

Business Name:

Business Address:

ABN/NZBN:

HAZARDOUS SUBSTANCES - 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:

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

- | | | | | |
|---|---|---|--|---|
| <input type="checkbox"/> Electrical equipment | <input type="checkbox"/> Elevated levels | <input type="checkbox"/> Slips, trips and falls | <input checked="" type="checkbox"/> Hazardous substances | <input type="checkbox"/> Silica dust |
| <input type="checkbox"/> Hot Work | <input type="checkbox"/> Hazardous manual tasks | <input type="checkbox"/> Outdoor work | <input type="checkbox"/> Remotely &/or isolated work | <input type="checkbox"/> ? |
| <input checked="" type="checkbox"/> Noise and vibration | <input checked="" type="checkbox"/> Native vegetation & weeds | <input checked="" type="checkbox"/> Air quality | <input checked="" type="checkbox"/> Waste | <input type="checkbox"/> Vehicle movement |
| <input checked="" type="checkbox"/> Fuels, oils & chemicals | <input checked="" type="checkbox"/> Terrestrial fauna | <input checked="" type="checkbox"/> Waterways & soils | <input type="checkbox"/> Cultural heritage | <input type="checkbox"/> ? |

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

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|--|--|---|---|
| <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"/> 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 | | |

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 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"/>	

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 commencing work.
UNLIKELY	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	2M - MODERATE	Maintain control measures.
RARE	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	3 - HIGH	1L - LOW	Record and monitor.

HIERARCHY OF CONTROLS	MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE
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JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
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). 	Business Owner
2. Purchasing Chemicals / Substances	<ul style="list-style-type: none"> Unstable chemicals Untrained responsible persons 	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 	Supervisor

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
11. On completion	Unauthorised access	3H	<ul style="list-style-type: none"> If acceptable, remove or add barricades. 	Supervisors & Workers to follow controls
	Contamination	3H	<ul style="list-style-type: none"> Wash your hands thoroughly after handling chemicals Do not take contaminated clothing home to be laundered because by doing so, it could expose family members to the contaminant. 	
12. Emergency response	<ul style="list-style-type: none"> Injury Fatality Environmental damage 	4A	<ul style="list-style-type: none"> For police, fire or ambulance call '000.' Follow site emergency and evacuation procedures A communication system is available, e.g. a mobile phone or radio Check for dangers to self before helping others Maintain control of the area and stabilise the situation Apply first aid to the injured worker Complete an incident report. 	Supervisors & Workers to follow controls
	Emergency	3H	<ul style="list-style-type: none"> A qualified First Aid officer who has had some training/experience with hazardous chemicals/substances related First Aid, in a particular interpretation of SDS & emergency response to chemical injuries, is available on-site Current SDS are obtained for all hazardous chemicals/substances and accessible on-site SDS is supplied, without charge, by the manufacturer/supplier of the chemical <ul style="list-style-type: none"> SDS is current (no more than 5yrs old) Meets Australian requirements Is the correct SDS for the chemical being used Ready access to emergency equipment and services Ensure appropriate equipment is available. The type of emergency equipment required will depend on the type and quantity of Hazardous chemicals/substances at the workplace Emergency Equipment may include: <table border="0" style="width: 100%;"> <tr> <td> <ul style="list-style-type: none"> Drums for leaking containers Absorbent material Booms, plates, flexible sheeting Fire extinguishers Neutralising agents (e.g. Lime, Soda Ash) Pumps or hoses First Aid Kits </td> <td> <ul style="list-style-type: none"> Emergency shower Eye Wash station Mops, buckets, garbage bins Appropriate PPE Fire Protection system Automatic sprinkler system Monitors & alarms Water supply. </td> </tr> </table> 	
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OVERALL RISK RATING AFTER CONTROLS <input type="checkbox"/> 1 - Low <input checked="" type="checkbox"/> 2 - MODERATE <input type="checkbox"/> 3 - High <input type="checkbox"/> 4 - ACUTE				