# Paver | SAFE WORK METHOD STATEMENT (SWMS)

**TASK OR ACTIVITY: Paver**

| | | |
|---|---|---|
| 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, secondly 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. | | | |

| CLIENT OR PRINCIPAL CONTRACTOR DETAILS | |
|---|---|
| Client: | SCOPE OF WORKS |
| Project Name: | Provide a detailed description of the specific work being carried out (otherwise known as a scope of works). |
| Project Address: | |
| Project Manager: | |
| Contact Phone: | |
| Project Manager Signature: | |
| Date SWMS supplied to Project Manager: | |

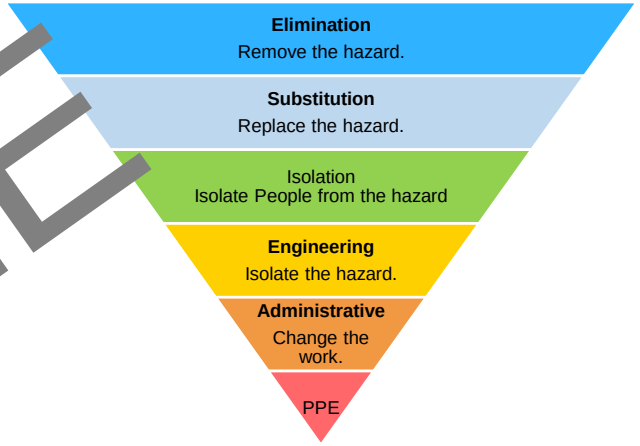
| ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT | |
|---|---|
| ☐ involves a risk of a person falling more than 2 meters. | ☐ is carried out on or near pressurised gas mains or piping. |
| ☐ is carried out on a telecommunication tower. | ☐ is carried out on or near chemical, fuel or refrigerant lines. |
| ☐ involves demolition of an element of a structure that is load-be | ☐ is carried out on or near energised electrical installations or services. |
| ☐ involves demolition of an element related to the physical integrit of a str | ☐ is carried out in an area that may have a contaminated or flammable atmosphere. |
| ☐ involves, or is likely to involve, disturbing as stos. | ☐ involves tilt-up or precast concrete. |
| ☐ involves structural alteration or repair that re mporar upp 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 - | |

## RISK MATRIX

| LIKELIHOOD | INSIGNIFICANT | MINOR | MODERATE | MAJOR | CATASTROPHIC | SCORE | ACTION |
|---|---|---|---|---|---|---|---|
| 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 PROCEE |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review befo 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 | nitor and k records |

HEIRARCHY OF CONTROLS




**Notes on Hierarchy of Controls:** Elimination methods are the most effective and preferre en co lli a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the ost e ve, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Eq ment) he least effective method.

## PERS NAL TECTIVE EQUIPMENT (PPE)

| FOOT PROTECTION | HAND PROTECTION | HEAD PROTECTION | HEARING PROTECTION | E PROTE | SPIRATORY PROTECTION | FACE PROTECTION | HIGH-VIS CLOTHING | PROTECTIVE CLOTHING | FALL PROTECTION | SUN PROTECTION | HAIR/JEWELLERY SECURED |
|---|---|---|---|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |  |  |
| ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ |

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

**Note:** A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

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

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---|---|---|---|---|---|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| 1. Preparation | Tripping hazards, improper storage of materials | 3H | - Keep all work areas tidy, free from clutter and unnecessary materials to minimise tripping hazards.<br>- Brief all workers about the importance of safe storage and handling of materials before starting the project.<br>- Carry out regular checks and inspections throughout the day to ensure that safe practices are being maintained.<br>- Store materials safely and methodically, ensuring weight is distributed evenly and stacked on flat, firm surfaces away from edges.<br>- Use clearly marked designated storage areas for different types of materials.<br>- Install adequate lighting in working area to avoid low visibility which could lead to accidents.<br>- Where possible organise delivery of materials to site so they coincide with when they are needed. This reduces the need for long-term storage.<br>- Make use of safety cones or warning signs at the workplace to mark any potential tripping hazard.<br>- Equipment and materials not in use should be stored securely out of the path of the work.<br>- Provide hands-on training to workers for lifting heavy objects and insist on the use of necessary personal protective equipment to prevent injuries.<br>- All workers must wear appropriate PPE including solid footing shoes to prevent slips, trips and falls and hard helmets to avoid injury from falling material.<br>- Formulate an Emergency Response Plan (ERP) so everyone knows what to do and where to go in case of emergencies. Regular drills need to be conducted to reinforce this plan. | 2M | |
| 2. Selecting materials | Manual handling injuries, exposure to hazardous substances | 3H | - Ensure all workers are properly trained in manual handling procedures to limit the potential for injury.<br>- Use mechanical aids, such as forklifts or trolleys, wherever possible to move heavy materials.<br>- Arrange for regular rest periods to prevent worker fatigue and reduce the risk of injury.<br>- Enforce the use of appropriate Personal Protective Equipment (PPE) - including gloves, safety shoes, and high-visibility vests.<br>- Keep the worksite well-organised with clearly marked paths for moving materials to prevent trips and falls.<br>- Require Material Safety Data Sheets (MSDS) for all substances used on site and ensure workers understand their content. | 1L | |

| 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 |
| | | | - Store hazardous substances securely and in accordance with regulation standards for their type and quantity.<br>- Limit exposure to hazardous substances through correct usage, disposal, and when necessary, ventilation or extraction system.<br>- Regularly inspecting tools and equipment for defects or signs of wear and tear to ensure they are safe for use.<br>- Conduct hazard identification and risk assessment sessions before commencing work to preemptively eliminate or control potential hazards and risks.<br>- Encourage a constructive safety culture where the employees feel free to voice any concerns and suggest improvements to maintain workplace health and safety. | | |
| 3. Transporting materials | Slips, trips and falls vehicle accidents | 4A | - Implement a traffic management plan to avoid potential vehicle-related incidents. This may include proper signage and directions for where vehicles can or cannot pass.<br>- Maintain well-lit and clear pathways for the transportation of materials.<br>- All personnel should be properly trained on material handling procedures, including manual lifting techniques and the use of mechanical aids.<br>- Regularly inspect vehicles used for transportation and perform appropriate maintenance as required.<br>- Install slip-resistant flooring or create slip-free surfaces with grip tapes or anti-slip mats in areas known for potential fall hazards.<br>- Always ensure that materials are stacked securely and that loads are balanced evenly to prevent toppling over during transit.<br>- Use appropriate equipment like dollies, trolleys, or forklifts for heavier materials, reducing the risk of strains from heavy lifting.<br>- Employees should wear appropriate personal protective equipment (PPE) such as safety shoes with good traction and high visibility vests when involved in the transport of materials.<br>- Keep work areas tidy and free from debris that could potentially lead to trips or falls.<br>- Provide regular rest breaks for employees involved in heavy lifting to reduce fatigue which can contribute to accidents.<br>- Ensure any spilled liquids or materials are promptly cleaned up to prevent slipping hazards.<br>- Follow safe loading and unloading procedures and always ensure that materials are secure before moving.<br>- Establish a speed limit within the workplace premises for all vehicles involved in the transport of materials to reduce the risk of accidents. | 2M | |

| 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 |
| 4. Mark out the area | Incorrect measurements leading to mistakes, tripping over markers | 2M | [redacted] | 1L | |
| 5. Excavate the area | Collapse of excavation, contact with underground services | 4A | [redacted] | 3H | |

| 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] | | |
| 6. Setting bed layer | Musculoskeletal injuries from repetitive work, dust inhalation | 3H | [redacted] | 2M | |

| 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] | | |
| 7. Placing pavers | Strains and sprains, cuts and abrasions from rough surfaces | 3H | [redacted] | 1L | |

| 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. Cutting pavers | Noise hazard, Hand-Arm Vibration Syndrome (HAVS) | 4A | [redacted] | 2M | |
| 9. Sealing pavers | Exposure to harmful chemicals, fire hazard | 3H | [redacted] | 2M | |

| 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] | | |
| 10. Clean up | Slips, trips and falls, use of unsafe equipment | 3H | [redacted] | 1L | |

| 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] | | |
| 11. Waste disposal | Handling sharp objects, [redacted] injury | 3H | [redacted] | 2M | |

| 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] | | |
| 12. Inspect completed work | Trip hazards, fall fr[redacted] heig[redacted] | [redacted]2M | [redacted] | 1L | |

| 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] | | |
| 13. Maintenance | Electric shock risk, working at height | 3H | [redacted] | 2M | |

| 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] | | |
| 14. Emergency procedures | Inadequate knowledge of emergency procedures, panic-related injuries | [redacted] | [redacted] | 2M | |
| 15. Training & Induction | Employee unaware of workplace hazards or protocols, resulting in avoidable risks | 3H | [redacted] | 2M | |

| 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] | | |
| 16. Supervision | Lack of supervision leading to non-compliance with safe work procedures, accidents due to negligence or carelessness | 4A | [redacted] | 3H | |

| 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] | | |
| 17. Safety equipment & PPE | Ineffective or misused PPE, injury due to lack of safety equipment | 4A | [redacted] | 2M | |

| 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] | | |
| 18. Communication | Miscommunication leads to incorrect work methods, errors caused by insufficient communication impact job safety | 3H | [redacted] | 1L | |

| 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] | | |
| 19. First aid | Lack of first aid training resulting in improper care after an incident, delayed treatment causes worsening conditions | 3H | [redacted] | 2M | |

| 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] | | |
| 20. Incident reporting | Underreporting or late re[redacted] obstructs operation management and hazard reassessment, leading to unresolved risks lurking in the site | 3H | [redacted] | 1L | |

| 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] | | |
| | | | | | |

## 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

**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

**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

**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.

**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

**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

**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

## 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 changed. 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 | | | | | | | |
| 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. | ☐ | ☐ | |
| 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 SWM | ☐ | ☐ | |
| SWMS initial risk (IR) column as well as residual risk (RR) columns completed. | ☐ | ☐ | |
| Check control measures added to the SWMS are the most effecti se tions. | ☐ | ☐ | |
| Responsible person is assigned and listed on the SWMS for the im ementa of cont measures. | ☐ | ☐ | |
| Permit requirements specified, such as Hot Wor Electrical Work, W at Heights etc. | ☐ | ☐ | |
| SWMS identifies plant and equipment to be us d. | ☐ | ☐ | |
| Details of inspection checks required for any equipment listed ar noted on the SWMS. | ☐ | ☐ | |
| Describes any mandatory qualifications, experience, training 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** | | **DATE REVIEWED** | |
| **SIGNATURE** | | **DATE COMPLETED** | |