

Bench Drill | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Bench Drill

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:
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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
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	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						
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).											
<p>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.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> 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	Unsecured equipment, trip hazards	2M	<ul style="list-style-type: none"> - Ensure proper inspection and maintenance of the bench drill before commencing work to detect any faults or potential hazards. - Implement a comprehensive housekeeping strategy to maintain a clean and well-organised workspace, reducing the risk of trip hazards. - Adequately secure equipment, such as the bench drill and other tools, to minimise the risk of unsecured items falling or causing accidents. - Store all cables, leads, and hoses neatly away from walkways and work areas to eliminate potential trip hazards. - Utilise appropriate Personal Protective Equipment (PPE) like safety boots, eye protection, and gloves when operating the bench drill or performing related tasks. - Restrict access to the work area to trained, authorised personnel only, and install clear signage indicating the presence of potential hazards. - Conduct a pre-work Risk Assessment to identify any further hazards and implement suitable control measures accordingly. - Train and regularly update workers on the correct use and operation of the bench drill, promoting workplace health and safety awareness. - Establish an emergency response plan in the event of accidents or incidents occurring during the course of work. - Evaluate the ergonomic setup of the work area, ensuring that appropriate measures are taken to minimise risks associated with poor posture or improper positioning. - Encourage frequent communication between staff members, promoting a culture of vigilance and community responsibility in maintaining a safe and hazard-free workspace. - Develop and maintain a system for reporting and addressing identified hazards promptly, allowing for swift action and resolution in the interest of overall workplace safety. - Adopt a continuous improvement approach to workspace management and health and safety practices, staying up-to-date with industry standards and adapting to new challenges as they arise. 	1L	
2. Inspection	Faulty equipment, inadequate guarding	3H	<ul style="list-style-type: none"> - Conduct regular inspections and maintenance on the bench drill to ensure it is functioning properly. - Develop a pre-start inspection checklist, which should be completed by operators before commencing work. - Ensure all operators are trained and competent in the safe use of bench drills. - Install adequate machine guarding on the bench drill to prevent access to hazardous moving parts. 	2M	

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			<ul style="list-style-type: none"> - Display clear warning signs near the bench drill highlighting potential hazards, such as a rotating drill bit or entangling risks. - Establish a lockout/tagout procedure for when the bench drill requires servicing or repairs. - Implement an incident reporting process to encourage prompt identification of faulty equipment and hazards. - Store drill bits, tools, and materials securely to avoid clutter around the work area and to reduce manual handling risks. - Provide personal protective equipment (PPE), including safety glasses, hearing protection, and appropriate gloves, for operators to wear while using the bench drill. - Provide safe access and egress points to the bench drill area, free of trip hazards or obstructions. - Perform hazard assessments prior to introducing new machinery or work processes involving the bench drill. - Develop an emergency response plan, including contact details for first-aid officers and evacuation procedures, in case of an incident involving the bench drill. - Regularly review the effectiveness of the control measures and update the Safe Work Method Statement (SWMS) as necessary to reflect any changes in workplace conditions or practices. 		
3. Setting up	Incorrect spindle speed, improper chuck key use	3H	<ul style="list-style-type: none"> - Establish and communicate the proper spindle speed for the specific material and drill bit size being used, following manufacturer guidelines and industry best practices. - Provide training and reminders to operators on how to properly select and adjust spindle speeds according to the workpiece and drill bit requirements. - Encourage the use of a dedicated chart or reference guide near the bench drill to assist operators in determining optimal spindle speeds for various materials and drill sizes. - Clearly mark and signpost the location of spindle speed controls, ensuring they are easily accessible and visible to operators. - Implement pre-start checks to assess bench drill set up, including verifying that spindle speed is adjusted correctly before commencing drilling operations. - Offer refresher training on proper chuck key use, including correct insertion, tightening, and removing techniques. - Place signage near the bench drill reminding operators to remove the chuck key before starting the machine and to avoid leaving it in the chuck during operation. - Conduct periodic inspections and maintenance on spindle assemblies and chuck components, checking for wear or damage that could impact safe operation. 	1L	

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			<ul style="list-style-type: none"> - Implement a buddy system or supervisor oversight to double-check proper setup prior to commencing the drilling task, including verifying correct spindle speed and chuck key usage. - Keep the workspace around the bench drill organised, with designated storage for chuck keys when not in use, reducing the risk of losing or misusing them. - Encourage open communication between operators and supervisors, enabling workers to ask questions or address concerns about spindle speed selection or chuck key procedures without fear of reprisal. - Regularly review and update standard operating procedures, safety guidelines, and control measures in relation to bench drill set up and hazards to accommodate new advances and improve safety. 		
4. Material selection	Incorrect material size, unidentified hazards related to materials	2M	<ul style="list-style-type: none"> - Properly assess and identify the correct material size and specifications for the specific task in order to ensure compatibility with the bench drill. Consult the manufacturer's guidelines if necessary. - Conduct a thorough pre-use inspection of the materials to check for any defects, contaminants, or other hazards that may pose a risk during the drilling process. - Ensure all workers involved in handling and selecting materials are provided with appropriate training to identify potential hazards related to materials and proper handling techniques. - Utilise personal protective equipment (PPE), such as gloves, safety glasses, and closed-toe footwear, while handling materials to minimise the risk of injury. - Clearly label and store materials according to their sizes and types to minimise confusion and prevent using incorrect materials during the operation. - Implement a quality control system to verify and validate the quality and suitability of materials being used for the bench drill process. - Establish designated work zones within the workspace to isolate areas where hazardous materials may be present and prevent accidental exposure to workers not directly involved in the bench drill operation. - Maintain a well-organised and tidy workspace by promptly removing any leftover materials and debris from previous operations, reducing the likelihood of selecting an incorrect material with hidden hazards. - Communicate effectively between team members in the selection and preparation of materials, ensuring everyone is aware of potential hazards and using appropriate safety measures. - Periodically review and update material safety data sheets (MSDS) to stay informed about any changes to material properties or potential hazards, equipping workers with the most up-to-date information before handling materials. 	1L	
5. Clamping workpiece	Poorly secured workpiece, finger entrapment	4A		2M	

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			<ul style="list-style-type: none"> - Ensure appropriate clamps and fixtures are used to securely hold the workpiece, preventing any possible movement during the drilling process. - Conduct regular inspection and maintenance of clamping devices to confirm they are in good working condition. - Provide adequate training for workers on the correct procedures for securing workpieces using clamps and fixtures, including identification of suitable clamping points. - Implement a two-person system for clamping larger or irregularly shaped workpieces, with an emphasis on clear communication between both parties to avoid finger entrapment. - Institute a visual inspection protocol before commencing drilling to ensure the workpiece is correctly and securely clamped. - Consider potential pinch-points and finger entrapment hazards when positioning clamps and fixtures on the workpiece, and choose a setup that minimises these risks. - Utilise signage and/or barrier tape to establish exclusion zones around the bench drill, restricting access only to trained personnel actively involved in the drilling operation. - Regularly review and update Standard Operating Procedures (SOPs) to reflect the latest best practices in workpiece clamping and hazard prevention. - Provide Personal Protective Equipment (PPE) such as gloves and safety glasses to protect workers from injury in case of workpiece movement or accidental contact with clamps/fixtures during the clamping process. - Encourage a workplace culture of open reporting and discussion regarding near misses and potential hazards, fostering continuous improvement in clamping and drilling safety processes. 		
6. Drilling	Inefficient drilling, flying swarf	3H	<ul style="list-style-type: none"> - Proper equipment maintenance: Ensuring that the bench drill is well-maintained and in good working condition will reduce the chances of inefficient drilling. - Employee training: Providing workers with thorough training in the safe use and operation of the bench drill, as well as potential hazards, will contribute to a reduced risk of accidents. - Use of appropriate personal protective equipment (PPE): Workers should wear safety goggles, hearing protection, and gloves while operating the bench drill to prevent any injuries from flying swarf or other debris. - Correct drill bit selection: Choosing the appropriate drill bit for the material being drilled and the specific job requirements will help minimise inefficient drilling and produce clean and accurate holes. 	1L	

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			<ul style="list-style-type: none"> - Secure workpiece: Using suitable clamps or vices to hold the workpiece securely during drilling operations will reduce the chances of inefficient drilling and prevent the workpiece from spinning or shifting. - Proper drill speed and feed rate: Maintaining the correct drilling speed and feed rate according to the material, drill bit size and type, and job requirements will enhance drilling efficiency and minimize flying swarf hazards. - Regular inspection: Routinely checking the bench drill's components such as the chuck, spindle, table, and safety guards for any signs of wear, damage, or failure and addressing issues promptly will ensure safe and efficient performance. - Utilising chip shields: Adding a chip shield around the drill area can help contain any flying swarf or debris, protecting workers from potential injury. - Good housekeeping: Keeping the work area and floor clean from accumulated swarf and other debris will prevent accidental slips and falls, contributing to overall safety. - Performing risk assessments: Conducting regular hazard identification and risk assessments at the workplace will allow management to implement appropriate controls and safety measures where necessary. - Encouraging open communication: Fostering an environment where workers feel comfortable discussing safety concerns or incidents will allow management to address issues proactively and continuously improve workplace safety. 		
7. Press stop	Sudden equipment stop, overload	2M	<ul style="list-style-type: none"> - Ensure all operators are properly trained and have demonstrated competency in using the bench drill. - Regularly inspect and maintain the equipment, focusing on potential wear and tear of components. - Implement strict adherence to manufacturer guidelines and recommendations for safe operation and weight limits. - Install emergency stop buttons and guarding mechanisms in easily accessible locations around the bench drill. - Encourage workers to report any signs of equipment malfunction or damage immediately. - Display clear signage outlining the proper use and load limitations of the bench drill. - Allocate adequate time for tasks, ensuring that operatives are not rushing or compromising safety during operation. - Minimise the occurrence of sudden stops by incorporating well-lit and clearly marked warning signals. 	1L	

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			<ul style="list-style-type: none"> - Use appropriate personal protective equipment, such as safety glasses and earplugs, to mitigate potential hazards associated with sudden equipment stop and overload. - Conduct regular risk assessments to identify and address potential hazards related to the bench drill operation and working environment. - Encourage teamwork and open communication between operators, maintenance staff, and supervisors to ensure any concerns regarding equipment function and safety are addressed promptly. - Make certain that only one operator is assigned to the task, helping to reduce chances of confusion or multiple people attempting to control the equipment simultaneously. - Consider alternative drilling methods or equipment if it is determined that the bench drill's capability cannot safely handle the required workload. - Maintain up-to-date knowledge of relevant Australian workplace health and safety regulations, ensuring they are consistently implemented and monitored throughout the worksite. 		
8. Deburring	Metal shards, sharp edges	2M	<ul style="list-style-type: none"> - Undertake a thorough risk assessment prior to commencing work to identify potential hazards and tailor control measures accordingly. - Provide adequate training for employees on proper techniques for using bench drills, or outsource the task to qualified personnel. - Ensure that all workers are provided with and use suitable personal protective equipment (PPE), such as cut-resistant gloves, safety glasses, and earmuffs. - Inspect and maintain all bench drill equipment regularly to prevent malfunctions or damage that could lead to injuries from metal shards or sharp edges. - Implement safe working procedures, including the use of drilling guards where possible and maintaining a tidy workspace. - Encourage workers to promptly report any hazards, near misses, or incidents related to bench drill operations. - Make certain that employees take regular breaks to prevent fatigue, which can result in carelessness during deburring tasks. - Establish and practice emergency response procedures, including providing first aid training for staff and having a well-stocked first aid kit readily available. - Keep the work area well-ventilated and illuminated to minimise any risks associated with inadequate visibility or air quality. - Regularly communicate with employees, creating open lines of discussion for addressing safety concerns and promoting teamwork when dealing with hazardous situations. 	1L	

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			<ul style="list-style-type: none"> - Routinely review and evaluate the effectiveness of implemented control measures, updating policies and procedures as necessary to continually improve workplace safety practices. 		
9. Quality check	Faulty measuring tools, inaccurate measurements	1L	<ul style="list-style-type: none"> - Regular inspection and maintenance of measuring tools to ensure they are in good working condition. - Calibration of measuring equipment according to manufacturer's guidelines and Australian standards. - Ensuring appropriate storage and handling of measuring tools to prevent damage and maintain accuracy. - Conducting training sessions for workers on the correct usage of measuring tools to prevent human error. - Implementing quality control procedures that include double-checking measurements before proceeding with the drilling process. - Encouraging open communication between workers to discuss any concerns with measurements or tools, addressing issues as soon as possible. - Documenting accurate measurements and tool calibration records, improving accountability and tracking of tool performance over time. - Using reliable and industry-standard measuring equipment to reduce the likelihood of faulty measurements. - Establishing clear procedures and expectations for what constitutes acceptable measurement variances based on the specific job requirements. - Assigning specific individuals with the responsibility of monitoring and maintaining quality control within the workplace. - Offering ongoing training and support to ensure workers stay up to date with best practices and techniques in their field, reducing errors related to inaccurate measurements. - Providing adequate lighting and workspace conditions for workers to accurately read and record measurements from the bench drill. - Engaging in regular workplace audits and assessments to identify potential areas of improvement in the quality control process, ensuring continuous improvement and adherence to Australian Workplace Health and Safety regulations. 	1L	
10. Clean-up	Slips on fluid spills, cuts from metal shards	2M	<ul style="list-style-type: none"> - Regular inspections: Routinely check the work area for any spills or debris, and immediately address any potential hazards found during the inspection. - Proper footwear: Ensure all workers are wearing appropriate non-slip footwear to minimise the risk of slipping on fluid spills in the work area. - Use of absorbent materials: If a spill occurs, use appropriate absorbent materials – such as industrial mats or granules – to quickly contain and clean up the liquid. 	1L	

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			<ul style="list-style-type: none"> - Clear signage: Clearly mark any areas where a spill has occurred, alerting coworkers to exercise caution when navigating around the affected area. - Safe storage: Store any fluids, lubricants, or coolants in designated containers and appropriately labelled to avoid accidental spillages. - Personal Protective Equipment (PPE): Equip staff with proper PPE, including gloves and goggles, to protect against cuts from metal shards and reduce the risk of injury. - Tool maintenance: Regularly inspect and maintain bench drill equipment, ensuring any sharp edges or protruding metal shards are adequately addressed. - Proper waste disposal: Dispose of metal shards and other debris in designated containers to maintain a tidy workspace and reduce the risk of injury from sharps. - Training and supervision: Provide necessary training and guidance for employees on safe work practices when cleaning up spills and handling metal shards. - Immediate incident reporting: Encourage employees to report any incidents or near misses promptly so that the appropriate corrective measures can be implemented. - Emergency response plan: Establish a clear emergency response plan in case of a more significant fluid spill or injury involving slips or cuts, ensuring all employees are well-versed in their responsibilities should an incident occur. 		
11. Maintenance	Improper tool storage, faulty wiring	2M	<ul style="list-style-type: none"> - Ensure regular inspection and maintenance of bench drill according to manufacturer's guidelines, as well as relevant Australian standards and legislation. - Provide clear and concise written instructions for proper storage and handling of bench drills and related tools, in accordance with workplace policies and procedures. - Implement a systematic tool management system, including inventory checks, labelling, and designated storage areas for all tools associated with the bench drill operations. - Establish a routine inspection schedule for checking all wiring and electrical connections related to the bench drill, addressing any identified issues immediately. - Train staff on the safe use and maintenance of the bench drill, including emergency procedures in the event of faulty equipment or potential hazards. - Clearly communicate any updates or changes in maintenance procedures to all workers involved in bench drill operations. - Encourage workers to report any potential hazards or poor maintenance practices they observe, fostering an open communication culture around safety. - Incorporate a thorough assessment of the bench drill's wiring into pre-start checks, ensuring the equipment is safe to use before commencing work tasks. - Use appropriate personal protective equipment (PPE) during maintenance activities, such as gloves, eye protection, and, when necessary, hearing protection. 	1L	

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			<ul style="list-style-type: none"> - Implement a lockout/tagout procedure during maintenance of the bench drill to prevent accidental operation while service personnel are working on the equipment. - Develop a risk management strategy, including hazard identification and control measures, to systematically address potential risks arising from bench drill maintenance. - Conduct regular audits and reviews of bench drill maintenance processes to identify areas for improvement or potential risks that may have been overlooked. - Keep records of all maintenance activities, inspections, and repairs performed on the bench drill to establish a history of preventative actions taken towards mitigating risks. - Maintain a clean and organised workspace to minimise trip and fall hazards, emphasising the importance of housekeeping and regularly removing debris or clutter surrounding the bench drill. 		
12. Electrical safety	Electrical shock, damaged cords	3H	<ul style="list-style-type: none"> - Ensure all workers have completed relevant training, including electrical safety and proper usage of bench drill equipment. - Regularly inspect power cords, plugs, and outlets for any signs of wear or damage. - Use safety switches (Residual Current Devices) on all electrical tools and equipment. - Inspect the bench drill prior to usage to ensure its electrical components are intact and functioning properly. - Store electrical cords in such a way to avoid them becoming damaged, tangled, or tripping hazards. - Avoid using extension cords where possible. If necessary, use only heavy-duty, durable extension cables suitable for the specific bench drill requirements. - Ensure that all electrical installations and equipment comply with the Australian Electrical Standards, including AS/NZS 3000:2018. - Implement appropriate lock-out/tag-out procedures when conducting maintenance work on the bench drill or surrounding electrical components. - Utilise electrical devices with lower voltages (such as 110V instead of 230V) to reduce the risk of electrical shocks. - Keep liquids away from electrical equipment and avoid using the bench drill in damp or wet conditions. - Clearly signpost and label potential electrical hazards in the work area. - Provide workers with appropriate Personal Protective Equipment (PPE), such as gloves and rubber-soled shoes, designed to reduce the risk of electrical injury. 	2M	

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			<ul style="list-style-type: none"> - Foster a culture of open communication so that workers are encouraged to report any electrical safety concerns and raise questions if they feel unsure about following correct procedures. 		
13. Noise control	Excessive noise, hearing damage	2M	<ul style="list-style-type: none"> - Conduct regular noise assessments of the workplace to identify noisiest areas and equipment, including bench drills. - Implement a comprehensive hearing conservation programme that includes training in proper usage of Personal Protective Equipment (PPE) like earmuffs and earplugs for workers exposed to noisy work environments. - Regularly monitor and maintain bench drills to ensure they operate with minimal noise by following manufacturer's guidelines and replacing worn parts as required. - Install noise barriers or screens around workstations where bench drills are being used to attenuate excessive noise exposure to nearby workers. - Utilise noise-reducing drilling bits and accessories that are designed to produce less noise in operation. - Encourage taking regular breaks away from noisy workstations to give workers' ears time to rest and recover. - Schedule high-noise tasks during periods when fewer workers are present at the worksite, if possible. - Limit the use of multiple noise-producing equipment in close proximity to one another to minimise overall noise levels in the work area. - Ensure workers undergo periodic hearing tests with qualified audiologists to monitor for any signs of hearing loss or damage. - Establish designated "quiet zones" in the workplace where workers can go to take short breaks from noisy environments. - Investigate the feasibility of implementing technological advancements in drill design and operation that can lead to quieter bench drills. - Offer alternative work assignments to workers who have experienced hearing damage or display sensitivity to excessive noise in their working environment. - Rotate workers through different job tasks throughout the day, reducing prolonged exposure to excessively noisy workstations and tasks involving bench drill operations. 	1L	
14. Vibration control	Hand-arm vibration, repetitive strain injuries	2M	<ul style="list-style-type: none"> - Implement adequate risk assessment procedures to determine exposure of workers to vibration from bench drills and the potential for repetitive strain injuries. - Encourage regular health check-ups related to hand-arm vibration and repetitive strain injuries for long-term drill operators, allowing early detection and prevention. - Develop and maintain equipment maintenance schedules to ensure all bench drills are in proper working order and not causing excessive vibrations. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
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			<ul style="list-style-type: none"> - Identify alternative methods or tools for work tasks that may result in prolonged hand-arm vibration exposure or repetitive strain injuries. - Provide a comprehensive training programme for workers on the operation of bench drills, focusing on minimising vibration exposure and correct posture to reduce repetitive strain injury risks. - Arrange ergonomic assessments for the workstations where bench drills are used to prevent repetitive strain injuries and optimise body mechanics. - Enforce appropriate work-rest schedules for employees who operate bench drills, reducing their exposure level to hand-arm vibration and potential repetitive strain injuries. - Mandate the use of Personal Protective Equipment (PPE) such as anti-vibration gloves, which absorb some of the vibration energy and help prevent hand-arm vibration-related injuries. - Regularly inspect and assess the condition of anti-vibration mounts, ensuring they remain in good working condition to minimise unnecessary vibrations during drill operation. - Educate workers on stretching and conditioning exercises that can assist in minimising the risks of developing repetitive strain injuries while operating bench drills. - Encourage employees to report any signs or symptoms of hand-arm vibration syndromes or repetitive strain injuries promptly and provide relevant support and assistance. - Design job rotations within the workforce to allow regular changes in tasks, reducing the chances of prolonged exposure to hand-arm vibrations and repetitive actions. - Acquire low-vibration bench drills as part of future equipment upgrades, further reducing the risk of operator exposure to hazardous vibrations. - Record and maintain up-to-date documentation related to bench drill operations, including hazard assessments, risk control measures, training materials, and incident reports, ensuring relevant information is available for future improvements to workplace safety. 		
15. Emergency procedures	Inadequate emergency planning, inaccessible fire extinguishers	2M	<ul style="list-style-type: none"> - Develop a clear and concise emergency response plan tailored to the specific workplace, ensuring it covers all potential emergencies that may arise from using a bench drill. - Ensure all workers receive adequate training on emergency procedures, including evacuation plans and assembly points, in line with Australian WHS regulations. - Provide visible signage indicating the location of fire extinguishers, first aid kits, and emergency exits throughout the work area. 	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"> - Routinely inspect and maintain fire extinguishers and other safety equipment to ensure they are in good working condition and readily accessible in case of emergencies. - Conduct regular fire drills to familiarise workers with evacuation procedures and proper use of fire extinguishers. - Establish clear communication channels for reporting any incidents or hazards related to the bench drill, and empower all workers to raise concerns without fear of retribution. - Continuously review and update emergency procedures based on worker feedback, incident reports, and changes within the workplace environment. - Maintain accurate records of all bench drill-related incidents, near-misses, and identified hazards, utilising this data to instigate improvements to workplace health and safety practices. - Regularly brief workers on any changes to emergency procedures, ensuring all team members understand their roles and responsibilities during an emergency situation. - Collaborate with local emergency services, such as fire brigades and ambulance services, to develop a coordinated response plan for incidents involving bench drills and other hazardous equipment. 		

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	