Bending And Shaping Ma	terials   SAFE WORK METH	HOD STATEMENT (SWMS)	
TASK OR	ACTIVITY: Bending And Shaping	g Materials	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E fil:	
THIS SAFE WORK METHOD	STATEMENT IS APPRO		
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	sting a business or under the (PC - I) is	required to en that a safe work method s	tatement (SWMS) is prepared before
Full Name:			
Signature:	NK	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring a	voliance i 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 PARTICIPATING COMMUNICATED	NALE OF ALL RELEVANT PERSONNI 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 a companie those hazards and then to further take steps to either eliminate or contineach hazard.			
If an incident or a near miss occurs, all work must stop an alately. 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.	
LOW       LOW       MODERATE       HIGH       HIGH       LOW       Reseconds       Isolate the hazard.         Notes on Hierarchy of Controls:       Elimination methods are the most effective and preferre usen consult, a hazard. Substitution s the second most effective method of controlling a hazard. Engineering by isolation is the increase the rive, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment), the least effective       Administrative       Change the work.         PPE       PPE       PPE       PPE       PPE       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						

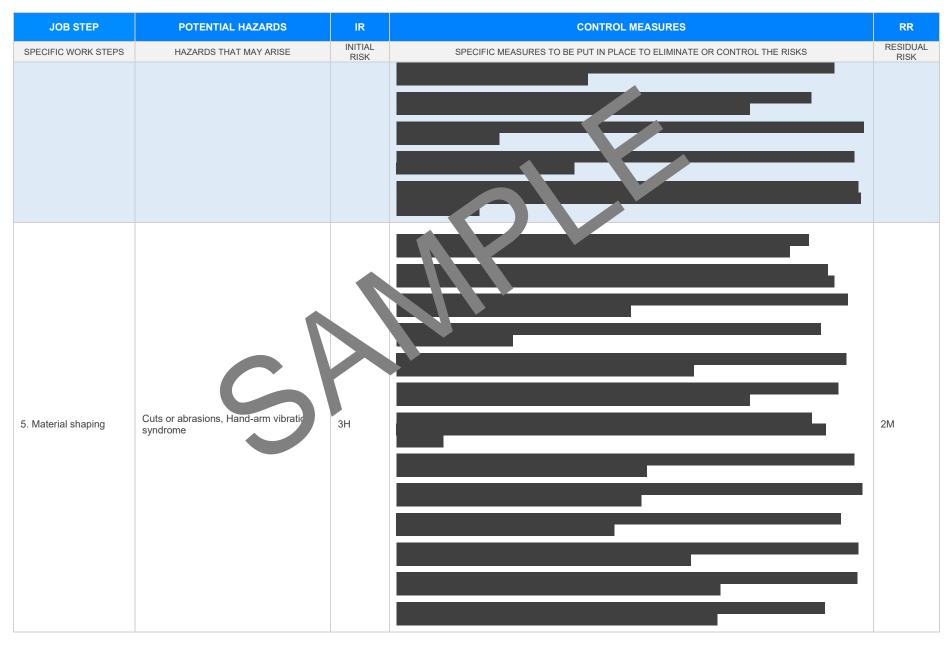


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Manual handling injuries, Exposure to harmful dusts or aerosols	2М	<ul> <li>Conduct a risk assessment prior to beginn to one task to identify specific risks related to manual handling and dust exposure.</li> <li>Provide training for all workers on safe lifting a brave to minimise the risk of manual handling injuries.</li> <li>Use mechanical aids, such a trolleys or hoists, a reduce manual handling where possible.</li> <li>Ensure work areas are well verilated to disperse a communal handling where possible.</li> <li>Provide period protective equipment (PPF) and has gloves, masks, and eye protection to protect workers from posure to a st and otta balands.</li> <li>Implement a real tanganteenance schedule for tools and equipment to prevent breakdowns that may lead to us offer manual handling.</li> <li>Set undust straction systems or use vacuums with HEPA filters to capture dust at the source during material endors and sping.</li> <li>Thedu aregunation breaks for workers to reduce fatigue and physical stress during manual handling tasks.</li> <li>Posite materials close to waist height where possible to reduce awkward postures and bending otions.</li> <li>Inablish and enforce clear procedures for reporting hazards or incidents to encourage a proactive approach to safety.</li> </ul>	1L
2. Material selection	Falling objects, Cuts from sharp edges	ЗН	<ul> <li>Regularly inspect and maintain storage areas to ensure materials are securely stacked.</li> <li>Use appropriate personal protective equipment (PPE) such as gloves designed for handling sharp materials.</li> <li>Implement a clutter-free policy to prevent accidental knocking of materials that could cause them to fall.</li> <li>Ensure all employees are trained in proper manual handling techniques to minimise the risk of dropping items.</li> <li>Utilise mechanical aids, like trolleys or hoists, for moving heavy or awkward materials.</li> <li>Keep cutting tools properly stored and maintained to prevent accidental contact with sharp edges.</li> <li>Label material storage areas clearly to facilitate easy identification and safe retrieval.</li> <li>Install safety barriers or guards around high-risk areas where materials are stored at height.</li> <li>Provide additional support, such as netting or straps, for items stored on high shelves.</li> <li>Encourage team lifting procedures for large or heavy objects to reduce strain and improve control.</li> <li>Use signage to warn about and identify areas prone to potential falling objects.</li> <li>Regularly schedule safety audits to ensure compliance with best practices in material handling.</li> </ul>	1L



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
			- Incorporate anti-slip mats in storage and work areas to provide stable footing during material selection.	
			- Establish an emergency response plan detailing actions to take if someone is injured by falling objects or cuts from sharp edges.	
			<ul> <li>Ensure that all machine guards are in place and secure effore starting any operations to prevent entanglement.</li> <li>Conduct a pre-operational inspection to identity and repair any electrical hazards such as damaged</li> </ul>	
			cords or plugs.	
			- Use proper lockout/tagout providures when service eaning, or setting up the machine to eliminate accidental start-up	
			- Equip work with appropriate percental procedure equipment (PPE), including gloves, safety glasses, and protective opthing the as snug-fitter equivoid entanglement.	
	Entanglement in machine, Electrical		- Tral person 1/ safe work practices specific to the machine, focusing on recognising and avoiding poten 1, rards.	
3. Machine set-up	hazards	3H	- Make server that entropy stop buttons are clearly visible, accessible, and in working condition for immedia + should find a served.	1L
			- clement route maintenance and inspections of the machine to ensure it operates safely and efficiently ith no loose parts or malfunctioning components.	
			aintain a clean and uncluttered workspace around the machine to reduce tripping hazards and ensure cares and hoses do not interfere with operations.	
			Install clear signage and barriers to inform and protect unauthorised personnel from entering hazardous areas.	
			- Utilise non-conductive tools and materials when performing any adjustments or set-up near live wires to prevent electrical shock.	
			- Verify grounding of the machine is intact and meets current standards to protect against electrical faults.	
4. Machine operation	Noise exposure, Flying particles	ЗH		2M

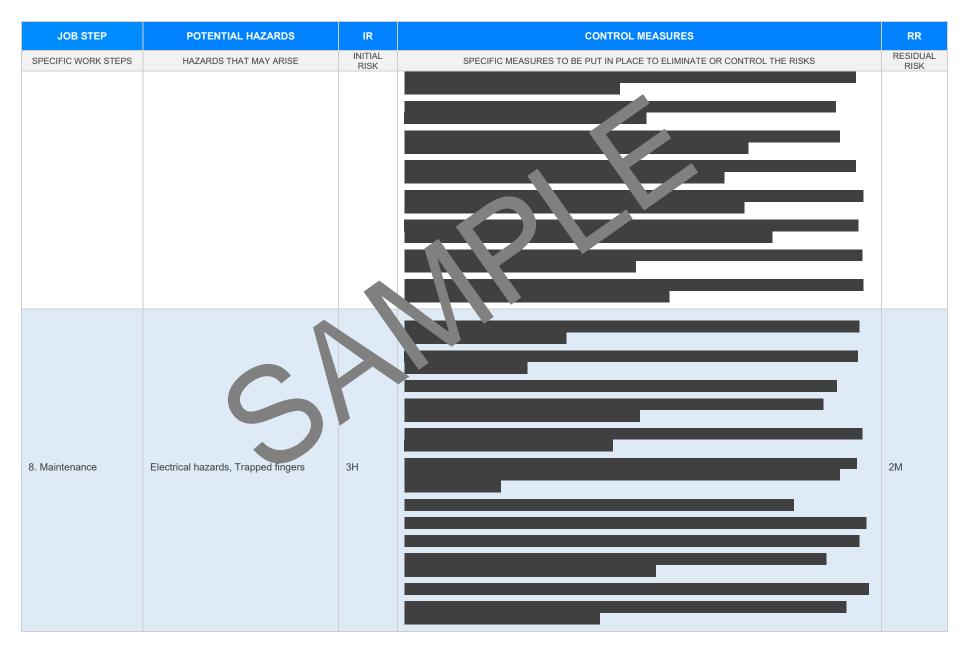






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
6. Quality checking	Eye strain, Repetitive motion injuries	2M		1L
7. Waste disposal	Hazardous waste, Heavy lifting	2M		1L

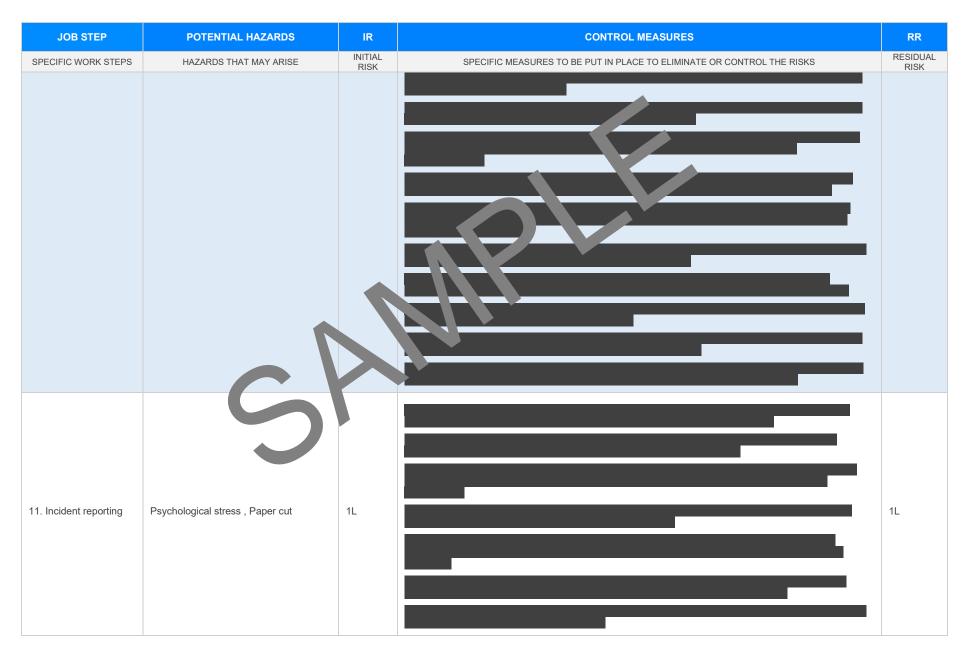




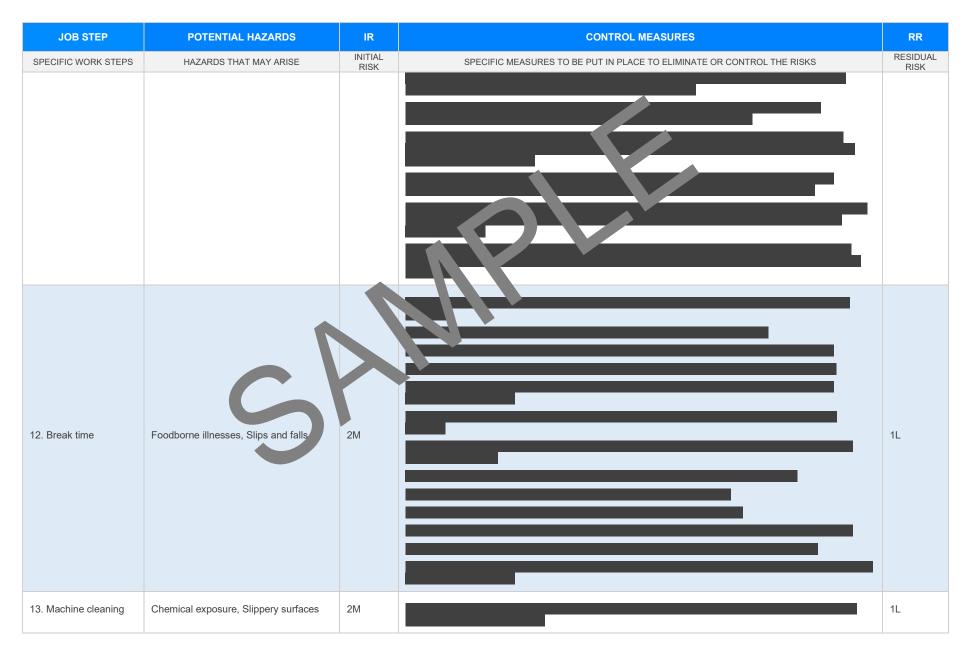


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
9. Product packing	Manual handling injuries, repetitive strain injury	2M		1L
10. Unloading and storage	Falls from height, Falling objects, Manual Handling injuries	ЗН		2M









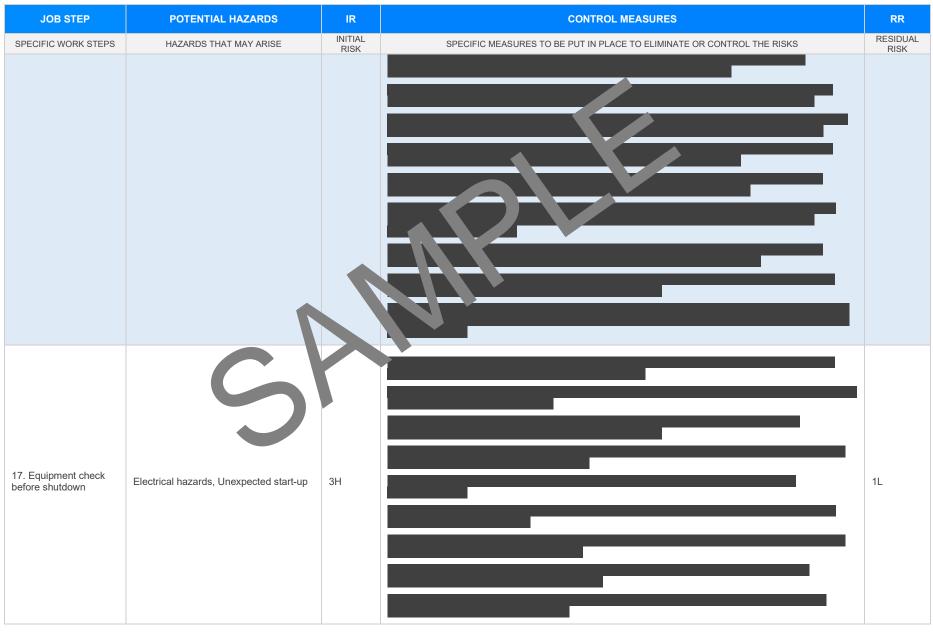






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
15. Emergency procedure practice	Psychological Stress statustistrain			1L 
16. Training new worker	Inadequate training leading to misuse of equipment, Psychological Stress	ЗН		2M





Version 2.5

Date of Issue:



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
18. Records and documentation	Paper cut, Psychological pressure from overwork	2М		1L 1
19. Vehicle loading	Manual handling injuries, Slips and falls forklift overturning	ЗН		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
20. End of day debrief	Psychological stress , Lease Sattention to safety information			



#### **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 REF	ERENCES
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISL	ATIVE REFERENCES DANY STATE DAT 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	Victoria Occupational Health au Safety Act 204 Occupational Health and pafety or gulations 2017 Legis non VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulat</u> is unles of mactice VIC <u>autps://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: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislatic">https://www.safework.nsw.gov.au/legal-obligations/legislatic</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislatic</a>	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/weiplace-secure-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-secure-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- 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_dces/codes-of-practice#COPs</u>	<ul> <li>Managing noise and preventing hearing loss at work</li> <li>Confined spaces</li> <li>Labelling of workplace hazardous chemicals</li> <li>Managing risks of hazardous chemicals in the workplace</li> <li>Welding processes</li> </ul>
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: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a> Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a>	<ul> <li>First aid in the workplace</li> <li>Managing the risk of falls at workplaces</li> <li>Hazardous manual tasks</li> <li>Managing the risk of falls in housing construction</li> <li>Managing electrical risks in the workplace</li> <li>Demolition work</li> <li>Excavation work</li> <li>Work health and safety consultation, cooperation and coordination</li> </ul>
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.	<ul> <li>Managing the work environment and facilities</li> <li>How to manage work health and safety risks</li> <li>Managing risks of plant in the workplace</li> <li>Construction work</li> </ul>



#### 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 property of the importation control 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 REVIEWED	
SIGNATURE	DATE COMPLETED	