**Safe Workplace Management System (SWMS)**

**SWMS** is a document that sets out the work activities (tasks) to be carried out at a workplace, the hazards & risks arising from these activities and the measures to be put in place to control the risks.

**The purpose of a safe workplace management system is to:**

* outline a safe method of work for a specific task;
* provide an induction document that workers must read and understand before starting a task;
* meet the legal requirements of hazard identification and control;
* program work, materials, time, staff, and to anticipate possible problems; and
* make sure a task is performed to a minimum safety standard.

**Steps for completing the SWMS template** *(template provided on next page)****:***

* ***Modify the template to suit your needs e.g.: add or delete rows as required.***
1. Complete all fields: your business name, person responsible, date, location, equipment and personal protective equipment (PPE) etc, etc,etc *Page 2*
2. Describe the activity (tasks involved) *Page 3*
3. Summarise the key risks for the tasks (hazards & risks) Page 3
4. And list any specific requirements (control measures) section. *Page 3*

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|  **SAFE WORKPLACE MANAGEMENT SYSTEM (SWMS)** |
| **Business name**  | **ABN**  |  |
| **Work activity** |  | **Location**  |  |
| **Equipment required:****(Personal Protective Equipment) PPE required:** | *List the equipment and materials you need to complete the task e.g. watering cart, spill kit etc**List the personal protective equipment workers need to use and wear on the job e.g. gloves, hard hats, non-slip shoes etc* |
| **Manager, Supervisor** |  |
| **Contact phone** |  |
| **Have workers been consulted about the SWMS?** |  |

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| **Person responsible** for ensuring compliance with SWMS |  *Write the name of the person responsible for making sure the steps of the SWMS are followed here* | **Date SWMS provided to**  |  |
| **Person(s) responsible** for reviewing the SWMS |  | **Last SWMS review date** |  |
| **Date received** |  | **Signature** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Workers name** |  | **Date received** |  |
| **Workers signature** |  |  |  |

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| ***What are the tasks involved?*** (List the tasks in logical order) | **What are the hazards and risks?**(What is the problem?) Identify the hazards and risks that may cause harm to workers or the public. | **What are the control measures?**Describe what will be done to control the risk. What will you do to make the activity as safe as possible? |
| *Think about the workplace and each stage of the work, including preparation and clean-up.* |
|  **TASKS** |  **HAZARDS & RISKS**  |  **CONTROL MEASURES**  |
| Park van so that you have access to the back and side doors  | Hitting other cars or parking to close and bumping pedestrians | Use mirrors and make sure there is plenty of work space and be patient. |
| Lifting trolley or plants out of van | Back sprains and dropping heavy things on feet | Bend knees and use all safe methods of lifting.Wear suitable shoes.(We don’t need metal capped boots) |
| Fill water can or trolley from tap | Water spilt on ground may cause people to slip | Use “Slippery When Wet” sign. |
| Sign in when required | People could trip over trolley, plants, bucket and water can while signing in. | Place equipment where it is not in the path of pedestrians |
| Servicing Plants | Interrupting conversations. | Be polite and ask before entering a room if there are people present. |
| Servicing Plants | Knocking things off desks.Spilling water on paperwork.  | Be careful when watering desk plants.  Don’t overfill water cans.Don’t reach too far. |
| Watering Plants | Water spillage that causes floors to be slippery | Mop up any spillage |
| Shining Plants | Shine Oil is sprayed on floor and makes it slippery | Use a drop sheet if necessary when servicing plants |
| Dusting Plants | Dust in air makes people sneeze | Wipe plants with moist cloth rather than feather duster. |
| Watering plants | Wet floor causes mould | Always check under pots to make sure the floor/carpet is dry |
| Pruning plants | Rubbish left behindManual handling sharp objects (eg scissors) | Remove all rubbish from site.All store scissors in holder when not being used.Ensure First Aid kit is carried in van |
| Pruning plants | Leaving secateurs or pruning scissors where clients or guests at clients establishment can pick them upthem up establishment can  | Make sure any pruning equipment is put back in their pouch & in a safe position at all times |
| Non Hazardous substances for insect control | Overuse or incorrect method of application | Read instructions on bottle.See MSD in this document |
| Sign out | People could trip over trolley, plants, bucket and water can while signing in. | Place equipment where it is not in the path of pedestrians |
| Lifting trolley or plants into van | Back sprains and dropping heavy things on feet | Bend knees and use all safe methods of lifting.Wear suitable shoes.(We don’t need metal capped boots)Empty water from trolley before lifting it into the van. |
| Record visit in run book | If not recorded management may be upset | Record any mishaps or customer requests. |
| Exit car park carefully | Hitting other cars or parking to close and bumping pedestrians | Use mirrors and be patient. |