

Cold Saw | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Cold 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:
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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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Slips, trips and falls, Inadequate lighting	2M	<ul style="list-style-type: none"> - Ensure floor surfaces in and around the work area are clean, dry, and free from any obstructions or debris that could lead to slips, trips, and falls. - Mark out designated walkways around the work area to maintain a clear path for personnel movement and reduce the risk of accidents. - Provide appropriate signage to alert workers and visitors to the potential hazards in the work area, as well as any required personal protective equipment (PPE). - Install sufficient lighting in the work area to allow workers to see and navigate the space safely, as inadequate lighting can contribute to slips, trips, and falls. - Conduct regular inspections and maintenance on the cold saw equipment and workspace to ensure proper functioning and identify any possible hazards. - Implement an organisation-wide housekeeping policy to minimise clutter and obstructions in the working environment that could contribute to increased risks. - Provide suitable non-slip footwear as part of the PPE requirements for workers operating the cold saw or working in proximity to the machinery. - Train all employees involved in the operation and maintenance of the cold saw on the proper use of the equipment as well as the associated risks and preventative measures. - Ensure workers take regular breaks to avoid fatigue, which can increase the likelihood of slips, trips, and falls in the workplace. - Establish protocols for reporting and rectifying hazardous conditions and incidents promptly, emphasising the importance of maintaining a safe working environment. - Consider utilising anti-fatigue matting in areas with prolonged standing to improve comfort and reduce the potential for slips, trips, and falls. - Develop and implement an emergency response plan and training exercise to prepare the workforce for potential incidents, including falls or other injuries related to the operation of the cold saw. 	1L	
2. Pre-operation inspection	Faulty equipment, Electrical hazards	3H	<ul style="list-style-type: none"> - Conduct routine inspections: Cold saw operators should thoroughly assess the equipment before each use, checking for signs of damage or wear and tear that might increase risks associated with faulty equipment or electrical hazards. - Follow maintenance schedules: Adhere to suggested maintenance procedures and schedules as per the manufacturer's guidelines, ensuring timely servicing and part replacements to prevent malfunctions or an increased likelihood of accidents. - Ensure proper machine grounding: To minimise electrical hazards, confirm that the cold saw is properly grounded and that all electrical connections are secure and free from damage. 	2M	

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			<ul style="list-style-type: none"> - Keep workspaces organised and clean: Regularly clean and de-clutter workspaces to reduce the risk of tripping or accidentally coming into contact with live electrical components. - Provide appropriate personal protective equipment (PPE): Supply and mandate the use of appropriate PPE like safety glasses, hearing protection, and non-conductive gloves to protect workers from potential injuries related to faulty equipment or electrical hazards. - Implement lockout/tagout procedures: Adopt a lockout/tagout procedure for situations where repairs or maintenance need to be performed on the cold saw while it is disconnected from power sources. - Train staff in hazard identification: Ensure workers are knowledgeable in recognizing signs of faulty equipment or electrical hazards, and empower them to report any concerns promptly. - Install safety interlocks: Use safety interlocks on access doors and covers to lower the risk of unintentionally activating machinery, thus helping avoid incidents related to faulty equipment or electrical hazards. - Display clear signage: Post appropriate signage near the machine, clearly stating guidelines for preventative measures and safe operation to promote awareness among workers. - Encourage frequent breaks: Work-related fatigue can result in a reduced capacity for identifying and avoiding potential hazards. Encourage regular rest cycles and provide ergonomic seating options during downtime. - Foster an open safety culture: Promote open communication between management and employees about safety, creating an environment where workers feel comfortable discussing potential risks and collaborating on improvements. 		
3. Saw setup	Pinch points, Sharp edges	2M	<ul style="list-style-type: none"> - Comprehensive training: Ensure all workers operating the cold saw have undergone thorough training and are competent in the correct setup, use, and maintenance of the equipment. - Personal Protective Equipment (PPE): Require workers to wear appropriate PPE, such as gloves, safety goggles, and hearing protection during the setup and operation of the cold saw. - Pre-use inspection: Conduct a thorough inspection of the cold saw before setup and usage to identify any damaged components or potential hazards. - Proper handling techniques: Instruct workers in the correct technique for handling blades and other sharp equipment, minimising their risk of coming into contact with pinch points and sharp edges. - Guarding implementation: Ensure that all guards and protective devices are securely fitted and functioning correctly to prevent accidental access to pinch points and cutting edges. 	1L	

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			<ul style="list-style-type: none"> - Maintain equipment cleanliness: Regularly clean and maintain the cold saw's components to prevent debris buildup and reduce the chances of injury from unexpectedly moving parts. - Clear and accessible work area: Keep the workspace around the cold saw clear of clutter and debris, with sufficient lighting to enhance visibility and accessibility during setup and operation. - Well-defined emergency procedures: Establish and regularly review emergency plans that include immediate shut-off protocols, first aid response, and reporting requirements to minimise the impact of an incident. - Tool storage and transportation: Use proper storage and transport solutions for blades and accessories to minimise the risk of injury while handling these components. - Supervision and monitoring: Assign an experienced worker or supervisor to monitor saw setup and operation, providing guidance and support when necessary and intervening if unsafe practices are observed. - Encourage ongoing communication: Foster open dialogue between workers to ensure concerns, questions, or issues related to equipment setup and usage are promptly addressed and resolved. 		
4. Machine testing	Noise hazards, Flying debris	2M	<ul style="list-style-type: none"> - Regular maintenance and inspection: Ensure that the cold saw machine is maintained regularly and inspected before use to detect any potential issues that may generate excessive noise or cause flying debris. - Proper machine operation: Train workers on the correct methods of operating the cold saw to minimise the risks associated with noise emissions and flying debris. - Personal protective equipment (PPE): Ensure all workers wear appropriate PPE, including hearing protection and safety goggles, while operating or working around the cold saw. - Use proper cutting tools: Utilise the correct type, size, and quality of cutting tools designed for the specific material being cut to reduce vibrations, noise, and potential debris hazards. - Secure workpieces: Properly clamp and secure workpieces before cutting to prevent movement and reduce the risk of flying debris. - Blade guard: Keep the blade guards in place during operation to help contain any flying debris and minimise the risk of injury. - Work area segregation: Establish a designated work zone surrounding the cold saw to restrict access for unauthorised personnel and maintain a safe distance between the machine and other workers. - Adjust cutting speed: Set the proper saw cutting speed for each material to optimise efficiency, decrease vibrations, and minimise the potential for debris ejection. 	1L	

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			<ul style="list-style-type: none"> - Noise reduction technology: Employ noise reduction techniques/features in the cold saw equipment, such as soundproof enclosures or dampening materials, to mitigate noise hazards during operation. - Housekeeping practices: Maintain a clean and organised workspace, removing waste and debris from the immediate work area to prevent accumulations that may contribute to additional hazards. - Emergency stop mechanisms: Ensure that the cold saw is equipped with easily accessible emergency stop mechanisms to promptly halt machine operation in case of dangerous situations. - Regular monitoring and review: Conduct routine assessments of control measures, worker adherence to safety protocols, and evolving risks to continually ensure the optimal effectiveness of machine testing operations and hazard mitigation strategies. 		
5. Material loading	Manual handling, Falling objects	2M	<ul style="list-style-type: none"> - Provide appropriate Manual Handling training to workers, including correct lifting techniques and any specific equipment usage, to minimise the risk of injury when loading material. - Utilise mechanical aids such as forklifts, hoists, or trolleys wherever possible to reduce physical strain during material loading. - Ensure that all workers wear appropriate Personal Protective Equipment (PPE), including gloves, safety boots, and hard hats, to protect against potential hazards in this work step. - Implement a buddy system or team lifting strategy, if necessary, for handling materials that are too heavy or unwieldy for an individual worker to lift safely. - Establish designated loading zones and enforce a clear, well-organised workspace that minimizes clutter and trip hazards during the Cold Saw operation. - Evaluate the weight, shape, and size of materials to be loaded and ensure they are stacked, stored, and transported in a secure manner that prevents falling objects and accidents. - Maintain communication between workers involved in the material loading process through either verbal updates or established hand signals, promoting situational awareness and teamwork. - Encourage workers to seek assistance or report any issues that may arise during material loading, whether it be due to unsuitable equipment or a lack of experience with the task. - Develop and implement Standard Operating Procedures (SOPs) for the Cold Saw operation, detailing step-by-step directions, roles, and responsibilities for each worker during the material loading process. - Inspect all equipment used for material handling regularly for signs of damage, wear, or defects and perform maintenance accordingly to ensure safe and efficient operation. 	1L	

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			<ul style="list-style-type: none"> - Enforce proper housekeeping practices within the Cold Saw area, including regular cleanup of debris and prompt reporting of unsafe conditions or activities. - Clearly mark load capacity limits for various materials on storage racks or shelves to avoid overloading and potential structural failure due to excess weight. - Use appropriate signage and barricades to restrict access for unauthorised personnel to material loading zones, preventing accidental injuries or interference with the Cold Saw operation. - Conduct regular safety audits of the Cold Saw area to identify and address any potential hazards related to material loading or other aspects of the work environment. 		
6. Cold saw cutting	Kickback potential, Noise exposure	3H	<ul style="list-style-type: none"> - Proper training: Ensure all operators have comprehensive training on the safe use and handling of the cold saw, including techniques to minimise kickbacks. - Equipment maintenance: Regularly inspect and maintain the cold saw, including blade alignment and sharpness, to prevent malfunction and minimise the risk of kickbacks. - Safety guards: Utilise appropriate safety guards for the cutting blade to help protect workers from potential kickbacks and reduce noise exposure. - Adequate space around saw: Ensure that there is sufficient clearance around the saw and work area to allow for safe operation and proper body positioning. - Personal protective equipment (PPE): Provide and require the use of proper PPE, such as safety glasses, hearing protection, and gloves, to reduce noise exposure and provide protection from flying debris. - Slow cutting speed: Encourage operators to perform cuts at a slower, controlled pace to minimise the risk of kickbacks and enhance precision. - Secure material during cutting: Use clamps or other supportive devices to secure materials accurately and firmly in place throughout the cutting process. - Anti-kickback devices: Install and utilise anti-kickback devices, such as riving knives or splitter assemblies, to significantly diminish the risk of kickbacks. - Steady pressure application: Instruct operators to apply consistent pressure when feeding material into the saw, avoiding sudden movements or jerks. - Proper blade selection: Choose and install the correct blade type and size for the specific material being cut to enhance cutting efficiency and decrease the possibility of kickbacks. - Regular breaks: Schedule routine breaks for workers operating the cold saw to avoid overexertion, which may lead to reduced concentration and increased risks. - Noise-reducing barriers: Implement noise-reducing barriers, such as acoustic curtains or screens, around the cold saw workspace to help minimise noise exposure for nearby workers. 	2M	

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			<ul style="list-style-type: none"> - Safe operating procedures: Establish and enforce standardised operating procedures for each worker, ensuring they know how to safely start, operate, and shut down the cold saw. - Incident reporting system: Set up an incident reporting process that encourages workers to report any safety concerns or incidents related to the cold saw, allowing for prompt investigation and action to prevent future hazards. 		
7. Quality checks	Eye strain, Repetitive motions	1L	<ul style="list-style-type: none"> - Regularly inspect and maintain the cold saw equipment to ensure it is functioning properly, reducing chances of any malfunctions which may cause eye strain or repetitive motion injuries. - Provide adequate lighting at the workstation to minimise eye strain while performing quality checks. - Implement periodic job rotation for employees to reduce prolonged exposure to repetitive motions during quality checks, thereby minimising risks of musculoskeletal disorders. - Train employees on proper ergonomics and body mechanics to ensure correct posture while handling materials and conducting quality checks. - Use mechanical aids, such as adjustable stands and trolleys, to support the load and reduce physical strain during material handling and quality checks. - Encourage employees to take regular breaks and rest their eyes by looking away from the work area to help prevent eye strain. - Offer regular vision screenings for employees to identify any potential eyesight problems that could be exacerbated by strain during quality checks. - Provide appropriate personal protective equipment (PPE), such as safety glasses, to protect employees' eyes from potential flying debris, glare and other hazards during quality checks. - Establish a well-organised workplace layout to minimise twisting, bending and reaching during quality checks, reducing chances of repetitive motion injuries. - Implement a stretching programme to encourage employees to perform simple stretches during their breaks to improve flexibility and reduce muscle tension caused by repetitive motions. - Regularly review workstations and processes to identify any areas where improvements can be made to optimise ergonomics and reduce risk factors associated with eye strain and repetitive motion injuries. - Foster open communication between management and employees to quickly address concerns and for early detection of potential eye strain or repetitive motion injuries. - Mandate ongoing training to ensure employees stay updated on best practices for minimising risks associated with eye strain and repetitive motion injuries during quality checks. 	1L	

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8. Material unloading	Manual handling, Dropping materials	2M	<ul style="list-style-type: none"> - Provide appropriate manual handling training to workers, including techniques for lifting, carrying, and unloading materials safely. - Use mechanical aids like trolleys, pallet jacks, or forklifts wherever possible to reduce the risk of injuries associated with manual handling. - Ensure that workers wear appropriate PPE such as gloves, steel-toed boots, and safety helmets to prevent injuries while unloading materials. - Establish clear communication protocols between workers during material unloading, especially when more than one person is involved in the process. - Implement a buddy system wherein at least two people work together to unload heavy or bulky items safely. - Layout designated unloading areas that are clear of obstructions and hazards, allowing workers ample space to maneuver materials easily. - Schedule regular breaks for workers involved in material handling tasks to avoid fatigue, which can lead to accidents and injuries. - Inspect all equipment, such as slings, cranes, and other lifting devices, before use to ensure they are in good working condition and suitable for unloading the specific materials. - Develop an emergency response plan in case materials are dropped or accidents occur. This includes access to first aid facilities and clearly defined accident reporting procedures. - Regularly review and update the SWMS to improve control measures, identify new potential hazards, and stay up-to-date with best practices for material unloading in the workplace. 	1L	
9. Debris disposal	Sharp objects, Material handling	1L	<ul style="list-style-type: none"> - Provide appropriate personal protective equipment (PPE), such as cut-resistant gloves, safety glasses, and closed-toe shoes or steel-toe boots, for workers handling sharp objects. - Implement a waste disposal process for the safe collection of debris, e.g., use labelled bins or containers specifically for materials with sharp edges. - Train workers on how to recognise and handle potentially sharp or hazardous materials properly, including carrying techniques and body alignment to decrease the risk of injuries. - Use mechanical assistance or hand tools, such as pliers, tongs, or clamps, when handling sharp or cutting edges, to minimise direct contact. - Inspect the work area regularly for stray sharps and debris and remove them following appropriate procedures promptly. - Establish designated disposal points equipped with puncture-resistant containers for sharp items like saw blades or metal shards. 	1L	

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			<ul style="list-style-type: none"> - Keep walking surfaces clean and free from debris to prevent slips, trips, and falls. Regularly sweep the work area and ensure clear passage between machinery and storage spaces. - Encourage regular communication among workers to raise awareness of potential hazards and share best practices for safely disposing of debris or sharp objects. - Limit access to the work areas only to staff members trained in handling and disposing of sharp objects and materials to avoid accidental injuries. - Facilitate pre-shift or toolbox meetings to identify specific hazards, discuss control measures, and review proper disposal methods. - Display signage and warning labels in the work area emphasising the importance of proper debris disposal, identifying the presence of sharp objects and potential hazards. - Ensure that the debris disposal process is continually reviewed and updated to address new risks and incorporate industry best practices to maintain a safe working environment. 		
10. Blade replacement	Sharp blades, Improper fit	2M	<ul style="list-style-type: none"> - Regular inspection and maintenance: Ensure regular checks and servicing of the cold saw to identify blade wear or other issues that may require blade replacement. - Proper training: Ensure all workers who operate and maintain the cold saw receive thorough training on safe blade replacement procedures, including how to inspect and identify when a new blade is required. - Protective gloves: Require workers to wear cut-resistant gloves when handling sharp blades during the replacement process, in order to prevent cuts and injuries from accidental slips. - Blade storage: Store used and new blades in designated, secure containers or racks to prevent accidental contact with sharp edges and minimise the risk of injury. - Manufacturer's guidelines: Follow the cold saw manufacturer's recommendations for selecting the appropriate replacement blade, ensuring proper compatibility and fit to minimise hazards during operation. - Lockout/Tagout procedures: Implement lockout and tagout procedures to isolate electrical power supply prior to starting the blade replacement process, preventing accidental activation of the cold saw during maintenance. - Secure footing and workspace: Ensure workers have a stable platform and adequate space in which to perform the replacement, preventing slips or falls that could result in injury while handling sharp blades. - Two-person operation (if necessary): If the blade requires significant force to install or remove, consider using a two-person team to ensure better control and prevent injury. - Disposal of used blades: Dispose of dull or damaged blades in designated puncture-proof containers, preventing inadvertent contact with their sharp edges. 	1L	

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			<ul style="list-style-type: none"> - Post-replacement check: After installing the new blade, conduct a thorough inspection to confirm proper installation, alignment, and tension before resuming regular operation of the cold saw. 		
11. Regular maintenance	Dust exposure, Equipment damage	1L	<ul style="list-style-type: none"> - Conduct regular inspections: Perform routine checks on the cold saw to ensure that all components are functioning correctly, reducing the risk of equipment damage and unexpected failures. - Proper training: Ensure that all personnel operating or maintaining the cold saw receive adequate instruction and are familiar with best practices for working with this equipment, minimising the possibility of human error leading to accidents. - Utilise Personal Protective Equipment (PPE): Provide operators and maintenance staff with appropriate PPE such as dust masks, goggles, and gloves to prevent inhalation of dust particles and protect their eyes, hands, and skin from potential hazards. - Implement dust extraction systems: Install a proper ventilation system with dust collection capabilities to control dust exposure and maintain a cleaner workspace. - Regular cleaning schedule: Establish a regular cleaning regimen to remove accumulated dust and debris from the cold saw's working area and components, preventing buildup and equipment damage. - Follow manufacturer guidelines: Adhere to recommended maintenance schedules provided by the cold saw manufacturer to prolong the life of the equipment and avoid unscheduled downtime. - Lubricate moving parts: Regularly apply appropriate lubricants to reduce friction and wear between moving parts, maximising the efficiency and reliability of the cold saw. - Replacement of damaged parts: Periodically inspect and replace any worn or damaged components, ensuring that the cold saw remains in good working order. - Store tools and equipment properly: Always store accessories, blades, and other related equipment in designated locations, preventing accidental damage and making it easy to find them when needed. - Document maintenance activities: Keep detailed records of all maintenance tasks performed on the cold saw, making it easier to identify patterns or issues that may require further investigation or attention. - Implement lockout/tagout procedures: When performing maintenance tasks, follow established lockout/tagout procedures to ensure the cold saw is powered off and all energy sources are isolated, reducing the risk of accidental startup and potential injuries. - Encourage reporting: Promote open communication among workers to report any issues, near misses, or concerns related to the cold saw and its maintenance, creating a culture of continuous improvement and proactive safety measures. 	1L	

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12. Power down process	Electrical hazards, Accidental activation	2M	<ul style="list-style-type: none"> - Ensure that the cold saw is connected to a properly grounded electrical outlet, with appropriate voltage and amperage ratings, to minimise the risk of electric shock. - Verify that all power cables and cords are in good condition, without any fraying, kinking, or exposed wires, which could pose an electrical hazard. - Implement a strict lockout/tagout policy to prevent accidental activation during maintenance, cleaning, or repair activities. - Provide clearly marked signage near the cold saw to identify its hazards, including electrical risks and potential accidental activation. - Routinely inspect and maintain the cold saw's power controls, switches, and emergency stop buttons to ensure they operate effectively when needed to power down the machine. - Require workers to wear protective gear, such as gloves and safety goggles, when working with the cold saw to protect against potential accidents during the powering down process. - Train employees on proper powering down procedures, emphasising the need to fully disengage the power and double-check that the saw has stopped moving before commencing other tasks or leaving the area. - Establish designated areas or zones around the cold saw, signifying where only authorised personnel may enter, to minimise accidental proximity to the machine during its power down process. - Clearly mark the cold saw's power button and control panel, ensuring that workers can easily identify and access the necessary controls when needed. - Conduct periodic audits and assessments of these control measures to ensure their effectiveness in mitigating the identified risks related to the cold saw's power down process. - Encourage open communication among workers so that if a safety concern arises regarding the power down process, it can be immediately addressed and resolved by management. - Develop and implement written standard operating procedures (SOPs) for the safe operation and power down process of the cold saw, reviewing and updating them regularly to reflect changing conditions or newly identified hazards. 	1L	

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	