

## Angle Notcher | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Angle Notcher

Business Name:	ABN:	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 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

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then 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.

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

### CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
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 2m 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

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			 <p><b>Elimination</b> Remove the hazard.</p> <p><b>Substitution</b> Replace the hazard.</p> <p><b>Isolation</b> Isolate People from the hazard</p> <p><b>Engineering</b> Isolate the hazard.</p> <p><b>Administrative</b> Change the work.</p> <p><b>PPE</b></p>	
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.

PERSONAL PROTECTIVE EQUIPMENT (PPE)											
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
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"/>
Other PPE Required:											
Permit or Licenses Requirements						Mandatory Qualifications and Training					

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Poor workspace setup, improper equipment handling	2M	<ul style="list-style-type: none"> <li>- Ensure the workspace is clean, organised, and clutter-free to reduce the risk of slips, trips, and falls.</li> <li>- Clearly mark designated work areas with tape or other visual aids to encourage proper equipment placement and prevent overcrowding.</li> <li>- Regularly inspect all equipment, including the angle notcher, for signs of wear and tear, and promptly address any identified issues.</li> <li>- Prior to starting work, verify that all personnel involved have received the necessary training on operating the angle notcher and are aware of potential risks.</li> <li>- Equip workers with appropriate personal protective equipment (PPE), such as safety goggles, gloves, hearing protection, and sturdy footwear recommended for the task.</li> <li>- Encourage frequent communication between workers to promote a shared understanding of safe work practices, and foster a supportive environment where staff can report hazards without fear of reprisal.</li> <li>- Establish clear procedures for reporting incidents, near misses, and hazards related to equipment handling and ensure these processes are communicated to all employees.</li> <li>- Implement a system to monitor and enforce proper lifting techniques when moving heavy machinery components to prevent strains or other injuries.</li> <li>- Anchor the angle notcher securely to the ground or workbench to minimise the risk of tipping, falling, or other accidents.</li> <li>- Position electrical cords and hoses safely out of the way to minimise tripping hazards, and inspect them regularly for damage, replacing faulty cords immediately.</li> <li>- Have a qualified first aider readily available onsite to promptly address any injuries that may occur during the preparation stage or while using the angle notcher.</li> <li>- Install adequate lighting throughout the work area to ensure visibility and proper identification of hazards, and minimise the risk of injury.</li> <li>- Conduct regular toolbox talks or safety briefings to remind workers about the importance of maintaining a safe workspace and following established protocols, and provide opportunities for staff to voice any concerns they may have.</li> </ul>	1L
2. Safety Check	Incorrect PPE usage, damaged angle notcher	2M	<ul style="list-style-type: none"> <li>- Ensure that all workers are thoroughly trained on the proper usage of Personal Protective Equipment (PPE) required for this specific work step, such as safety goggles, gloves, ear protection, and steel-toed footwear.</li> <li>- Ensure that PPE is checked regularly for any signs of wear and tear, and replace it immediately if it's no longer providing adequate protection.</li> <li>- Conduct a pre-use inspection of the angle notcher to ensure that there are no visible damages or defects that could impact its safe operation.</li> </ul>	1L

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			<ul style="list-style-type: none"> <li>- Develop a daily or weekly maintenance schedule for the angle notcher to identify and repair any damage or problems early on, preventing them from becoming safety hazards.</li> <li>- Provide clear signage and labels indicating the correct PPE requirements in the work area where the angle notcher is used to remind workers to use appropriate protection at all times.</li> <li>- Encourage a culture of open communication between workers and supervisors, so that any observed safety concerns, including incorrect PPE use or damaged equipment, can be reported and addressed promptly.</li> <li>- Assign a responsible member of the team as a safety officer during the work shift to continuously monitor for any potential hazards related to the operation of the angle notcher and ensure that necessary control measures are enforced.</li> <li>- Implement regular safety training sessions or updates to reinforce the importance of diligent safety practices among workers, especially concerning the proper handling of equipment and the donning of adequate PPE.</li> <li>- Equip the angle notcher with safety features such as guards, safety switches, or emergency stops to reduce the risk of accidents resulting from damaged machinery or incorrect operation.</li> <li>- Establish a safety protocol for when the angle notcher is discovered to be damaged, outlining steps for immediate shutdown or isolation, notifying supervisors, and ensuring timely repairs or replacement.</li> <li>- Conduct regular risk assessments to identify new hazards and review existing measures to improve the overall safety standards of the workplace.</li> <li>- Foster a proactive approach to safety by encouraging workers to report near misses or incidents and conduct periodic safety audits, sharing the findings with other team members to prevent similar incidents in the future.</li> <li>- Seek guidance from industry experts or professional workplace health and safety consultants for best practices on managing hazards related to angle notcher operations.</li> <li>- Maintain up-to-date records of equipment maintenance, safety training, and control measure implementation to track adherence to safety protocols and showcase due diligence in ensuring worker safety.</li> </ul>	
3. Set-up	Incorrect tool alignment, inadequate workpiece support	3H	<ul style="list-style-type: none"> <li>- Proper training and guidance: Ensure that workers are adequately trained and competent in the use of angle notcher equipment, understanding the correct alignment and workpiece support procedures.</li> <li>- Pre-use inspection: Conduct regular inspections on the angle notcher's components to identify any misalignment or damage before use.</li> <li>- Manufacturer's guidelines: Follow the manufacturer's instructions and recommendations for proper tool set-up and alignment to prevent incorrect tool alignment.</li> <li>- Workspace organisation: Keep the working area clean and free from clutter to provide ample space for proper workpiece placement and tool alignment.</li> <li>- Calibration and maintenance: Regularly calibrate and maintain the angle notcher to ensure optimal performance and accurate alignment of the tool and workpiece.</li> </ul>	2M

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			<ul style="list-style-type: none"> <li>- Adequate lighting: Ensure that adequate lighting is provided in the workspace to better assess tool alignment and workpiece support while using an angle notcher.</li> <li>- Material preparation: Inspect workpieces to ensure they are properly marked, squared, and secured in place before using the angle notcher, reducing the chance of inadequate support.</li> <li>- Ergonomic design and positioning: Use appropriate ergonomic furniture and workstations to minimise force exertion and body displacement when applying pressure on the tool and workpiece.</li> <li>- Safety gear: Wear appropriate safety equipment such as gloves, safety goggles, and ear protection when using an angle notcher to protect against potential debris and noise exposure.</li> <li>- Supervision: Have a supervisor or experienced worker check the equipment's alignment and workpiece support periodically during operations to address any issues promptly.</li> <li>- Emergency stop mechanism: Ensure the angle notcher has a functioning emergency stop system to quickly halt operation if incorrect alignment or inadequate support is detected.</li> <li>- Multiple employees: When manipulating heavy or unwieldy workpieces, have multiple workers assist in the process to ensure proper handling, support, and alignment of the material with the angle notcher.</li> <li>- Periodic breaks: Encourage workers to take regular breaks, as fatigue could compromise their ability to adequately align the tool and support the workpiece. This will help maintain focus and attention to detail.</li> </ul>	
4. Notching Operation	Machine malfunction, entanglement risk	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M

ury, disorganized

3H

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
6. Quality Inspection	Human error, unsatisfactory finishing	2M		1L



[illegible]

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8. Waste Disposal	Disordered disposal, sharp waste hazards	2M		1L
9. Machine Shutdown	Inappropriate shutdown procedures, electrical hazard	2M		1L

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			<div>SAMPLE</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>	
10. Dismantling	Incorrect disassembly process, damage to parts	3H	<div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div> <div>[REDACTED]</div>	2M

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11. Equipment Storage	Improper storage conditions, misplacement of items	2M		1L

SAMPLE

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			<div></div> <div></div> <div></div> <div></div> <div></div>	
12. Documentation	Incomplete records, inaccurate reporting	2M	<div></div> <div></div> <div></div> <div></div> <div></div> <div></div> <div></div>	1L

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
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SAMPLE

## 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 IF 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>

### 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>

### 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-codes-of-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>

### 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/laws-and-compliance/codes-of-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

### 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.

## 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	Signature	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 must be carried out in consultation with workers (including contractors and sub-contractors) who may be affected by the operation of the SWMS and their health and safety representatives who represent 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	COMMENTS
The company details have been entered, including the project name and address.	<input checked="" type="checkbox"/>	
All relevant personnel consulted during the development of the SWMS.	<input checked="" type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input checked="" type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input checked="" type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input checked="" type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input checked="" type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input checked="" type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	<input checked="" type="checkbox"/>	
Check control measures added to the SWMS are the most effective selected.	<input checked="" type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input checked="" type="checkbox"/>	
Permit or licenses requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input checked="" type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input checked="" type="checkbox"/>	
Details of inspection checks required for any equipment listed as noted on the SWMS.	<input checked="" type="checkbox"/>	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input checked="" type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input checked="" type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input checked="" type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input checked="" type="checkbox"/>	
REVIEWED BY		
SIGNATURE		
DATE REVIEWED		
DATE COMPLETED		