Powered and Non-powered	Tools   SAFE WORK MET	HOD STATEMENT (SWMS)	
TASK OR /	ACTIVITY: Powered and Non-pov	vered Tools	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPRO	THE PC. OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conduction the proposed work starts.	icting a business or under thing (Publi) is	required to en that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitorin	compliance of the SWI, was well as re	eviews and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS	NA OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	NEL WHO HAVE BEEN CONSULTED AND	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be scheduled in according with regislative requirements to first identify any site hazards, and the to contract the those hazards and then to further take steps to either eliminate or contract leach hazard.			
If an incident or a near miss occurs, all work must study and ately. 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:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	
☐ involves a risk of a person falling more than 2 meters	d is carried out on or near pressurised gas mains or piping
□ is carried out on a telecommunication tower	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 integritystructure	$\Box$ is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing as the set of the	□ involves tilt-up or precast concrete
involves structural alteration or repair the requires to prary support to prevent collapse	$\Box$ 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	$\Box$ 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 the first or tunnel involving use of explosives	$\Box$ is carried out in areas with artificial extremes of temperature.
$\Box$ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.
ANY HIGH-RISK MACHINER	RY OR EQUIPMENT NEARBY



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	SCORE	ACTION	Elimination Remove the hazard.
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE	Substitution
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.	Replace the hazard.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Isolate People from the hazard
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and key recorde	Engineering Isolate the hazard.
Note:       LOW       LOW       MODERATE       HIGH       HIGH       LOW       ka records       Isolate the hazard.         Notes on Hierarchy of Controls:       Elimination methods are the most effective and preferrence en column g a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the substoate ine two sets en tive, while Administrative work.       Administrative Change the work.         Controls by changing the work is the fourth most effective method.       PPE (Personal Proteinive multiplicative method) is the least effective       PPE								

	PERS_NAL TECTIVE EQUIPMENT (PPE) Select the appropriate PPL about suitably for the equipment used or the job task being performed (if applicable).										
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION			RL SPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	Required:					_					
	Permit or Licenses Requirements						Mandatory Qualifications and Training				

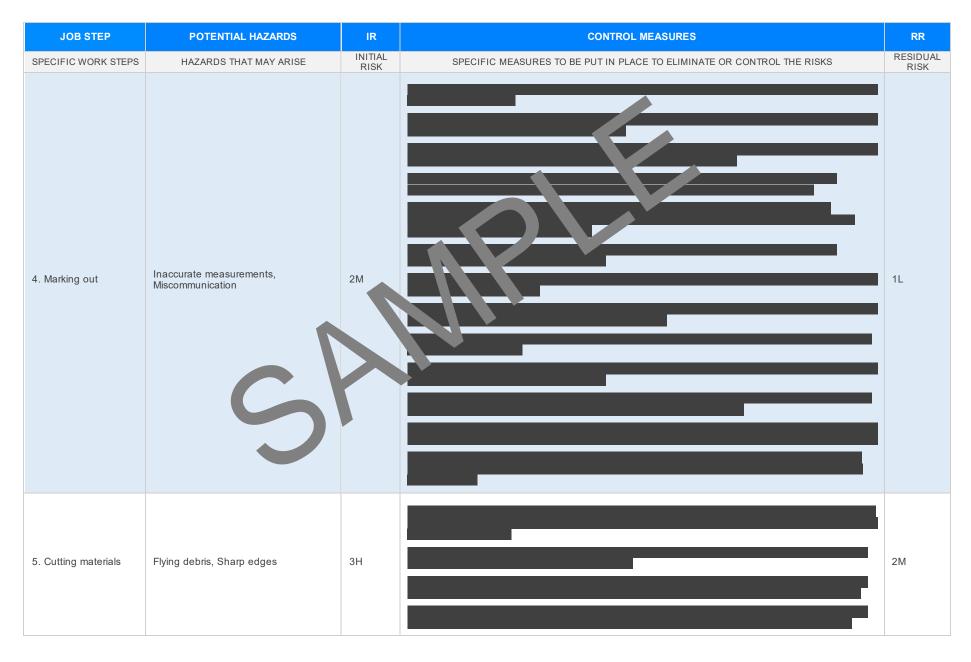


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Conduct a pre-operation tool assessment overify that each tool is suitable for the intended task, ensuring that tools are appropriate in size ower, and the	
			- Provide thorough training for workers on the constant selection and use of both powered and non- powered tools, including guidance on how to constant sufficient sufficient sufficient sufficient sets their sufficient sets the s	
			- Develop and disseminate changuidelines on too pleater criteria based on the job requirements and workplace conditions	
			- Implement a coular many many and inspect in schedule for all tools to ensure they are in good working cont on and safe o use.	
			- Equip vorket, with the secessary personal protective equipment (PPE) such as safety glasses, gloves, ear part tion, a second masks, and enforce its usage.	
1. Preparation	Incorrect tool selection, Lack of personal protective equipment	ЗН	- Offer air grees, s on the importance of PPE, including how to properly wear, adjust, and maintain each processequipment.	1L
			Ensure that a SPE provided meets Australian Safety Standards and is appropriate for the specific hands is social of with the use of various tools.	
	Γ		Estable checklist for the preparation phase that includes verification of tool suitability and availability appropriate PPE before commencing any work.	
			- Prace informative posters or signs in the workspace reminding workers of the correct tool selection practices and mandatory PPE usage.	
			- Perform regular audits and inspections to ensure compliance with established tool selection protocols and PPE usage.	
			- Set up a reporting mechanism for workers to provide feedback or report issues related to tool selection and PPE, helping to identify areas for improvement.	
			- Inspect tools for visible signs of damage such as cracks, frayed cords, and broken parts before each use.	
			- Conduct electrical testing and tagging on all electric tools according to AS/NZS 3760:2010 to ensure they are safe to use.	
2. Equipment check	Wear and tear on tools, Electrical faults	ЗH	- Implement a regular maintenance schedule for all tools to identify wear and tear issues before they cause a hazard.	1L
			- Provide training for workers on how to perform basic inspections and identify potential issues with both powered and non-powered tools.	
			- Ensure that all tools are used for their designed purposes only to prevent undue stress and wear.	
			- Store tools properly after use to protect them from environmental factors that can contribute to degradation.	

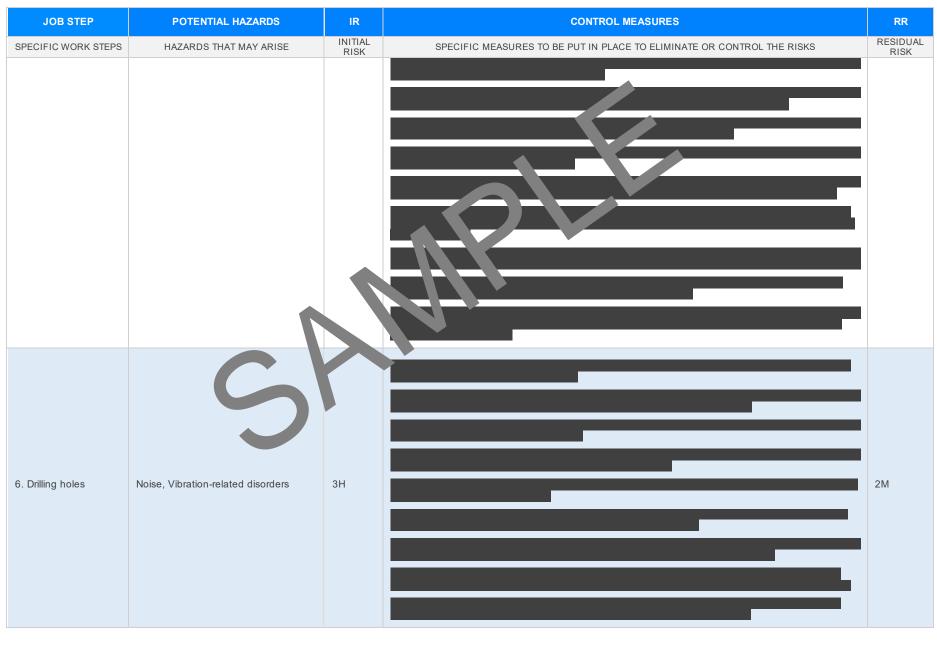


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Equip all powered tools with appropriate safety switches or residual-current devices (RCDs) to prevent electrical incidents.	
			- Check the alignment and sharpness of cutting to sefore use to ensure efficient operation and reduce strain on the tool.	
			- Require workers to report any issues or in sularities with bols immediately, and remove defective tools from service until repaired.	
			- Use only compatible accessories and fittings to ower tools, an recommended by the manufacturer, to prevent malfunction.	
			- Confirm that all employees us to the tools have a second clicenses or certifications required for their operation, where the second s	
			- Conduct a twoough instruction of two scarea before setting up tools to identify and remove any existence in the scale of	
			- Use on rovers, cable management systems to organise and secure power cords and prevent trippin.	
			- Ensure adequate lighting is available in the work area. If necessary, set up additional portable lights to hance visibility during setup and operation of tools.	
			- Kes, the work area well-lit at all times; replace any faulty bulbs or lighting fixtures promptly.	
			nstall temporary lighting if the permanent fixtures are inadequate for ensuring visibility in all areas of the werespace.	
			Maintain clear and unobstructed pathways in and around the work area to facilitate easy access and movement.	
			- Mark walkways and designate specific storage areas for tools and materials to keep them organised and out of walk paths.	41
3. Set-up area	Trip hazards, Poor lignting	2M	- Provide training to all workers on maintaining a tidy workspace and the importance of immediate clean- up after setting up tools or completing tasks.	1L
			- Regularly review and adjust the layout of the work area to adapt to changes in the environment or work requirements that could introduce new hazards.	
			- Implement a policy that requires checking the condition of all non-powered and powered tools before use to ensure they are safe to operate.	
			- Use signage to highlight areas with potential trip risks or poor lighting conditions to alert workers and encourage caution.	
			- Ensure that all workers involved in setting up and using tools are informed about where to appropriately store personal equipment and other items to reduce clutter.	
			- Develop and enforce a standard procedure for setting up the work area which includes steps for hazard assessment, space organisation, and verification of proper lighting conditions.	
			- Evaluate the effectiveness of implemented control measures regularly and make adjustments as necessary based on feedback from workers and observed safety issues.	



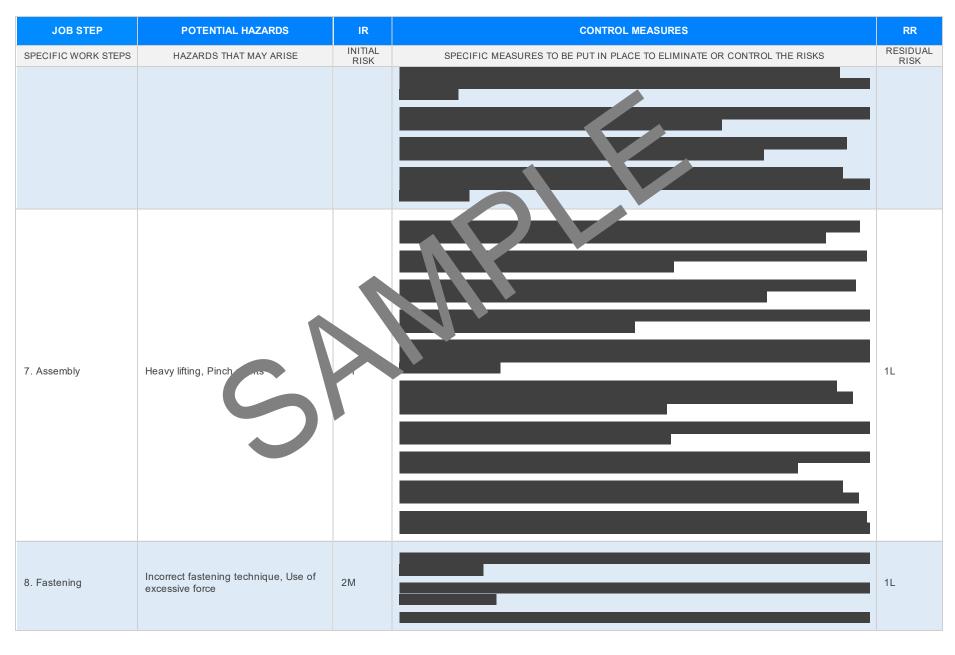






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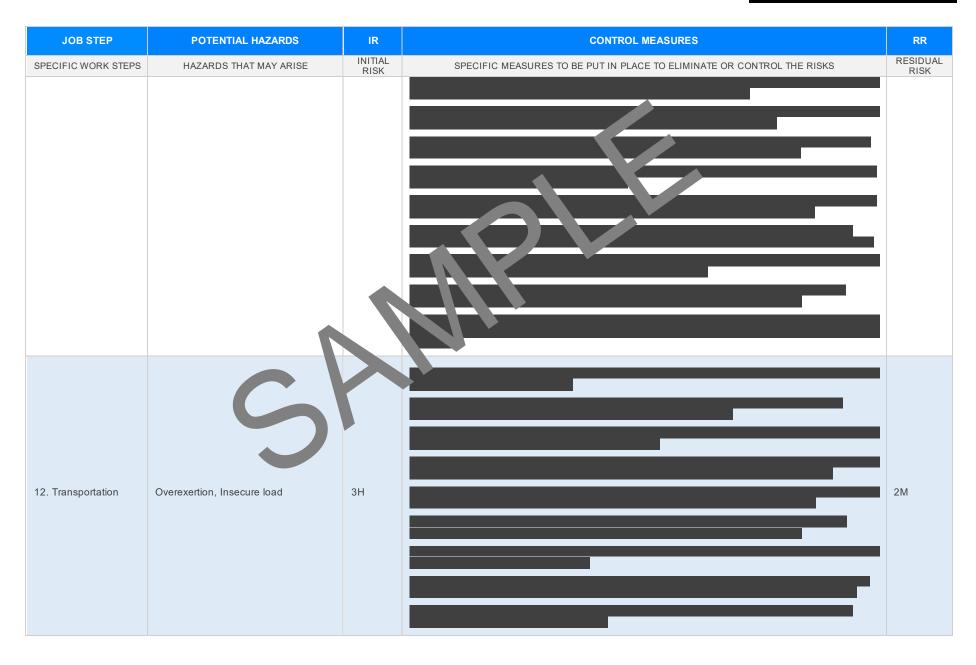
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
9. Machine handling	Untrained staff, Equipment malfunction	4A		2М



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
				1
	Contact with hat average Discours to			
10. Maintenance	Contact with hot struces, Exposure to hazardous substances	ЗН		2M
				I
				I
11. Cleaning up	Slips from oily surfaces, Handling sharp objects	2M		1L
	objects			

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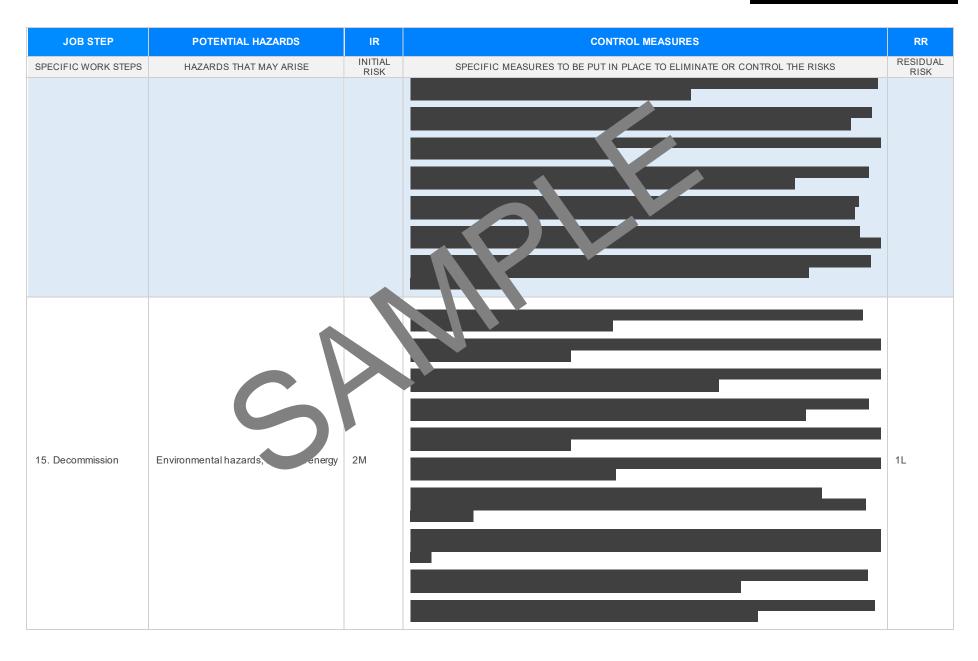


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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
13. Inspection	Oversight of damage, Unchecked safety functions	3Н		1L
14. Storage	Improper storage procedures, Access issues	2M		1L



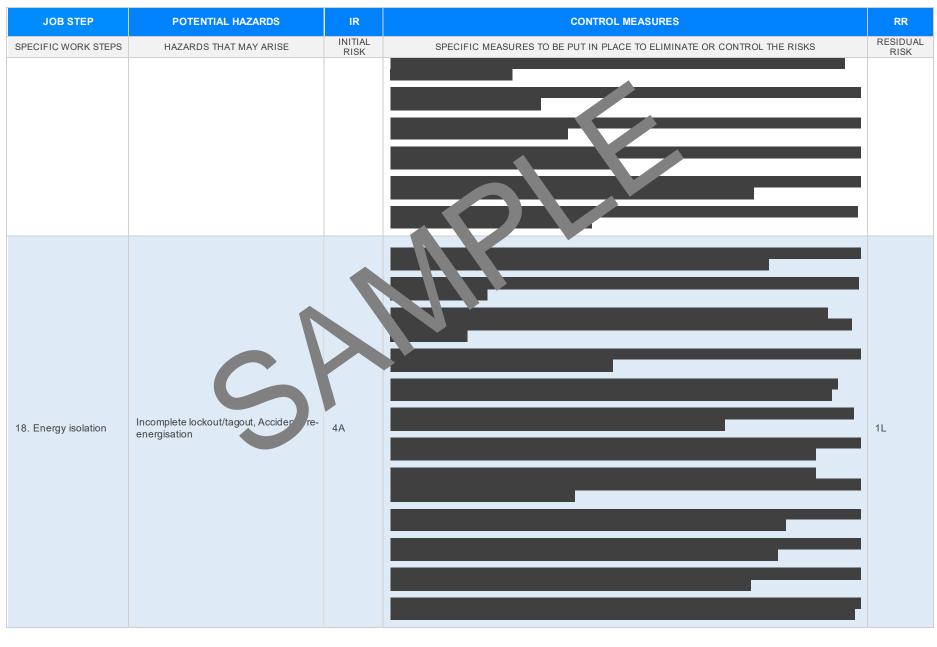




JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
16. Emergency procedures	Delayed response, Lack of evacuation signage	4A		2M
17. Tool Handover	Misplacement, Unauthorized access	2M		1L

Version 2.5





Version 2.5



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
19. Documentation update	Loss of documents, Data misentry	2M		
20. Review and feedback	Non-compliance to safety protocols, Inadequate worker training	ЗН		2M

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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 LEGISLA	ATIVE REFERENCE IN ANY STATISTICAL ARE NOT APPLICABLE					
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Occupational Health and Safety Acce004 Occupational Health and Safety Acce004 Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gular s Ides on Pactice VIC_attps://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: <u>https://www.safework.nsw.gov.au/legal-obligations/legis</u> Codes of Practice NSW: <u>https://www.safework.nsw.gov.au/resource-library</u>	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>					
Northern Territory Work Health and Safety (National Uniform Legislation) Act 201 Work Health and Safety (National Uniform Legislation) Regulations 20 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance</u> , <u>prkplate</u> , <u>fety-la</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance</u> , <u>press_des_s_tractice</u>	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model- codes-of-practice</u> Model Codes of Practice					
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (S Legislation for SA: https://www.safework.sa.gov.au/resources.gislation Codes of Practice for SA: https://www.safework.sa.gov.au/resources.gislation Tasmania	<ul> <li>Managing noise and preventing hearing loss at work</li> <li>Confined spaces</li> <li>Labelling of workplace hazardous chemicals</li> <li>Managing risks of hazardous chemicals in the workplace</li> <li>Welding processes</li> <li>First aid in the workplace</li> </ul>					
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: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</u> Codes of Practice for TAS: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</u>	<ul> <li>Managing the risk of falls at workplaces</li> <li>Hazardous manual tasks</li> <li>Managing the risk of falls in housing construction</li> <li>Managing electrical risks in the workplace</li> <li>Demolition work</li> <li>Excavation work</li> <li>Work health and safety consultation, cooperation and coordination</li> </ul>					
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.	- 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	Signature	Date

#### SAFE WORK THE S ATEM AT MONITORING AND REVIEW The SWMS must be reviewed regularly to make sure it remain effect. and mu be reviewed (and The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are revised if necessary) if relevant control measures are revised. The s should be carried out in effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The view consultation with workers (including contractors person responsible for monitoring the effectiveness of the Safe Work Method Statement should ntractors nay be cted by the operation of the SWMS and their health and safety representatives who rep sented that work group at the employ a multi-faceted approach which includes but is not limited to: workplace. 1. Spot Checks. When the SWMS has been revised the PCBU must ensure the all versons involved with the work are 2. Consultation with workers, contractors and sub-contractors. advised that a revision has been made and how they can acce the revised SWMS, including all persons 3. Internal audits on a continual basis who will need to change a work procedure or system as a reof the review are advised of the changes in a way that will enable them to implement their duties ntly with the revised SWMS. All workers that An approach of continuous improvement, promptly recording inconsistencies or deficiencies, will be involved in the work must be provided with the relevant information and instruction that will assist followed up by immediate corrective action and consultation with all relevant personnel ensures them to understand and implement the revised SWMS. 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	COMMENTS
The company details have been entered, including the project name and address.		
All relevant personnel consulted during the development of the SWMS.	$\boxtimes$	
Name, signature, position and date signed of the person approving the SWMS.		
Specific personnel and qualifications, experience is noted in the SWMS.	7	
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.	$\boxtimes$	
Any hazards listed in any site risk assessments have been added to the Sλ. S.	$\boxtimes$	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	$\boxtimes$	
Check control measures added to the SWMS are the most effective sections.	$\boxtimes$	
Responsible person is assigned and listed on the spiral of the spiral entry of control measures.	$\boxtimes$	
Permit or licenses requirements specified, so in as Hot Work, Electrical Work, Work at Heights etc.	$\boxtimes$	
SWMS identifies plant and equipment to be	$\boxtimes$	
Details of inspection checks required for any equipment lister are noted on the SWMS.	$\boxtimes$	
Describes any mandatory qualifications, experience, ang or skills required to perform the work.	$\boxtimes$	
Applicable personal protective equipment is selected on the SWMS.	$\square$	
Reflects and documents any legislative references and/or Australian Standards.	$\boxtimes$	
Identifies any hazardous substances used with specific control measures in line with any SDS.	$\boxtimes$	
REVIEWED BY	DATE REVIEWED	
SIGNATURE	DATE COMPLETED	