

**Bench Grinder | SAFE WORK METHOD STATEMENT (SWMS)**

**TASK OR ACTIVITY: Bench Grinder**

Business Name: [Company Name] ABN: [ABN] SWMS#

Business Address: [Company Address]

Contact Person: Phone: [Phone] Email:

**THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT**

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:

Signature: Title: Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS, as well as reviews and modifications of the SWMS.

Full Name: Title: Phone:

**ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED** NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

|                                                                                                                                                                                                                                                                                                                            | NAME | SIGNATURE | DATE |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|-----------|------|
| Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then to communicate those hazards and then to further take steps to either eliminate or control each hazard.                                                                            |      |           |      |
| If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.                                                                              |      |           |      |
| Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.                                                                                                                                                |      |           |      |
| The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident. |      |           |      |

**CLIENT OR PRINCIPAL CONTRACTOR DETAILS**

|                                        |                                                                                                                              |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| Client:                                | SCOPE OF WORKS<br>Provide a detailed description of the specific work being carried out (otherwise known as scope of works). |
| Project Name:                          |                                                                                                                              |
| Project Address:                       |                                                                                                                              |
| Project Manager:                       |                                                                                                                              |
| Contact Phone:                         |                                                                                                                              |
| Project Manager Signature:             |                                                                                                                              |
| Date SWMS supplied to Project Manager: |                                                                                                                              |

**ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT**

|                                                                                                                           |                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> involves a risk of a person falling more than 2 meters.                                          | <input type="checkbox"/> is carried out on or near pressurised gas mains or piping.                                     |
| <input type="checkbox"/> is carried out on a telecommunication tower.                                                     | <input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines.                                 |
| <input type="checkbox"/> involves demolition of an element of a structure that is load-bearing.                           | <input type="checkbox"/> is carried out on or near energised electrical installations or services.                      |
| <input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure.              | <input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere.                |
| <input type="checkbox"/> involves, or is likely to involve, disturbing asbestos.                                          | <input type="checkbox"/> involves tilt-up or precast concrete.                                                          |
| <input type="checkbox"/> involves structural alteration or repair that requires temporary supports to prevent collapse.   | <input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor. |
| <input type="checkbox"/> is carried out in or near a confined space.                                                      | <input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant.  |
| <input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives. | <input type="checkbox"/> is carried out in areas with artificial extremes of temperature.                               |
| <input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.                | <input type="checkbox"/> involves diving work.                                                                          |

**ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY**

|                                       |                                       |                                         |                                    |                                         |                                        |                                  |                                     |
|---------------------------------------|---------------------------------------|-----------------------------------------|------------------------------------|-----------------------------------------|----------------------------------------|----------------------------------|-------------------------------------|
| <input type="checkbox"/> Forklift     | <input type="checkbox"/> Crane/s      | <input type="checkbox"/> Hoist/s        | <input type="checkbox"/> Excavator | <input type="checkbox"/> Backhoe/Loader | <input type="checkbox"/> Boom Lift     | <input type="checkbox"/> EWP     | <input type="checkbox"/> Genie Lift |
| <input type="checkbox"/> Trencher     | <input type="checkbox"/> Drilling Rig | <input type="checkbox"/> Trucks         | <input type="checkbox"/> Formwork  | <input type="checkbox"/> Bobcat         | <input type="checkbox"/> Flammable Gas | <input type="checkbox"/> Fuel    | <input type="checkbox"/> Dozer      |
| <input type="checkbox"/> High Voltage | <input type="checkbox"/> Mulcher      | <input type="checkbox"/> Tilt-up Panels | <input type="checkbox"/> Roller    | <input type="checkbox"/> Scissor Lift   | <input type="checkbox"/> Tractor       | <input type="checkbox"/> Other - |                                     |

**RISK MATRIX**

| LIKELIHOOD     | INSIGNIFICANT | MINOR      | MODERATE   | MAJOR   | CATASTROPHIC | SCORE       | ACTION                            | HEIRARCHY OF CONTROLS                                   |
|----------------|---------------|------------|------------|---------|--------------|-------------|-----------------------------------|---------------------------------------------------------|
| ALMOST CERTAIN | 3 HIGH        | 3 HIGH     | 4 ACUTE    | 4 ACUTE | 4 ACUTE      | 4A ACUTE    | DO NOT PROCEED                    | <b>Elimination</b><br>Remove the hazard.                |
| LIKELY         | 2 MODERATE    | 3 HIGH     | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 4A ACUTE    | DO NOT PROCEED                    | <b>Substitution</b><br>Replace the hazard.              |
| POSSIBLE       | 1 LOW         | 2 MODERATE | 3 HIGH     | 4 ACUTE | 4 ACUTE      | 3H HIGH     | Review before work starts.        | <b>Isolation</b><br>Isolate People from the hazard      |
| UNLIKELY       | 1 LOW         | 1 LOW      | 2 MODERATE | 3 HIGH  | 4 ACUTE      | 2M MODERATE | Ensure control measures in place. | <b>Engineering</b><br>Isolate the hazard.               |
| RARE           | 1 LOW         | 1 LOW      | 2 MODERATE | 3 HIGH  | 3 HIGH       | 1L LOW      | Monitor and keep records          | <b>Administrative</b><br>Change the work.<br><b>PPE</b> |

**Notes on Hierarchy of Controls:** Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

| FOOT PROTECTION          | HAND PROTECTION          | HEAD PROTECTION          | HEARING PROTECTION       | EYE/FACE PROTECTION      | RESPIRATORY PROTECTION   | FACE PROTECTION          | HIGH-VIS CLOTHING        | PROTECTIVE CLOTHING      | FALL PROTECTION          | SUN PROTECTION           | HAIR/JEWELLERY SECURED   |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
|                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

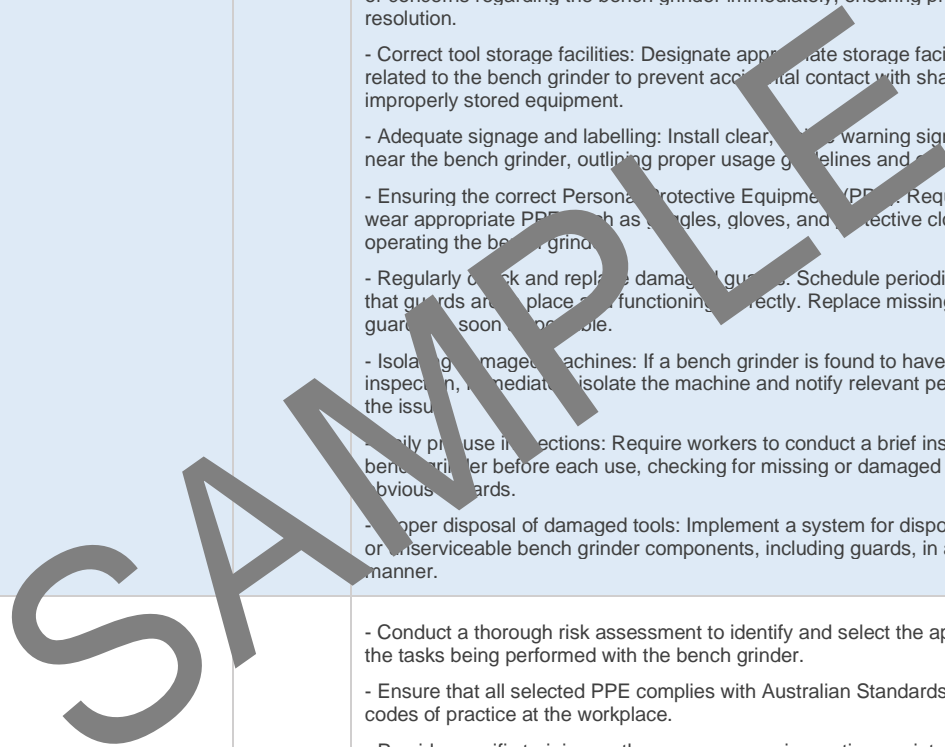
**Note:** A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and,
3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

| JOB STEP              | POTENTIAL HAZARDS                               | IR           | CONTROL MEASURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | RR            | RESPONSIBLE PERSON |
|-----------------------|-------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------|
| SPECIFIC WORK STEPS   | HAZARDS THAT MAY ARISE                          | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | RESIDUAL RISK | NAME OF PERSON     |
| 1. Preparation        | Inadequate training, Electrical faults          | 2M           | <ul style="list-style-type: none"> <li>- Provide adequate training and competency assessment to all operators before they commence work with the Bench Grinder. This should cover proper usage, maintenance, and emergency procedures.</li> <li>- Implement a formalised induction procedure for new operators to ensure they understand their responsibilities under Australian Work Health and Safety legislation.</li> <li>- Ensure that all electrical equipment, including the Bench Grinder, power cables, and outlets, are regularly inspected and tested by a qualified electrician in accordance with AS/NZS 3760 (in-service safety inspection and testing of electrical equipment).</li> <li>- Establish a preventative maintenance schedule to identify and rectify any potential electrical faults or mechanical issues with the Bench Grinder before they become hazards.</li> <li>- Make sure that all power cords, plugs, and sockets are free from damage, wear, and tear. Replace any damaged components immediately to prevent electrical malfunctions.</li> <li>- Verify that the Bench Grinder is properly earthed during every usage to minimise the risk of electrical shock.</li> <li>- Install an appropriate Residual Current Device (RCD) in the power distribution system to provide additional protection against electrical faults and shocks.</li> <li>- Conduct a Job Hazard Analysis (JHA) prior to commencing any work with the Bench Grinder, ensuring that all staff members understand and are aware of the hazards associated with the task.</li> <li>- Implement clear signage and instructions on the correct usage of the Bench Grinder in easily visible locations.</li> <li>- Encourage open communication among employees, supervisors, and other team members to quickly address any questions or concerns about operating the Bench Grinder safely.</li> <li>- Provide and enforce the use of appropriate Personal Protective Equipment (PPE) such as safety glasses, gloves, and ear protection while working with the Bench Grinder. Regularly inspect and maintain the condition of PPE to ensure optimal effectiveness.</li> </ul> | 1L            |                    |
| 2. Machine Inspection | Missing or damaged guards, Tool storage hazards | 3H           | <ul style="list-style-type: none"> <li>- Regular inspection and maintenance schedules: Implement routine inspection and maintenance of the bench grinder to ensure all parts are functioning properly, including proper attachment of safety guards.</li> <li>- Staff training and awareness: Educate workers on the importance of using bench grinders correctly, including proper use of guards and tool storage. Provide refresher courses as necessary.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 1L            |                    |

| JOB STEP                                         | POTENTIAL HAZARDS                    | IR           | CONTROL MEASURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | RR            | RESPONSIBLE PERSON |
|--------------------------------------------------|--------------------------------------|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------|
| SPECIFIC WORK STEPS                              | HAZARDS THAT MAY ARISE               | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | RESIDUAL RISK | NAME OF PERSON     |
|                                                  |                                      |              | <ul style="list-style-type: none"> <li>- Hazard reporting system: Establish a system for workers to report potential hazards or concerns regarding the bench grinder immediately, ensuring prompt attention and resolution.</li> <li>- Correct tool storage facilities: Designate appropriate storage facilities for tools related to the bench grinder to prevent accidental contact with sharp edges or improperly stored equipment.</li> <li>- Adequate signage and labelling: Install clear, legible warning signs and labels on or near the bench grinder, outlining proper usage guidelines and cautionary measures.</li> <li>- Ensuring the correct Personal Protective Equipment (PPE): Require workers to wear appropriate PPE such as goggles, gloves, and protective clothing while operating the bench grinder.</li> <li>- Regularly check and replace damaged guards: Schedule periodic checks to ensure that guards are in place and functioning correctly. Replace missing or damaged guards as soon as possible.</li> <li>- Isolating damaged machines: If a bench grinder is found to have any issues during inspection, immediately isolate the machine and notify relevant personnel to address the issue.</li> <li>- Daily pre-use inspections: Require workers to conduct a brief inspection of the bench grinder before each use, checking for missing or damaged guards and other obvious hazards.</li> <li>- Proper disposal of damaged tools: Implement a system for disposing of damaged or unserviceable bench grinder components, including guards, in a safe and efficient manner.</li> </ul> |               |                    |
| 3. Personal Protective Equipment (PPE) Selection | Incorrect PPE selection, Damaged PPE | 2M           | <ul style="list-style-type: none"> <li>- Conduct a thorough risk assessment to identify and select the appropriate PPE for the tasks being performed with the bench grinder.</li> <li>- Ensure that all selected PPE complies with Australian Standards and relevant codes of practice at the workplace.</li> <li>- Provide specific training on the proper usage, inspection, maintenance, storage, and disposal of all required PPE to members of the team using the bench grinder.</li> <li>- Implement a documented PPE inspection programme at regular intervals, ensuring all PPE is checked for damage, wear and tear, and effectiveness.</li> <li>- Store PPE in a designated area, away from direct sunlight, high humidity, chemicals, or other contaminants.</li> <li>- Clearly communicate the mandatory PPE requirements for bench grinder usage, using appropriate signage, toolbox talks, and safety inductions.</li> <li>- Establish and enforce the policy refusing entry to the work area for any personnel lacking appropriate PPE, and institute disciplinary action if needed.</li> <li>- Provide alternative PPE options for workers with allergies or sensitivities to specific materials (e.g., latex gloves).</li> </ul>                                                                                                                                                                                                                                                                                                                                                                          | 1L            |                    |



| JOB STEP                       | POTENTIAL HAZARDS                                       | IR           | CONTROL MEASURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | RR            | RESPONSIBLE PERSON |
|--------------------------------|---------------------------------------------------------|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|--------------------|
| SPECIFIC WORK STEPS            | HAZARDS THAT MAY ARISE                                  | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | RESIDUAL RISK | NAME OF PERSON     |
|                                |                                                         |              | <ul style="list-style-type: none"> <li>- Encourage open communication among team members regarding any issues or concerns related to PPE usage for bench grinder operations.</li> <li>- Regularly review and update the PPE selection process as new technology, equipment, or techniques are introduced in the industry.</li> <li>- Create an emergency response plan outlining actions to be taken in case of PPE failure while operating a bench grinder, such as immediate stoppage of work and seeking first aid assistance.</li> <li>- Consider implementing an internal PPE replacement programme, offering readily available spare PPE to ensure damaged items can be quickly replaced to maintain protection.</li> <li>- Regularly audit and document compliance with PPE policies, addressing non-compliance promptly and proactively, minimising potential exposure to hazards associated with bench grinders.</li> </ul> |               |                    |
| 4. Emergency Procedures Review | Inadequate emergency knowledge<br>Blocked escape routes | 2M           | <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 1L            |                    |

SAMPLE

| JOB STEP             | POTENTIAL HAZARDS                  | IR           | CONTROL MEASURES                                                       | RR            | RESPONSIBLE PERSON |
|----------------------|------------------------------------|--------------|------------------------------------------------------------------------|---------------|--------------------|
| SPECIFIC WORK STEPS  | HAZARDS THAT MAY ARISE             | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON     |
|                      |                                    |              | [REDACTED]                                                             |               |                    |
|                      |                                    |              | [REDACTED]                                                             |               |                    |
| 5. Startup Procedure | Unexpected start Entanglement risk | 3H           | [REDACTED]                                                             | 1L            |                    |
|                      |                                    |              | [REDACTED]                                                             |               |                    |
|                      |                                    |              | [REDACTED]                                                             |               |                    |
|                      |                                    |              | [REDACTED]                                                             |               |                    |
|                      |                                    |              | [REDACTED]                                                             |               |                    |
|                      |                                    |              | [REDACTED]                                                             |               |                    |
|                      |                                    |              | [REDACTED]                                                             |               |                    |
|                      |                                    |              | [REDACTED]                                                             |               |                    |
|                      |                                    |              | [REDACTED]                                                             |               |                    |
|                      |                                    |              | [REDACTED]                                                             |               |                    |

SAMPLE

| JOB STEP                    | POTENTIAL HAZARDS              | IR           | CONTROL MEASURES                                                       | RR            | RESPONSIBLE PERSON |
|-----------------------------|--------------------------------|--------------|------------------------------------------------------------------------|---------------|--------------------|
| SPECIFIC WORK STEPS         | HAZARDS THAT MAY ARISE         | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON     |
|                             |                                |              | [REDACTED]                                                             |               |                    |
| 6. Adjusting Grinding Wheel | Pinch points, Flying particles | 3            | [REDACTED]                                                             | 1L            |                    |

SAMPLE



| JOB STEP               | POTENTIAL HAZARDS            | IR           | CONTROL MEASURES                                                       | RR            | RESPONSIBLE PERSON |
|------------------------|------------------------------|--------------|------------------------------------------------------------------------|---------------|--------------------|
| SPECIFIC WORK STEPS    | HAZARDS THAT MAY ARISE       | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON     |
|                        |                              |              | [REDACTED]                                                             |               |                    |
|                        |                              |              | [REDACTED]                                                             |               |                    |
|                        |                              |              | [REDACTED]                                                             |               |                    |
|                        |                              |              | [REDACTED]                                                             |               |                    |
|                        |                              |              | [REDACTED]                                                             |               |                    |
| 7. Grinding Operations | Ergonomic stress, Hand/Wrist | 2M           | [REDACTED]                                                             | 1L            |                    |
|                        |                              |              | [REDACTED]                                                             |               |                    |
|                        |                              |              | [REDACTED]                                                             |               |                    |
|                        |                              |              | [REDACTED]                                                             |               |                    |
|                        |                              |              | [REDACTED]                                                             |               |                    |
|                        |                              |              | [REDACTED]                                                             |               |                    |
|                        |                              |              | [REDACTED]                                                             |               |                    |
|                        |                              |              | [REDACTED]                                                             |               |                    |
|                        |                              |              | [REDACTED]                                                             |               |                    |

SAMPLE

| JOB STEP               | POTENTIAL HAZARDS                 | IR           | CONTROL MEASURES                                                       | RR            | RESPONSIBLE PERSON |
|------------------------|-----------------------------------|--------------|------------------------------------------------------------------------|---------------|--------------------|
| SPECIFIC WORK STEPS    | HAZARDS THAT MAY ARISE            | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON     |
|                        |                                   |              | [REDACTED]                                                             |               |                    |
| 8. Surface Preparation | Toxic dust, Airborne contaminants | 2M           | [REDACTED]                                                             | 1L            |                    |

SAMPLE

| JOB STEP            | POTENTIAL HAZARDS                             | IR           | CONTROL MEASURES                                                       | RR            | RESPONSIBLE PERSON |
|---------------------|-----------------------------------------------|--------------|------------------------------------------------------------------------|---------------|--------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE                        | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON     |
|                     |                                               |              | [REDACTED]                                                             |               |                    |
|                     |                                               |              | [REDACTED]                                                             |               |                    |
|                     |                                               |              | [REDACTED]                                                             |               |                    |
|                     |                                               |              | [REDACTED]                                                             |               |                    |
|                     |                                               |              | [REDACTED]                                                             |               |                    |
| 9. Removing Debris  | Cuts and abrasion<br>disposal hazardous waste | 2M           | [REDACTED]                                                             | 1L            |                    |
|                     |                                               |              | [REDACTED]                                                             |               |                    |
|                     |                                               |              | [REDACTED]                                                             |               |                    |
|                     |                                               |              | [REDACTED]                                                             |               |                    |
|                     |                                               |              | [REDACTED]                                                             |               |                    |
|                     |                                               |              | [REDACTED]                                                             |               |                    |
|                     |                                               |              | [REDACTED]                                                             |               |                    |
|                     |                                               |              | [REDACTED]                                                             |               |                    |
|                     |                                               |              | [REDACTED]                                                             |               |                    |

SAMPLE

| JOB STEP                | POTENTIAL HAZARDS                        | IR           | CONTROL MEASURES                                                       | RR            | RESPONSIBLE PERSON |
|-------------------------|------------------------------------------|--------------|------------------------------------------------------------------------|---------------|--------------------|
| SPECIFIC WORK STEPS     | HAZARDS THAT MAY ARISE                   | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON     |
| 10. Coolant Application | Slip and fall hazards, Chemical exposure |              | [REDACTED]                                                             | 1L            |                    |

SAMPLE

| JOB STEP            | POTENTIAL HAZARDS                              | IR           | CONTROL MEASURES                                                       | RR            | RESPONSIBLE PERSON |
|---------------------|------------------------------------------------|--------------|------------------------------------------------------------------------|---------------|--------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE                         | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON     |
|                     |                                                |              | [REDACTED]                                                             |               |                    |
| 11. Tool Sharpening | Hand injuries, Projectiles from wheel breakage | 2M           | [REDACTED]                                                             | 1L            |                    |

SAMPLE

| JOB STEP              | POTENTIAL HAZARDS                      | IR           | CONTROL MEASURES                                                       | RR            | RESPONSIBLE PERSON |
|-----------------------|----------------------------------------|--------------|------------------------------------------------------------------------|---------------|--------------------|
| SPECIFIC WORK STEPS   | HAZARDS THAT MAY ARISE                 | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON     |
|                       |                                        |              | [REDACTED]                                                             |               |                    |
| 12. Material Handling | Manual lifting injuries, crush hazards | 2M           | [REDACTED]                                                             | 1L            |                    |

SAMPLE

| JOB STEP            | POTENTIAL HAZARDS                        | IR           | CONTROL MEASURES                                                       | RR            | RESPONSIBLE PERSON |
|---------------------|------------------------------------------|--------------|------------------------------------------------------------------------|---------------|--------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE                   | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON     |
|                     |                                          |              | [REDACTED]                                                             |               |                    |
| 13. Noise Exposure  | Hearing damage, inability to communicate | 3H           | [REDACTED]                                                             | 1L            |                    |

SAMPLE

| JOB STEP                | POTENTIAL HAZARDS                                   | IR           | CONTROL MEASURES                                                       | RR            | RESPONSIBLE PERSON |
|-------------------------|-----------------------------------------------------|--------------|------------------------------------------------------------------------|---------------|--------------------|
| SPECIFIC WORK STEPS     | HAZARDS THAT MAY ARISE                              | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON     |
|                         |                                                     |              | [REDACTED]                                                             |               |                    |
| 14. Housekeeping        | Risks from clutter, Unsuitable storage of materials | 2M           | [REDACTED]                                                             | 1L            |                    |
| 15. Shut Down Procedure | Electrical risks, Hot surfaces hazards              | 3H           | [REDACTED]                                                             | 1L            |                    |

SAMPLE





**EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES**

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

**LEGISLATIVE REFERENCES**

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><b>Queensland &amp; Australian Capital Territory</b><br/>                 Work Health and Safety Act 2011<br/>                 Work Health and Safety Regulations 2011<br/>                 Legislation QLD: <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws">https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</a><br/>                 Codes of Practice QLD: <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</a><br/>                 Legislation ACT: <a href="https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations">https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</a><br/>                 Codes of Practice ACT: <a href="https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</a></p> | <p><b>Victoria</b><br/>                 Occupational Health and Safety Act 2004<br/>                 Occupational Health and Safety Regulations 2017<br/>                 Legislation VIC: <a href="https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations">https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations</a><br/>                 Codes of Practice VIC: <a href="https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice">https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</a></p>                                                                                                                                                                                                                                                                                                                           |
| <p><b>New South Wales</b><br/>                 Work Health and Safety Act 2011<br/>                 Work Health and Safety Regulations 2017<br/>                 Legislation NSW: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislation">https://www.safework.nsw.gov.au/legal-obligations/legislation</a><br/>                 Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice">https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <p><b>Western Australia</b><br/>                 Work Health and Safety Act 2020<br/>                 Work Health and Safety Regulations 2022<br/>                 Legislation Western Australia: <a href="https://www.commerce.wa.gov.au/worksafe/legislation">https://www.commerce.wa.gov.au/worksafe/legislation</a><br/>                 Codes of Practice WA: <a href="https://www.commerce.wa.gov.au/worksafe/codes-practice">https://www.commerce.wa.gov.au/worksafe/codes-practice</a></p>                                                                                                                                                                                                                                                                                                                                                                                                             |
| <p><b>Northern Territory</b><br/>                 Work Health and Safety (National Uniform Legislation) Act 2011<br/>                 Work Health and Safety (National Uniform Legislation) Regulations 2011<br/>                 Legislation NT: <a href="https://worksafe.nt.gov.au/laws-and-compliance/workplaces-and-laws">https://worksafe.nt.gov.au/laws-and-compliance/workplaces-and-laws</a><br/>                 Codes of Practice NT: <a href="https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice">https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                | <p><b>Safe Work Australia Links</b><br/>                 Law and Regulation (All States): <a href="https://www.safeworkaustralia.gov.au/law-and-regulation">https://www.safeworkaustralia.gov.au/law-and-regulation</a><br/>                 Model Codes of Practice: <a href="https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice">https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p><b>South Australia</b><br/>                 Work Health and Safety Act 2012 (SA)<br/>                 Work Health and Safety Regulations 2012 (SA)<br/>                 Legislation for SA: <a href="https://www.safework.sa.gov.au/resources/legislation">https://www.safework.sa.gov.au/resources/legislation</a><br/>                 Codes of Practice for SA: <a href="https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs">https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</a></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <p><b>Model Codes of Practice</b></p> <ul style="list-style-type: none"> <li>- Managing noise and preventing hearing loss at work</li> <li>- Confined spaces</li> <li>- Labelling of workplace hazardous chemicals</li> <li>- Managing risks of hazardous chemicals in the workplace</li> <li>- Welding processes</li> <li>- First aid in the workplace</li> <li>- Managing the risk of falls at workplaces</li> <li>- Hazardous manual tasks</li> <li>- Managing the risk of falls in housing construction</li> <li>- Managing electrical risks in the workplace</li> <li>- Demolition work</li> <li>- Excavation work</li> <li>- Work health and safety consultation, cooperation and coordination</li> <li>- Managing the work environment and facilities</li> <li>- How to manage work health and safety risks</li> <li>- Managing risks of plant in the workplace</li> <li>- Construction work</li> </ul> |
| <p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> <li>- Permits from local council</li> <li>- Authorisation to commence work</li> <li>- Any required documents.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

**SIGNATORIES OF THE SAFE WORK METHOD STATEMENT**

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

| Worker Name | Position | Signature | Date  | Time | Supervisor |
|-------------|----------|-----------|-------|------|------------|
|             |          |           | Date: |      |            |
|             |          |           | Date: |      |            |
|             |          |           | Date: |      |            |
|             |          |           | Date: |      |            |
|             |          |           | Date: |      |            |
|             |          |           | Date: |      |            |
|             |          |           | Date: |      |            |

**SAFE WORK METHOD STATEMENT MONITORING AND REVIEW**

**The SWMS must be reviewed regularly** to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are needed. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

**The SWMS must be monitored regularly** for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

| REVIEW NUMBER | <input type="checkbox"/> 1 | <input type="checkbox"/> 2 | <input type="checkbox"/> 3 | <input type="checkbox"/> 4 | <input type="checkbox"/> 5 | <input type="checkbox"/> 6 | <input type="checkbox"/> 7 |
|---------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|----------------------------|
| NAME          |                            |                            |                            |                            |                            |                            |                            |
| INITIALS      |                            |                            |                            |                            |                            |                            |                            |
| DATE          |                            |                            |                            |                            |                            |                            |                            |

**SAFE WORK METHOD STATEMENT REVIEW CHECKLIST**

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

| ITEMS WHICH MUST BE INCLUDED IN THE SWMS                                                           | COMPLETED                | TO BE DONE               | COMMENTS |
|----------------------------------------------------------------------------------------------------|--------------------------|--------------------------|----------|
| The company details have been entered, including the project name and address.                     | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Names and signatures of all relevant personnel consulted during the development of the SWMS.       | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Name, signature, position and date signed of the person approving the SWMS.                        | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Specific personnel and qualifications, experience is noted in the SWMS.                            | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Provides a step-by-step process of tasks required to carry out the activity or task.               | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Adequate risk assessment of any identified hazards has been completed.                             | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Foreseeable hazards are identified and documented for each step.                                   | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Any hazards listed in any site risk assessments have been added to the SWMS.                       | <input type="checkbox"/> | <input type="checkbox"/> |          |
| SWMS initial risk (IR) column as well as residual risk (RR) columns completed.                     | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Check control measures added to the SWMS are the most effective solutions.                         | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Responsible person is assigned and listed on the SWMS for the implementation of control measures.  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.             | <input type="checkbox"/> | <input type="checkbox"/> |          |
| SWMS identifies plant and equipment to be used.                                                    | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Details of inspection checks required for any equipment listed are noted on the SWMS.              | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Describes any mandatory qualifications, experience, training, skills required to perform the work. | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Applicable personal protective equipment is selected on the SWMS.                                  | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Lists any required permits or licenses.                                                            | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Reflects and documents any legislative references and/or Australian Standards.                     | <input type="checkbox"/> | <input type="checkbox"/> |          |
| Identifies any hazardous substances used with specific control measures in line with any SDS.      | <input type="checkbox"/> | <input type="checkbox"/> |          |
| <b>REVIEWED BY</b>                                                                                 |                          | <b>DATE REVIEWED</b>     |          |
| <b>SIGNATURE</b>                                                                                   |                          | <b>DATE COMPLETED</b>    |          |