



ROPE ACCESS SYSTEMS | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: ROPE ACCESS SYSTEMS

Business Name: Northern Beaches Rope Access Pty Ltd	ABN: 30652558613	SWMS#
Business Address: PO Box 480, Collaroy, NSW 2097		
Contact Person: Michael Manning	Phone: 0450127990	Email: info@nbropeaccess.com.au

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: - Client , Builder, Strata Plan,

Signature: -	Title: -	Date: -
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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: Mick Manning	Title: - Managing Director	Phone: 0450127990
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ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.	Michael Manning		
If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			
The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.			



CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client: -	SCOPE OF WORKS
Project Name:	SCOPE
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

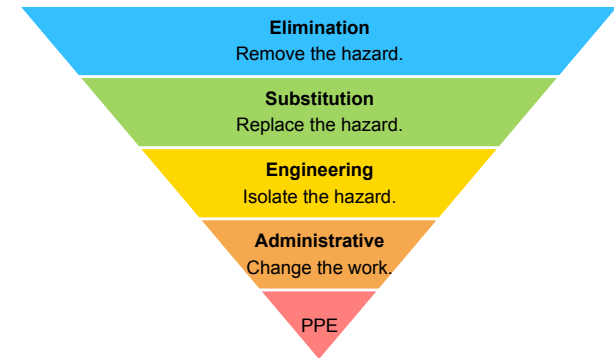
<input type="checkbox"/> involves a risk of a person falling more than 2 meters.	<input type="checkbox"/> is carried out on or near pressurised gas mains or piping.
<input type="checkbox"/> is carried out on a telecommunication tower.	<input type="checkbox"/> is carried out on or near chemical, fuel 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
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.



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

PERSONAL PROTECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<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. Planning and Preparation	A lack of planning, consultation with workers and stakeholder input may lead to injury, property damage and/or environmental impact.	3H	<p>Establish the following on-site policies, procedures and systems in consultation with the Principal Contractor while being sure to establish:</p> <ul style="list-style-type: none"> - Health and Safety guidelines and site rules - Emergency plans and evacuation procedures - Worker inductions - Toolbox talks (safety meetings) - Establish supervision of site and workers - Check all workers qualifications, permits and competencies - Ensure all workers are medically sound - Ensure any communication equipment is functioning correctly - Hazard reporting procedures in place - Incident reporting procedures in place - Traffic Management Plans implemented where required - Exclusion zones - Site plans in place - All Safe Work Method Statements, Risk Assessments and/or JSA's completed - Electrical NO GO ZONES identified, discussed and documented - Underground Services – Gas, water, sewerage, electrical etc identified 	1L	Supervisor
2. Assessment of site conditions	A lack of a thorough assessment of the on-site conditions may lead to injury, property damage and/or environmental impact.	3H	<p>Thoroughly assess the work site/area conditions and make sure that:</p> <ul style="list-style-type: none"> - There is adequate phone reception. Ensure emergency communication is possible - Risk assessment of site or work area conducted - Suitable access and adequate space to conduct the work safely - Site specific induction conducted (first aid, emergency and evacuation etc) - Consult with all stakeholders on potential hazards and risks etc - Identify and consult with Health and Safety Representatives - Consultation with all relevant workers and personnel for SWMS details - If working at night, ensure there is adequate lighting - Site amenities established - Identify all mobile and high-risk plant and machinery - Check that surface levels are suitable for the work being carried out - Hot or cold conditions – ensure the environment temperature is assessed 	1L	supervisor
3. Training and worker qualifications	A lack of personnel competency may lead to injury, property damage and/or environmental impact.	4H	<p>Make sure all workers have the appropriate qualifications required before starting work. If White Cards are required, retain copies of all cards, licenses and qualifications of personnel. All personnel must:</p> <ul style="list-style-type: none"> - Be trained and/or have received instructions on this SWMS including all safety and emergency procedures. - Be qualified, knowledgeable and competent in all delegated tasks/responsibilities - Be fully aware and understand the scope of work 	1L	Double click to add name of responsible person.



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4. Work area setup	Electricity Underground services Slips, trips and falls Environmental impacts	Double Click Enter Risk	<p>Work must not be conducted near powerlines. 3m above, either side and below power lines are NO GO ZONES.</p> <p>Check that:</p> <ul style="list-style-type: none"> - There are no overhead power lines, including high or low voltage conductors - There are no Single Wire Earth Return cables (SWER) - There are no service cables, communication cables or electrical transformers <p>Identify and document the maximum range of equipment, including the proximity of any loads or machinery to any energy sources. Be sure to follow all regulatory guidelines in relation to working near electrical sources.</p> <p>(Ensure the use of a spotter when working within 3-6.4m)</p> <p>Never conduct work within 10m radius of a SWER transformer. For work within Minimum Clearance Zones, contact the power supplier.</p>	Double Click Enter Risk	Double click to add name of responsible person.
	Underground services	Double Click Enter Risk	<p>Before conducting any excavations, contact Dial Before You Dig and contact the relevant department/s for plans and required documentation.</p> <p>Make sure all underground services have been identified, and that all information is accurate and complete as to the location of the underground service/s. Be sure to use an authorised licensed contractor when testing areas for underground services.</p> <p>Use caution when working within the vicinity of gas mains. Be sure to tag all services with high visibility equipment for all personnel to avoid potential incidents when coming within the vicinity of exposed underground services.</p>	Double Click Enter Risk	Double click to add name of responsible person.
	Environmental	Double Click Enter Risk	<p>When working outdoors ensure that all personnel:</p> <ul style="list-style-type: none"> - Are dressed with protective clothing, preferably long-sleeved shirts. - Wear a wide brim hat where possible. - Use SPF 30+ sunscreen. - UV glasses that comply with Australian Standards. - Are supplied with drinking water. - Have access to shaded areas. - Conduct work in the cooler areas depending on the time of day. - Never conduct work in extreme weather. - If working at night, ensure adequate lighting is provided. - Are provided consistent breaks if working in hot weather. - Are wearing adequate warm clothing and gloves if working in cold weather. 	Double Click Enter Risk	Double click to add name of responsible person.



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5. Delivery of materials and equipment	Collision with vehicles or machinery	Double Click Enter Risk	<p>Always keep watch for moving plant, equipment, machinery and vehicles. Be sure to also listen for any reversing alarms and beepers.</p> <p>If possible, always work within the area of vision of a plant operator and avoid working in the blind spot of a machinery operator as much as is reasonably practicable.</p> <p>Avoid standing between two moving vehicles, or the rear of a vehicle and a structure, such as a building.</p> <p>Always follow designated pathways/walkways when there are deliveries to site or machinery operating within the vicinity, and be sure to maintain exclusion zone instructions when required.</p>	Double Click Enter Risk	Double click to add name of responsible person.
6. Temporary Traffic Control	Public safety Collision with vehicles and machinery	Double Click Enter Risk	<p>When conducting work in public areas, on main roads, neighbourhood kerbsides or where pedestrians are likely to pass by:</p> <ul style="list-style-type: none"> - Produce a Traffic Management Plan to manage vehicle or pedestrian traffic risks. - Ensure all traffic controllers have the necessary qualifications and experience. - Ensure that all traffic control processes meet ASNZS 1742.3-2009. - Make sure all approvals and permits are attained from relevant government bodies. - Ensure pedestrians are directed by clearly marked paths, free of risk to safety. - Always wear high visibility clothing when working near traffic. 	Double Click Enter Risk	Double click to add name of responsible person.
7. General precautions	Falling objects Operator competencies	Double Click - Enter Risk	<p>At the workplace below, mark an exclusion zone, where objects may be expected to fall.</p> <p>Access to the exclusion zone must be restricted only to persons engaged in the work.</p> <p>Make sure all ground persons wear approved safety caps or helmets.</p> <p>Safety caps fitted with "Y" type harness is to be worn by all persons who are working from ropes.</p> <p>Make sure persons undertaking the work have the requisite competencies.</p> <p>Demarcate the area using suitable signs and/or barricades.</p> <p>Wearing head protection is recommended.</p> <p>Wearing head protection is recommended.</p>	Double Click Enter Risk	Double click to add name of responsible person.
8. Selection and inspection of rope access equipment	Persons falling	Double Click - Enter Risk	<p>Make sure all equipment and ropes comply with the safety requirements.</p> <p>Before using any equipment and gear, carry out a visual and tactile inspection.</p>	Double Click Enter Risk	Double click to add name of responsible person.



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			<p>Immediately isolate and do not return any faulty or damaged equipment to service unless appropriate repairs are done. Permanently damaged equipment must remain isolated.</p> <p>All ropes must be visually and tactically inspected for damage and wear.</p> <p>To prevent work or backup equipment to come off the rope inadvertently, fit all ropes with a stopper knot.</p> <p>Use slings with strength greater than 12KN for anchoring to parts of a structure or building. Use a safety factor of 5:1 for safety in use.</p> <p>Check for damage, wear and load rating on all carabiners, shackles and similar gear.</p> <p>Cross check all gear.</p> <p>Never use any faulty equipment or gear.</p> <p>Allow only a competent person to carry out repairs.</p> <p>Never use damaged or faulty ropes.</p> <p>Do not use knots that could cause internal damage to the rope through over-tightening.</p> <p>Check slings before using them (refer to SWP for Lifting Equipment for inspection procedures for slings and allied gear).</p>		
9. Site assessment and preparation	Persons falling	Double Click - Enter Risk	<p>The work area must be clear of all waste and debris.</p> <p>Make sure all ropes and anchorages have a clear access at all times.</p> <p>Make sure all anchorage points will sustain loadings.</p> <p>Make sure all ropes will safely reach the egress points such as the ground.</p> <p>Prevent chafing and damage to ropes by providing suitable protection for ropes.</p> <p>Before commencing rope access work, inspect all connections and anchorages.</p> <p>Make sure there are adequate lanyards, ropes and bags available for tools and materials.</p> <p>Inspect the operation of all communication devices and systems including the battery conditions.</p> <p>The work area must be maintained clear at all times.</p> <p>Make sure ropes will not be fouled.</p> <p>Inspect and certify all anchor points as being suitable. This must be done in writing.</p> <p>Stop movement by fixing edge protection.</p>	Double Click Enter Risk	Double click to add name of responsible person.

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			<p>Make sure all fittings and slings are properly installed and positioned.</p> <p>Spare batteries must be provided as back-up.</p>		
10. Rescue requirements	Operator competencies	Double Click - Enter Risk	<p>Make sure appropriate rescue competencies are available for the site and type of work.</p> <p>Make sure that suitable gear is being used for rescue and retrieval of a disabled operator.</p> <p>Means of emergency communication between operators and ground crew must be provided.</p> <p>Do not allow any person to work alone or isolated from other members of the team, unless it is possible to maintain direct and constant verbal communication, such as with a radio.</p> <p>Operators must be trained in suspension trauma relief and rescue techniques.</p> <p>For specific requirements, refer to Section 3 or ARAA Industry Code.</p> <p>Mobile phones may be used.</p> <p>When a person is working isolated or alone, do not allow mobile phones to be used.</p> <p>Provide training and kits for first aid.</p>	Double Click Enter Risk	Double click to add name of responsible person.
11. Setting up rope access system	Persons falling	Double Click - Enter Risk	<p>Make sure any person working from the rope access system has at least two points of attachment to the system including backup and working line.</p> <p>Before commencing attachment to rope system, inspect all seats, harnesses and riggings such as fittings and slings for safety.</p> <p>Inspect all ropes to make sure that the load is directly on the anchors and there is no slack.</p> <p>Make sure all equipment, materials and tools are attached to appropriate lanyards.</p> <p>When going over the edge, let only one person go first, and others can follow in order.</p> <p>Provide double redundancy to persons by attaching to two independent lines.</p> <p>All connections, harnesses and riggings must be checked.</p> <p>The ropes must not have any stretch.</p> <p>Never carry loose gear over the side.</p> <p>Always maintain capability for a rescue.</p>	Double Click Enter Risk	Double click to add name of responsible person.
12. Materials, tools and equipment	Falling objects	Double Click - Enter	Prevent all equipment, tools and materials from falling by attaching lanyards to	Double Click Enter	Double click to add name of responsible



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			<p>them.</p> <p>Attach with lanyards all items larger than 0.25 m² or heavier than 8 kg.</p> <p>Never suspend or secure any electrical power tool by their power cord.</p> <p>When using electrical tool or equipment, operate them through portable RCD.</p> <p>Fit with lanyards all containers and bags that handle parts and gears.</p> <p>Make sure all persons working from rope access are wearing appropriate PPE when working. They should at least be using hand protection, eye and head protection.</p> <p>Use lanyards with a safety factor of 10:1 after termination.</p> <p>Every day, before use, check all lanyards.</p> <p>Connections must be provided with safety caps.</p> <p>For containers and bags, use SF of 5:1.</p>		person.
13. Clean up and maintenance	Damage to equipment	Double Click - Enter Risk	<p>Make sure that on completion, all equipment has been retrieved and is properly packed up.</p> <p>Make sure that all permanent anchor points have plugs or covers fitted on them.</p> <p>Make sure that the ropes are not tangled while coiling and packing after use.</p> <p>Protect all gear, slings and ropes from damage by packing them into bags.</p> <p>Prevent damage to harnesses and rigging fittings by placing them in containers or boxes.</p> <p>Make sure that all materials, equipment and tools are retrieved before leaving the site.</p> <p>All gear must be removed from the site, and the site must be left in a safe and secure condition.</p> <p>Make sure there are suitable means available to stow equipment and gear safely.</p>	Double Click Enter Risk	Double click to add name of responsible person.
14. Inspection and testing of rope access gear and equipment	Risk of person falling due to failure of equipment	Double Click - Enter Risk	<p>Check all fittings, slings and ropes after each job to ensure they are safe to use for the next job.</p> <p>Any rope, whether a safety rope or a working rope must be removed from all use, if it displays sheath damage and/or reveals its kernel through its sheath.</p> <p>Discard immediately any fitting that is found damaged, nicked, worn or distorted. Replace such fittings immediately.</p> <p>After each use, check the harness and discard if there is any evidence of fault, damage or wear.</p>	Double Click Enter Risk	Double click to add name of responsible person.



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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<p>Never use any damaged or faulty rope for any load bearing purpose.</p> <p>Check of all lifting gear must be handled only by a competent person.</p> <p>Refer to SWP for Safety Harness.</p>		
15. Completion of job	<p>Slips, trips and falls</p> <p>Moving machinery or mobile plant and equipment</p> <p>Cuts, lacerations and burns</p> <p>Electrical contact</p> <p>Musculoskeletal disorder</p>	Double Click Enter Risk	<p>Clean up all work areas thoroughly and ensure there are no offcuts, debris or waste materials left within the vicinity of the work area.</p> <p>If machinery will be parked at the worksite area, be sure to park the plant, machinery or vehicle in a safe place, if possible, under cover and out of the weather and ensuring to remove all keys, spare keys and valuables. Always lock the plant, machinery or equipment after use.</p> <p>After using work equipment, always use gloves while cleaning down the tools and machines, in order to avoid cuts, lacerations and burns from hot material such as hot metal, fragmented discs or tool parts. Be sure to inspect the piece of equipment for any damage, and if damaged be sure to attach lockout tags and document the requirements in an equipment maintenance register.</p> <p>Always be sure to disconnect any power sources before beginning to roll electrical leads, in order to avoid any electric shock caused by faulty leads. If heavy equipment requires storing or packing away, be sure to use lifting aids, or request assistance from another worker or any other available personnel. Never attempt to lift heavy items alone. Ensure all work areas are left tidy, and free from hazards.</p>	Double Click Enter Risk	Double click to add name of responsible person.



EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

<p>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</p>	<p>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</p>
<p>New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</p>	<p>Western Australia Western Australia has received assent, keep up to date with progress: Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/modernisation-work-health-and-safety-laws-frequently-asked-questions-faq</p>
<p>Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</p>	<p>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</p>
<p>South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</p>	<p>Model Codes of Practice</p> <ul style="list-style-type: none"> - 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
<p>Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> - 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
Double click to enter name.	Double click position.		Date: 25 August 2021	11:49 am	Double click supervisor name.
Double click to enter name.	Double click position.		Date: 25 August 2021	11:49 am	Double click supervisor name.
Double click to enter name.	Double click position.		Date: 25 August 2021	11:49 am	Double click supervisor name.
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Double click to enter name.	Double click position.		Date: 25 August 2021	11:49 am	Double click supervisor name.
Double click to enter name.	Double click position.		Date: 25 August 2021	11:49 am	Double click supervisor name.

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

REVIEW NUMBER	<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	Double click.						
INITIALS	Double click.						
DATE							



SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	<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 selections.	<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 or 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	Double click to enter name.		DATE REVIEWED
SIGNATURE			DATE COMPLETED