

## Use Of Hand-Held Tilling Equipment | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Use Of Hand-Held Tilling Equipment

|                   |        |        |
|-------------------|--------|--------|
| Business Name:    | ABN:   | SWMS#  |
| Business Address: |        |        |
| Contact Person:   | Phone: | Email: |

### THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

|                                                                                                                                                           |        |        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------|
| Full Name:                                                                                                                                                |        |        |
| Signature:                                                                                                                                                | Title: | Date:  |
| Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS. |        |        |
| Full Name:                                                                                                                                                | Title: | Phone: |

### ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then to communicate those hazards and then to further take steps to either eliminate or control each hazard.

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.

### NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

## CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:

Project Name:

Project Address:

Project Manager:

Contact Phone:

Date SWMS supplied to Project Manager:

## SCOPE OF WORKS

## ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

☐ involves a risk of a person falling more than 2 meters

☐ is carried out on or near pressurised gas mains or piping

☐ is carried out on a telecommunication tower

☐ is carried out on or near chemical, fuel or refrigerant lines

☐ involves demolition of an element of a structure that is load-bearing

☐ is carried out on or near energised electrical installations or services

☐ involves demolition of an element related to the physical integrity of a structure

☐ is carried out in an area that may have a contaminated or flammable atmosphere

☐ involves, or is likely to involve, disturbing asbestos

☐ involves tilt-up or precast concrete

☐ involves structural alteration or repair that requires temporary support to prevent collapse

☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor

☐ is carried out in or near a confined space

☐ is carried out in an area of a workplace where there is any movement of powered mobile plant

☐ is carried out in/near a shaft or trench deeper than 2m or tunnel involving use of explosives

☐ is carried out in areas with artificial extremes of temperature.

☐ is carried out in or near water or other liquid that involves a risk of drowning.

☐ involves diving work.

## ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

## RISK MATRIX

| LIKELIHOOD                                                                                                                                                                                                                                                                                                                                                                                                            | INSIGNIFICANT | MINOR         | MODERATE      | MAJOR      | CATASTROPHIC | SCORE          | ACTION                            | HEIRARCHY OF CONTROLS                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|---------------|---------------|------------|--------------|----------------|-----------------------------------|----------------------------------------------------|
| ALMOST CERTAIN                                                                                                                                                                                                                                                                                                                                                                                                        | 3<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE    | 4<br>ACUTE | 4<br>ACUTE   |                |                                   | <b>Elimination</b><br>Remove the hazard.           |
| LIKELY                                                                                                                                                                                                                                                                                                                                                                                                                | 2<br>MODERATE | 3<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.         |
| POSSIBLE                                                                                                                                                                                                                                                                                                                                                                                                              | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Review before work starts.        | <b>Isolation</b><br>Isolate People from the hazard |
| UNLIKELY                                                                                                                                                                                                                                                                                                                                                                                                              | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard.          |
| RARE                                                                                                                                                                                                                                                                                                                                                                                                                  | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 3<br>HIGH    | 1L<br>LOW      | Monitor and keep records          | <b>Administrative</b><br>Change the work.          |
| <b>Notes on Hierarchy of Controls:</b> 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. |               |               |               |            |              |                |                                   | <b>PPE</b>                                         |

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

| FOOT PROTECTION                                                                    | HAND PROTECTION                                                                    | HEAD PROTECTION                                                                    | HEARING PROTECTION                                                                 | EYE 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"/>                                                             |

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      | Tripping hazards, Incorrect manual handling techniques     | 3H           | <ul style="list-style-type: none"> <li>- Conduct a site inspection to identify and remove any tripping hazards such as loose debris, stones, and uneven surfaces before starting work.</li> <li>- Clearly mark and keep pathways and work areas free from obstacles to minimize the risk of trips.</li> <li>- Use proper signage or barriers to alert workers of potential trip hazards that cannot be immediately removed.</li> <li>- Train employees on correct manual handling techniques, including safe lifting methods, to prevent strain or injury when moving equipment.</li> <li>- Provide access to assistive lifting devices like trolleys or powered equipment to help with transporting heavy gear.</li> <li>- Ensure all workers wear appropriate footwear with good grip to reduce slip and trip risks.</li> <li>- Maintain a well-organized storage area for tools and equipment to prevent clutter-related hazards in the workspace.</li> <li>- Encourage regular housekeeping practices to keep the work environment tidy and safe.</li> <li>- Assign a designated person to supervise power tool usage and ensure adherence to safety protocols.</li> <li>- Enforce a policy requiring workers to report hazards or unsafe conditions immediately to supervisors for prompt correction.</li> <li>- Schedule regular safety briefings to reinforce awareness of potential hazards and effective control measures.</li> <li>- Develop emergency procedures in case of accidents involving trips or manual handling injuries and ensure all staff are familiar with these protocols.</li> </ul> | 2M            |
| 2. Pre-Operation    | Inadequate training, Lack of personal protective equipment | 3H           | <ul style="list-style-type: none"> <li>- Develop and implement a comprehensive training program for all operators of hand-held tilling equipment, covering equipment operation, safety protocols, and emergency procedures.</li> <li>- Ensure that only personnel who have completed the mandatory training and assessment are allowed to operate the equipment, maintaining a register of qualified operators.</li> <li>- Conduct regular refresher training sessions to update operators on any new safety regulations or equipment updates.</li> <li>- Provide clear, accessible operating manuals and safety instructions in a language understood by all operators.</li> <li>- Ensure the availability of the necessary personal protective equipment (PPE) for all tasks involving hand-held tilling equipment.</li> <li>- Conduct daily checks to verify that all operators are wearing appropriate PPE such as gloves, safety glasses, ear protection, and sturdy footwear before commencing work.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 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 |
|                     |                                                |              | <ul style="list-style-type: none"> <li>- Display visible safety signage around the work area to remind operators of PPE requirements and operational hazards.</li> <li>- Issue PPE in various sizes to ensure proper fit for all workers, conducting fittings if necessary.</li> <li>- Regularly inspect and maintain PPE to ensure it remains effective and replace any damaged equipment immediately.</li> <li>- Implement a pre-operation checklist for equipment inspection, ensuring working conditions and safety features meet established standards.</li> <li>- Assign supervisors to conduct random spot checks and ensure compliance with safety procedures and PPE usage.</li> <li>- Develop an incident reporting procedure for quick feedback and corrective action in case of any safety lapses.</li> <li>- Encourage a culture of safety where workers feel responsible for their well-being as well as that of their colleagues, promoting open discussion about safety concerns.</li> <li>- Set up a system for monitoring weather and environmental conditions, halting operations during adverse conditions that could increase risks, like wet or icy terrains.</li> </ul>                                                                                                                                                                                              |               |
| 3. Operation        | Flying debris, Noise exposure                  | 3H           | <ul style="list-style-type: none"> <li>- Conduct a pre-operational check to ensure the equipment is in good working order and all safety guards are in place.</li> <li>- Provide and enforce the use of personal protective equipment (PPE) such as safety glasses or face shields to protect against flying debris.</li> <li>- Wear hearing protection devices, like earplugs or earmuffs, to safeguard against noise exposure.</li> <li>- Establish an exclusion zone around the operation area to keep unauthorised personnel at a safe distance from flying debris.</li> <li>- Inspect the work area for any objects or obstacles that could be hit by the tilling equipment and remove them prior to starting.</li> <li>- Operate the equipment at recommended speeds to minimise the risk of generating uncontrolled debris.</li> <li>- Train workers on proper handling techniques to maintain control over the equipment and prevent accidents.</li> <li>- Schedule breaks during prolonged operations to minimise fatigue-related incidents and potential hearing damage.</li> <li>- Implement regular maintenance checks to ensure the equipment remains in optimal condition and adheres to manufacturer guidelines.</li> <li>- Ensure emergency stops and shut-off mechanisms are readily accessible and workers are familiar with their use in case of an incident.</li> </ul> | 2M            |
| 4. Post-Operation   | Improper shutdown, Incorrect equipment storage | 2M           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | 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 |
|                     |                                    |              |                                                                        |               |
| 6. Fuel Handling    | Chemical burns, Fire and explosion | 3H           |                                                                        | 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. Unclogging Tines  | Caught-in hazards, Sharp-object injuries  | 4A           | <div>SAMPLE</div> <div>[Redacted Content]</div>                        | 3H            |
| 8. Blade Replacement | Sharp-object injuries, Incorrect tool use | 4A           | <div>[Redacted Content]</div>                                          | 3H            |





**SAMPLE**

cs, Improper  
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 |
|                                  |                                                                   |              |                                                                        |               |
| 14. Waste Disposal               | Exposure to dangerous substances, Misidentification of waste      | 2M           |                                                                        | 1L            |
| 15. Review and Update Procedures | Outdated procedures overlooked, Failing to implement improvements | 2M           |                                                                        | 1L            |



increased  
changes

3H

SAMPLE



| 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. PPE checks      | Incomplete PPE, Ill-fitting PPE | 2M           |                                                                        | 1L            |
|                     |                                 |              |                                                                        |               |
|                     |                                 |              |                                                                        |               |



## 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 REFERENCE IN 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/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 2012

Legislation NT: <https://www.worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://www.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>

### 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

### South Australia

Work Health and Safety Act 2012 (SA)

Work Health and Safety Regulations 2012 (SA)

Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>

Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

### Tasmania

Work Health and Safety Act 2012

Work Health and Safety (Transitional and Consequential Provisions) Act 2012

Work Health and Safety Regulations 2012

Work Health and Safety (Transitional) Regulations 2012

Legislation for TAS: <https://www.worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>

Codes of Practice for TAS: <https://www.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.

## 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 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 revised. The review must be carried out in consultation with workers (including contractors and sub-contractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

**The SWMS must be monitored regularly** for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

| REVIEW NUMBER | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---------------|---|---|---|---|---|---|---|
| NAME          |   |   |   |   |   |   |   |
| INITIALS      |   |   |   |   |   |   |   |
| DATE          |   |   |   |   |   |   |   |

## SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

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