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# Plastics Extrusion - Hauloff | SAFE WORK METHOD STATEMENT (SWMS)

**TASK OR ACTIVITY: Plastics Extrusion - Hauloff**

| | | | |
|---|---|---|---|
| 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. | | | |

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| 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 - | |

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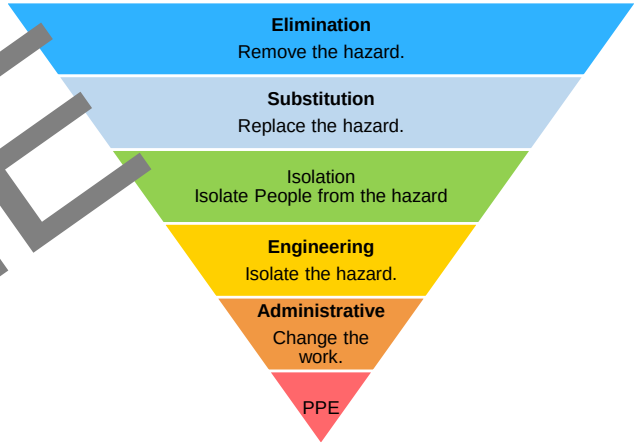
## RISK MATRIX

| 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.

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| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| 1. Preparation | Slips, trips and falls, Manual handling injuries | 3H | - Implement housekeeping procedures: Ensure that the workspace is clean, organised, and free from clutter, debris, and loose cables to minimise the risk of slips, trips, and falls.<br>- Provide slip-resistant flooring: Use mats, grates, or other floor surfaces that offer slip resistance to help prevent accidents.<br>- Install adequate lighting: Ensure that all work areas are well-lit to help workers identify potential hazards and navigate around them safely.<br>- Mark potential hazards: Clearly mark any obstacles, steps, or uneven floors with appropriate signage and paint markings to alert workers and reduce risks associated with slips, trips, and falls.<br>- Train staff in manual handling techniques: Provide workers with proper training on safe lifting and carrying methods to reduce the risk of muscle strain or injury.<br>- Implement a job rotation system: Encourage employees to rotate tasks and positions frequently to avoid repetitive movements and prolonged stress on specific muscles, reducing the risk of manual handling injuries.<br>- Provide ergonomic equipment: Supply adjustable chairs, desks, and workstations to ensure the comfort and safety of employees, helping to prevent manual handling issues.<br>- Encourage stretch breaks: Encourage workers to take short, regular breaks throughout the day to stretch their muscles and promote overall wellbeing.<br>- Establish procedures for reporting hazards: Implement a clear reporting process for employees to report any hazards or issues they encounter in the workplace, allowing management to address these promptly and effectively.<br>- Promote a safety-first culture: Prioritise workplace safety by regularly communicating its importance through team meetings, posters, and internal memos. This will keep safety at the forefront of everyone's mind, encouraging individuals to take responsibility for their actions.<br>- Conduct risk assessments: Periodically evaluate the working environment, processes, and machinery to identify potential hazards and implement control measures accordingly. This proactive approach will help to minimise the risk of slips, trips, and falls, as well as manual handling injuries. | 2M | |
| 2. Machine Setup | Entanglement, Electrical hazards | 4A | - Inspect Equipment: Regularly check the extrusion and haul-off equipment for any physical damages or faults to ensure it is in good working condition before starting the machine setup process.<br>- Lockout/Tagout Procedures: Implement lockout/tagout procedures to isolate the energy source when setting up or servicing machinery, effectively preventing accidental start-ups or electrical hazards. | 3H | |

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| 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 |
| | | | - PPE Requirement: Ensure that all workers properly wear appropriate personal protective equipment (PPE), such as gloves, safety glasses, hearing protection, and footwear, to safeguard against potential injuries during machine setup.<br>- Training: Provide comprehensive training to operators and maintenance staff on proper machine setup procedure, emergency shut off, and response in the case of entanglement, electrical hazards, or other incidents.<br>- Guarding Mechanisms: Install appropriate guarding around moving parts of the machinery to prevent access during operation and minimise the risk of entanglement.<br>- Clear Communication: Establish an effective communication system among workers responsible for machine setup to minimise errors and coordinate efforts to address hazards efficiently.<br>- Safe Work Practices: Develop and follow standard operating procedures (SOPs) for machine setup, including guidelines for safely handling and securing components, controlling equipment, and double-checking safety features.<br>- Regular Maintenance: Schedule routine inspections and equipment maintenance to address any potential problems promptly, ensuring smooth operation and minimal exposure to hazards.<br>- Emergency Response Plan: Create a documented plan outlining steps to follow in case of an accident due to entanglement, electrical hazards, or other unexpected events during the machine setup.<br>- Adequate Lighting: Ensure proper lighting is available in the workspace during machine setup, eliminating potential tripping hazards and allowing workers to identify risks more easily. | | |
| 3. Extrusion Process | Exposure to chemicals, High temperatures | 4A | - Proper Ventilation: Ensure that the workplace is well-ventilated to prevent the build-up of fumes or gases released during the extrusion process, reducing the risk of chemical exposure.<br>- Personal Protective Equipment (PPE): Provide and ensure the use of appropriate PPE such as chemical-resistant gloves, safety goggles, and heat-resistant clothing to protect workers from chemical exposure and high temperatures.<br>- Equipment Inspections: Regularly inspect and maintain extrusion machinery and related equipment to prevent malfunctions or leaks, which could lead to chemical exposure or high-temperature hazards.<br>- Employee Training: Provide comprehensive training to employees on the proper handling of chemicals, safe operation of extrusion machinery, and emergency procedures in case of accidents or spills.<br>- Chemical Storage: Store chemicals used in the extrusion process in clearly labelled, sealed containers in designated storage areas, away from sources of heat or ignition. | 2M | |

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| 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 |
| | | | - Safe Handling Procedures: Develop and enforce standard operating procedures for working with chemicals, including the proper use of PPE, pouring techniques, and cleaning up spills.<br>- Emergency Response Plan: Establish an emergency response plan that outlines steps to take in case of chemical exposure or high-temperature incidents, including evacuation, first aid measures, and reporting procedures.<br>- Workstation Design: Arrange workstations in a manner that minimises the potential for contact with chemicals or hot surfaces while allowing easy access to safety equipment like eyewash stations and fire extinguishers.<br>- Temperature Controls: Install temperature monitoring systems and safety controls on extrusion machinery to maintain a safe working environment and limit the risk of high-temperature hazards.<br>- Clear Communication: Display signs and labels to clearly indicate hazard zones and safety instructions for workers regarding chemical handling and high-temperature areas, reinforcing safe work practices. | | |
| 4. Hauloff Operation | Pinch points, Noise exposure | 3H | [redacted] | 2M | |

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| 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] | | |
| 5. Product Cooling | Splashes of hot material, Burns | 3H | [redacted] | 2M | |

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| 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] | | |
| 6. Cutting and Trimming | Sharp tools, Repetitive stress injuries | 3H | [redacted] | 1L | |

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| 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] | | |
| 7. Material Storage | Falls from height, Struck by objects | 2M | [redacted] | 1L | |

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| 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. Quality Inspection | Eye strain, Ergonomic issues | 2M | | 1L | |

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| 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 |
| 9. Maintenance | Electrical hazards, Entanglement | 3H | | 2M | |

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| 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 |

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| 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. Material Handling | Manual handling injuries, Strikes against objects | 2M | [redacted] | 1L | |

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| 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] | | |
| 11. Housekeeping | Trip hazards, Chemical spills | 2M | [redacted] | 1L | |

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| 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] | | |
| 12. Waste Disposal | Chemical exposure, Puncture injuries | 2M | [redacted] | 1L | |

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| 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] | | |
| | | | | | |

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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

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## 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 | | | | | | | |

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## 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** | |

SAMPLE