

# SAFE WORK METHOD STATEMENT FOR WORKING IN A WORKSHOP

## 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>	12 months or as required
<b>Person(s) responsible for implementing, monitoring and compliance to the SWMS:</b>	Insert person(s)	<b>Persons Responsible:</b>	Insert person(s) and phone number
<b>Work Scope Description:</b>	Working in the workshop undertaking general day to day tasks.		
<b>List the qualifications and training requirements for this activity:</b>	<ul style="list-style-type: none"> <li>• Instruction in this safe work method statement.</li> <li>• Electrical Safety Act and Regulations for all electrical work.</li> <li>• All personnel must be trained and competent in the use of the equipment they intend on using and/or the electrical equipment plan on using.</li> <li>• Licences, competencies, training and activities as defined by legislation.</li> </ul>		
<b>Details of inspections and maintenance checks required for this activity:</b>	Part inspection of equipment.		
<b>Are there any other safety measures that may be required?</b>	Person must comply with all additional safe work procedures, plans, rules and instructions given by the person in control of the workplace.		
<b>Legislative References:</b>	<ul style="list-style-type: none"> <li>• Work Health and Safety Act and Work Health and Safety Regulations</li> <li>• Electrical Safety Act and Electrical Safety Regulations</li> <li>• How to Manage Work Health and Safety Risks Code of Practice</li> <li>• Electrical Safety Code of Practice - Managing Electrical Risks in the Workplace</li> <li>• Hazardous Manual Tasks Code of Practice</li> <li>• Managing Noise and Preventing Hearing Loss at Work Code of Practice</li> <li>• Work Health and Safety Consultation, Co-Operation and Coordination Code of Practice</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>Uncoordinated work plan.</li> <li>Unprepared personnel.</li> <li>Unqualified personnel.</li> </ul>	<ul style="list-style-type: none"> <li>Risk of not understanding procedures.</li> <li>Suitable equipment not available.</li> <li>Risk of having unqualified personnel undertake the task.</li> </ul>	3		6	<ul style="list-style-type: none"> <li>Ensure that consultation has been undertaken to identify all risks and hazards associated with the work.</li> <li>Personnel must consult on the work and agree the necessary control measures.</li> <li>Obtain all equipment, tools, equipment, supplies and PPE and schedule work with personnel.</li> <li>Personnel must prepare the work area (i.e. not affected by fumes, fatigue etc.) to safely undertake the tasks and</li> <li>Assess conditions and complete risk assessments for any medium to high level risks.</li> <li>Ensure that training and instruction is provided to personnel whose job involves work in the workshop.</li> </ul> <p><b>Note:</b> Work in the workshop must only be undertaken by personnel who have received the necessary instruction and training and are deemed competent.</p>	1	2	2 Low	Manager Supervisor Workers
2.	Preparation of the work area.	<ul style="list-style-type: none"> <li>Poor housekeeping.</li> </ul>	<ul style="list-style-type: none"> <li>Personal injury.</li> </ul>	2	3	6 Med	<ul style="list-style-type: none"> <li>Establish a clear and clean work area, and be aware of other trades, workers and visitors to the workshop and office.</li> </ul>	1	3	3 Low	Supervisor Workers