

Insert your company logo or company name here.

SAFE WORK METHOD STATEMENT FOR USING HAZARDOUS CHEMICALS

SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

Client/Principal Contractor	Insert client and/or PC name	Project Address:	Insert the project's address
Company Address:	Insert your company address	Phone Number:	Insert your business number
SWMS Prepared By:	Insert person	In Consultation With:	Refer to Consultation and Sign-Off Record
SWMS Approved By:	Insert person	Distribution To:	All persons involved in the work scope
SWMS Date:	Insert date	Review Date:	and 12 months or as needed
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Responsible Person's Name:	Insert the person(s) phone number
Work Scope Description:	Using hazardous chemicals		
List the qualifications and training requirements for this activity:	<ul style="list-style-type: none"> • Instruction on this safe work method • Understanding and following safety measures in safety data sheets 		
Details of inspections and maintenance checks required for this activity:	<p>Inspections must be carried out on hazardous chemicals to assist with compliance to safe work practices and to ensure principles are followed. The frequency of inspection must never be exceeded.</p>		
Are there any additional circumstances that may affect this activity?	<p>Workers must comply with all procedures, plans, rules and instructions given by an authorised person in control of the work.</p> <p>In some circumstances, there is an Australian Standard with a requirement for emergency eyewash and shower units to be available and in some circumstances to be in a specific location.</p>		
Legislative References:	<ul style="list-style-type: none"> • Work Health and Safety Act • Work Health and Safety Regulation • How to Manage Work Health and Safety Risks Code of Practice • Managing Risks of Hazardous Chemicals in the Workplace Code of Practice • Labelling of Workplace Hazardous Chemicals Code of Practice • Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice • Work Health and Safety Consultation, Co-Operation and Co-Ordination Code of Practice • Storage of Flammable Liquids - Guidance Material • Australian Standard 4775 - Emergency Eyewash and Shower Equipment 		

JOB STEP		POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level	LIKELIHOOD	CONSEQUENCE	REVISED RISK SCORE	PERSON(S) RESPONSIBLE
1.	Planning and preparation.	<ul style="list-style-type: none"> Uncoordinated work plan. Unprepared personnel. Unqualified personnel. 	<ul style="list-style-type: none"> Risk of not understanding procedures. Risk of having unprepared and unqualified personnel undertake the task. 	3	Med	6	<ul style="list-style-type: none"> Ensure consultation with the Principal Contractor and/or Client has been undertaken to identify risks and hazards associated with the work. Personnel must be assessed and consult hazardous chemicals and the necessary measures. Ensure the necessary personal protective equipment (PPE) for hazardous chemicals is available. Ensure spill kit (if applicable) is available. Ensure exposure limits and controls are not to be exceeded. Ensure fire protection equipment is available if there is any risk of fire. Ensure instruction and training is provided to personnel whose job involves the use of hazardous chemicals. <p>Note: Hazardous chemicals must only be used by personnel who have undertaken training and are deemed competent.</p>	1	2	2 Low	Manager Supervisor Workers
2.	Supply of hazardous chemicals.	<ul style="list-style-type: none"> Unstable chemicals. 	<ul style="list-style-type: none"> Risk of fire, leaks and spills. 	3	3	9 High	<ul style="list-style-type: none"> Always source chemicals that are the least harmful, flammable, explosive or toxic, where possible. 	1	3	3 Low	Manager Supervisor Workers