Slab Polisher | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Slab Polisher

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

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

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

Full Name:		
Signature:	Title:	Date:

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

Full Name:	Title:	Phone:

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

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

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

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

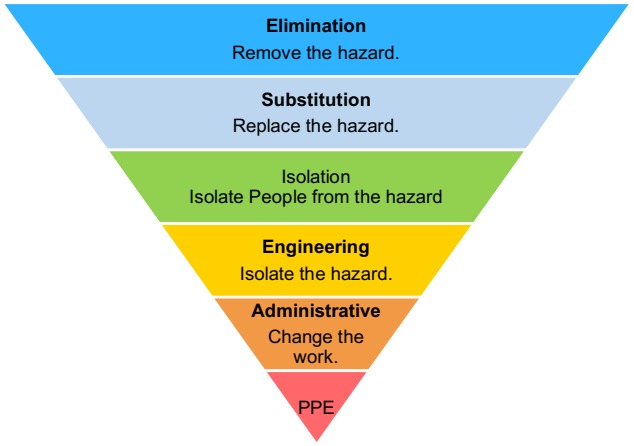
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor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

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.

Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.

HEIRARCHY OF CONTROLS



PERSONAL PROTECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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

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

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Trip hazards, Equipment malfunction	2M	- Frequent inspection of the workspace: Conduct regular inspections of the work area to identify and remove any potential trip hazards, such as tools, debris, or cables. - Proper storage of equipment: Ensure that all equipment and materials are stored in designated areas when not in use to prevent obstruction of the walking path and miniimise the risk of tripping. - Equipment maintenance: Regularly maintain and service the slab polisher and any other machinery involved in the process to ensure they are in good working order and reduce the likelihood of equipment malfunction. - Clear signage and barriers: Install clear signage and barriers around the work area to indicate that the slab polishing activity is taking place, ensuring that only authorised personnel enter the area, thus minimising trip hazards. - Adequate lighting: Ensure appropriate and sufficient lighting is provided in the workspace, particularly around the slab polisher machine, to allow employees to better detect and avoid potential hazards. - Installation of cord covers: Use cord covers or cable trunking to organise and protect wires and cables from being a potential trip hazard for workers in the area. - Provision of Personal Protective Equipment (PPE): Provide slip-resistant footwear, safety goggles, and any other necessary protective gear for workers operating the slab polisher to miniimise the risk of injury due to trip hazards or equipment malfunction. - Preparation of a risk assessment: Conduct a thorough risk assessment before commencing work on slab polishing to identify specific hazards and define appropriate control measures for each task. - Safety training sessions: Provide mandatory safety training sessions for all personnel involved with the slab polishing process to ensure they are fully aware of the risks and corresponding precautions, including safe use and maintenance of the slab polisher. - Emergency procedures: Establish and communicate clear emergency procedures in case of an accident resulting from trip hazards or equipment malfunction, including the steps to follow and the designated first aid responder to contact immediately.	1L	
2. Set Up	Incorrect machine setup, Electrical hazards	3H	- Provide training and instructions to workers on the correct setup and operation of the slab polisher, including hands-on demonstrations. - Ensure all necessary guards, shields, and accessories are in place, functioning properly, and used at all times while operating the machine. - Clearly mark and label power switches, control panels, cords, and plugs to avoid any confusion during the setup process.	2M	

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			- Inspect electrical equipment and cords for any visible signs of wear or damage before use, and immediately report any issues to a supervisor. - Use proper grounding techniques and ensure that the slab polisher is connected to a Ground Fault Circuit Interrupter (GFCI) outlet during setup and operation. - Wear appropriate Personal Protective Equipment (PPE) during the setup process, such as safety glasses, hearing protection, and gloves to prevent accidents and injuries. - Implement a lockout/tagout procedure to isolate energy sources and prevent accidental activation of the machine during setup. - Maintain a clean and clutter-free work area around the slab polisher, ensuring there are no trip hazards or debris that could interfere with the setup process. - Follow manufacturer's recommendations and guidelines when setting up the machine, including proper alignment, calibration, and adjustment procedures. - Verify that all components and attachments, such as polishing pads and disc holders, are compatible and securely fastened in place. - Periodically check that all nuts, bolts, and fastenings on the slab polisher are tight and secure throughout the setup process. - Establish designated walkways and warning signage to alert other workers and maintain a safe distance from the setup area. - Designate a competent person to oversee the setup process, who is knowledgeable about the machine's operation, potential hazards, and relevant safety procedures. - Conduct a final inspection and verification of the setup prior to operation, ensuring that all controls, interlocks, and emergency stops are functioning correctly.		
3. Inspection	Caught in machinery, Manual handling injuries	4A	- Regular maintenance and inspection: Ensure that the slab polisher machinery is regularly inspected and undergoes routine maintenance to reduce the potential risk of employees being caught in the machinery. - Proper safety gear: Make sure all workers operating or working near the slab polisher wear appropriate safety gear, such as gloves, safety goggles, hearing protection, and close-fitting clothing to prevent entanglement with the machine's moving parts. - Good housekeeping: Keep the work environment clean and organised; eliminate obstacles to avoid trip hazards around the slab polisher machine, reducing the risk of accidental injury. - Lockout/tag-out procedures: Implement lockout/tag-out procedures for all workers when performing maintenance, repairs, adjustments, or changeovers to eliminate the risk of the machine starting up accidentally.	3H	

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			- Training and competency checks: Ensure all workers have received adequate training to operate the slab polisher and know how to identify potential hazards, and perform regular competency checks to ensure ongoing awareness. - Manual handling procedures: Incorporate safe manual handling practices such as correct lifting techniques, using mechanical assistance if needed, and team lifting for large/heavy slabs to miniimise the risk of injuries from manually handling heavy materials. - Machinery guardrails and barriers: Install suitable guardrails and physical barriers, such as wire mesh or barrier fences, around the slab polisher to prevent staff access to hazardous machinery parts during operation. - Clear signage: Post clear and easily understandable hazard signs around the slab polisher, including warnings about entanglement risks, moving parts, and other related hazards. - Emergency stop mechanisms: Ensure there are accessible emergency stop mechanisms, such as push-button or e-stop switches, available during operation to quickly shut down the slab polisher machine in case of an emergency. - Supervision: Establish and maintain effective supervision throughout the workplace to monitor worker performance and adherence to proper safety protocols while operating the slab polisher machine. - Encouraging communication: Encourage open lines of communication among staff to report any hazards, incidents, or areas that could be improved regarding the slab polisher, promoting a proactive, safety-focused work culture.		
4. Initial Polishing	Exposure to airborne dust, Noise hazards	3H	- Proper Ventilation: Ensure that the work area is well-ventilated to disperse airborne dust and reduce the concentration of dust particles in the air. - Use of Dust Collection System: Utilise a high-efficiency industrial vacuum cleaner or dust collector to remove the dust generated during the initial polishing process, minimising the amount of airborne dust exposure. - Wet Polishing Method: Adopt wet polishing techniques wherever possible to suppress dust emission, as water helps to trap airborne particles. - Personal Protective Equipment (PPE): Workers should wear appropriate PPE, including dust masks or respirators, safety goggles, and earplugs or earmuffs to protect themselves from inhaling airborne dust and exposure to noise hazards. - Regular Equipment Maintenance: Ensure all tools and equipment, including the slab polisher, are maintained regularly to miniimise noise emissions and optimise efficiency. - Noise Barriers: Erect temporary noise barriers or curtains around the work area to miniimise the impact of noise hazards on workers and nearby surroundings.	2M	

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			- Worker Training: Provide proper training to workers on the safe operation of slab polishers, specifically relating to controlling dust emissions and reducing noise levels during the polishing process. - Work Rotation: Implement a system of job rotation for workers, allowing them to take breaks and move away from the noisy environment periodically to miniimise prolonged exposure to noise hazards. - Warning Signs: Place clear and visible warning signs around the work area to inform workers and any other personnel about the potential danger from airborne dust, and noise hazards. - Regular Monitoring and Review: Conduct regular hazard assessments and monitoring of the work environment to ensure that control measures are effective and adjusted as needed to maintain safe working conditions.		
5. Edge Polishing	Hand/finger injuries, Strain from repetitive motion	4A	- Proper training: Ensure that all workers involved in the edge polishing process have been thoroughly trained in the equipment usage, work steps, and potential hazards. - Personal protective equipment (PPE): Require workers to wear appropriate PPE, such as gloves, safety glasses or face shields, and hearing protection to miniimise the risk of hand/finger injuries and noise exposure during edge polishing. - Regular maintenance and inspection: Schedule routine maintenance and inspections of the slab polisher and any associated equipment to ensure that it is in proper working condition and free from any possible hazards. - Tool selection: Use the appropriate tools for the job, like specialised polishing pads designed for edge finishing, to reduce the chances of accidents and injuries. - Ergonomic equipment: Implement ergonomic tools and equipment, such as adjustable stands or mats, to decrease muscle strain from repetitive motion during the polishing process. - Safe working procedures: Develop and enforce safe working procedures, including proper techniques for edge polishing and guidelines on when to take breaks and rotate tasks to prevent strain injuries. - Emergency stop mechanism: Ensure an easily accessible emergency stop button or switch is present on the slab polisher to allow for immediate shut down if a dangerous situation arises. - Clear communication: Maintain clear lines of communication between workers, supervisors, and management to report any potential hazards or unsafe conditions promptly. - Workplace organisation: Keep the work area clean and organised to miniimise trip hazards and create a safer environment for edge polishing and other tasks. - Anti-vibration technology: Equip slab polishers with anti-vibration technology or dampeners to reduce the impact of vibrations on workers' hands, reducing the likelihood of injury over time.	1L	

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			- Monitoring worker health: Regularly monitor and assess workers' physical health for signs of strain or repetitive stress injuries, and adjust work practices or provide appropriate medical support as necessary. - Incident reporting and investigation: Establish a thorough process for reporting and investigating any edge polishing-related incidents or injuries, helping to identify root causes and implement corrective actions to prevent future occurrences.		
6. Cleaning	Slippery floor, Chemical exposure	3H	- Ensure that workers are aware of the specific cleaning chemicals used, and provide them with safety data sheets (SDS) for proper handling and storage practices. - Provide proper personal protective equipment (PPE) to workers, including gloves, safety goggles, and non-slip footwear to prevent slips, trips, and falls during the cleaning process. - Implement a regular cleaning schedule to maintain a clean and safe work environment, reducing the risk of buildup that may create slippery surfaces. - Clearly mark any wet or slippery areas with warning signs or barriers, and communicate to employees which areas are currently being cleaned. - Train employees in proper spill cleanup procedures, focusing on the importance of prompt action and thorough cleaning to prevent accidents caused by slippery floors. - Ensure that all containers of cleaning chemicals are properly labelled and stored away from walkways and other areas where accidental spills may occur. - Utilise appropriate floor-cleaning methods, such as mopping, sweeping, or using floor scrubbers, based on the type of flooring material and the specific hazard present. - Require employees to attend regular training sessions on correct cleaning techniques and the use of chemicals, ensuring they are knowledgeable about potential hazards associated with their work. - Regularly inspect the condition of cleaning equipment, such as mops, brooms, and floor scrubbing machines, to ensure they are in good working order and not contributing to hazardous conditions. - Monitor the work area for any potential hazards that may arise during the cleaning process, such as slippery surfaces, obstacles, or chemical exposure, and adjust cleaning procedures accordingly to miniimise these risks. - Develop an emergency response plan for addressing incidents related to slip and fall accidents or chemical exposure, which includes immediate first aid measures and reporting procedures.	2M	
7. Sealing	Misapplication of sealer, Incomplete drying	2M	- Proper training and guidance: Ensure all workers using the slab polisher have received adequate training and are familiar with sealing procedures to avoid misapplication of sealer.	1L	

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			- Clear instructions for product usage: Provide detailed guidelines and information about the particular sealer being used, as per manufacturer recommendations, including application rates, tools, drying times, and post-application handling. - Appropriate Personal Protective Equipment (PPE): Workers should wear gloves, goggles, masks, and complete body protection while handling and applying the sealer. - Use of ventilated workspaces: Ensuring proper ventilation is critical to minimising hazards related to fumes from sealers. Work areas should be well-ventilated to ensure fresh air circulation and to facilitate quicker drying. - Regular inspections during the sealing process: Supervising staff should regularly inspect work areas to identify any issues or lapses in the sealing process, such as inappropriate coverage, streaks, or other inconsistencies. - Adherence to optimal weather conditions: Sensitivity to temperature and humidity varies among products; therefore, follow manufacturer's guidelines regarding appropriate environmental conditions for sealer application to allow for proper drying and curing. - Prohibit foot traffic during drying period: To avoid incomplete drying results, prevent walking on the slab surface until it has fully dried and cured as per the manufacturer's recommended drying time. - Adequate signage and barriers: Clearly display warning signs and create temporary barriers to keep unauthorised personnel away from the work area during the sealing process and while waiting for the surface to dry completely. - Maintenance of equipment: Keep all polishing and sealing equipment well-maintained and clean to ensure a smooth and even application of sealer. - Documentation of workplace processes: Maintain accurate and timely records of sealing jobs, including details related to worker training, equipment maintenance, and instances of hazard identification and mitigation, to foster a culture of safety and ensure compliance with relevant Workplace Health and Safety regulations.		
8. Final Polishing	Burn risks, Electric shock hazards	2M	- Proper Training: Ensure that all workers involved in the final polishing process have received adequate training on the safe operation of slab polishers and are aware of potential hazards. - Personal Protective Equipment (PPE): Workers should wear appropriate PPE, including heat-resistant gloves, safety goggles, and earplugs to protect against burn risks, flying debris, and loud noise. - Inspect Equipment: Regularly inspect the slab polisher for any signs of damage or wear. Repair or replace any faulty parts before use to miniimise the risk of electric shock hazards. - Use GFCI Outlets: Always plug the slab polisher into a ground fault circuit interrupter (GFCI) outlet to reduce the risk of electric shocks.	1L	

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			- Maintain a Clean Work Area: Routinely clean the work area and remove any accumulated dust, water, or other materials that can be hazardous during the final polishing process. - Proper Ventilation: Ensure that the workspace is well-ventilated to avoid exposure to dust particles generated during the polishing process. - Guarding: Install effective guards around the moving parts of the slab polisher to prevent accidental contact with the machine, thereby reducing the risk of burns and injuries. - Implement Lockout/Tagout Procedures: Develop and enforce lockout/tagout procedures to ensure that electrical equipment is de-energised prior to maintenance or repairs, minimising electric shock hazards. - Emergency Stop Mechanism: Make sure that the slab polisher is equipped with an easily accessible emergency stop button to halt the operation immediately in case of any mishaps. - Secure Workpieces: Firmly clamp down all workpieces to prevent movement during the polishing process, thereby decreasing the chance of burns due to accidental contact. - Non-conductive tools and materials: Use non-conductive tools and materials when handling live electrical components, minimising the risk of electric shock. - Provide First Aid Kit: A fully stocked first aid kit should be readily available on-site to treat minor injuries or burns. - Establish Clear Communication: Set up a system for clear communication among workers, including visual and audible signals, to alert others of potential hazards during the final polishing work step. - Regularly Review and Update SWMS: Periodically review and update your safe work method statement (SWMS) to ensure that it reflects current best practices and incorporates any new information about risks and control measures associated with slab polishing.		
9. Quality Check	Eye strain, Fatigue	1L	- Proper Lighting: Ensure adequate and proper lighting is available at the worksite to miniimise eye strain during quality checks. - Rest Breaks: Implement regular rest breaks for workers involved in the quality check process to prevent fatigue and eye strain. - Ergonomic Workstations: Provide ergonomically designed workstations allowing workers to sit or stand comfortably while performing quality checks. - Anti-glare Screens: Equip computers or other screen devices used during quality checks with anti-glare screens to reduce eye strain. - Rotation of Tasks: Rotate workers between tasks to ensure they are not continuously performing quality checks, thereby preventing fatigue and eye strain.	1L	

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			- Personal Protective Equipment (PPE): Require workers to wear appropriate PPE, such as safety glasses or goggles, during quality checks to safeguard against potential hazards. - Eye Examination Policy: Establish an annual mandatory company-sponsored eye examination policy for all employees involved in quality checks to monitor and maintain good eye health. - Training Programs: Conduct training programs on Workplace Health and Safety practices, emphasising the importance of regular breaks, ergonomic setups, and job rotation. - Vision Testing: Regular vision testing for employees involved in quality checks should be performed to determine if prescription eyewear or adjustments are necessary. - Healthy Work Environment: Maintain a clean and healthy work environment, including controlling dust levels, to miniimise irritants that could exacerbate eye strain or fatigue. - Task Automation: Where feasible, implement automated systems for quality checks to reduce the need for manual visual inspections and associated risks of eye strain and fatigue. - Clear Communication: Encourage open communication among workers regarding any concerns about eye strain or fatigue and promptly address these issues through modifications to workstations or schedules. - Ongoing Monitoring: Conduct regular worksite assessments to ensure compliance with Workplace Health and Safety policies and control measures in place for mitigating risks posed by eye strain and fatigue.		
10. Cleaning Machine	Electric shock, Pinch points	2M	- Regular inspection and maintenance: Ensure that the slab polisher is regularly inspected and maintained as per the manufacturer's guidelines to prevent any electrical hazards and reduce the risk of pinch points. - Use appropriate personal protective equipment (PPE): Operators should wear appropriate PPE such as gloves, safety glasses, and steel-toed boots to protect themselves from electrical shocks or injuries due to pinch points. - Unplug the machine before cleaning: To prevent electric shocks, always disconnect the power supply before beginning the cleaning process. - Follow procedures to lockout/tagout (LOTO) the machine: Properly perform LOTO procedures to ensure the slab polisher is disconnected from the energy source during cleaning, reducing the risk of accidental startup and exposure to electrical hazards. - Eliminate water ingress: Ensure that all electrical components are properly sealed to prevent the entry of water, significantly reducing the risk of electric shock.	1L	

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			- Keep work area clean and well-lit: A clean and well-lit workspace helps operators see potential hazards and reduce the chances of accidents occurring. - Store and disconnect extension cords correctly: Always store extension cords safely, away from moisture, heat, or sharp objects. Disconnect by pulling the plug instead of the cord to avoid damage. - Only trained personnel allowed to operate the machine: Ensure only employees with proper training and authorization are allowed to clean and operate the slab polisher, reducing the likelihood of injury. - Inspect and maintain guardrails: Check the integrity and positioning of machine guardrails periodically and repair or replace them if necessary, reducing the risk of pinch points. - Communicate effectively: Make sure workers know the cleaning procedures and potential hazards involved, as well as emphasising the importance of using appropriate control measures. - Utilise warning signs and labels: Display clear, visible warning signs in relevant areas to caution workers about possible electrical and pinch point hazards. - Keep hands and loose clothing away from moving parts: Educate workers about the potential dangers of getting caught in pinch points and ensure they keep a safe distance while cleaning the machine. - Report incidents promptly: Encourage workers to report any incidents, near misses, or hazards immediately so that corrective action can be taken to avoid potential accidents in the future.		
11. Maintenance	Unexpected start-up, Improper lockout-tagout procedures	3H	- Implement a strict lockout-tagout procedure: Ensure all workers follow proper procedures when disconnecting equipment from power sources and attaching appropriate lockout and tagout devices to prevent unauthorised access or unintentional startup. - Provide comprehensive maintenance training: Educate all relevant personnel on the importance of regular maintenance, equipment functions, hazard identification, and how to safely perform required tasks related to slab polishing. - Conduct a hazard assessment before starting maintenance work: Assess any potential hazards and risks within the work area and implement necessary control measures to ensure worker safety. - Designated maintenance schedule: Establish a systematic maintenance schedule according to manufacturer recommendations to avoid potential unexpected breakdowns during operational hours. - Establish clear communication protocols: Enable effective communication between maintenance staff and machine operators, ensuring that both parties are informed about planned shutdowns, maintenance work, and completion times.	2M	

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			- Keep exhaustive maintenance records: Record all inspections, repairs, and modifications performed on the equipment to improve accountability and traceability in case of incidents. - Provide personal protective equipment (PPE): Supply maintenance workers with PPE such as high-visibility vests, gloves, hearing protection, and safety boots to miniimise risk during maintenance activities. - Install emergency stop devices and signage: Equip slab polishers with clearly visible emergency stop buttons and highly visible signage emphasising the dangers of unexpected start-up and proper usage of lockout-tagout procedures. - Maintain a clean and organised workspace: Clear the work area of debris, tools, and other obstacles after each maintenance task to prevent injuries and accidents while working around the equipment. - Use only manufacturer-approved replacement parts: Adhere to manufacturer guidelines when replacing parts or components on the slab polisher, ensuring compatibility and maintaining the overall integrity of the machinery. - Periodic safety audits: Schedule regular safety audits, conducted by an experienced Workplace Health and Safety Consultant, to assess the effectiveness and compliance of implemented control measures, making adjustments as necessary for continuous improvement.		
12. Transportation	Risk of dropping slab, Collisions during transport	4A	- Develop and implement a comprehensive transportation plan for slabs that includes designated routes, proper signage, and communication systems. - Train workers in correct manual handling techniques specifically tailored to slab transportation, including how to carry and secure the load safely. - Equip workers with appropriate personal protective equipment (PPE) such as gloves, safety boots, and high-visibility vests during transportation tasks. - Utilise specialised tools and equipment, such as slab dollies, trolleys, or carrying clamps, to assist in the safe transportation of slabs. - Implement a clear system for communicating between team members during slab transportation to prevent collisions and incidents caused by miscommunication. - Maintain clean, well-lit, and properly marked transportation routes free from trip hazards or obstructions that may impede the transportation process. - Enforce strict adherence to load limits specified by the manufacturer for all equipment used in the transportation of slabs. - Ensure that transportation routes are planned to miniimise travel distance and, where possible, avoid inclines or obstacles that might increase the risk of accidents. - Store slabs securely on-site using appropriate storage equipment, ensuring they are well-supported and cannot tip or fall during transportation.	3H	

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			- Conduct regular inspections of equipment and work areas to identify potential hazards, and promptly address any issues that arise to miniimise risks during transportation. - Establish and enforce a policy dictating safe speeds for moving vehicles and machinery involved in the transportation process. - Have designated spotters on hand to monitor the transportation process and provide early warning for hazards or obstacles that may pose a risk to the safety of the crew or the slabs being transported. - Regularly review and update safety procedures and training materials for slab transportation based on feedback, incident reports, and changes in industry best practices. - Encourage an open reporting culture by providing anonymous reporting channels, promptly addressing concerns raised by staff, and periodically discussing safety performance and improvements during team meetings.		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2017
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

Tasmania
Work Health and Safety Act 2012
Work Health and Safety (Transitional and Consequential Provisions) Act 2012
Work Health and Safety Regulations 2012
Work Health and Safety (Transitional) Regulations 2012
Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

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

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

Victoria
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

Safe Work Australia Links
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

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

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