

**Metal Stamping Press | SAFE WORK METHOD STATEMENT (SWMS)**

**TASK OR ACTIVITY: Metal Stamping Press**

|                                     |                |        |
|-------------------------------------|----------------|--------|
| 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 PROJECT MANAGER 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, to conduct a risk assessment of 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<br>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 supports 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><br>Remove the hazard.           |  |  |
| LIKELY         | 2 MODERATE    | 3 HIGH     | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 4A ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.         |  |  |
| POSSIBLE       | 1 LOW         | 2 MODERATE | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 3H HIGH     | Review before work starts.        | <b>Isolation</b><br>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><br>Isolate the hazard.          |  |  |
| RARE           | 1 LOW         | 1 LOW      | 2 MODERATE | 3 HIGH  | 3 HIGH       | 1L LOW      | Monitor and keep records          | <b>Administrative</b><br>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/FACE 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      | Unsecured equipment, Lack of safety training | 3H           | <ul style="list-style-type: none"> <li>- Implement a thorough safety training program that will educate workers about the potential hazards, safe operating procedures and emergency protocols.</li> <li>- Develop and enforce a strict policy on the use of Personal Protective Equipment (PPE) to defend against injuries.</li> <li>- Ensure all equipment is securely fixed onto a stable installation base to prevent accidents due to slippage or toppling.</li> <li>- Review the layout of the workplace to eliminate unnecessary obstacles, providing clear pathways for workers.</li> <li>- Regularly inspect tools and equipment to detect and rectify any faults or damage promptly.</li> <li>- Provide appropriate signage to remind workers about the risks and safety precautions applicable to the task.</li> <li>- Invest in proper maintenance of machines by trained professionals to detect and fix faults that could lead to hazardous incidents.</li> <li>- Store heavy equipment at a low level to minimise risk of injury if equipment falls or shifts unexpectedly.</li> <li>- Create and enforce strict no-go zones around dangerous machinery where necessary.</li> <li>- Make sure the workplace has adequate lighting and ventilation to ensure workers' health and visibility while handling metal stamping tasks.</li> <li>- Install reliable safety features like emergency stop buttons on all machines.</li> <li>- Mandate regular breaks for workers to minimize fatigue-induced errors, leading to serious incidents.</li> <li>- Institute a two-man rule for certain high-risk tasks – no one should perform these tasks alone without someone nearby trained to assist in an emergency.</li> </ul> | 2M            |                    |
| 2. Machine Start-up | Unexpected start-ups, Electrical hazards     | 4A           | <ul style="list-style-type: none"> <li>- Ensure that all machine operators are properly trained on the Metal Stamping Press and have been given comprehensive safety briefings prior to operation.</li> <li>- Implement a lockout/tagout system to prevent unexpected start-ups. This entails de-energising the machine and putting a lock or tag on the power source so it can't be started up accidentally.</li> <li>- Regularly inspect and maintain electrical equipment and fixtures to prevent electrical hazards.</li> <li>- Always turn off the machine and disconnect from power before doing any inspection, maintenance, adjustments, or repairs.</li> <li>- Use appropriate personal protective equipment (PPE) such as safety goggles, gloves, and steel-toed shoes for added protection while operating the machine.</li> </ul>  | 3H            |                    |

| 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>- Keep the work area around the machine clean and clutter-free to minimise trip and fall hazards.</li> <li>- Ensure the machine is grounded correctly to avoid electrical faults or shocks.</li> <li>- Follow strict procedures for starting up the machine, with checks in place to ascertain that all safety devices function properly before operation commences.</li> <li>- Install emergency stop buttons at easily accessible locations around the machine. Train operators on when and how to use these.</li> <li>- Make certain operators only utilise tools and equipment approved for use with the Metal Stamping Press machine. Incompatible tools might cause unexpected reactions or damage.</li> <li>- Regularly update and review safe working practices and procedures associated with the machine startup to ensure they remain relevant and effective.</li> </ul>  |               |                    |
| 3. Loading Material | Falling objects, Trauma injury risks | 3H           | <ul style="list-style-type: none"> <li>- Workers must be appropriately trained on how to load materials onto the metal stamping presses. This includes correct lifting and loading techniques.</li> <li>- Use of Personal Protective Equipment (PPE), such as safety glasses, gloves, and steel-toe shoes, should be enforced during the loading process.</li> <li>- Workers should be familiarised with the emergency stop button or procedures to halt operation if needed.</li> <li>- Regular equipment maintenance and checks are crucial to reduce risk of sudden malfunctions that could cause falling objects or trauma injuries.</li> <li>- Adequate lighting should be provided to ensure workers can see clearly while loading materials onto the press.</li> <li>- A designated spotter or supervisor should be present to oversee work activities and ensure safety measures are being followed.</li> <li>- Encourage use of proper handling tools e.g. forklift, pallet jack, etc., which can minimise direct handling of heavy materials and hence lower risks of injury.</li> <li>- A clean and organised workplace will help prevent tripping hazards during material handling.</li> <li>- Implement a buddy system for loading heavy items – never allow a single worker to handle a heavy load alone.</li> <li>- Restrict access to only necessary personnel in the immediate area where the press is being loaded.</li> <li>- Storage racks and shelves for material storage should be sturdy and well anchored to prevent falls or accidental topples.</li> <li>- An updated Risk Assessment plan should be developed for loading tasks to identify potential risks and guide prevention measures.</li> </ul> | 2M            |                    |

| 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     |
|                             |  |              | - Ensure workers take regular breaks to combat fatigue, which can lead to errors in judgement or clumsiness, thereby causing accidents. |               |                    |
| 4. Operating the Press      | Trapping/crushing, Noise pollution           | 4A           | [REDACTED]  | 3H            |                    |
| 5. Unloading Finished Parts | Cuts and abrasions, Manual handling injuries | 3H           | [REDACTED]  | 2M            |                    |

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     |
|                      |   |              | [REDACTED]   |               |                    |
|                      |   |              | [REDACTED]   |               |                    |
|                      |   |              | [REDACTED]   |               |                    |
|                      |   |              | [REDACTED]   |               |                    |
|                      |   |              | [REDACTED]   |               |                    |
|                      |   |              | [REDACTED]   |               |                    |
|                      |   |              | [REDACTED]   |               |                    |
|                      |   |              | [REDACTED]   |               |                    |
|                      |   |              | [REDACTED]   |               |                    |
|                      |   |              | [REDACTED]   |               |                    |
| 6. Repeating Process | Repetitive work injuries, Long-term exposure to noise | 4A           | [REDACTED]   | 2M            |                    |
|                      |   |              | [REDACTED]   |               |                    |
|                      |   |              | [REDACTED]   |               |                    |
|                      |   |              | [REDACTED]   |               |                    |
|                      |   |              | [REDACTED]   |               |                    |
|                      |   |              | [REDACTED]   |               |                    |

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     |
|                          |                                       |              | [REDACTED]   |               |                    |
|                          |                                       |              | [REDACTED]   |               |                    |
|                          |                                       |              | [REDACTED]   |               |                    |
|                          |                                       |              | [REDACTED]   |               |                    |
|                          |                                       |              | [REDACTED]   |               |                    |
|                          |                                       |              | [REDACTED]   |               |                    |
|                          |                                       |              | [REDACTED]   |               |                    |
|                          |                                       |              | [REDACTED]   |               |                    |
|                          |                                       |              | [REDACTED]   |               |                    |
|                          |                                       |              | [REDACTED]   |               |                    |
| 7.Maintenance & Cleaning | Exposure to chemicals, Slip/Trip/Fall | 3H           | [REDACTED]   | 2M            |                    |
|                          |                                       |              | [REDACTED]   |               |                    |
|                          |                                       |              | [REDACTED]   |               |                    |
|                          |                                       |              | [REDACTED]   |               |                    |
|                          |                                       |              | [REDACTED]   |               |                    |
|                          |                                       |              | [REDACTED]   |               |                    |
|                          |                                       |              | [REDACTED]   |               |                    |
|                          |                                       |              | [REDACTED]   |               |                    |

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     |
|                       |   |              | [REDACTED]   |               |                    |
| 8. Equipment Shutdown | Accidental start-ups, Electric shock risk | 4A           | [REDACTED]   | 3H            |                    |

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     |
|                       |   |              | [REDACTED]   |               |                    |
| 9.Sudden Machine Stop | Injury from trapping/crushing, Electrocutation risk | 4A           | [REDACTED]   | 3H            |                    |

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     |
|                              |   |              | [REDACTED]   |               |                    |
| 10. Changing Tools/Dies      | Sharp object hazards, Heavy lifting injuries  | 3H           | [REDACTED]   | 2M            |                    |
| 11. Reporting Defects/Issues | Psychological stress, Communication breakdown | 2M           | [REDACTED]   | 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     |
|                       |  |              | [REDACTED]   |               |                    |
| 15. Material Disposal | Handling hazardous waste materials, Exposure to airborne particles | 3H           | [REDACTED]   | 2M            |                    |

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     |
|                     |                        |              | [REDACTED]   |               |                    |
|                     |                        |              | [REDACTED]   |               |                    |
|                     |                        |              | [REDACTED]   |               |                    |
|                     |                        |              | [REDACTED]   |               |                    |
|                     |                        |              | [REDACTED]   |               |                    |
|                     |                        |              | [REDACTED]   |               |                    |
|                     |                        |              | [REDACTED]   |               |                    |

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 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>

**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-of-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/workplaces-and-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>

**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>

**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

**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"/> |          |
| <b>REVIEWED BY</b>   |                          | <b>DATE REVIEWED</b>     |          |
| <b>SIGNATURE</b>   |                          | <b>DATE COMPLETED</b>    |          |