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| **AIR CONDITIONER MAINTENANCE | SAFE WORK METHOD STATEMENT (SWMS)** | | | |
| **TASK OR ACTIVITY: AIR CONDITIONER MAINTENANCE** | | | |
| 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: Double click to add name. (Note: Double click all grey fields to electronically edit). | | | |
| Signature: | | Title: Double click to add title. | Date: 6 August 2021 |
| 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: Double click to add name. | | Title: Double click to add title. | Phone: Double click 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 | | |
| Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard. | NAME | SIGNATURE | DATE |
| Double click to add name. |  | 6 August 2021 |
| 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. | Double click to add name. |  | 6 August 2021 |
| Double click to add name. |  | 6 August 2021 |
| 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. | Double click to add name. |  | 6 August 2021 |
| Double click to add name. |  | 6 August 2021 |
| 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. | Double click to add name. |  | 6 August 2021 |
| Double click to add name. |  | 6 August 2021 |

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| **CLIENT OR PRINCIPAL CONTRACTOR DETAILS** | | | | | | | | |
| Client: Double click to add client or Principal Contractor. | | | | | SCOPE OF WORKS | | | |
| Project Name: Double click to add project name. | | | | | Provide a detailed description of the specific work being carried out (otherwise known as a scope of works). | | | |
| Project Address: Double click to add project address. | | | | |
| Project Manager: Double click to add project manager. | | | | |
| Contact Phone: Double click to add contact phone. | | | | |
| Project Manager Signature: | | | | |
| Date SWMS supplied to Project Manager: 6 August 2021 | | | | |
| **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 1.5m 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** | | | | | | | | |
| Forklift | Crane/s | Hoist/s | Excavator | Backhoe/Loader | | Boom Lift | EWP | Genie Lift |
| Trencher | Drilling Rig | Trucks | Formwork | Bobcat | | Flammable Gas | Fuel | Dozer |
| High Voltage | Mulcher | Tilt-up Panels | Roller | Scissor Lift | | Tractor | Other - Double click here to enter details. | |

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| **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 | | ­ | | | | |
| LIKELY | | 2  MODERATE | | 3  HIGH | | 3  HIGH | | 4  ACUTE | 4  ACUTE | | 4A  ACUTE | DO NOT PROCEED | |
| POSSIBLE | | 1  LOW | | 2  MODERATE | | 3  HIGH | | 4  ACUTE | 4  ACUTE | | 3H  HIGH | Review before work starts. | |
| UNLIKELY | | 1  LOW | | 1  LOW | | 2  MODERATE | | 3  HIGH | 4  ACUTE | | 2M  MODERATE | Ensure control measures in place. | |
| RARE | | 1  LOW | | 1  LOW | | 2  MODERATE | | 3  HIGH | 3  HIGH | | 1L  LOW | Monitor and keep records. | |
| **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 PROTECTION | | | RESPIRATORY PROTECTION | FACE PROTECTION | | HIGH-VIS CLOTHING | | PROTECTIVE CLOTHING | FALL PROTECTION | SUN PROTECTION | HAIR/JEWELLERY SECURED |
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| 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** |
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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 |
| 1. Planning and Preparation | A lack of planning, consultation with workers and stakeholder input may lead to injury, property damage and/or environmental impact. | Double Click - Enter Risk | Establish the following on-site policies, procedures and systems in consultation with the Principal Contractor while being sure to establish:  - Health and Safety guidelines and site rules  - Emergency plans and evacuation procedures  - Worker inductions  - Toolbox talks (safety meetings)  - Establish supervision of site and workers  - Check all workers qualifications, permits and competencies  - Ensure all workers are medically sound  - Ensure any communication equipment is functioning correctly  - Hazard reporting procedures in place  - Incident reporting procedures in place  - Traffic Management Plans implemented where required  - Exclusion zones  - Site plans in place  - All Safe Work Method Statements, Risk Assessments and/or JSA’s completed  - Electrical NO GO ZONES identified, discussed and documented  - Underground Services – Gas, water, sewerage, electrical etc identified | Double Click Enter Risk | Double click to add name of responsible person. |
| 2. Assessment of site conditions | A lack of a thorough assessment of the on-site conditions may lead to injury, property damage and/or environmental impact. | Double Click Enter Risk | Thoroughly assess the work site/area conditions and make sure that:  - There is adequate phone reception. Ensure emergency communication is possible  - Risk assessment of site or work area conducted  - Suitable access and adequate space to conduct the work safely  - Site specific induction conducted (first aid, emergency and evacuation etc)  - Consult with all stakeholders on potential hazards and risks etc  - Identify and consult with Health and Safety Representatives  - Consultation with all relevant workers and personnel for SWMS details  - If working at night, ensure there is adequate lighting  - Site amenities established  - Identify all mobile and high-risk plant and machinery  - Check that surface levels are suitable for the work being carried out  - Hot or cold conditions – ensure the environment temperature is assessed | Double Click Enter Risk | Double click to add name of responsible person. |
| 3. Training and worker qualifications | A lack of personnel competency may lead to injury, property damage and/or environmental impact. | Double Click Enter Risk | Make sure all workers have the appropriate qualifications required before starting work. If White Cards are required, retain copies of all cards, licenses and qualifications of personnel. All personnel must:  - Be trained and/or have received instructions on this SWMS including all safety and emergency procedures.  - Be qualified, knowledgeable and competent in all delegated tasks/responsibilities  - Be fully aware and understand the scope of work | Double Click Enter Risk | Double click to add name of responsible person. |
| 4. Work area setup | Electricity  Underground services  Slips, trips and falls  Environmental impacts | Double Click Enter Risk | Work must not be conducted near powerlines. 3m above, either side and below power lines are NO GO ZONES.  Check that:  - There are no overhead power lines, including high or low voltage conductors  - There are no Single Wire Earth Return cables (SWER)  - There are no service cables, communication cables or electrical transformers  Identify and document the maximum range of equipment, including the proximity of any loads or machinery to any energy sources. Be sure to follow all regulatory guidelines in relation to working near electrical sources.  (Ensure the use of a spotter when working within 3-6.4m)  Never conduct work within 10m radius of a SWER transformer. For work within Minimum Clearance Zones, contact the power supplier. | Double Click Enter Risk | Double click to add name of responsible person. |
| Underground services | Double Click Enter Risk | Before conducting any excavations, contact Dial Before You Dig and contact the relevant department/s for plans and required documentation.  Make sure all underground services have been identified, and that all information is accurate and complete as to the location of the underground service/s. Be sure to use an authorised licensed contractor when testing areas for underground services.  Use caution when working within the vicinity of gas mains. Be sure to tag all services with high visibility equipment for all personnel to avoid potential incidents when coming within the vicinity of exposed underground services. | Double Click Enter Risk | Double click to add name of responsible person. |
| Environmental | Double Click Enter Risk | When working outdoors ensure that all personnel:  - Are dressed with protective clothing, preferably long-sleeved shirts.  - Wear a wide brim hat where possible.  - Use SPF 30+ sunscreen.  - UV glasses that comply with Australian Standards.  - Are supplied with drinking water.  - Have access to shaded areas.  - Conduct work in the cooler areas depending on the time of day.  - Never conduct work in extreme weather.  - If working at night, ensure adequate lighting is provided.  - Are provided consistent breaks if working in hot weather.  - Are wearing adequate warm clothing and gloves if working in cold weather. | Double Click Enter Risk | Double click to add name of responsible person. |
| 5. Delivery of materials and equipment | Collision with vehicles or machinery | Double Click Enter Risk | Always keep watch for moving plant, equipment, machinery and vehicles. Be sure to also listen for any reversing alarms and beepers.  If possible, always work within the area of vision of a plant operator and avoid working in the blind spot of a machinery operator as much as is reasonably practicable.  Avoid standing between two moving vehicles, or the rear of a vehicle and a structure, such as a building.  Always follow designated pathways/walkways when there are deliveries to site or machinery operating within the vicinity, and be sure to maintain exclusion zone instructions when required. | Double Click Enter Risk | Double click to add name of responsible person. |
| 6. Temporary Traffic Control | Public safety  Collision with vehicles and machinery | Double Click Enter Risk | When conducting work in public areas, on main roads, neighbourhood kerbsides or where pedestrians are likely to pass by:  - Produce a Traffic Management Plan to manage vehicle or pedestrian traffic risks.  - Ensure all traffic controllers have the necessary qualifications and experience.  - Ensure that all traffic control processes meet ASNZS 1742.3-2009.  - Make sure all approvals and permits are attained from relevant government bodies.  - Ensure pedestrians are directed by clearly marked paths, free of risk to safety.  - Always wear high visibility clothing when working near traffic. | Double Click Enter Risk | Double click to add name of responsible person. |
| 7. Planning | Personal injury:   1. falls 2. electric shock 3. hit by moving vehicle 4. hazardous atmosphere | Double Click - Enter Risk | While assessing site, check for:   1. Anchor points (suitable work load and position) 2. Proximity to power lines 3. Type of roof (pitched, tile, sky lights etc.) 4. Condition of roof (fragile, brittle etc.) 5. Presence of hazardous materials such as asbestos, lead, silica etc.) 6. Load bearing capacity of support walls, ceiling, roof 7. Height of work area 8. Access for equipment and materials 9. Number of persons expected on roof/ceiling space 10. Power supply 11. Location of existing services (heating, water, pipes, electrical leads) 12. Traffic Management requirements   Develop a site and task specific SWMS to control risks. | Double Click Enter Risk | Double click to add name of responsible person. |
| 8. Preparation | Personal injury:   1. falls 2. manual handling 3. electric shock 4. laceration 5. hazardous atmosphere 6. bacteria (legionella) 7. fire/explosion | Double Click - Enter Risk | Make sure all suitable equipment are available for the job. For example:   1. Working at heights: 2. Make sure that scissor lift or step platforms are used. If ladders are the only option, ensure they are industrial, in good condition, are set-up correctly and secured both at the top and the bottom. 3. Where a roof pitch exceeds 35 degrees, never stand on the roof. Work from a cherry picker and use a scaffold or travel restraint system. 4. If using travel restraint or fall arrestors, ensure harness and clips are compatible, anchor points have been assessed by qualified persons, training undertaken and emergency plan is in place for rescue. 5. Manual handling: 6. Use hand trucks, cable trolleys to move materials (such as replacement units) 7. Use smaller sized cable drums 8. Power Tools: 9. Guards must be in place 10. Electrical leads should be in good condition and tested/tagged, RCDs must be in use 11. Proper for the job/used for purpose 12. Flame proof where required 13. Hazardous Materials: 14. If cutting/drilling into structures, determine the material type. Provide suitable personal protective equipment for short term works – example: 15. Non-Friable Asbestos: Protective clothing, P1 or P2 half face (can be either disposable or cartridge) 16. Silica: P1 or 2 half face with particle cartridge Refrigerant Gases: Correct for type of system Cylinders labelled – including weight, fill capacity, type and within test date Material safety data sheets available. Ensure correct PPE for type/quantity. Eg: Ammonia: More than 900kg – impervious protective clothing with Self Contained Breathing Apparatus (SCBA) – 25 mins effective life 17. Group B2: less than 225kg – at least 1fullface respirator with appropriate cartridge Group B2: more than 225: 2 f/face respirators Quantity of any type more than 900kg: SCBA   Make sure that:   1. Adequate Operating and Maintenance manual available for specific system 2. AC system has been designed by qualified persons and meets relevant standards for design and installation 3. If cooling towers present – evidence is obtained for previous testing/inspections – including: 4. Biocide dosing 5. Regular cleaning 6. Monthly heterotrophic counts 7. Water testing 8. Unacceptable results have been rectified 9. Where in-house gas alarms/detectors are in use, seek evidence of regular testing, calibration and correct placement for type of gas (e.g.: both sides of compressor and downwind of machinery towards vents, high or low based on gas density to air) 10. Communication systems in place   Note: In absence of adequate operating/maintenance manual, seek advice from suitably qualified persons to determine maintenance requirements, including:   1. Types of disinfectant required (for water systems) 2. Type of refrigerant gases 3. Pressure settings 4. Electrical settings 5. Flow/valves and fittings 6. How to isolate areas for repair works | Double Click Enter Risk | Double click to add name of responsible person. |
| 9. Pre-operational Inspection | Personal Injury:   1. falls 2. electric shock 3. hit by moving vehicle 4. hazardous atmosphere | Double Click - Enter Risk | Make sure that:   1. Traffic management is in place where required 2. Sufficient Lighting is present 3. Suitable weather conditions exist 4. Equipment is operational and in good condition 5. Materials are available as required 6. Electrical leads are not placed in areas where they will pose a tripping hazard or run over 7. Safety instructions for refrigerant gases is available 8. Cylinders are undamaged and caps present on valves 9. PPE are in suitable condition (including harnesses, respirators, hearing protection, coveralls etc.) 10. Gas detectors are calibrated, tested and functional | Double Click Enter Risk | Double click to add name of responsible person. |
| 10. Operation | Personal Injury:   1. falls 2. electric shock 3. entanglement 4. hit by moving vehicle 5. hazardous atmosphere 6. manual handling 7. slips, trips 8. laceration 9. explosion   Legislation breach:   1. Unlicensed operators | Double Click - Enter Risk | Make sure that:   1. Equipment room is clear of tripping hazards 2. Refrigerant pipes are insulated 3. Belts, pulleys, rotating shafts, fans are guarded 4. Electrical parts are covered 5. Pressure gauges can be read and compared to the maintenance manual for required settings   Isolate area for maintenance / repair.  If required:   1. De-energise and use lock-out/tag-out system   If repair works includes welding or other hot works:   1. Isolate section 2. Remove all refrigerant gases and purge with inert gas 3. Thoroughly ventilate (open the doors, windows and use mechanical ventilation if required) 4. Ensure fire protection equipment is accessible 5. Obtain Hot Work Permit   Follow task specific SMWS and maintenance manual.  Ensure work areas are cleared of off-cuts/ tripping hazards regularly.  Use only replacement parts as specified by manufacturer.  Use pipe cutters and cable strippers rather than hacksaws and knives.  Handling cylinders:   1. Ensure correct type 2. Secured (use trolleys/hand-trucks) 3. Do not drag, slide, roll or drop 4. Do not allow them to strike each other 5. Do not lift by valve 6. Do not suspend (unless manufacturer approved attachment points are provided) 7. Keep away from anything flammable and oxidisers   When filling refrigerant gases:   1. Only fill to manufacturer's recommendations 2. Fill into low pressure side of the system 3. Disconnect the service container as soon as filling is complete   When discharging refrigerant gases:   1. Weigh the container during transfer to ensure no overfill.   When working in ceiling spaces:   1. avoid entering ceiling space – work from solid platform. If required, to enter, ensure joists / purlons are capable of holding weight of person and equipment and tested for Load capacity 2. Don’t stand on fragile areas – such as on plasterboard 3. Walk along planks and crawl if required.   Avoid putting face too close to work. Stand to side when tightening with pipe wrenches and strip cable away from body.  Avoid working in static or awkward postures (such as bending or working with arms raised above head height) for more than 30 minutes at a time and/or 2 hours over entire shift. Ensure regular rest breaks taken.  Check for refrigerant leakage from pipe connectors. Use appropriate gas detector or soapy water in a spray bottle.  If bubbles form, tighten all fittings and re-check.  Check for leaks and proper pressure on completion of work. Test as required.  Complete logbooks/service history etc.  Only undertake work allowed under specific license. Example:   1. Electrician License is required for electrical installations   Refrigerant Mechanic with a Restricted License cannot perform electrical installation work. However, they can disconnect and connect electrical equipment and replace with like components of the a/c and refrigerant equipment. | Double Click Enter Risk | Double click to add name of responsible person. |
| 11. Emergency Procedures | Personal Injury:   1. falls 2. electric shock 3. hit by moving vehicle 4. hazardous atmosphere | Double Click - Enter Risk | Develop and implement an emergency response plan for the site. Include:   1. assembly points 2. communication 3. responsible persons 4. emergency contacts (including nearest medical facility) 5. emergency rescue plan (if required) | Double Click Enter Risk | Double click to add name of responsible person. |
| 12. Completion of job | Slips, trips and falls  Moving machinery or mobile plant and equipment  Cuts, lacerations and burns  Electrical contact  Musculoskeletal disorder | Double Click Enter Risk | Clean up all work areas thoroughly and ensure there are no offcuts, debris or waste materials left within the vicinity of the work area.  If machinery will be parked at the worksite area, be sure to park the plant, machinery or vehicle in a safe place, if possible, under cover and out of the weather and ensuring to remove all keys, spare keys and valuables. Always lock the plant, machinery or equipment after use.  After using work equipment, always use gloves while cleaning down the tools and machines, in order to avoid cuts, lacerations and burns from hot material such as hot metal, fragmented discs or tool parts. Be sure to inspect the piece of equipment for any damage, and if damaged be sure to attach lockout tags and document the requirements in an equipment maintenance register.  Always be sure to disconnect any power sources before beginning to roll electrical leads, in order to avoid any electric shock caused by faulty leads. If heavy equipment requires storing or packing away, be sure to use lifting aids, or request assistance from another worker or any other available personnel. Never attempt to lift heavy items alone. Ensure all work areas are left tidy, and free from hazards. | Double Click Enter Risk | Double click to add name of responsible person. |

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| **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 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/list-of-all-codes-of-practice> | **Western Australia**  Western Australia has received assent, keep up to date with progress:  Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/modernisation-work-health-and-safety-laws-frequently-asked-questions-faq> |
| **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/workplace-safety-laws>  Codes of Practice NT: <https://worksafe.nt.gov.au/forms-and-resources/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://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. |

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| **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 | |
| Double click to enter name. | | Double click position. | |  | | Date: 6 August 2021 | | 1:26 pm | | Double click supervisor name. | |
| Double click to enter name. | | Double click position. | |  | | Date: 6 August 2021 | | 1:29 pm | | Double click supervisor name. | |
| Double click to enter name. | | Double click position. | |  | | Date: 6 August 2021 | | 1:29 pm | | Double click supervisor name. | |
| Double click to enter name. | | Double click position. | |  | | Date: 6 August 2021 | | 1:29 pm | | Double click supervisor name. | |
| Double click to enter name. | | Double click position. | |  | | Date: 6 August 2021 | | 1:29 pm | | Double click supervisor name. | |
| Double click to enter name. | | Double click position. | |  | | Date: 6 August 2021 | | 1:29 pm | | Double click supervisor name. | |
| Double click to enter name. | | Double click position. | |  | | Date: 6 August 2021 | | 1:29 pm | | Double click supervisor name. | |
| **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 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 | 1 | | 2 | | 3 | 4 | 5 | | 6 | | 7 |
| NAME | Double click. | |  | |  |  |  | |  | |  |
| INITIALS | Double click. | |  | |  |  |  | |  | |  |
| 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. | |  |  |  |
| Names and signatures of all relevant personnel consulted during the development of the SWMS. | |  |  |  |
| Name, signature, position and date signed of the person approving the SWMS. | |  |  |  |
| Specific personnel and qualifications, experience is noted in the SWMS. | |  |  |  |
| Provides a step-by-step process of tasks required to carry out the activity or task. | |  |  |  |
| Adequate risk assessment of any identified hazards has been completed. | |  |  |  |
| Foreseeable hazards are identified and documented for each step. | |  |  |  |
| Any hazards listed in any site risk assessments have been added to the SWMS. | |  |  |  |
| SWMS initial risk (IR) column as well as residual risk (RR) columns completed. | |  |  |  |
| Check control measures added to the SWMS are the most effective selections. | |  |  |  |
| Responsible person is assigned and listed on the SWMS for the implementation of control measures. | |  |  |  |
| Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc. | |  |  |  |
| SWMS identifies plant and equipment to be used. | |  |  |  |
| Details of inspection checks required for any equipment listed are noted on the SWMS. | |  |  |  |
| Describes any mandatory qualifications, experience, training or skills required to perform the work. | |  |  |  |
| Applicable personal protective equipment is selected on the SWMS. | |  |  |  |
| Lists any required permits or licenses. | |  |  |  |
| Reflects and documents any legislative references and/or Australian Standards. | |  |  |  |
| Identifies any hazardous substances used with specific control measures in line with any SDS. | |  |  |  |
|  | | | | |
| **REVIEWED BY** | Double click to enter name. | **DATE REVIEWED** | |  |
| **SIGNATURE** |  | **DATE COMPLETED** | |  |