

HAZARDOUS CHEMICALS SAFE WORK METHOD STATEMENT (SWMS)

Business Contact:	Phone #:	Principal Contractor (PC):	
Responsible person (for monitoring SWMS and work):		PC Address:	
Signature:	Date:	PC Phone #:	Date SWMS provided to PC:
Contact Phone #:		Job Site Address:	

SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.
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THIS WORK ACTIVITY INVOLVES THE FOLLOWING “HIGH-RISK CONSTRUCTION WORK” (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

<input type="checkbox"/> Confined spaces	<input type="checkbox"/> Mobile plant movement	<input type="checkbox"/> Demolition of a load-bearing structure	<input type="checkbox"/> Asbestos disturbance
<input type="checkbox"/> Using explosives	<input type="checkbox"/> Diving work	<input type="checkbox"/> Artificial extremes of temperature	<input type="checkbox"/> Tilt-up or pre-cast concrete
<input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services			
<input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse			
<input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers		<input type="checkbox"/> Work in a ceiling space (W.A. Only)	
<input type="checkbox"/> Working at depths greater than 1.5 metres, including tunnels or mines		<input checked="" type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere	
<input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor		<input type="checkbox"/> In or near water or other liquid that involves the risk of drowning	

WORKING WITH A RISK OF A FALL OVER 2 METRES. Select the fall from height 'hierarchy of control level' considered when establishing controls:

<input type="checkbox"/> L 1: Work on the ground or solid construction	<input type="checkbox"/> L 4: Use a fall arrest system e.g., safety harness, catch platforms
<input type="checkbox"/> L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP	<input type="checkbox"/> L 5: Implement administrative controls e.g., signage, or instruction
<input type="checkbox"/> L 3: Use a work positioning system e.g., travel restraint, rope access	<input type="checkbox"/> Other?

More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes). Please describe why it is not reasonably practicable to use higher-order control measures. E.g. The job is less than 5 minutes on a ladder.

Personal Protective Equipment (PPE)												
FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.	
											<input type="checkbox"/>	
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
JOB TASK	HAZARDS	IR	CONTROL MEASURES								RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>									
1. Business owner responsibilities	Exposure to hazardous chemicals/substances: <ul style="list-style-type: none"> Inhalation (breathed in) Ingestion (swallowed) Absorption (via the skin) Asphyxiation (lack of oxygen) 	3H	<ul style="list-style-type: none"> The Business Owner must: <ul style="list-style-type: none"> Ensure correct labelling of containers Display of warning signs & placards Maintain a Chemical/Substance Register Maintain a Chemical Manifest (when required) Identify the risk of physical or chemical reaction of hazardous chemicals/substances Maintain the stability of hazardous chemicals/substances Ensure chemical exposure levels are not exceeded Provide health monitoring of workers (when required) Provide PPE Provide information, training & instruction to workers Provide spill containment (as required) Obtain current Safety Data Sheets (SDS) for all hazardous chemicals/substances used Manage ignition sources Control the accumulation of flammable & combustible chemicals Provide & make available fire protection & firefighting equipment Provide emergency & safety equipment Prepare an emergency plan (as required). 								2M	Business Owner
2. Purchasing Chemicals / Substances	<ul style="list-style-type: none"> Unstable chemicals Untrained responsible people 	3H	<ul style="list-style-type: none"> If the chemical can become unstable over time, this must be identified at the time of purchase and arrangements made to manage the risk. The purchasing of hazardous chemicals/substances should be controlled and approved by a designated worker, supervisor or manager, who is trained and familiar with hazardous chemicals/substances and Chemical Management. Approval to purchase hazardous chemicals/substance should only be provided if: <ul style="list-style-type: none"> The relevant SDS has been reviewed It has been determined that no safer alternative is available The volume of the chemical is appropriate to the expected short-term demand for use 								2M	Supervisor

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
4. Chemical storage & transporting	Fire / explosion	4A	<ul style="list-style-type: none"> • NO ignition sources - Note: Ignition sources include pilot lights, stoves, heaters, cigarettes, matches/lighters, grinding, welding, power points, lighting, light switches, radio transmitters, mobile phones, battery-powered forklifts etc. • No combustible materials in the same area (such as paper, cardboard boxes) • Check compatibility, segregate as required, e.g. do not store pesticides next to fuels • Chemicals must be stored at an appropriate temperature and humidity level 		2M	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
	Inhalation of fumes / vapours	4A	<ul style="list-style-type: none"> • First Aid equipment easy access • Adequate ventilation • Do not Carry Dangerous Goods in car boots – “Ute it, don’t boot it!” 		2M	
	Spills	3H	<ul style="list-style-type: none"> • Bunding (to catch any liquid spills) • Store liquid chemicals on lower shelves so when if there should be a spill it does not spill all over the handler • Ensure containers are sealed when not in use • NO storage above shoulder height to avoid spillover handler • Spill kit available and in easy access. 		2M	
	Unauthorised access	3H	<ul style="list-style-type: none"> • Keep chemicals locked in chemical cabinets as required • Chemical resistant racking • Store in correct containers. 		2M	
	Ingestion (swallowed)	4A	<ul style="list-style-type: none"> • No unlabelled containers • Check labels are readable & correct • Do not store chemicals in food or drink containers. 		2M	
5. Labelling	Exposure to hazardous chemicals /substances	3H	<ul style="list-style-type: none"> • All containers (original container or decanted portions) supplied for use at a workplace, must have a label with all required details listed. If a container is not correctly labelled, it must not be used at the workplace • Always read and understand the information on a label before using a hazardous chemical • Ensure correct labels are fixed to all hazardous chemical/substance containers • Do not decant to another container without a label being attached • Where a label is too large for a container, it should be fixed by other means to the container, e.g. by a cable tie or similar around the neck or handle • All fuel containers are to be labelled with the type of fuel they contain. <p>⚠ Labels may not contain all of the information needed to safely use, store or dispose of the chemical. When using a hazardous chemical/substance always refer to the chemical’s SDS for more detailed information.</p>		2M	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues