

Concrete Cutting and Drilling | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Concrete Cutting and Drilling

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.

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

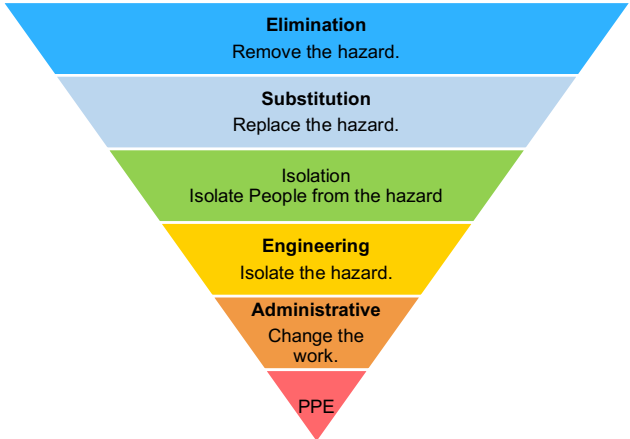
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

<input type="checkbox"/> involves a risk of a person falling more than 2 meters.	<input type="checkbox"/> is carried out on or near pressurised gas mains or piping.
<input type="checkbox"/> is carried out on a telecommunication tower.	<input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines.
<input type="checkbox"/> involves demolition of an element of a structure that is load-bearing.	<input type="checkbox"/> is carried out on or near energised electrical installations or services.
<input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure.	<input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere.
<input type="checkbox"/> involves, or is likely to involve, disturbing asbestos.	<input type="checkbox"/> involves tilt-up or precast concrete.
<input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse.	<input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.
<input type="checkbox"/> is carried out in or near a confined space.	<input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant.
<input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives.	<input type="checkbox"/> is carried out in areas with artificial extremes of temperature.
<input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.	<input type="checkbox"/> involves diving work.

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION	 <p>Elimination Remove the hazard.</p> <p>Substitution Replace the hazard.</p> <p>Isolation Isolate People from the hazard</p> <p>Engineering Isolate the hazard.</p> <p>Administrative Change the work.</p> <p>PPE</p>
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>								

PERSONAL PROTECTIVE EQUIPMENT (PPE)

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

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

Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, Falling objects	2M	<ul style="list-style-type: none"> - Inspect the workspace beforehand: Before starting the concrete cutting and drilling job, conduct a thorough inspection of the area to identify any existing trip hazards or potential falling objects, including debris, tools, or equipment. - Clear and organise the workspace: Remove any unnecessary obstacles, like cables or hoses, from the work area to minimise the risk of tripping. Ensure that all tools and equipment are securely stored when not in use, reducing instances of falling objects. - Signage and barriers: Clearly mark zones designated for concrete cutting and drilling, utilising signs and barriers to inform workers and visitors of potential hazards within the area. - Use appropriate Personal Protective Equipment (PPE): Workers should wear appropriate PPE such as safety boots, hard hats, high-visibility vests, and gloves to protect against trip hazards and falling objects. - Implement a pre-start safety briefing: Conduct a safety briefing before work begins to inform all workers of the risks associated with the task, including specific areas of concern related to trip hazards and falling objects. - Train employees on proper equipment handling: Provide comprehensive training for employees regarding the proper use, handling, and storage of tools and equipment to minimise the likelihood of accidents, such as creating trip hazards or allowing falling objects. - Regularly inspect tools, equipment, and safety devices: Ensure that worker's tools and equipment, like saws and drills, are inspected regularly to maintain their safety compliance and functionality. - Maintain adequate lighting: Ensure that sufficient lighting is maintained throughout the workspace so that workers can easily identify and avoid trip hazards or take precautionary measures against falling objects. - Encourage good housekeeping practices: Cultivate an atmosphere where workers consistently keep their workspaces clean and organised, preventing additional trip hazards or clutter that might lead to falling objects. - Designate storage areas: Clearly mark and communicate designated storage areas for equipment, tools, and materials to keep them off the ground, reducing the risk of trip hazards and falling objects. - Monitor work progress regularly: Supervise work throughout the concrete cutting and drilling process, ensuring that safety procedures are being followed, and taking corrective action if necessary. Monitoring allows for timely identification of any new hazards or problematic areas in need of attention. 	1L	
2. Equipment Inspection	Faulty equipment, Electrical hazards	3H	<ul style="list-style-type: none"> - Regular Inspection: Conduct routine inspections of all cutting and drilling equipment by trained personnel to ensure proper functioning and identify potential faults early. 	1L	

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			<ul style="list-style-type: none"> - Maintenance Schedule: Follow the manufacturer's recommended maintenance schedule to keep equipment in optimal working condition. - Electrical Safety Training: Provide training sessions on electrical safety for all workers who handle concrete cutting and drilling equipment, including proper handling techniques and hazard identification. - Personal Protective Equipment (PPE): Ensure that all workers are equipped with appropriate PPE during equipment inspection, such as gloves, safety glasses, and hearing protection. - Lockout/Tagout Procedures: Implement lockout/tagout procedures when working on electrical equipment or machinery to prevent accidental energization or restarts. - Use of Ground Fault Circuit Interrupter (GFCI): Always connect the cutting and drilling equipment to a GFCI-protected power source to avoid electrical hazards, especially when working in damp or wet conditions. - Use of Extension Cords: When using extension cords, make sure they are heavy-duty, properly rated, and inspected regularly for damages to prevent electrical issues. - Emergency Stop Mechanism: Verify that the equipment has a functional emergency stop mechanism and instruct workers on how to use it in case of an emergency. - Tool Storage: Safely store all cutting and drilling tools when not in use, keeping them away from moisture, excessive heat, or damage-prone areas. - Incident Reporting: Encourage workers to report any equipment malfunctions, electrical issues, or other potential hazards immediately to supervisors or management for prompt action and resolution. 		
3. Set up cutting/drilling area	Improper setup, Lack of PPE	2M	<ul style="list-style-type: none"> - Ensure proper training and supervision of workers involved in the cutting/drilling tasks. - Always assess the work area prior to setup, making sure it is level, stable, and free from debris or obstructions. - Use safety barriers and signage to clearly demarcate the cutting/drilling area from other activities on the worksite. - Maintain and inspect all equipment before use, ensuring that cutting/drilling tools are sharp and in good working order. - Conduct a toolbox talk with all team members before commencing work to discuss job-specific hazards, control measures, and emergency procedures. - Develop and implement a site-specific Job Safety Analysis (JSA) for concrete cutting/drilling tasks. 	1L	

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			<ul style="list-style-type: none"> - Provide adequate personal protective equipment (PPE) such as safety glasses, gloves, hearing protection, dust masks, and high-visibility clothing for all personnel involved in the task. - Ensure that proper techniques are used for lifting and positioning heavy equipment, including manual handling protocols and appropriate machinery where necessary. - Implement dust suppression methods like wet-cutting techniques or using suitable dust extraction equipment with Hepa filters. - Keep an appropriate fire extinguisher nearby for any potential sparks or fires caused by cutting/drilling equipment. - Schedule regular breaks for workers to prevent fatigue and ensure the safe operation of equipment. - Ventilation: Ensure proper ventilation when operating gasoline-powered saws or working in enclosed spaces to avoid buildup of hazardous fumes and gases. - Regularly monitor the cutting/drilling area for changing conditions like increased noise levels, vibration hazards, or deteriorating tool performance, and adjust control measures accordingly. 		
4. Wet cutting operation	Slips and falls, Water and electrical hazards	3H	<ul style="list-style-type: none"> - Ensure all employees have completed appropriate training for wet cutting operations, including hazard identification and control. - Verify that workers wear appropriate personal protective equipment (PPE), such as non-slip footwear, gloves, hearing protection, and safety glasses. - Provide visibility enhancement measures such as high-visibility vests to reduce the risk of slips and falls in the work area. - Install proper drainage systems to lower water accumulation, ensuring a safe working environment and minimising the risk of slips and falls. - Utilise ground fault circuit interrupters (GFCIs) to prevent electrical shocks by shutting off power when current leakage is detected. - Store electrical tools and equipment at an elevated height or designated dry areas to minimise water exposure hazards. - Incorporate a two-person work rule for wet cutting operations, having one worker monitor the other's safety during the task. - Set up clearly marked caution signs or barriers around the wet cutting operation area to alert other workers about potential hazards. - Schedule regular equipment inspections and maintenance to ensure proper functioning and decrease the likelihood of electrical or mechanical malfunction. - Encourage open communication among team members regarding any concerns or issues during the wet cutting process, fostering a culture of safety awareness. 	2M	

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			<ul style="list-style-type: none"> - Implement standard operating procedures (SOPs) for stopping operations in case of inclement weather or unforeseen hazardous situations, ensuring swift action without compromising safety. - Establish emergency response plans and provide accessible first aid kits, along with relevant training, to handle incidents promptly and reduce the potential impact of any accidents. 		
5. Dry cutting operation	Dust inhalation, Noise exposure	2M	<ul style="list-style-type: none"> - Implement dust suppression measures: Use vacuum dust collection systems or wet cutting methods to suppress and minimise the generation of airborne dust particles during concrete cutting and drilling operations. - Provide appropriate Personal Protective Equipment (PPE): Ensure that workers wear suitable respiratory protection, such as dust masks or respirators with appropriate filters, along with earmuffs or earplugs, to protect against inhalation of dust and noise exposure. - Conduct regular equipment maintenance: Regularly inspect and maintain cutting and drilling equipment to ensure they are in proper working condition and do not create excess dust or noise during operation. - Schedule work during low occupancy periods: Whenever possible, dry cutting and drilling operations should be scheduled when there are fewer people present in the area, limiting the number of individuals potentially exposed to hazardous dust and noise levels. - Establish work zones and exclusion areas: Set up clearly marked work zones and exclusion areas around the cutting and drilling operations, preventing unauthorised personnel from entering and being exposed to hazards. - Train workers on safe work procedures: Provide detailed training on the safe use of cutting and drilling equipment, including the importance of using dust suppression methods and observing appropriate safety precautions. - Encourage communication and consultation: Foster a collaborative work environment where employees can consult with supervisors and health and safety representatives about potential hazards and effective control measures related to dry cutting and drilling operations. - Rotate workers to reduce exposure times: Limit the amount of time each worker spends operating cutting and drilling equipment, rotating duties between staff members to minimise individual exposure to dust and noise. - Monitor air quality and noise levels: Regularly assess the air quality and noise levels in the work area through environmental monitoring techniques, ensuring compliance with workplace exposure standards and adjusting control measures accordingly. - Review and update the SWMS: Continuously review and update the Safe Work Method Statement (SWMS) for concrete cutting and drilling to ensure that it remains relevant and effective in controlling the identified hazards associated with dry cutting operations. 	1L	

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6. Measure & mark cuttings	Incorrect measurement, Sharp tools injury	2M	<ul style="list-style-type: none"> - Provide clear and concise instructions to workers on the proper way to measure and mark cuttings, including the use of appropriate tools and techniques. - Train workers in the correct method of handling sharp tools, such as using gloves and proper grip techniques, to prevent injuries. - Implement a buddy system where workers double-check each other's measurements to ensure accuracy and minimise the risk of incorrect measurements. - Use high-quality measuring instruments to reduce the likelihood of measurement errors. - Keep cutting and marking tools well-maintained, regularly inspecting them for wear and any potential malfunction. - Establish clear communication protocols between workers, supervisors, and management to promptly report any potential hazards related to incorrect measurements or sharp tool injuries. - Conduct regular toolbox talks to remind workers about the importance of adhering to safety guidelines and reporting any observed hazards related to the task. - Ensure adequate lighting is provided in the work area, allowing workers to clearly see markings and reducing the risk of incorrect measurements or accidents with sharp tools. - Make sure workers take regular breaks to combat fatigue and improve concentration when measuring and marking materials, reducing the likelihood of errors. - Require workers to wear appropriate personal protective equipment (PPE) suited to the task, including gloves, safety glasses, and high-visibility clothing. - Maintain a clean and orderly work area, ensuring that any unnecessary items are removed from the workspace. A clutter-free environment reduces the chance of tripping or accidentally coming into contact with sharp tools. - Develop an incident reporting system to document cases of incorrect measurements or sharp tool injuries so that trends can be identified, and corrective action can be taken to prevent similar incidents in the future. - Regularly review and update the SWMS to ensure it remains current with industry best practices and regulatory requirements, helping to minimise associated risks and potential consequences. 	1L	
7. Handheld cutting/drilling	Vibration exposure, Accidental kickback	3H	<ul style="list-style-type: none"> - Proper tool selection: Ensure that the appropriate tools are used for cutting and drilling tasks. Select equipment specifically designed to minimise vibration, such as low-vibration saws and drills. 	2M	

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			<ul style="list-style-type: none"> - Regular equipment maintenance: Perform regular checks on all equipment to minimise vibration exposure, including inspecting blades and bits for signs of wear and damage that may increase vibration levels. - Anti-vibration gloves: Provide workers with anti-vibration gloves to reduce the effects of prolonged exposure to vibrations during handheld cutting and drilling tasks. - Training and awareness: Train workers in proper techniques for using handheld cutting and drilling tools, emphasising the importance of maintaining control and minimising vibration exposure. - Grip technique: Teach workers to use a firm, but not overly tight grip on cutting and drilling equipment to reduce vibration exposure while maintaining control. - Short work intervals: Limit the duration of continuous cutting and drilling tasks and encourage short breaks for workers to rest their hands and arms. - Tool rests: Provide tool rests or stands where workers can place the tools when not in use, reducing the need to keep the equipment in hand unnecessarily. - Kickback prevention: Ensure all equipment is fitted with safety guards and other features designed to prevent accidental kickbacks, such as electronic braking systems or overload clutches. - Clear workspace: Maintain a clean and uncluttered working environment to minimise the risk of slips, trips, and falls that can lead to accidental kickbacks or loss of control. - Personal Protective Equipment (PPE): Require workers to wear appropriate PPE, such as eye protection, hearing protection, and steel-toe boots to protect against potential injuries from accidental kickbacks or other incidents. - Emergency response plan: Have a clear and well-communicated emergency response plan in place, including procedures for dealing with incidents like equipment malfunction or injuries resulting from a kickback. - Supervision and monitoring: Encourage supervisors to actively monitor work involving handheld cutting and drilling to ensure that workers are implementing the appropriate control measures effectively. - Encourage worker feedback: Create an open and supportive environment for workers to report any concerns about vibration exposure or kickback incidents, which can be incorporated into ongoing workplace health and safety strategies. 		
8. Stand-mounted drilling	Inadequate anchorage, Insecure workstation	3H	<ul style="list-style-type: none"> - Proper anchorage: Select a suitable and level ground on which to stabilise the stand-mounted drill, ensuring it is free from debris or any interference that may affect the stability. - Securing the workstation: Set up barricades or signage to restrict access to the area where drilling operations are taking place, ensuring the workstation remains secure from unauthorised personnel or potential hazards. 	1L	

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			<ul style="list-style-type: none"> - Equipment inspection: Regularly check the stand-mounted drill for any damages, wear, or loose components, and take necessary actions if required. Ensure proper maintenance is carried out based on the manufacturer's guidelines. - Training of operators: Ensure all workers operating the stand-mounted drill are well-trained and competent to handle the equipment safely and correctly. - Correct drill selection: Use the right type of stand-mounted drills, core bits, and other accessories that match the job requirements and specifications. - Personal Protective Equipment (PPE): Ensure workers wear appropriate PPE while using the stand-mounted drill, such as safety glasses, ear protection, gloves, and high visibility clothing. - Emergency stop feature: Check that the stand-mounted drill has a functioning emergency stop button, allowing operators to quickly halt the machine in the event of an emergency. - Follow manufacturer's guidelines: Adhere to the manufacturer's instructions regarding the assembly, use, and disassembly of the stand-mounted drill, ensuring it is handled correctly and securely. - Regular breaks: Encourage workers to take frequent breaks to reduce fatigue and avoid overexertion, which can lead to accidents or decreased performance. - Communication: Maintain open channels of communication between team members, so they remain informed about the progress of work and can quickly report any issues or hazards arising during the drilling process. 		
9. Changing cutting/drilling accessories	Hand injuries, Equipment damage	2M	<ul style="list-style-type: none"> - Provide adequate training: Ensure that all workers involved in changing cutting/drilling accessories have received proper training on the equipment and the specific procedures for replacing accessories. - Use appropriate personal protective equipment (PPE): Require workers to wear gloves, safety glasses or goggles, and other relevant PPE while handling sharp cutting tools and drill bits. - Follow manufacturer's guidelines: Always adhere to the specific instructions provided by the equipment manufacturer when changing cutting/drilling accessories to minimise the risk of injury or damage. - Implement a Lockout/Tagout procedure: Before changing any accessories, ensure the machine is turned off, unplugged, and follows appropriate lockout/tagout procedures to prevent accidental start-up during maintenance. - Inspect tools and equipment regularly: Routinely check cutting tools and drill bits for signs of wear or damage that may increase the likeliness of accidents during accessory changes. - Use appropriate tools for changing accessories: When changing cutting/drilling accessories, use tools specifically designed for the task, such as spanners, wrenches, or pliers, instead of attempting to use makeshift tools or force. 	1L	

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			<ul style="list-style-type: none"> - Work in a well-lit environment: Ensure adequate lighting is available at the worksite so that workers can clearly see the accessories and equipment during changes, reducing the likelihood of hand injuries and equipment damage. - Maintain a clean work area: Keeping the workplace free of debris and loose materials reduces the chances of slips, trips, or falls during the accessory change process. - Have a buddy system: Whenever possible, ask a coworker to assist with holding the equipment or providing an extra set of eyes to ensure safe and accurate changing of cutting/drilling accessories. - Avoid distractions: Stay focused on the task at hand and avoid engaging in conversations or using electronic devices while changing cutting or drilling accessories to prevent accidental injuries. - Store spare accessories safely: Keep spare cutting and drilling accessories in protective cases and away from workers' immediate work areas to prevent potential injuries from contact with sharp edges or tips. - Implement a standard operating procedure (SOP): Develop and enforce an SOP that outlines the step-by-step process for safely changing cutting/drilling accessories, including specific safety measures to be followed during each step. - Encourage open communication: Foster a culture where workers feel comfortable reporting hazards or incidents related to changing cutting/drilling accessories, and regularly remind workers of the importance of following safety precautions during this task. 		
10. Waste removal	Manual handling injuries, Exposure to hazardous chemicals	2M	<ul style="list-style-type: none"> - Conduct risk assessments and toolbox talks before starting the waste removal process to address potential hazards and provide guidance on manual handling techniques. - Provide appropriate Personal Protective Equipment (PPE), such as gloves, goggles, and high-visibility clothing, to workers conducting waste removal tasks. - Establish designated waste disposal areas and a clear waste transportation path to minimise unnecessary movement and handling of material. - Implement a robust waste segregation system to separate hazardous chemicals from general waste, ensuring safe disposal and reducing the risk of exposure for workers. - Encourage regular rotation of tasks and worker breaks to avoid fatigue that could lead to manual handling injuries. - Utilise mechanised or automated equipment such as wheelbarrows, conveyor belts, or vacuum systems where possible to reduce direct handling of waste materials. - Train workers in proper lifting techniques and the use of PPE to minimise any manual handling risks associated with waste removal. 	1L	

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			<ul style="list-style-type: none"> - Avoid overloading containers and bins to help reduce the strain on workers when transferring waste materials. - Clearly mark all waste storage areas with signage indicating the type of waste and any associated hazards. - Develop an emergency response plan in case of accidental spills, leaks, or exposures to hazardous substances during the waste removal process. - Ensure all workers handling hazardous chemicals have received appropriate safety training and are aware of the correct procedures for managing spills and potential exposures. - Regularly monitor and maintain all waste disposal systems, such as dumpsters or containment units, to ensure they remain clean, secure, and functional. - Implement a reporting system for workers to record any incidents, near misses, or concerns related to waste management and handling during concrete cutting and drilling projects. - Schedule periodic reviews and updates to waste removal and disposal processes, incorporating industry best practices, regulatory requirements, and employee feedback to continuously improve workplace safety related to this work step. 		
11. Site clean-up	Slips and falls, Hazardous waste disposal	1L	<ul style="list-style-type: none"> - Regularly inspect the site and identify potential hazards, such as buildup of dust or wet surfaces, in order to minimise slip and fall risks during clean-up. - Provide workers with appropriate personal protective equipment (PPE), including non-slip footwear, gloves, and other protective measures like knee pads and high-visibility vests. - Maintain a well-organised site by allocating specific areas for waste separation, storage, and disposal, ensuring these locations are clearly marked and managed according to best practices. - Prioritise proper housekeeping throughout the project to minimise the amount of debris and slick surfaces that could lead to slips and falls during site clean-up. - Train workers on how to safely handle, package, and dispose of hazardous wastes associated with concrete cutting and drilling, such as wet slurry, sharp fragments, and chemical residues. - Develop an emergency response plan that outlines procedures for handling accidents or incidents, make sure workers are aware of it, and regularly practice these procedures. - Ensure that adequate warning signs and barricades are placed around slippery areas or those with tripping hazards until they can be properly remedied. - Implement the use of cleaning equipment, such as vacuum cleaners with HEPA filtration, to effectively collect and remove dust generated from concrete cutting and drilling processes. 	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Require regular tool maintenance and checks to ensure their safe operation, which in turn minimizes the likelihood of hazards arising during site clean-up. - Dispose of hazardous waste materials in designated, sealed containers to minimise risks associated with exposure, spills, or leaks. - Create and maintain a comprehensive log system to track the movement and disposal of hazardous waste in order to monitor and manage potential risks effectively. - Establish and implement a monitoring programme to identify trends or patterns in workplace incidents, allowing for preventative action and adjustments to processes. - Conduct pre-task hazard assessments that address site-specific conditions and tasks to be performed on each individual day, ensuring that relevant control measures are in place for efficient clean-up and hazard minimization. 		
12. Equipment disassembly & storage	Pinch points, Unsecured equipment	2M	<ul style="list-style-type: none"> - Provide adequate training to workers on safe equipment disassembly and storage procedures, ensuring that they fully understand the risks associated with pinch points and unsecured equipment. - Ensure appropriate personal protective equipment (PPE) is worn by all workers during equipment disassembly and storage, including gloves, safety footwear, and high-visibility garments. - Use a pre-determined disassembly sequence to minimise the potential for contact between moving parts and workers' skin or clothing, reducing the risk of pinch point injuries. - Communicate clear instructions and visual aids to workers regarding proper lifting techniques and body positioning in order to reduce strain injuries and incidents related to unsecured equipment falling. - Apply lockout/tagout procedures to shut off any power source of the equipment before initiating disassembly, ensuring machinery cannot accidentally be turned on during the process. - Conduct regular inspections of all tools, equipment, and facilities used in the disassembly and storage process to identify and address any maintenance issues that may contribute to hazards. - Utilise mechanical aids such as hoists, trolleys, and scissor lifts to handle heavy equipment components, reducing manual handling efforts and the risk of injury. - Designate a specific area within the worksite for storage of disassembled equipment, ensuring the area is well-lit, free from obstructions, and has ample space for safe access and placement of equipment. - Label and secure all equipment components during storage, confirming that potentially hazardous materials are kept separate from items that could be damaged if exposed to them. 	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"> - Implement an organised inventory system to easily locate and retrieve stored equipment, minimising the need for employees to search through potentially dangerous disassembled parts. - Encourage an open line of communication among all workers, supervisors, and management regarding concerns or suggestions linked to improving the safety of equipment disassembly and storage processes, fostering a collaborative environment for ongoing hazard reduction. 		

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	