

## Combination Chord Cutter and Mitre Saw | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Combination Chord Cutter and Mitre Saw

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

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.

NAME

SIGNATURE

DATE

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  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 support 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			<b>Elimination</b> Remove the hazard.			
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	<b>Substitution</b> Replace the hazard.			
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	<b>Isolation</b> 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> Isolate the hazard.			
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records	<b>Administrative</b> Change the work.			
<b>Notes on Hierarchy of Controls:</b> 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.											
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE 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).											
<p><b>Note:</b> 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.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> <li>persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>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,</li> <li>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.</li> </ol>											

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	Electrical hazards, Slips and trips	2M	<ul style="list-style-type: none"> <li>- Inspect the work area before starting the task to ensure it is clean, dry and free of debris to minimise the risk of slips and trips.</li> <li>- Make sure the electrical cord of the Combination Chord Cutter &amp; Mitre Saw is in good condition and not damaged in any way to prevent shock or electrical hazards.</li> <li>- Use cable protectors or covers to secure any electrical cords from being a trip hazard.</li> <li>- Ensure that the combination chord cutter &amp; mitre saw is set up on a stable, level surface to prevent it from tipping over or moving unexpectedly during operation.</li> <li>- Perform regular inspection and maintenance checks on the mitre saw and replace any damaged parts to ensure its safe operation.</li> <li>- Follow the manufacturer's guidelines for handling, storing, and operating the combination chord cutter &amp; mitre saw, including all safety instructions.</li> <li>- Wear appropriate personal protective equipment (PPE) such as safety goggles, gloves, hearing protection, and steel-toed boots when working with the combination chord cutter &amp; mitre saw.</li> <li>- Keep a fully stocked first aid kit nearby in case of emergency situations and make sure that workers are trained in administering basic first aid.</li> <li>- Provide proper training for workers using the combination chord cutter &amp; mitre saw, ensuring they understand the hazards associated with the task and how to effectively mitigate them.</li> <li>- Always unplug the mitre saw or engage the lockout/tagout procedure when making adjustments, changing blades, or performing any kind of maintenance.</li> <li>- Do not operate the combination chord cutter &amp; mitre saw if you are fatigued, stressed, or under the influence of drugs or alcohol as this may impair your ability to safely use the tool.</li> <li>- Keep the work area well-lit and free of clutter to prevent any potential hazards or distractions during the cutting process.</li> <li>- Use extension cords with the appropriate amperage rating for the tool and ensure that the cord is not pulled too tight when connected, as this may create an electrical hazard.</li> <li>- Place safety signs and barriers around the work area to alert others of potential hazards and restrict access to authorised personnel only.</li> </ul>	1L	
2. Inspection	Caught in moving parts, Noise exposure	3H	<ul style="list-style-type: none"> <li>- Regular equipment inspection: Conduct thorough inspections of the combination chord cutter and mitre saw at designated intervals, ensuring all moving parts are in proper working condition to reduce the risk of getting caught.</li> <li>- Use of guards: Ensure that appropriate guards and safety mechanisms are properly installed on the machine to prevent access to moving parts, reducing any potential for injuries.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Personal Protective Equipment (PPE): Workers should wear appropriate PPE, such as safety gloves, eye protection, and hearing protection, to minimise the risks associated with noise exposure and potential contact with moving parts.</li> <li>- Training and supervision: Provide comprehensive training to workers on safe operating procedures and handling techniques to prevent accidents due to improper usage. Supervision should be provided to ensure employees follow safe work practices consistently.</li> <li>- Lockout/tag-out procedures: Implement lockout/tag-out procedures during maintenance or repair work to ensure the machine is not accidentally started, preventing any mishaps related to unintended movement.</li> <li>- Maintain a clear workspace: Keep the workspace around the combination chord cutter and mitre saw clear from debris and clutter, reducing the chance of tripping, falls, or obstruction of moving parts.</li> <li>- Signage and markings: Display clearly visible warning signs around the machine to inform workers of potential hazards, making them more aware of the risks associated with operating the device.</li> <li>- Noise dampening materials: Place noise-reducing barriers around the machine to minimise overall noise levels in the vicinity, lowering the chances of excessive noise exposure.</li> <li>- Proper tool selection: Ensure that the combination chord cutter and mitre saw is the most suitable tool for the task at hand, helping to minimise potential hazards due to inappropriate equipment choices.</li> <li>- Limiting exposure duration: Implement work rotation schedules to reduce the amount of time individual workers are exposed to noise and risks associated with the machine, further decreasing the likelihood of potential harm.</li> <li>- Emergency response plan: Develop and communicate an emergency response plan to all workers, outlining appropriate actions to take in the event of an incident involving the machinery. This includes first aid measures, handling injuries, and immediate shutdown procedures to minimise harm in case of accidents.</li> </ul>		
3. Setting up	Pinch points, Struck by equipment	3H	<ul style="list-style-type: none"> <li>- Proper Training: Ensure that all workers operating the Combination Chord Cutter &amp; Mitre Saw are adequately trained and competent in using the equipment. Regular refresher courses should also be provided to maintain their skills.</li> <li>- Personal Protective Equipment (PPE): Workers should wear appropriate PPE, such as safety glasses, gloves, and hearing protection, during the setup and operation of the equipment to protect them from potential hazards.</li> <li>- Tool Inspection: Before beginning any work, operators should inspect the Combination Chord Cutter &amp; Mitre Saw for damage or wear, ensuring that all guards and safety features are functioning correctly.</li> <li>- Clear Workspace: Designate a clear workspace around the Combination Chord Cutter &amp; Mitre Saw, free from clutter and obstacles, to minimise the risk of slips, trips, and falls. Operators should have enough space to work safely.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Securing Equipment: Always secure the equipment firmly in place according to the manufacturer's guidelines and ensure it is on stable ground to prevent movement during operation that could lead to accidents or injury.</li> <li>- Safe Setup Procedure: Develop and implement a safe setup procedure for the Combination Chord Cutter &amp; Mitre Saw, which includes instructions on lifting and handling techniques, securing the equipment, and adjusting settings as required for the specific task.</li> <li>- LOTO Procedures: Implement lockout/tagout (LOTO) procedures while setting up the equipment to prevent accidental startup or energization, reducing the risk of injuries caused by moving parts.</li> <li>- Guarding: Ensure that proper guarding is in place on the Combination Chord Cutter &amp; Mitre Saw to prevent access to pinch points and other hazardous areas. Guards should be installed according to the manufacturer's specifications and should not be removed or tampered with during operation.</li> <li>- Buddy System: Encourage workers to use the buddy system when setting up and operating the Combination Chord Cutter &amp; Mitre Saw, with one worker assisting the other during the process. This will help to ensure that safe practices are followed, and any hazards are addressed quickly and efficiently.</li> <li>- Emergency Procedures: Establish clear emergency procedures and communication protocols in the event of an injury or incident involving the Combination Chord Cutter &amp; Mitre Saw. Workers should know who to contact and what steps to take in case of an emergency.</li> </ul>		
4. Cutting Process	Flying debris, Kickback	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M	

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>		
6. Blade Changes	Abrasive wheel breakage, Hot surfaces	3H	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L	



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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
			<div></div> <div></div> <div></div> <div></div> <div></div>		
8. Material Handling	Manual handling, Tripping hazards	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L	

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9. Collection & Disposal	Sharp edges, Falling objects	2M		1L	

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			<div></div> <div></div> <div></div> <div></div> <div></div> <div></div>		
10. Clearing Workspace	Obstacles, Sharp materials	2M	<div></div> <div></div> <div></div> <div></div> <div></div>	1L	

[illegible]

[illegible]

[illegible]

## 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 IF ANY STATE THAT ARE NOT APPLICABLE

### Queensland & Australian Capital Territory

Work Health and Safety Act 2011

Work Health and Safety Regulations 2011

Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>

Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>

Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>

Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

### Victoria

Occupational Health and Safety Act 2004

Occupational Health and Safety Regulations 2017

Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>

Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

### New South Wales

Work Health and Safety Act 2011

Work Health and Safety Regulations 2017

Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>

Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

### Western Australia

Work Health and Safety Act 2020

Work Health and Safety Regulations 2022

Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>

Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

### Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulations 2011

Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>

Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

### Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>

Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

### Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.



## 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"/>	
REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	