

Business Name:

Business Address:

ABN/NZBN:

SILICA DUST 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 checked="" type="checkbox"/> Slips, trips and falls | <input type="checkbox"/> Hazardous substances | <input type="checkbox"/> ? |
| <input type="checkbox"/> Hot Work | <input checked="" type="checkbox"/> Hazardous manual tasks | <input type="checkbox"/> Outdoor work | <input type="checkbox"/> Remotely &/or isolated work | <input type="checkbox"/> ? |
| <input type="checkbox"/> Noise and vibration | <input type="checkbox"/> Native vegetation & weeds | <input type="checkbox"/> Air quality | <input checked="" type="checkbox"/> Waste | <input type="checkbox"/> Vehicle movement |
| <input type="checkbox"/> Fuels, oils & chemicals | <input 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 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	EYE PROTECTION	FACE PROTECTION	DISPOSABLE HAND PROTECTION	PROTECTIVE CLOTHING	HALF-FACE RESPIRATORS (P1 / P2 / DISPOSABLE / CARTRIDGE)	DISPOSABLE HALF-FACE RESPIRATOR
						
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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. Training	Exposure to respirable crystalline silica (RCS)	4A	<ul style="list-style-type: none"> Training and Information provided to workers on respirable crystalline silica (RCS) should include: <ul style="list-style-type: none"> Hazards and potential risks associated with respirable crystalline silica dust (Provide workers with a copy of 'Health Monitoring for Exposure to Hazardous Chemicals - Guide for workers': Safe Work Australia) Information on RCS through Safety Datasheet (SDS) or labels Risk management process Work practices, procedures and control measures How to fit, use, maintain and clean personal protective equipment (PPE) Emergency procedures, including any special decontamination procedures or PPE failures First aid and incident reporting procedures The purpose and results of air monitoring including the types of health tests that may be required Checking controls are working and using them Waste collection and disposal. 	Organisation/Supervisor
	Inexperienced worker	3H	<ul style="list-style-type: none"> Supervision provided to inexperienced or new workers, e.g. Cutting stone for the first time or new machinery used. 	
2. Worker consultation	Exposure to RCS	3H	<ul style="list-style-type: none"> Ensure workers have been consulted and allowed the opportunity to express their views on the safety controls Workers and Employers must be satisfied that the controls are sufficient for the task before the work commences If an HSR represents employees, the consultation must involve that HSR. 	Supervisor to ensure control measures followed Workers to contribute to the consultation process

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON	
9. On completion	Exposure to RCS	4A	<ul style="list-style-type: none"> Respiratory protective equipment used until all contaminated disposable coveralls and clothing has been removed and bagged for disposal, and personal washing completed Clean up any slurry produced to prevent the slurry from drying & releasing silica dust into the air Use damp rags to wipe down RCS-contaminated areas and equipment Carefully roll or fold any plastic sheeting used to cover any surface within the RCS work area, so as not to spill any collected dust or debris If necessary, use damp rags or a HEPA vacuum cleaner to clean any remaining visibly contaminated sections of the RCS work area If possible, fully dismantle tools and decontaminate using the appropriate method in a controlled environment. <p>⚠ Never use compressed air for cleaning.</p>	Supervisor and workers to ensure control measures followed	
	Personal contamination	4A	<ul style="list-style-type: none"> Ensure contaminated clothing removed before leaving the work area (to ensure dust not transferred to other areas of the workplace). Use HEPA vacuum cleaner to remove apparent signs of contaminated material Wipe coveralls, shoes, eye protection with a damp cloth Wipe respirator with a damp cloth – but do not remove Remove coveralls, boots and any other PPE Remove respirator Wash face and hands with soapy water. Pay attention to under the fingernails <p>⚠ Never use compressed air for personal decontamination.</p>		
	Equipment malfunction or damage	3H	<ul style="list-style-type: none"> Maintain and test PPE/RPE following manufacturer's instructions Inspect all equipment and report to the supervisor if damaged <p>⚠ Do not use if any fault/damage/missing parts. Report immediately and follow tag-out/lock-out procedures.</p>		
10. 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. 	<ul style="list-style-type: none"> Refer to your SWMS implementing instructions for further specific emergency responses. 	Supervisors and workers ensure controls followed
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		