Batch Roasting Oven SAFE WORK METHOD STATEMENT (SWMS)						
TAS	K OR ACTIVITY: Batch Roasting	Oven				
Business Name:		ABN:	SWMS#			
Business Address:						
Contact Person:	Phone:	E Bil:				
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY					
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	cting a business or under the (PC - I) is	required to entry that a safe work method s	tatement (SWMS) is prepared before			
Full Name:						
Signature:		Title:	Date:			
Details of the person(s) responsible for ensuring implementation, monitoring	ppliance the VMS a well as review	s and modifications of the SWMS.				
Full Name:		Title:	Phone:			
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAN PHAVE THE FOLLOWING COMMUNICATED	NAME OF ALL RELEVANT PERSONNE EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	DMMUNICATED TO IN THE			
Safety meetings or toolbox talks will be sched ed in according with gislative requirements to first identify any site hazards, such to compare hicas those hazards and then to further take steps to either eliminate or contract each hazard.						
If an incident or a near miss occurs, all work must stop an attely. 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:					
Project Address:					
Project Manager:					
Contact Phone:					
Date SWMS supplied to Project Manager:					
ANY HIGH-RISK CONSTRUC					
☐ involves a risk of a person falling more than 2 meters	I is carried out on or near pressurised gas mains or piping				
□ is carried out on a telecommunication tower	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 integ. Y of a sucture	\square is carried out in an area that may have a contaminated or flammable atmosphere				
□ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete				
involves structural alteration or repair that quires terminary supart 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	\Box 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 that 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 MACHINER	RY OR EQUIPMENT NEARBY				



					RISK	MATRIX			
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE		HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION	Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE	Substitution	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.	Replace the hazard.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Isolate People from the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k⊾ records	Engineering Isolate the hazard.	
TORKE LOW LOW MODERATE HIGH HIGH LOW Revecords Isolate the flazard. Iotes on Hierarchy of Controls: Elimination methods are the most effective and preferre or en concurs of a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the transport of the transport of the second most effective method. Administrative Change the work. Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equation) to be least effective PPE									

						TIVE EQUIPM					
		Select the ap	propriate PPL	abo, ruitab	i or the equi	oment used or	the job task	being perform	ned (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION		P ECTION	R⊾ ⇒PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
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	Slips, Trips and Falls, Electrical Hazards	ЗН	 Ensure the workspace is well-organised at use from clutter, with clearly-marked walkways and designated storage areas for tools and equipment. Perform regular inspections of the work area including and promptly address potential slip, trip, and fall hazards such as spills, stray cords, and uneven oring. Provide workers with suitable on-slip footwear an enorage proper usage to minimise the risk of slips and falls in the workol. Implement method by heakeep or practices of sluding routine cleaning and maintenance, to ensure a safe and have offere works lice and usy and so to emergency exits. Instructed quast lighting aroughout the nork area to enhance visibility and make it easier for workers to identice 4 avoid or util hazards. Educe to excise a suit the risks associated with electrical hazards, including how to identify frayed cords, urman of outlet and overloaded circuits. Store to the excise a group of the regulation and potential electrical incidents. Store use the substant and potential electrical incidents. Nore such as ground-fault circuit interrupters (GFCIs) where necessary. Applicit workers to use appropriate personal protective equipment (PPE) like insulated rubber gloves, safety glasses, and arc flash protection when working near or with electrical equipment and machinery. Develop and implement clear procedures for responding to electrical emergencies, including isolation of power sources, first aid, and emergency evacuation. Encourage open communication among team members to promptly report hazardous situations or instances of non-compliance with health and safety regulations. Conduct ongoing training to keep employees up-to-date on proper handling techniques and safety protocols related to electrical and slip, trip, and fall prevention. 	1L
2. Oven Pre-Heating	Burns, Fire	ЗН	 Proper training: Ensure all employees operating the batch roasting oven have received thorough training in proper pre-heating procedures, temperature controls, and fire safety protocols. Protective clothing: Workers must wear appropriate heat-resistant gloves, aprons, and closed-toe footwear to minimise the risk of burns during oven pre-heating. Pre-start inspection: Before starting the oven pre-heating process, workers should visually inspect the equipment for any signs of damage, wear, or other issues that may pose a risk of burns or fire. Clearly marked temperature controls: The oven's temperature controls must be clearly marked, allowing workers to easily adjust and monitor temperatures during the pre-heating phase. Keep flammable materials away: Ensure no flammable or combustible materials are stored near the oven, reducing the risk of accidental fires during the pre-heating process. 	2M



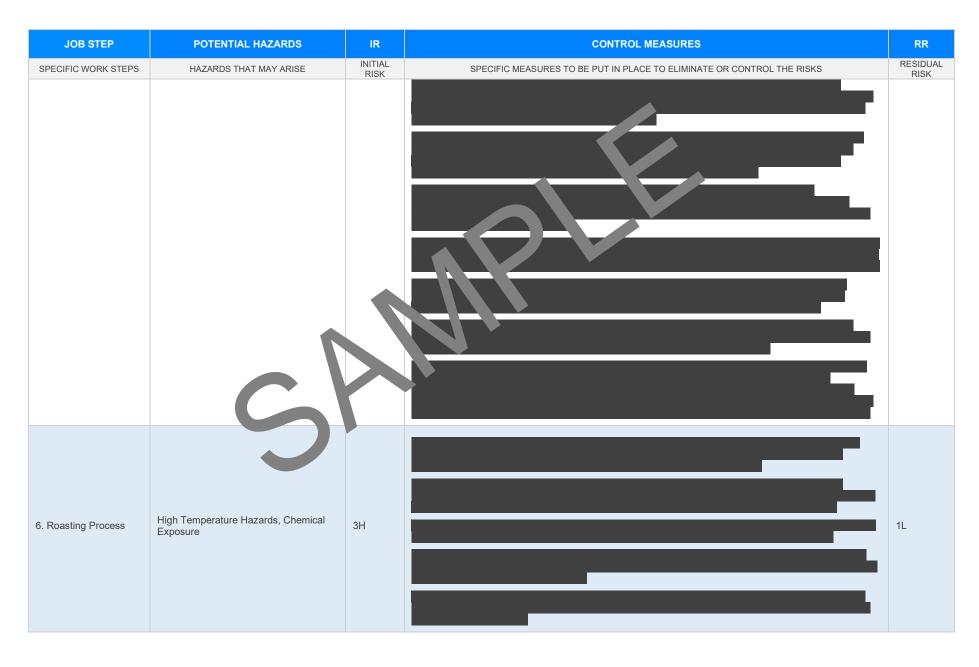
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Implement a buddy system: Encourage workers to partner up and perform checks on each other's progress throughout the pre-heating process, increasing awareness of potential hazards and promoting a safer working environment.	
			- Regular equipment maintenance: Schedule require maintenance and inspections of the batch roasting oven, including components related to terminature control and heating systems, to ensure they remain in proper working condition.	
			- Emergency shutdown procedures: Establish convergency shutdown procedures to follow in case of an oven malfunction or fire during the pre-heatin, process.	
			- Fire extinguishers on hand: here sure at least one oper mate fire extinguisher is readily accessible in the vicinity of the overlapped on fire incident.	
			- Ventilation systems: Ensure the we space have eitable ventilation systems to prevent the buildup of excessive have or smoke, for her reacing the usk of fire and creating a more comfortable working environment.	
			- Prov. (a), oper tracing: Ensure that all workers involved in the weighing process receive comprehensive manual and up and the fety training to prevent injuries due to improper lifting or handling techniques.	
			Use approprise equipment: Provide suitable tools such as trolleys, scoops, or vacuums to assist with the transfer and to adling of bulk materials, reducing manual carrying loads for employees.	
			Control st emissions: Implement measures to control dust emissions at source, such as using a well- aintained and sealed collection system that vents to an appropriate dust collector.	
			- Reper ventilation: Ensure the workspace is well-ventilated to help disperse any airborne dust particles and maintain good air quality.	
			- Use personal protective equipment (PPE): Provide workers with appropriate PPE, such as dust masks, goggles, and gloves, and ensure they are properly trained in their use and maintenance.	
3. Weighing Ingredients	Manual Handling, Dust Inhalation	2M	- Safe lifting techniques: Encourage workers to practice safe lifting techniques when manually handling ingredients to prevent strains and other musculoskeletal disorders.	1L
			- Rotate tasks: Implement a job rotation system among workers to reduce the exposure time to dust inhalation and minimise the risk of injury from repetitive manual tasks.	
			- Implement proper storage: Store heavier items at waist height to reduce the need for bending or stretching during manual handling tasks.	
			- Regular housekeeping: Establish a routine cleaning schedule to remove dust buildup from surfaces and floors, helping to maintain overall cleanliness and reduce the risk of dust inhalation.	
			- Implement emergency procedures: Develop and implement clear workplace emergency procedures for dealing with incidents related to dust inhalation or manual handling injuries. Ensure that all employees are aware of these procedures and know what to do if an incident occurs.	
			- Conduct regular assessments: Routinely evaluate and review the effectiveness of control measures and adjust as necessary to maintain a safe working environment. This may include updating training materials, improving work processes, or introducing new technology or equipment.	
4. Material Loading	Crushing Injury, Manual Handling	3H		2M



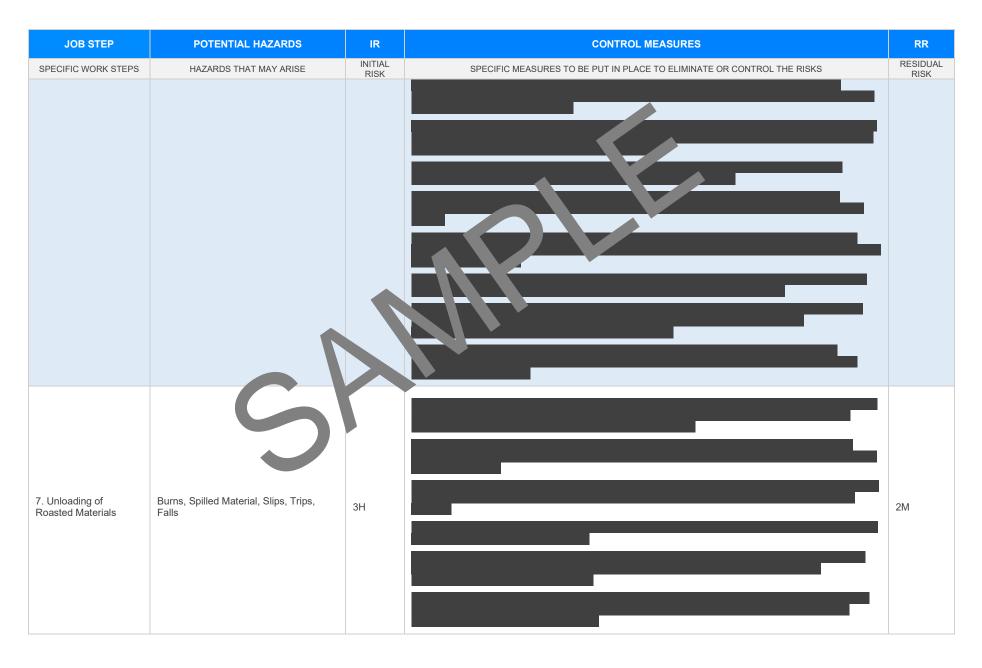
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
5. Batch Mixing	Caught between moving parts, Noise	ЗН		1L

Version 2.5

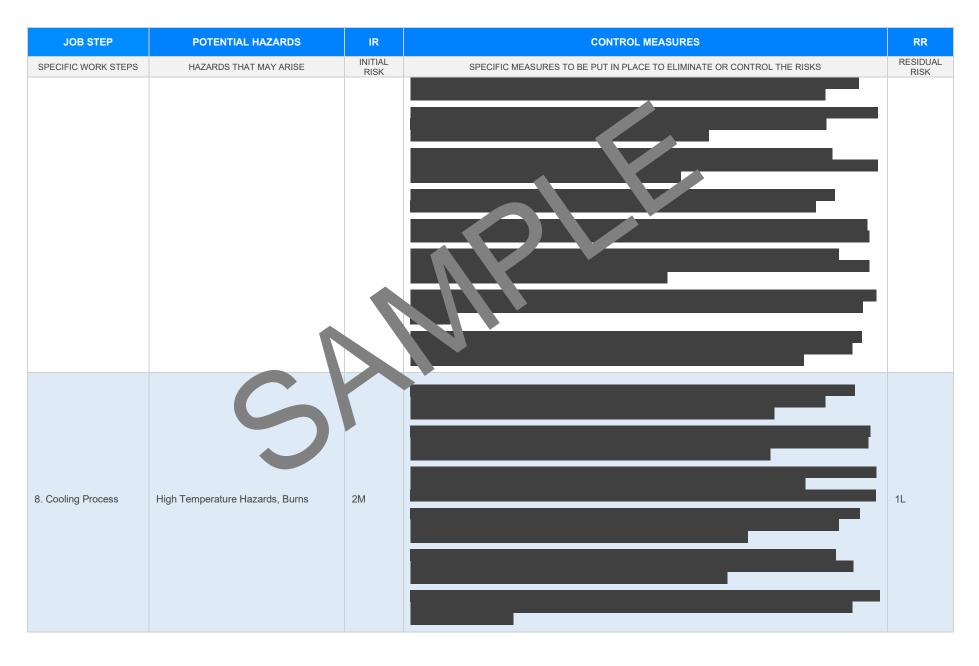




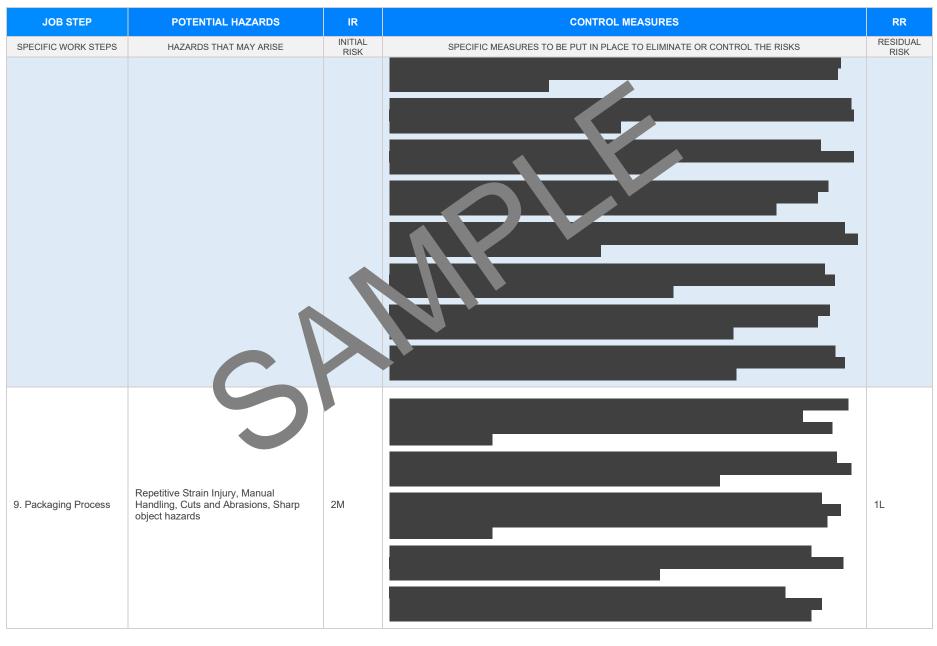






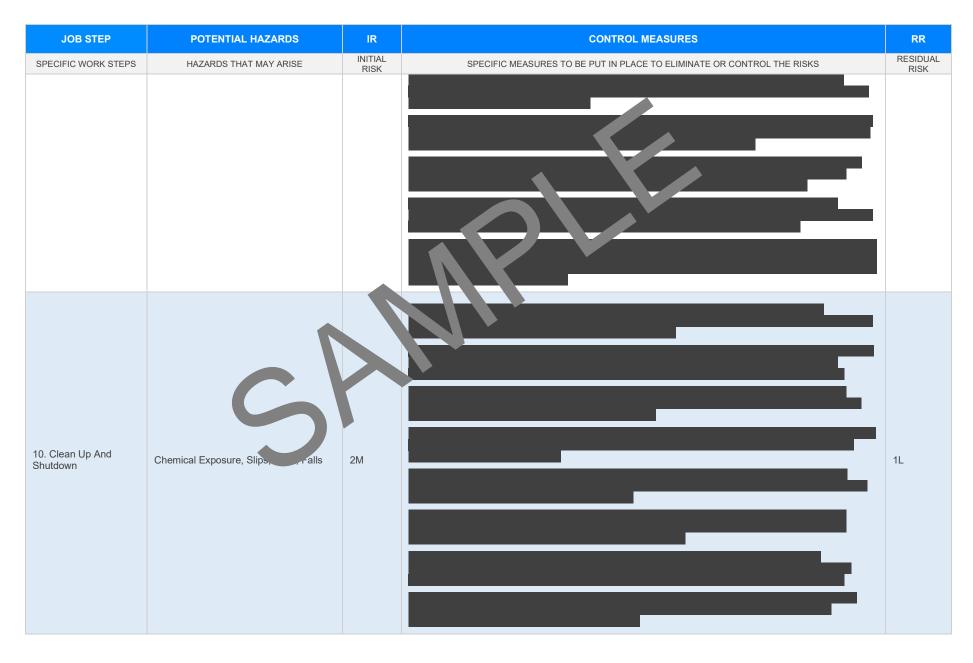






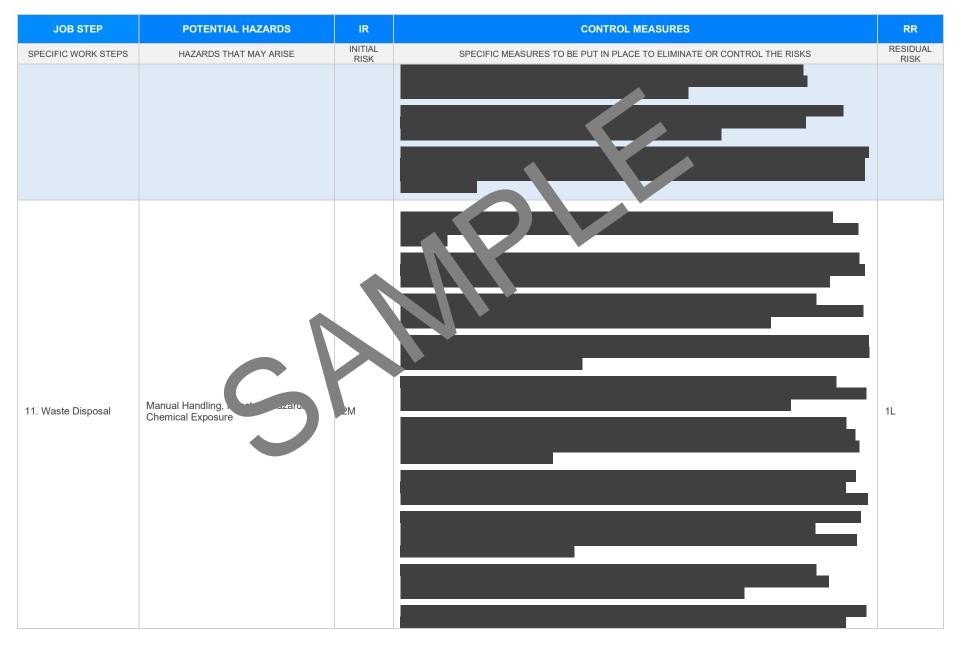
Date of Issue:



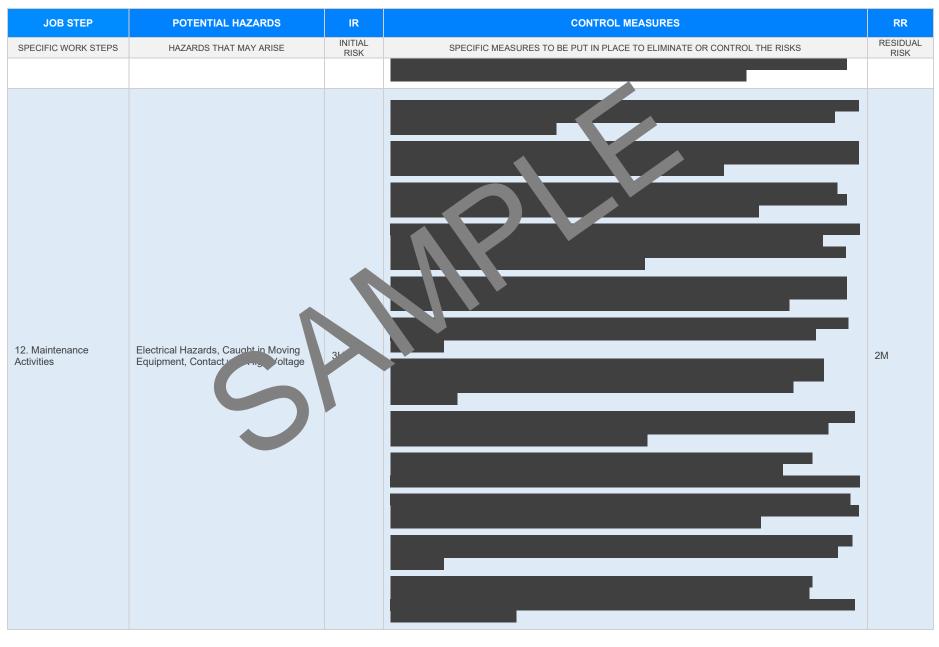


Version 2.5











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



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.

	EFERENCES
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGIS	SLATIVE REFERENCES ANY STATE AT 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/codes-of-practice Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice	Victoria Occupational Health and Safety Acta 24 Occupational Health and Safety Acta 24 Degis and VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gular 5</u> Codes on vactice VIC <u>entps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>
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/legislative Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislative	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>
Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulation 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/workplace-serve-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/workplace-serve-laws</u>	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model-</u> <u>codes-of-practice</u> Model Codes of Practice
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: <u>https://www.safework.sa.gov.au/resources/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs</u>	 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
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/codes-of-practice Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice	 Weiting 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
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	 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

- 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 gualifications 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 N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

The SWMS must be reviewed regularly to make sure it remains fective revised if necessary) if relevant control measures are revised. The viewn consultation with workers (including contractors htractors Vb 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 persons involved with the work are advised that a revision has been made and how they can acces he revised SWMS, including all persons who will need to change a work procedure or system as a region of the review are advised of the changes in a way that will enable them to implement their duties antly 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.		
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.	\boxtimes	
Foreseeable hazards are identified and documented for each step.	\boxtimes	
Any hazards listed in any site risk assessments have been added to the SWMs	\boxtimes	
SWMS initial risk (IR) column as well as residual risk (RR) column mpleted.	\boxtimes	
Check control measures added to the SWMS are the most effective selection	\boxtimes	
Responsible person is assigned and listed on the part the importation ontrol measures.	\boxtimes	
Permit or licenses requirements specified, su as Hot Work, Electric Work, Work at Heights etc.	\boxtimes	
SWMS identifies plant and equipment to be use	\boxtimes	
Details of inspection checks required for any equipment listed protection on the SWMS.	\boxtimes	
Describes any mandatory qualifications, experience, and g or skills required to perform the work.	\boxtimes	
Applicable personal protective equipment is selected on the SWMS.	\boxtimes	
Reflects and documents any legislative references and/or Australian Standards.	\boxtimes	
Identifies any hazardous substances used with specific control measures in line with any SDS.	\boxtimes	
REVIEWED BY	DATE RE	VIEWED
SIGNATURE	DATE CO	MPLETED