

## Mulcher | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Mulcher

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

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

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

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

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

NAME

SIGNATURE

DATE

## CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

## ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT













<input type="checkbox"/> involves a risk of a person falling more than 2 meters.	<input type="checkbox"/> is carried out on or near pressurised gas mains or piping.
<input type="checkbox"/> is carried out on a telecommunication tower.	<input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines.
<input type="checkbox"/> involves demolition of an element of a structure that is load-bearing.	<input type="checkbox"/> is carried out on or near energised electrical installations or services.
<input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure.	<input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere.
<input type="checkbox"/> involves, or is likely to involve, disturbing asbestos.	<input type="checkbox"/> involves tilt-up or precast concrete.
<input type="checkbox"/> involves structural alteration or repair that requires temporary 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> Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	<b>Isolation</b> 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> Isolate the hazard.	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records	<b>Administrative</b> Change the work.	
<b>Notes on Hierarchy of Controls:</b> Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.									

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
											
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

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

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Electrical hazards, Slips and falls	2M	<ul style="list-style-type: none"> <li>- Inspect the work area: Prior to beginning any work, ensure that the work area is free of debris, obstructions, or any other potential hazards that could cause slips and falls.</li> <li>- Use appropriate footwear: Workers should wear slip-resistant, closed-toe shoes to minimise the risk of slipping on wet surfaces or uneven terrain.</li> <li>- Install warning signs: Place warning signs and barricades around the work area to warn passers-by about the possible hazards and prevent unauthorised access.</li> <li>- Conduct regular equipment checks: Make sure all electrical cords, plugs, and outlets are in good condition, free from damage, and suitable for outdoor use if working outdoors.</li> <li>- Use residual current devices (RCDs): When using electrical equipment, always plug it into an RCD to provide protection against electrocution.</li> <li>- Keep cords organised: Cords and cables should be coiled up neatly when not in use, and securely fastened when extended, to avoid trip hazards.</li> <li>- Maintain a clean workspace: Regularly remove excess vegetation, clippings, and debris to reduce slip and trip hazards.</li> <li>- Implement proper procedures: Establish a system for properly turning off and disconnecting powered equipment before troubleshooting or repairing any electrical faults.</li> <li>- Provide worker training: Workers should be instructed on the operation of mulchers, safe work practices, and emergency procedures to help them identify and mitigate risks.</li> <li>- Store materials properly: Safely store tools, equipment, and supplies in designated areas to keep the workspace clear and tidy.</li> <li>- Utilise fall protection: In instances where workers must be elevated, ensure they have adequate fall protection gear such as harnesses, lifelines, and guardrails in place.</li> <li>- Ensure clear communication: Utilise clear methods of communication among team members like walkie-talkies, hand signals, or whistles, so they can stay informed about changing conditions and potential hazards throughout the work process.</li> <li>- Regularly review and update SWMS: Continually assess the effectiveness of the safe work method statement, making adjustments as necessary to ensure all hazards are addressed and the working environment remains safe for everyone involved.</li> </ul>	1L	
2. Equipment inspection	Malfunctioning equipment, Loose parts	3H	<ul style="list-style-type: none"> <li>- Regular scheduled inspections: Ensure that the mulcher equipment undergoes regular inspections as per the manufacturer's guidelines to maintain optimal performance and reduce potential hazards.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Pre-start checks: Establish a daily pre-start inspection routine for operators to ensure all machinery is functioning correctly before commencing work, paying particular attention to moving parts, hoses, belts, and controls.</li> <li>- Operator training: Ensure all operators are appropriately trained in equipment inspection, operation, and maintenance to recognise potential issues with the mulcher and follow proper workplace safety procedures.</li> <li>- Tagging faulty equipment: Implement a tagging system for faulty or damaged equipment, requiring immediate repair or replacement to prevent use of malfunctioning machinery.</li> <li>- Periodic maintenance services: Schedule periodic maintenance services by qualified technicians to identify and rectify any loose parts, worn components, or other malfunctions in the mulcher equipment.</li> <li>- Adherence to manufacturer's guidelines: Follow the manufacturer's guidelines for the safe operation, maintenance, and repair of the mulcher to reduce the risk of equipment failure or accidents due to loose or malfunctioning parts.</li> <li>- Equipment reporting system: Establish a clear reporting system for workers to notify supervisors or maintenance personnel about any defects or abnormalities noticed during equipment inspection or operation.</li> <li>- Toolbox talks and safety meetings: Conduct regular toolbox talks and safety meetings to educate workers on the importance of equipment inspection and how to identify potential hazards associated with malfunctioning equipment or loose parts.</li> <li>- Clear signage: Display clear signage near the mulcher equipment reminding operators to perform thorough equipment inspections before use.</li> <li>- Replacement and spare parts inventory: Maintain an inventory of spare parts recommended by the manufacturer to facilitate quick replacement of any worn out or malfunctioning components.</li> <li>- Lockout/tagout procedures: Enforce lockout/tagout procedures for the mulcher equipment during repair and maintenance activities to prevent accidental activation or injuries caused by loose parts.</li> <li>- Use of personal protective equipment (PPE): Ensure that operators and maintenance personnel wear appropriate PPE, such as safety glasses, hearing protection, gloves, and high-visibility vests, while working with or around the mulcher equipment.</li> <li>- Emergency stop controls: Install emergency stop controls on the mulcher to enable operators to quickly shut down the equipment in case of any malfunction or signs of loose parts during operation.</li> <li>- Incident investigation and reporting: Promptly investigate and report any incidents related to malfunctioning equipment or loose parts on the mulcher to identify root causes and implement corrective actions to prevent future occurrences.</li> </ul>		
3. Site inspection	Uneven terrain, Falling objects	2M		1L	

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			<ul style="list-style-type: none"> <li>- Conduct a thorough pre-work site inspection to identify any uneven surfaces or terrain that could present a hazard during mulching operations.</li> <li>- Ensure workers receive training on proper procedures for navigating and operating mulchers on uneven terrain, including maintaining a stable centre of gravity and utilising appropriate equipment attachment for stabilization.</li> <li>- Implement the use of warning signs, caution tape, or barriers to designate work areas where hazards related to uneven terrain may be present.</li> <li>- Routinely assess the condition of the worksite throughout the project's duration for changes in terrain or potential hazards and communicate relevant findings to all team members.</li> <li>- Require all workers to wear appropriate personal protective equipment (PPE) such as high-visibility clothing, helmets, steel toe boots, and safety glasses to minimise risk of injury from falling objects.</li> <li>- Inspection and assessment of trees, branches, or other possible falling objects before commencing work should be conducted by a competent person, who will identify any potential hazards and implement necessary control measures.</li> <li>- Utilise a spotter when mulcher is in operation to monitor for any potential falling objects or hazards and communicate a warning to the operator and nearby personnel immediately.</li> <li>- Establish an exclusion zone around the mulcher workstation to ensure a safe distance is maintained between the machine and workers not directly involved in the operation.</li> <li>- Develop and implement an emergency action plan for scenarios involving uneven terrain or falling objects, including protocols for evacuation, medical assistance, communication, and post-incident investigation.</li> <li>- Ensure all team members are aware of and understand their responsibilities in adhering to established safety protocols, including reporting identified hazards, following control measures, and using PPE correctly.</li> <li>- Regularly perform maintenance checks on mulching equipment to ensure it remains in safe working condition, with special attention given to parts and attachments that could be impacted by uneven terrain or falling objects.</li> <li>- Schedule regular toolbox talks and safety meetings to reinforce the importance of adhering to established control measures, discuss any new or emerging hazards, and maintain open communication among team members regarding workplace health and safety.</li> </ul>		
4. Mulcher setup	Incorrect assembly, Operator errors	3H		1L	

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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
			<div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div>		
5. Material selection	Incompatible materials, Dust exposure	2M	<div>REDACTED</div>	1L	

[illegible]

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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
6. Operating mulcher	Flying debris, Noise exposure	3M	1. Wear appropriate PPE (hard hat, safety glasses, earplugs, earmuffs, and safety harness). 2. Ensure the mulcher is properly maintained and inspected before use. 3. Establish a clear work area and keep bystanders at a safe distance. 4. Use proper cutting techniques to minimize debris and noise. 5. Take regular breaks to reduce noise exposure. 6. Use noise-reducing equipment if available. 7. Follow all safety instructions and warnings on the equipment. 8. Use hand signals or communication devices to coordinate with other workers. 9. Stop work immediately if you experience any symptoms of noise exposure. 10. Report any incidents or near misses to your supervisor.	2M	

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7. Mulcher maintenance	Moving parts injuries, improper cleaning	4A		2M	

[illegible]

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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
9. PPE use	Inadequate protection Uncomfortable fit			1L	

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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
10. Emergency response	Poor communication, inadequate training			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
11. Tool storage	Unsecured tools, Unorganized storage area			1L	
12. Cleanup and Housekeeping	Slips/trips, Fire hazard	2M		1L	

SAMPLE

[illegible]

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

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 IF 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-codes-of-practice>

### Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

### Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

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

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

### Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

### 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

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

## SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

## SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

REVIEW NUMBER	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
NAME							
INITIALS							
DATE							

## SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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