Engraver | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Engraver

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, secondly 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
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

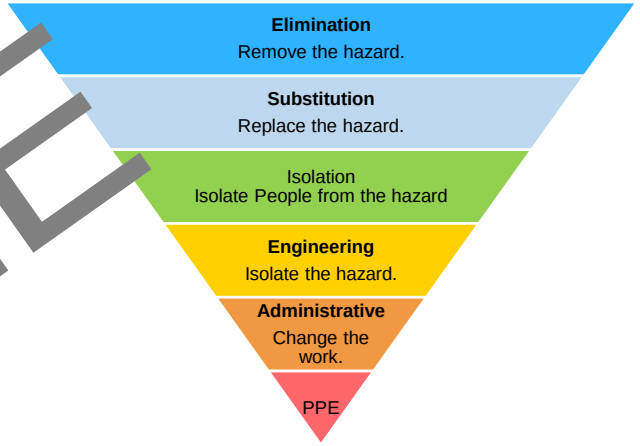
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition of an element of a structure that is load-be	☐ is carried out on or near energised electrical installations or services.
☐ involves demolition of an element related to the physical integrit of a stru	☐ is carried out in an area that may have a contaminated or flammable atmosphere.
☐ involves, or is likely to involve, disturbing as stos.	☐ involves tilt-up or precast concrete.
☐ involves structural alteration or repair that re mporar upp to prevent collapse.	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.
☐ is carried out in or near a confined space.	☐ is carried out in an area of a workplace where there is any movement of powered mobile plant.
☐ is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives.	☐ is carried out in areas with artificial extremes of temperature.
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEE
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befo work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k records

HEIRARCHY OF CONTROLS



Notes on Hierarchy of Controls: Elimination methods are the most effective and preferre en co lli d hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the ost e ve, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Eq ment) he least effective method.

PERS NAL TECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	E PROTE	SPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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	Incorrect equipment, Inadequate lighti	M	- Proper Equipment Selection: Ensure that the engraving equipment is suitable for the type and size of the material being worked on, as well as the intended design or pattern. Verify that the equipment chosen meets all safety requirements and guidelines. - Regular Equipment Inspection: Conduct re ne inspec s of all engraving equipment to guarantee functionality and ide y any otential hazards. Repair or replace damaged components immediately to l ise risk of injury. - Appropriate Training and Sk Development: Pro e work with the necessary training to familiarise themselv with proper engrav techniques, safe handling of equipment, and und ling o aterials to be used in the process. - Clear Works e: Maintai a clea d orga ed workspace, minimising clutter to avoid accide caused by pping or in bjects during the engraving process. - Ade te Ligh : En re sufficient lighting is provided in the work area, allowing worke see the ils of their work without straining their eyes. Facility manag s ould co ider installing adjustable lighting systems to cater to individual workers pre ences. - Ergono ic Wo stations: Set up ergonomic workstations, providing comfortable se g a appro ate heights and angles to reduce muscle strain on workers while they u ut detailed engraving tasks. - orrect Protective Gear: Encourage workers to wear necessary protective gear su as goggles or face shields to protect their eyes from debris or flying particles produced during the engraving process. - Ventilation and Dust Extraction Systems: Implement adequate ventilation and dust extraction systems in the workplace to reduce the inhalation of harmful particles and maintain good air quality. - Engraving Material Storage: Store engraving materials safely and securely, keeping them away from moisture and other environmental factors that might negatively impact their properties. - Work Breaks: Encourage regular breaks for workers, allowing them to rest their eyes, stretch, and recuperate to ensure ongoing productivity and focus. - Hazard Communication: Clearly communicate potential hazards related to engraving work to employees, both verbally and through the use of signage or labeling in the workplace. - Incident Reporting: Develop an easily accessible incident reporting system that allows employees to report any hazards, incidents, or accidents. - Ongoing Risk Assessment and Monitoring: Conduct periodic risk assessments to identify and mitigate potential hazards associated with engraving processes. Continuously monitor workplace conditions to ensure a safe working environment is maintained for employees.	1L	
2. Workspace Setup	Poor ergonomics, Electrical issues	3H		2M	

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			- Proper Ergonomic Training: Provide all workers with the necessary training on ergonomic principles and practices, enabling them to recognise proper postures and workspace arrangements for their comfort and efficiency while working at engraving stations. - Workstation Design: Ensure that the workstation is designed to accommodate a comfortable posture for the employees, allowing them to maintain a neutral body position during the engraving process. This can include adjustable chairs, non-slip mats, and appropriate work surface heights. - Regular Breaks: Encourage employees to take regular breaks and perform stretching exercises to help reduce the risk of musculoskeletal disorders associated with repetitive motions and prolonged static posture. - Electrical Safety Inspection: Regularly inspect the wiring, electrical equipment, and outlets in the engraving workspace for any signs of damage or deterioration to minimise the risk of electrical issues. - Ground Fault Circuit Interrupters (GFCIs): Install GFCIs in the work area to provide additional protection against electrical shock by detecting ground faults and quickly shutting off power in case of a hazard. - Maintenance of Electrical Equipment: Ensure that all electrical equipment, machines, and tools are properly maintained according to the manufacturer's recommendations to reduce the risk of malfunctions or electrical failure. - Clutter-free Workspace: Keep the engraving workspace free from clutter and loose cables to minimise trip hazards and create a more focused environment for the workers. - Emergency Stop Buttons: Equip the engraving machines with emergency stop buttons that can be quickly accessed in case of an emergency or malfunction, preventing potential accidents or electrical hazards. - Personal Protective Equipment (PPE): Provide appropriate PPE, such as safety goggles and insulated gloves, to protect workers from direct contact with electrical components or flying debris during the engraving process. - Incident Reporting Procedure: Establish a clear procedure for reporting any incidents or near misses related to workspace setup or electrical issues, encouraging open communication and continuous improvement of workplace safety measures.		
3. Material Handling	Manual handling injuries, Dropped materials	2M	- Proper Lifting Techniques: Train workers on proper lifting techniques, such as bending their knees, tightening their core muscles, and avoiding twisting movements when lifting heavy materials. - Team Handling: For heavy and bulky objects that are difficult to handle by a single worker, two or more individuals should work together to share the load, reduce strain, and prevent dropped materials.	1L	

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			- Trolley/Handcart Use: Provide trolleys or handcarts for workers to transport heavy objects or multiple items at once, reducing the manual handling and potential risk of injuries. - Regular Breaks: Ensure workers take regular breaks during the day to rest and recover, decreasing the likelihood of fatigue-related accidents and injuries. - Correct Equipment Storage: Store engraving materials in an organised and easily accessible manner, preventing unnecessary stretching or bending to reach objects and reducing manual handling risks. - Personal Protective Equipment (PPE): Ensure PPE is worn when necessary, including gloves, steel-toed boots and back supports to protect against manual handling injuries and dropped materials. - Workstation Design: Set up ergonomic workstations so workers can complete tasks effectively and with minimal strain on the body, such as providing adjustable chairs and adequate lighting. - Pre-work Stretching and Warm-up: Encourage workers to perform light stretches and warm-up activities before commencing work to help prevent strain injuries and increase flexibility. - Risk Assessment: Assess and review the specific risks associated with each task and implement appropriate controls based on the hierarchy of control measures. - Safe Material Storage: Provide safe storage areas for hazardous or fragile materials, reducing the risk of dropped materials and damage. - Communication and Coordination: Implement clear communication protocols among workers when handling materials, such as verbal coordination when team handling or signaling while using machinery for transportation. - Continuous Improvement: Regularly evaluate and improve material handling processes, incorporating feedback from workers to ensure their well-being and create a safer working environment for all.		
4. Machine Operation	Equipment malfunction, Flying debris	4A	[redacted]	2M	

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			[redacted]		
5. Hand Engraving	Sharp tools, Repetitive motion injury	3H	[redacted]	1L	

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			[redacted]		
6. Sandblasting	Eye damage, Breathing hazards	3H	[redacted]	2M	

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			[redacted]		
7. Laser Engraving	Laser exposure, Fumes from materials	3H	[redacted]	1L	

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			[redacted]		
8. Finishing Stage	Chemical exposure, Abrasion injuri	2M	[redacted]	1L	

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			[redacted]		
9. Quality Control	Poor visibility, Incorrect measurements	2M	[redacted]	1L	

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			[redacted]		
10. Assembly/Packaging	Strains and sprains, Pinch points	2M	[redacted]	1L	

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			[redacted]		
11. Labeling & Dispatch	Label misplacement, Heavy lifting	2M	[redacted]	1L	

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			[redacted]		
12. Equipment Maintenance	Electrical faults, Unauthorised maintenance	3H	[redacted]	2M	

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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

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

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-of-codes-of-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/forms-and-resources/codes-of-practice

South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

Tasmania
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

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.

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

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

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

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 changed. 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	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 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.	☐	☐	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	☐	☐	
Name, signature, position and date signed of the person approving the SWMS.	☐	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☐	☐	
Provides a step-by-step process of tasks required to carry out the activity or task.	☐	☐	
Adequate risk assessment of any identified hazards has been completed.	☐	☐	
Foreseeable hazards are identified and documented for each step.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWM	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effecti[illegible]ions.	☐	☐	
Responsible person is assigned and listed on the SWMS for the im[illegible]of cont[illegible]measures.	☐	☐	
Permit requirements specified, such as Hot Wor[illegible]Electrical Work, W[illegible]t Heights etc.	☐	☐	
SWMS identifies plant and equipment to be u[illegible].	☐	☐	
Details of inspection checks required for any equipment listed a[illegible]noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training[illegible]skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
Reflects and documents any legislative references and/or Australian Standards.	☐	☐	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☐	☐	

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	