Guillotine Metal | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Guillotine Metal

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:	

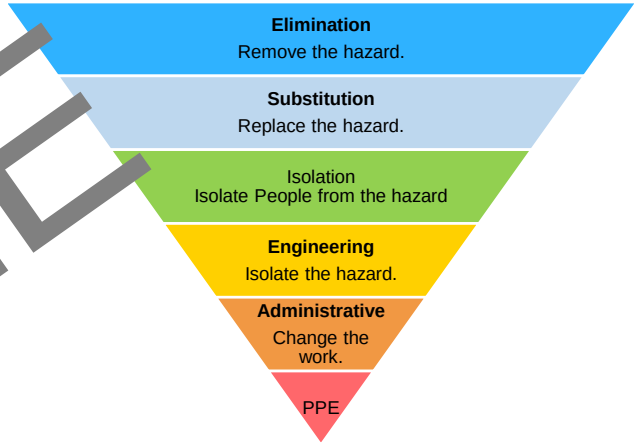
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition 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 setup, Inadequate training	3H	- Equipment inspection: Regularly inspect the guillotine metal cutting equipment to ensure it is in proper working condition and ready for use. - Operator training: Ensure that all operators have received thorough training on the operation of the guillotine metal cutter, including safety procedures and capabilities of the machine. - Pre-operation checks: Operators should perform pre-operation checks on the guillotine, ensuring all safety guards are in place and functioning correctly. - Manufacturer's guidelines: Always adhere to the manufacturer's guidelines for the safe setup and use of guillotine metal cutters, ensuring the equipment is used according to its designed purpose. - Safety equipment: Provide appropriate personal protective equipment (PPE) to all staff members operating the guillotine cutter, including safety glasses, gloves, and earplugs when necessary. - Workspace organization: Maintain a clean and well-organised work area around the guillotine metal cutter to minimise the risk of accidents and distractions during operation. - Workload management: Avoid overloading the equipment with materials beyond its specified capacity, which could lead to mechanical failure or substandard results. - Warning signage: Clearly display warning signs in the vicinity of the guillotine metal cutter, advising of the potential hazards and required safety precautions. - Emergency stop devices: Ensure that emergency stop mechanisms are in optimal working order and readily accessible to operators during the use of the guillotine cutter. - Maintenance schedule: Establish a regular maintenance schedule for the guillotine metal cutter to identify and address any potential issues before they become significant hazards. - Supervision: Monitor employees operating the guillotine metal cutter to ensure adherence to safety protocols and provide guidance as needed. - Incident reporting: Encourage staff to report any concerns related to equipment safety or inadequate training to their supervisor to allow for prompt corrective actions.	2M	
2. Powering up	Electric shock, Faulty wiring	3H	- Regular inspection and maintenance of electrical systems to ensure proper functioning and detect any faulty wiring before starting the operation. - Ensuring all workers operating the guillotine are adequately trained in the safe use of the equipment, including handling electrical components and emergency procedures. - Provide insulated gloves for operators handling electrical components during power up, to protect them from electric shock.	1L	

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			- Installing safety switches or residual current devices (RCDs) on power sources to automatically switch off power in case of an electrical fault or leakage. - Periodically check the integrity of power cables and extensions to prevent any damage that could expose live wires and cause electric shocks. - Ensure the work area around the guillotine is kept dry and clean at all times, to minimise the risk of electric shock due to contact with water or other conductive materials. - Maintain a safe working environment by keeping walkways and access points clear of cords, cables, and other trip hazards. - Encourage open communication among team members to report any concerns or issues related to electrical safety, and immediately address those concerns. - Strictly follow the manufacturer's guidelines and instructions for powering up the guillotine and other relevant operations. - Proper grounding and bonding of equipment to minimise the likelihood of electric shock and offer an alternative path for electrical currents in case of faults. - Implement a lockout/tagout system to ensure the guillotine is securely powered down when not in use, and during routine maintenance or repair procedures. - Keep an updated record of all inspections, maintenance activities, and employee training related to electrical safety and the guillotine's operation. - Equip the workplace with appropriate fire extinguishers and emergency response equipment, since faulty wiring may potentially result in electrical fires. - If any electrical hazard is identified during the SWMS review or workplace inspection, cease the operation immediately until the necessary repairs are completed and the equipment is deemed safe for use.		
3. Material selection	Sharp metal edges, Heavy lifting	3H	- Proper inspection: Before starting the material selection, inspect the sheets of metal to identify any sharp edges or potential hazards that may lead to injuries during handling. - Utilise personal protective equipment (PPE): Workers must wear appropriate PPE such as safety gloves, safety boots, and eye protection while handling the metal sheets to prevent cuts from sharp edges and injuries from heavy lifting. - Use mechanical aids: Use appropriate lifting devices such as forklifts, cranes, and hoists when moving and selecting large metal sheets to reduce strain on workers and minimise the risk of injury caused by heavy lifting. - Trolleys and pallets for transportation: Ensure all metal sheets are securely placed on trolleys or pallets to facilitate safe movement around the workspace and reduce the risk of accidents associated with carrying heavy materials. - Securely store materials: Store metal sheets in designated areas utilising appropriate racking systems to minimise the risk of materials falling onto workers and causing harm.	2M	

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			- Clear signage: Place visible signage in the work area to indicate the presence of heavy or sharp material, so all personnel is aware of potential hazards. - Limited access: Restrict unauthorised personnel fr[illegible] access to the material selection area to limit exposure to hazardous sit[illegible]ions. - Safe handling techniques: Provide trainin[illegible] workers on [illegible]oper handling techniques in order to avoid injuries caused [illegible] impro[illegible]ifting, movement, and storage of metal sheets. - Pre-job briefing: Conduct re[illegible]lar briefings to rei[illegible]d worker[illegible]bout the importance of following safety protocols wi[illegible] handling materia[illegible] incl[illegible]ing the use of PPE, mechanical aids, and proper tec[illegible]gues. - Maintain a tid[illegible]orkspac[illegible] Keep t[illegible] work area[illegible]ean and organised to reduce the risk of trippin[illegible]azards, as w[illegible]ll as ma[illegible]g it[illegible]sier to spot potentially dangerous conditions rela[illegible]d to the m[illegible]erials. - Reg[illegible] equipm[illegible]aintenance: Perform routine checks and maintenance on all lifting e[illegible]ment to[illegible]sure it is functioning correctly and safely, reducing the risk of malfun[illegible]on[illegible]d subs[illegible]uent incidents. - Report incide[illegible]s promptly: Encourage workers to report any injuries or near misses [illegible]mediat[illegible]y to t[illegible] supervisor, so that appropriate action can be taken to address the i[illegible]e [illegible]nd prevent further accidents.		
4. Blade adjustment	Accidental cuts, Incorrect adjustment	3H	[redacted]	1L	

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			[redacted]		
5. Measurement and marking	Measurement errors, Unstable material positioning	2M	[redacted]	1L	

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			[redacted]		
6. Securing material	Material slippage, Crush injuries	3H	[redacted]	2M	

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			[redacted]		
7. Operating guillotine	Hand or finger injuries, Loose clothing entanglement	4A	[redacted]	3H	

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			[redacted]		
8. Cutting process	Flying debris, Noise hazards	3H	[redacted]	2M	

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			[redacted]		
9. Changing the blade	Unsecure blade, Sharp-edged cuts	3H	[redacted]	1L	

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			[redacted]		
10. Offcut handling	Tripping, Scrap material mishandling	2M	[redacted]	1L	

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			[redacted]		
11. Inspection	Quality checking oversight, Overlooking safety hazards	2M	[redacted]	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
			[redacted]		
12. Finishing and cleaning	Machine shutdown failure, Unguarded moving parts	3H	[redacted]	2M	

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			[redacted]		

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**	