

Insert your company logo or company name here

# SAFE WORK METHOD STATEMENT FOR MANAGING RESPIRABLE DUSTS

## SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

<b>Client/Principal Contractor</b>	Insert client and/or PC name	<b>Project Address:</b>	Insert the project's address
<b>Company Address:</b>	Insert your company address	<b>Phone Number:</b>	Insert your business number
<b>SWMS Prepared By:</b>	Insert person	<b>In Consultation With:</b>	Refer to Consultation and Sign-Off Record
<b>SWMS Approved By:</b>	Insert person	<b>Distribution To:</b>	All persons involved in the work scope
<b>SWMS Date:</b>	Insert date	<b>Review Date:</b>	and 12 months required
<b>Person(s) responsible for implementing, monitoring and compliance to the SWMS:</b>	Insert person(s)	<b>Responsible Person's Phone Number:</b>	Insert the person's phone number
<b>Work Scope Description:</b>	Working, drilling or cutting materials that may contain respirable dusts such as crystalline silica. <b>Note:</b> Harmful respirable dusts may also include materials such as soils, sand, concrete, masonry, rock, granite and other construction materials.		
<b>List the qualifications and training requirements for this activity:</b>	<ul style="list-style-type: none"> <li>• Instruction in the safe work practices to be followed</li> <li>• Training and certification of use of protective measures and any equipment used to manage the control of dusts, industrial type fans and mechanical ventilation devices.</li> <li>• Understanding of safety and health hazards that may contain or produce harmful respirable dusts.</li> </ul>		
<b>Details of inspections and maintenance checks required for this activity:</b>	Inspection and dust measurement carried out within the work area where hazardous dusts may be present to support safe work practices and risk management principles.		
<b>Are there any additional safe work procedures, plans, rules and instructions given by an authority in control of the workplace:</b>	<p>Crystalline silica dust has an eight-hour time-weighted average of 0.1 mg/m<sup>3</sup> to 0.05 mg/m<sup>3</sup>.</p>		
<b>Legislative References:</b>	<ul style="list-style-type: none"> <li>• Work Health and Safety Act</li> <li>• Work Health and Safety Regulations</li> <li>• How to Manage Work Health and Safety Risks Code of Practice</li> <li>• Managing the Risks of Respirable Crystalline Silica from Engineered Stone in the Workplace - CoP</li> <li>• Managing Risks of Hazardous Chemicals in the Workplace - CoP</li> <li>• Australian Standard 1715, Selection, Use and Maintenance of Respiratory Protective Equipment</li> <li>• Silica – Technical Guide to Managing Exposure in the Workplace</li> <li>• Working with Silica and Silica Containing Products – SWA (National Guidance Material)</li> </ul>		

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"> <li>Unidentified respirable dusts.</li> <li>Uncoordinated work plan.</li> <li>Unprepared personnel.</li> <li>Unqualified personnel.</li> <li>Obstructions and trip hazards.</li> </ul>	<ul style="list-style-type: none"> <li>Harmful exposure to contaminants.</li> <li>Risk of not understanding procedures.</li> <li>Tools and equipment not suitable.</li> </ul>				<ul style="list-style-type: none"> <li>Ensure consultation with the Principal Contractor and/or Client has been undertaken to identify risks and hazards associated with the work.</li> <li>Identify what materials and work practices could cause the generation of respirable dusts (this may include guaging, safety sheets, etc. and site assessments, as is necessary).</li> <li>Personnel must assess and control the exposure of personnel to dusts.</li> <li>On the day of the work, the implementation of the measures to be undertaken must include:</li> <li>Personnel must have necessary training and equipment provided to personnel.</li> <li>Drilling and cutting equipment must only be used by personnel who have undertaken training in the safe use of the equipment and are deemed competent.</li> <li>Personnel must also have the knowledge and awareness to control exposure to respirable dusts, before undertaking work activities.</li> </ul>	1	2	2 Low	Manager Supervisor Workers
2.	Prepare the work area	<ul style="list-style-type: none"> <li>Unauthorised workers in the area.</li> <li>Poor housekeeping.</li> </ul>	<ul style="list-style-type: none"> <li>Risk of unnecessary exposure.</li> <li>Slips, trips and falls.</li> </ul>	3	2	6 Med	<ul style="list-style-type: none"> <li>Assess and implement signage and barricades.</li> <li>Ensure housekeeping is of a high standard and prepare for regular dust clean-up and containment controls.</li> <li>Ensure lighting is adequate for the task.</li> </ul>	1	2	2 Low	Manager Workers