

Brick Saw | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Brick Saw

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

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.

NAME

SIGNATURE

DATE

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.

--	--	--

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
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"> persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS. 											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Slip, trip and fall hazards, improper PPE usage	2M	<ul style="list-style-type: none"> - Ensure that the work area is clean, free from debris, and clear of any tripping hazards before work commencement. - Conduct a risk assessment to identify potential slip, trip, and fall hazards within the work site, including uneven surfaces or spilled substances. - Implement adequate housekeeping procedures to maintain a tidy workspace, keeping walkways and passages clear. - Utilise appropriate signage such as 'Wet Floor' signs or barrier tape when necessary to alert workers to potential hazards. - Provide training on proper PPE usage for workers who operate the brick saw or who are in close proximity to the equipment. - Inspect PPE, including safety footwear with anti-slip properties, eye protection, ear protection, gloves, and other necessary items, ensuring it is in good condition and conforms to relevant Australian Standards. - Encourage and enforce the use of required PPE amongst all workers in the work area. - Install suitable lighting in the work area so that potential hazards can be easily identified and workers are able to see their surroundings clearly. - Ensure that power cords, hoses, and other cables associated with the brick saw and related tools are safely secured and do not become potential tripping hazards. - Assign a designated area for the storage of tools, equipment, and materials to prevent clutter in the work space. - Implement a regular inspection schedule to check for changes in the work environment that might introduce new slip, trip, and fall hazards. - Create and enforce a system where any identified hazards are reported immediately to supervisors, and risks are managed promptly and effectively. - Provide ongoing training and refresher courses to reinforce safe work practices and ensure all workers remain up to date with workplace health and safety standards. 	1L	
2. Equipment inspection	Electrical defects, loose or damaged components	2M	<ul style="list-style-type: none"> - Regular inspection of electrical cords and connections, ensuring no fraying or exposed wires. - Implement a preventive maintenance schedule for equipment to identify and address defects early on. - Perform visual checks of brick saw components before use, ensuring there are no loose parts that could potentially become dislodged during operation. - Ensure that all safety guards and devices are intact and functional, including blade guards and emergency stop switches. 	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"> - Conduct tool box talks before commencing work, discussing potential hazards and control measures related to equipment inspection. - Keep a log book for each brick saw, documenting inspections, maintenance, and any identified issues or repairs. - Use lockout/tagout procedures when performing maintenance or repair on brick saws. This ensures the equipment remains powered down and is not accidentally activated while being worked on. - Provide adequate training and supervision for workers responsible for inspecting and operating brick saws, ensuring they understand potential hazards and how to appropriately respond. - Equip brick saws with ground fault circuit interrupters (GFCIs) or residual current devices (RCDs) to reduce the risk of electrical shock. - Establish a designated area for the inspection and maintenance of brick saw equipment, complete with appropriate signage and hazard communication. - Do not use damaged or faulty equipment, instead tagging it as "out of service" until necessary repairs have been made. Remove the equipment from the worksite immediately to prevent accidental use by others. - Only use replacement parts and components sourced from reputable suppliers, ensuring they meet relevant quality and safety standards. - Regularly review and update safe work procedures and control measures, accounting for any changes in legislation, equipment technology, or industry best practices. 		
3. Saw blade installation	Incorrect blade assembly, cuts or abrasions	2M	<ul style="list-style-type: none"> - Proper Training: Ensure that all workers who are tasked with saw blade installation are provided with proper training, including techniques and guidelines for correct assembly and handling. - Manufacturer Guidelines: Always follow the manufacturer's recommendations and guidelines for blade assembly and usage to avoid any potential risks associated with incorrect installation. - Personal Protective Equipment (PPE): Workers should use appropriate PPE such as gloves, safety goggles, and hearing protection during the saw blade installation process to minimise exposure to cuts and abrasions. - Inspect the Blade: Before installation, check the saw blade for any visible damage or signs of excessive wear. Only use blades that are in good condition and meet the required specifications. - Utilise Safety Guards: Ensure that all safety guards are in place and functioning properly before initiating the saw blade installation process. This includes fixed and adjustable guards if applicable. 	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"> - Disconnect power source: Before starting saw blade installation or making any adjustments to the saw, make sure the equipment is turned off and disconnected from the power source to prevent accidental activation. - Secure work area: Set up a designated work area that is free of any trip hazards, debris, or other obstructions that could potentially cause accidents during the saw blade installation process. - Employ safe lifting and handling measures: When handling the saw blade, always use suitable lifting and handling techniques to avoid injury. Avoid placing fingers near the teeth of the blade during installation. - Double-check all fittings and connections: Make sure to double-check that all blade-related components (such as lock nuts, flanges, and washers) are securely fastened and tightened after completing the installation. This will help ensure a properly functioning saw blade and reduce the likelihood of accidents caused by loose parts. - Encourage a safety-focused mindset: Foster a culture of workplace safety among employees, encouraging open communication regarding potential hazards and emphasising the importance of following safety procedures and protocols at all times. This will help minimise the risk of accidents and promote a safe work environment for everyone involved. 		
4. Work area setup	Poor layout, insufficient lighting	2M	<ul style="list-style-type: none"> - Ensure the work area is clearly defined and barricaded off to prevent unauthorised personnel from entering the area and getting exposed to potential hazards. - Maintain a clean, well-organised work environment by removing tripping hazards, such as cords, materials, and tools when not in use. Designate specific areas for storage and waste disposal. - Provide adequate task lighting at the brick saw workstation. If natural daylight is insufficient or unavailable, set up portable work lights to maximise visibility and minimise shadows. - Consider the installation of anti-slip flooring around the brick saw workstation to help prevent slips and falls due to water and dust. - Incorporate ergonomics into the workstation setup, including adjustable height saw platforms, chairs or stools to suit individual workers' requirements, and minimise the risk of strains and other musculoskeletal injuries. - Plan the work layout in advance and design the workflow so that there is a clear, sequential progression to ensure efficiency, eliminate unnecessary movement, and reduce potential risks. - Establish safe working procedures during the setup, operation, and dismantling of the brick saw workstation. Provide instruction manuals and visual aids that clearly illustrate these procedures. - Install safety equipment such as emergency stop switches, circuit breakers, and guards around the blade of the brick saw to protect workers from injury. 	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"> - Conduct regular safety audits and inspections on the work area setup to identify potential hazards, address any issues promptly, and ensure continued compliance with Workplace Health and Safety regulations. - Train all employees involved in the operation of the brick saw workstation in proper safety practices, with an emphasis on hazard identification, personal protective equipment (PPE) usage, risk assessment, and correct handling techniques. Keep records of this training and update it regularly to reflect current best practices. 		
5. Material handling	Manual handling injuries, dropped materials	3H	<ul style="list-style-type: none"> - Provide appropriate manual handling training for all workers involved in this work step, focusing on proper lifting techniques and the use of equipment. - Utilise mechanical aids, such as trolleys or wheelbarrows, to transport heavy materials whenever possible, minimising the need for manual handling. - Ensure that adequate numbers of workers are assigned to handle heavy materials, distributing the load evenly among team members to lessen the risk of injury. - Provide appropriate personal protective equipment (PPE) like gloves, safety boots, and back braces to offer increased support and protection during manual handling tasks. - Establish a clear communication system between workers during material handling, particularly when lifting or moving large, heavy objects. - Regularly inspect all material handling equipment, including trolleys, hoists, and slings, for signs of wear or damage, ensuring they remain safe to use. - Implement a robust housekeeping routine to minimise trip hazards and obstructions in the workplace, creating clear pathways for material transportation. - Maintain an organised workspace with designated storage areas for materials, reducing the overall amount of time spent manually handling them. - Set up a buddy system to pair experienced workers with those who may be new to the job, providing additional guidance and support in managing hazards associated with material handling. - Consider the individual capabilities and limitations of workers when assigning manual handling tasks, taking into account factors such as pre-existing injuries or physical restrictions. - Schedule regular breaks and promote rotating tasks among workers to minimise fatigue and overexertion while handling material. - Encourage workers to report any difficulties or concerns immediately, allowing for swift intervention if a potential hazard arises during material handling. - Develop an effective monitoring system, tracking incidents related to material handling and implementing corrective actions to reduce the risk of future accidents. - Periodically review and update the SWMS to ensure that control measures remain relevant and effective in mitigating the hazards associated with material handling. 	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
6. Cutting bricks	Dust inhalation, noise exposure	3H	<ul style="list-style-type: none"> - Proper Training: Ensure all workers who operate the brick saw are provided with appropriate training, including safe operating procedures and identification of potential hazards related to dust inhalation and noise exposure. - Personal Protective Equipment (PPE): Workers should wear suitable PPE while cutting bricks, such as safety goggles, dust masks or respirators, earplugs or earmuffs, and gloves to minimize exposure to dust and noise. - Maintain Equipment: Regularly inspect, clean, and service the brick saw to ensure it's in good working condition and that all blade guards and dust extraction systems are functioning effectively. - Dust Suppression Techniques: Employ wet-cutting methods whenever possible or attach vacuum collection systems to the brick saw to reduce airborne dust particles. - Adequate Ventilation: Make sure the work area is well-ventilated to enable effective air circulation and prevent dust accumulation. - Limit Duration of Exposure: Schedule regular breaks or rotate job duties among workers to limit continuous exposure to loud noises from the brick saw. - Noise Barriers: Set up temporary noise barriers or sound-absorbing panels around the work area to reduce noise levels for workers and bystanders. - Safe Distances: Designate a safe distance away from the brick saw where other workers and pedestrians should not cross to avoid accidental exposure to noise and dust. - Signage and Communication: Display clear signs warning people of the hazards associated with brick cutting operations, such as dust inhalation and excessive noise, and communicate these risks to all workers on site. - Ongoing Monitoring: Regularly monitor workers' health and safety, follow up on any complaints or concerns, and adjust control measures as necessary to ensure that risks from dust inhalation and noise exposure remain well managed. 	2M	
7. Adjustable cutting	Pinch-points, moving parts	2M	<ul style="list-style-type: none"> - Proper training: Ensure that all operators are adequately trained in the safe and correct use of the brick saw before allowing them to operate it. - Guarding: Install proper guards around the moving parts of the brick saw, including any pinch-points or areas that pose a risk to workers. Regularly inspect and maintain these guards as necessary. - Signage and labeling: Clearly label all hazardous areas on the brick saw, including pinch-points and areas where moving parts are present. Display appropriate signage around the workspace to remind workers of the hazards associated with operating the equipment. - Lockout/tagout procedures: Implement lockout/tagout procedures whenever maintenance or repair work is being performed on the brick saw, to prevent any accidental start-up or movement of the equipment. 	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"> - Personal protective equipment (PPE): Require workers operating the brick saw to wear appropriate PPE at all times, including safety glasses or face shields, cut-resistant gloves, ear protection, and high-visibility clothing. - Regular inspections: Conduct regular inspections of the brick saw to ensure it is in good condition and functioning correctly. Address any identified issues promptly to minimize the risk of accidents. - Operator positioning: Make sure operators stand clear of the cutting blade and any moving parts while the brick saw is in operation. Train workers to avoid reaching across the machine to prevent contact with dangerous pinch-points. - Equipment maintenance: Keep the brick saw clean, well-maintained, and properly adjusted according to the manufacturer's recommendations to reduce the risk of accidents caused by malfunctioning machinery. - Emergency stop button: Ensure that the brick saw has a clearly visible and easily accessible emergency stop button that can be used quickly in case of an accident or unsafe situation. - Clear workspace: Maintain a clutter-free workspace around the brick saw, providing ample room for operators to move safely and efficiently during operation. Remove any trip hazards or obstructions that could pose a risk to workers. - Encourage reporting of hazards: Develop a positive safety culture that encourages workers to report any potential hazards or unsafe practices they encounter while working with the brick saw. Address these issues promptly and use them as an opportunity for continuous improvement in workplace health and safety. 		
8. Wet-cutting system	Water splashing, slippery surfaces	2M	<ul style="list-style-type: none"> - Implement proper training for workers on the correct method of operating the wet-cutting system to reduce water splashing and prevent slippery surfaces. 2. Use professional-quality equipment with appropriate guards and safety features, such as a protective hood on the brick saw to limit water splashes. 3. Install proper drainage systems near the work area to prevent pooling of water and create safer walking and working surfaces. 4. Apply anti-slip floor coatings or mats in areas prone to slipperiness due to water splashing during the wet-cutting process. 5. Provide workers with suitable personal protective equipment (PPE), such as waterproof boots with non-slip soles or rubber overshoes, gloves to improve grip, and safety goggles to protect against water splashes. 6. Schedule frequent breaks to allow workers time to clean up any excess water from the work area, reducing the potential for slipping hazards. 7. Ensure the workplace is well-lit to increase visibility of wet surfaces. 8. Designate a specific area for cutting tasks using caution tape or barriers, keeping other workers out of the vicinity to reduce their exposure to wet surface hazards. 	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
			<p>9. Maintain tools and equipment in good condition, checking hoses and connections for leaks regularly, and replacing worn-out parts promptly to minimise water spills.</p> <p>10. Limit the amount of water used during the cutting process by adjusting water flow or using a smaller nozzle.</p> <p>11. Clean any debris or dirt accumulated around the brick saw or cutting area that could contribute to slips and falls.</p> <p>12. Develop a regular maintenance and cleaning schedule for the brick saw and wet-cutting system to ensure efficient and safe operation.</p> <p>13. Encourage open communication among workers to report any hazards or concerns, such as excessive water or slippery surfaces, for immediate investigation and action.</p> <p>14. Regularly review and update the Safe Work Method Statement (SWMS) to reflect ongoing improvements and advances in technology for safer methods of wet-cutting.</p>		
9. Brick waste disposal	Sharps injury, manual handling	3H	<ul style="list-style-type: none"> - Provide clear instructions and guidelines for proper brick waste disposal, including correct handling techniques to prevent injuries from sharps. - Conduct regular tool-box talks and refresher training sessions emphasising the importance of safe brick waste disposal practices. - Ensure Personal Protective Equipment (PPE) such as gloves with cut-resistance properties, safety boots, and high-visibility vests are worn by workers during waste disposal. - Utilise mechanical aids like trolleys or wheelbarrows to transport heavier loads and reduce manual handling risks associated with large quantities of waste. - Designate a specific area near the worksite for brick waste disposal to avoid contact between sharp edges and workers passing by. - Implement a regular inspection schedule to check the condition of equipment and tools used in brick sawing, ensuring that any damaged items are repaired or replaced promptly. - Instruct workers to double bag the brick waste in heavy-duty bags, to minimise the potential for punctures or leaks caused by sharp-edged waste materials. - Promote a clean-as-you-go culture among workers, encouraging them to dispose of brick waste regularly in smaller amounts rather than accumulating large heaps, which increases manual handling risks. - Establish effective communication channels, such as signage or barricades, to warn other employees about hazardous activities and keep them at a safe distance from the waste disposal areas. 	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Develop an incident reporting and investigation system that encourages workers to report hazards promptly, assisting in early detection and rectification of safety issues. - Train employees on the appropriate first aid procedures in case of sharps-related injuries, as well as stress upon the importance of swift treatment to avoid infection. - Monitor worker fatigue levels, providing sufficient rest breaks and rotating tasks to ensure workers maintain their focus and concentration while disposing of brick waste. - Engage a qualified health and safety professional to conduct periodic audits and risk assessments of the worksite, taking into account any changes in processes, equipment, or materials, and implementing recommended safety measures. - Regularly review and update the Brick Saw SWMS to incorporate the latest industry best practices and technological advancements, highlighting any newly identified hazards and control measures to reduce the risks associated with brick waste disposal. 		
10. Equipment cleaning	Chemical exposure, electrical hazards	2M	<ul style="list-style-type: none"> - Proper training: Ensure that all workers using the brick saw are trained in equipment cleaning procedures and handling of hazardous chemicals, including understanding material safety data sheets (MSDS). - Use of personal protective equipment (PPE): Workers should wear appropriate PPE such as gloves, safety glasses, and chemical-resistant clothing when cleaning the brick saw and handling chemicals. - Ventilation: Make sure that the cleaning area is well-ventilated to minimise the concentration of hazardous chemical fumes or vapors. - Spill containment: Implement a spill containment system to prevent any accidental releases of chemicals during the cleaning process. - Use of non-hazardous cleaning products: Whenever possible, use non-toxic, environmentally friendly cleaning products to lower risks associated with exposure to hazardous chemicals. - Electrical isolation: Ensure that the brick saw is completely disconnected from power sources prior to cleaning to prevent the risk of electrical hazards. - Lockout/Tagout procedures: Follow lockout/tagout procedures to ensure that the equipment is safely isolated from electrical sources before cleaning begins. - Proper labeling and storage of chemicals: Label all cleaning products and chemicals used in cleaning properly and store them in designated areas to prevent confusion and unauthorised access. - Regular inspections: Schedule regular inspections of the brick saw to identify damage or wear that may pose a hazard during the cleaning process. 	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"> - Proper disposal of waste: Dispose of waste materials generated in the cleaning process according to hazardous waste disposal regulations, and segregate them from general waste streams. - Designated cleaning area: Establish a designated area for cleaning the brick saw, away from pedestrian traffic, and clearly mark it with signage indicating potential hazards present. - Emergency procedures: Have an emergency response plan in place to address chemical spills or exposures, including availability of first aid kits and eyewash stations. - Continuous improvement and review: Periodically review and update the control measures for effectiveness and compliance with changing safe work practices, regulations, and industry standards. 		
11. Breakdown procedures	Moving parts, pinch-points	2M	<ul style="list-style-type: none"> - Ensure all workers are adequately trained and competent in operating the brick saw, including breakdown procedures. - Always wear appropriate personal protective equipment (PPE) such as gloves, safety glasses, hearing protection, and steel-toed boots while performing any maintenance or breakdown procedures. - Make sure the work area is clear of obstructions before starting the procedure to help reduce the risk of accidental injury from moving parts or pinch-points. - Turn off the brick saw and disconnect it from the power source before attempting any breakdown procedures to prevent it from accidentally starting up during the process. - Utilise lockout/tagout procedures to ensure the machine cannot be powered up during maintenance or breakdown works. - Allow the brick saw to cool down completely prior to working on it, reducing the risk of injuries from hot surfaces or components. - Inspect the integrity of critical components such as belts, pulleys, and motors before disassembling to avoid unexpected movement, which may create hazardous situations during the breakdown process. - Use a systematic approach when disassembling parts, keeping them organised to minimise any risks of misplaced or dropped items, which could lead to accidents involving moving parts or pinch-points. - Have at least two workers present during the breakdown procedure when handling heavy or awkward components to reduce the likelihood of injuries resulting from sudden shifts in weight or movement. - Perform a manual risk assessment at each stage of the breakdown procedure to identify any new hazards that may arise during operation, ensuring appropriate preventive measures are taken beforehand. 	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"> - Practice ongoing communication between team members during the breakdown process, alerting each other of potential hazards and confirming successful completion of each task before proceeding to the next step. - Document all maintenance processes, noting any issues or incidents that occurred during the procedure, allowing for organizational learning and continuous improvement in workplace health and safety standards. 		
12. Emergency response	Inadequate first aid resources, delayed emergency action	2M	<ul style="list-style-type: none"> - Ensure all workers on site have completed a basic first aid training course and are aware of the first aid facilities available. - Provide a comprehensive first aid kit onsite that is easily accessible and includes necessary items for treating common injuries like cuts, bruises, burns, and sprains. - Designate a trained first aider with additional qualifications to manage emergencies and treat more critical injuries until emergency services arrive. - Regularly inspect and maintain first aid kit supplies, checking expiry dates and replenishing items as needed. - Display clear signage indicating the location of first aid resources and emergency exits in the worksite. - Develop and implement a site-specific emergency response plan detailing procedures for contacting emergency services, evacuating the area, and managing hazardous situations. - Train all workers on the emergency response plan, ensuring they understand their roles and responsibilities during an emergency. - Perform regular drills simulating emergency scenarios to evaluate the effectiveness of the response plan and identify areas for improvement. - Maintain a clearly defined communication system with emergency services, making it easy to provide crucial information and updates during an emergency situation. - Keep vital personal protective equipment (PPE) readily available for workers to wear during emergencies, including gloves, safety eyewear, high-visibility clothing, and hard hats. - Position fire extinguishers and other emergency response equipment strategically throughout the worksite, ensuring they are within easy reach during emergencies. - Enforce strict controls on the storage and handling of hazardous materials to minimise the risk of spillage or accidental exposure during emergencies. - Implement a buddy system where workers keep an eye out for each other's safety and swiftly report any signs of physical distress. - Monitor weather conditions regularly and suspend operations if severe storms, lightning, or extreme temperatures present increased risks of accidents or health issues. 	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
			By implementing these control measures, we can significantly reduce the risks associated with inadequate first aid resources and delayed emergency response during tasks involving a brick saw, ultimately promoting a safer and more efficient work environment for all team members.		

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	□ 1	□ 2	□ 3	□ 4	□ 5	□ 6	□ 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS				
The company details have been entered, including the project name and address.	<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"/>					
<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">REVIEWED BY</td> <td style="width: 50%; border: none;">DATE REVIEWED</td> </tr> <tr> <td style="border: none;">SIGNATURE</td> <td style="border: none;">DATE COMPLETED</td> </tr> </table>				REVIEWED BY	DATE REVIEWED	SIGNATURE	DATE COMPLETED
REVIEWED BY	DATE REVIEWED						
SIGNATURE	DATE COMPLETED						