

**Hydraulic Bin Lifter | SAFE WORK METHOD STATEMENT (SWMS)**

**TASK OR ACTIVITY: Hydraulic Bin 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, then to communicate those hazards and then to further take steps to either eliminate or control each hazard.  |      |           |      |
| If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.  |      |           |      |
| Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.  |      |           |      |
| The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident. |      |           |      |

**CLIENT OR PRINCIPAL CONTRACTOR DETAILS**

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

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

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

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

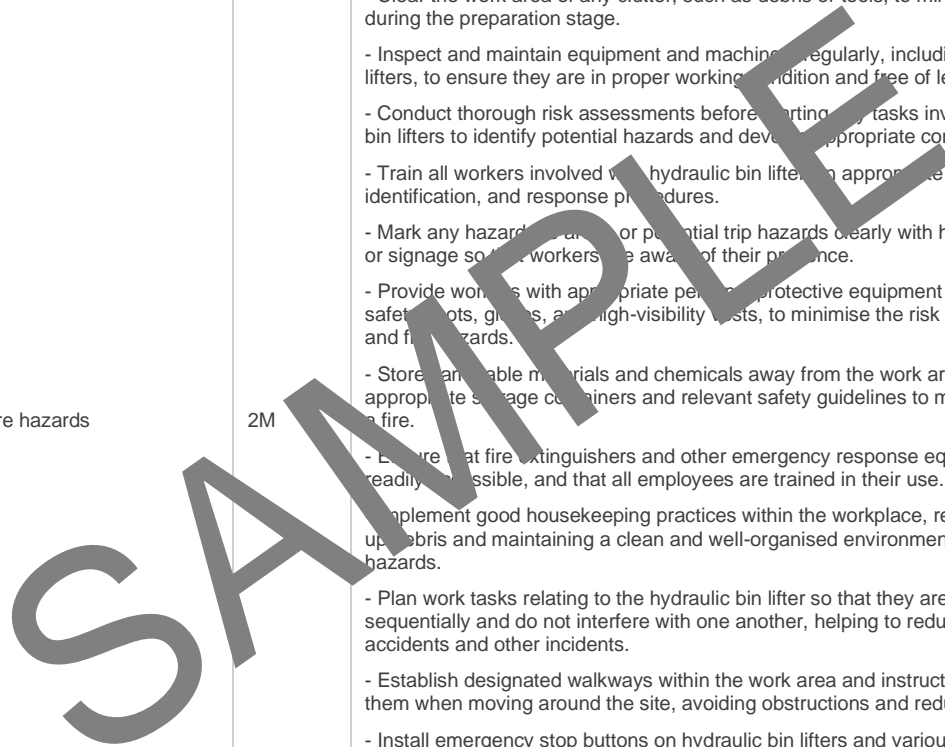
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

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

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

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

| JOB STEP              | POTENTIAL HAZARDS          | IR           | CONTROL MEASURES  | RR            | RESPONSIBLE PERSON |
|-----------------------|----------------------------|--------------|---|---------------|--------------------|
| SPECIFIC WORK STEPS   | HAZARDS THAT MAY ARISE     | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS  | RESIDUAL RISK | NAME OF PERSON     |
| 1. Preparation        | Trip hazards, Fire hazards | 2M           | <ul style="list-style-type: none"> <li>- Clear the work area of any clutter, such as debris or tools, to minimise trip hazards during the preparation stage.</li> <li>- Inspect and maintain equipment and machinery regularly, including hydraulic bin lifters, to ensure they are in proper working condition and free of leaks.</li> <li>- Conduct thorough risk assessments before starting any tasks involving hydraulic bin lifters to identify potential hazards and develop appropriate control measures.</li> <li>- Train all workers involved with hydraulic bin lifters on appropriate usage, hazard identification, and response procedures.</li> <li>- Mark any hazardous areas or potential trip hazards clearly with high-visibility tape or signage so that workers are aware of their presence.</li> <li>- Provide workers with appropriate personal protective equipment (PPE), such as safety boots, gloves, and high-visibility vests, to minimise the risk of injury from trip and fall hazards.</li> <li>- Store flammable materials and chemicals away from the work area, using appropriate storage containers and relevant safety guidelines to minimise the risk of a fire.</li> <li>- Ensure that fire extinguishers and other emergency response equipment are readily accessible, and that all employees are trained in their use.</li> <li>- Implement good housekeeping practices within the workplace, regularly sweeping up debris and maintaining a clean and well-organised environment to reduce trip hazards.</li> <li>- Plan work tasks relating to the hydraulic bin lifter so that they are completed sequentially and do not interfere with one another, helping to reduce the risk of accidents and other incidents.</li> <li>- Establish designated walkways within the work area and instruct workers to follow them when moving around the site, avoiding obstructions and reducing trip hazards.</li> <li>- Install emergency stop buttons on hydraulic bin lifters and various accessible locations throughout the work area, ensuring that all staff are aware of their locations and how to use them.</li> <li>- Hold regular toolbox meetings and safety briefings for all staff, reinforcing the importance of hazard awareness and discussing any new risks or control measures that may need to be implemented.</li> </ul> | 1L            |                    |
| 2. Initial Inspection | Falling objects, Noise     | 2M           | <ul style="list-style-type: none"> <li>- Proper Training: Ensure all workers operating the hydraulic bin lifter are adequately trained on its operation, safety features, and proper handling procedures to reduce the risk of falling objects or noise hazards.</li> <li>- Personal Protective Equipment (PPE): Provide appropriate PPE for workers such as hard hats, safety glasses, earmuffs, and hi-vis vests while working around or operating the hydraulic bin lifter.</li> </ul>   | 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     |
|                            |  |              | <ul style="list-style-type: none"> <li>- Regular Equipment Inspections: Conduct thorough inspections of the hydraulic bin lifter before each use, checking for any damage, wear, or loose parts that may pose a hazard during operation.</li> <li>- Establish Safety Zones: Clearly mark safety zones around the bin lifter to prevent unauthorised personnel from entering areas where there is potential risk for falling objects or excessive noise exposure.</li> <li>- Operate with Care: Workers should avoid abrupt heavy movements when operating the hydraulic bin lifter to minimise risk of falling objects due to sudden jerks or vibrations.</li> <li>- Secure Loads: Make sure all materials being lifted are properly secured and balanced to reduce the risk of them falling during operation.</li> <li>- Noise Reduction Measures: Consider applying noise-reduction measures such as installing acoustic barriers around the work area or using quieter equipment if possible to limit noise exposure.</li> <li>- Communicate Hazards: Display signage and communicate clearly with workers in the area about the potential risks of falling objects and loud noises during the operation of the hydraulic bin lifter.</li> <li>- Maintenance Scheduling: Establish regular maintenance schedules for the equipment to ensure optimal performance, reducing the likelihood of accidents due to equipment malfunction.</li> <li>- Emergency Procedures: Have clear emergency response procedures in place, including first aid supplies and communication protocols, in case of an incident involving falling objects or other hazards.</li> <li>- Limit Bystander Exposure: Restrict access to the area around the hydraulic bin lifter during operation, limiting the number of people exposed to potentially hazardous situations.</li> <li>- Monitor Work Environment: Regularly monitor the work environment for any new or changing risks, ensuring that appropriate control measures are added or modified as needed to maintain a safe working space.</li> </ul> |               |                    |
| 3. Lifting Equipment Setup | Manual handling injuries, Pinch points | 3H           | <ul style="list-style-type: none"> <li>- Ensure all workers are trained and competent in manual handling techniques, including proper lifting posture, keeping the load close to the body, and lifting with legs instead of the back, so as to mitigate the risk of injury.</li> <li>- Conduct a pre-start equipment inspection to check the functionality and safety features of the hydraulic bin lifter, such as checking for any leaks or worn parts that may need repair or maintenance.</li> <li>- Utilise appropriate personal protective equipment (PPE) for tasks involving the hydraulic bin lifter, such as gloves, safety footwear, and high-visibility clothing to help prevent injuries from pinch points and other hazards.</li> <li>- Keep the work area clean and free from obstructions, ensuring proper housekeeping measures are in place to maintain a safe working environment.</li> </ul>  | 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     |
|                     |   |              | <ul style="list-style-type: none"> <li>- Use mechanical aids, such as trolleys or dollies, to transport the bins to the lifter instead of manually carrying them, reducing the risk of manual handling injuries.</li> <li>- Establish designated walkways and exclusion zones around the lifting equipment to prevent unauthorised access and minimise the risk of accidental injury from pinching, crushing, or falling objects.</li> <li>- Refrain from wearing loose clothing and jewellery that could get caught in moving parts of the machinery and result in entanglement hazards.</li> <li>- Implement a spotter or a two-person team operation when using the hydraulic bin lifter to ensure there are additional eyes on potential hazards and to create a safer working environment when conducting the lift.</li> <li>- Maintain clear communication between operator and ground personnel to ensure everyone is aware of the lifting process and any changes to it.</li> <li>- Inspect the hydraulic bin lifter's sling attachments and hoist chains regularly, replacing them if they are damaged or worn out, to reduce the risk of load control failure.</li> <li>- Avoid overloading the hydraulic bin lifter beyond its rated capacity to prevent equipment malfunction or breakage that could cause dangerous situations and injuries.</li> <li>- Apply adequate signage and warning labels that outline the dangers and hazards associated with the hydraulic bin lifter, including weight limitations and lifting guidelines.</li> <li>- Review and revise risk assessments and Safe Work Method Statements (SWMS) as needed to account for any changes in work processes, equipment, or new hazards identified during operations.</li> </ul> |               |                    |
| 4. Pre-use Check    | Hydraulic oil leakage, Faulty equipment | 2M           | <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]   |               |                    |
|                        |  |              | [REDACTED]   |               |                    |
|                        |  |              | [REDACTED]   |               |                    |
|                        |  |              | [REDACTED]   |               |                    |
|                        |  |              | [REDACTED]   |               |                    |
|                        |  |              | [REDACTED]   |               |                    |
|                        |  |              | [REDACTED]   |               |                    |
|                        |  |              | [REDACTED]   |               |                    |
|                        |  |              | [REDACTED]   |               |                    |
| 6. Secure Bin In Place | Crushing risks, Failing to secure properly | 3H           | [REDACTED]   | 2M            |                    |
|                        |  |              | [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]   |               |                    |
|                             |                                    |              | [REDACTED]   |               |                    |
|                             |                                    |              | [REDACTED]   |               |                    |
|                             |                                    |              | [REDACTED]   |               |                    |
|                             |                                    |              | [REDACTED]   |               |                    |
|                             |                                    |              | [REDACTED]   |               |                    |
|                             |                                    |              | [REDACTED]   |               |                    |
|                             |                                    |              | [REDACTED]   |               |                    |
|                             |                                    |              | [REDACTED]   |               |                    |
|                             |                                    |              | [REDACTED]   |               |                    |
|                             |                                    |              | [REDACTED]   |               |                    |
|                             |                                    |              | [REDACTED]   |               |                    |
| 7. Operate Hydraulic Lifter | Unstable load, Incorrect operation | 3H           | [REDACTED]   | 1L            |                    |
|                             |                                    |              | [REDACTED]   |               |                    |
|                             |                                    |              | [REDACTED]   |               |                    |
|                             |                                    |              | [REDACTED]   |               |                    |
|                             |                                    |              | [REDACTED]   |               |                    |

SAMPLE

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|---------------------|-------------------------------|--------------|--|---------------|--------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE        | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON     |
|                     |                               |              | [REDACTED]   |               |                    |
|                     |                               |              | [REDACTED]   |               |                    |
|                     |                               |              | [REDACTED]   |               |                    |
|                     |                               |              | [REDACTED]   |               |                    |
|                     |                               |              | [REDACTED]   |               |                    |
|                     |                               |              | [REDACTED]   |               |                    |
|                     |                               |              | [REDACTED]   |               |                    |
|                     |                               |              | [REDACTED]   |               |                    |
| 8. Emptying The Bin | Dust exposure, Falling debris | 2M           | [REDACTED]   | 1L            |                    |
|                     |                               |              | [REDACTED]   |               |                    |
|                     |                               |              | [REDACTED]   |               |                    |
|                     |                               |              | [REDACTED]   |               |                    |
|                     |                               |              | [REDACTED]   |               |                    |

SAMPLE





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|---------------------|------------------------|--------------|--|---------------|--------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON     |
|                     |                        |              | [REDACTED]   |               |                    |
|                     |                        |              | [REDACTED]   |               |                    |
|                     |                        |              | [REDACTED]   |               |                    |
|                     |                        |              | [REDACTED]   |               |                    |
|                     |                        |              | [REDACTED]   |               |                    |
|                     |                        |              | [REDACTED]   |               |                    |
|                     |                        |              | [REDACTED]   |               |                    |
|                     |                        |              | [REDACTED]   |               |                    |
|                     |                        |              | [REDACTED]   |               |                    |
|                     |                        |              | [REDACTED]   |               |                    |

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]   |               |                    |
| 11. Post-use Maintenance | Entanglement, Electrical hazards | 3H           | [REDACTED]   | 2M            |                    |

SAMPLE

| JOB STEP                 | POTENTIAL HAZARDS                    | IR           | CONTROL MEASURES   | RR            | RESPONSIBLE PERSON |
|--------------------------|--------------------------------------|--------------|--|---------------|--------------------|
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|                          |                                      |              | [REDACTED]   |               |                    |
| 12. Storage And Shutdown | Poor housekeeping / unauthorised use | 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]   |               |                    |

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

|   |  |
|---|--|
| <p><b>Queensland &amp; Australian Capital Territory</b><br/>                 Work Health and Safety Act 2011<br/>                 Work Health and Safety Regulations 2011<br/>                 Legislation QLD: <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws">https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</a><br/>                 Codes of Practice QLD: <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</a><br/>                 Legislation ACT: <a href="https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations">https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</a><br/>                 Codes of Practice ACT: <a href="https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</a></p> | <p><b>Victoria</b><br/>                 Occupational Health and Safety Act 2004<br/>                 Occupational Health and Safety Regulations 2017<br/>                 Legislation VIC: <a href="https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations">https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations</a><br/>                 Codes of Practice VIC: <a href="https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice">https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</a></p>   |
| <p><b>New South Wales</b><br/>                 Work Health and Safety Act 2011<br/>                 Work Health and Safety Regulations 2017<br/>                 Legislation NSW: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislation">https://www.safework.nsw.gov.au/legal-obligations/legislation</a><br/>                 Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice">https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice</a></p>   | <p><b>Western Australia</b><br/>                 Work Health and Safety Act 2020<br/>                 Work Health and Safety Regulations 2022<br/>                 Legislation Western Australia: <a href="https://www.commerce.wa.gov.au/worksafe/legislation">https://www.commerce.wa.gov.au/worksafe/legislation</a><br/>                 Codes of Practice WA: <a href="https://www.commerce.wa.gov.au/worksafe/codes-practice">https://www.commerce.wa.gov.au/worksafe/codes-practice</a></p>   |
| <p><b>Northern Territory</b><br/>                 Work Health and Safety (National Uniform Legislation) Act 2011<br/>                 Work Health and Safety (National Uniform Legislation) Regulations 2011<br/>                 Legislation NT: <a href="https://worksafe.nt.gov.au/laws-and-compliance/workplaces-and-laws">https://worksafe.nt.gov.au/laws-and-compliance/workplaces-and-laws</a><br/>                 Codes of Practice NT: <a href="https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice">https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice</a></p>  | <p><b>Safe Work Australia Links</b><br/>                 Law and Regulation (All States): <a href="https://www.safeworkaustralia.gov.au/law-and-regulation">https://www.safeworkaustralia.gov.au/law-and-regulation</a><br/>                 Model Codes of Practice: <a href="https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice">https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</a></p>  |
| <p><b>South Australia</b><br/>                 Work Health and Safety Act 2012 (SA)<br/>                 Work Health and Safety Regulations 2012 (SA)<br/>                 Legislation for SA: <a href="https://www.safework.sa.gov.au/resources/legislation">https://www.safework.sa.gov.au/resources/legislation</a><br/>                 Codes of Practice for SA: <a href="https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs">https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</a></p>   | <p><b>Model Codes of Practice</b></p> <ul style="list-style-type: none"> <li>- Managing noise and preventing hearing loss at work</li> <li>- Confined spaces</li> <li>- Labelling of workplace hazardous chemicals</li> <li>- Managing risks of hazardous chemicals in the workplace</li> <li>- Welding processes</li> <li>- First aid in the workplace</li> <li>- Managing the risk of falls at workplaces</li> <li>- Hazardous manual tasks</li> <li>- Managing the risk of falls in housing construction</li> <li>- Managing electrical risks in the workplace</li> <li>- Demolition work</li> <li>- Excavation work</li> <li>- Work health and safety consultation, cooperation and coordination</li> <li>- Managing the work environment and facilities</li> <li>- How to manage work health and safety risks</li> <li>- Managing risks of plant in the workplace</li> <li>- Construction work</li> </ul> |
| <p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> <li>- Permits from local council</li> <li>- Authorisation to commence work</li> <li>- Any required documents.</li> </ul>  |  |

**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"/> |          |
| <b>REVIEWED BY</b>   |                          | <b>DATE REVIEWED</b>     |          |
| <b>SIGNATURE</b>   |                          | <b>DATE COMPLETED</b>    |          |