

Transport of Trackable Liquid Waste | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Transport of Trackable Liquid Waste

| | | |
|-------------------------------------|----------------|--------|
| 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 PROJECT MANAGER 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, to conduct and 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 Provide a detailed description of the specific work being carried out (otherwise known as scope of works). |
| Project Name: | |
| Project Address: | |
| Project Manager: | |
| Contact Phone: | |
| Project Manager Signature: | |
| Date SWMS supplied to Project Manager: | |

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

| | |
|---|---|
| <input type="checkbox"/> involves a risk of a person falling more than 2 meters. | <input type="checkbox"/> is carried out on or near pressurised gas mains or piping. |
| <input type="checkbox"/> is carried out on a telecommunication tower. | <input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines. |
| <input type="checkbox"/> involves demolition of an element of a structure that is load-bearing. | <input type="checkbox"/> is carried out on or near energised electrical installations or services. |
| <input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure. | <input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere. |
| <input type="checkbox"/> involves, or is likely to involve, disturbing asbestos. | <input type="checkbox"/> involves tilt-up or precast concrete. |
| <input type="checkbox"/> involves structural alteration or repair that requires temporary supports to prevent collapse. | <input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor. |
| <input type="checkbox"/> is carried out in or near a confined space. | <input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant. |
| <input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives. | <input type="checkbox"/> is carried out in areas with artificial extremes of temperature. |
| <input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning. | <input type="checkbox"/> involves diving work. |

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

| | | | | | | | |
|---------------------------------------|---------------------------------------|---|------------------------------------|---|--|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Forklift | <input type="checkbox"/> Crane/s | <input type="checkbox"/> Hoist/s | <input type="checkbox"/> Excavator | <input type="checkbox"/> Backhoe/Loader | <input type="checkbox"/> Boom Lift | <input type="checkbox"/> EWP | <input type="checkbox"/> Genie Lift |
| <input type="checkbox"/> Trencher | <input type="checkbox"/> Drilling Rig | <input type="checkbox"/> Trucks | <input type="checkbox"/> Formwork | <input type="checkbox"/> Bobcat | <input type="checkbox"/> Flammable Gas | <input type="checkbox"/> Fuel | <input type="checkbox"/> Dozer |
| <input type="checkbox"/> High Voltage | <input type="checkbox"/> Mulcher | <input type="checkbox"/> Tilt-up Panels | <input type="checkbox"/> Roller | <input type="checkbox"/> Scissor Lift | <input type="checkbox"/> Tractor | <input type="checkbox"/> Other - | |

| 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 | | | Elimination Remove the hazard. | | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCEED | Substitution Replace the hazard. | | |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review before work starts. | Isolation Isolate People from the hazard | | |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 2M MODERATE | Ensure control measures in place. | Engineering Isolate the hazard. | | |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | 1L LOW | Monitor and keep records | Administrative Change the work. | | |
| | | | | | | | | PPE | | |

Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

| PERSONAL PROTECTIVE EQUIPMENT (PPE) | | | | | | | | | | | |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| FOOT PROTECTION | HAND PROTECTION | HEAD PROTECTION | HEARING PROTECTION | EYE/FACE PROTECTION | RESPIRATORY PROTECTION | FACE PROTECTION | HIGH-VIS CLOTHING | PROTECTIVE CLOTHING | FALL PROTECTION | SUN PROTECTION | HAIR/JEWELLERY SECURED |
| | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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 | Incorrect handling, Vehicle malfunction | 3H | <ul style="list-style-type: none"> - Conduct thorough pre-start checks on the vehicle to ensure all mechanical parts, including brakes, lights, steering, and hydraulics, are functioning correctly. - Verify that all necessary personal protective equipment (PPE) such as gloves, safety glasses, high-visibility clothing, and steel-toed boots are available and fit for use. - Provide comprehensive training for workers on correct manual handling techniques to minimise the risk of injury when loading or unloading containers of liquid waste. - Establish clear procedures for assessing each container's integrity, ensuring they are free from leaks, corrosion, or damage before transport. - Implement a safe lifting protocol using equipment like forklifts or hoists to handle heavy or awkward containers, reducing manual lifting where possible. - Securely fasten the load using appropriate restraining devices such as straps or chains to prevent movement during transportation. - Ensure that all workers involved in the handling and transportation of trackable liquid waste have completed appropriate hazardous substances training. - Prepare an emergency response plan that includes immediate steps to take in case of a vehicle malfunction or spillage during transport or handling. - Maintain up-to-date Material Safety Data Sheets (MSDS) on hand for all types of trackable liquid waste being handled and transported. - Install secondary containment systems, like bunding or spill pallets, to catch any leaks or spills during the loading process. - Regularly maintain and check any equipment used in the handling and transport for wear and tear to prevent unexpected failures. - Dedicate a specific area for the loading of trackable liquid waste that is away from general traffic and well-ventilated. - Clearly mark all containers with their contents and hazard classifications to ensure proper handling by all personnel. - Ensure communication devices are available and functional so workers can immediately report incidents or seek assistance if required. | 1L | |
| 2. Loading IBCs | Falling objects, Slips and trips | 3H | <ul style="list-style-type: none"> - Ensure the loading area is designated and clearly marked to restrict access to authorised personnel only, minimising possible exposure to falling objects. - Conduct pre-loading checks to verify that all IBCs are in good condition, without damage or defects that may compromise their structural integrity during handling. - Utilise mechanical lifting aids, such as forklifts, wherever possible to reduce manual handling risks and prevent potential injuries from falling objects. | 2M | |

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| | | | <ul style="list-style-type: none"> - Train all staff involved in loading operations on proper lifting techniques and the use of mechanical aids to ensure they are competent in safely managing the loading process. - Implement a strict policy where workers must wear appropriate personal protective equipment (PPE), including hard hats, safety boots with slip-resistant soles, and high-visibility vests. - Maintain a clean, orderly, and well-lit loading area to reduce the likelihood of slips and trips, ensuring prompt cleanup of any spills or debris. - Stagger the placement of IBCs within the loading area to provide ample space for workers to move around safely, helping to prevent accidents. - Place anti-slip mats or apply non-slip coatings to areas prone to wetness or slip hazards, particularly in locations where liquids might be spilled during the loading process. - Install guardrails or barriers at elevated levels to protect workers from falls when loading IBCs onto higher platforms or transport vehicles. - Establish clear communication protocols, including hand signals or two-way radios for coordinating movements between forklift operators and ground personnel. - Perform regular maintenance and inspections of the loading area, machinery, and equipment to identify potential hazard points and mitigate them before starting work operations. - Develop an emergency response plan tailored to the hazards associated with loading trackable liquid waste, ensuring quick and effective action can be taken if an incident occurs. - Schedule periodic safety audits and encourage a culture of continuous improvement by actively seeking feedback from employees regarding potential enhancements to the existing safety controls. | | |
| 3. Securing Load | Unsecured load, Incorrect use of restraining devices | 4A | <ul style="list-style-type: none"> - Ensure all staff receive current training in load restraint techniques, including selection and correct use of restraining devices according to the National Transport Commission (NTC) Load Restraint Guide. - Develop a load restraint system based on the weight, size, and nature of the liquid waste containers, ensuring it complies with Australian Standards for load restraining. - Carry out a risk assessment before transporting any trackable liquid waste to identify potential hazards related to unsecured loads. - Use appropriate restraining devices, such as ratchet straps, chains, webbing, or shoring bars, that are rated for the load's weight and have been regularly inspected for wear and damage. - Apply edge protectors to prevent damage to restraining devices from sharp edges of containers and ensure the force is distributed evenly. | 2M | |

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| | | | <ul style="list-style-type: none"> - Place anti-slip mats under containers to enhance friction between the container and the vehicle platform, providing additional stability during transportation. - Check the vehicle's Load Restraint System (LRS) to ensure it meets the capacity required for the weight and type of trackable liquid waste being transported. - Conduct pre-trip inspections to verify that load restraining devices are correctly installed and tensioned, and rectify any inconsistencies immediately. - Establish a clear protocol for drivers to follow should they encounter issues with the load during transit, including immediate reporting and methods for addressing potential hazards safely. - Monitor weather conditions and adjust securing methods accordingly, accounting for dynamic forces like wind that can affect the stability of the load. - Implement a verification checklist that must be completed by both the driver and an additional qualified person to confirm that load securing measures adhere to safety standards before departure. - Promote a safety culture where drivers are encouraged to stop and check the load at regular intervals during transit and report any safety concerns without fear of reprisal. | | |
| 4. Transport Planning | Route hazards, Lack of emergency plans | 2M | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> | 1L | |

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| | | | [REDACTED] | | |
| 5. Driving to Destination | Traffic accidents, Fatigue | 3H | [REDACTED] | 2M | |

SAMPLE

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| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| 6. Unloading IBCs | Falling objects, Exposure to hazardous substances | 3H | [REDACTED] | 1L | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |

SAMPLE

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| 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 |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| 8. Documentation Handling | Inaccurate record-keeping, Non-compliance with legislation | 2M | [REDACTED] | 1L | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |

SAMPLE

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| 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 |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| 9. Emergency Procedures | Lack of awareness, Inadequate response equipment | 3H | [REDACTED] | 1L | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |

SAMPLE

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| 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 |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |

SAMPLE

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| 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 |
| | | | [REDACTED] | | |
| 13. Health Monitoring | Exposure to hazardous chemicals, Overlook of health symptoms | 3H | [REDACTED] | 1L | |

SAMPLE

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| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| 14. Decontamination | Inadequate decontamination procedures, Cross contamination | 4A | [REDACTED] | 2M | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |

SAMPLE

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|----------------------|-----------------------------|--------------|--|---------------|--------------------|
| 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 |
| | | | [REDACTED] | | |
| 15. Final Inspection | Missed defects, Overloading | 3H | [REDACTED] | 2M | |

SAMPLE

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| | | | [REDACTED] | | |
| 16. Reporting Incidents | Delayed reporting, Inaccurate incident details | 2M | [REDACTED] | 1L | |

SAMPLE

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| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| 17. Waste Disposal | Improper disposal methods, Legal non-compliance | 4A | [REDACTED] | 2M | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |

SAMPLE

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| 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 |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| 18. Traffic Management | Unsafe road conditions, Poorly managed site traffic | 3H | [REDACTED] | 2M | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |

SAMPLE

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| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| 19. Environmental Protection | Spillage during transport, Adverse weather impacts | 3H | [REDACTED] | 1L | |
| | | | [REDACTED] | | |

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| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |

SAMPLE

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>

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>

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>

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>

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/workplaces-and-laws>
 Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-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>

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>

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

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.

Obligations on Transporter of Waste

Protection of the Environment Operations (Waste) Regulation 2014 (NSW), [Part 4/Division 3]

- (1) A transporter of waste must—
- (a) before transporting the waste—
 - (i) certify that any part of the waste transport certificate for the waste that is required to be completed by the transporter has been completed accurately, and
 - (ii) ensure that there is a consignment authorisation that authorises the transportation of the waste, and
 - (b) ensure that the waste transport certificate for the waste is carried in any vehicle used by the transporter to transport the waste.
- (2) A transporter of waste must not remove the waste, or cause the waste to be removed, from any vehicle used to transport the waste unless—
- (a) in the case of waste removed at a waste facility—
 - (i) the receiver at the facility has been given the waste transport certificate in respect of the waste and has consented to the waste being removed at the facility, or
 - (ii) there is no waste transport certificate in respect of the waste but the receiver at the facility has consented to the waste being removed at the facility and the facility can lawfully store the waste, or
 - (b) in any case—the waste is being directly transferred to another vehicle, the transfer is recorded on the waste transport certificate and if the transporter using the other vehicle is another transporter, the waste transport certificate is given to the other transporter.
- (3) However, the transporter must remove the waste, or cause the waste to be removed, from the vehicle in accordance with any direction of an authorised officer.
- (4) A transporter of waste that has been rejected under Division 4 by a receiver of the waste must ensure that—
- (a) the waste transport certificate for the waste, endorsed by the receiver with the information that the receiver has rejected the waste, is carried in any vehicle used by the transporter to transport the waste, and
 - (b) the waste is transported to the waste facility identified under clause 47(2) by the receiver.
- Note—
- Clause 47(3) provides that a consignment authorisation, or waste transport certificate, for waste that has been rejected by a receiver of waste is taken to authorise the transportation of the waste to a waste facility that can lawfully accept the waste.
- (5) A transporter of waste has a defence in any proceedings for an offence against sub-clause (4)(b) if the transporter establishes that the transporter—
- (a) was not informed, in accordance with clause 47(2), of another waste facility to which the waste could be transported, and
 - (b) ensured that the waste was delivered to a waste facility that could lawfully accept the waste, and
 - (c) notified the EPA in writing, within 3 working days after the waste was transported from the facility at which it was rejected, of the waste facility to which the waste was delivered.
- (6) A transporter of waste must comply with any condition of a consignment authorisation for the transportation of the waste.
- Maximum penalty—200 penalty units in the case of a corporation, 100 penalty units in the case of an individual.

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 needed. 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 | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | <input type="checkbox"/> 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. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Names and signatures of all relevant personnel consulted during the development of the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Name, signature, position and date signed of the person approving the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Specific personnel and qualifications, experience is noted in the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Provides a step-by-step process of tasks required to carry out the activity or task. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Adequate risk assessment of any identified hazards has been completed. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Foreseeable hazards are identified and documented for each step. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Any hazards listed in any site risk assessments have been added to the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| SWMS initial risk (IR) column as well as residual risk (RR) columns completed. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Check control measures added to the SWMS are the most effective solutions. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Responsible person is assigned and listed on the SWMS for the implementation of control measures. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc. | <input type="checkbox"/> | <input type="checkbox"/> | |
| SWMS identifies plant and equipment to be used. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Details of inspection checks required for any equipment listed are noted on the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Describes any mandatory qualifications, experience, training, skills required to perform the work. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Applicable personal protective equipment is selected on the SWMS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Lists any required permits or licenses. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Reflects and documents any legislative references and/or Australian Standards. | <input type="checkbox"/> | <input type="checkbox"/> | |
| Identifies any hazardous substances used with specific control measures in line with any SDS. | <input type="checkbox"/> | <input type="checkbox"/> | |
| REVIEWED BY | | DATE REVIEWED | |
| SIGNATURE | | DATE COMPLETED | |