

| Rubber Extruder SAFE WORK METHOD STATEMENT (SWMS) | | | |
|--|----------------|---|--------|
| TASK OR ACTIVITY: Rubber Extruder | | | |
| 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. | NAME | SIGNATURE | DATE |
| If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity. | | | |
| Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel. | | | |
| The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident. | | | |

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

| | |
|---|---|
| <input type="checkbox"/> involves a risk of a person falling more than 2 meters. | <input type="checkbox"/> is carried out on or near pressurised gas mains or piping. |
| <input type="checkbox"/> is carried out on a telecommunication tower. | <input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines. |
| <input type="checkbox"/> involves demolition of an element of a structure that is load-bearing. | <input type="checkbox"/> is carried out on or near energised electrical installations or services. |
| <input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure. | <input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere. |
| <input type="checkbox"/> involves, or is likely to involve, disturbing asbestos. | <input type="checkbox"/> involves tilt-up or precast concrete. |
| <input type="checkbox"/> involves structural alteration or repair that requires temporary 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 | | | Elimination Remove the hazard. | | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCEED | Substitution Replace the hazard. | | |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review before work starts. | Isolation Isolate People from the hazard | | |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 2M MODERATE | Ensure control measures in place. | Engineering Isolate the hazard. | | |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | 1L LOW | Monitor and keep records | Administrative Change the work. | | |
| 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 | 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"/> |
| Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable). | | | | | | | | | | |
| <p>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.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> 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 | Slips, trips and falls, Electrical hazards | 2M | <ul style="list-style-type: none"> - Proper housekeeping: Keep the work area clean and clutter-free to prevent slips, trips, and falls. Regularly remove waste material or debris from the floor. - Anti-slip footwear: Ensure workers wear appropriate anti-slip shoes for better grip on potentially slippery surfaces. - Proper lighting: Maintain adequate and well-distributed lighting in the working area to ensure employees can clearly see any potential hazards. - Electrical safety checks: Regularly inspect all electrical equipment such as power cords, plugs, and outlets to eliminate electrical hazards. - Clear walkways: Mark designated walkways and ensure they are kept clear of obstacles to avoid trip hazards. - Guardrails and barriers: Install guardrails or barriers around high-risk areas or elevated changes to prevent falls. - Cable management: Keep cables organised and secured using cable trays, ties, or covers to avoid trips caused by tangled or loose cables. - Training and supervision: Provide regular training on workplace health and safety, including hazard recognition and proper use of tools and equipment. Supervise workers to ensure they follow safety guidelines. - Spill control: Implement spill containment measures and procedures to quickly address and clean up any spills that could pose a slip hazard. - Signage and markings: Clearly display appropriate warning signs and floor markings to highlight potential hazards in the work area. - Use of personal protective equipment (PPE): Ensure workers are equipped with necessary PPE like gloves, safety glasses, and proper footwear. - Regular risk assessments: Conduct periodic hazard assessments and take corrective measures accordingly to reduce risks of slips, trips, and falls, as well as electrical hazards. - Emergency preparedness: Develop and implement an emergency response plan for addressing accidents or incidents, including evacuation drills and first aid provisions. - Maintenance schedules: Schedule regular maintenance for machinery, equipment, and facilities to ensure they operate safely and efficiently, reducing the risk of accidents or malfunctions. | 1L | |
| 2. Material Selection | Manual handling injuries, Exposure to hazardous substances | 3H | <ul style="list-style-type: none"> - Proper manual handling training: Ensure that all workers involved in this work step receive adequate training on correct lifting, pushing, pulling, and carrying techniques to reduce the risk of injuries associated with manual handling. - Ergonomic workplace layout: Design the working area so that it minimises reaching, twisting, and bending movements. This could include adjusting the height of work surfaces or providing equipment to facilitate material handling. | 2M | |

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| | | | <ul style="list-style-type: none"> - Use mechanical aids: If possible, utilise mechanical lifting devices such as trolleys, forklifts, or hoists to move heavy materials and reduce the physical strain on workers. - Hazardous substance identification: Identify and label all hazardous substances in the workspace, including detailed information related to their use, storage, disposal, and potential health risks. - Implement safe storage protocols: Store hazardous materials in designated locations, with proper containment measures, and ensure workers have access to updated safety data sheets. - Personal protective equipment (PPE): Provide appropriate PPE for the task, such as gloves, safety goggles, earplugs, or masks, to minimise skin, eye, and respiratory exposure to hazardous substances. - Pre-shift stretching breaks: Encourage workers to perform a series of warm-up stretches and exercises before starting their shift to help prevent muscle strains and other physical handling injuries. - Regular risk assessments: Conduct ongoing risk assessments for the material selection process, focusing on employee capabilities, the nature of the materials being handled, and overall working conditions to implement continuous improvements. - Workplace ventilation: Ensure that the work area is well-ventilated to reduce the concentration of any hazardous substances and maintain better air quality. Adequate systems may include air-purification, extraction, or recirculation units. - Educate employees about emergency procedures: Establish clear emergency response plans for accidents, spills, or exposure incidents involving hazardous substances, and train your workers on when and how to implement these procedures. | | |
| 3. Machine Setup | Machinery entanglement, Crush injuries | 3H | <ul style="list-style-type: none"> - Conduct a comprehensive risk assessment and inspection of the rubber extruder before starting machine setup to identify potential hazards and address them immediately. - Ensure that all operators involved in the setup process are fully trained in the safe operation of the rubber extruder, using relevant standard operating procedures (SOPs) and manufacturer guidelines. - Establish proper lockout/tagout procedures when installing, adjusting, or maintaining machinery components to prevent unintentional startups and eliminate risks related to machinery entanglement and crush injuries. - Provide and enforce the use of appropriate personal protective equipment (PPE), such as safety gloves, steel-toe boots, and eye protection for all personnel involved in the setup process. - Keep work areas around the rubber extruder clean and clear of clutter, debris, and excess materials to avoid slip, trip, and fall hazards, ensuring adequate lighting and ventilation throughout the workspace. | 2M | |

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| | | | <ul style="list-style-type: none"> - Install appropriate safety guards and devices on the rubber extruder machinery to prevent user contact with moving parts and hot surfaces during preparation and adjustment procedures. - Implement an efficient communication system among operators during machine setup, ensuring all adjustments, connections and alignments are made correctly and checked by at least two qualified workers. - Regularly inspect, maintain, and replace worn machinery parts and components to prevent malfunctions, ensuring a proactive approach to hazard prevention. - Incorporate an emergency stop mechanism that can be accessed easily and quickly by operators, allowing for immediate machine shutdown if incidents occur or imminent dangers are identified. - Allocate specific tasks according to each worker's physical capabilities and experience level, minimizing the risk of human error and unnecessary accidents. - Schedule appropriate rest breaks during the setup process to prevent fatigue-related errors, ensuring staff members stay alert and attentive to the task. - Promote a culture of open reporting of potential hazards and encourage workers to raise concerns or suggestions regarding workplace safety. - Conduct regular refresher training for all rubber extruder operators, ensuring that safety standards and new control measures are effectively understood and communicated throughout the team. | | |
| 4. Extrusion Process | Burns from hot materials, Noise exposure | 3H | <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> <div>REDACTED</div> | 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 |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| 5. Quality Inspection | Eye strain, Repetitive motion injuries | 2M | [REDACTED] [REDACTED] [REDACTED] [REDACTED] [REDACTED] | 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 |
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| 6. Material Cutting | Sharp edges, Flying particles | 2M | | 1L | |
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| 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 |
| | | | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | | |
| 8. Storage & Packaging | Manual handling injuries, Falling objects | 3H | <div></div> <div></div> <div></div> <div></div> | 2M | |

[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 |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| | | | [REDACTED] | | |
| 10. Housekeeping | Risks of fire or explosion, Slips, trips and falls | 2M | [REDACTED] [REDACTED] [REDACTED] [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 |
| | | | <div>SAMPLE</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> | | |
| 11. Waste Disposal | Exposure to hazardous waste, Cuts from sharp objects | 3H | <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> | 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 |
| | | | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | | |
| 12. Emergency Preparedness | Inability to escape during an emergency, Inadequate PPE | 3H | <div></div> <div></div> <div></div> <div></div> <div></div> <div></div> | 1L | |

[illegible]

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 | |