

## Potting Mix | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Potting Mix

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

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

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  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 support 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> Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	<b>Isolation</b> 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> Isolate the hazard.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records	<b>Administrative</b> 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 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	Manual handling injuries, Hazardous substances exposure	2M	<ul style="list-style-type: none"> <li>- Proper Training: Ensure that all workers receive comprehensive manual handling training, focusing on the correct lifting techniques and posture to minimise injury risks.</li> <li>- Use of Personal Protective Equipment (PPE): Require workers to wear appropriate PPE, such as gloves to protect against hazardous substances exposure and sturdy shoes to avoid potential slips or trip hazards.</li> <li>- Safe Storage and Handling: Store potting mix bags in an organised manner, at waist height when possible, to reduce the need for excessive bending or reaching during handling.</li> <li>- Two-person Lift Technique: Encourage workers to use a two-person lift technique for heavier bags of potting mix to distribute weight evenly and reduce the risk of manual handling injuries.</li> <li>- Mechanical Assistance: Utilise mechanical assistance devices like trolleys, wheelbarrows, and pallet jacks to transport heavy loads safely and efficiently.</li> <li>- Task Rotation: Rotate tasks among team members to prevent muscle strain and fatigue resulting from repetitive manual handling tasks.</li> <li>- Breaks and Rest Periods: Encourage regular breaks and rest periods to prevent physical strain and reduce the risk of exposure to hazardous substances present in potting mix.</li> <li>- Proper Ventilation: Maintain proper ventilation in the working area to minimise workers' exposure to dust created by the potting mix and other hazardous substances.</li> <li>- Dust Suppression: Implement dust suppression measures such as using wet mixing methods or installing dust extraction systems to reduce airborne irritants and hazardous substance exposure.</li> <li>- Clear Signage: Place clear signage indicating lifting limits, hazard warnings, and recommended safety practices around the workplace.</li> <li>- Encourage Reporting: Encourage workers to report any incidents, near misses, or health concerns related to manual handling and hazardous substance exposure in a timely manner.</li> <li>- Regular Review and Assessment: Perform regular reviews and assessments of the work environment, update the SWMS accordingly, and communicate any new control measures to staff members to maintain a safe workplace.</li> </ul>	1L	
2. Storage and Handling	Falling objects, Tripping hazards	3H	<ul style="list-style-type: none"> <li>- Ensure that bags of potting mix are properly stacked on sturdy shelving or pallets with loads evenly distributed, minimising the risk of falling objects.</li> <li>- Clearly mark designated storage areas for potting mix and other materials to avoid clutter and minimise tripping hazards.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Implement proper lifting techniques and provide training for employees on how to safely handle heavy bags of potting mix. This may include the use of equipment such as trolleys or pallet jacks to transport materials.</li> <li>- Provide appropriate personal protective equipment (PPE), such as steel-toed boots, gloves, and hard hats, to protect employees from potential injuries due to falling objects or tripping hazards.</li> <li>- Perform regular inspections of storage areas to ensure there are no damaged bags or spilled materials that can pose a tripping hazard. Replace or repair any damaged items promptly.</li> <li>- Maintain a clean and organised workplace by removing any debris, clutter or spillage immediately after it occurs to prevent accidents related to tripping hazards.</li> <li>- Clearly mark aisles and passageways to help guide employees through the storage area and reduce the risk of trips and falls.</li> <li>- Install adequate lighting in storage areas to ensure visibility is maintained when handling potting mix materials.</li> <li>- Limit access to storage areas to only authorised personnel who have received proper training on the safe handling and storage of potting mix materials.</li> <li>- Provide appropriate signage indicating the risks associated with storing and handling potting mix, including the hazards of falling objects and trip hazards.</li> <li>- Monitor workloads and schedules to avoid situations where employees are rushing or cutting corners, leading to mistakes in storing and handling potting mix materials that could cause accidents.</li> <li>- Educate employees on the importance of reporting any incidents or hazards they encounter in the storage area, to allow management to address any issues in a timely manner.</li> <li>- Conduct regular toolbox talks and safety meetings to reinforce proper storage and handling procedures, as well as the importance of maintaining a safe and clutter-free workplace.</li> </ul>		
3. Equipment Check	Electric shock, Malfunctioning equipment	3H	<ul style="list-style-type: none"> <li>- Ensure all electrical equipment is examined by a qualified technician or electrician for any signs of damage, wear and tear, or defects before use.</li> <li>- Verify that all electrical connections and cords are in good condition, and not damaged or frayed, to prevent potential electric shocks.</li> <li>- Implement a regular maintenance schedule for equipment and machinery to ensure they are functioning correctly and safely at all times.</li> <li>- Use proper personal protective equipment (PPE), such as gloves and safety boots with electrical hazard protection features, to safeguard against electric shock risks.</li> <li>- Train workers on equipment safety and the correct usage of tools, including how to handle and report any malfunctions quickly and effectively.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Confirm that all equipment-associated safety systems, including emergency stop buttons and circuit breakers, are accessible and functional prior to using the machinery.</li> <li>- Establish and enforce clear workplace safety protocols to reduce the risk of electric shock and other hazards associated with equipment checks.</li> <li>- Conduct regular site inspections to identify potential hazards and implement necessary corrective actions promptly, ensuring the work environment remains safe and compliant.</li> <li>- Encourage open communication among workers and supervisors to discuss any concerns or issues related to equipment safety, promoting a culture of proactive risk management.</li> <li>- Compile an incident response plan that addresses the appropriate steps to take in case of equipment malfunction or electric shock, including first-aid procedures and emergency contact information.</li> </ul>		
4. Bag Opening	Cuts & abrasions, Dust inhalation	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M	

1. **Introduction**  
 2. **Methodology**  
 3. **Results**  
 4. **Discussion**  
 5. **Conclusion**  
 6. **References**  
 7. **Appendix**  
 8. **Supplementary Materials**  
 9. **Author Biographies**  
 10. **Index**  
 11. **Table of Contents**  
 12. **Abstract**  
 13. **Keywords**  
 14. **Summary**  
 15. **References**  
 16. **Appendix**  
 17. **Supplementary Materials**  
 18. **Author Biographies**  
 19. **Index**  
 20. **Table of Contents**  
 21. **Abstract**  
 22. **Keywords**  
 23. **Summary**  
 24. **References**  
 25. **Appendix**  
 26. **Supplementary Materials**  
 27. **Author Biographies**  
 28. **Index**  
 29. **Table of Contents**  
 30. **Abstract**  
 31. **Keywords**  
 32. **Summary**  
 33. **References**  
 34. **Appendix**  
 35. **Supplementary Materials**  
 36. **Author Biographies**  
 37. **Index**  
 38. **Table of Contents**  
 39. **Abstract**  
 40. **Keywords**  
 41. **Summary**  
 42. **References**  
 43. **Appendix**  
 44. **Supplementary Materials**  
 45. **Author Biographies**  
 46. **Index**  
 47. **Table of Contents**  
 48. **Abstract**  
 49. **Keywords**  
 50. **Summary**  
 51. **References**  
 52. **Appendix**  
 53. **Supplementary Materials**  
 54. **Author Biographies**  
 55. **Index**  
 56. **Table of Contents**  
 57. **Abstract**  
 58. **Keywords**  
 59. **Summary**  
 60. **References**  
 61. **Appendix**  
 62. **Supplementary Materials**  
 63. **Author Biographies**  
 64. **Index**  
 65. **Table of Contents**  
 66. **Abstract**  
 67. **Keywords**  
 68. **Summary**  
 69. **References**  
 70. **Appendix**  
 71. **Supplementary Materials**  
 72. **Author Biographies**  
 73. **Index**  
 74. **Table of Contents**  
 75. **Abstract**  
 76. **Keywords**  
 77. **Summary**  
 78. **References**  
 79. **Appendix**  
 80. **Supplementary Materials**  
 81. **Author Biographies**  
 82. **Index**  
 83. **Table of Contents**  
 84. **Abstract**  
 85. **Keywords**  
 86. **Summary**  
 87. **References**  
 88. **Appendix**  
 89. **Supplementary Materials**  
 90. **Author Biographies**  
 91. **Index**  
 92. **Table of Contents**  
 93. **Abstract**  
 94. **Keywords**  
 95. **Summary**  
 96. **References**  
 97. **Appendix**  
 98. **Supplementary Materials**  
 99. **Author Biographies**  
 100. **Index**  
 101. **Table of Contents**  
 102. **Abstract**  
 103. **Keywords**  
 104. **Summary**  
 105. **References**  
 106. **Appendix**  
 107. **Supplementary Materials**  
 108. **Author Biographies**  
 109. **Index**  
 110. **Table of Contents**  
 111. **Abstract**  
 112. **Keywords**  
 113. **Summary**  
 114. **References**  
 115. **Appendix**  
 116. **Supplementary Materials**  
 117. **Author Biographies**  
 118. **Index**  
 119. **Table of Contents**  
 120. **Abstract**  
 121. **Keywords**  
 122. **Summary**  
 123. **References**  
 124. **Appendix**  
 125. **Supplementary Materials**  
 126. **Author Biographies**  
 127. **Index**  
 128. **Table of Contents**  
 129. **Abstract**  
 130. **Keywords**  
 131. **Summary**  
 132. **References**  
 133. **Appendix**  
 134. **Supplementary Materials**  
 135. **Author Biographies**  
 136. **Index**  
 137. **Table of Contents**  
 138. **Abstract**  
 139. **Keywords**  
 140. **Summary**  
 141. **References**  
 142. **Appendix**  
 143. **Supplementary Materials**  
 144. **Author Biographies**  
 145. **Index**  
 146. **Table of Contents**  
 147. **Abstract**  
 148. **Keywords**  
 149. **Summary**  
 150. **References**  
 151. **Appendix**  
 152. **Supplementary Materials**  
 153. **Author Biographies**  
 154. **Index**  
 155. **Table of Contents**  
 156. **Abstract**  
 157. **Keywords**  
 158. **Summary**  
 159. **References**  
 160. **Appendix**  
 161. **Supplementary Materials**  
 162. **Author Biographies**  
 163. **Index**  
 164. **Table of Contents**  
 165. **Abstract**  
 166. **Keywords**  
 167. **Summary**  
 168. **References**  
 169. **Appendix**  
 170. **Supplementary Materials**  
 171. **Author Biographies**  
 172. **Index**  
 173. **Table of Contents**  
 174. **Abstract**  
 175. **Keywords**  
 176. **Summary**  
 177. **References**  
 178. **Appendix**  
 179. **Supplementary Materials**  
 180. **Author Biographies**  
 181. **Index**  
 182. **Table of Contents**  
 183. **Abstract**  
 184. **Keywords**  
 185. **Summary**  
 186. **References**  
 187. **Appendix**  
 188. **Supplementary Materials**  
 189. **Author Biographies**  
 190. **Index**  
 191. **Table of Contents**  
 192. **Abstract**  
 193. **Keywords**  
 194. **Summary**  
 195. **References**  
 196. **Appendix**  
 197. **Supplementary Materials**  
 198. **Author Biographies**  
 199. **Index**  
 200. **Table of Contents**  
 201. **Abstract**  
 202. **Keywords**  
 203. **Summary**  
 204. **References**  
 205. **Appendix**  
 206. **Supplementary Materials**  
 207. **Author Biographies**  
 208. **Index**  
 209. **Table of Contents**  
 210. **Abstract**  
 211. **Keywords**  
 212. **Summary**  
 213. **References**  
 214. **Appendix**  
 215. **Supplementary Materials**  
 216. **Author Biographies**  
 217. **Index**  
 218. **Table of Contents**  
 219. **Abstract**  
 220. **Keywords**  
 221. **Summary**  
 222. **References**  
 223. **Appendix**  
 224. **Supplementary Materials**  
 225. **Author Biographies**  
 226. **Index**  
 227. **Table of Contents**  
 228. **Abstract**  
 229. **Keywords**  
 230. **Summary**  
 231. **References**  
 232. **Appendix**  
 233. **Supplementary Materials**  
 234. **Author Biographies**  
 235. **Index**  
 236. **Table of Contents**  
 237. **Abstract**  
 238. **Keywords**  
 239. **Summary**  
 240. **References**  
 241. **Appendix**  
 242. **Supplementary Materials**  
 243. **Author Biographies**  
 244. **Index**  
 245. **Table of Contents**  
 246. **Abstract**  
 247. **Keywords**  
 248. **Summary**  
 249. **References**  
 250. **Appendix**  
 251. **Sup**

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
6. Plant Transplant	Fatigue, Repetitive strain	2M		1L	








SAMPLE

ards, Inappropriate

3H

A large, light blue rectangular area representing a sample space, with a diagonal line separating it into two triangles. The word "SAMPLE" is written diagonally across the entire image.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
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10. Protective Gear Removal	Contamination, Improper removal technique	2M	<div>SAMPLE</div>	1L	
11. Waste Disposal	Environmental contamination, Injuries from sharp objects	3H		2M	

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 IF 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-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/workplace-safety-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>

### 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

### 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.

## 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"/>	
REVIEWED BY	DATE REVIEWED		
SIGNATURE	DATE COMPLETED		