

## Green Trimmer | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Green Trimmer

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

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

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  Provide a detailed description of the specific work being carried out (otherwise known as scope of works).
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

## ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

<input type="checkbox"/> involves a risk of a person falling more than 2 meters.	<input type="checkbox"/> is carried out on or near pressurised gas mains or piping.
<input type="checkbox"/> is carried out on a telecommunication tower.	<input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines.
<input type="checkbox"/> involves demolition of an element of a structure that is load-bearing.	<input type="checkbox"/> is carried out on or near energised electrical installations or services.
<input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure.	<input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere.
<input type="checkbox"/> involves, or is likely to involve, disturbing asbestos.	<input type="checkbox"/> involves tilt-up or precast concrete.
<input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse.	<input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.
<input type="checkbox"/> is carried out in or near a confined space.	<input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant.
<input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives.	<input type="checkbox"/> is carried out in areas with artificial extremes of temperature.
<input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.	<input type="checkbox"/> involves diving work.

## ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

## 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			<b>Elimination</b> Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	<b>Isolation</b> Isolate People from the hazard
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	<b>Engineering</b> Isolate the hazard.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records	<b>Administrative</b> Change the work. <b>PPE</b>

**Notes on Hierarchy of Controls:** Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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, Electric shock	3H	<ul style="list-style-type: none"> <li>- Inspect the work area beforehand, clearing any debris or obstacles that could cause tripping hazards or interfere with the Green Trimmer operation.</li> <li>- Clearly signpost the work area and ensure adequate lighting is provided to enable safe and efficient trimming.</li> <li>- Secure all power cords and cables using appropriate covers, cable guards or cable ramps to prevent tripping hazards, keeping them away from walkways to avoid accidental disconnection or damage.</li> <li>- Conduct routine equipment checks, including inspection of tools and extension cables for any wear or damage, or fraying wires that could result in an electric shock.</li> <li>- Ensure that personnel using the Green Trimmer are appropriately trained and familiarised with its safe use, handling and protocols in case of potential electrical faults.</li> <li>- Verify that the Green Trimmer is equipped with a Residual Current Device (RCD) or Ground Fault Circuit Interrupter (GFCI) for additional protection against the risk of electric shock.</li> <li>- Encourage the use of slip-resistant footwear among workers in order to provide adequate grip when working in potentially slippery conditions.</li> <li>- Develop a spill management plan to handle any wet surfaces or spills promptly, preventing slips in the work area.</li> <li>- Provide employees with adequate Personal Protective Equipment (PPE), such as gloves, eye protection and ear protection, to minimise exposure to hazards.</li> <li>- Implement a clear communication protocol among team members to stay informed about areas where work is being done, allowing them to anticipate and avoid hazards effectively.</li> <li>- Restrict access to the work area for unauthorised personnel, reducing potential risks from inexperienced individuals or those unaware of existing hazards.</li> <li>- Schedule regular breaks for workers in order to reduce fatigue, which can contribute to human error and increase the likelihood of accidents occurring.</li> <li>- Foster a safety-first culture in the workplace by conducting regular safety meetings, discussing hazard identification and encouraging open communication of health and safety concerns among employees.</li> </ul>	1L	
2. Transporting equipment	Manual handling injuries, Struck by moving vehicles	2M	<ul style="list-style-type: none"> <li>- Provide manual handling training for all workers involved in transporting equipment, ensuring they understand proper lifting techniques and the importance of working within their physical limits.</li> <li>- Implement a buddy system or use mechanical aids such as trolleys, dollies, and pallet jacks to transport heavier equipment and reduce the risk of manual handling injuries.</li> </ul>	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
			<ul style="list-style-type: none"> <li>- Establish designated paths and signage for pedestrian and vehicle traffic in work areas, reducing the likelihood of collisions between workers and moving vehicles.</li> <li>- Ensure that workers wear high-visibility clothing and other appropriate Personal Protective Equipment (PPE) while transporting equipment, making them more visible to drivers of moving vehicles.</li> <li>- Encourage workers to communicate with each other about their movements and intentions, promoting situational awareness and reducing the risk of accidents.</li> <li>- Perform regular maintenance checks on all mechanical aids used for transportation to ensure they are in good working condition and safe to use.</li> <li>- Mandate that workers take regular breaks to prevent fatigue-related errors, which can lead to accidents during equipment transportation.</li> <li>- Implement a strict policy prohibiting the use of mobile devices or headphones when transporting equipment to maintain workers' focus and awareness of their surroundings.</li> <li>- Organise equipment storage areas so that frequently used items can be quickly and easily located, minimising the time spent carrying heavy loads.</li> <li>- Create exclusion zones around loading and unloading areas and enforce strict adherence to these boundaries, minimising the risk of contact with moving vehicles.</li> <li>- Require vehicle operators to receive specialised training, including hazard awareness and practical skills assessments, to diminish the risk of accidents involving workers and vehicles.</li> <li>- Regularly review and update the SWMS to incorporate any changes in operational practices or newly identified hazards, ensuring that control measures remain relevant and effective in reducing the risks associated with transporting equipment.</li> </ul>		
3. Setting up trimmer	Faulty or damaged equipment, Noise exposure	3H	<ul style="list-style-type: none"> <li>- Regular equipment inspection: Conducting thorough and routine inspections of the trimmer to identify any signs of wear or damage, ensuring that faulty equipment is promptly reported and repaired or replaced.</li> <li>- Pre-use checks: Workers should perform a visual check on the trimmer before each use, examining for any visible damages, loose parts or other issues that might lead to potential hazards during operation.</li> <li>- Equipment maintenance: Implementing a scheduled maintenance plan for the trimmers to ensure they are always in proper working condition and reduce the risk of malfunction.</li> <li>- Proper storage: Ensuring that trimmers are stored in a clean, dry and secure area when not in use to prevent damage and contamination.</li> <li>- Noise reduction equipment: Providing workers with appropriate Personal Protective Equipment (PPE) such as noise-cancelling earmuffs or earplugs to minimise the risk of noise exposure.</li> </ul>	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
			<ul style="list-style-type: none"> <li>- Training and competency: Ensuring that all workers using the trimmers are trained on correct operating procedures, safety features, controls, and potential hazards associated with the equipment.</li> <li>- Worksite signage: Posting clear and easily visible signage around the worksite indicating that there is potential for noise exposure, advising people to wear necessary hearing protection if needed.</li> <li>- Breaks and rotation: Scheduling regular breaks for workers operating the trimmers, or rotating tasks among team members to give them some respite from constant noise exposure.</li> <li>- Enclosed work area: Where possible, setting up the trimming machinery in enclosed or isolated spaces to assist in containing excessive noise levels.</li> <li>- Acoustic barriers: Installing temporary acoustic barriers, like fencing or partitions, to help reduce the amount of noise filtering through to surrounding areas and affecting other workers.</li> <li>- Noise monitoring: Continuously monitoring noise levels during operations, making adjustments where required to mitigate the impact on workers and nearby residents or businesses.</li> <li>- Communication systems: Utilising communication tools such as two-way radios, walkie-talkies or hand signals to ensure clear communication among workers despite the noise exposure.</li> <li>- Emergency procedures: Establishing and communicating emergency protocols for situations where a worker encounters a hazard, including immediate shutdown procedures for the trimmer and proper medical response steps.</li> <li>- Continuous improvement: Regularly reviewing and updating the Safe Work Method Statement (SWMS) and other safety procedures based on feedback from workers, incident reports, and evolving industry best practices, to ensure optimal protection for workers against hazards.</li> </ul>		
4. Trimming vegetation	Falling objects, Ineffective safety features	2M	<div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div>	1L	

SAMPLE

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
			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>		
6. Maintenance of trimmer	Splinters or cuts, Eye injuries	2M	<div></div> <div></div> <div></div>	1L	

SAMPLE





SAMPLE

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
			<div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div>		
9. Refueling trimmer	Fuel spills, Fire hazard	3H	REDACTED	1L	

**SAMPLE**



SAMPLE

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
12. Cleaning up site	Exposure to hazardous substances, To hazards	2M	<div>1. Wear appropriate PPE (goggles, gloves, etc.)</div> <div>2. Use appropriate cleaning methods (e.g., vacuuming, etc.)</div> <div>3. Avoid contact with hazardous substances</div> <div>4. Use appropriate disposal methods (e.g., etc.)</div> <div>5. Avoid contact with hazardous substances</div> <div>6. Use appropriate disposal methods (e.g., etc.)</div> <div>7. Avoid contact with hazardous substances</div> <div>8. Use appropriate disposal methods (e.g., etc.)</div> <div>9. Avoid contact with hazardous substances</div> <div>10. Use appropriate disposal methods (e.g., etc.)</div> <div>11. Avoid contact with hazardous substances</div> <div>12. Use appropriate disposal methods (e.g., etc.)</div> <div>13. Avoid contact with hazardous substances</div> <div>14. Use appropriate disposal methods (e.g., etc.)</div> <div>15. Avoid contact with hazardous substances</div> <div>16. Use appropriate disposal methods (e.g., etc.)</div> <div>17. Avoid contact with hazardous substances</div> <div>18. Use appropriate disposal methods (e.g., etc.)</div> <div>19. Avoid contact with hazardous substances</div> <div>20. Use appropriate disposal methods (e.g., etc.)</div> <div>21. Avoid contact with hazardous substances</div> <div>22. Use appropriate disposal methods (e.g., etc.)</div> <div>23. Avoid contact with hazardous substances</div> <div>24. Use appropriate disposal methods (e.g., etc.)</div> <div>25. Avoid contact with hazardous substances</div> <div>26. Use appropriate disposal methods (e.g., etc.)</div> <div>27. Avoid contact with hazardous substances</div> <div>28. Use appropriate disposal methods (e.g., etc.)</div> <div>29. Avoid contact with hazardous substances</div> <div>30. Use appropriate disposal methods (e.g., etc.)</div> <div>31. Avoid contact with hazardous substances</div> <div>32. Use appropriate disposal methods (e.g., etc.)</div> <div>33. Avoid contact with hazardous substances</div> <div>34. Use appropriate disposal methods (e.g., etc.)</div> <div>35. Avoid contact with hazardous substances</div> <div>36. Use appropriate disposal methods (e.g., etc.)</div> <div>37. Avoid contact with hazardous substances</div> <div>38. Use appropriate disposal methods (e.g., etc.)</div> <div>39. Avoid contact with hazardous substances</div> <div>40. Use appropriate disposal methods (e.g., etc.)</div> <div>41. Avoid contact with hazardous substances</div> <div>42. Use appropriate disposal methods (e.g., etc.)</div> <div>43. Avoid contact with hazardous substances</div> <div>44. Use appropriate disposal methods (e.g., etc.)</div> <div>45. Avoid contact with hazardous substances</div> <div>46. Use appropriate disposal methods (e.g., etc.)</div> <div>47. Avoid contact with hazardous substances</div> <div>48. Use appropriate disposal methods (e.g., etc.)</div> <div>49. Avoid contact with hazardous substances</div> <div>50. Use appropriate disposal methods (e.g., etc.)</div> <div>51. Avoid contact with hazardous substances</div> <div>52. Use appropriate disposal methods (e.g., etc.)</div> <div>53. Avoid contact with hazardous substances</div> <div>54. Use appropriate disposal methods (e.g., etc.)</div> <div>55. Avoid contact with hazardous substances</div> <div>56. Use appropriate disposal methods (e.g., etc.)</div> <div>57. Avoid contact with hazardous substances</div> <div>58. Use appropriate disposal methods (e.g., etc.)</div> <div>59. Avoid contact with hazardous substances</div> <div>60. Use appropriate disposal methods (e.g., etc.)</div> <div>61. Avoid contact with hazardous substances</div> <div>62. Use appropriate disposal methods (e.g., etc.)</div> <div>63. Avoid contact with hazardous substances</div> <div>64. Use appropriate disposal methods (e.g., etc.)</div> <div>65. Avoid contact with hazardous substances</div> <div>66. Use appropriate disposal methods (e.g., etc.)</div> <div>67. Avoid contact with hazardous substances</div> <div>68. Use appropriate disposal methods (e.g., etc.)</div> <div>69. Avoid contact with hazardous substances</div> <div>70. Use appropriate disposal methods (e.g., etc.)</div> <div>71. Avoid contact with hazardous substances</div> <div>72. Use appropriate disposal methods (e.g., etc.)</div> <div>73. Avoid contact with hazardous substances</div> <div>74. Use appropriate disposal methods (e.g., etc.)</div> <div>75. Avoid contact with hazardous substances</div> <div>76. Use appropriate disposal methods (e.g., etc.)</div> <div>77. Avoid contact with hazardous substances</div> <div>78. Use appropriate disposal methods (e.g., etc.)</div> <div>79. Avoid contact with hazardous substances</div> <div>80. Use appropriate disposal methods (e.g., etc.)</div> <div>81. Avoid contact with hazardous substances</div> <div>82. Use appropriate disposal methods (e.g., etc.)</div> <div>83. Avoid contact with hazardous substances</div> <div>84. Use appropriate disposal methods (e.g., etc.)</div> <div>85. Avoid contact with hazardous substances</div> <div>86. Use appropriate disposal methods (e.g., etc.)</div> <div>87. Avoid contact with hazardous substances</div> <div>88. Use appropriate disposal methods (e.g., etc.)</div> <div>89. Avoid contact with hazardous substances</div> <div>90. Use appropriate disposal methods (e.g., etc.)</div> <div>91. Avoid contact with hazardous substances</div> <div>92. Use appropriate disposal methods (e.g., etc.)</div> <div>93. Avoid contact with hazardous substances</div> <div>94. Use appropriate disposal methods (e.g., etc.)</div> <div>95. Avoid contact with hazardous substances</div> <div>96. Use appropriate disposal methods (e.g., etc.)</div> <div>97. Avoid contact with hazardous substances</div> <div>98. Use appropriate disposal methods (e.g., etc.)</div> <div>99. Avoid contact with hazardous substances</div> <div>100. Use appropriate disposal methods (e.g., etc.)</div>	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

SAMPLE



## 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 IF 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>

### 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>

### 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-codes-of-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>

### 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/laws-and-compliance/codes-of-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

### 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.

## 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 needed. 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	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 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.	<input type="checkbox"/>	<input type="checkbox"/>	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Check control measures added to the SWMS are the most effective solutions.	<input type="checkbox"/>	<input type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>	
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Describes any mandatory qualifications, experience, training, skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>	
REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	