

Handling of PVC Pipe and Columns SAFE WORK METHOD STATEMENT (SWMS)										
TASK OR ACTIVITY: Handling of PVC Pipe and Columns										
Business Name: [Company Name]		ABN: [ABN]	SWMS#							
Business Address: [Company Address]										
Contact Person:	Phone: [Phone]	E fil:								
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE PL OF THE PROJECT								
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.	cting a business or undertaking (k 3U) is	required to ture at a safe work method s	statement (SWMS) is prepared before							
Full Name:										
Signature:		Title:	Date:							
Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS, well as reviews and modifications of the SWMS.										
Full Name:		Title:	Phone:							
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS. ST HAVE THE FOLLOWING COMMUNICATED	N. 1E AND DATED SIGNATURE OF A CO.MUNICATED TO IN THE DEVELO	LL RELEVANT PERSONNEL WHO HAVE B OPMENT AND APPROVAL OF THIS SWMS	EEN CONSULTED AND							
Safety meetings or toolbox talks will be sched ed in accordance with egislative requirements to first identify any site hazards, conduct unica those hazards and then to further take steps to either the sched or contail each hazard.	NAME	SIGNATURE	DATE							
If an incident or a near miss occurs, all work must structure nately. 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 descriptio	n of the specific work being	carried out (otherwise			
Project Address:					known as cope of works).					
Project Manager:										
Contact Phone:										
Project Manager Sig	nature:									
Date SWMS supplie	d to Project Manager:									
ANY HIGH-RISK CON TUCH NY JRK BEING CARRIED OUT										
involves a risk of a pe	erson falling more than 2 m	neters.		, is carried out on or near pressurised gas mains or piping.						
☐ is carried out on a tel	ecommunication tower.			is carried out on or near chemical, fuel or refrigerant lines.						
involves demolition o	f an element of a structure	that is load-been.		is carried out on or near energised electrical installations or services.						
involves demolition o	f an element related to the	physical integrit of a str	2.	is carried out in an area that may have a contaminated or flammable atmosphere.						
involves, or is likely to	o involve, disturbing a es	tos.		involves tilt-up or precast concrete.						
involves structural alt	eration or repair that re	mporal, upp to p	revent collapse.	is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.						
is carried out in or ne	ar 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 th	aan 1.5m or tunnel involvin	g use of explosives.	is carried out in areas with artificial extremes of temperature.						
is carried out in or ne	ar water or other liquid tha	t involves a risk of drownin	ng.	involves diving v	vork.					
		ANY HI	GH-RISK MACHINER		NT NEARBY					
Forklift	Crane/s	Hoist/s	Excavator	Backhoe/Loade	r 🗌 Boom Lift	EWP	Genie Lift			
	Drilling Rig	Trucks	Formwork	Bobcat	Flammable Gas	Fuel	Dozer			
High Voltage	Mulcher	Tilt-up Panels	Roller	Scissor Lift	Tractor	Other -				







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	Tripping, Falling	2M	 Proper housekeeping: Maintain a clean and tidy work area to minimise the potential for tripping and falling hazards. Ensure all tools, equiphent, and materials are stored appropriately when not in use. Appropriate footwear: Make sure all worken wear sturdy, non-slip footwear with adequate ankle support to minimise the risk uslips, trin and falls on uneven surfaces or around obstacles. Provide training: Workers should be adequately alined on sate handling techniques for PVC pipes and blumns, as well as uneral unkplace safety procedures to prevent accidem. Use correct lifting technicus: Instant workers to use proper manual handling techniques with diding the provide the unitation of the provide the safety procedures to prevent accidem. Use correct lifting, calling on unovervative VC pipes and columns, including bending at the nees and unitaining ustruant back. Use another in a cing pulsical strain on workers. Adeque ligting: Energies sufficient lighting is available in the work area to allow for har visibility, howing the likelihood of tripping over objects or encountering other has usis. Work in pairs or teams: Encourage workers to lift and move PVC pipes and columns together in pairs or small teams to minimise the risk of injury caused by attempting to lift heavy or cumbersome materials alone. Inspect the work area: Regularly inspect the work area for any new potential hazards, such as uneven ground or debris that could cause trips and falls, and address issues prompty. Report incidents: Establish an open communication policy where workers feel comfortable reporting any incidents, near-misses, or potential hazards without fear of retribution, allowing prompt action to improve safety measures. Designated storage areas: Provide designated storage areas for PVC pipes and columns, ensuring they are secured and positioned in a way that reduces the risk of tripping or falling hazards. Regular review of SWMS: Co	1L	
2. Measuring	Accidental Cuts, Noise Exposure	ЗH	- Proper training: Ensure that all workers handling PVC pipes are trained in proper measuring techniques to minimise the risk of accidental cuts and noise exposure.	2M	



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			 Use personal protective equipment (PPE): Workers should wear appropriate PPE, including cut-resistant gloves, safety glasses/face shields, and earplugs or earmuffs to protect against noise exposure. Pre-inspect tools and equipment: Regularly indect measuring tools, such as tape measures and measuring wheels, for sharen ages or broken parts that could cause accidents. Select appropriate measuring tools: Choose warening equipment that enables a safe and accurate reading without coming into one of contact with the PVC pipe's sharp edges. Avoid distractions: An environment of the workened, such as loud noises or unrelated conventions, whelp mentatin focus of the task at hand. Clear workened: Keep the work are tree from debris, loose materials, or other potential obstates to eliginate any units even hazards during the measuring procetor. Implementation of the task and reduce noise exposure. Implementation of the task cut the task and the measuring procetor. Implementation of the task cut the task and the measuring procetor. Implementation of the task cut the task and the measuring procetor. Implementation of the task cut the task and the measuring procetor. Implementation of the task cut the task and the task at the task at		
3. Cutting	Fragment Hazards, Noise Exposure	ЗН	 Proper training: Ensure all workers involved in cutting PVC pipes and columns have received proper training on the safe operation of cutting tools and handling procedures. Personal protective equipment (PPE): Workers should wear appropriate PPE, including safety glasses or goggles to protect against flying fragments, earplugs or earmuffs to minimise noise exposure, and gloves to protect their hands from sharp edges. Using appropriate tools: Utilise the correct cutting tools, such as saws specifically designed for cutting PVC pipes or columns, to ensure clean cuts and minimise the risk of accidents. 	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
			- Regular tool maintenance: Inspect and maintain cutting tools regularly to ensure they remain in good working condition, sharp and free from defects.		
			- Safe work area setup: Set up a designated cutting use away from other workers, with adequate space to maneuver and cut the surcolumn safely. Place a barrier around the cutting area to prevent unauthor and access and minimise the risk of injury to others.		
			- Secure pipe/column during cutting: Use approved clamps or supports to hold the pipe or column securely in place while cutting, put enting it from hoving and causing an accident.		
			- Cutting guidelines: here slear uting guidelines on pipe/column using a marker or chalk to ensure accurate uts a reduce the linelihood of fragment hazards.		
			- Slow and so dy cutting: If the pix or contain using slow, controlled movements, allowing the sale to do the vork and pix using the blade from binding or kicking back		
			- Nois to coll meaning the second sec		
			lequal vention: Ensure proper ventilation in the work area to minimise dust and the ocumulation during cutting operations.		
			Frequencoreaks: Encourage workers to take frequent breaks and rotate tasks to be concerned by the concerned of the second		
	C		Emergency response procedures: Have emergency response procedures in place and ensure all workers are familiar with the steps to take in case of an accident or injury.		
			- Continuous monitoring and improvement: Regularly review and update the SWMS, incorporating new safety measures as needed and ensuring all workers are aware of any changes to the process.		
4. Doburring Edges	Accidental Cuta Depatitive Strain Injuny	214		11	
4. Deputting Edges	Accidental Cuts, Repetitive Strain Injury	2111		IL.	



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5. Joining	Chemical Exposure, Fumes	2М		1L	



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6. Solvent Welding	Fires, Chemical Burns	ЗН		2M	

Version 2.5



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7. Pressure Testing	Leaks, Pressure Build Up	2M		1L	

Version 2.5

Date of Issue:



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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
8. Site Clean Up	Tripping, Slips and Falls	2M		1L	

Version 2.5



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9. Manual Handling	Musculoskeletal Injuries, Heavy Lifting Injuries	ЗН		2M	

Version 2.5



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10. Installation	Confined Spaces, Electric Shock	ЗН		1L	



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11. Trench Excavation	Cave-In, Severe Weather	4A		ЗН	



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	E OF PERSON



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
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12. Backfilling and Compaction	Cave-In, Equipment Failure	ЗН		2M	

Version 2.5

Date of Issue:







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 ANY STATE AT 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/codes-of-practice Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice	Victoria Occupational Health and Safety Acta 24 Occupational Health and Safety Acta 24 Degis from VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-oulat</u> Safety Safety Sa					
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/legislati-codes-of-practice Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-of-practice	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 2011 Work Health and Safety (National Uniform Legislation) Regulation 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/workplace-sub-claws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/workplace-sub-claws</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 (SA) Legislation for SA: <u>https://www.safework.sa.gov.au/resources/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/worf_laces/codes-of-practice#COPs</u>	- 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					
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	 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 					
 Details of permits, licenses or access required by regulatory bodies (add or delete as required): Permits from local council Authorisation to commence work 	 Managing the work environment and facilities How to manage work health and safety risks Managing risks of plant in the workplace Construction 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:		
			Dat		
			L te:		
			Date:		

SAF WC A STHUD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to revised if necessary) if relevant control measure are subcontract of the SWMS and their health and safety representatives who reworkplace.

ke sure it remains effective and must be reviewed (and acception of the process should be carried out in s any subcontract s) who may be affected by the operation esentatives who recented that work group at the

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.		P		
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 SWN				
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.				
Check control measures added to the SWMS are the most effecting subtions.				
Responsible person is assigned and listed on the SWMS for the impement of continue measures.				
Permit requirements specified, such as Hot Wronz Electrical Work, Volumet Heights etc.				
SWMS identifies plant and equipment to be used.				
Details of inspection checks required for any equipment listed are noted on the SWMS.				
Describes any mandatory qualifications, experience values 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 R	DATE REVIEWED		
SIGNATURE	DATE CO	MPLETED		