Use Of Quick Cut Saw | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Use Of Quick Cut Saw

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.

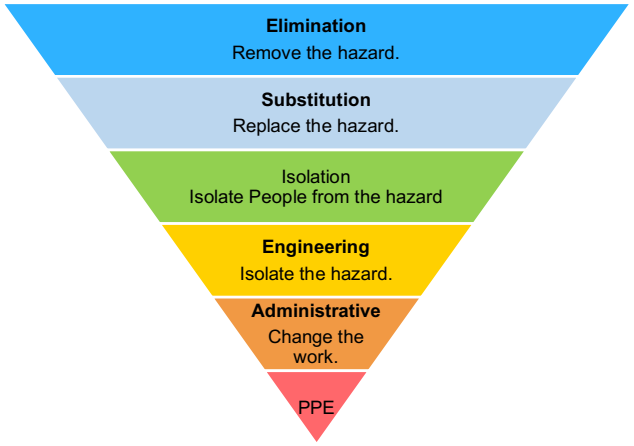
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ 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	Slips, trips, and falls, Inadequate workspace	2M	- Inspect the workspace thoroughly before beginning any task, ensuring that the area is free from potential tripping hazards such as uneven flooring, debris, or clutter. - Ensure adequate housekeeping measures are in place to maintain a clean and organised work environment, thus minimising the risk of slips, trips, and falls. - Maintain an up-to-date risk assessment and emergency response plan, including an escape route and designated assembly point for workers in case of an incident. - Implement appropriate safety signage and barriers around the work area, offering clear guidance to personnel and preventing unauthorised access to potentially hazardous zones. - Provide sufficient space for both the quick cut saw operator and other workers, allowing for comfortable movement without congestion or restriction. - Encourage proper use of Personal Protective Equipment (PPE), such as slip-resistant safety boots and gloves, which may miniimise the risk of injury should a slip or fall occur. - Conduct necessary training for all workers on the correct techniques and procedures for using the quick cut saw, including proper lifting, cutting, and positioning methods that reduce the strain and need for excessive force. - Develop and implement a pre-start inspection checklist for the quick cut saw, ensuring that all components are in good working order and any maintenance issues are addressed promptly. - Enforce a 'buddy system' or pairing of workers during the operation of the quick cut saw, providing additional support and reducing the chance of injury resulting from slips, trips, or falls. - Establish regular break intervals for workers, helping to prevent fatigue, loss of concentration, and ultimately reducing the likelihood of accidents occurring. - Implement appropriate lighting solutions in the work area, ensuring clear visibility and awareness of potential hazards throughout the workspace. - Promote open communication within the team, encouraging workers to discuss their concerns or ideas for improving workplace safety. This collaborative approach can lead to the identification and resolution of underlying hazards while fostering a positive safety culture.	1L	
2. Equipment Check	Electrical hazards, Faulty equipment	2M	- Inspection and maintenance: Conduct regular inspections of the Quick Cut Saw to ensure all components are in good working order according to the manufacturer's guidelines; schedule routine maintenance to miniimise the risk of equipment failure. - Training and competency: Ensure that all operators have received proper training on the correct use and handling of the Quick Cut Saw, including awareness of potential hazards and corresponding control measures.	1L	

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			- Personal Protective Equipment (PPE): Equip operators with appropriate PPE such as safety glasses, ear protection, gloves, and steel-capped boots to miniimise injury risks associated with electrical hazards and faulty equipment. - Tool selection: Choose the right Quick Cut Saw for the job by considering factors such as power source (electric or gasoline), blade size, and material to be cut; this can help prevent overloading and miniimise the chance of equipment malfunction. - Electrical safety: Perform a visual inspection to check for frayed cords, damaged plugs, or cracked outlets; always use a Ground Fault Circuit Interrupter (GFCI) when operating an electric-powered Quick Cut Saw to protect against electrical shock. - Machine guarding: Ensure that the saw has proper guards, blade covers, and other safety features in place to protect the operator from contacting the rotating blade, flying debris, or other potential hazards. - Power isolation: When not in use, tools like Quick Cut Saws should be properly disconnected from their power source to prevent accidental activation, reducing the risk of electrical hazards and equipment-related injuries. - Work area housekeeping: Keep the work area clean and free from trip hazards, tangled cords, or cluttered materials to reduce the likelihood of accidents and maintain easy access to emergency equipment, such as fire extinguishers and first aid kits. - Emergency procedures: Establish clear emergency response plans that include instructions on how to shut down the Quick Cut Saw safely and quickly, report incidents, and evacuate the premises if necessary. - Pre-start equipment checks: Before each use, verify the Quick Cut Saw's functionality by checking for correct blade installation, secure connections, and ensuring that all safety features are engaged. - Two-person operation protocol: Implement a two-person operation system when using the Quick Cut Saw to enhance safety, where one person operates the tool and the other assists with material handling, overseeing the work area, and serving as an additional set of eyes for potential hazards.		
3. Saw Set-up	Poor setup, Incorrect blade placement	3H	- Conduct a thorough inspection of the Quick Cut Saw before use to ensure it is in proper working condition, paying close attention to blade placement and functionality. - Ensure all operators have received appropriate training and hold valid certifications for using the Quick Cut Saw, with a focus on correct saw setup and safe operational procedures. - Set up the Quick Cut Saw on a stable, level surface to prevent uneven cuts and potential hazards associated with poor support and balance during operation. - Consult the manufacturer's guidelines to select the appropriate blade for the specific material being cut and verify the compatibility with the Quick Cut Saw model being used.	2M	

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			- Always wear appropriate personal protective equipment (PPE) when handling and setting up the Quick Cut Saw, such as safety gloves, goggles, hearing protection, and steel-toed boots. - Check that the blade is installed correctly by ensuring it is securely fastened, aligned, and free of any visible defects or damage. Replace damaged or worn blades immediately. - Use manufacturer-approved guards and safety devices to miniimise the risk of injury from inadvertent contact with moving parts or flying debris while the saw operates. - Verify that the saw's safety features – such as emergency stop buttons, blade brakes, and control switches – are functioning properly before beginning work. - Establish and communicate clear safety zones around the workspace where the Quick Cut Saw is being used, making sure that non-essential personnel maintain a safe distance from the equipment at all times. - Develop and implement an ongoing maintenance and inspection programme for the Quick Cut Saw to ensure its continued safe operation, addressing any issues promptly and thoroughly to reduce the risks associated with poor setup and incorrect blade placement.		
4. Fuel Handling	Fuel spillage, Fire hazard	3H	- Proper storage: Store fuel in approved containers, away from sources of ignition or heat, and in designated areas that are well-ventilated with proper signage. - Spill kits: Keep spill kits readily available and adequately stocked near the fuel handling areas to promptly address any spills. - Training: Ensure all workers handling fuel are trained on proper techniques, hazards and emergency procedures. - Personal protective equipment (PPE): Workers must wear appropriate PPE while handling fuel, including gloves, safety goggles, and flame-resistant clothing. - Maintain cutting saws: Regularly inspect, maintain, and clean cutting saws to miniimise the risk of fire due to buildup or malfunction. - No smoking policy: Enforce a strict no smoking policy in and around the fuel handling area, with clear signage indicating the prohibition. - Fuel transfer procedures: When transferring fuel between containers, ensure that it is done using approved pumps or funnels, and that containers are grounded to prevent static electricity buildup. - Fire extinguishers: Keep suitable fire extinguishers in close proximity to the fuel handling area, and train workers on their correct use. - Good housekeeping: Maintain cleanliness in the fuel handling area, ensuring that any spilled fuel, oily rags and other combustible materials are cleaned up immediately.	1L	

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			- Ventilation: If fuel is being handled in an enclosed space, make sure adequate ventilation is provided to prevent buildup of harmful fumes that could lead to a fire hazard or health risks. - Emergency response plan: Develop and implement an emergency response plan specific to the risks involved with fuel handling, including evacuation routes, communication systems, and coordinated actions with external emergency services.		
5. Saw Cutting	Misaligned cuts, Excessive vibrations	2M	- Proper Training and Supervision: Ensure that all workers operating the quick cut saw are adequately trained in its operation and safety precautions. Supervisors should closely monitor ongoing operations to ensure compliance with safe work practices. - Pre-Operation Inspection: Conduct a thorough inspection of the quick cut saw before use, ensuring that all parts are functioning correctly and there is no sign of damage or excessive wear. - Correct Blade Selection: Choose the appropriate blade for the specific material being cut, as using the wrong type of blade may cause irregular cuts and increased vibrations. - Secure Workpieces: Always secure the material being cut to prevent movement during sawing, which can lead to misaligned cuts and increased risk of injury. - Use Appropriate PPE: Workers must wear personal protective equipment (PPE), such as safety goggles, earplugs, and gloves, to protect themselves from potential hazards associated with saw cutting. - Saw Speed Control: Operate the quick cut saw at the correct speed for the material being cut, as too high speeds can result in excessive vibrations and inaccurate cuts. - Maintain Proper Body Positioning: Instruct workers to maintain a stable stance and keep their body away from the line of cut to miniimise the possibility of injuries in case of kickbacks or misaligned cuts. - Perform Regular Maintenance: Ensure routine maintenance checks on the quick cut saw, including regular cleaning, lubrication, and replacement of worn components. This helps to reduce the likelihood of saw malfunction and excessive vibration during operation. - Implement Vibration Controls: Utilise anti-vibration technology, such as vibration-damping gloves and tool mounts, to miniimise the transmission of vibrations from the saw to the worker's body, preventing long-term health issues. - Communication and Signage: Make sure proper communication lines exist among team members during cutting operations, including hand signals and clear signage indicating restricted areas, to prevent any misunderstanding that could lead to misaligned cuts or excessive vibrations.	1L	
6. Dust Control	Airborne particles, Reduced visibility	2M	- Implement a comprehensive dust control plan, outlining specific measures for managing airborne particles and reducing visibility hazards during quick cut saw use.	1L	

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			- Provide adequate ventilation and air filtration systems to miniimise the spread of dust particles within the workplace. - Make sure workers wear appropriate personal protective equipment (PPE), including masks or respirators designed to filter out airborne particles. - Ensure operators of quick cut saws receive proper training in best practices for dust reduction, including tool handling and cutting techniques that miniimise dust generation. - Utilise wet cutting methods whenever possible to decrease dust emissions and improve visibility while using the quick cut saw. - Incorporate dust shrouds or vacuum attachments for quick cut saws to collect dust at its source and keep it from becoming airborne. - Set up exclusion zones around areas where quick cut saws are in operation to keep non-essential workers away from potential dust hazards. - Regularly inspect and maintain quick cut saws, as well as any dust control accessories, to ensure peak performance and efficiency. - Conduct regular workplace monitoring for airborne particle levels and implement corrective actions if unsafe conditions arise. - Implement a system of regular communication regarding dust hazards and control measures, keeping all members of the workforce informed and educated. - Establish proper housekeeping procedures that include frequent cleaning of the work area, utilising vacuums with HEPA filters for removing dust and debris. - Rotate workers' job tasks when possible to limit their exposure to dust hazards, giving them breaks or assigning different tasks within the project scope. - Develop a reporting protocol for workers who encounter excessive dust hazards, ensuring they have a clear and accessible means to voice their concerns without fear of reprisal.		
7. Blade Change	Blade breakage, Wrong blade size	3H	- Regular inspection: Conduct regular checks of the quick cut saw and blades for any visible signs of wear, damage or fatigue that could lead to blade breakage. - Training: Ensure all personnel using the quick cut saw are properly trained in the correct techniques for blade change and in identifying the appropriate blade size for the task. - Manufacturer's guidelines: Always follow the manufacturer's recommendations for blade selection, installation, and maintenance to miniimise blade breakage risks. - Correct blade size: Double-check the size of the new blade against the specifications outlined by the manufacturer, ensuring it is the correct diameter and thickness for the saw's capacity.	2M	

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			- Protective equipment: Wear appropriate personal protective equipment (PPE) during blade changes, including cut-resistant gloves, safety glasses, and a face shield if necessary. - Proper handling: Handle blades with care to prevent contact with sharp edges and avoid placing undue stress on the blade which can contribute to breakage. - De-energise equipment: Disconnect the power supply before changing the blade to eliminate the risk of unintentional start-up during the process. - Secure the saw: Stabilise the quick cut saw while changing the blade to prevent any sudden movements that could lead to injury. - Blade storage: Store spare blades correctly, away from moisture and high temperatures, to prolong their life and reduce the chances of breakage. - Regular maintenance: Implement a preventative maintenance plan for the quick cut saw to identify potential issues early, such as worn-out components that could cause inconsistencies during operation and damage blades. - Monitor performance: Continuously monitor the performance of the quick cut saw and blades during use, reporting any unusual noises or vibrations immediately to maintain safety. - Reporting incidents: Establish clear procedures for reporting any blade breakages or other safety concerns regarding the use of the quick cut saw, so they can be addressed promptly. - Replacement schedule: Establish a regular replacement schedule for blades, based on usage and manufacturer recommendations, to ensure worn-out blades are not used beyond their safe operating life. - Emergency procedures: Develop and communicate emergency response procedures in case of blade breakage or injury while using the quick cut saw, so everyone on site knows how to react appropriately.		
8. Material Movement	Struck by falling objects, Lifting injuries	2M	- Use proper manual handling techniques: Train all workers in safe lifting and carrying techniques to prevent injuries while moving materials or equipment. - Utilise mechanical aids: When possible, utilise mechanical aids such as dollies, trolleys, or hoists to miniimise the need for manual lifting and reduce potential injury risks. - Loading area safety: Ensure loading and unloading areas are free from clutter and obstacles, allowing for a clear path while moving materials. - Securely store materials: Stack materials securely and safely to prevent them from falling over and injuring workers or causing damages. Utilise suitable racking and shelving systems where necessary. - Team lifting: In cases of heavy or oversized loads, implement a team lifting approach with two or more workers sharing the load, following appropriate communication and coordination.	1L	

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			- Appropriate personal protective equipment (PPE): Require workers to wear necessary PPE, such as steel-toed boots, gloves, and hard hats to miniimise the risk of injury from falling objects or during lifting. - Regular inspections: Conduct regular inspections of the work area to ensure there are no hazards related to materials storage, and quickly address any issues identified. - Plan material movement paths: Clearly define the paths for moving materials, keeping pedestrian walkways separate from areas where materials will be transported. - Maintain equipment: Regularly inspect and maintain any mechanical aids used for material movement to ensure they remain in safe working order. - Strict lifting limits: Establish and communicate specific weight limits for manual lifting, ensuring workers stay within those limits to avoid overexertion. - Training on equipment usage: Provide adequate training for workers who operate mechanical lifting aids, emphasising the importance of strictly following safety procedures. - Work at a controlled pace: Encourage workers to move materials at a slow and controlled pace, avoiding rushing, which could lead to accidents or injuries. - Foster a safety culture: Encourage workers to report hazards, near misses, or unsafe practices related to material movement, and address these issues promptly to improve overall workplace safety.		
9. Noise Management	Exposure to excessive noise, Communication difficulties	2M	- Perform a noise assessment prior to starting the operation to identify appropriate noise levels and establish effective communication methods among workers during the Quick Cut Saw operation. - Utilise noise reduction techniques, such as the installation of sound barriers or dampening materials at the worksite to miniimise noise emissions and prevent exposure to excessive noise levels. - Ensure all workers involved in the Quick Cut Saw operation are provided with appropriate hearing protection, such as earplugs or earmuffs, along with training on their correct usage, maintenance, and replacement procedures. - Periodically check and maintain the Quick Cut Saw equipment to ensure it is working optimally and generating minimal noise levels. This includes regular inspections, lubrication of moving parts, and replacement of worn-out components when necessary. - Develop and enforce a system for regular breaks and rotations of personnel working around the Quick Cut Saw to limit each worker's continuous exposure to high noise levels. - Schedule louder tasks that involve the Quick Cut Saw for times when there are fewer workers present at the site to reduce overall exposure to noise.	1L	

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			- Establish a clear set of hand signals or other non-verbal communication methods for workers to effectively communicate while operating in high-noise environments where verbal communication may not be possible. - Provide training and awareness courses to workers about the dangers of excessive noise exposure, including the potential for hearing loss and other health issues, as well as the importance of adhering to safety measures and guidelines. - Implement a monitoring system for measuring the noise levels around the worksite regularly, and adjust control measures as necessary to remain within acceptable limits and avoid causing discomfort or harm to the workers. - Consult with a Workplace Health and Safety expert to review the effectiveness of your noise management plan regularly, ensuring that your worksite remains compliant with relevant regulations and industry standards.		
10. Emergency Shutdown	Power failure, Equipment malfunction	2M	- Ensure that all workers are familiar with emergency shutdown procedures and demonstrate their understanding prior to commencing work. - Conduct regular maintenance on the quick cut saw as per the manufacturer's guidelines to prevent equipment failure or malfunction. - Maintain clear communication channels between workers and supervisors throughout the cutting process to alert them of any issues immediately. - Schedule regular safety meetings with workers to reinforce the importance of following proper emergency shutdown procedures. - Have a qualified and experienced worker appointed as an emergency coordinator who is responsible for overseeing the safe shutdown of the equipment in case of a power failure or malfunction. - Use GFCI (Ground Fault Circuit Interrupter) electrical outlets to miniimise the risks associated with power failures. - Keep proper and easily accessible firefighting equipment on-site, such as fire extinguishers or fire blankets, to tackle any minor blaze caused by a malfunctioning quick cut saw. - Establish a designated area for workers to evacuate to in case of an emergency shutdown situation, ensuring it is away from the cutting site. - Train workers on proper quick cut saw usage, highlighting the signs of equipment malfunction, and the appropriate steps to take if they suspect an issue. - Implement a system for safely locking out and tagging out the quick cut saw in case of an emergency shutdown. - Conduct an ongoing risk assessment to evaluate the potential hazards associated with the quick cut saw, revising and updating control measures accordingly.	1L	

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			- Update and review your site-specific SWMS before starting similar projects or when new equipment or personnel are introduced to ensure it remains relevant and effective in mitigating risks. - Establish an efficient reporting system where workers can report any odd sounds, excessive vibrations, or other indications of equipment malfunction promptly. - Mandate the use of Personal Protective Equipment (PPE) such as gloves, hearing protection, and safety glasses for all workers operating or working near the quick cut saw to reduce any potential harm in case of emergency shutdown.		
11. Clean-up	Flying debris, Slips, trips, and falls	2M	- Regularly inspect the work area for debris, waste materials, and equipment that may cause obstacles or hazards, and ensure proper waste disposal is in place. - Equip all workers with appropriate personal protective equipment (PPE), such as safety glasses, ear protection, gloves, and high visibility clothing to miniimise the risk of injury from flying debris during clean-up. - Train workers on how to safely handle and dispose of waste materials to avoid injuries from sharp objects, as well as how to properly store equipment after use. - Maintain clean and clutter-free access routes throughout the worksite to lessen the chances of trips and slips. - Implement a tidying schedule that requires the worksite to be frequently cleaned up throughout the day, especially near cutting areas where debris may accumulate quickly. - Provide sufficient lighting in the work area to ensure clear visibility during the clean-up process and help prevent accidents from occurring. - Mark any potential hazards, such as uneven surfaces or wet floors, with warning signs to alert workers and prevent slips, trips, and falls. - Encourage workers to report any safety concerns or hazards they identify during the clean-up process so that management can address them promptly. - Use automated or semi-automated cleaning equipment, such as vacuum cleaners or sweeping machines, where feasible to reduce the amount of manual handling required and potentially miniimise the risk of injury caused by flying debris. - Conduct regular safety audits and toolbox talks to reinforce the importance of maintaining a clean worksite and following the appropriate procedures while using a quick cut saw.	1L	
12. Maintenance	Neglected saw, Incomplete maintenance	2M	- Regular inspections and servicing: Ensure that the quick cut saw is regularly inspected, cleaned, and serviced according to the manufacturer's recommendation or at minimum annually. - Develop a maintenance schedule: Implement a routine maintenance schedule based on the manufacturer's guidelines to ensure all necessary inspections and servicing are carried out promptly.	1L	

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			- Provide training for proper maintenance: Ensure all workers who will use the quick cut saw receive appropriate training on its proper care and maintenance procedures. - Use of checklists: Implement checklists for pre- and post-use maintenance checks to familiarise workers with common issues to look for when inspecting and maintaining the equipment. - Replace worn parts: Always replace any worn or damaged parts immediately to prevent the possibility of injury or accidents due to neglect. - Regular lubrication: Maintain optimal performance by regularly lubricating moving components, as per the manufacturer's guidelines. - Maintain sharp blades: Consistently check the sharpness of the saw blades, sharpen them when necessary and replace dull or damaged blades promptly. - Labeling and record-keeping: Keep a detailed and up-to-date log of all maintenance performed, including when parts were replaced and when routine service was conducted. Place labels on the equipment indicating the date it was last serviced. - Proper storage: Store the quick cut saw in a cool, dry place free from moisture and prevent exposure to extreme temperatures that could cause damage to the equipment. - Inspection of guards and safety features: Regularly inspect all safety components on the quick cut saw, such as blade guards, lock-out mechanisms, and other devices designed to protect users during operation. - Compliance with regulations: Ensure that the quick cut saw and all related maintenance measures adhere to Australia's Workplace Health and Safety regulations. - Emergency response plan: Develop and implement an emergency response plan in case of incidents related to poor maintenance, including the steps to shut down the equipment, notify supervisors, and provide first aid if necessary.		

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**	