

Edge Sander | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Edge Sander

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

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

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

Full Name:

Signature:

Title:

Date:

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

Full Name:

Title:

Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

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

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

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

| | | |
|--|--|--|
| | | |
|--|--|--|

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

| RISK MATRIX | | | | | | | | | | | |
|--|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| LIKELIHOOD | INSIGNIFICANT | MINOR | MODERATE | MAJOR | CATASTROPHIC | SCORE | ACTION | HEIRARCHY OF CONTROLS | | | |
| ALMOST CERTAIN | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4 ACUTE | | | | | | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCEED | | | | |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review before work starts. | | | | |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 2M MODERATE | Ensure control measures in place. | | | | |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | 1L LOW | Monitor and keep records. | | | | |
| <p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p> | | | | | | | | | | | |
| PERSONAL PROTECTIVE EQUIPMENT (PPE) | | | | | | | | | | | |
| FOOT PROTECTION | HAND PROTECTION | HEAD PROTECTION | HEARING PROTECTION | EYE PROTECTION | RESPIRATORY PROTECTION | FACE PROTECTION | HIGH-VIS CLOTHING | PROTECTIVE CLOTHING | FALL PROTECTION | SUN PROTECTION | HAIR/JEWELLERY SECURED |
| | | | | | | | | | | | |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable). | | | | | | | | | | | |
| <p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> 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 | Slips, trips and falls, Electrical hazards | 2M | <ul style="list-style-type: none"> - Inspect the work area for potential trip hazards such as clutter, loose cables, or materials on the floor and remove or secure them properly before commencing work. - Ensure that the floor is clean, dry, and free of grease, oil, or substances that might cause slipping during activities requiring the use of an edge sander. - Confirm that the edge sander is in good working condition by checking for any signs of damage, wear, or malfunctions; report and address any issues found before starting work. - Verify the electrical wiring and connections for the edge sander are secure, properly insulated, and free from any visible damages or defects to prevent electrical hazards. - Make certain that all workers using the edge sander have received appropriate training and instructions on safely operating the machine according to manufacturer guidelines and relevant regulations. - Establish a designated area for using the edge sander, ensuring it is adequately spaced, well-lit, and free from unnecessary items or objects that may pose a risk during operation. - Clearly mark potential hazards (e.g., cables, wet surfaces) with signs or high-visibility tape to alert workers to these risks and reduce the chances of accidents occurring. - Provide personal protective equipment (PPE) including non-slip footwear, gloves, safety glasses, and hearing protection, to be used by workers operating the edge sander. - Implement a system for regular maintenance checks and inspections of the edge sander to promptly identify and address potential hazards associated with its use over time. - Use cord covers or cable management systems to reduce the risk of tripping over power cords during the use of the edge sander. - Position the edge sander near a Ground Fault Circuit Interrupter (GFCI) outlet or ensure that an extension cord with GFCI protection is used to help mitigate electrical hazards upon occurrence. - Encourage a culture of open communication in the workplace, allowing workers to report any hazards, incidents, or concerns relating to the use of the edge sander without fear of repercussions. - Set up an emergency plan with procedures for evacuation routes, first aid kits, and trained personnel to address any incidents or accidents that may happen during the operation of the edge sander. - Regularly review, update, and communicate the Safe Work Method Statement (SWMS) for the edge sander, taking into account new risks that may emerge, and ensuring all workers are familiar with the required safety measures. | 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 |
| 2. Safety Equipment Setup | Incorrect PPE, Lack of ventilation | 2M | <ul style="list-style-type: none"> - Conduct a thorough risk assessment before starting any work involving the Edge Sander, and ensure that all relevant hazards are identified and addressed. - Ensure all workers using the Edge Sander have received adequate training on its proper use, maintenance, and safety procedures. - Provide appropriate personal protective equipment (PPE) for all workers involved in the task, including but not limited to safety goggles, earplugs or earmuffs, dust masks or respirators, and gloves. - Check that all PPE is in good condition and fits properly, ensuring it is comfortable for the wearer and does not impede their ability to work safely. - Establish a well-ventilated workspace for operating the Edge Sander, preferably outdoors or in an area with functioning exhaust fans, open windows, or other sources of fresh air circulation. - Set up clear warning signs around the work area, reminding workers of the risks associated with the task and the need to wear the correct PPE. - Develop and implement a comprehensive safe work method statement (SWMS) for operating the Edge Sander, detailing control measures, roles and responsibilities, and steps to be taken in the event of an emergency. - Keep the work area clean and tidy, removing any waste materials or potential trip and slip hazards to maintain a clear pathway for workers. - Implement regular tool inspections and maintenance schedules, ensuring the Edge Sander is in good working order and any damaged parts are replaced promptly. - Encourage a culture of open communication and teamwork among workers, facilitating the sharing of knowledge and best practices for minimising risks associated with the task. - In the event of an accident or near-miss, conduct an incident investigation to identify areas for improvement and incorporate these findings into the SWMS, training materials, and workplace policies to prevent future occurrences. | 1L | |
| 3. Edge Sander Inspection | Faulty equipment, Loose parts | 3H | <ul style="list-style-type: none"> - Regular maintenance and servicing: Ensure the edge sander undergoes periodic inspection and maintenance by qualified personnel, following the manufacturer's guidelines to prevent faulty equipment and loose parts. - Pre-use inspection: Before each use, operators should perform a visual inspection of the edge sander, checking for any signs of wear, damage, or loose components that may require repair or maintenance. - Equipment tagging system: Implement a tagging system that indicates the current operational status and inspection schedule of the edge sander, ensuring only inspected and properly maintained machines are used. | 2M | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|---------------------|--|--------------|---|---------------|--------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | <ul style="list-style-type: none"> - Operator training: Provide comprehensive training to all edge sander operators on proper use, inspections, and hazard identification, fostering a culture of safety awareness within the team. - Personal protective equipment (PPE): Ensure all workers operating or working near the edge sander are wearing appropriate PPE, such as safety goggles, gloves, and hearing protection. - Report issues promptly: Encourage workers to report any potential hazards, faulty equipment, or loose parts immediately to their supervisor, ensuring timely resolution. - Lockout/tagout procedures: Implement strict lockout/tagout protocols for any edge sander requiring maintenance or repairs, preventing unauthorised use of a potentially hazardous machine. - Clear workspace: Maintain a clean and clutter-free work area around the edge sander to minimise the risk of accidents and allow for easy detection of loose parts or other hazards. - Proper storage: Store the edge sander in a designated location when not in use, protecting it from damage and reducing the likelihood of loose parts becoming lost or disconnected. - Manufacturer guidelines: Consult and follow the manufacturer's recommendations regarding equipment inspection, maintenance, and safe operation to minimise the likelihood of hazards and ensure optimal performance. - Incident response plan: Develop and enforce a detailed incident response plan that outlines the appropriate steps to take in case of faulty equipment or loose parts, ensuring the situation can be efficiently and safely managed. | | |
| 4. Workpiece Setup | Incorrect positioning, Unsecured workpiece | 2M | <ul style="list-style-type: none"> - Provide clear and concise work instructions, including proper setup procedures and correct positioning of the workpiece. - Ensure all workers have undergone necessary training on how to safely load, position, and secure the workpiece on the Edge Sander. - Implement a workpiece inspection and measurement system to identify potential errors or deviations from the desired positioning before starting the sanding process. - Utilise appropriate clamping devices and equipment to securely hold the workpiece in place during sanding operations. - Regularly inspect and maintain all work holding devices and fixtures for signs of wear or damage that may compromise their ability to firmly hold the workpiece. - Assign specific roles and responsibilities to designated personnel for verifying the appropriate placement and securing of workpieces on the Edge Sander. - Establish an effective communication system among workers to swiftly address issues related to incorrect workpiece positioning or unsecured workpieces. | 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"> - Enforce standard operating procedures (SOPs) to guarantee that sanding activities adhere to required safety protocols and compliance regulations. - Create and display visual aids, such as diagrams or charts, outlining the correct positioning and workpiece securing procedures for easy reference by workers. - Incorporate regular walk-throughs and audits by supervisors to ensure proper adherence to workpiece setup procedures and to identify potentially unsafe conditions. - Conduct periodic refresher training or toolbox talks highlighting the importance of proper workpiece setup and potential hazards associated with incorrect positioning and unsecured workpieces. - Develop and utilise a pre-sanding checklist that encompasses steps necessary to verify the accurate and safe setup of the workpiece on the Edge Sander. - Encourage a culture of open reporting, where employees feel comfortable voicing concerns about incorrect workpiece positioning or unsecured workpieces without fear of repercussion. - Review and update SWMS pertaining to workpiece setup regularly to incorporate new risks or control measures and ensure ongoing compliance with evolving industry standards and regulations. | | |
| 5. Sanding Operation | Airborne dust, Noise exposure | 3H | <ul style="list-style-type: none"> - Conduct a thorough risk assessment before the start of sanding operations to identify possible hazards and take appropriate preventive measures. - Ensure operators are well-trained and competent in using edge sanders and associated equipment, including knowledge on proper handling techniques and safety procedures. - Provide and enforce the use of Personal Protective Equipment (PPE) such as dust masks, earplugs or earmuffs, and goggles or safety glasses for workers involved in sanding operations to protect against airborne dust and noise exposure. - Install dust collectors and extraction systems with HEPA filters to capture and remove airborne dust generated during sanding activities, ensuring effective functioning and regular maintenance. - Monitor air quality regularly in the work area and take swift action if levels of airborne dust exceed the recommended workplace exposure standards set by Safe Work Australia. - Encourage workers to take regular breaks in designated rest areas away from the sanding operation to minimise prolonged exposure to dust and noise. - Implement engineering controls like acoustic barrier panels or soundproof enclosures to reduce overall noise levels in the work area, thereby minimising noise exposure for workers. - Use low-noise equipment and well-maintained, sharp abrasive materials to minimise noise generation during sanding activities. | 2M | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|-----------------------|--|--------------|--|---------------|--------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | <ul style="list-style-type: none"> - Implement a hearing conservation programme that includes baseline testing, ongoing monitoring, and education on correct use and care of hearing protection for workers exposed to excessive noise levels. - Conduct regular inspections and maintenance checks on edge sander machines to ensure they are functioning optimally, while also conducting routine cleaning of dust collection systems. - Display clear and visible warning signs at the entry points of the sanding work area, indicating potential hazards and PPE requirements to any personnel entering the space. - Establish, communicate, and enforce strict housekeeping policies to keep the work area clean, organised, and free from dust accumulation that can pose health and safety risks. - Implement a job rotation system to reduce the time spent by individual workers in the sanding area, thereby reducing their cumulative exposure to dust and noise hazards. - Regularly review and update Safe Work Method Statements (SWMS) to ensure relevant control measures are in place for changing work processes or environments, maintaining up-to-date risk assessments and hazard controls for edge sanding operations. | | |
| 6. Materials Handling | Manual handling injuries, Pinch points | 2M | <ul style="list-style-type: none"> - Provide manual handling training: Ensure that workers have the correct knowledge and techniques for moving materials safely, such as bending at the knees instead of at the waist and lifting with a straight back to prevent injuries. - Use mechanical aids: Whenever possible, provide equipment like trolleys, dollies, or forklifts to assist in the safe transportation of materials, reducing the risk of manual handling injuries. - Implement proper storage solutions: Organise and store materials in designated locations that are easily accessible and allow for safe and efficient materials retrieval without causing strain or obstruction. - Institute appropriate workflows: Plan and develop workflows to minimise unnecessary lifting or movement of materials throughout the work site, reducing the likelihood of injury. - Schedule regular breaks: Encourage frequent rest periods to help workers recover from physical exertion and diminish the risk of overexertion injuries. - Establish a designated materials handling area: Allocate a particular area for materials handling tasks in order to minimise interference with other work processes and reduce congestion, which can contribute to accidents. - Communicate pinch point hazards: Inform employees about potential pinch points associated with edge sanders and advise them on how to avoid these hazards during use. | 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"> - Create a buddy system: Encourage workers to pair up if handling cumbersome or heavy materials to reduce the risk of manual handling injuries and safeguard against pinch points. - Regularly maintain machinery: Ensure that all machines, including edge sanders, are inspected and serviced on a recurring basis to avoid breakdowns leading to potential hazards. - Clearly mark danger zones: Use signage or floor markings to illustrate the areas near edge sanders where there is an increased risk of encountering pinch points or other hazards. - Supervise handling activities: Assign a safety officer to monitor materials handling procedures, making certain that workers are adhering to safety guidelines and utilising proper lifting techniques. | | |
| 7. Unplug/Power Down | Electrical hazards, Unexpected starts | 2M | <ul style="list-style-type: none"> - Ensure that the Edge Sander is turned off and its switch is in the "off" position before unplugging the equipment to minimise the risk of electrical hazards. - Use a voltage tester or indicators to confirm power is isolated before disconnecting cords and power outlets to prevent unexpected starts and potential electrical shock. - Always wear appropriate personal protective equipment (PPE) such as insulating gloves and safety shoes while unplugging and powering down the Edge Sander to provide a barrier against electrical hazards. - Inspect cords, plugs, and outlets for visible signs of wear, damage, or fraying. Replace faulty equipment immediately to reduce the chance of electrical hazards. - Keep the work area free from water or moisture to prevent the risk of electrical shock when unplugging and powering down the Edge Sander. - Perform regular maintenance on the Edge Sander to ensure it remains in safe working order, minimising the likelihood of unexpected starts and other hazards. - After powering down the device, allow ample time for the tool to come to a complete stop before unplugging it to avoid unexpected startup when disconnecting from the power source. - Train workers on relevant workplace safety guidelines and comprehensive lockout/tagout procedures to minimise the risk of unexpected starts during maintenance, cleaning, or when solving issues with the machinery. - Clearly label power sources to ensure all employees know which breaker or lockout devices correspond to specific equipment. This minimizes the risk of accidentally reconnecting power to a machine and causing unexpected starts. - Implement a buddy system in the workplace whereby two trained personnel are responsible for unplugging and powering down the Edge Sander, ensuring added safety and preventing accidental start-ups. | 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"> - If using an extension cord during operation, ensure it has the appropriate capacity and length, and is properly stored, coiled, and free from damage to minimise electrical hazards. - Establish a schedule for regular inspections and assessments of electrical systems, cords, and equipment to help identify and address any potential hazards before they cause injury. | | |
| 8. Clean Edge Sander | Contact with moving parts, Pinch points | 3H | <ul style="list-style-type: none"> - Turn off the edge sander and disconnect it from the power source before beginning any cleaning or maintenance procedures. - Allow sufficient cooling time for all components, including the edge sander's motor and sanding belt, to prevent burns or possible malfunction during cleaning. - Use appropriate personal protective equipment (PPE) such as safety goggles, gloves, and long sleeves to minimise direct contact with sharp edges, abrasive surfaces, and moving parts of the machine during cleaning. - Follow the manufacturer's guidelines and recommended cleaning schedule to maintain the optimal functioning of the edge sander while ensuring a safe working environment. - Regularly inspect the edge sander for signs of wear or damage that may compromise its ability to safely operate; promptly replace or repair worn, damaged, or malfunctioning parts as needed. - Keep the floor around the edge sander clean and free of dust, debris, and any tripping hazards to prevent accidents during cleaning activities. - Utilise caution signs and barriers to create a safe work zone around the edge sander during cleaning, warning others of potential hazards and ensuring they keep a safe distance. - Avoid using compressed air to clean the edge sander, as this can lead to airborne dust particles which may be hazardous to workers' health; instead, use a vacuum or a soft brush for cleaning purposes. - Be mindful of pinch points when removing or adjusting components of the edge sander during cleaning, always using proper lifting techniques and the assistance of a coworker when necessary. - Develop and implement standard operating procedures (SOPs) for cleaning the edge sander, including specific steps and guidelines workers should follow to minimise risks associated with this task. - Regularly train workers on the safe cleaning and handling of edge sanders to ensure they are aware of best practices and able to identify and mitigate any potential hazards. - Conduct regular audits and assessments of the cleaning practices in place for edge sanders, refining procedures and implementing improvements to maintain a safe working environment continually. | 2M | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|----------------------|---------------------------------|--------------|---|---------------|--------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| 9. Blade Maintenance | Cuts, lacerations, Eye injuries | 3H | <ul style="list-style-type: none"> - Provide proper training and guidance to workers in blade maintenance techniques to ensure they understand the risks associated with the task. - Establish clear protocols for when and how often blade maintenance should be carried out, ensuring that overused or damaged blades are replaced promptly. - Ensure that all workers involved in blade maintenance wear appropriate personal protective equipment (PPE), such as cut-resistant gloves, safety goggles, and closed-toe shoes. - Designate a well-lit and organised workspace for blade maintenance to minimise the risk of accidents and injuries caused by poor visibility or cluttered surroundings. - Utilise appropriate tools for blade maintenance, including blade sharpeners, pliers, and wrenches, which can reduce the amount of direct contact with sharp edges. - Encourage workers to disconnect the edge sander from the power source before conducting any blade maintenance procedures, reducing the risk of accidental start-up during the maintenance process. - Develop a system for safely disposing of old or damaged blades, such as using designated containers or marked bins, to prevent unnecessary accidents caused by loose blades within the work area. - Implement a policy requiring workers to inspect their PPE for damage or degradation regularly, ensuring they are always adequately protected during blade maintenance procedures. - Ensure workers perform a thorough check of the edge sander after carrying out blade maintenance, making sure all components are secure and functioning correctly before resuming operations. - Encourage open communication among team members, fostering an environment in which workers feel comfortable reporting any concerns related to blade maintenance and hazards. - Periodically review and update blade maintenance procedures, incorporating changes in industry best practices, advancements in equipment, and feedback from workers to ensure continued safety. - Offer first aid training for workers to assist in the immediate treatment of any injuries that may occur during blade maintenance tasks. - Conduct regular audits and inspections of the workspace and edge sander equipment, addressing any identified hazards or non-compliance issues to maintain a safe working environment. | 1L | |
| 10. Waste Disposal | Sharps, Dust inhalation | 2M | <ul style="list-style-type: none"> - Provide adequate waste disposal containers specifically designated for sharp objects and dust, clearly labelled to avoid confusion. | 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"> - Ensure that all workers are properly trained in the correct procedures for disposing of sharps and dust waste, including understanding the importance of not mixing waste types. - Provide appropriate Personal Protective Equipment (PPE) for workers handling waste materials, such as gloves, safety goggles, and dust masks to minimise the risk of injury or dust inhalation. - Implement a regular waste collection schedule to maintain a clean and well-organised workplace, reducing the potential for hazards associated with waste accumulation. - Provide puncture-resistant containers for the disposal of sharp objects and ensure they are easily accessible in areas where sharps are generated or used. - Implement a system for easy access to vacuum cleaners or other dust extraction equipment to prevent dust buildup and promote a cleaner work environment. - Encourage employees to report any issues relating to waste disposal, like overflowing containers or inadequate labeling, so that these can be addressed promptly. - Regularly inspect waste disposal containers for damage or wear, replacing them if needed to maintain their effectiveness in containing hazards. - Maintain good housekeeping practices throughout the workplace, ensuring that waste materials are disposed of correctly, and no debris is left in walkways or other areas that could pose a hazard to staff. - Develop and implement a spill response plan for sharps or dust hazards, outlining steps workers should take in the event of an accidental release of hazardous materials. - Train workers on proper body mechanics and lifting techniques when handling heavy waste bags or containers to reduce the risk of injury from manual handling tasks. - Conduct regular audits of the workplace's waste management system to ensure compliance with relevant regulations and identify areas for improvement. - Review and update the Safe Work Method Statement (SWMS) as needed based on changing conditions, new equipment or materials, or lessons learned from previous projects to maintain effective control measures for waste disposal hazards. | | |
| 11. Machine Storage | Misplacement, Unauthorised access | 2M | <ul style="list-style-type: none"> - Designate a specific storage area for the Edge Sander to ensure it is placed in a consistent and easily accessible location, reducing the risk of misplacement. - Clearly label the storage area with appropriate signage, as well as outlining the machine's shape on the storage surface or wall, so workers can quickly identify where the Edge Sander should be stored. - Implement a lockable storage container or secure covering for the Edge Sander, preventing unauthorised access and possible misuse of the equipment. | 1L | |

| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR | RESPONSIBLE PERSON |
|-----------------------------------|------------------------|--------------|---|---------------|--------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK | NAME OF PERSON |
| | | | <ul style="list-style-type: none"> - Develop a standardised procedure for machine storage that outlines step-by-step instructions on properly securing the Edge Sander after use. This procedure may include disconnecting power or removing batteries, cleaning the work area, and checking all safety features before storing the device. - Provide adequate training to all employees who are authorised to use the Edge Sander, ensuring they understand the importance of proper machine storage and their role in maintaining a safe work environment. - Restrict access to the designated storage area to only authorised personnel who have completed the necessary training to handle and store the Edge Sander. - Perform regular inspections of the storage area to confirm that the Edge Sander is being stored correctly, and take corrective action when necessary to address any issues identified during these inspections. - Establish a system for tracking the usage of the Edge Sander, such as a logbook or electronic record, noting details about when the tool was used, by whom, and when it was returned to its designated storage area. - Include machine storage protocols in regular safety audits or assessments, ensuring ongoing compliance with Workplace Health and Safety requirements. - Encourage open communication channels for reporting concerns related to machine storage, such as misplaced equipment or potential unauthorised access. This can include anonymous reporting options if desired. | | |
| 12. Review/Inspect completed work | Splinters, sharp edges | 2M | <ul style="list-style-type: none"> - Proper Personal Protective Equipment (PPE): Ensure that workers are equipped with appropriate PPE, including sturdy gloves and safety glasses, to protect against splinters, and cuts from sharp edges. - Regular Inspections: Conduct thorough inspections of the completed work at regular intervals to identify and remove any potential hazards, such as sharp edges or splintered wood, before they cause injuries. - Training and Supervision: Provide ongoing training for workers on identifying and addressing potential hazards during edge sanding, and ensure adequate supervision is in place to provide guidance on corrective actions if issues arise. - Tool Maintenance: Regularly inspect and maintain edge sanders to ensure they are functioning properly and producing a smooth, hazard-free finish. - Debris Removal: Implement a process for promptly and safely removing and disposing of debris, such as wood chips and dust, produced by the edge sander to prevent buildup and reduce the risk of splinters and sharp edges. - Clear Communication: Clearly communicate the location of workspaces where edge sanding is taking place to limit access to only those who are trained and equipped to safely work in the area and minimise potential hazards to others. | 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"> - Barrier Systems: Implement the use of barrier systems, such as safety tape or screens, around the work area to deter unauthorised individuals from entering and exposing themselves to hazards from edge sanding. - First Aid: Ensure workers have immediate access to first aid supplies to treat minor injuries, such as cuts, splinters, or abrasions, resulting from sharp edges or splintered wood. - Proper Lighting: Provide adequate lighting in the workspace to ensure workers can easily see and avoid potential hazards while inspecting completed work. - Reporting System: Establish a reporting system for workers to notify supervisors of any potential hazards encountered during the review/inspection process, allowing for prompt corrective action. - Continuous Improvement: Maintain a culture of continuous improvement by regularly reviewing and updating safety procedures based on lessons learned from past incidents, near misses, or workplace observations to further minimise the risk of hazards during edge sanding operations. | | |
| | | | | | |

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 | |