

## CNC Lathe Machine | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: CNC Lathe Machine

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<br><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 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><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.          |  |
| <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. |               |            |            |         |              |             |                                   |                                                    |  |

  

| PERSONAL PROTECTIVE EQUIPMENT (PPE)                                                |                                                                                    |                                                                                    |                                                                                    |                                                                                    |                                                                                     |                                                                                      |                                                                                      |                                                                                      |                                                                                      |                                                                                      |  |
|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--|
| FOOT PROTECTION                                                                    | HAND PROTECTION                                                                    | HEAD PROTECTION                                                                    | HEARING 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"/>                                                             |  |

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:

- persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
- 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,
- 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      | Slips, trips and falls, Fire hazard | 2M           | <ul style="list-style-type: none"> <li>- Keep the work area clean and well-organised to avoid any slips, trips, and falls.</li> <li>- Inspect the floor and walkways around the CNC lathe machine for any obstructions, spills, or debris before starting operations.</li> <li>- Ensure that proper footwear with slip-resistant soles is worn, providing secure footing in the workplace.</li> <li>- Place warning signs and floor markers to indicate areas where there may be a higher risk of slips, trips, or falls, such as near coolant or lubricant containers.</li> <li>- Regularly check and maintain fire extinguishers in the vicinity of the CNC lathe machine, ensuring they are fully charged and easily accessible.</li> <li>- Implement a no-smoking policy in the workshop to minimise fire hazards caused by cigarette butts or matches.</li> <li>- Train employees on the appropriate use of fire safety equipment and the proper response to fires or other emergencies in the workplace.</li> <li>- Properly store and dispose of flammable materials, such as oily rags, away from ignition sources.</li> <li>- Regularly inspect electrical wiring, outlets, and equipment for wear, damage, or potential faults that could lead to a fire hazard.</li> <li>- Maintain an adequate inventory of absorbent materials nearby to address spills of coolant, lubricants, or other liquids quickly and efficiently.</li> <li>- Schedule routine inspections and maintenance visits by certified technicians to ensure the CNC lathe machine remains in good working condition and poses minimal risk.</li> <li>- Foster open communication between workers and management regarding safety concerns or suggestions to continually improve the safety culture within the organisation.</li> </ul> | 1L            |                    |
| 2. Machine Set-Up   | Entanglement, Crushing              | 3H           | <ul style="list-style-type: none"> <li>- Ensure that operators have received proper training on CNC lathe machine set-up, including safety guidelines and emergency procedures.</li> <li>- Install adequate guarding around rotating components of the CNC lathe machine to prevent entanglement and reduce the risk of crushing injuries.</li> <li>- Enforce a strict dress code for workers operating the CNC lathe machine, prohibiting loose clothing, jewellery, or anything that may become easily entangled with the machine.</li> <li>- Routinely inspect and maintain safety interlocks on access doors and covers, ensuring they remain in good working order and preventing unauthorised access to moving parts.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | 2M            |                    |

| 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>- Clearly mark designated walkways and exclusion zones around the CNC lathe machine, prohibiting entry during set-up and operation, and enforcing proper clearance distances from the machinery.</li> <li>- Implement lockout/tagout procedures during the maintenance and set-up of the CNC lathe machine to ensure the machine is de-energised and cannot be operated.</li> <li>- Equip the CNC lathe machine with emergency stop buttons located strategically around the machine, providing easy access for the operator and nearby workers in case of an emergency.</li> <li>- Use workholding devices, such as chucks or clamps, designed specifically for use with the CNC lathe machine to securely hold workpieces and prevent unintentional release, reducing the risk of crushing injuries.</li> <li>- Reinforce proper lifting techniques and manual handling practices, including the use of mechanical aids or assistance from other workers, thereby minimising the risk of crushing injuries due to manual handling tasks during machine set-up.</li> <li>- Regularly communicate and review safety procedures with employees, highlighting the risks associated with CNC lathe machine set-up, and emphasising the importance of adhering to control measures in place for their protection.</li> </ul>                                                                                                                                                                                                                                                                                                                                                 |               |                    |
| 3. Material Loading | Manual handling, Impact injury | 2M           | <ul style="list-style-type: none"> <li>- Provide proper training: Ensure that all operators are thoroughly trained in safe manual handling techniques, including correct postures and lifting methods to minimise the risk of injuries during material loading.</li> <li>- Use mechanical aids: Whenever possible, utilise mechanical lifting equipment such as hoists, forklifts, or trolleys to reduce manual handling efforts and decrease the likelihood of accidents.</li> <li>- Establish a clear work area: Keep the work area around the CNC lathe clean and free from obstructions, allowing ample space for material loading and movement.</li> <li>- Install safety guards: Install appropriate safety guards on the CNC lathe machine to protect workers from potential impact injuries caused by flying debris or loose components.</li> <li>- Develop an inspection routine: Regularly inspect and maintain the CNC lathe, ensuring that all safety features are functional and effective in reducing hazards associated with material loading.</li> <li>- Implement a buddy system: Encourage employees to work in pairs or teams while loading materials, assisting each other in managing heavy loads to reduce the risk of strain or injury.</li> <li>- Follow weight restrictions: Clearly communicate maximum weight limits for manual lifting and adhere to these guidelines to protect workers from overexertion injuries.</li> <li>- Utilise personal protective equipment (PPE): Provide workers with necessary PPE such as safety gloves, steel-toed footwear, and safety glasses to protect against potential impacts or manual handling injuries during material loading.</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>- Implement safety signage: Display safety signage around the CNC lathe work area, informing workers of potential hazards and reminding them to follow safety protocols during material loading.</li> <li>- Adopt safe posture practices: Train workers to maintain a neutral spine and use their legs, rather than their back, when lifting heavy materials to help prevent strains and other manual handling injuries.</li> <li>- Encourage regular breaks: Allow adequate rest periods between tasks involving material loading to minimise fatigue and promote overall worker safety and well-being.</li> </ul> |               |                    |
| 4. Programming      | Electrocution, Software malfunction | 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 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     |
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|                      |                               |              |                                                                        |               |                    |
| 5. Machining Process | Noise exposure, Flying debris | 3H           |                                                                        | 2M            |                    |
|                      |                               |              |                                                                        |               |                    |
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| 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]                                                             |               |                    |
|                        |                                      |              | [Redacted]                                                             |               |                    |
|                        |                                      |              | [Redacted]                                                             |               |                    |
|                        |                                      |              | [Redacted]                                                             |               |                    |
|                        |                                      |              | [Redacted]                                                             |               |                    |
|                        |                                      |              | [Redacted]                                                             |               |                    |
| 6. Checking Dimensions | Eye strain, Repetitive strain injury | 2M           | [Redacted]                                                             | 1L            |                    |
|                        |                                      |              | [Redacted]                                                             |               |                    |
|                        |                                      |              | [Redacted]                                                             |               |                    |
|                        |                                      |              | [Redacted]                                                             |               |                    |
|                        |                                      |              | [Redacted]                                                             |               |                    |



[illegible]

| 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]                                                             |               |                    |
|                     |                                |              | [REDACTED]                                                             |               |                    |
|                     |                                |              | [REDACTED]                                                             |               |                    |
|                     |                                |              | [REDACTED]                                                             |               |                    |
|                     |                                |              | [REDACTED]                                                             |               |                    |
|                     |                                |              | [REDACTED]                                                             |               |                    |
| 8. Part Unloading   | Manual handling, Impact injury | 2M           | [REDACTED]<br>[REDACTED]<br>[REDACTED]                                 | 1L            |                    |

[illegible]

[illegible]

| 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. Machine Cleaning | Exposure to hazardous materials, Slips | M            |                                                                        | 1L            |                    |
|                      |                                        |              |                                                                        |               |                    |
|                      |                                        |              |                                                                        |               |                    |
|                      |                                        |              |                                                                        |               |                    |
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| 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     |
|                         |                                                  |              |                                                                        |               |                    |
| 11. Routine Maintenance | Mechanical failure - uncontrolled energy release | 3H           |                                                                        | 2M            |                    |

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     |
|                     |                                               |              |                                                                        |               |                    |
| 12. Shutdown        | Entanglement, Unexpected equipment activation | 3H           |                                                                        | 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     |
|                     |                        |              | <div></div> <div></div> <div></div>                                    |               |                    |
|                     |                        |              |                                                                        |               |                    |

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 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

### 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.

## 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           |                          |          |