Safe Usage Of Portable Hydrauli	c Equipment SAFE WOR	K METHOD STATEMENT (S)	NMS)
TASK OR ACTIV	ITY: Safe Usage Of Portable Hyd	Iraulic Equipment	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE PC. OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.	ucting a business or und thing (Pu V) is	required to entry of 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	complian e of ा SWh, as well as re	eviews and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS	NA. 2 OF ALL RELEVANT PERSON EVELOPMENT AND APPROVAL OF	NEL WHO HAVE BEEN CONSULTED AND F THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched, ed in accounce with regislative requirements to first identify any site hazards, and the to contain the those hazards and then to further take steps to either eliminate or contained and hazard.			
If an incident or a near miss occurs, all work must stee to dately. 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 integrity structure	\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	800DF	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.	
is the second m	RARE 1 1 2 3 3 1L Inition and ke precorder Isolate the hazard. Iotes on Hierarchy of Controls: Elimination methods are the most effective and preferrence on comparison of controlling a hazard. Engineering by isolation is the purpose of experimental is the least effective, while Administrative controls by changing the work is the fourth most effective method. PPE (Personal Proterive equipmental is the least effective Administrative work.									

		Select the an	propriate PPL	PERS	VAL TEC	TIVE EQUIPM oment used or	ENT (PPE) the iob task	being perfor	med (if applica	able).		
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:					_						
	P	ermit or Lice	nses Requiren	nents			Mandatory Qualifications and Training					



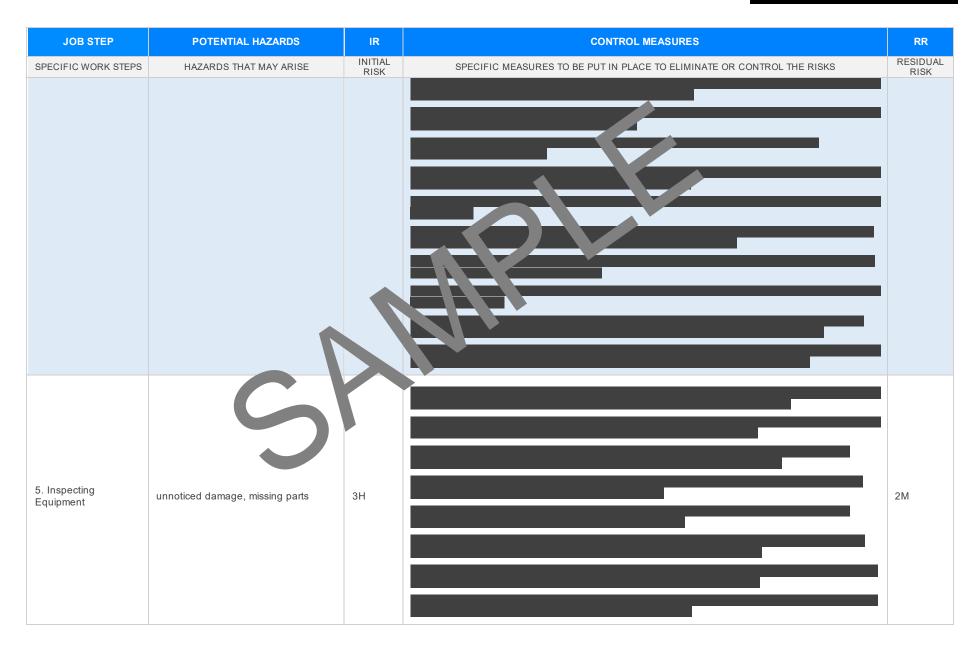
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	incorrect setup, lack of training	ЗН	 Conduct a thorough pre-use inspection of convydraulic equipment and accessories to ensure they are in good working condition. Provide comprehensive training for all open on on the correct setup procedures, usage, and safety measures specific to the portable hydraulic equipment. Develop and distribute clean ray-to-understance error usals and quick-reference guides for setting up and operating the encipeent. Clearly delinear the workarea are barrier to bor cones to restrict access only to trained personnel during seture to operatio. Implement a worklist or must be connected prior to equipment use which includes verifying the correct assesses and set wantings. Ensure an operation are trained to recognise and mitigate potential hazards associated with the setup and use of the equipment. Reepta working early procedure in place and ensure all workers know how to execute it promptly if eded. Unize only manufacturer-approved components and attachments to maintain system integrity and safety. Provide personal protective equipment such as gloves, safety glasses, and steel-toed boots to operators to minimise risk of injury. Establish a mandatory supervision guideline wherein a qualified supervisor oversees the setup and initial testing of the equipment before each use. Set strict compliance protocols to international and Australian safety standards for all hydraulic equipment used on site. Conduct regular training refreshers and drills to keep safety practices top of mind and improve response to any potential emergency scenarios. 	2М
2. Checking Equipment	faulty equipment, inappropriate equipment use	4A	 Regularly schedule maintenance checks to prevent the use of faulty equipment. Maintenance logs should be updated and reviewed periodically. Conduct pre-use inspections for all portable hydraulic equipment to identify any signs of wear, damage, or malfunction. Establish a checklist of inspection criteria specific to each type of hydraulic equipment used on site. Provide thorough training for all workers on the proper operation of hydraulic equipment, emphasising the importance of using equipment only as intended. 	2M



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
			- Require certification for operators of specialised portable hydraulic equipment to ensure competent handling and use.	
			- Equip all hydraulic systems with emergency store induces that are fully functional and easily accessible.	
			- Implement a tagging system for faulty equipment that is robust and adhered to by all team members, ensuring that no defective equipment is to d before reading.	
			- Store all hydraulic tools and accessories in a pipe sed areas where they can be regularly monitored for environmental or accidental damages.	
			- Limit access to hydraulic equipment to authorise person of only, reducing the risk of improper use by untrained individuals	
			- Provide protection gear to preduce be operation of hydraulic equipment, including gloves, goggles, and hearing protection, to all employee to volve to such tasks.	
			- Core a pre- prection of the area to ensure it is free from obstacles and suitable for positioning the har a figure ent.	
	misplacement, instance, movemen ground	цĄ	- Utilise rout t mats e stability pads if the surface is uneven, to provide a stable base and prevent equipment from tipping	
			- victly there the manufacturer's guidelines regarding the safe setup and positioning of the hydraulic equited at	
			rain all operators on proper procedures for positioning equipment safely, including the identification and numerication of potential hazards.	
3. Positioning Equipment			Before placing the equipment, perform a risk assessment to identify any potential instabilities or need for additional safety measures.	2M
			- Ensure that all equipment is positioned away from high-traffic areas to minimise the risk of accidental bumping or repositioning.	
			- Use barricades or signs to clearly mark the working area around the hydraulic equipment.	
			- Check weather conditions before positioning hydraulic equipment outdoors; avoid usage in high winds or other adverse weather that could affect stability.	
			- Regularly monitor and reassess the equipment's stability throughout the operation, adjusting the position as necessary to maintain safety.	
			- Keep an accessible emergency stop button or shutdown procedure to quickly cease operations if the equipment becomes unstable.	
4. Using Hydraulic				
	inadequate protective gear, accidental activation	ЗН		1L
Equipment	aouvation			

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
6. Maintenance	improper use of too unrattentiveness			
7. Equipment Transportation	unsuitable transportation method, overloading	4A		2M

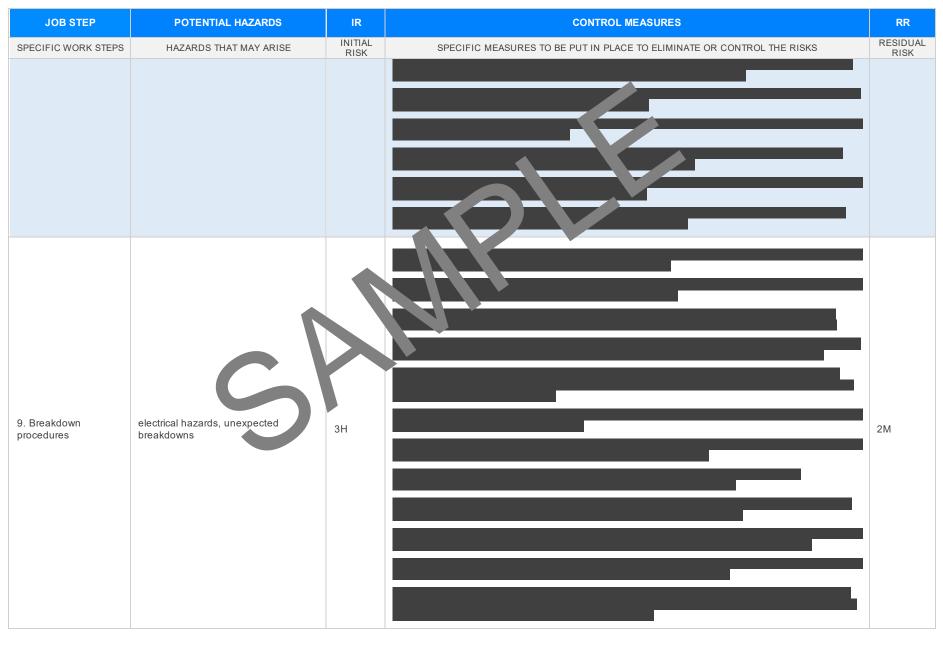
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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
8. Cleaning up	noxious chemicals, sharp objects	ЗН		2M

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
10. Contingency Plan	absence of plan, poor communication channels	4A		2М
11. Document Control	poor document handling procedures, inadequate record keeping	2М		1L

Version 2.5



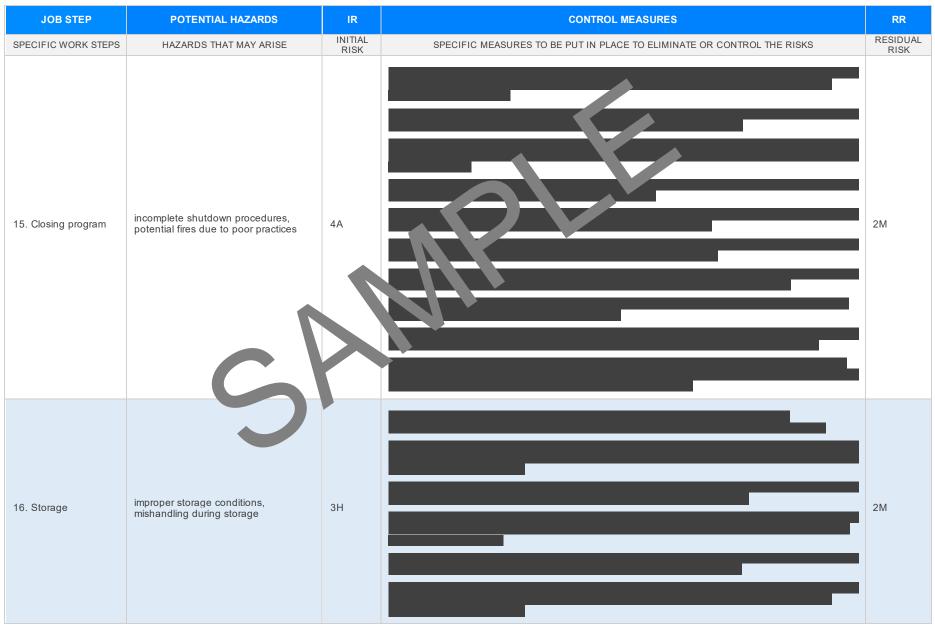
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
12. Training staff	non-compliance to use ty measures, unavailable trainitu materials	зн		
13. Emergency procedures	lack of emergency supplies, unprepared personnel	4A		2M

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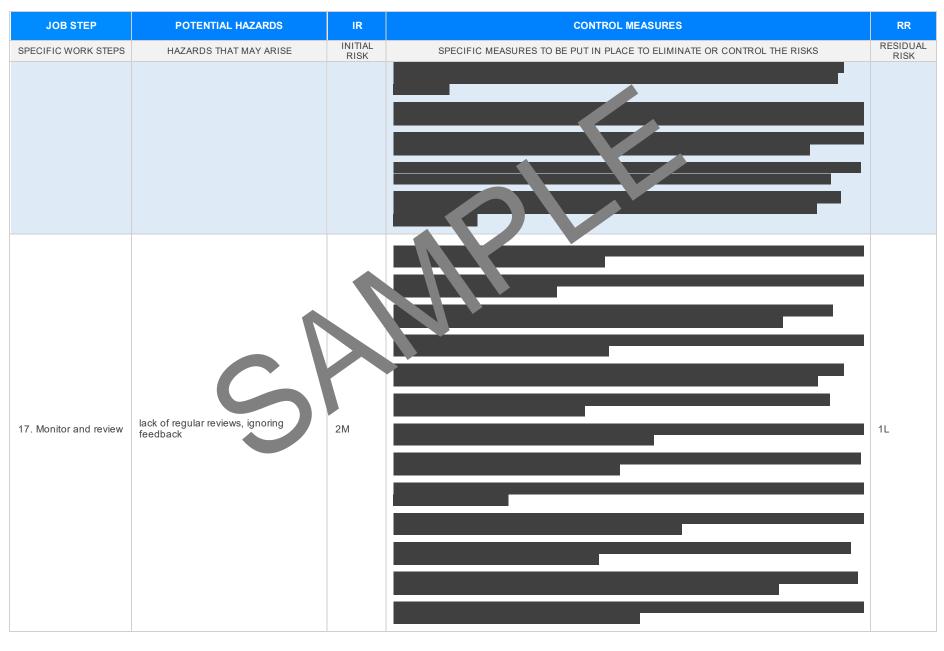






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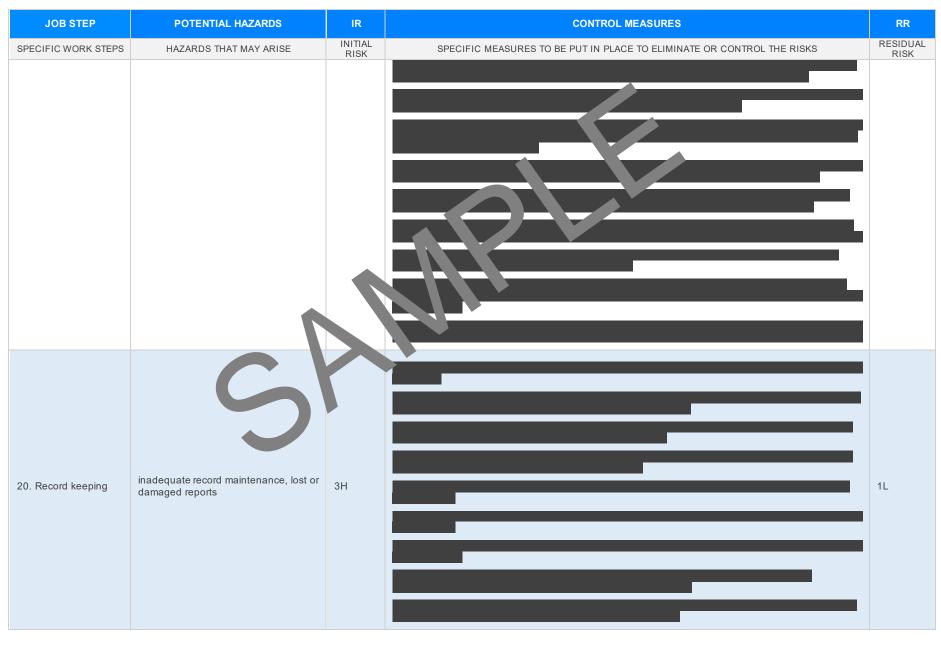
Version 2.5



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
18. Consultation and communication	lack of information dissemination, misunderstanding during task execution	ЗН		2M
19. Exposure monitoring	ineffectual controls, ignored potential health risks	ЗН		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
	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 LEGISLATIVE REFERENCE IN ANY STARTARE 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 Octopational Health and Safety Acce004 Octopational Health and Safety Acce004 Legistrion VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> des of mactice VI-runttps://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/legist Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legist	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 200 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.orkplate_fety-lates_tractice</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.orkplate_fety-lates_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>			
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.ogislation</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 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	 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 			
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		