Service, Repair And Maintenance Of I	Heavy Machinery   SAFE V	VORK METHOD STATEMEN	T (SWMS)
TASK OR ACTIVITY:	Service, Repair And Maintenan	ce Of Heavy Machinery	
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 conductive proposed work starts.	ucting a business or und thing (Port V)	s required to end 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	compliance on the SWN as well as	reviews and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS	NA OF ALL RELEVANT PERSON EVELOPMENT AND APPROVAL O	NEL WHO HAVE BEEN CONSULTED AND F THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched, ed in according 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 contail each 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	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.	
is the second m	Low       Low       MODERATE       High       Low       Rc record       Model in Land         Index on Hierarchy of Controls:       Elimination methods are the most effective and prefer       en control g a hazard. Substitution       Administrative       Change the work.         Index on Hierarchy of Controls:       Elimination methods are the most effective and prefer       en control g a hazard. Substitution       Change the work.         Index on Hierarchy of Controls:       Elimination methods are the most effective and prefer       en control g a hazard. Substitution       Change the work.         Controls by changing the work is the fourth most effective method.       PPE (Personal Proteriore integration of the set of t									

	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	Other PPE 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	Lack of training, Inadequate PPE	зн	<ul> <li>Ensure all workers involved are adequate orained and competent in the service, repair, and maintenance of heavy machinery.</li> <li>Implement a comprehensive induction programmer covers all safety aspects and emergency procedures for new workers.</li> <li>Regularly refresh training and provide updated internation new machinery or changes in procedures.</li> <li>Conduct toolbox concerning and provide updated internation new machinery or changes in procedures.</li> <li>Conduct toolbox concerning and provide updated internation new machinery or changes in procedures.</li> <li>Conduct toolbox concerning and provide updated internation new machinery or changes in procedures.</li> <li>Conduct toolbox concerning and provide updated internation new machinery or changes in procedures.</li> <li>Conduct toolbox concerning and provide updated internation new machinery or changes in procedures.</li> <li>Conduct toolbox concerning and provide updated internation new machinery or changes in procedures.</li> <li>Conduct toolbox concerning and provide updated internation new machinery or changes in procedures.</li> <li>Conduct toolbox concerning and provide updated internation new machinery or changes in procedures.</li> <li>Require wearing of approximate provide updated internation new machinery or changes in procedures.</li> <li>Maleneedific. E-analysis for updated international protective equipment (PPE) at all times, such as hard hats, safety glasse gloves, and stell-too bord.</li> <li>Maleneedific. E-analysis for wear and tear, and replace it as needed to maintain effectiveness.</li> <li>Develd and a tribute a PPE matrix that clearly outlines required protective equipment for various tasks.</li> <li>In specific are safely signage at key locations highlighting the necessity to use PPE.</li> <li>Monito, empliance with PPE requirements through regular site audits and immediate corrective actions is eeded.</li> <li>Provide easily accessible storage and changing stations for employees to clean, maintain, and store thei</li></ul>	2M
2. Site Induction	Unfamiliarity with site hazards, Poor communication	2М	<ul> <li>Conduct a comprehensive site induction for all workers, including an overview of specific site hazards and safety protocols.</li> <li>Provide detailed maps or diagrams of the site to highlight hazard zones and emergency exits.</li> <li>Ensure that all induction materials are available in multiple languages or formats if required, to accommodate all workers.</li> <li>Appoint a dedicated site supervisor to oversee communication and coordination among workers and contractors.</li> <li>Establish clear communication channels such as radios or mobile phones to maintain contact between team members.</li> <li>Implement a sign-in and sign-out procedure to track who is on-site at any given time.</li> <li>Schedule regular toolbox talks to discuss potential hazards and reinforce safety procedures.</li> <li>Encourage workers to ask questions or express concerns during the induction process to ensure understanding.</li> <li>Distribute personal protective equipment (PPE) relevant to the identified site-specific hazards.</li> </ul>	1L

# order complete swms

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 - Display clear and visible signage throughout the site warning of potential dangers and outlining safety instructions.	RESIDUAL RISK
3. Machinery Inspection	Mechanical failure, Slips and trips	4A	<ul> <li>Conduct a pre-inspection check to ensure a machinery is turned off and properly secured before starting the inspection process.</li> <li>Use appropriate isolation procedures, including local d/tagout systems, to prevent accidental start-up during inspection.</li> <li>Ensure all inspectors are true and competence recogning potential mechanical issues specific to the machinery being inspect.</li> <li>Wear suitable province otection equipment (PPE) such as steel-toed boots, gloves, hard hats, and safety glassed reduce it may rist.</li> <li>Use floor makings or buckades to other safe walkways and work zones around the machinery to minimus slips at trip.</li> <li>Main the clearened organized workspace, free from unnecessary clutter, to reduce the likelihood of tripping navids.</li> <li>Implement the body systems for inspection tools and equipment to ensure they are in good working order and down contribute to mechanical failure risks.</li> <li>Incoduce an ergonomic lifting technique training session to prevent strains or sprains when handling machine components during inspections.</li> <li>Keep all walkways clear of oil, grease, or other liquids and use absorbent mats to control spills promptly.</li> <li>Ensure good lighting throughout the inspection checklists tailored to each type of machinery to ensure consistent and comprehensive reviews.</li> </ul>	2M
4. Lockout/Tagout	Failure to de-energize, Incorrect tagging	4A		2M







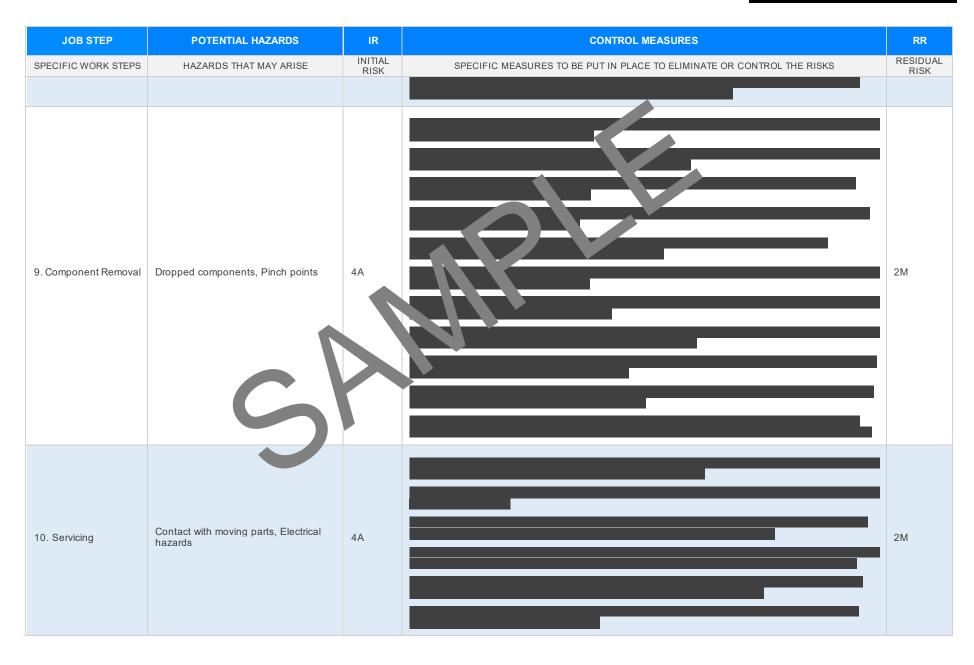
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
7. Access Equipment Setup	Falls from height, Improper setup	ЗН		2M

Version 2.5





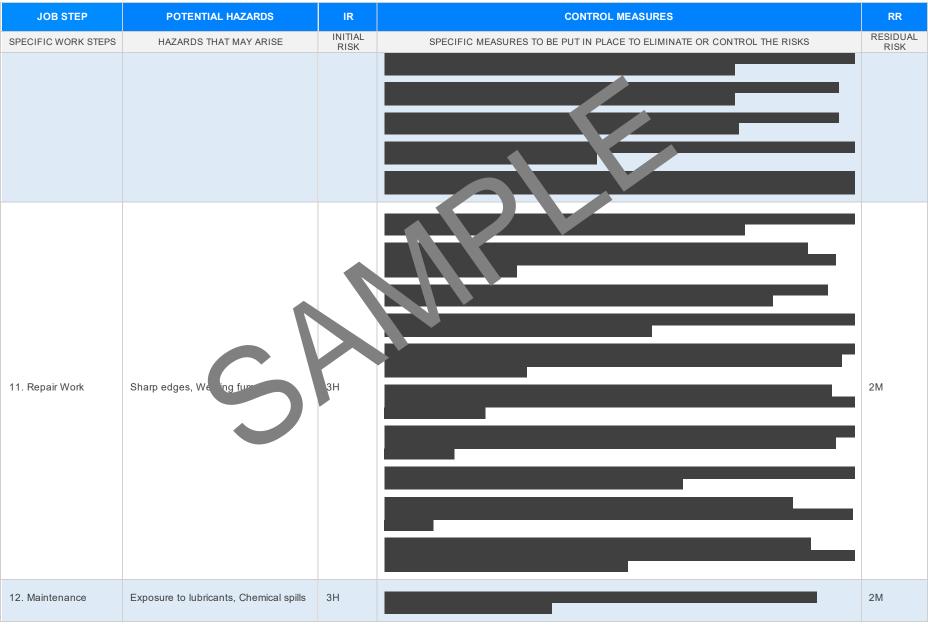




Version 2.5

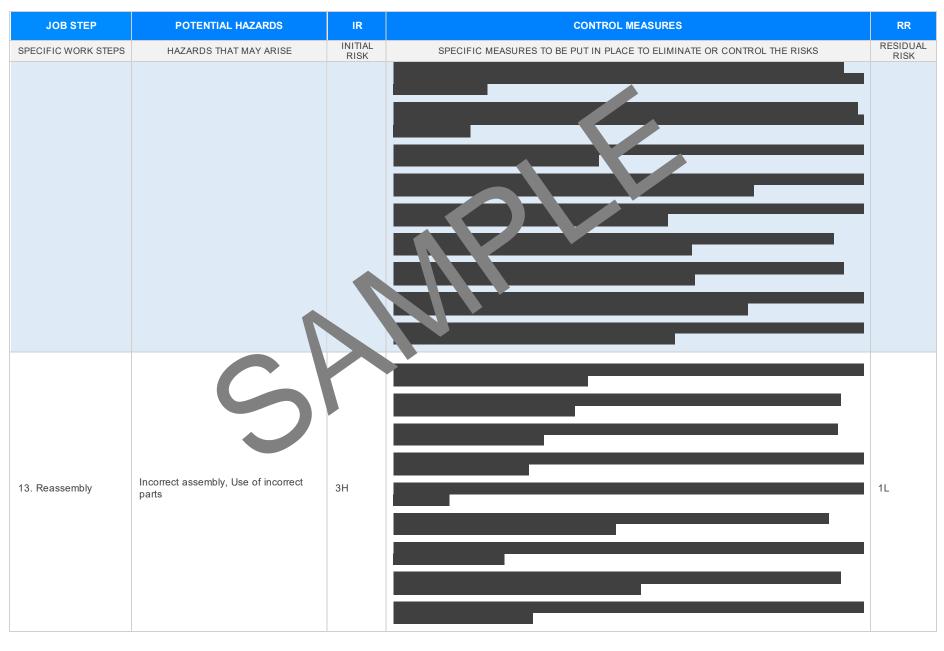
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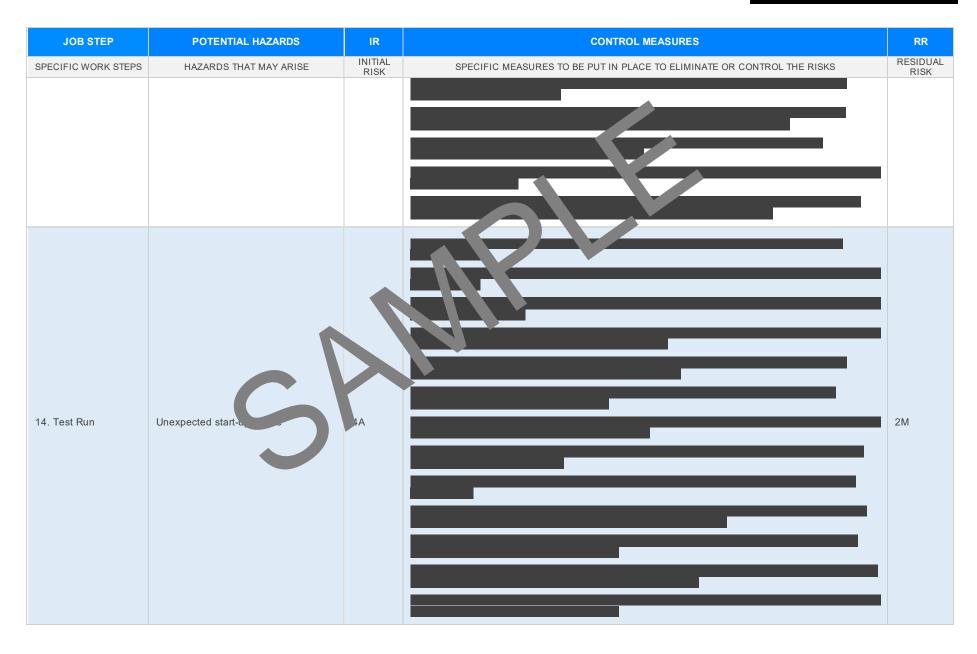


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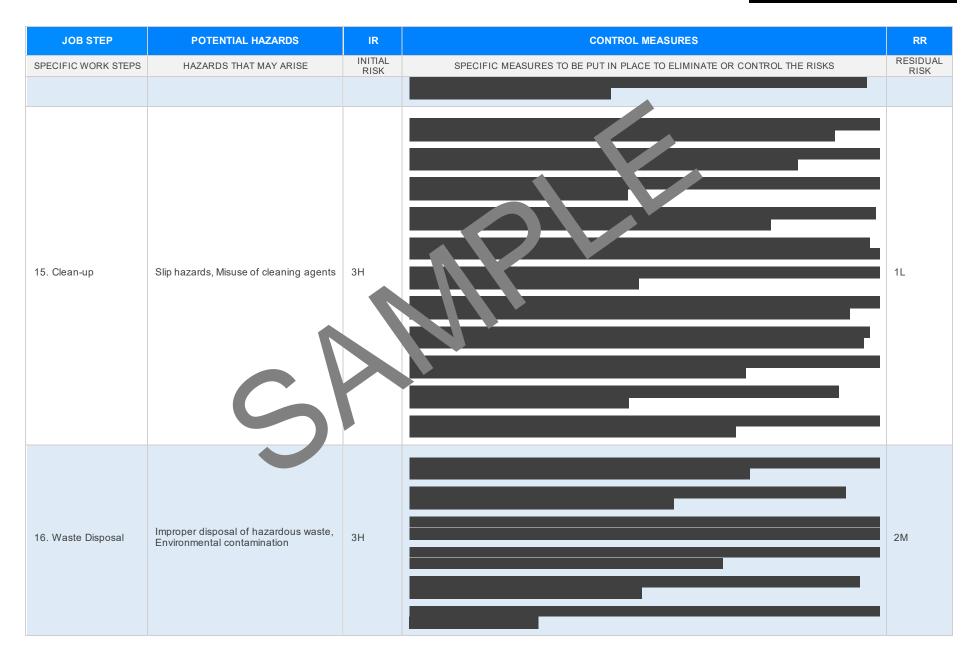






Version 2.5





Date of Issue:

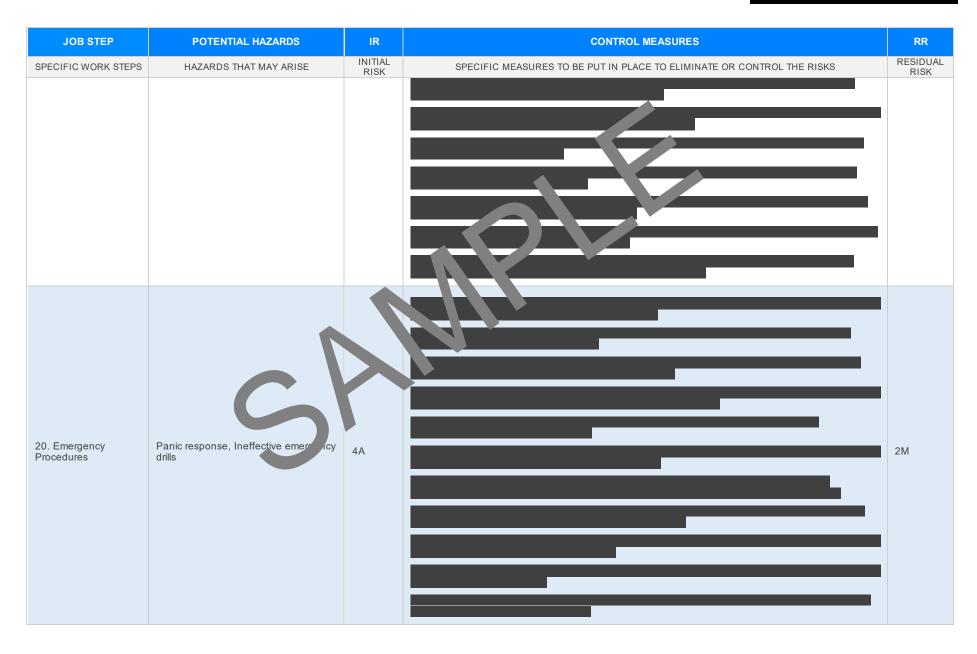


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
17. Record Keeping	Documentation errors, but only breach	2М		1L



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
18. Transport of Equipment	Load shifting, Traffic incidents	4A		   2M   
19. Weather Conditions Monitor	Adverse weather impacts, Heat stress	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
				•
21. Departure	Roadworthiness of transport vehicle, Fatigue	ЗН		2M

#### **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 STAR 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.gld.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 Accolo4 Occupational Health and Safety Accolo4 Legis from VIC: <u>https://www.orfksafe.vic.gov.au/occupational-health-and-safety-act-and- gulatios</u> des of mactice VI o <u>sttps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>					
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/legist">https://www.safework.nsw.gov.au/legal-obligations/legist</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library">https://www.safework.nsw.gov.au/legal-obligations/legist</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 200 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance</u> <u>orkplate</u> <u>fety-la</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance</u> <u>orkplate</u> <u>fety-la</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance</u> <u>orkplate</u> <u>fety-la</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance</u> <u>orkplate</u> <u>fety-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         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>More relationand safety consultation, cooperation and coordination</li> <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 REVIE	EWED
SIGNATURE	DATE COMP	LETED