

Angle Grinder | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Angle Grinder

Business Name: Coastal Hire And Sales Pty Ltd	ABN: 70114481408	SWMS#
Business Address:		
Contact Person:	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.

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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:	

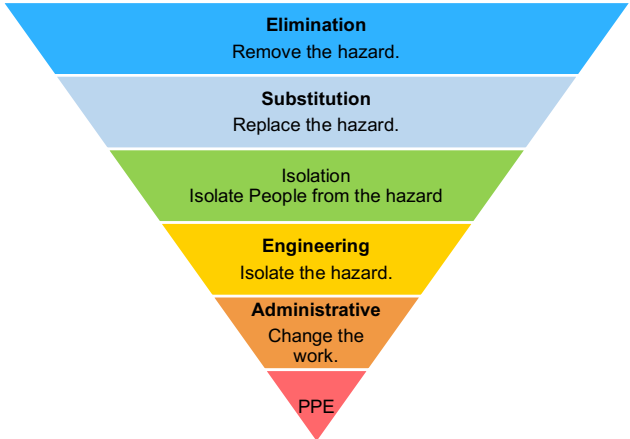
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

<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	SCORE	ACTION	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before 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	Monitor and keep records.	
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>								

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

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

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	Trip hazards, Unsecured work area	2M	<ul style="list-style-type: none"> - Clear the work area of all potential trip hazards, such as loose cables, cords, and debris. - Properly secure all loose objects within the work area to minimize the likelihood of accidents. - Conduct a thorough walk-through of the entire space before beginning any work to identify potential risks and address them accordingly. - Install appropriate non-slip flooring or mats in areas where workers will frequently be moving around to reduce the risk of slip and fall injuries. - Ensure that all access routes to and from the work area are kept clear, well-lit, and free from obstructions at all times. - Establish designated storage solutions for tools, equipment, and materials to prevent them from becoming trip hazards within the workspace. - Require workers to wear sturdy, closed-toe shoes with slip-resistant soles to provide better traction on potentially slippery surfaces. - Implement regular housekeeping practices, such as sweeping and general tidying, to maintain a clean and orderly workspace. - Provide adequate lighting in the work area to ensure proper visibility for workers who will use the angle grinder and avoid mishaps caused by poor illumination. - Implement safety training and education programs to teach workers about the importance of maintaining a secure work environment and adopting safe practices while using an angle grinder. - Supervise the work area actively and consistently enforce safety rules and guidelines to ensure their compliance among all workers. 	1L	
2. Equipment Inspection	Damaged cords, Worn-out blades	3H	<ul style="list-style-type: none"> - Regularly inspect and maintain all electrical cords for any damage, including cuts, frays, or exposed wiring, before using the angle grinder. - Always use appropriate Personal Protective Equipment (PPE), such as safety glasses, gloves, and hearing protection when performing inspections. - Keep a log of equipment inspections and necessary maintenance work to ensure timely upkeep and safe usage of the angle grinder. - Replace damaged cords immediately to prevent electrocution hazards. - Make sure the power tool is unplugged from the electrical outlet before inspecting or changing the blade. - Continuously check the blades for signs of wear and tear, such as cracks, chips, or dulled cutting edges, during routine inspections. - Always replace worn-out or damaged blades with manufacturer-approved parts designed specifically for the model and intended task. 	2M	

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			<ul style="list-style-type: none"> - Clean and lubricate blades regularly to extend their life span and ensure smooth operation. - Secure the angle grinder in a stationary position during inspections to prevent accidental movement and injuries. - Use the proper techniques for mounting and dismantling blades, as outlined by the manufacturer's instructions. - Train all employees who use the angle grinder on safe handling and operating procedures, including equipment inspection, before granting them access to the tool. - Implement an equipment inspection schedule that follows manufacturer recommendations, and outline responsibilities of designated employees. - Encourage employees to report any concerns about the condition or performance of the angle grinder so that corrective actions can be taken promptly. - Complete regular audits and document findings to ensure control measures are effectively reducing hazards associated with equipment inspection and use. 		
3. Personal Protective Equipment (PPE)	Inadequate PPE, Incompatibility with equipment	3H	<ul style="list-style-type: none"> - Conduct a thorough risk assessment before starting the work to identify and evaluate the hazards related to the use of angle grinders, considering the specific work environment, tools, and materials. - Ensure all workers using angle grinders are fully trained and competent to perform the required tasks while adhering to proper safety practices and wearing the appropriate PPE. - Provide necessary PPE for workers such as safety goggles or face shields, appropriate gloves, ear protection, sturdy work boots, and dust masks, as deemed suitable for the task at hand. - Inspect all PPE regularly and make sure they meet the relevant Australian Standards, replacing any damaged, worn, or expired equipment immediately. - Check that PPE is compatible with the angle grinder and other equipment being used in the task, preventing any potential entanglement, obstruction, or hindrance during operation. - Verify that workers have received training on how to correctly use their PPE, including the different types and selection criteria, appropriate fit, storage, maintenance, and disposal. - Establish a system of supervision where experienced staff members oversee the work being carried out, ensuring everyone is following established safety protocols, including proper PPE usage. - Consider alternative methods or processes that will minimise the generation of dust and debris, reducing the need for PPE while still maintaining required quality standards. 	1L	

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			<ul style="list-style-type: none"> - Implement sufficient ventilation and extraction systems to reduce the accumulation of harmful dust or fumes in the working area, further alleviating the reliance on PPE for protection. - Communicate clear guidelines on when to obtain new PPE, ensuring there is a prompt replacement available in case of damage or normal wear and tear. - Encourage workers to report any discomfort, difficulty, or incidents resulting from their PPE or equipment use, facilitating open communication channels for feedback and improvement. - Regularly review work practices and effectiveness of PPE in mitigating risks, ensuring new information and advances in technology are considered in maintaining the safest working environment possible. - Engage staff in ongoing training and information sessions, emphasising the importance of using appropriate PPE, recognizing hazards, and following safe work practices when operating angle grinders. - Foster a positive workplace culture where workers take pride in their own safety and that of their colleagues, reinforcing the value of adhering to established policies and procedures, including the use of adequate PPE. 		
4. Securing Workpiece	Improper clamping, Unstable work surface	3H	<ul style="list-style-type: none"> - Ensure all workpieces are clean and free of debris, grease, or any other material that might compromise the stability of the clamp. - Inspect all clamps to ensure they are in good condition and functioning properly before securing the workpiece. - Position the clamp as close to the area being worked on as possible, ensuring the whole workpiece is adequately supported. - Follow the manufacturer's guidelines for safe use and capacity limits of the clamps, never exceeding their rated load. - Use additional support, such as blocking or bracing, if necessary to prevent any movement of the workpiece during grinding. - Securely fasten and tighten clamps so that they grip the workpiece firmly without causing damage, ensuring there is no possibility of slippage. - Maintain a tidy and clutter-free workspace, removing any unnecessary items from the immediate work area before beginning a task involving an angle grinder. - Verify the work surface is even and stable before setting up the workpiece, making adjustments as needed to prevent tipping or rocking. - Double-check the positioning of both the workpiece and clamps before starting any work with an angle grinder, ensuring proper alignment and complete stability. - Have a spotter available to observe the grinding process and confirm the stability of the workpiece and clamps during operation. 	1L	

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			<ul style="list-style-type: none"> - Continuously monitor the workpiece while grinding, ceasing operations immediately if there are any signs of instability or slippage. - Take frequent breaks to re-assess the setup and make any necessary adjustments to maintain control and safety during the operation. - Arrange for proper training of all personnel in the safe handling and operation of angle grinders, emphasising the importance of securing workpieces correctly. - Regularly conduct risk assessments and update safety procedures for angle grinder operations to ensure best practices are consistently employed and maintained. 		
5. Power-up and Angle Grinder Check	Electrical faults, Tool malfunction	3H	<ul style="list-style-type: none"> - Conduct a thorough inspection of the angle grinder before each use, checking for any visible signs of damage or electrical faults (e.g., frayed cords or loose connections). - Ensure that the angle grinder is fully powered down and unplugged from the power source before performing any checks. - Confirm that all safety guards are in place on the angle grinder and fitted securely to eliminate the risk of tool malfunction. - Test the angle grinder's on/off switch to ensure proper functioning before powering the tool up. - Regularly clean and inspect the ventilation openings on the angle grinder, ensuring there are no obstructions to air flow, which could result in overheating and tool malfunction. - Examine the disc attachment on the angle grinder for signs of damage or wear, and replace if necessary with an appropriate disc specified for the required task. - Verify that the grinding or cutting disc is securely fastened onto the angle grinder and free from any cracks or deformities. - Ensure that electrical outlets being used to power the angle grinder are tested and tagged according to Australian workplace health and safety standards. - Always use a residual current device (RCD) when operating the angle grinder to protect against electric shock. - Use appropriate personal protective equipment (PPE), such as gloves, eye protection, and hearing protection, while performing the power-up and angle grinder check procedure. - Train operators on the correct procedures to follow for powering up and checking angle grinders, including how to recognise and report potential hazards. - Implement a maintenance schedule to regularly service and maintain angle grinders, reducing the likelihood of electrical faults or tool malfunctions. 	2M	

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			<ul style="list-style-type: none"> - Establish a clear reporting process for operators to communicate any issues with the angle grinder, and quickly address and rectify these concerns to prevent accidents or injuries from occurring during use. 		
6. Workpiece Measurement and Marking	Incorrect measurements, Misaligned markings	2M	<ul style="list-style-type: none"> - Proper Training: Ensure that all workers using the angle grinder for measurement and marking have been adequately trained in the correct procedures and safety measures. - Use of Appropriate Tools: Utilise appropriate measuring tools, such as measuring tapes, rulers, or calipers, to ensure precise measurements and prevent inconsistencies. - Calibration of Measuring Tools: Regularly calibrate measuring tools to maintain their accuracy and reduce the likelihood of incorrect measurements. - Double-Check Measurements: Implement a process where two workers independently measure and confirm each workpiece's dimensions to minimise the risk of errors. - Clear and Visible Markings: Use high-quality marking tools, such as sharp pencils, markers, or scribes, to create clean and visible lines on the material. - Proper Lighting Conditions: Provide sufficient lighting in the workspace to allow workers to see and accurately mark the workpiece with ease. - Clean Workspace: Maintain a clean working environment to avoid any confusion arising from overlapping markings or debris interfering with accurate measurements. - Stable Work Surface: Secure the workpiece on a leveled and stable working surface to prevent it from shifting during the marking process, ensuring proper alignment. - Use of Guides and Templates: Employ guides and templates when marking complex shapes or patterns to improve accuracy and reduce the risk of misalignment. - Communication and Collaboration: Promote open communication between team members to discuss potential challenges and issues related to the measurements and marking process before beginning the task. - Periodic Inspection and Monitoring: Regularly inspect and monitor the ongoing marking process to ensure compliance with the SWMS and address any deviations promptly. - Review and Document: Perform periodic reviews of the SWMS to identify areas for improvement and maintain detailed records of measurement and marking tasks, including any incidents or near-misses, to facilitate continuous improvement in the workplace health and safety. 	1L	
7. Operating Angle Grinder	Flying debris, Hand injury	4A		2M	

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			<ul style="list-style-type: none"> - Proper training: Provide comprehensive training to the workers who will be operating the angle grinder, ensuring they are familiar with proper usage, handling, and risk mitigation techniques. - Personal protective equipment (PPE): Operators must wear appropriate PPE, including safety goggles or a face shield, gloves, hearing protection, and dust masks to protect against flying debris and potential hand injuries. - Inspect equipment before use: Regularly check the angle grinder for any visible damages or abnormalities, such as cracks, missing/cracked guards, or worn discs, and perform maintenance or replacement as necessary. - Secure workpiece: Ensure that the workpiece is securely anchored or clamped in place to prevent any movement during the grinding process. - Clear workspace: Keep the surrounding area clean and free of unnecessary objects, debris, or tripping hazards that may interfere with the safe operation of the angle grinder. - Appropriate disc selection: Make sure to utilise the correct type of disc for the specific material being cut or ground, following the manufacturer's guidelines and recommendations. - Guard positioning: Adjust the angle grinder's guard to deflect flying debris away from the operator and others in the working vicinity. - Two-handed operation: Use both hands to operate the angle grinder, maintaining a firm grip on the handle and utilising the side handle when needed to ensure better control while in active use. - Gradual pressure application: Apply gradual and even pressure at the correct angle and avoid sudden thrusts which may lead to an increased risk of kickback or loss of control. - Follow safe power-down procedure: Power down the angle grinder fully and let it come to a complete stop before setting it aside or changing accessories. - Constant communication: Maintain open lines of communication among workers and supervisors to report any unsafe conditions or near incidents, fostering a collaborative approach to safety in the workplace. 		
8. Monitoring Cutting Progress	Dust inhalation, Eye strain	2M	<ul style="list-style-type: none"> - Ensure all workers are trained and competent in the safe operation of angle grinders, including monitoring the cutting progress. - Provide appropriate dust extraction or suppression systems to minimise the generation and dispersion of dust particles. - Ensure workers wear suitable personal protective equipment (PPE), including safety goggles, and dust masks or respirators. - Implement regular work breaks or rotation of tasks to minimise prolonged periods of monitoring the cutting progress and reduce eye strain. 	1L	

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			<ul style="list-style-type: none"> - Ensuring adequate lighting is available at the worksite to improve visibility and reduce the risk of eye strain while monitoring the cutting progress. - Encourage workers to maintain a safe distance from the cutting area to prevent exposure to dust inhalation and flying debris. - Conduct regular inspections of angle grinders to ensure proper functionality, cleanliness, and sharpness, reducing the risk of premature wear, dust emission, and inefficient cutting. - Implement a preventative maintenance programme for angle grinders to ensure sustained efficiency and safety during cutting operations. - Establish clear communication among team members, so they are aware of any concerns with cutting progress or dust emissions. - Implement a safe work procedure that includes regular cleaning of the work area to remove accumulated dust. - Use safety and warning signs around the work area to remind workers of the potential hazards associated with dust inhalation and eye strain. - Foster a safety culture within the workplace by reinforcing the importance of identifying potential hazards and following established controls. - Incorporate regular toolbox talks or safety meetings to discuss common hazards and control measures for using angle grinders, and encourage open communication about potential risks. - Schedule periodic health check-ups for workers exposed to hazards like dust and eye strain, to monitor their health status and ensure early detection of potential issues. <p>By implementing these control measures, you can significantly reduce the risks associated with dust inhalation and eye strain when using an angle grinder and monitoring cutting progress.</p>		
9. Adjustments and Positioning	Repetitive stress injuries, Incorrect posture	3H	<ul style="list-style-type: none"> - Ergonomic equipment: Provide ergonomically designed angle grinders that are lightweight and have an anti-vibration feature to reduce the risk of repetitive stress injuries. - Regular breaks: Encourage workers to take short breaks every hour to rest their hands, arms and shoulders, helping to prevent muscle strain and repetitive stress injuries. - Correct work height: Position the workpiece at a comfortable height, ideally between waist and chest level, to ensure the operator maintains proper posture throughout the task. - Adjustable workstations: Opt for adjustable workstations so that each operator can make individualized adjustments to suit their stature, reducing the chance of adverse postures and stress on joints and muscles. 	1L	

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			<ul style="list-style-type: none"> - Job rotation: Implement job rotation among employees, allowing them to switch tasks and reduce the strain placed on specific body parts due to continuous use of the angle grinder. - Tool maintenance: Conduct regular maintenance checks on the angle grinders to ensure they're functioning optimally, minimising extra force required during operation that could lead to incorrect posture. - Personal protective equipment (PPE): Enforce the use of appropriate PPE such as safety gloves, which can offer support and help alleviate pressure on the hand and wrist. - Stretching exercises: Teach workers stretching exercises specific to the muscles used during angle grinding operations, encouraging them to perform these exercises during break times to minimise muscle strain. - Proper training: Provide comprehensive training on correct techniques and body positioning while using the angle grinder, emphasising the importance of maintaining proper posture to avoid related hazards. - Supervision: Arrange for regular supervision to ensure workers follow the correct procedures and maintain a safe posture while performing the task, promptly correcting any improper techniques. - Consultation with Occupational Therapist (OT): Engage an OT to evaluate the workspace and provide recommendations on improving ergonomics and employee wellbeing while using the angle grinder. 		
10. Shutting Down Angle Grinder	Burn hazards, Unexpected startup	3H	<ul style="list-style-type: none"> - Ensure the angle grinder is powered off and disconnected from any power source before shutting down to prevent unexpected startups. - Allow the angle grinder to come to a complete stop before setting it down or changing any attachments, reducing the risk of burns from rotating parts. - Always use the appropriate personal protective equipment (PPE) such as heat-resistant gloves to handle hot components after shutting down the angle grinder, minimising burn hazards. - Maintain a safe working environment by keeping a designated area for the angle grinder storage, ensuring it is free from inflammable materials or any objects that could cause unexpected startup. - Follow manufacturer guidelines on proper maintenance and storage of the angle grinder, including any necessary cooling time periods before storing away the tool to avoid burn hazards. - Communicate with team members when shutting down the angle grinder, ensuring clear lines of communication to prevent accidental activation during the shutdown process. - Implement lockout/tagout procedures where required, preventing unauthorised use or restarting of the angle grinder during maintenance or storage. 	2M	

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			<ul style="list-style-type: none"> - Inspect the area surrounding the angle grinder for any debris or materials that may catch fire from residual heat after shutting down, ensuring a safe working environment. - Educate workers on proper techniques for using, shutting down, and storing angle grinders to minimize safety hazards associated with improper handling. - Store the angle grinder in a stable position, ensuring it is secure and cannot be accidentally activated or fall over, causing injury or damage. - Perform regular equipment checks and preventive maintenance to ensure angle grinders function correctly and safely, minimizing issues during the shutdown process. - Develop and maintain standard operating procedures (SOPs) that outline the safe and effective process for using, maintaining, and shutting down angle grinders within the workplace. - Provide ongoing training and supervision for employees who frequently use an angle grinder, ensuring they are aware of best practices for hazard prevention and control measures during the shutdown process. 		
11. Post-work Inspection and Cleaning	Slips, trips, and falls, Leftover debris	2M	<ul style="list-style-type: none"> - Ensure that all angle grinders and associated equipment have been turned off, disconnected from power sources, and safely stored before commencing post-work inspection and cleaning. - Make sure to wear appropriate personal protective equipment (PPE) during the cleanup process, including slip-resistant footwear, gloves, and safety glasses. - Designate a clear path for workers to move around during the cleanup process, and mark any obstructions or hazards with warning signage to minimize the risk of slips, trips, and falls. - Inspect work areas for any leftover debris, such as filings or sharp edges, which may cause injury to personnel or damage equipment during the cleaning process. - Sweep up all dust, particles, and debris from the floor and work surfaces using a soft-bristle brush or vacuum cleaner equipped with a HEPA filter. - Dispose of collected waste materials in a designated disposal bin, ensuring proper segregation between different waste types (e.g., metal shavings vs. non-metallic dust). - Inspect and clean any nearby equipment or machinery that may have been affected by the angle grinder use, paying close attention to moving parts or electrical components that could potentially become clogged or damaged. - Use absorbent material or spill containment products to address any spills, leaks, or pooled liquids on the floor quickly, and dispose of these substances according to relevant environmental regulations. - Inspect walkways, access points, and other high-traffic areas for any potential trip hazards, such as loose cables, tools, or materials, and address them accordingly. 	1L	

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			<ul style="list-style-type: none"> - Communicate with all team members involved in the task, ensuring they are aware of their responsibilities during the post-work cleaning, and reinforcing the importance of maintaining a safe and orderly workspace. - Conduct regular toolbox talks or safety briefings centered around the prevention of slips, trips, and falls, sharing best practices and lessons learned from previous incidents to raise awareness and encourage a strong safety culture within the workplace. 		
12. Maintenance and Storage	Improper maintenance, Disorganized tool storage	2M	<ul style="list-style-type: none"> - Regular inspections: Conduct routine checks and maintenance of the angle grinder, ensuring that all parts are in a proper working condition. - Manufacturer's guidelines: Follow the manufacturer's guidelines and recommendations for maintenance and cleaning of the angle grinder. - Clean workspace: Keep the workspace clean and clutter-free to minimize any risk of slips, trips, or falls due to disorganized tool storage. - Storage area: Designate a specific, secure storage area for the angle grinder and its accessories, with clearly marked locations for each item. - Routine cleaning: After each usage, remove any debris from the angle grinder and clean the exterior surface with a soft brush or cloth. - Proper tool storage: Store the angle grinder with its cutting disc removed, and place it along with its accessories, in a designated storage area to prevent clutter and accidental damage. - Lubrication: Regularly lubricate the moving parts of the angle grinder as per the manufacturer's recommendations to ensure smooth operation and prevent premature wear. - Protective measures: Wear appropriate personal protective equipment (PPE) when performing maintenance tasks on the angle grinder, which may include gloves, safety goggles, and face shields to protect against potential hazards. - Tool usage tracking: Maintain a logbook or digital record of the angle grinder's usage, including dates and work undertaken, to help inform when maintenance is required. - Staff training: Ensure all staff members responsible for operating and maintaining the angle grinder have received appropriate training and are aware of workplace health and safety procedures related to the tool. - Sharp cutting discs: Inspect the angle grinder's cutting disc regularly for signs of wear, replacing any worn or damaged discs immediately to avoid inefficient cutting and potential hazard during operation. - Authorised personnel: Only allow authorised and trained personnel to access and handle the stored angle grinder and its accessories, minimising risk of accidents or damage caused by inexperienced users. 	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
			- Emergency response plan: Develop and maintain an emergency response plan that includes specific procedures for dealing with incidents involving the angle grinder, as well as regular drills to ensure staff are familiar with the plan.		

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 IN ANY STATE THAT ARE NOT APPLICABLE

<p>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</p>	<p>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</p>
<p>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-all-codes-of-practice</p>	<p>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</p>
<p>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</p>	<p>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</p>
<p>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</p>	<p>Model Codes of Practice</p> <ul style="list-style-type: none"> - 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
<p>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</p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> - 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 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 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 selections.	<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 or 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	