Cut Off Wheel | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Cut Off Wheel

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

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:	Title:	Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED	NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS		
	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.			
If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			

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

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

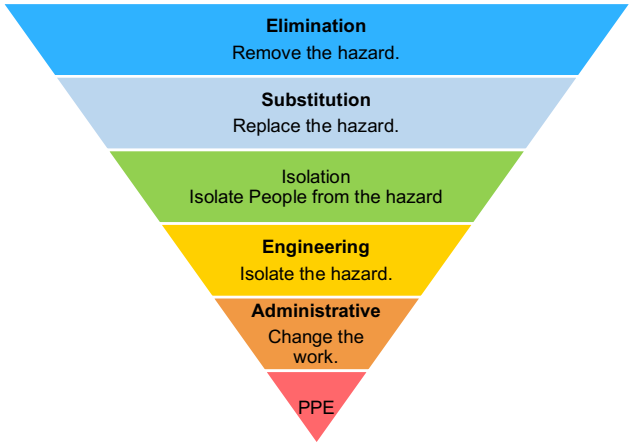
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
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.

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.

HEIRARCHY OF CONTROLS



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
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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	Exposure to sharp edges, Slips and falls	2M	- Conduct a pre-work risk assessment to identify potential hazards, including sharp edges and slippery surfaces. - Implement regular housekeeping practices to keep work areas free of debris, clutter and any slippery substances. - Wear appropriate personal protective equipment (PPE) such as gloves, non-slip footwear and safety glasses to protect against sharp edges and slip hazards. - Provide employees with training on how to safely use the cut-off wheel and other tools associated with the task, including safe handling techniques. - Clearly mark designated walkways and working areas to prevent accidental slips and falls. - Inspect work platforms, ladders and scaffolding to ensure they are in good condition and meet regulatory standards. - Install anti-slip surfaces and grip aids where required, especially near machinery or workstations where water and oil might create slippery surfaces. - Ensure that workers take frequent breaks to reduce fatigue, which can increase the likelihood of slips, trips and falls. - Regularly maintain and inspect cutting equipment to minimise exposure to sharp edges; replace damaged or worn-out blades as needed. - Develop a Safe Work Method Statement (SWMS) outlining the proper procedure for utilizing cut-off wheels and provide employee training on the SWMS. - Encourage open communication between workers and supervisors regarding any potential hazards or concerns about the work environment. - Monitor and continuously improve workplace health and safety procedures by conducting routine audits and implementing necessary changes to minimise risks.	1L	
2. Equipment Inspection	Defective equipment, Incorrect setup	2M	- Conduct a thorough visual inspection of the cut-off wheel equipment before each use, checking for any signs of damage or wear. - Ensure that all guards and safety devices are securely in place, well maintained, and functioning correctly. - Verify that the equipment is properly assembled and set up according to the manufacturer's guidelines. - Investigate the equipment's service history regularly and perform timely maintenance as required to keep it in optimal working condition. - Familiarise yourself with and adhere to manufacturer guidelines on the use, maintenance, and safe operation of cut-off wheel equipment. - Utilise only equipment that has been designed and approved for the specific cutting application being undertaken.	1L	

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			- Confirm that the correct size and type of cut-off wheel is being used, considering factors such as material, thickness, and desired cutting speed. - Inspect and ensure the integrity of mounting flanges, ensuring they are of equal diameter, flat and free from burrs or irregularities. - Prior to operation, run the cut-off wheel equipment at operating speed for at least 30 seconds while standing clear, in order to observe if any abnormalities occur. - Implement a system for reporting damaged or faulty equipment, with a designated person responsible for addressing issues promptly. - Train employees on how to carry out equipment inspections and identify potential hazards associated with their tasks. - Provide personal protective equipment (PPE) such as safety glasses, gloves, and hearing protection, and enforce their use during equipment operation and inspection. - Establish a regular schedule for reviewing control measures and making improvements where necessary, in accordance with relevant industry standards and regulations. - Promote a workplace culture that encourages open communication about safety concerns, providing employees with avenues for raising issues and receiving appropriate assistance and guidance.		
3. Personal Protective Equipment(PPE) Selection	Inadequate PPE, Unsuitable materials	3H	- Conduct a comprehensive risk assessment to identify the specific Personal Protective Equipment (PPE) required for each worker operating the cut-off wheel. - Provide training and instruction on the proper usage, maintenance, and fitting of PPE to ensure workers are aware of how to use the equipment safely and effectively. - Ensure workers wear appropriate PPE such as safety glasses or goggles, face shields, earplugs or earmuffs, gloves, and steel-toed boots when using cut-off wheels to protect against flying debris, noise, and potential impacts. - Inspect PPE regularly for signs of wear, damage or degradation, replacing unsuitable or damaged items immediately to maintain a high level of protection for users. - Provide flame-resistant or heat-resistant clothing for workers if the task involves cutting materials that may generate extreme heat or sparks. - Consider supplying respiratory protection such as dust masks or air-purifying respirators if the work involves cutting materials that can release hazardous particles or fumes. - Keep a well-stocked supply of PPE on hand so that workers always have access to the appropriate equipment when needed. - Establish a designated area for storing PPE, ensuring that it is kept clean, dry, and free from contaminants that could compromise its protective qualities.	1L	

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			- Encourage workers to report any discomfort, ill-fitting or damaged PPE so that management can address issues promptly, ensuring ongoing workplace health and safety is maintained. - Regularly review and update the organisation's PPE policies in line with industry standards, technological advancements, and local regulatory requirements. - Create a culture of safety within the workplace, emphasising the importance of utilising PPE to prevent accidents, injuries, and long-term health issues among staff members. - Consult with users and conduct continuous improvement initiatives to identify and implement more effective PPE solutions, prioritising wearer comfort and suitability to specific tasks.		
4. Work Area Set-up	Poor ventilation, Obstructed access	2M	- Ensure the workspace has adequate and proper ventilation installed, such as extractor fans or vents, to mitigate the build-up of dust and fumes produced by cut-off wheel usage. - Conduct a thorough inspection of the work area prior to starting any activity to identify potential obstructions and access issues that may need addressing. - Clearly communicate to all employees and on-site personnel access pathways, designated working areas, and any restricted zones to reduce the risk of obstructed access. - Keep emergency exit routes clear and easily accessible at all times, ensuring they are free from equipment or materials blocking the way. - Utilise personal protective equipment (PPE) including face masks and air filtration systems when working with cut-off wheels, mitigating the risk of inhaling harmful particulate matter and gases. - Create designated storage areas for equipment, tools and materials not in use, ensuring they are kept away from walkways and access points. - Encourage regular breaks and rotation of tasks for workers exposed to poor ventilation, to minimise potential exposure to hazardous airborne particles and gases. - Regularly conduct maintenance checks and servicing of ventilation and extraction systems to maintain their efficiency and ensure proper functioning. - Implement appropriate barriers, signage, and safety markers to highlight hazards present in the work area, alerting employees and visitors about potential safety risks. - Routinely provide ongoing training and education for employees to understand the importance of maintaining a safe and obstruction-free workplace. - Conduct periodic audits of the work area to ensure compliance with health and safety regulations, identifying any areas needing improvement or corrective action.	1L	

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			- Foster a strong safety culture within the organisation by encouraging open communication between management and employees regarding workplace hazards and suggested improvements, promoting overall workplace safety and wellbeing.		
5. Cut Off Wheel Installation	Unbalanced wheel, Over-tightening fasteners	2M	- Ensure that the cut off wheel is of appropriate size, type, and specification for the particular task and equipment being used. This will help to prevent unbalanced wheels and potential accidents. - Inspect the cut-off wheel for any cracks, defects, or signs of wear before installation. Damaged wheels should not be used, as they can cause unbalancing and other issues during operation. - Use appropriate mounting flanges, bushings, and spacers as recommended by the manufacturer. These components will aid in maintaining wheel balance, reducing the risk of accidents due to an unbalanced wheel. - Clean and inspect the spindle and mounting surfaces for any dirt, rust, or burrs that may affect the proper wheel-mounting. This will promote a secure and balanced installation. - Utilise proper tools and equipment as recommended by the cut-off wheel manufacturer when installing the wheel. This reduces the likelihood of improper installation, which can result in unbalanced wheels and over-tightened fasteners. - Follow the manufacturer's instructions for tightening procedures. Avoid using excessive force when tightening fasteners to lower the risks associated with over-tightening. - Use torque wrenches to ensure the appropriate level of tightening force is applied to fasteners. This will help prevent over-tightening and possible damage to the cut-off wheel or equipment. - Allow newly installed wheels to undergo a 'ring test' to assess their integrity and balance. This involves suspending the wheel using a soft string and tapping it gently with a non-metallic object. A clear ringing sound indicates the wheel is in good condition. - Conduct a final visual inspection after completing the cut-off wheel installation. Confirm the presence of safety guards and other protective devices. - Implement a preventative maintenance schedule for the cut-off wheel equipment to regularly check for signs of wear, damage or unbalance. This will help identify potential issues before they become hazardous. - Train workers on how to properly install and use the cut-off wheel, including safe handling techniques and emphasising the importance of adhering to manufacturer guidelines. - Employ appropriate signage and warnings to alert workers of potential hazards during cut off wheel installation and operation. Remind them to be mindful of unbalanced wheels and over-tightening fasteners.	1L	

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			- Encourage workers to report any concerns or issues, such as malfunctioning equipment or difficulty in installing the cut-off wheel, to their supervisor immediately. This proactive approach can assist in identifying and rectifying problems before they escalate into serious hazards.		
6. Wheel Speed Check	Excessive vibration, Exceeding manufacturer limits	2M	- Ensure workers are properly trained in the correct use of cut off wheel equipment and provided with up-to-date instructions from manufacturers. - Regularly inspect and maintain cut off wheel equipment to ensure proper functioning and compliance with manufacturer recommendations. - Check the maximum operating speed of the wheel before starting work, using the manufacturer's guidelines, and operate within the specified limits. - Ensure that any required protective guards or shields are fitted securely and correctly to minimise vibration and prevent operator injury. - Choose a suitable and compatible wheel for the required cutting application, ensuring it meets Australian standards for safe operation at the designated speed. - Verify the cut off wheel is firmly attached to its mounting device and that mounting flanges are the appropriate size and type. - Conduct regular testing of the cut off wheel's rotation to ensure it operates smoothly and does not exceed the maximum permitted speed. - Implement a practice of starting the cut off wheel at low speed and gradually increasing it to the required operating speed, minimising the risk of excessive vibration. - Provide workers with appropriate personal protective equipment, including hearing protection, goggles, gloves, and safety footwear, to protect against excessive vibration and other hazards. - Foster a culture of open communication that encourages workers to report any issues or concerns related to excessive vibration or other hazards during the workplace task. - Clearly designate areas where cut off wheel tasks may be performed and ensure these areas have minimal distractions and potential hazards. - Prioritise regular risk assessment and hazard reviews to identify changes to work processes, equipment, or environmental conditions that may affect the control measures in place. - Develop an emergency plan to respond quickly and effectively to incidents involving excessive cut off wheel vibrations or other hazards that may arise during the cutting process. - Ensure proper supervision of work activities, particularly when inexperienced or new workers are involved, to provide support and guidance on the application of control measures and safe working practices.	1L	

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7. Pre-Start Checklist	Incomplete inspection, Unaddressed hazards	2M	- Conduct a thorough visual inspection of the cut-off wheel equipment, including power cords, connections, and safety guards, to ensure they are in good working condition. - Ensure workers have received proper training on the operation and safe use of the cut-off wheel machinery before commencing work. - Provide and maintain up-to-date Safe Work Method Statements (SWMS) reflecting the correct procedures for each task involving the cut-off wheel. - Implement a standardised pre-start checklist that must be completed by all operators prior to using the cut-off wheel. - Designate an experienced supervisor to verify and approve the completion of the pre-start checklist and address any issues or concerns raised during the inspection process. - Display clear signage indicating the required Personal Protective Equipment (PPE), such as safety glasses, gloves, and hearing protection, that needs to be worn by all workers in the vicinity of the cut-off wheel. - Establish designated exclusion zones around the cut-off wheel machines to minimise the risk of worker exposure to hazards. - Schedule regular equipment maintenance checks to ensure that all components remain in good working order and replace any damaged parts immediately. - Encourage open communication and a strong safety culture among workers by conducting regular toolbox talks and safety meetings addressing any potential hazards. - Keep an incident and near-miss register to track the occurrence of any workplace accidents or near misses involving the cut-off wheel, enabling the identification of trends and ongoing improvements in safety measures.	1L	
8. Test Cut	Projection of fragments, Loss of control	3H	- Ensure proper PPE usage: Workers must wear appropriate personal protective equipment, including safety goggles, gloves, and long sleeves to protect against projections of fragments. - Select the correct cut-off wheel: Use a wheel that is specifically designed for the material being cut to minimise the risk of breakage or excessive fragment release. - Inspect the wheel prior to use: Check for any damage, cracks, or defects that could compromise the integrity of the wheel during operation. - Verify tool compatibility: Only use cut-off wheels with tools designed for their use to maintain proper control and reduce the risk of accidents. - Properly mount the cut-off wheel: Follow the manufacturer's guidelines for mounting the wheel onto the tool, ensuring it is secure and correctly aligned.	2M	

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			- Conduct a test run: Before beginning the cutting process, operate the tool without making contact with the material to check for any irregularities in its performance. - Maintain a safe working distance: Ensure that all bystanders and workers are clear of the cutting area to avoid potential injury from flying fragments. - Ensure stable work conditions: Secure the material being cut to prevent movement during the cutting process and help maintain control of the tool. - Use a two-handed grip: Hold the tool firmly with both hands to maintain better control during operation. - Cut with care: Apply steady, even pressure when cutting and avoid forcing the tool, which may increase the likelihood of losing control or causing the wheel to break. - Be observant of wheel wear and tear: Routinely monitor the condition of the cut-off wheel during use and replace it if signs of wear or damage become apparent. - Maintain proper ventilation: Carry out cutting tasks in a well-ventilated area to lessen exposure to dust and other airborne particles. - Implement training programs: Ensure that all workers utilising cut-off wheels are adequately trained and familiar with potential hazards and safety measures. - Establish emergency plans: Create and communicate clear procedures for emergencies related to cut-off wheel use, including first aid measures, reporting incidents, and replacing damaged equipment.		
9. Execute Cutting	Flying debris, Unintended cuts	3H	- Proper training: Ensure all workers handling the cut-off wheel are adequately trained and competent in the necessary safety procedures to prevent accidents. - Personal protective equipment (PPE): Ensure workers are wearing appropriate high-visibility clothing, safety goggles, gloves, and hearing protection to guard against flying debris and unintended cuts. - Equipment inspection: Conduct a thorough pre-use inspection of the cut-off wheel machine to ensure it is in proper working order and free from defects that might contribute to the hazards. - Clear workspace: Maintain a tidy work area by keeping it free from unnecessary tools and materials, ensuring adequate space for safe movement around the cutting area. - Enclosed cutting zone: Implement an enclosed cutting zone using screens or barriers to restrict access to the cutting area and reduce the risk of flying debris reaching nearby workers. -Inform fellow workers: Notify all workers in adjacent areas about the commencement of cutting activities and the possible hazards associated with this, so they remain vigilant. - Secure working platform: Make sure that the area where workers are standing during the cutting process is secure, stable, and slip-resistant.	2M	

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			- Guard application: Utilise blade guards or shields when operating the cut-off wheel to minimize exposure to the effective cutting zone and flying debris. - Two-handed operation: Enforce a two-handed operation technique for the use of the cut-off wheel, providing more control over the machine whilst reducing the likelihood of unintended cuts. - Routine maintenance: Follow manufacturer guidelines for regular maintenance of the cut-off wheel machine to ensure optimal performance and safety features. - Emergency response plan: Develop and share an emergency response plan with all workers on-site, including clear instructions on how to respond and who to contact in case of an incident involving flying debris or unintended cuts.		
10. Material Handling	Strains and sprains, Dropping materials	2M	- Proper manual handling training: Ensure all workers are adequately trained in proper manual handling techniques, including lifting and carrying, to minimise the risk of strains and sprains. - Utilise mechanical aids: Whenever possible, utilise mechanical aids such as trolleys or pallet jacks to assist with material handling to help reduce physical strain on workers. - Pre-job assessment: Conduct a pre-job assessment to identify any potential obstacles or hazards that may increase the risk of injury while handling materials. - Implement a buddy system: Encourage workers to assist one another in handling heavy or awkward materials to help distribute weight and reduce stress on the body. - Regular breaks: Schedule regular breaks for workers to rest and recover, particularly when handling heavy or repetitive tasks. - Appropriate PPE: Ensure all workers are wearing appropriate personal protective equipment (PPE), such as gloves, safety boots, and high-visibility clothing, to minimise the risk of injury if materials are accidentally dropped. - Clear pathways: Keep work areas, walkways, and access points clear of debris and obstructions to reduce the likelihood of tripping or dropping materials. - Safe storage practices: Store materials securely in designated storage areas to prevent them from falling onto workers or causing trip hazards. - Load limits: Adhere to recommended load limits for carts, pallets, shelves, and other storage or transportation methods to prevent overloading or materials becoming unstable. - Incident reporting: Encourage a culture of reporting incidents or near misses involving material handling so that potential hazards can be identified and addressed promptly.	1L	
11. Tool Maintenance	Improper lubrication, Damaged components	3H	- Regular inspection: Schedule and conduct routine visual inspections of the cut-off wheel tool, checking for any signs of damage or wear on the components.	1L	

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			- Lubrication schedule: Establish a lubrication schedule for the cut-off wheel according to manufacturer guidelines, ensuring proper lubrication of moving and rotating parts to decrease friction and extend the life of the tool. - Proper storage: Store the cut-off wheel in a clean, dry, and secure location when not in use, reducing the chance of exposure to moisture and contaminants, which could cause premature wear or corrosion on components. - Staff training: Provide comprehensive training to all workers who operate and maintain the cut-off wheel, ensuring they understand correct procedures for maintenance and can identify damaged components that may pose a hazard. - Replace damaged parts: Establish a process for promptly reporting and addressing any damaged components found during inspections, ensuring timely repair and replacement to keep the cut-off wheel functioning safely and efficiently. - Use of appropriate PPE: Ensure that staff members carry out all maintenance work using appropriate personal protective equipment (PPE), such as gloves and safety glasses, to prevent injuries from handling sharp or potentially hazardous components. - Clear communication: Post clear and concise signage near the cut-off wheel, reminding staff of maintenance schedules and key steps for proper care and maintenance. - Maintain up-to-date records: Keep accurate records of all maintenance activities, including part replacements and lubrication, noting the date, issue identified, action taken, and staff involved to ensure effective tracking and quality control. - Adherence to manufacturers' guidelines: Follow any specific maintenance recommendations provided by the cut-off wheel's manufacturer, ensuring compliance with warranty requirements and minimising the risk of unexpected equipment failure. - Routine audits: Conduct periodic audits of the cut-off wheel's maintenance processes and worker adherence to established procedures, identifying areas for improvement and continuously updating best practices to ensure the highest standards of workplace health and safety.		
12. Wheel Replacement	Incorrect installation, Mismatched components	2M	- Provide adequate training to workers on proper wheel replacement procedures, ensuring familiarity with the manufacturer's guidelines. - Implement a well-defined system for checking and verifying the compatibility of the cut-off wheel components during the replacement process. - Establish clear procedures for the correct installation of the cut-off wheel, including use of appropriate fastenings and flanges. - Conduct regular inspections of the equipment, along with its associated components, by a competent person in order to identify any potential issues or mismatches.	1L	

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			- Use only the authorised manufacturer's recommended wheels and components to avoid any incompatibility issues and prevent accidents. - Ensure that workers wear appropriate personal protective equipment (PPE), such as safety goggles and gloves while carrying out wheel replacements. - Install an isolation switch or lockout/tagout procedure to disable the operation of the equipment during wheel replacement, preventing accidental startup. - Foster open communication channels for workers to report any observed improper installations or mismatched components without fear of reprisal. - Display cautionary signage and labels on the equipment to remind workers of the proper wheel installation and component usage requirements. - Organise workshops and toolbox talks on a regular basis to discuss potential hazards, share experiences, and reinforce the importance of following safe work practices during wheel replacement tasks. - Review and update the Safe Work Method Statement (SWMS) periodically to cover any new risks identified or changes made to the cut-off wheel replacement process, so that workers remain informed about these modifications.		
13. Debris Cleanup	Inhalation of dust, Eye injury	2M	- Utilise appropriate PPE: Ensure all workers wear proper PPE, including dust masks/respirators, safety goggles, and gloves to minimise risk of inhalation, eye injury, or other potential safety hazards when cleaning debris. - Training in safe work methods: Provide ongoing training for workers on best practices for cleanup, the use of cleaning equipment, and hazard awareness in order to prevent accidents and injuries during the process. - Implement wet cleaning methods: When located within a suitable environment, employ wet cleaning techniques to reduce dust particles in the air before cleanup, minimising the risk of inhalation and eye irritations. - Use dust extraction systems: Install high-quality dust extraction solutions on site to assist in keeping the workspace as clean as possible and minimise airborne dust particles during debris cleanup. - Regularly maintain tools: Ensure that all cleaning equipment is regularly maintained, properly functioning, and fit-for-purpose to improve efficiency and minimise hazards while in use. - Store hazardous materials securely: Responsibly store any collected hazardous waste material during cleanup in designated, approved receptacles to prevent accidental exposure or contamination. - Encourage frequent breaks: Schedule regular breaks for workers during the cleanup process to allow for rest and respite, reducing the risk of fatigue-related incidents and improving effectiveness when returning to work.	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
			- Promote good housekeeping practices: Foster a culture of good housekeeping among the workforce to ensure that workspaces remain tidy and potential hazards are identified and dealt with swiftly. - Conduct risk assessments: Carry out thorough risk assessments for each job/task and adjust control measures accordingly to ensure adequate safety and prevention of accidents and injuries during the work process. - Display hazard signage: Clearly display appropriate hazard signs and instructions near the cleanup area to warn of potential risks and required protective measures. - Implement debrief sessions: Organise periodic team debrief sessions to assess the effectiveness of implemented control measures, discuss any encountered issues, and identify areas for improvement in the future.		
14. Equipment Storage	Tripping hazards, Cluttered workspace	2M	- Ensure designated storage areas are clearly marked and well-lit, making it easy for workers to identify where equipment should be placed when not in use. - Implement a regular housekeeping schedule to maintain a clean and organised workspace, reducing the potential for clutter and tripping hazards. - Store cut off wheels and related equipment on sturdy shelving or storage racks, designed specifically for this purpose, eliminating the risk of items toppling or falling. - Train all staff in safe manual handling techniques to minimise the likelihood of injuries while storing and retrieving equipment. - Establish a consistent workplace layout that keeps equipment storage areas separated from work zones, decreasing the possibility of trip and slip incidents. - Utilize appropriate storage containers and solutions for smaller equipment items, such as PPE or ancillary tools, to keep them organised and easily accessible. - Encourage prompt reporting of any damage or failures in equipment storage systems, with a view to promptly address any identified risks. - Promote open communication channels between employees and management to facilitate feedback on potential hazards, fostering a culture of safety awareness within the workplace. - Regularly review and update risk assessments and SWMS documentation to ensure the proper handling and storage of equipment is integrated into daily work practices. - Consider implementing visual cues, such as signage or floor markings, within storage areas to highlight trip hazards and pathways needing to be kept clear. - Schedule periodic equipment storage inspections to ensure objects and equipment are properly stored, allowing timely rectification of any unsafe storage conditions. - Allocate responsibility for maintaining and overseeing safe storage practices to an onsite supervisor or safety officer, ensuring a dedicated focus on keeping the work environment free from potential 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
15. Post-Operation Review	Unreported incidents, Inadequate follow-up	2M	- Conduct a thorough post-operation debriefing, involving all team members to gather feedback and identify any potential hazards that may have arisen during the Cut Off Wheel operation. - Establish a clear reporting protocol for employees to report any near misses, incidents, or safety concerns experienced during the operation. Encourage open communication and provide a non-judgmental environment. - Ensure workers are familiar with incident reporting procedures by providing regular training and updates. Reinforce the importance of prompt, accurate, and comprehensive reporting in preventing future incidents. - Develop a formalised incident investigation process to determine root causes, and implement corrective actions to prevent recurrence. Ensure full documentation is maintained regarding findings and outcomes. - Utilise the post-operation review process as an opportunity to review and evaluate the adequacy of hazard controls outlined in the Safe Work Method Statement (SWMS). Consider whether additional control measures are warranted based on observations during the operation. - Foster a culture of continuous improvement and proactively seek ways to enhance workplace health and safety, especially in relation to Cut Off Wheel operations. Encourage worker participation in identifying new risks or necessary control measure improvements. - Schedule periodic audits of the SWMS and related documentation to ensure they remain up-to-date and relevant. These audits should be conducted by qualified personnel and should include on-site observations of the Cut Off Wheel operations. - Incorporate lessons learned from previous incidents and near misses into the SWMS, promoting awareness of past mistakes and ensuring these issues do not arise again. - Implement a system to track and follow-up on identified hazards and close them out effectively in a timely manner, continually monitoring progress. - Communicate the results and findings of post-operation reviews to all stakeholders, reinforcing the importance of consistent, ongoing evaluation of workplace health and safety matters. - Periodically review first aid kit contents and other emergency response equipment to confirm their suitability and availability for use following an incident. - Utilise industry best practices and guidelines to benchmark the organisation's health and safety performance and update the SWMS accordingly, ensuring it remains in line with current industry standards. - Engage with external health and safety consultants or representatives of regulatory bodies when necessary, seeking guidance on potential improvements or updates to control measures associated with Cut Off Wheel operations.	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON

EMERGENCY RESPONSE – 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

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

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

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

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

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

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

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

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

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

Model Codes of Practice

- 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

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.	☐	☐	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	☐	☐	
Name, signature, position and date signed of the person approving the SWMS.	☐	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☐	☐	
Provides a step-by-step process of tasks required to carry out the activity or task.	☐	☐	
Adequate risk assessment of any identified hazards has been completed.	☐	☐	
Foreseeable hazards are identified and documented for each step.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWMS.	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effective selections.	☐	☐	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☐	☐	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be used.	☐	☐	
Details of inspection checks required for any equipment listed are noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
Reflects and documents any legislative references and/or Australian Standards.	☐	☐	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☐	☐	

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	