Paints and Coatings Water Based | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Paints and Coatings Water Based

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:	

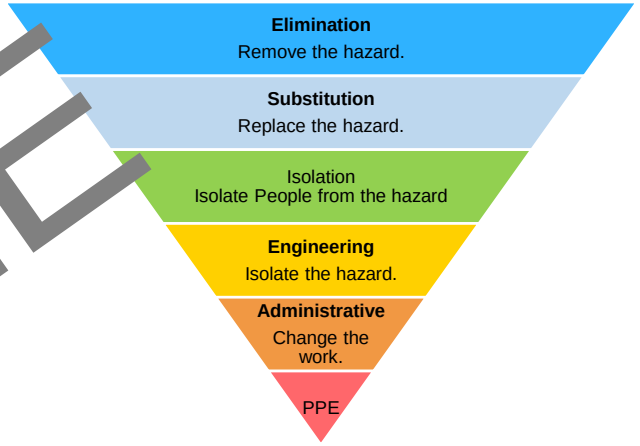
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition of an element of a structure that is load-bearing.	☐ is carried out on or near energised electrical installations or services.
☐ involves demolition of an element related to the physical integrity of a structure.	☐ is carried out in an area that may have a contaminated or flammable atmosphere.
☐ involves, or is likely to involve, disturbing asbestos.	☐ involves tilt-up or precast concrete.
☐ involves structural alteration or repair that requires temporary support 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 ef 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	Slippery surfaces, improper storage of materials	2M	- Ensure that the work area is clean and free from any debris before commencing the job to minimise the risk of slipping and tripping hazards. - Use slip-resistant footwear while working with water-based paints and coatings to prevent slips and falls on potentially slippery surfaces. - Clearly mark out wet or slippery areas with signs, barriers, or caution tape to alert workers and other individuals in the vicinity. - Implement proper storage practices for materials, including keeping them organised, secured, and stored off the floor to avoid potential trip hazards. - Maintain any spill kits or absorbent materials available nearby to promptly clean up any spills and minimise slipping risks. - Regularly inspect the work area to ensure that it remains clean and free of hazards. Address any housekeeping issues immediately. - Train workers on proper lifting techniques to avoid potential injuries when moving the materials from storage to the workspace. - Store water-based paints and coatings in well-ventilated areas and away from sources of ignition to prevent any potential chemical reactions. - Keep a Material Safety Data Sheet (MSDS) on hand and ensure all employees are familiar with the contents and can access it quickly in case they need information about the paint or coating they are using. - Have an emergency response plan in place, complete with necessary equipment such as fire extinguishers, eye wash stations, and first aid kits. - Conduct regular toolbox talks and safety briefings to ensure personnel remain aware of the current hazards and the control measures implemented. - Consult with employees to identify any concerns or potential hazards that have not been addressed and provide ongoing feedback on their safe work practices. - Review and update the Safe Work Method Statement (SWMS) as needed, especially if there are changes in the workplace or new hazards identified. - Ensure that adequate supervision is provided during the preparation phase, with supervisors monitoring worker adherence to the outlined safety procedures and control measures.	1L	
2. Surface cleaning	Chemical exposure, electrical hazards	2M	- Proper training and supervision: Ensure that all workers handling chemicals or working with electricity receive appropriate training to minimise the risks associated with these hazards. - Personal Protective Equipment (PPE): Provide workers with suitable PPE such as gloves, goggles, and aprons to protect against chemical exposure and electrical hazards.	1L	

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			- Adequate ventilation: Ensure that adequate ventilation is provided in the working area to prevent build-up of harmful fumes from water-based paints and coatings. - Use non-hazardous cleaning materials: Opt for non-hazardous cleaning products whenever possible to minimise chemical exposure risk. - Safe storage: Store cleaning materials, paints, and coatings appropriately in designated containers, in well-ventilated spaces, and away from incompatible substances. - Proper labeling: Clearly label all containers and storage areas holding chemicals to ensure every worker can identify their contents and handle them safely. - Electrical safety equipment: Equip the workspace with GFCI outlets and circuit breakers to minimise the risk of electrical shock when using power tools or equipment during surface cleaning. - Regular inspections: Conduct periodic inspections of electrical equipment and wiring to ensure they are in good working condition and safe to use. - Spill containment: Have spill kits and absorbent materials readily available to deal with any accidental spills and quickly clean up hazardous materials. - Emergency response plan: Develop and communicate an effective emergency response plan to handle incidents involving chemical exposure or electrical accidents. - First aid supplies: Keep first aid supplies, such as eyewash stations and burn kits, easily accessible in case of a chemical splash or electrical injury. - Safe work practices: Implement safe working practices, such as enforcing lockout/tagout procedures when working with electrical equipment and turning off power sources before cleaning electrical connections. - Regular breaks: Encourage workers to take regular breaks and rotate tasks to minimise prolonged exposure to hazardous materials and reduce fatigue, which can contribute to accidents. - Continuous communication: Maintain open lines of communication among all team members, including management and workers, to enable quick identification and resolution of hazards or unsafe conditions in the work environment.		
3. Mixing paint	Inhalation of fumes, spill hazard	2M	- Proper ventilation: Ensure that the area where the paint mixing is taking place has sufficient ventilation to dissipate fumes and minimise inhalation risks. This may involve using exhaust systems or fans to maintain adequate airflow. - Personal protective equipment (PPE): Workers should wear appropriate PPE, such as safety glasses, gloves, long-sleeved clothing, and respiratory protection when necessary, to minimise exposure to hazardous substances in paints and coatings. - Training on safe handling: Provide proper training to workers on safe handling, storage, and usage of chemicals and materials involved in the paint mixing process.	1L	

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			This should include information on potential hazards, safety precautions, and emergency response procedures. - Spill containment and clean-up: Implement an effe e spill containment system, such as spill kits, absorbent materials, or bundi to minimise the potential for spills during the mixing process. Regularly inspect d maintain these systems to ensure their effectiveness. - Safe storage of materials: Store chemicals a terials involved in the paint mixing process according to the manufacturer's delines and evant safety regulations. Keep them away m incompatible s tances eat sources, and ignition sources. - Correct mixing p edu Follo he manufacturer's instructions and recommended actices fo ixing p t and c ings. Use the designated tools and equipment, s as paint s kers, mi s, or mechanical mixers, to prevent manual handli injuries. - Labe g: Clearly el paint containers and mixing vessels with the contents, hazard a safety structions. This will help ensure workers can identify materials and ha le m safe. - Emerg cy re onse plan: Develop and implement a site-specific emergency re onse lan fo cidents involving paint and coating hazards, such as chemical spills fi s. Ensure workers are familiar with the plan and know how to respond ppropriat y in case of an emergency. - S e disposal of waste: Establish proper procedures for the disposal of waste materials resulting from the paint mixing process. This may include using designated waste containers for solid and liquid waste, and disposing of them according to regulations. - Regular inspections: Conduct regular inspections of the work area, equipment, and PPE to ensure that they remain in good working condition and are fit for purpose. Address any identified issues promptly. - Communication and signage: Display clear and visible signage at the work area to inform workers of potential hazards and safety precautions related to paint mixing. Encourage open communication among team members to report hazards or unsafe conditions for prompt action.		
4. Application	Risk of falls, skin contact, eye contact with chemicals	3H	[redacted]	2M	

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			[redacted]		
5. Ventilation	Poor air quality, inhalation of paint particles	2M	[redacted]	1L	

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			[redacted]		
6. Cleanup	Trip hazards from clutter, chemical disposal risks	2M	[redacted]	1L	

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			[redacted]		
7. Equipment maintenance	Electrical hazards, risk of equipment malfunction	3H	[redacted]	1L	

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			[redacted]		
8. Inspection and touch-ups	Fall risks, skin contact	2M	[redacted]	1L	

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			[redacted]		
9. Drying process	Fire hazards, off-gassing	3H	[redacted]	2M	

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			[redacted]		
10. Waste disposal	Improper waste management, potential spills	2M	[redacted]	1L	

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			[redacted]		
11. Demobilisation and site cleanup	Trip hazards, sharp obj[redacted]behind	2[redacted]	[redacted]	1L	

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			[redacted]		
12. Sign-off and handover	Risks from incomp[redacted] queries	1L	[redacted]	1L	

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			[redacted]		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2017
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

Tasmania
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

Victoria
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

Safe Work Australia Links
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are changed. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	☐	☐	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	☐	☐	
Name, signature, position and date signed of the person approving the SWMS.	☐	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☐	☐	
Provides a step-by-step process of tasks required to carry out the activity or task.	☐	☐	
Adequate risk assessment of any identified hazards has been completed.	☐	☐	
Foreseeable hazards are identified and documented for each step.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWM	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effecti se tions.	☐	☐	
Responsible person is assigned and listed on the SWMS for the im ementa of cont measures.	☐	☐	
Permit requirements specified, such as Hot Wor Electrical Work, W at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be us d.	☐	☐	
Details of inspection checks required for any equipment listed ar noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training 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**	