

Floor Grinder | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Floor Grinder

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

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

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

Full Name:

Signature:

Title:

Date:

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

Full Name:

Title:

Phone:

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

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

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

NAME	SIGNATURE	DATE

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

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

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

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS. 											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Slips and falls, Working near electrical installations	2M	<ul style="list-style-type: none"> - Ensure that the work area is clean of any debris and obstructions, reducing the risk of slips and falls while preparing for floor grinding. - Utilise slip-resistant footwear to further prevent slipping or tripping on wet, oily, or dusty surfaces. - Erect warning signage and barriers for both areas with electrical hazards and those where floor grinding is taking place, alerting workers of potential dangers. - Brief all employees involved in the task about the risks of working near electrical installations and provide them with appropriate safety training to identify and manage such hazards. - Verify that adequate lighting is provided around the work area and electrical installation zones to minimise trip and fall risks due to poor visibility. - Carry out regular inspections to ensure there are no water leaks, puddles, or damp spots in the vicinity of electrical installations, removing any identified sources if needed. - Always use a circuit breaker or residual current device (RCD) when working near electrical installations to protect against electrocution from potential short circuits or overloads. - Provide non-conductive safety mats at strategic locations near electrical equipment to help mitigate the risk of electric shocks. - Only use electrical tools and extension cords that have been tested, tagged, and approved for use in accordance with Australian safety standards. - Encourage periodic rest breaks for workers during shift durations, allowing them to maintain focus and reduce mental fatigue, resulting in better hazard recognition and safer working practices. - Implement a buddy system, encouraging workers to be proactive about safety and assisting each other in identifying potential hazards and addressing them promptly. - Keep an up-to-date Site-Specific Safety Plan (SSSP) accessible to all workers, which includes emergency procedures and contact information for essential personnel, ensuring a swift response in case of an accident or incident. 	1L	
2. Machinery Inspection	Fingers entrapment, Electrical shock	2M	<ul style="list-style-type: none"> - Regular inspection and maintenance: Ensure machinery is regularly inspected and maintained according to the manufacturer's guidelines to minimise risks associated with mechanical failure, wear, and tear. - Training and certification: Make sure that all operators and workers who use the floor grinder have completed training and are certified in safe operation, handling, and maintenance practices. - Personal Protective Equipment (PPE): Require workers to utilise appropriate PPE, including but not limited to gloves, safety glasses, and earplugs, to protect against potential hazards during machinery inspection. 	1L	

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			<ul style="list-style-type: none"> - Lockout/Tagout procedures: Implement lockout/tagout procedures to control hazardous energy sources and prevent unexpected start-up or movement of equipment during inspection. - Safe work procedures: Establish and document safe work procedures for operating and inspecting the floor grinder to miniimise exposure to hazards. - Use of insulated tools: Employ insulated tools and equipment when inspecting electrical components to prevent electrical shock. - Power source isolation: Isolate the power source of the machine both physically and electrically before beginning the inspection process. - Visual inspection: Conduct a visual inspection of the wiring, connections, guards, and other components before touching or working on them directly. - Corrective action: Report any potential issues or hazards identified during the inspection process to the supervisor for immediate corrective action. - Emergency stop buttons: Ensure that emergency stop buttons are functional, clearly marked, and easily accessible at all times during the inspection process. - Presence of signage: Place warning signs around the area where the inspection is being conducted to inform coworkers about potential hazards and required PPE. - Incident reporting and investigation: Develop a system for promptly reporting and investigating any incidents or near-misses involving the floor grinder to identify the root causes and implement additional precautionary measures as needed. - Periodic audits: Establish routine monitoring and audits to ensure continued compliance with established procedures related to machinery inspection and overall worker safety. 		
3. Machine Setup	Manual handling injury, Unexpected start up	3H	<ul style="list-style-type: none"> - Provide appropriate Manual Handling training for all workers involved in the machine setup process, ensuring they are aware of correct lifting techniques and posture. - Conduct a risk assessment before using floor grinders to identify potential injuries, hazards, and their control measures. - Implement a pre-start inspection checklist for equipment to ensure it is in good working condition and safe to use, thus preventing unexpected start-ups and accidents. - Utilise mechanical aids such as trollies or forklifts for moving heavy equipment components during the setup process, aiding in reducing manual handling risks. - Establish a designated work area with clear segregation from other ongoing activities to miniimise the chances of external factors causing hazards. - Clearly mark and label operating controls and emergency stop buttons on the floor grinder, ensuring that workers can quickly shut down the machine if necessary. 	2M	

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			<ul style="list-style-type: none"> - Develop and regularly update a Safe Work Procedure (SWP) outlining step-by-step instructions for safely setting up and operating the floor grinder, reducing the risk of injury resulting from improper use. - Make sure workers wear appropriate Personal Protective Equipment (PPE) during the machine setup, including gloves, safety footwear, and back support belts if required. - Ensure all workers involved in the machine setup process have received adequate supervision from experienced personnel, instilling confidence in their ability to perform tasks safely and correctly. - Encourage workers to communicate potential hazards with one another and report any unsafe practices or conditions immediately, creating a culture of open communication and vigilance. - Regularly maintain and service the floor grinders to ensure all components are functioning correctly, minimising the likelihood of unexpected machine start-ups or breakdowns. - Establish an emergency response plan covering actions to be taken in the event of an incident involving the floor grinder, so that all workers are well-prepared in case of emergencies. 		
4. Hose connections	Loose hoses, Tripping hazard	2M	<ul style="list-style-type: none"> - Ensure that all hose connections are securely fastened before commencing any floor grinding work to prevent loose hoses. - Regularly inspect hoses and connections for signs of wear or damage, and replace or repair as necessary to maintain optimal functioning. - Keep the job site well-lit and clear of debris to minimise the risk of tripping hazards caused by obscured hose connections. - Utilise cable protectors, covers or mats to keep hose connections from becoming a potential tripping hazard in high-traffic areas. - Clearly mark and communicate the locations of hose connections and potential tripping hazards to all workers on site. - Provide workers with proper safety footwear featuring slip-resistant soles to reduce the risk of slips and falls due to hose connections. - Train workers on effective methods of managing hoses and connections during floor grinder operation, including proper storage and coiling techniques. - Implement regular maintenance schedules for floor grinders and associated equipment to ensure that all components, including hose connections, are in good working order. - Encourage workers to report any concerns related to hose connections and other potential hazards immediately so they can be addressed promptly. 	1L	

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			<ul style="list-style-type: none"> - Designate specific walkways or paths that are free of hose connections and other obstacles, allowing workers to navigate the job site safely. - Continuously review and update safety procedures and protocols for floor grinding tasks, including those related to hose connections and tripping hazards, to ensure best practices are being followed at all times. 		
5. Start Up	Low light environment, Noise hazard	1L	<ul style="list-style-type: none"> - Ensure proper lighting is installed in the work area, providing sufficient visibility for operators and other workers. - Conduct an initial risk assessment to identify and address potential hazards related to low light conditions and noise exposure. - Provide appropriate training to workers on the safe operation of the floor grinder, as well as understanding the hazards and control measures associated with the equipment. - Utilise properly maintained and inspected floor grinders equipped with noise reduction features such as mufflers or sound enclosures. - Establish a designated workspace with clearly marked boundaries to keep non-essential workers at a safe distance from the grinder during start-up and operation. - Offer personal protective equipment (PPE) like earplugs or earmuffs to workers who may be exposed to excessive noise during the grinder's start-up and regular operation. - Implement scheduled breaks for workers operating the floor grinder, to reduce their exposure to continuous noise and prevent fatigue. - Optimise the working environment by repositioning the equipment or changing work processes to minimise noise levels and improve visibility at the worksite. - Conduct regular site inspections to ensure that the implemented control measures are effectively addressing the identified hazards and to make necessary adjustments as needed. - Encourage open communication and reporting of workplace concerns, including any issues with low lighting or noise hazards. - Post signage in the working area informing workers about the risks of low light environments and noise hazards, along with the recommended control measures. - Regularly review and update the Safe Work Method Statement (SWMS) to ensure it aligns with current best practices and to incorporate any new hazards or control measures as needed. - Monitor and maintain noise levels within the recommended exposure limits set by Australian workplace health and safety regulations, and enforce these limits throughout the workday. 	1L	
6. Floor Grinding	Exposure to silica dust, Flying debris	4A		2M	

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			<ul style="list-style-type: none"> - Proper training: Ensure that all workers operating the floor grinder have received thorough training on its use, safety features, and potential hazards to minimise risks. - Personal Protective Equipment (PPE): Provide appropriate PPE, including dust masks or respirators, safety goggles, earplugs or earmuffs, and gloves to protect workers from flying debris and silica dust exposure. - Pre-operational checks: Conduct regular equipment inspections before use to identify any visible defects, excessive wear, or damage that might compromise safety during operation. - Dust suppression: Implement a dust control system, such as vacuum assisted grinding or wet grinding, to minimise airborne dust particles during the grinding process. - Work area preparation: Clear the work area of any obstructions or potential hazards, and provide ample space for the floor grinder operator to move and maneuver safely. - Machine guards: Ensure that all necessary machine guards and safety features are in place and functioning correctly to protect workers from potential contact with moving parts or flying debris. - Proper ventilation: Establish and maintain adequate ventilation within the work area to help disperse and reduce airborne contaminants, such as silica dust. - Regular breaks: Encourage workers to take frequent breaks and rotate tasks to limit their continuous exposure to hazardous materials and noise levels. - Exclusion zones: Set up designated exclusion zones around the active work area to restrict access and prevent unauthorised personnel from entering and being exposed to potential hazards. - Signage and warnings: Post appropriate warning signs at the entrance to the work area, reminding workers of the hazards and required safety precautions while using the floor grinder. - Emergency preparedness: Develop and communicate an emergency response plan to all workers, detailing the appropriate actions to be taken in case of an accident or exposure incident. - Continuous monitoring: Regularly monitor the work area, equipment, and workers for signs of excessive dust, noise, or other hazards to ensure prompt identification and mitigation of potential risks. 		
7. Debris Removal	Sharp objects, Heavy lifting	2M	<ul style="list-style-type: none"> - Conduct a thorough site inspection before commencing debris removal to identify and locate sharp objects and areas that require heavy lifting. - Ensure that all workers involved in the debris removal process have received proper training in safe handling techniques for sharp objects and heavy lifting. - Provide appropriate personal protective equipment (PPE) such as gloves, safety footwear, and high visibility clothing for workers during the debris removal process. 	1L	

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			<ul style="list-style-type: none"> - Establish designated pathways and clear zones for debris movement to miniimise the risk of injury from falling or flying objects. - Utilise appropriate tools and equipment, like trolleys, wheelbarrows, and lifting devices, to aid in safely transporting heavy debris without causing strain or injury. - Follow a buddy system when lifting or moving heavy debris to ensure assistance and support is readily available if needed. - Promote regular breaks for workers to rest and recover to avoid fatigue and reduce the risk of injuries due to heavy lifting. - Implement appropriate waste disposal and recycling systems, ensuring that sharp objects are appropriately disposed of in puncture-resistant containers to prevent accidents or injuries. - Encourage open communication between workers and supervisors regarding any concerns related to debris removal hazards, enabling proactive mitigation and prevention measures. - Monitor and review the effectiveness of control measures at regular intervals, making adjustments as necessary to maintain a safe working environment during the debris removal process. 		
8. Blade Changing	Hand injury, Tool misuse	3H	<ul style="list-style-type: none"> - Provide proper training and demonstrations to workers on how to change blades in the floor grinder safely and efficiently. - Ensure that floor grinders are equipped with a suitable blade-changing mechanism, which includes a locking system for securing the blade in place during operation. - Workers must wear appropriate Personal Protective Equipment (PPE), such as safety gloves and eye protection, when changing blades to protect against hand injuries and flying debris. - Implement a tool inspection policy: Check the condition of the tool before each use and ensure that it is free from any defects, cracks, or wear that may render it unsafe for use. - Use only manufacturer-recommended replacement blades meant for the specific make and model of the floor grinder being used. - When changing blades, always disconnect the power source and wait for the machine to come to a complete stop before proceeding. - Keep a clean and organised work area to prevent accidents and handle tools efficiently during the blade-changing process. - Encourage workers to report any concerns or difficulties with blade changing, so that the management can address them promptly and effectively. - Develop a standard operating procedure (SOP) for blade changing and display it in a visible location within the work area, acting as a quick reference guide for workers. 	1L	

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			<ul style="list-style-type: none"> - Always hold the blade with a firm grip while installing or removing it from the grinder, to minimise the risk of dropping or mishandling the sharp edge. - Regularly monitor workers' practices during blade changing to identify any non-compliance with safety protocols and provide constructive feedback. - Provide first aid supplies and training to staff so they are prepared to respond appropriately in case of any incidents or injuries occurring during blade changing. - Schedule periodic toolbox talks and refresher training sessions to remind workers of the importance of observing safety measures and maintaining vigilance during blade changing. 		
9. Equipment Inspection	Rotating parts exposure, Incomplete inspection	3H	<ul style="list-style-type: none"> - Conduct a thorough visual inspection of the floor grinder and its components, including electrical cords, safety guards, and rotating parts, to identify any visible signs of damage or wear prior to use. - Follow the manufacturer's recommendations for regular equipment maintenance, scheduled servicing, and replacement of worn or damaged parts to ensure it operates efficiently and safely. - Ensure all operators have received training on the proper use, maintenance, and inspection of the floor grinder, including how to recognise and report hazards associated with rotating parts exposure and incomplete inspection. - Implement a pre-start checklist for each operator to complete before using the floor grinder, emphasising the need to inspect for potential hazards such as exposed rotating parts and signs of incomplete or inadequate equipment inspections. - Use appropriate safety guards and barriers around the floor grinder's rotating parts to minimise risk of contact with these hazardous components during operation, servicing, or cleaning. - Clearly display warning signs surrounding the operational area of the floor grinder to alert workers of the potential hazards associated with its use and to maintain a safe distance from the machine when not actively involved in the task. - Establish safety procedures for troubleshooting and repairing equipment issues, requiring workers to follow proper lockout/tagout steps before attempting repairs or adjustments to prevent unintentionally engaging rotating parts. - Ensure operators of the floor grinder are adequately supervised by experienced personnel to provide guidance on safety practices, reduce the risk of incomplete equipment inspection, and minimise exposure to rotating parts during use. - Regularly conduct safety audits and hazard assessments to verify that adequate control measures are in place and properly followed, identifying and addressing any gaps in the existing safety protocols. - Encourage a culture of safety in the workplace where employees feel comfortable discussing potential hazards and reporting concerns about equipment or their 	2M	

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			working environment to management without fear of repercussion, fostering a proactive approach to mitigating risks associated with floor grinder operations.		
10. Lubrication	Machinery damage, Slips on lubricant spills	2M	<ul style="list-style-type: none"> - Regular equipment inspection: Conduct routine checks on the floor grinder to ensure all parts and components are functioning properly, thus minimising the risk of machinery damage. - Proper lubrication training: Ensure that operators receive appropriate training in the correct use and application of lubricants before operating the floor grinder. - Use of appropriate lubricants: Select a suitable lubricant with the right viscosity and compatibility to prevent machinery damage or using too much, which can lead to spills. - Adhere to manufacturer recommendations: Follow the manufacturer's instructions for proper lubrication intervals and amounts. - Leak prevention and detection: Regularly inspect the floor grinder for any signs of leaks or excessive lubricant; promptly address any issues found. - Clear signage: Place warning signs around the work area to alert workers of the potential hazards associated with slips, falls, and machinery damage related to lubrication. - Use of drip trays and spill kits: Have spill containment measures in place when handling lubricants, such as drip trays and absorbent materials, to contain any accidental spills immediately. - Proper storage of lubricants: Store lubricants in designated areas away from heat sources, ignition sources, or where they may be at risk of contamination or damage. - Safe disposal of used lubricants: Properly dispose of used lubricants in accordance with local environmental regulations and guidelines to avoid environmental impact and risks to personnel. - Anti-slip measures: Apply non-slip flooring or mats in areas where lubricant spills may occur to minimise the risk of slip accidents. - Personal protective equipment (PPE): Ensure all workers wear appropriate PPE, including slip-resistant footwear, gloves, and eye protection when handling or working near lubricants. - Clean up spills immediately: In the event of a lubricant spill, promptly clean it up and dispose of the waste material safely, following established procedures and guidelines. - Encourage hazard reporting: Foster a culture where workers feel encouraged to report any hazards they identify related to lubrication, such as spillages or damaged machinery, so that immediate corrective action can be taken. 	1L	
11. Troubleshooting	Heavy dropping, Electrocutation	3H	<ul style="list-style-type: none"> - Ensure that all operators are trained and competent in troubleshooting and the operation of floor grinders. 	2M	

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			<ul style="list-style-type: none"> - Regularly inspect and maintain floor grinders to ensure their safe working condition and reliability, addressing any issues immediately upon identification. - Always use proper lifting techniques when handling heavy components during troubleshooting to prevent back injuries and dropping hazards. - Implement lockout/tagout procedures before attempting any repair or maintenance work on the floor grinder to avoid accidental startup and electrocution risks. - Provide appropriate personal protective equipment (PPE) such as gloves, safety glasses, and steel-toed boots to protect against potential hazards during troubleshooting. - Use only manufacturer-approved replacement parts and tools while conducting troubleshooting activities to ensure compatibility and maintain the integrity of the equipment. - Whenever possible, isolate the floor grinder from its power source to prevent electrocution and other electrical hazards during troubleshooting. - Establish a clear communication protocol within the team to effectively communicate issues, concerns, and steps taken during troubleshooting, ensuring everyone is aware of potential hazards and can respond accordingly. - Maintain good housekeeping practices in the work area, removing any loose or unnecessary objects to minimise trip and slip hazards during troubleshooting. - In case of suspected electrical faults, consult with a qualified electrician to perform necessary diagnostics and repairs, avoiding untrained individuals handling electrical components. - Set up barriers and warning signs around the work area to inform bystanders about the ongoing troubleshooting process and potential hazards, reducing the risk of injury. - Prepare and keep readily accessible an emergency response plan for incidents involving heavy drops, electrocution or other identified hazards, enabling swift and appropriate actions to be taken. - Conduct regular reviews and updates of the Safe Work Method Statement (SWMS) to ensure the continued effectiveness of control measures in addressing associated hazards during troubleshooting of floor grinders. 		
12. Shutdown	Incomplete shutdown, Safety device failure	2M	<ul style="list-style-type: none"> - Proper training and certification: Ensure that only competent personnel, who have undergone adequate training and possess the necessary certificates, operate the floor grinder. - Comprehensive pre-shutdown inspection: Conduct thorough pre-shutdown checks, including verifying that all safety devices are functioning correctly and that the work area is clear before shutting down the machine. 	1L	

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			<ul style="list-style-type: none"> - Sequential shutdown procedure: Develop and implement a step-by-step shutdown process to safely power down the floor grinder, ensuring each component is turned off in the correct order. - Verification of complete shutdown: Confirm that all machinery and equipment associated with the floor grinder have been completely powered down by visually inspecting the control panel and/or power source indicators. - Regular maintenance of safety devices: Routinely inspect and perform preventive maintenance on critical safety devices, such as emergency stops, circuit breakers, and interlocks, to minimise device failure during shutdown. - Lockout/tag out procedure implementation: Implement lockout/tag out procedures when servicing or maintaining the floor grinder, to ensure the machine remains powered down during these times and prevents accidental reactivation. - Clear communication among workers: Encourage open communication amongst team members to ensure all personnel are aware of ongoing shutdown procedures and can respond quickly in case of an emergency. - Emergency response plan: Establish an emergency response protocol within the workplace to address potential issues arising from incomplete shutdowns or safety device failures. This includes designating key personnel for specific roles and responsibilities during an emergency situation. - Post-shutdown Equipment Inspection: Once the floor grinder has been appropriately shut down, perform an equipment inspection to identify any signs of wear or damage that may compromise future safe operation. - Encouraging incident reporting: Foster a culture of transparency in the workplace by encouraging workers to report any instances of incomplete shutdowns or safety device failure immediately. Implement corrective actions and conduct follow-up reviews to prevent recurrence in the future. 		
13. Disassembly	Tool misuse, Loss of tools	2M	<ul style="list-style-type: none"> - Ensure all workers have received proper training and supervision in the safe disassembly and use of floor grinders and accessories. - Implement a clear communication system between workers during disassembly to prevent any misunderstandings or accidents. - Allocate separate designated areas for disassembly and storage of tools, ensuring these spaces are well-lit and free of obstructions. - Make sure workers wear appropriate personal protective equipment (PPE) such as gloves, safety goggles, and steel-capped boots during disassembly. - Use only manufacturer-approved tools for disassembling the floor grinder and follow the correct order of operations as outlined in the owner's manual. - Store any electrical cords safely during disassembly to avoid trip hazards or accidental exposure to electricity. 	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
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			<ul style="list-style-type: none"> - Implement a 'lock-out/tag-out' system to prevent inadvertent startup of the floor grinder during disassembly. - Conduct regular tool inspections before and after each use to identify any worn or damaged parts that need repair or replacement. - Store tools in secure, organised containers to minimise the risk of loss or misuse when they are not in use. - Establish a procedure for tracking tools issued to workers and conduct periodic tool audits to ensure accountability and prevent loss. - Encourage workers to report any issues, concerns or near misses during disassembly so corrective actions can be taken promptly. - Provide workers with ergonomic tools and encourage proper lifting techniques to reduce the risk of strain or injury during disassembly tasks. - Review and update SWMS regularly to ensure relevance and effectiveness in addressing the identified hazards and control measures for the disassembly process. 		
14. Cleaning	Exposure to chemicals, Slippery surfaces	2M	<ul style="list-style-type: none"> - Properly train floor grinder operatives on the handling, storage, and use of chemicals according to their Safety Data Sheets (SDS). - Ensure that all necessary Personal Protective Equipment (PPE) such as gloves, safety goggles, and masks are available and worn by operatives handling cleaning chemicals. - Clearly label containers with cleaning chemicals to avoid accidental misuse or mixing of incompatible materials. - Implement a spill kit near the work area, complete with absorbent materials and hazard signage in case of accidental spills. - Regularly clean and maintain the work area during floor grinding operations to prevent build-up of dust and debris, which can contribute to slippery surfaces. - Use non-toxic, biodegradable cleaning products whenever possible to reduce chemical exposure risks. - Store cleaning chemicals away from heat sources, ignition sources, and incompatible materials, following proper chemical storage best practices outlined in the SDS. - Apply anti-slip agents after the floor grinding process to provide additional safety measures against slippery surfaces. - Conduct frequent hazard communication training sessions for all workers involved in floor grinding operations to ensure everyone is aware of potential risks and control measures pertaining to cleaning tasks. - Ensure proper ventilation in the work area to control fumes and airborne contaminants generated by cleaning chemicals. 	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"> - Install warning signs in areas where wet floors or chemical handling is taking place to alert others to potential slipping hazards. - Implement a buddy system or supervision protocol during potentially hazardous cleaning tasks, such as working with concentrated chemicals or lifting heavy containers. - Review and update the Safe Work Method Statement (SWMS) for floor grinding operations regularly, ensuring that it includes up-to-date information on effective controls for hazards associated with cleaning tasks. 		
15. Storage	Poor storage practices, Weight overload	1L	<ul style="list-style-type: none"> - Ensure proper labeling and categorization of all grinding equipment, attachments, and consumables in designated storage locations. - Store heavy equipment close to the ground to prevent potential injuries from falls, while lighter items may be stored at an easily accessible height. - Utilise pallets or storage racks to elevate the equipment off the ground, reducing moisture exposure and promoting even distribution of weight. - Ensure that the storage area is clean and free of debris, with a clear pathway for moving equipment in and out. - Utilise caution signs or barriers around stackable storage units to warn workers of the potential weight hazard, especially if upper shelves are being used. - Implement a regular inspection schedule to verify the condition and structural integrity of the storage racks, taking corrective measures if any deficiencies are detected. - Train employees on correct lifting and handling techniques when moving floor grinders, as well as any other heavy or awkward items in the storage area. - Designate weight limits for each shelf or storage unit to prevent overloading and ensure even weight distribution. - Develop and implement a maintenance schedule for floor grinders to ensure that they are properly cleaned, serviced, and functioning before being stored. - Schedule periodic audits of the storage area to review compliance with workplace health and safety guidelines, addressing any identified issues promptly. - Encourage staff to report any storage-related hazards or concerns to management, fostering a proactive approach to workplace safety. 	1L	
16. Maintenance	Machinery failure, Inadequate maintenance procedures	3H	<ul style="list-style-type: none"> - Regular inspection and servicing: Schedule routine inspections and maintenance of the floor grinder in accordance to the manufacturer's recommendations. - Qualified personnel: Ensure only appropriately trained and qualified personnel are conducting maintenance tasks. - Safe Work Method Statement (SWMS): Develop and implement a SWMS outlining the maintenance procedures and control 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
			<ul style="list-style-type: none"> - Machinery isolation: Prior to maintenance or repairs, isolate the floor grinder from its power source and ensure it has come to a complete stop. - Lockout/Tagout (LOTO) procedures: Implement LOTO procedures to prevent accidental start-up of the machine during maintenance. - Use of OEM parts: When replacing components or parts, use those recommended by the original equipment manufacturer (OEM). - Maintenance tools: Utilise the appropriate tools for maintenance tasks and ensure they are routinely inspected and maintained. - Personal Protective Equipment (PPE): Provide adequate PPE for personnel performing maintenance duties, including safety glasses, gloves, steel-capped boots, and hearing protection where necessary. - Housekeeping: Regularly clean and inspect the work area around the floor grinder to minimise dust accumulation and prevent slips, trips, and falls during maintenance procedures. - Communicate hazards: Clearly communicate any identified hazards from the floor grinder to all relevant personnel and develop solutions to mitigate risks. - Record-keeping: Maintain accurate records of maintenance and repair history for the floor grinder, including dates, actions taken, and personnel involved. - Emergency response plan: Establish an emergency response plan for potential machinery breakdowns during operation, outlining required actions and communication strategies. - Manufacturer guidelines: Follow all manufacturer guidelines regarding the proper storage, transportation, and disposal of chemicals and fluids used during maintenance procedures. - Post-maintenance checks: After completing maintenance tasks, conduct a thorough functional test of the floor grinder to ensure optimal performance and safety before returning it to normal operation. 		

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"/>					
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