

Vacuum Lifter | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Vacuum Lifter

| | | | |
|-------------------------------------|----------------|------------|-------|
| 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 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 | **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:

- persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
- 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,
- 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 | Improper equipment, Uneven terrain | 2M | <ul style="list-style-type: none"> - Proper equipment selection: Ensure the vacuum lifter is appropriate for the task, considering weight and size limitations, as well as compatibility with the materials being handled. - Pre-operation inspections: Thoroughly inspect the vacuum lifter before use to ensure its functionality and identify any signs of wear, defects, or damage. - Equipment maintenance: Regularly service and maintain the vacuum lifter following the manufacturer's guidelines to ensure it operates safely and effectively. - Training and certification: All personnel operating a vacuum lifter must have received the appropriate training, certifications, and instructions required to operate the equipment safely. - Site assessment: Conduct a thorough assessment of the workplace terrain to determine potential risks and hazards such as uneven surfaces, slopes, or obstructions. - Ground preparation: Address and rectify any uneven surfaces in the working environment prior to using the vacuum lifter by leveling, filling, and/or securing the ground as appropriate. - Path planning: Plan a safe work path for the vacuum lifter, making sure that any uneven terrain or obstacles are avoided where possible. - Clear communication: Establish clear lines of communication between the operator and any supporting personnel, ensuring everyone understands their roles and responsibilities during the lifting process. - Spotters and safety observers: Utilise spotters and safety observers while operating the vacuum lifter, to keep constant communication and provide guidance if necessary. - Use of personal protective equipment (PPE): Ensure all workers involved in the operation wear proper PPE, including gloves, hard hats, safety footwear, and high visibility clothing. - WorkSafe guidelines adherence: Follow all applicable regulations and guidelines provided by WorkSafe Australia to ensure maximum safety throughout the lift process. - Emergency procedures: Establish emergency procedures specific to vacuum lifting operations, including equipment malfunctions, accidents, and injuries, ensuring all staff members working with the vacuum lifter are familiar with these plans. - Housekeeping: Keep the work area tidy and free of trip hazards, such as loose materials or cords, to minimise the risk of slips, trips, and falls on uneven terrain. | 1L | |
| 2. Inspection | Inadequate PPE, Equipment damage | 3H | <ul style="list-style-type: none"> - Ensure that all workers receive sufficient training on the proper use, inspection, and maintenance of vacuum lifters before operating any equipment. | 1L | |

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| | | | <ul style="list-style-type: none"> - Develop a detailed pre-inspection checklist for the vacuum lifter to ensure that the equipment is in good condition and fit for purpose prior to each use. - Implement a rigorous maintenance schedule for the vacuum lifter so that any worn-out parts or components can be timely replaced or repaired. - Require the use of appropriate personal protective equipment (PPE) for all individuals involved in the operation of the vacuum lifter, such as safety gloves, steel-toed boots, hard hats, high-visibility vests, and safety goggles. - Conduct regular tool box meetings with workers to discuss potential risks associated with working around vacuum lifters, and educate them on how to mitigate these risks. - Clearly mark and designate work zones for the operation of the vacuum lifter, ensuring there is adequate space to safely maneuver the equipment without causing damage to nearby structures or objects. - Continuously assess the work area for any changes in conditions or hazards; update the Safe Work Method Statement (SWMS) accordingly to ensure that all necessary control measures are being followed. - Provide a well-stocked first aid kit near the work site, and ensure that all staff have been adequately trained in first aid response procedures and emergency protocols. - Establish a clear communication protocol between the equipment operator and other on-site personnel to maintain situational awareness and prevent accidents due to miscommunication. - Review and evaluate incidents involving the vacuum lifter in order to identify the root cause of any accidents or near misses, and implement corrective actions to minimise the risk of future occurrences. | | |
| 3. Operation training | Inadequate skillset, Improper lifting techniques | 2M | <ul style="list-style-type: none"> - Conduct pre-operational safety training for all workers involved in the operation of the vacuum lifter, emphasising the importance of proper lifting techniques and handling procedures. - Ensure that only trained and competent personnel are permitted to operate the vacuum lifter, and maintain records of individual training sessions and certifications. - Implement ongoing training, refresher courses, and skills assessments to ensure workers maintain a high level of competence in operating the vacuum lifter. - Provide clear and comprehensive instruction manuals for the vacuum lifter, ensuring they are accessible and easy-to-understand for all workers. - Encourage open communication between workers and supervisors, allowing for any concerns or questions relating to safe operation of the vacuum lifter to be addressed promptly and efficiently. - Conduct regular toolbox talks and safety briefings to keep workers up-to-date with the latest safety practices and specific risk factors associated with the operation of the vacuum lifter. | 1L | |

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| | | | <ul style="list-style-type: none"> - Encourage workers to perform stretching exercises and warm-ups prior to starting work with the vacuum lifter, to reduce the chances of injury due to poor lifting techniques. - Make sure that the work area is well-organised and free from obstructions or hazards that could lead to improper lifting techniques. - Frequently inspect and maintain the vacuum lifter equipment, ensuring that all components are functioning correctly and any issues are immediately reported to a supervisor for timely resolution. - Consider implementing the use of a buddy system to provide peer support during training and operation of the vacuum lifter, which could further reduce the chances of improper lifting techniques. - Monitor worker performance regularly, offering constructive feedback and advice on how to improve their lifting techniques as well as acknowledging their successes in safely operating the vacuum lifter. | | |
| 4. Pre-operation checks | Electrical hazards, Loose connections | 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> <p>[REDACTED]</p> <p>[REDACTED]</p> | 1L | |

SAMPLE

| 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 |
| | | | [REDACTED] | | |
| 5. Lifting materials | Excessive load, Poor visibility | 3H | [REDACTED] | 2M | |

SAMPLE

| 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 |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| 6. Positioning vacuum lifter | Crushing hazard, Falling objects | 3H | [REDACTED] | 1L | |
| | | | [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] | | |
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| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |

SAMPLE

| 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 |
| | | | [REDACTED] | | |
| 8. Performing lift | Falling objects, Unstable load | 2H | [REDACTED] | 1L | |
| 9. Transporting load | Collisions, Uncontrolled movement | 2M | [REDACTED] | 1L | |

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

SAMPLE

| 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 |
| 10. Lowering and releasing load | Crushing hazard, Unbalanced load | | [REDACTED] | 2M | |

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 |
| 11. Disconnecting power | Unintentional activation, Electrical hazards | 2M | [REDACTED] | 1L | |
| 12. Storing equipment | Incorrect storage, Damage to equipment | 2M | [REDACTED] | 1L | |

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] | | |

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

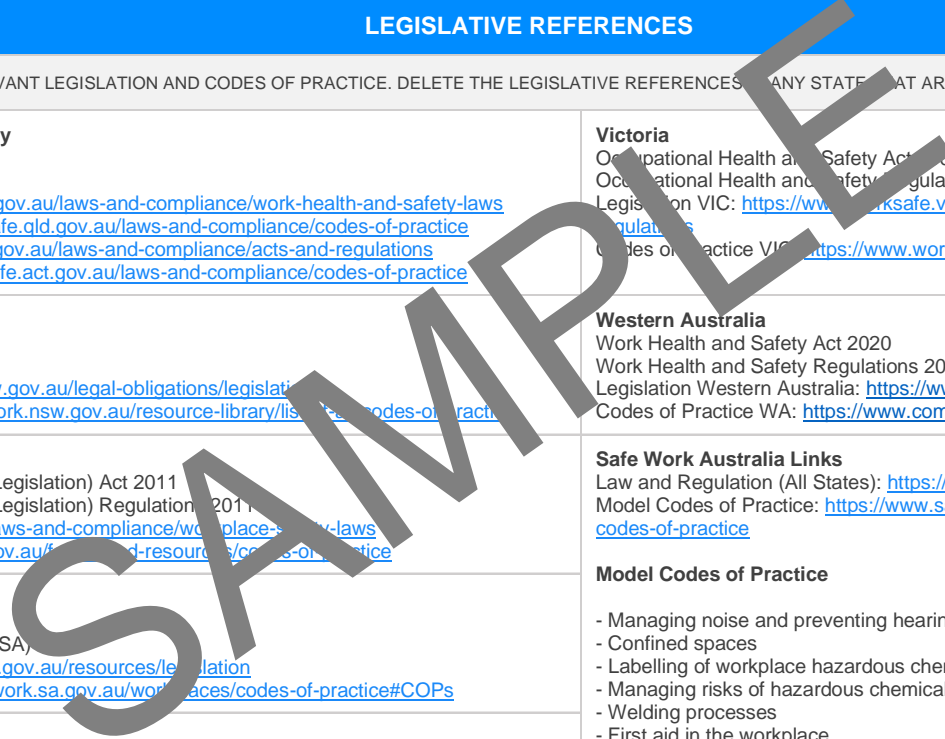
- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing 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.



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 | |