Replacing Thermostat	s   SAFE WORK METHOD	STATEMENT (SWMS)	
TASK	OR ACTIVITY: Replacing Therm	ostats	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
	STATEMENT IS APPRO		
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	leting a business of under ing (Pt 1) is	required to ever that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring	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 HAVE THE FOLLOWING COMMUNICATED	NAME OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	IEL WHO HAVE BEEN CONSULTED AND THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched, ed in according with egislative requirements to first identify any site hazards, and the to further take steps to either eliminate or conal leach hazard.			
If an incident or a near miss occurs, all work must stude under 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.
Notes on Hierarchy of Controls:       Elimination methods are the most effective and preferrance in columptation is the function is th								

	PERS_NAL TO TECTIVE EQUIPMENT (PPE) Select the appropriate PPL about suitable 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				



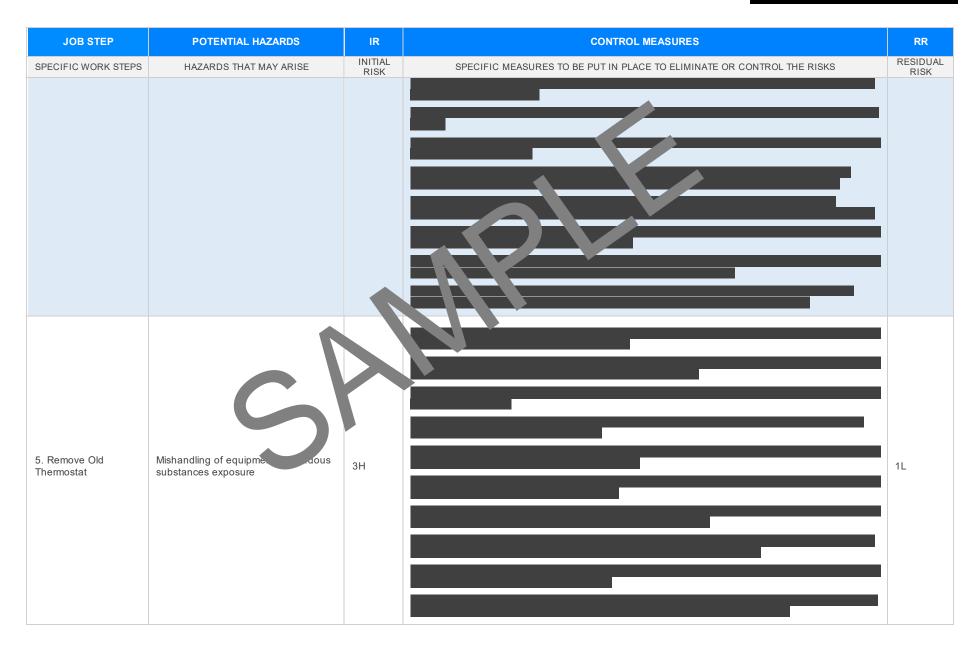
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Improper training, Lack of personal protective equipment (PPE)	ЗН	<ul> <li>Provide comprehensive training on them total replacement procedures, focusing on safety protocols and emergency response.</li> <li>Conduct a hazard identification and risk as user out before starting the task to identify potential risks related to thermostat replacement.</li> <li>Ensure all employees involve in the task have simplement a competency assessment to confirm their understanding of the model and safety measure.</li> <li>Supply approache person provide equipment (PPE) such as insulated gloves, safety glasses, and face shields portect against electronic work area indicating that maintenance is in progress to alert othele notents.</li> <li>Displandean of visite signage in the work area indicating that maintenance is in progress to alert othele notents.</li> <li>Verify that all tester and electrical isolation equipment is calibrated and functioning properly before beginning the task.</li> <li>Muplement a parmit-to-work system to ensure authorised personnel are aware of and can control the activities lenging bullertaken.</li> <li>Keep and-to-date first aid kit onsite, and ensure all workers know its location and contents for quick beess in case of an injury.</li> <li>Striedule regular safety meetings to discuss any concerns or incidents related to previous thermostat eplacements and preventive strategies.</li> <li>Encourage open communication among team members to promptly report any unsafe conditions or gaps in knowledge regarding the task.</li> </ul>	2М
2. Review Work Area	Tripping hazards, Unsecured materials	2М	<ul> <li>Conduct a thorough inspection of the work area to identify and remove any tripping hazards before starting the task.</li> <li>Ensure all tools and equipment are stored safely when not in use to prevent accidental trips or falls.</li> <li>Clearly mark the boundaries of the work area with high-visibility tape or signs to alert personnel to potential hazards.</li> <li>Secure all cables and hoses using cable covers or ties to keep them off walkways and prevent trips.</li> <li>Keep the work area organised and free of clutter to minimise the risk of tripping over materials.</li> <li>Use non-slip mats or rugs on slippery surfaces to improve traction and reduce the chance of slips and falls.</li> <li>Regularly communicate with team members about the location of tools and materials to avoid creating new hazards.</li> <li>Secure loose materials with appropriate fasteners, clamps, or weights to prevent them from becoming tripping hazards.</li> </ul>	1L

# order complete swms

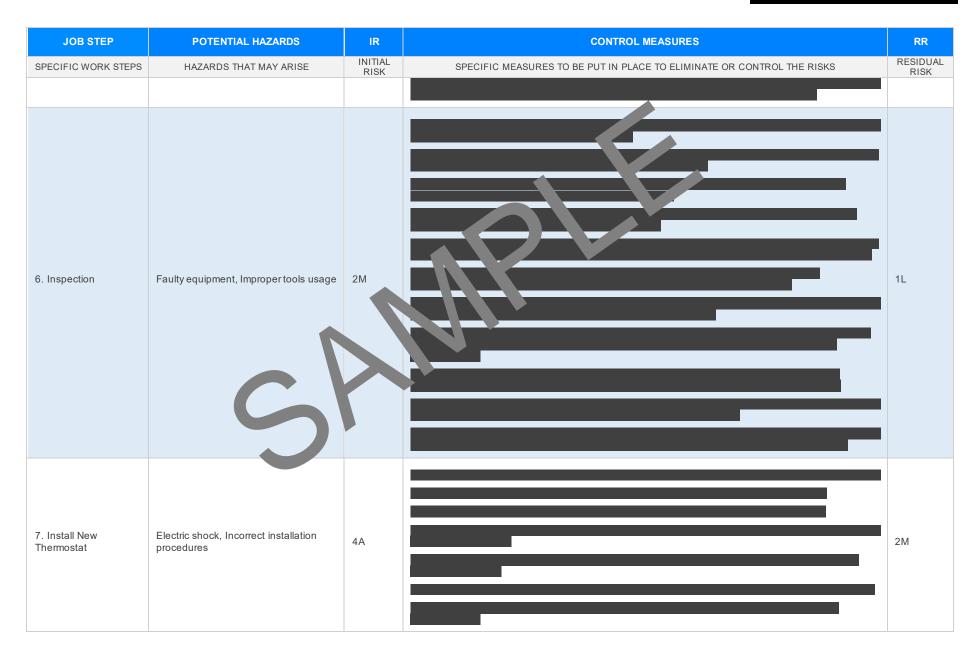
## bluesafe.

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
			- Establish a designated storage area for tools and materials not immediately in use during the thermostat replacement.	
			- Ensure adequate lighting is present in the work-race to improve visibility and help identify potential tripping hazards.	
			- Wear appropriate footwear with good give to help nativate safely through the work area.	
			- Assign a safety monitor to oversee tool an that an organisation and ensure adherence to safety practices.	
			- Implement a 'clean as you gooolicy where work ware encouraged to continuously maintain a tidy and hazard-free work zone	
			- Conduct a prough inspution on Lequin and before use to ensure it is in good working condition.	
			- Implement a strular mentenance secondle for all tools and equipment associated with the task.	
			- Proves suppressive training to personnel on identifying faulty equipment and the steps to take when such equipment is und.	
			- Keep Logs the forear ipment checkouts, including details of inspections, faults identified, and actions sten.	
			- Excirct personnel are familiar with safe work procedures through regular training sessions and refresh	
			bel faulty equipment clearly and remove it from service immediately until repaired or replaced.	
	Faulty equipment, In safety		- Maintain a list of approved equipment and ensure only this equipment is used for the task.	214
3. Equipment Checkout	procedures		- Use equipment tagging systems to indicate the status of equipment (e.g., safe to use, under repair).	2M
			- Establish clear reporting channels for employees to report faulty equipment and safety procedure concerns.	
			- Conduct audits and reviews of safety procedures regularly to identify areas for improvement.	
			- Ensure that personal protective equipment (PPE) is available and properly maintained for instances where it is necessary.	
			- Develop and communicate an emergency response plan in the event of equipment failure.	
			- Encourage a culture of safety where team members feel comfortable raising concerns about equipment or procedures.	
			- Supervise and monitor workers periodically to ensure compliance with safety protocols and the proper use of equipment.	
	<b>-</b>			
1. Power Isolation	Electrocution, Incorrect isolation procedures	4A		2M



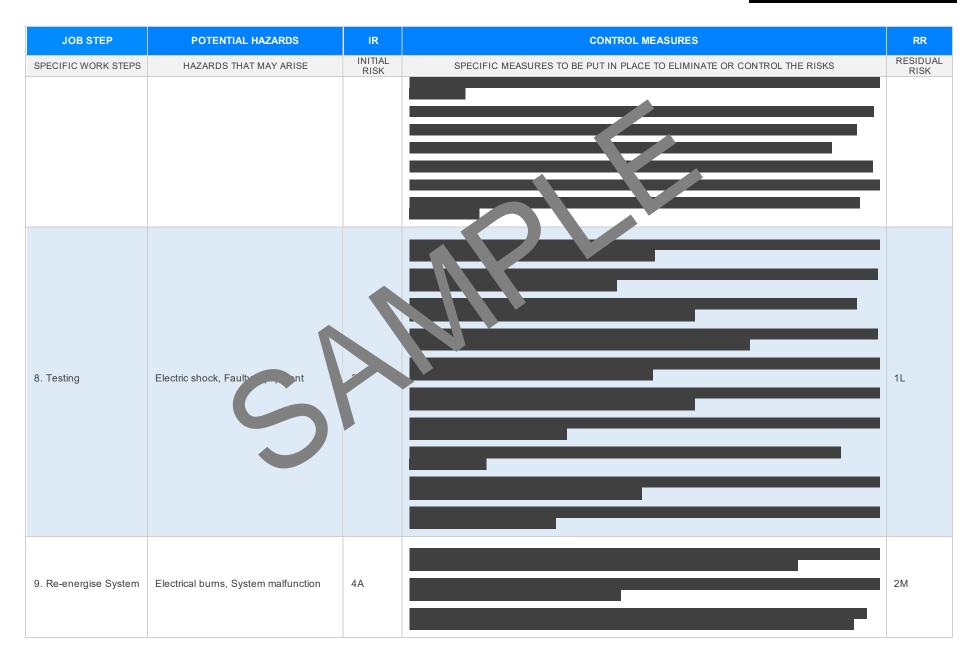






Version 2.5





Version 2.5



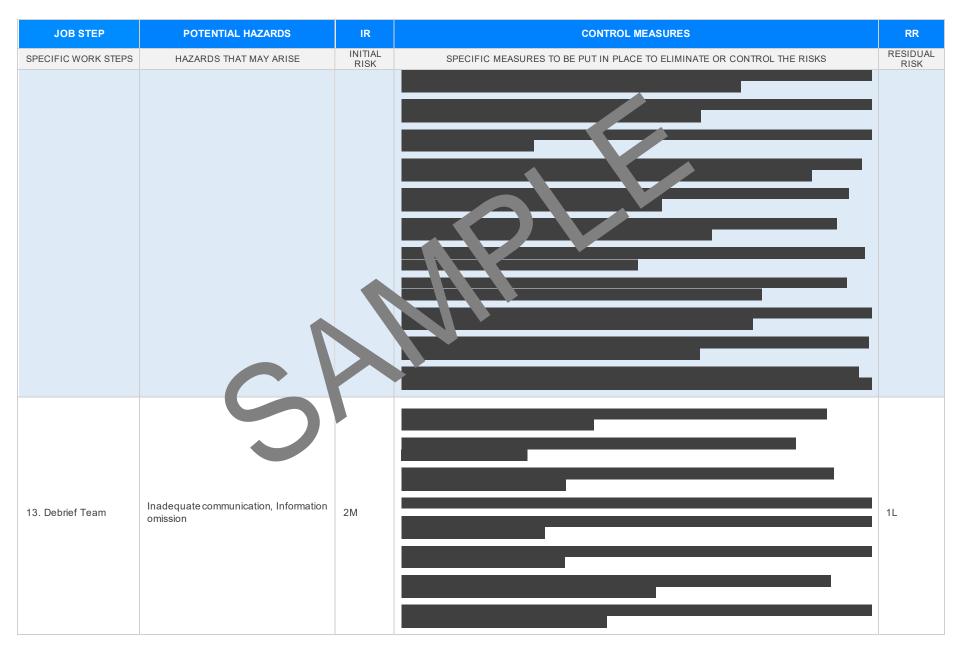




JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
				1
11. Waste Disposal	Incorrect waste distribut, Bluriazards exposure	2M		
12. Document Completion	Data mismanagement, Incorrect reporting procedures	2M		1L

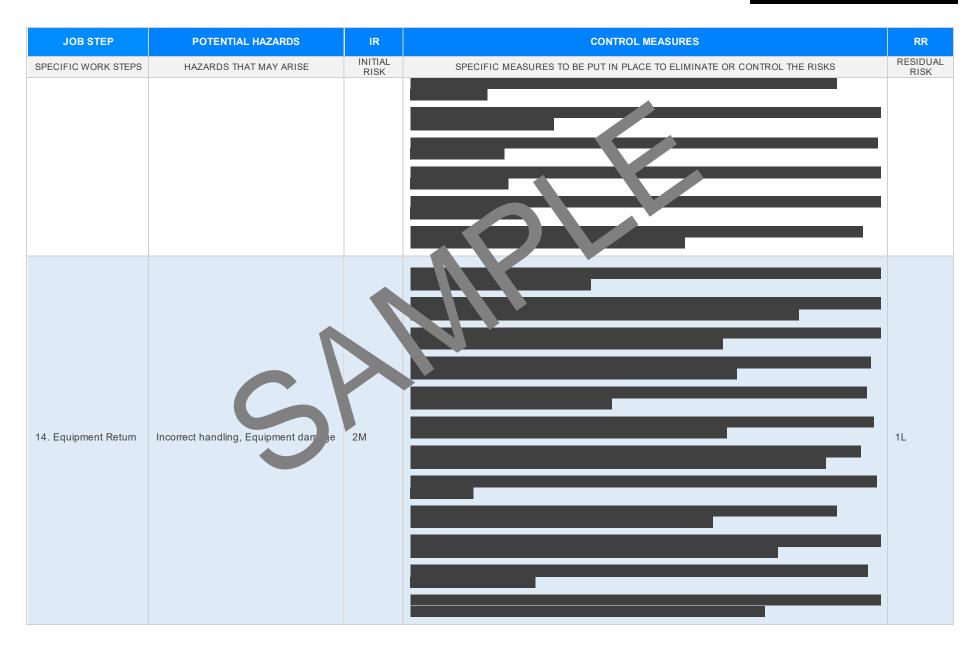
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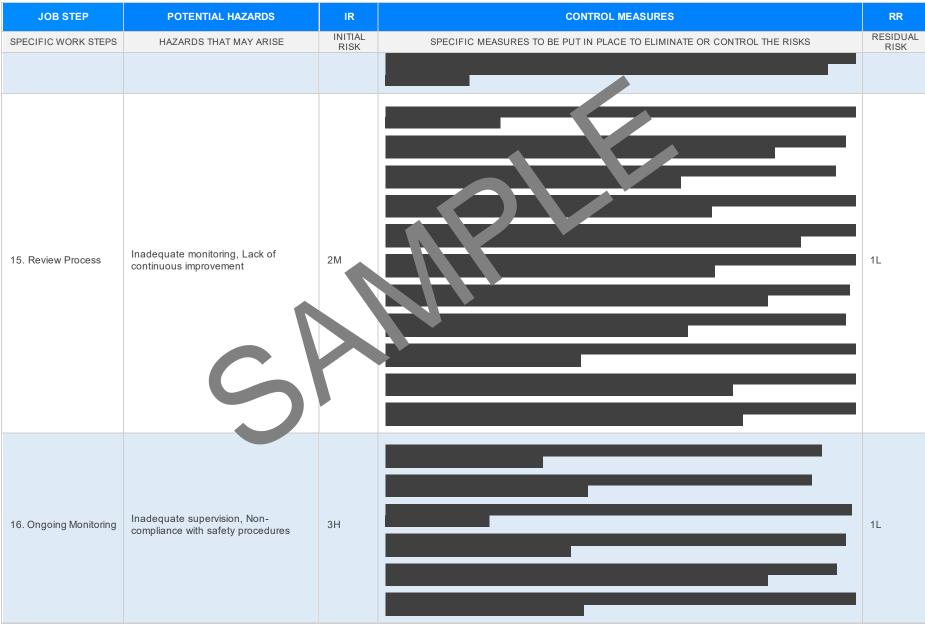


Version 2.5









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
17. Post Job Safety Audit	Poor safety culture, New Poor safety culture, New Poor safety regulations			2M
18. Refresher Training	Incompetence, Lack of skill upgradation	3H		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
19. Site Deactivation	Non-compliant shut down procedures, Abandoned materials causing tripping hazards	ЗН		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
20. Thermostat Maintenance	Missing periodic check-ups, Mismanagement of maintenance schedules	2М		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
	S			

#### **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 REF	
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISL	ATIVE REFERENCE IN ANY STOCTHAT 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 Octupational Health and Safety Acce004 Octupational Health and Safety Acce004 Legislation VIC: https://www.uorksafe.vic.gov.au/occupational-health-and-safety-act-and- gulations design fractice 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: <a href="https://www.safework.nsw.gov.au/legal-obligations/legis">https://www.safework.nsw.gov.au/legal-obligations/legis</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library">https://www.safework.nsw.gov.au/legal-obligations/legis</a>	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.prkplatesterv-la</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.prkplatesterv-la</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>
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (S. Legislation for SA: <u>https://www.safework.sa.gov.au/resources.gislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/w_cplaces/codes-of-practice#COPs</u>	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
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: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a> Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a>	<ul> <li>First aid in the workplace</li> <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.	<ul> <li>Managing the work environment and facilities</li> <li>How to manage work health and safety risks</li> <li>Managing risks of plant in the workplace</li> <li>Construction work</li> </ul>

#### 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	