Epoxy Resins Flooring | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Epoxy Resins Flooring

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:	

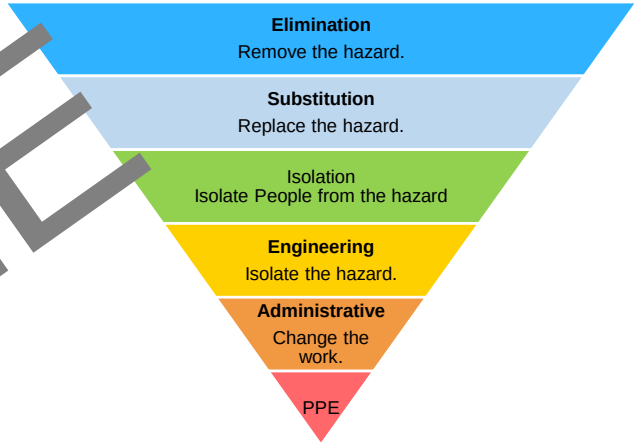
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition 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	Slip and trip hazards, exposure to chemicals	3H	- Ensure that the work area is clean and free of any obstructions, debris, or trip hazards before starting the epoxy flooring installation process. - Use signage and barrier tape to clearly mark off the work area, preventing unauthorised persons from entering and reducing the risk of accidents. - Provide training for all workers involved in the epoxy flooring installation process, including proper handling procedures for chemicals and how to identify and address hazardous situations. - For workers who will be directly exposed to the chemicals, provide Personal Protective Equipment (PPE) such as gloves, goggles, masks, and protective clothing to minimise exposure and reduce the risk of injury. - Implement a spill management plan in case of accidental leaks or spills of epoxy resins or other chemicals during the preparation process. This includes having designated spill clean-up kits readily available in the work area. - Store all chemicals in properly labelled containers with tight-fitting lids, and keep them away from heat sources or ignition points to prevent accidental fires or explosions. - Maintain good housekeeping practices throughout the preparation process, keeping tools and materials organised and stored safely when not in use to minimise the risk of slip and trip hazards. - Use appropriate ventilation measures to reduce the concentration of harmful fumes, such as open windows or exhaust fans, depending on the size and configuration of the work area. - Inspect all mixing and application equipment for defects, wear and tear or potential hazards prior to use, ensuring they are functioning correctly and safely. - Ensure that Material Safety Data Sheets (MSDS) for all chemicals being used are readily available on site for reference by workers and emergency responders in case of accidental exposure or spills. - Develop an emergency response plan for the worksite detailing actions to take in the event of chemical exposure, fire, or other emergencies. Ensure all workers are familiar with the plan and the location of emergency exits, fire extinguishers, first aid kits, and other emergency resources.	2M	
2. Equipment Setup	Electric shock, improper lifting technique	3H	- Regular equipment inspection: Inspect electrical cords, power tools, and other equipment for any signs of damage or wear before use to prevent potential electric shocks. - Use of proper Personal Protective Equipment (PPE): Ensure that all workers are wearing appropriate PPE, including gloves, safety boots, and high visibility vests, to minimise the risk of injury. - Use Ground Fault Circuit Interrupters (GFCI): Install GFCIs on power outlets and tools to protect against electrical shock hazards.	2M	

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			- Training on correct lifting techniques: Provide workers with training on proper lifting techniques to avoid back injuries from improper lifting. - Clearly marked pathways: Mark out clear pathways around the work area to ensure that workers can move around safely without tripping over cords or equipment. - Correct tool storage: Store power tools and other equipment properly when not in use to prevent accidental contact with electrical surfaces. - Dry work environment: Always keep the work area and hands dry to prevent accidental electrical contact. - Breaker switches and locks: Implement the use of breaker switches and lock-out/tag-out procedures when working with electrical equipment to avoid inadvertent energization. - Limited access to designated work areas: Restrict access to work areas containing electrical equipment only to authorised personnel to reduce the exposure of unauthorised personnel to risks. - Use support devices when lifting heavy equipment: Make use of support devices such as trolleys or forklifts to move heavy equipment, reducing the strain on workers. - Ergonomic tool design: Choose tools and equipment with ergonomic designs that align with correct lifting techniques, minimising physical strain on workers. - Adequately sized workspace: Ensure there is sufficient space for workers to set up and maneuver equipment easily, reducing the likelihood of hazardous situations. - Continuous supervision: Monitor workers as they complete tasks to check for compliance with safety measures and provide guidance on best practices when needed.		
3. Surface Cleaning	Dust inhalation, noise exposure	2M	- Proper ventilation: Ensure that the work area is well ventilated by either opening all doors and windows, using exhaust fans or portable ventilation systems to control dust levels effectively. - Personal Protective Equipment (PPE): Provide workers with appropriate PPE such as respiratory masks, safety goggles, earplugs, and suitable clothing for effective protection against dust inhalation and noise exposure. - Safe Sorting Methods: Implement proper debris removal and cleaning methods to minimise dust generation, including vacuuming, wet sweeping, or wiping surfaces with a damp cloth. - Use of HEPA-filtered Vacuum Cleaners: Ensure that High-Efficiency Particulate Air (HEPA) filtered vacuum cleaners are used to further reduce the risk of dust inhalation. - Noise Reduction Tools: Utilise noise-reducing equipment such as low-noise vacuum cleaners or sound barriers to minimise potential noise exposure. - Limit Worker Exposure: Implement rotational work schedules for the cleaning crew to reduce individual exposure to dust and noise over time.	1L	

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			- Regular Breaks: Encourage workers to take regular breaks away from the work area to rest and recharge in a quiet, dust-free environment. - Employee Training: Provide comprehensive trainin[illegible]n proper surface cleaning techniques, handling of equipment, and hazard [illegible]areness to help workers mitigate risks associated with dust and noise exposu[illegible] - Monitor Air Quality: Regularly test air quali[illegible]uring th[illegible]leaning process to ensure dust levels remain within safe limits, and imple[illegible]n[illegible]dditional control measures if necessary. - Equip Machines with Silence[illegible]f possible, install [illegible]enc[illegible]or mufflers on noisy machinery to help in re[illegible]cing no[illegible] pollution in the w[illegible]area. - Signage and W[illegible]nings: H[illegible]t clea[illegible]gns to indi[illegible]te high dust and noise areas, as well as remi[illegible]s about we[illegible]ng PPE[illegible]nd a[illegible]ring to safe work practices. - Limit [illegible]ork Ho[illegible]: Rest[illegible] high-dust a[illegible] high-noise work to specific periods to minim[illegible]he dura[illegible]n the worker's exposure to these hazards. - Main[illegible]n [illegible]uipme[illegible]: Keep all equipment and tools used in surface cleaning properl[illegible]ma[illegible]ined t[illegible]nsure effective dust collection and noise reduction. - Encour[illegible]e Em[illegible]oyee Feedback: Foster an open communication culture where wo[illegible]rs f[illegible]el com[illegible]rtable reporting any health or safety concerns they might have, allowin[illegible] timely identification and resolution of potential hazards.		
4. Mixing Epoxy	Chemical exposure, manual handling injuries	3H	[redacted]	1L	

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			[redacted]		
5. Applying Epoxy Primer	Inadequate ventilation, fire hazard	3H	[redacted]	2M	

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			[redacted]		
6. Planning for Epoxy Coat	Inadequate workspace, incorrect product selection	3H	[redacted]	1L	

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			[redacted]		
7. Applying Epoxy Coating	Slip and trip hazards, improper tools and equipment	3H	[redacted]	2M	

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			[redacted]		
8. Finishing and Curing	Exposure to fumes, UV light hazard	3H	[redacted]	1L	

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			[redacted]		
9. Inspecting Finished Surface	Using wrong PPE, unattended tools and equipment	2M	[redacted]	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			[redacted]		
10. Clean up and Storage	Inadequate waste disposal, spills or leakage	2M	[redacted]	1L	

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			[redacted]		
11. Site Restoration	Tripping on leftover materials, contact with remaining chemicals	2M	[redacted]	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			[redacted]		
12. Documentation and Reporting	Incorrect documentation, miscommunication hazard	2M	[redacted]	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
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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[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 us[illegible].	☐	☐	
Details of inspection checks required for any equipment listed ar[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**	