










ACTIVITY: Asbestos - Non Friable - Removal		SWMS No.:
SAFE WORK METHOD STATEMENT (SWMS) - Part 1		
Company Name: Asbestos Removal Services	Address: 22 Smith Street Wetherill Park NSW 2167	ABN: 12 159 227 334
Company Contact: Bob Taylor	Position: Director	Phone No.: 02 9892 3370
Project Details		
Project: Remove AC Sheeting	Insert Photo	
Job Address: 395 Guildford Road GUILDFORD NSW 2161		
Job Description: Remove AC sheeting from bathroom walls, sheets are both nailed or screwed into wooden stud frame.		
This work method statement has been developed in consultation with the work force.		SWMS Approved by <i>Director</i> : Bob Taylor
		Date:

SWMS Scope	High Risk Construction Work
This SWMS provides guidance on working with and removal of non-friable asbestos greater than 10 m ² in area (licence required). This SWMS does not cover working around plant and machinery on a construction site, hazardous manual tasks, traffic plan, noise control and confined spaces in sufficient detail. Dedicated SWMS should be developed for these tasks, and for any risks not covered in this SWMS.	<p>This work activity may involve the following "High Risk Construction Work":</p> <ul style="list-style-type: none"> • Involves a risk of a person falling more than 2 metres • Involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure • Involves, or is likely to involve, the disturbance of asbestos • Involves structural alterations or repairs that require temporary support to prevent collapse • Is carried out on or near energised electrical installations or services.
<p>Personal Protective Equipment (PPE) Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.</p>	

AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>

Foot Protection	High Visibility	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection
						

Dangerous Goods / Hazardous Chemicals

Environmental risks may include damage to buildings, plants, soils, waterways and water catchment areas and/or poisoning of people or fauna due to incorrect disposal or run off of Asbestos (or Asbestos Containing Materials) during spills or clean up, and/or liberation of dust containing Asbestos fibres during renovation, encapsulation or cleaning operations.

Disposing of asbestos and contaminated personal protective equipment (PPE): All asbestos waste must be contained and labelled in accordance with the Globally Harmonised System of Classification and Labelling of Chemicals (GHS) and must be disposed of at a site authorised to accept asbestos waste as soon as practicable.

All PPE that has been contaminated with asbestos must be sealed in a container before being removed from the asbestos waste area and disposed of at a site authorised to accept asbestos waste. If it is not reasonably practicable to dispose of the PPE clothing then it must be laundered at a laundry equipped to deal with asbestos contaminated clothing. If it is not practicable to launder the clothing, it must be kept in a sealed container until it is reused for asbestos removal purposes.



Non-Friable Asbestos means asbestos-containing material which, when dry, does not become crumbled, pulverised or reduced to powder by hand pressure. Common examples: cement sheeting, ceiling tiles, vinyl tiles.

Asbestos is the generic term for a number of fibrous silicate minerals. There are two major groups of asbestos:

- The serpentine group contains chrysotile, commonly known as white asbestos
- The amphibole group contains amosite (brown asbestos) and crocidolite (blue asbestos), as well as some other less common types, such as tremolite, actinolite and anthophyllite.

Asbestos was commonly mixed with cement to form products such as fibro sheets, pipes and gutters and under floor packing. It was also woven into fabric and used for pipe lagging, boiler insulation and loose roof insulation.

The use of asbestos has been banned in Australia since 31 December 2003.

The Work Health and Safety Regulation 2011 uses the following definitions for asbestos:

- Airborne asbestos - any fibres of asbestos small enough to be made airborne
- Asbestos containing material (ACM) - any material or thing that contains asbestos as part of its design
- Asbestos contaminated dust or debris (ACD) - dust or debris that has settled within a workplace and is (or assumed to be) contaminated with asbestos
- Competent person - a person who has acquired, through training, qualification or experience, the knowledge and skills to carry out an asbestos related task
- Competent person for a clearance inspection - a person who has acquired through training or experience the knowledge and skills of relevant asbestos removal industry practice and holds:
 - o A certification in relation to the specified VET course for asbestos assessor work, or
 - o A tertiary qualification in OHS, occupational hygiene, science, building, construction or environmental health
- Friable asbestos – any asbestos material in a powder form or can be crumbled, pulverised or reduced to a powder by hand pressure when dry. Examples include: pipe lagging, limpet and fire door cores.
- In situ asbestos - asbestos or ACM fixed or installed in a structure, equipment or plant but does not include naturally occurring asbestos
- Naturally occurring asbestos (NOA) - the natural geological occurrence of asbestos minerals found in association with geological deposits including rock, sediment or soil
- Non friable asbestos - material containing asbestos that is not friable asbestos, including material containing asbestos fibres reinforced with a bonding compound such as, asbestos cement (fibro), brakes and vinyl floor tiles
- Respirable asbestos - an asbestos fibre that:
 - o Is less than 3 microns (μm) wide
 - o Is more than 5 microns (μm) long
 - o Has a length to width ratio of more than 3:1.

Prohibitions on Asbestos:

- High pressure air or gases must not be used on or near ACM
- High power tools must not be used (unless dust is able to be totally captured and exposure remains half of the exposure standard).



Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk
Job Step: Planning		
<p>Hazards include:</p> <ul style="list-style-type: none"> - Asbestos - removal - Falls from a height - Falls on the same level - Objects on ground - Uneven or slippery surface - Hazardous Manual Tasks <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o pushing, pulling, throwing, pressing objects o repetitious movements. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Inhalation of dust or fibres - asbestos etc. - Falling from height causing serious injury or death - Trip, slip, fall on same level causing bruises, sprains, strains, fractures - Falling objects – being struck / crushed - Muscular stress/ Musculoskeletal Disorder. 	<p>Ensure:</p> <ul style="list-style-type: none"> - Only trained licensed workers work with ACM - Training incorporates the relevant units of competencies as required. <p>Training should include:</p> <ul style="list-style-type: none"> - General induction (first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons, codes of conduct for personal interactions, etc.) - All workers hold a non-friable statement of attainment (held at site) - Relevant SWMS in place where necessary (held at site) - Site security requirements - All persons on site have a General Construction Induction Card - Sufficient time for job, number of workers - First aid kit / supplies - Communication devices (check mobile phones, satellite phones or radios will have service in area) - Drinking water, clean up and toilet facilities available. <p>WHS Regulations 2011 clause 461 A licensed asbestos removalist must keep a record of the training undertaken by a worker carrying out licensed asbestos removal work:</p> <ul style="list-style-type: none"> - While the worker is carrying out licensed asbestos removal work, and - For 5 years after the day the worker stopped carrying out licensed asbestos removal work for the removalist. <p>Determine presence of asbestos/ACM:</p> <ul style="list-style-type: none"> - Competent person to identify if asbestos present - Obtain as much information as possible on the location, type and condition of asbestos/ACM - Obtain a copy of the asbestos register for the site - Take notes and photographs for future reference and / or inclusion in asbestos register - If unsure, assume presence of asbestos. <p>Identify all hazards that may arise from the activity e.g.:</p> <ul style="list-style-type: none"> - Unstable footing (e.g. wet slippery surface, sloping surfaces) - Falls - Heat stress - Electrical equipment - Asbestos damaged or in poor condition.



		<p>Ensure: Health monitoring to determine baseline health has been conducted before starting work or if ongoing work with asbestos, health monitoring has been undertaken in the past two years (as per current code of practice for asbestos removal).</p> <p>Determine if air monitoring is required.</p> <p>NOTE: Ensure regulator is notified at least 5 days prior to commencement of work.</p> <p>Asbestos removal control plan: (Held at site)</p> <ul style="list-style-type: none"> - Ensure asbestos removal control plan is developed for work - Ensure licensed asbestos removalists are trained in the use of this plan as per the Code of Practice. <p>Develop exclusion zones include barricades, signs, as required. Consider:</p> <ul style="list-style-type: none"> - No-go zones for pedestrians or other unauthorised personnel - Type and quantity of signage and barricades to prevent entry at main points e.g. tape or solid barriers - Distance from asbestos location based on asbestos type and risk from method of removal or potential escape. <p>Decontamination zones (clean and dirty e.g. a dirty decontamination zone may be an area adjacent to the contaminated zone where shoes or coveralls may be reused.)</p> <table border="1" data-bbox="1010 751 2051 799"> <tr> <td>RB: 3H</td> <td>Person responsible to implement control measures:</td> <td>RA: 2M</td> </tr> </table>	RB: 3H	Person responsible to implement control measures:	RA: 2M
RB: 3H	Person responsible to implement control measures:	RA: 2M			
<p>Job Step: Site Establishment</p>					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Asbestos - removal - Falls from a height - Electrical energized services - Falls on the same level - Objects on ground - Uneven or slippery surface - Members of the public - Hazardous Manual Tasks <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o pushing, pulling, throwing, pressing objects o repetitious movements. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Inhalation of dust or fibres - asbestos etc. - Falling from height causing serious injury or death - Electrocutation - Trip, slip, fall on same level causing bruises, sprains, strains, fractures - Falling objects – being struck / crushed - Create exclusion zone to maintain safety for public - Muscular stress/ Musculoskeletal Disorder. 	<p>Prepare equipment required as per needs in asbestos removal control plan. For example:</p> <ul style="list-style-type: none"> - Disposable cleaning cloths / rags - Water container e.g. bucket, hose and/or a misting spray bottle - Thick plastic sheeting (e.g. 200µm construction visqueen) - Asbestos waste disposal bags and containers (waste disposal bags must be clear plastic 200 µm thick and labelled 'Caution Asbestos – Do not open or damage bag - Do not inhale dust') - Small containers (e.g. cups) to catch contaminated material e.g. drill swarf etc. - Spare PPE in case of breach or failure - Warning signage and appropriate barriers - An asbestos vacuum cleaner. Vacuum must have a high efficiency particulate air filter (HEPA) as per AS 4260-1997 <i>High efficiency particulate air (HEPA) filters - Classification, construction</i> - (Note: not a domestic vacuum cleaner) - Duct tape or other adhesive material. <p>Prepare area:</p> <ul style="list-style-type: none"> - Ensure a suitably qualified asbestos supervisor is present - Remove unauthorised personnel (use minimum amount of people necessary for task) 			



		<ul style="list-style-type: none"> - Remove all unnecessary items from area - Isolate power before starting work & ensure supervisor obtains written confirmation - Install barricades and signage in accordance with site establishment plan. - Ensure neighbors are notified in accordance with ARCP - If in internal area, close doors, windows and other openings as required - Use 200 micron plastic sheeting laid to cover surfaces that may become contaminated, also to waste disposal area and decom area - Ensure waste disposal containers are on hand - Turn off fans, or control where possible excess air movement from air-conditioning or natural sources. <p>Personal Decontamination:</p> <ul style="list-style-type: none"> - Establish isolated area - Ensure cleaning facilities adequate (running water, soap) - Restrict access to area for duration - Clean daily. <p>Prepare PPE: Ensure:</p> <p>Coveralls:</p> <ul style="list-style-type: none"> - No pockets / velcro - Good quality (can't be easily torn) - Type 5, Category 3 (protection level) - 1 size bigger to prevent ripping - Cuffs sealed with duct tape - Leg cuffs are not tucked into boots - Hood is worn over respirator straps. <p>Gloves ensure:</p> <ul style="list-style-type: none"> - Disposable (single use) - If latex – use low protein powder free - Dispose of as asbestos waste - Wash hands and fingernails after work. <p>Footwear ensure:</p> <ul style="list-style-type: none"> - Laceless safety boots or gumboots - Remain in dirty decontamination area - Stored upside down when not in use - Are not used for non-asbestos work. - Boot covers <p>Respiratory Protection ensure:</p> <ul style="list-style-type: none"> - Persons are deemed medically fit to wear - Issued to individuals
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		<ul style="list-style-type: none"> - Fit testing is conducted by competent person - Complete facial seal (no facial hair) - Regularly cleaned, maintained - Records kept - Ensure filter and respirator are compatible - Replace filters if damaged, when resistance increases and as per manufacturer's instructions - Inspect all respirator parts before and after use. Including: <ul style="list-style-type: none"> o Filters o Seals o Valves - Seek advice from competent person for required level of protection. Examples: <ul style="list-style-type: none"> o Inspection – P1 or P2 half face (can be either disposable or cartridge) o Sample removal – P1 or P2 half face (can be either disposable or cartridge) o Removal of asbestos sheeting etc.: P1 or P2 half face (can be either disposable or cartridge). <p>Do not:</p> <ul style="list-style-type: none"> - Leave respirators in asbestos-contaminated area when not in use - Leave hanging around neck. <table border="1" data-bbox="1016 767 2045 810"> <tr> <td data-bbox="1016 767 1151 810">RB: 3H</td> <td data-bbox="1151 767 1924 810">Person responsible to implement control measures:</td> <td data-bbox="1924 767 2045 810">RA: 2M</td> </tr> </table>	RB: 3H	Person responsible to implement control measures:	RA: 2M
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Job Step: Pre- start Inspection					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Asbestos - removal - Falls on the same level - Objects on ground - Uneven or slippery surface - Work outdoors - Hazardous Manual Tasks <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o pushing, pulling objects. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Inhalation of dust or fibres - asbestos etc. - Trip, slip, fall on same level causing bruises, sprains, strains, fractures - Muscular stress/ Musculoskeletal Disorder. 	<p>Hearing protection, ensure:</p> <ul style="list-style-type: none"> - It is worn by all persons throughout the period of exposure to noise - It is suitable for the type of working environment and the work tasks - It is comfortable and correctly fitting for the worker - It is regularly inspected and maintained to ensure it remains in good, clean condition. <p>Ensure: Workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs.</p> <p>Inspect all tools/equipment before use:</p> <ul style="list-style-type: none"> - Ensure required communication devices are available and in good working order - Ensure all cutting tools sharp and in good order. <p>Tools:</p> <ul style="list-style-type: none"> - Equipment visually inspected for any damage - Outside casing not damaged - Attachments secured and suitable for tool - Tools are not modified - Guards prevent access to danger areas 			



		<ul style="list-style-type: none"> - Locking devices functional - Triggers do not stick or faulty - Battery charging areas well ventilated - Batteries fully charged - Electrical leads – tested/tagged – leads undamaged, not exposed to water - Electrical equipment is rated for environment - Residual Current Devices (RCD's) are provided and cables/leads are in safe condition. <p>WARNING: If any equipment is damaged, faulty or otherwise unsafe for use, do not use. Take equipment out of service immediately and follow Lock-out/ Tag-out (LOTO) procedures.</p> <p>Note: the following items are prohibited:</p> <ul style="list-style-type: none"> - High speed power or pneumatic tools such as grinders or power saws - High pressure water cleaners - Brooms and brushes (unless these items are used for sealing purposes) - Compressed air. 			
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Job Step: Set up					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Asbestos - removal - Falls on the same level - Objects on ground - Uneven or slippery surface - Work at height - Hazardous Manual Tasks <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o pushing, pulling objects. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Inhalation of dust or fibres - asbestos etc. - Trip, slip, fall on same level causing bruises, sprains, strains, fractures - Falls from ladders - Muscular stress/ Musculoskeletal Disorder. 	<p>Enter contaminated area/removal site as follows:</p> <ul style="list-style-type: none"> - Fit required personal protective equipment (PPE) and respiratory protective equipment (RPE) in designated 'clean' decontamination areas - Fit additional PPE, footwear and connect airline if required in designated 'dirty' area (this area is situated between the removal area and 'clean' decontamination area. <p>Follow asbestos removal control plan:</p> <ul style="list-style-type: none"> - Use methods that reduce dust generation - Do not use high speed tools such as grinders - ACM should be wetted using a fine water spray as you work - Keep material intact where possible. Unnecessary breaking of ACM is not recommended. - Dispose of nails, screws etc. as per other contaminated waste. - Dispose of any other associated material such as dried adhesives, sealants and paint particles as per other contaminated waste - Only half fill waste bags- remove excess air and tie off. <p>Ensure: Waste drums are plastic lined.</p>			
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Job Step: Operation – removal of asbestos



<p>Hazards include:</p> <ul style="list-style-type: none"> - Asbestos - removal - Falls from a height - Falls on the same level - Objects on ground - Uneven or slippery surface - Work outdoors - Hazardous Manual Tasks <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o pushing, pulling, throwing, pressing objects o repetitious movements. - Heat stress 	<p>Risks include:</p> <ul style="list-style-type: none"> - Inhalation of dust or fibres - asbestos etc. - Falling from height causing serious injury or death - Trip, slip, fall on same level causing bruises, sprains, strains, fractures - Falling objects – being struck / crushed - Muscular stress/ Musculoskeletal Disorder. - Dehydration 	<p>Hazardous Manual Handling:</p> <ul style="list-style-type: none"> - Avoid long periods of repetitive movements - Avoid awkward and sustained positions - Use mechanical lifting aids when possible - Use two or more people for lifting & moving heavy / awkward equipment - Regular breaks. <p>Insert applicable work method steps below, as applicable from asbestos control plan and task. An example has been provided below, please replace example text with task specific steps as necessary.</p> <p>Example: removing an asbestos panel:</p> <ul style="list-style-type: none"> - Spray panels with PVA compound prior to removing - Remove panels - Use methods that reduce dust generation - Do not use high speed tools such as grinders - ACM should be wetted using a fine water spray as you work - Use a nail punch as required to punch nails through - Use a large punch or chisel to cut a hole around fasteners - Where possible unscrew screws - If using heat to loosen adhesives or sealants use caution - Prise sheets away from timber framing using a pinch-bar or wide bladed tool as appropriate - Keep sheets intact where possible. Unnecessary breaking of ACM is not recommended - Dispose of nails, screws etc. as per other contaminated waste - Dispose of any other associated material such as dried adhesives, sealants and paint particles as per other contaminated waste - Once removed spray back of material with pvc/water also - Place pieces of ACM in designated disposal bags for disposal (only half fill and tie off) - Do not drop ACM from height, always lower to ground using safe method such as scissor lift or scaffold - Clean exposed framing with HEPA vacuum cleaner - Wipe beams/members down with wet rag. - Spray frame with pvc/water spray to seal - . <p>Do not: Drop ACM from height, always lower to ground using safe method such as scissor lift or scaffold.</p> <table border="1" data-bbox="1014 1241 2042 1289"> <tr> <td data-bbox="1014 1241 1151 1289">RB: 4A</td> <td data-bbox="1151 1241 1921 1289">Person responsible to implement control measures:</td> <td data-bbox="1921 1241 2042 1289">RA: 3H</td> </tr> </table>	RB: 4A	Person responsible to implement control measures:	RA: 3H
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<p>Job Step: On Completion</p>					



<p>Hazards include:</p> <ul style="list-style-type: none"> - Asbestos - removal - Falls on the same level - Objects on ground - Uneven or slippery surface - Hazardous Manual Tasks <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o pushing, pulling, throwing, pressing objects o repetitious movements. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Inhalation of dust or fibres - asbestos etc. - Trip, slip, fall on same level causing bruises, sprains, strains, fractures - Falling objects – being struck / crushed - Muscular stress/ Musculoskeletal Disorder. 	<p>On completion: Ensure that no electrical appliances, light fittings, cables etc. have been damaged during work. If damage suspected, do not turn power back on – seek advice from licensed electrician. Use damp rags to wipe down asbestos-contaminated areas and equipment. <i>Note: Cleaning rags should only be used once, although they may be re-folded to expose a clean surface.</i></p> <p>For Personal Decontamination:</p> <ul style="list-style-type: none"> - Use HEPA vacuum cleaner & buddy clean to remove obvious signs of contaminated material - Wipe coveralls, shoes, eye protection with damp cloth - Wipe respirator with damp cloth – but do not remove - Remove coveralls, shoes and any other PPE & bag - Remove respirator <ul style="list-style-type: none"> o Wash face and hands with soapy water. Pay attention to under the fingernails o All asbestos-contaminated tools and equipment are stored in labelled, impervious containers and only used for asbestos work containers. <p>Decontaminate tools:</p> <ul style="list-style-type: none"> - If possible fully dismantle tools and decontaminate using appropriate method in a controlled environment - If not possible due to location or other constraints, tools should be tagged to identify contamination and placed in double bags and sealed until reused or decontaminated. <p>Note: Respiratory protective equipment should be used until all contaminated disposable coveralls and clothing has been removed and bagged for disposal and personal washing has been completed. Dispose of contaminated rags, coveralls, etc. in plastic bags that are labelled and follow state and local waste laws. It is prohibited to take contaminated clothing home for laundering (this must be done by licenced facility).</p> <p>Removing waste. Ensure:</p> <ul style="list-style-type: none"> - All drums/bins are in good condition and able to be sealed air tight - Lined with plastic (200 micron thick) - Labelled “Danger – Asbestos – No not break seal” (or similar) - Inspect bins / drums if re-using. <p>Check with State and Local Authority for approved disposal instructions and locations.</p> <p>Clearance Inspection: A person commissioning licensed asbestos removal work must ensure that, once the licensed asbestos removal work has been completed, a clearance inspection is carried out and a clearance certificate is issued before the workplace can be re-occupied by:</p> <ul style="list-style-type: none"> - An independent competent person, for asbestos work that is not required to be carried out by a Class A licensed asbestos removalist (for example, if removal work involved more than 10 m2 of non-friable asbestos). - The competent person must not be involved in the removal of asbestos for that specific job and is not involved in a business or undertaking involved in the removal of the asbestos for that specific job. - If it is not reasonable practicable for the competent person to be independent from the person who carried out the asbestos removal, the person commissioning the work can apply to the regulator for an exemption from this requirement under Part 11.2 of the WHS Regulations (2011).
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		RB: 4A	Person responsible to implement control measures:	RA: 3H
Job Step: Maintenance				
<p>Hazards include:</p> <ul style="list-style-type: none"> - Asbestos - removal - Falls on the same level - Objects on ground - Uneven or slippery surface - Hazardous Manual Tasks <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o pushing, pulling objects. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Inhalation of dust or fibres - asbestos etc. - Trip, slip, fall on same level causing bruises, sprains, strains, fractures - Muscular stress/ Musculoskeletal Disorder. 	<p>Ensure all servicing, maintenance and repairs are performed by suitably qualified & competent persons.</p> <ul style="list-style-type: none"> - Inspect tools and equipment (including condition of electrical leads). If any damage detected, attach "Do not use" tag and take item out of use until repairs can be made - Wash hands after use and before eating or smoking - Used containers that may still contain contaminated material: <ul style="list-style-type: none"> o Do not cut or drill containers o Return to supplier, or contact local waste authority for correct disposal. <p>Ensure all equipment undergoes regular maintenance as required by manufacturer.</p> <p>When equipment is being taken out of service for maintenance:</p> <ul style="list-style-type: none"> - Shut off and isolate the power/battery supply - Power supply is clearly labelled / tagged "do not use." <p>Ensure regular documented condition inspections (including: cuts or "kinks" to cords / leads and or other safety related controls).</p>		
		RB: 4A	Person responsible to implement control measures:	RA: 3H

Emergency Procedures / Emergency Response	
<p>Emergency Response: Call 000 immediately then administer first aid to injured person/s, refer to emergency plan.</p> <p>Develop and implement an emergency response plan for the site. Include:</p> <ul style="list-style-type: none"> - Assembly points - Communication - Consultation methods - Responsible persons - Emergency contacts - names and phone numbers - First aid equipment - Fire Extinguishers – accessible & serviced. <p>Develop site-specific rescue procedures/SWMS.</p> <p>Ensure all workers on-site are trained and familiar with emergency and evacuation procedures.</p>	<p>In case of personal injury:</p> <ul style="list-style-type: none"> - Cease operations - Shut off any equipment - Obtain first aid or medical aid for injured persons - Call 000 for serious injury - Report all incidents/near misses. <p>Incident if exposed to asbestos through uncontrolled release: Ensure:</p> <ul style="list-style-type: none"> - Shut down all operations move away from area - Do not attempt to clean asbestos from area until extent of release determined - Seal off area to prevent access until clean up initiated - Decontaminate self - Seek medical attention.



Person/s responsible to implement and follow emergency procedures and control measures:

Review

To ensure controls are implemented and monitored effectively:

- **Toolbox /pre-work** meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
 - **Spot checks**
 - **Consultation**
 - **Scheduled audits**
- Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons)

Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- **A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.**

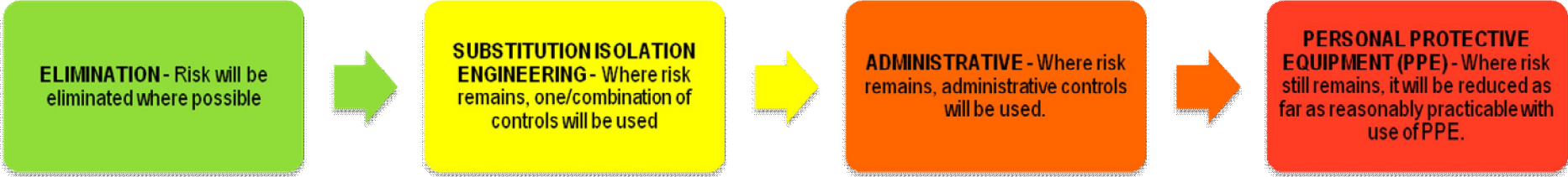
Person/s responsible to implement and follow monitoring and review procedures and control measures:



SAFE WORK METHOD STATEMENT - Part 2		
Formal Training, Licences required for workers undertaking this task:	Duties of workers undertaking this task:	Details of Supervisory Arrangements for workers undertaking this task:
<p>Example:</p> <ul style="list-style-type: none"> - Licence to Perform High Risk Work (operating certain plant, equipment) - TAFE or other recognised training organisation - Construction Induction Card (or equivalent) 	<ul style="list-style-type: none"> - Competent in operation of make/model of plant - Emergency procedures – emergency response - PPE - Traffic Management Plans 	<p>Example:</p> <ul style="list-style-type: none"> - Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc. - Reporting systems
Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:	Relevant Legislation, Codes of Practice: Note: Retain only the legislation references applicable to your state of operation for this SWMS	
<p>Example:</p> <ul style="list-style-type: none"> - Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority <p>PPE to comply with relevant Australian Standards</p> <p>Plant/Tools/Equipment: (List plant and equipment to be used on the job.)</p> <p>Example: Drill - battery.... (Make & Model)</p>	<ul style="list-style-type: none"> • Commonwealth, NSW, QLD, ACT <ul style="list-style-type: none"> o Work Health and Safety Act 2011 o Work Health and Safety Regulations 2011 • Northern Territory <ul style="list-style-type: none"> o Work Health and Safety (National Uniform Legislation) Act 2011 o Work Health and Safety (National Uniform Legislation) Regulations • SA, Tasmania <ul style="list-style-type: none"> o Work Health and Safety Act 2012 o Work Health and Safety Regulations 2012 • Codes of Practice: Safe Work Australia (2011): <ul style="list-style-type: none"> o Construction Work o First Aid in the Workplace o How to Safely remove Asbestos o How to Manage and control Asbestos in the Workplace o Managing the Risk of Falls at Workplaces o Managing the Risk of Plant in the Workplace o Managing Noise and Preventing Hearing Loss in the Workplace o How to Manage Work Health and Safety Risks o Hazardous Manual Tasks o Managing Risks of Hazardous Chemicals o Managing Electrical Risks in the Workplace o Managing the Work Environment and Facilities o WHS Consultation, Cooperation & Coordination • Victoria <ul style="list-style-type: none"> o Occupational Health & Safety Act 2004 o Occupational Health & Safety Regulations 2007 o Codes of Practice: • Western Australia <ul style="list-style-type: none"> o Occupational Safety & Health Act 1984 o Occupational Safety & Health Regulations 1996 o Codes of Practice: • Australian Standards: <ul style="list-style-type: none"> o AS/NZS1269: 2005 Occupational noise management o AS/NZS 4501:2008 (set) Occupational Protective Clothing o AS 4260-1997 High efficiency particulate air (HEPA) filters - Classification, construction o AS4024.1: 1996 Safeguarding of machinery - General principles o AS 4024.1:2006 Safety of machinery o AS1473: 1991 Guarding & Safe Use of Woodworking Machinery o AS/NZS 1576.1:2010 Scaffolding – General requirements o AS.1892.5: 2000 Portable Ladders – selection, safe use and care o AS 1319:1994 Safety Signs for Occupational Environment o AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment o AS/NZS 1716:2003 Respiratory protective devices o AS 1891 (set) Industrial Safety Belts and Harness o AS/NZS 2210.1:2010 Safety, protective and occupational footwear - Guide to selection, care and use o AS/NZS 4994.1:2009 Temporary Edge Protection - General requirements o AS 2550.10:2006 Cranes, hoists and winches - safe use - mobile elevating work platforms o AS 3640:2004 Workplace atmospheres - Method for sampling and gravimetric determination of inhalable dust 	

Reference Documents							
Australian Government (2012): Work Health and Safety Regulation 2011: <i>Chapter 8</i> WorkCover NSW (2011): Code of Practice: <i>How to Safely remove Asbestos</i> WorkCover NSW (2011): Code of Practice: <i>How to Manage and control Asbestos in the Workplace</i>				Safe Work Australia (2011): <i>Guidance on the Classification of Hazardous Chemicals under the WHS Regulations</i> Safe Work Australia (2013): <i>Guidance on the interpretation of workplace exposure standards for airborne contaminants</i> World Health Organisation: <i>"Dust - Definition and Concepts"</i>			
This SWMS has been developed in consultation and cooperation with <i>employee/workers</i> and relevant <i>Employer/Persons Conducting Business or Undertaking (PCBU)</i> . I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.							
Overall Risk Rating after Controls	1 Low	2 Moderate	3 High	4 Acute			
Name							
Initial							
Date							

HIERARCHY OF CONTROLS





RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>
References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood What is the possibility that the effect will occur?		
	Criteria	Description
Almost certain	Expected in most circumstances.	Effect is a common result.
Likely	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened.
Possible	Might occur at some time.	Effect could occur at the site or I've heard of it happening.
Unlikely	Could occur at some time.	Effect is not likely to occur at the site or I have not heard of it happening.
Rare	May occur only in exceptional circumstances.	Effect is practically impossible.

Step 2: Determine Consequence What will be the expected effect?	
Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable.
Minor	First Aid treatment only; no lost time injury.
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days.
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death.
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths.

Step 3: Determine the risk score					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Moderate	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Moderate	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Moderate	3 High	4 Acute
Rare	1 Low	1 Low	2 Moderate	3 High	3 High

Step 4: Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
Score	Action
4 A: Acute	DO NOT PROCEED. Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding.
3 H: High	Review before commencing work. Introduce new controls and/or maintain high level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	Maintain control measures. Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low	Record and monitor. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.