfori	med (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	THE ARING STION	P _cCTION	PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	equired:										
	Pe	ermit or Licen	ses Requirem	ients			Ma	andatory Qual	lifications and	Training	

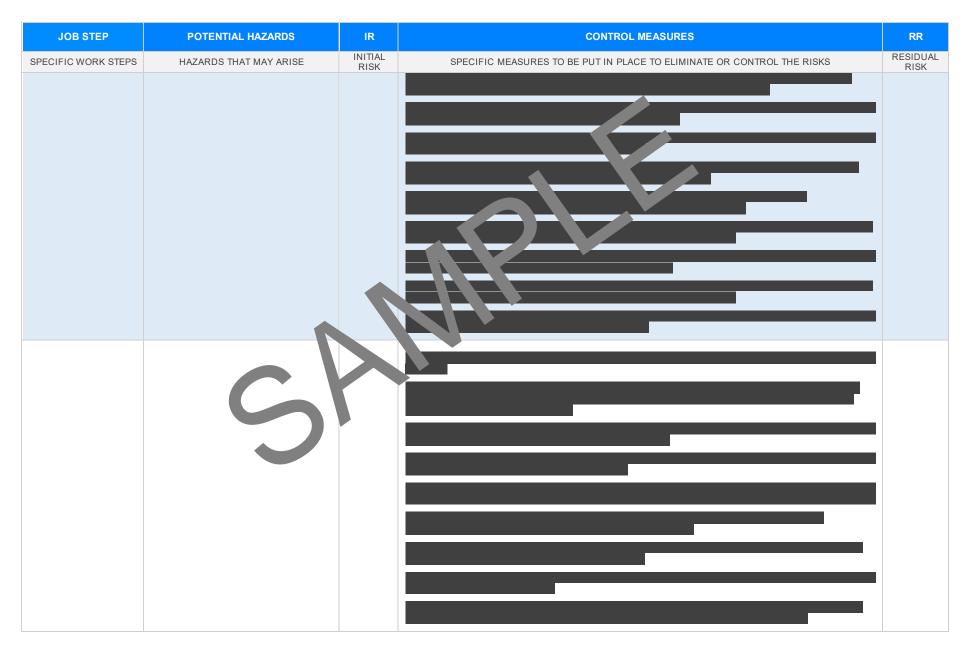


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Conduct a site assessment to identify portural slip, trip, and fall hazards before starting the clean-up process.	
			- Ensure all team members are wearing approximation of the surfaces.	
			- Designate clear walkways her from obstructions and proceedings them with cones or tape to prevent falls.	
			- Provide adequation in was areas, especially, in dim or enclosed environments, to enhance visibility.	
			- Supply and quire the tree of personal cuective equipment (PPE), including gloves, masks, and protective eyes ar, to card against coosure to hazardous materials.	
			- Use the ontain and measures such as barriers or absorbent materials to control any release of hazard us obstants during the clean-up.	
			- Implement proper many all handling techniques and provide training to reduce the risk of slips and trips then transport of materials.	
			- Es. lis emergency procedures and have safety data sheets (SDS) available for any hazardous nateria. ing handled.	
			- gularly inspect and maintain tools and equipment to ensure they are functioning correctly and safely.	
			Position waste receptacles and disposal units in accessible locations to minimise unnecessary movement across potentially hazardous ground.	
			- Communicate clearly and regularly with team members about any identified risks and the importance of adhering to established safety protocols.	
			- Conduct a thorough site inspection to identify potential wildlife habitats and nests before beginning work.	
			- Schedule clean-up activities during times of low wildlife activity, such as midday for nocturnal animals.	
			- Provide workers with training to recognise common local wildlife and appropriate response actions in case of encounters.	
			- Ensure availability of first aid kits for handling minor injuries related to wildlife encounters.	
			- Establish designated exclusion zones around areas identified as high-risk for wildlife presence.	
			- Develop protocol for safe handling and relocation of any non-threatening wildlife encountered, involving trained personnel.	
			- Use signage to alert workers to areas of known wildlife activity or contamination.	
			- Provide personal protective equipment (PPE) suitable for potential chemical or hazardous exposure based on prior contamination reports.	



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
			- Implement decontamination procedures for vehicles and equipment exiting the site to prevent spread of contaminants.	
			- Test soil and water samples for pollutants prior to mmencement to guide clean-up strategy and ensure worker safety.	
			- Liaise with environmental experts to creat tailored places for managing specific contamination types identified in site assessment.	
			- Provide manual handling that ing to all workers ansure poer lifting techniques are used to prevent injury.	
			- Use mechanical as deas, trolleys, or hoises for moving heavy equipment to minimise the risk of strain or initial.	
			- Ensure all entrical correland equipment are in good condition and have been regularly tested and tagget by a question of the chickens.	
			- Avol. 5 loading ower outlets and circuits when setting up electrical equipment to prevent overheating and fin ha ds.	
			Implement a yiddy speem where two or more workers work together to lift and set up heavier uipment safe	
			- Con c job safety analysis (JSA) prior to starting equipment setup to identify any location-specific sks and dress them accordingly.	
			- rk and secure trip hazards like cables and cords with high-visibility tape or covers to prevent tripping acordents.	
	5		- Ensure that all employees wear appropriate personal protective equipment (PPE) such as gloves, steel-toed boots, and back supports where necessary.	
			- Provide clear access pathways around the setup area to allow safe movement of people and equipment and to prevent congestion and accidents.	
			- Brief all employees on emergency procedures specific to the equipment setup process, including how to handle electrical faults or incidents.	

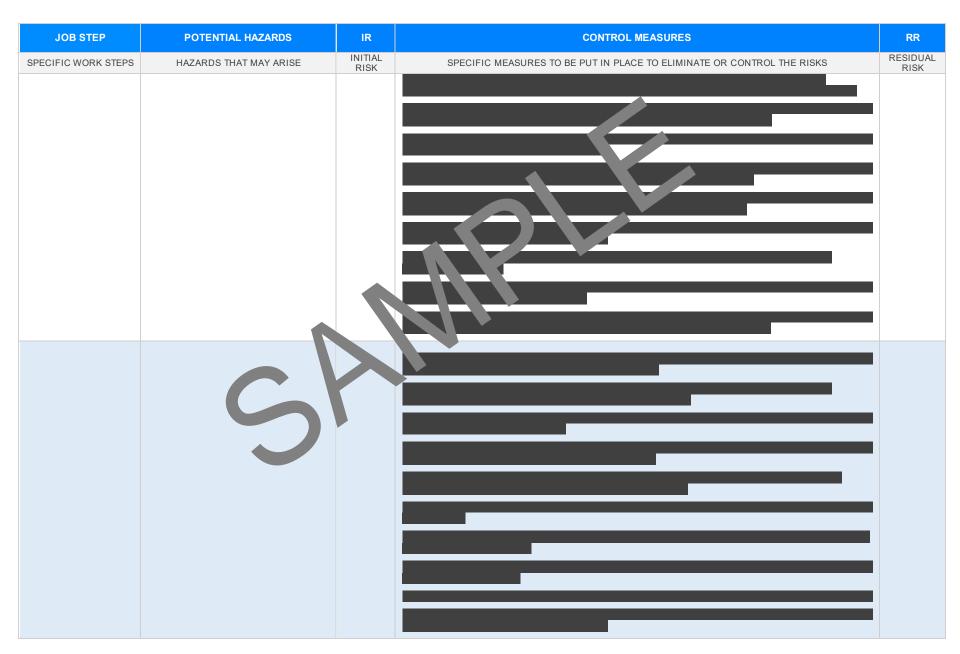






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
				_
				•
				-
	5			
				-

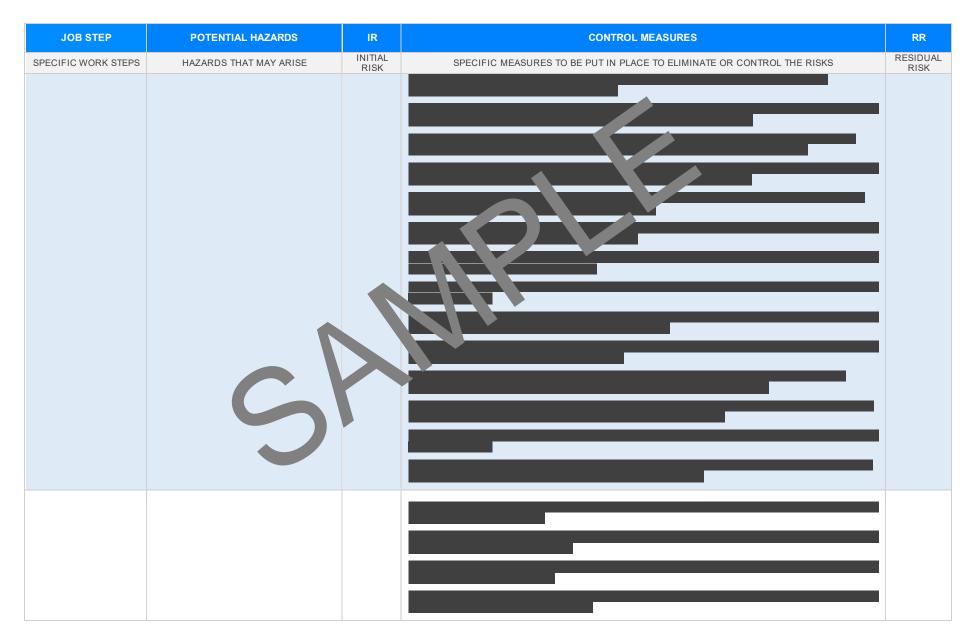






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
				•
	5			•





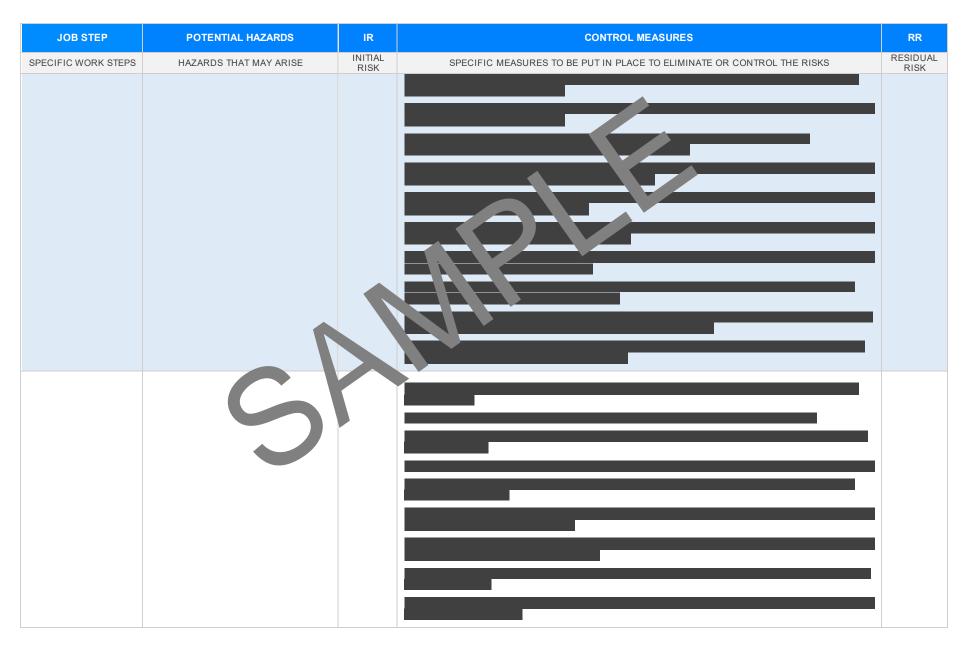




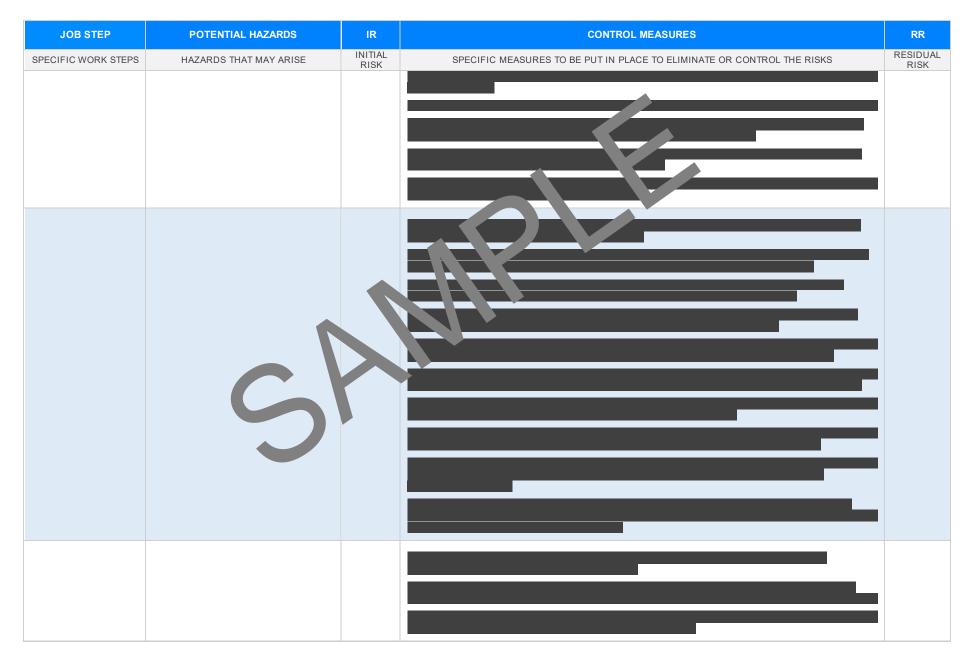


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	5			















SPECIFIC WORK STEPS			CONTROL MEASURES	RR
	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
				•
				_



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



#### **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. N ANY STATEMENT 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/legis

Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library.

#### **Northern Territory**

Work Health and Safety (National Uniform Legislation) Act 201

Work Health and Safety (National Uniform Legislation) Regulations 26

Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/prkplate fety-lay

Codes of Practice NT: https://worksafe.nt.gov.av and-reso per des ractice

#### South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (S

Legislation for SA: https://www.safework.sa.gov.au/resources gislation

Codes of Practice for SA: https://www.safework.sa.gov.au/w/\_places/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 Safety A 2004

Oct ational Health an Safet regulations 2017

Legis ion VIC: https://www.orksafe.vic.gov.au/occupational-health-and-safety-act-and-

des on actice VI attps://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): <a href="https://www.safeworkaustralia.gov.au/law-and-regulation">https://www.safeworkaustralia.gov.au/law-and-regulation</a> Model Codes of Practice: <a href="https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice">https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</a>

#### **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	Signature	Date

#### SAFE WORK IN 'THIS 'S' ITEM ON MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remain effect, and must be reviewed (and revised if necessary) if relevant control measures are revised. The view as should be carried out in consultation with workers (including contractors as unputractors of the SWMS and their health and safety registeratives who represented that work group at the workplace.

When the SWMS has been revised the PCBD mest ensure the all persons involved with the work are advised that a revision has been made and how they can accept the revised SWMS, including all persons who will need to change a work procedure or system as a rest of the review are advised of the changes in a way that will enable them to implement their duties the total 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:

- Spot Checks.
- 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.		
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.	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.		
Any hazards listed in any site risk assessments have been added to the SV 5.		
SWMS initial risk (IR) column as well as residual risk (RR) column ampleted.		
Check control measures added to the SWMS are the most effer ve secutions.		
Responsible person is assigned and listed on the splenetation of control measures.		
Permit or licenses requirements specified, so n as Hot Work, Electral Work, Work at Heights etc.		
SWMS identifies plant and equipment to be		
Details of inspection checks required for any equipment lister are noted on the SWMS.		
Describes any mandatory qualifications, experience, and or skills required to perform the work.		
Applicable personal protective equipment is selected on the SWMS.		
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 REV	/IEWED
SIGNATURE	DATE COM	PLETED