Recycled and Non-Potable Water | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Recycled and Non-Potable Water

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:	

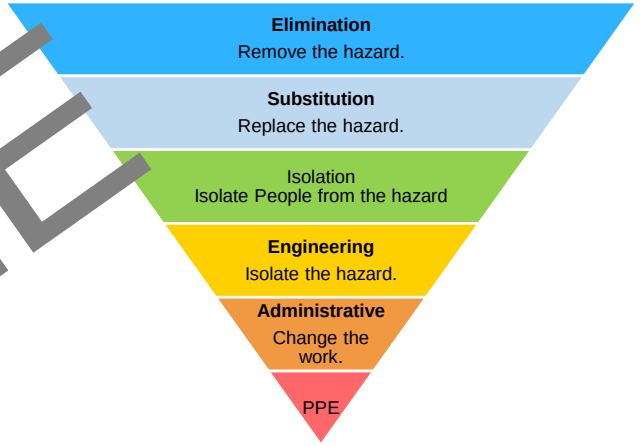
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition of an element of a structure that is load-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 -	

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.

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	Slipping on wet surfaces, exposure to chemicals	2M	- Conduct a thorough risk assessment of the workplace to identify hazards associated with recycled and non-potable water use, including wet surfaces and possible chemical exposure. - Ensure that all workers are properly trained in recognizing hazards related to using recycled and non-potable water, as well as handling chemicals safely. - Develop and implement standard operating procedures (SOPs) that outline safety protocols when working with recycled and non-potable water, particularly during preparation. - Provide appropriate personal protective equipment (PPE) such as waterproof boots, safety goggles, and chemical-resistant gloves to workers, and ensure they are worn correctly. - Install slip-resistant mats or flooring where wet surfaces may be present, particularly in the preparation area. - Clearly label containers holding chemicals and other hazardous materials, and ensure that they are stored safely and securely. - Implement proper chemical storage practices, such as segregating incompatible materials and ensuring adequate ventilation, to reduce the risk of exposure. - Maintain good housekeeping practices to minimise the presence of standing water, which can contribute to slippery surfaces and create a breeding ground for bacteria. - Employ spill kits and containment measures, such as bunding, to prevent accidental release of chemicals or contaminated water. - Implement a regular inspection and maintenance schedule for equipment used in recycled and non-potable water systems, to ensure it remains in good working order and does not pose a hazard to workers. - Ensure that emergency response plans and resources are in place, including eyewash stations, showers, and first aid supplies in case of chemical exposure or injury resulting from slips and falls. - Establish a monitoring system to regularly test the quality of recycled and non-potable water to ensure it meets applicable safety standards and guidelines. - Provide training and resources on proper body mechanics and ergonomic principles to help prevent injuries caused by slips and falls. - Encourage open communication and reporting of any hazards or unsafe conditions, promoting a safety culture that prioritizes the well-being of all workers.	1L	
2. Equipment Setup	Electric shock, falling equipment	2M	- Conduct a thorough inspection of all electrical equipment and tools before use, ensuring that there are no signs of damage or wear on cords and plugs. - Utilise appropriate tools and equipment designed for outdoor use and rated specifically for operation in wet conditions, such as Ground Fault Circuit Interrupter (GFCI) outlets and weatherproof housings.	1L	

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			- Avoid overloading power points or extension cords by maintaining an awareness of the electrical draw used from any shared sources and distributing loads evenly. - Ensure adequate training is provided to all workers involved in setting up equipment, including proper usage, safety procedures, and fundamental electrical safety knowledge. - Establish and follow lockout/tagout procedures when working with any electrical connections, ensuring that circuits are adequately isolated and cannot be inadvertently re-energised. - Implement a buddy system during equipment setup, where workers not only hold each other accountable but also offer assistance and additional supervision to ensure safety measures are being followed. - Securely fasten and support any equipment installations using appropriate attachment methods, like brackets and fastening devices, to minimise the risk of falling equipment. - Store equipment that is not currently in use in designated zones away from work areas where it is less likely to be accidentally knocked over or pose a tripping hazard. - Maintain clear communication among team members during equipment setup, clearly signaling any potential hazards that may arise in real-time. - Designate specific 'no-go' areas within the worksite, ensuring that unauthorised personnel are not permitted in areas where equipment is being set up or serviced. - Keep the work environment clean and free of debris, ensuring any spills or accumulations of moisture are quickly addressed to avoid potential electrical hazards and to reduce the likelihood of falling equipment caused by unstable footing. - Regularly review and evaluate control measures as part of an ongoing risk assessment process, making improvements and adjustments as necessary based on observed changes in the work environment or equipment conditions.		
3. Pump Installation	Manual handling injuries, crush hazards	3H	- Conduct pre-task safety briefing: Ensure that all workers involved in the pump installation process are adequately informed about the potential hazards associated with manual handling and crush incidents, as well as the appropriate control measures to be implemented during the work step. - Utilise lifting equipment: Whenever possible, make use of mechanical lifting equipment such as hoists or forklifts to minimise the need for manual handling and reduce the risk of muscle strain, sprain and other injuries. - Wear appropriate personal protective equipment (PPE): Make sure that all workers are wearing necessary PPE like gloves, safety boots, hard hats, and high-visibility vests during the pump installation process. - Implement clear communication protocols: Establish an effective communication system among team members to ensure everyone is aware of their roles,	2M	

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			responsibilities, and locations during the installation process to avoid any mishaps or accidents. - Employ correct manual handling techniques: Train workers on proper lifting, pushing, pulling and carrying techniques to minimise the risk of common manual handling injuries such as back strains and sprains. - Maintain adequate staffing levels: Ensure there are enough workers available to safely complete the task, avoiding scenarios where individuals attempt to lift or handle items beyond their capacity. - Regularly inspect and maintain lifting equipment: Check and service equipment regularly to ensure it is in good working condition, alleviating the risk of equipment failure and potential crush hazards. - Plan the path of travel: Prior to moving heavy items, identify and clear a route to eliminate potential trip hazards or obstacles in the way. - Provide appropriate supervision: Designate a competent supervisor who can monitor the pump installation process and address any safety concerns or issues as they arise. - Establish exclusion zones: Set up clearly marked exclusion zones around the work area, preventing unauthorised personnel from entering the area and being exposed to potential hazards. - Implement buddy system when handling heavy items: When feasible, have two or more workers collaborate while handling heavy pumps or parts, ensuring better weight distribution and reducing the risk of crush injuries. - Regularly review and refine Safe Work Method Statement (SWMS): Conduct frequent reviews of the SWMS, updating control measures as needed to address emerging hazards or changes in work procedures. - Provide first aid training and resources: Ensure that workers are trained in providing basic first aid techniques and that first aid kits are readily accessible to treat any injuries resulting from manual handling or crush incidents during the pump installation process.		
4. Filtration Setup	Exposure to hazardous substances, entanglement	2M	[redacted]	1L	

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			[redacted]		
5. System Inspection	Leaking valves, confined space entry	3H	[redacted]	2M	

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			[redacted]		
6. Water Quality Testing	Biological hazards, chemical exposures	2M	[redacted]	1L	

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			[redacted]		
7. Storage Tank Connection	Trip hazards, overhead work	2M	[redacted]	1L	

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			[redacted]		
8. Distribution Network Connection	Pipe bursts, traffic hazards	3H	[redacted]	2M	

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			[redacted]		
9. Backflow Prevention	Cross-contamination, water pressure issues	2M	[redacted]	1L	

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			[redacted]		
10. Commissioning	Equipment faults, malfunction of control systems	2M	[redacted]	1L	

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			[redacted]		
11. System Monitoring	Maintenance hazards, incorrect readings	2M	[redacted]	1L	

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			[redacted]		
12. Emergency Shutdown	Inadequate response time, spill containment failure	2M	[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[illegible]tions.	☐	☐	
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**	