Laboratory Incubator | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Laboratory Incubator

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:	

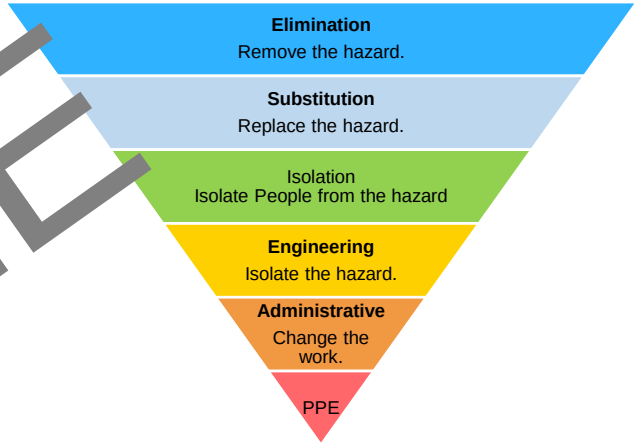
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition 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	Improper PPE use, Slippery floor, Tripping hazards	2M	- Conduct a risk assessment prior to starting work to identify all potential hazards associated with the preparation phase of using laboratory incubators. - Ensure all workers have received appropriate training in laboratory safety procedures and the correct usage of personal protective equipment (PPE). - Provide workers with suitable PPE, including laboratory coats, gloves, and non-slip footwear to minimise the risk of accidents or contamination during the preparation phase. - Implement regular housekeeping practices, including frequent cleaning and sweeping of floors, to prevent debris, chemical spills, or other slippery substances from causing slip hazards. - Clearly mark walkways and storage areas to minimise clutter and tripping hazards during the preparation and ongoing operation of the laboratory incubator. - Carry out routine maintenance and checks on the laboratory incubator itself, including the shelves, door seals, and temperature controls, to ensure it is functioning correctly and safely prior to use. - Establish a designated area for preparing samples, reagents, and other materials needed for the laboratory incubator, ensuring this area is well-lit and away from high-traffic sections of the lab. - Communicate with all lab personnel about activities related to the incubator, keeping them informed of any potential hazards, such as hot surfaces or chemicals within the apparatus, to raise awareness and mitigate risk. - Develop and implement standard operating procedures (SOPs) for laboratory incubator preparation, including guidelines on safe handling and storage of materials, to promote consistency and safety across all users. - Encourage a safety-conscious culture by fostering open communication among laboratory staff, promoting the reporting of any incidents or near-misses, and regularly reviewing safety procedures to ensure they remain up-to-date and effective in preventing accidents.	1L	
2. Incubator Setup	Electrical hazards, Inadequate ventilation, Improper lifting technique	3H	- Ensure the incubator is properly and securely plugged into a grounded electrical outlet to prevent any loose connections or electric shock. - Perform regular maintenance and checks on the incubator's electrical components to detect any wear, tear or fault that may cause electrical hazards. - Encourage proper lifting techniques like bending at the knees, keeping the back straight and using legs to lift when setting up the incubator. Provide assistance and use appropriate lifting equipment when necessary. - Make sure there is adequate space around the incubator to allow for proper ventilation, preventing overheating and maintaining optimal temperature conditions inside the unit.	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
			- Place the incubator in a well-ventilated location, away from direct sunlight or heating/cooling sources that could affect its performance or create temperature fluctuations. - Implement an adequate incubation room ventilation system to ensure proper air circulation and minimise risks associated with poor indoor air quality or hazardous particles. - Train employees and users of the laboratory incubator on safe practices, hazard identification, and dealing with potential hazards during operation and setup. - Prepare an emergency response plan for incidents involving the incubator, such as electrical faults, fires or chemical spills, ensuring all employees are familiar with it. - Store all chemicals and samples according to their safety data sheets (SDS) and follow safe handling procedures when placing them inside the incubator. - Install safety features like overload protection devices to safeguard against potential electrical issues resulting from an overloaded incubator. - When setting up, fix the incubator firmly to the ground/surface, so it doesn't move or tip over unexpectedly during normal operation. - Establish clear labelling and communication protocols for identifying the contents, handling requirements and hazard warnings for materials stored within the incubator. - Regularly review and update Safe Work Method Statements (SWMS) to incorporate changes in industry best practices, new safety technologies or regulations relevant to laboratory incubation. - Foster an open safety culture within the workplace, encouraging employees to report any incidents, near misses, or hazards promptly so they can be rectified in a timely manner, ensuring continuous safety improvement.		
3. Sample Collection	Exposure to infectious agents, Contaminated samples, Broken sample containers	3H	- Provide thorough training to all employees involved in the sample collection process, including correct handling and storage procedures, and how to deal with potential contamination incidents. - Ensure all personnel wear appropriate personal protective equipment (PPE) during the sample collection process, such as gloves, safety goggles, lab coats, and face masks if necessary. - Implement a clear labeling system for all samples to minimise confusion and reduce the risk of cross-contamination between specimens. This may include the use of barcodes, colour-coding, or unique identification numbers. - Create an organised schedule for collecting samples, allowing sufficient time for careful handling and transportation to prevent breakages of sample containers. - Designate specific areas within the laboratory for sample collection and handling, ensuring these spaces are regularly decontaminated to minimise the potential for contamination.	2M	

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			- Store contaminated or infectious samples in secure, leak-proof containers, clearly marked with appropriate hazard warnings, and separate from non-hazardous materials. - Develop a reliable method for transporting sam[illegible]s between different areas of the lab, using sealed containers, trolleys, or cart[illegible] to minimise direct contact and avoid accidental spills or breakages. - Keep a detailed inventory of all samples colle[illegible]d their corresponding locations, ensuring that any hazardous materials[illegible]e easily iden[illegible]able and tracked for safe disposal or further an[illegible]sis. - Create and implement a set of [illegible]ndard operating p[illegible]edures (SOPs) for dealing with broken or co[illegible]omis[illegible] samp[illegible] containers, including containment measures, immediate cle[illegible]up proced[illegible]es, and [illegible]ccurate [illegible]porting. - Prioritise the [illegible]intenanc[illegible]and inspec[illegible]of all equipment used for sample collec[illegible] ensu[illegible] that [illegible]evices are properly cleaned, calibrated, and functioning correc[illegible] minim[illegible]e risk of contamination or breakages. - Comm[illegible]ic[illegible]e the p[illegible]ntial risks and hazards associated with sample collection to all staff [illegible]emb[illegible]s regu[illegible]y, encouraging open reporting of any incidents or near-misses, [illegible]d co[illegible]ucting ongoing risk assessments to identify areas for improvement. - Imp[illegible]ment a robust waste management system for the safe disposal of [illegible]ontami[illegible]d samples, broken containers, and used PPE, ensuring that hazardous [illegible]terials are correctly segregated from general waste and in accordance with re[illegible]latory guidelines.		
4. Sample Labeling	Mislabeling, Sharp objects (e.g., needles)	2M	[redacted]	1L	

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			[redacted]		
5. Sample Loading	Overloading the incubator, Spills, Accidental dropping of samples	2M	[redacted]	1L	

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			[redacted]		
6. Temperature Monitoring	Burns from hot surfaces, Accidental temperature deviations, Inaccurate temperature readings	3H	[redacted]	1L	

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			[redacted]		
7. Incubation Time	Incorrect duration, Missed timer alerts, Power outages	2M	[redacted]	1L	

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			[redacted]		
8. Unloading Samples	Sample cross-contamination, Burns from hot surfaces, Sample breakage	2M	[redacted]	1L	

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			[redacted]		

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
			[redacted]		
9. Interpret Results	Erroneous data, Misinterpretation of results, Communication errors	2M	[redacted]	1L	

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			[redacted]		
10. Sample Disposal	Biohazard exposure [redacted] spills, Incomplete decontamination	3H	[redacted]	1L	

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			[redacted]		
11. Equipment Cleanup	Incomplete sanitization, Accident spilling of cleaning chemicals, Splash injuries	2M	[redacted]	1L	

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			[redacted]		
12. Documentation	Incomplete documentation, Misplaced files, Breach of confidenti	2M	[redacted]	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
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EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE 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]ions.	☐	☐	
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 u[illegible].	☐	☐	
Details of inspection checks required for any equipment listed a[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**	