



Brake Drum Machining Ope	erations   SAFE WORK ME	THOD STATEMENT (SWMS)	
TASK OR A	CTIVITY: Brake Drum Machining	Operations	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E 111:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE PCL OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	cting a business or under the (PC 1) is	required to en that a safe work method s	statement (SWMS) is prepared before
Full Name:			
Signature:	NY	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring	opliance the VMS a well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MIS MIS MIS MIS MIS MIS MIS MIS MIS M	NA, ¿ OF ALL RELEVANT PERSONNI EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO	OMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched ed in accomply with gislative requirements to first identify any site hazards, hazards and then to further take steps to either eliminate or continuate hazard.			
If an incident or a near miss occurs, all work must sto, 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 BIOK CONSTRUCTOR	NAME OF THE POLIT
ANY HIGH-RISK CONSTRUCTOR	N WC & BEIN C ARIED 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	carried out on or near chemical, fuel or refrigerant lines
☐ involves demolition of an element of a structure that is load-bearing	$\square$ is carried out on or near energised electrical installations or services
☐ involves demolition of an element related to the physical integral of a functure	☐ 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 term — v sup —rt 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 that. tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.
$\square$ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.
ANY HIGH-RISK MACHINER	Y OR EQUIPMENT NEARBY



RISK MATRIX										
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEI	RARCHY 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 before work starts.		Replace the hazard.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Isolate	e People from the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and		Engineering Isolate the hazard.	
is the second m	rchy of Controls: ost effective metho nging the work is th	d of controlling a	hazard. Enginee	ering by isolati	on is the in ost e	en 'ive, while	rd. Substitution Administrative effective		Administrative Change the work.  PPE	

				PERS		TIVE EQUIPM					
		Select the app	ropriate PPŁ	abo. auitab	le or the equi	pment used or	the job task	being perforr	ned (if applica	ıble).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING ETION	P ECTION	PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	Required:										
	Pe	ermit or Licen	ses Requirem	ents		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	Incorrect manual handling, tool malfunction	ЗН	<ul> <li>Conduct a risk assessment prior to startipe be task to identify potential hazards and implement appropriate controls.</li> <li>Ensure all workers involved have received trailing a manual handling techniques specific to brake drum machining.</li> <li>Use mechanical lifting aids on any lifting to hand, eavenable drums, avoiding solo lifting where possible.</li> <li>Inspect all too and equippent used in the properties for signs of wear, damage, or malfunction before use.</li> <li>Implement a modular procedure schoole for all machinery to ensure they are in proper working condition.</li> <li>Keep neous k are clean and free from obstacles that could cause tripping or slips during manual handlin.</li> <li>Use appropriate personal protective equipment (PPE), such as gloves and safety footwear, to reduce the risk of injuly.</li> <li>Clean, coel all equipment with instructions for correct use and operating procedures.</li> <li>Instrict access to the area around the machinery to authorized personnel only.</li> <li>Establish emergency stop protocols and ensure all workers know how to quickly disengage the machine in case of malfunction.</li> <li>Position brake drums securely on a stable surface before commencing any work to prevent movement.</li> <li>Ensure there is adequate lighting in the workspace to enable clear visibility of tasks being performed.</li> <li>Encourage effective communication among workers to coordinate safe movement and handling of materials.</li> </ul>	2M
2. Inspection	Exposure to harmful dust, slips and trips	2M	<ul> <li>Use a well-ventilated area or local exhaust ventilation systems to minimise exposure to harmful dust.</li> <li>Implement the use of appropriate Personal Protective Equipment (PPE), such as dust masks or respirators, to protect against inhalation of dust particles.</li> <li>Educate workers on the importance of regular housekeeping to keep work areas clean and free of dust build-up.</li> <li>Establish a routine cleaning schedule to promptly remove dust accumulations using suitable methods like wet wiping or vacuuming with HEPA filters.</li> <li>Place clear signage in work areas to alert personnel of potential slip and trip hazards.</li> <li>Keep walkways and work areas free from clutter and any unnecessary items that could contribute to trips.</li> </ul>	1L



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			<ul> <li>Ensure all spills are cleaned up immediately and display 'wet floor' signs if the surface remains slippery after cleaning.</li> <li>Provide training to employees on proper inspectic mechniques to safely identify and mitigate hazards related to brake drum machining operations.</li> <li>Install anti-slip mats or tapes where appropriate to provide extra traction and prevent slips.</li> <li>Conduct regular inspections and maintenants of the standard equipment to ensure they are in safe working condition and do not contribute to hazards.</li> <li>Develop and implement a contrehensive inspections of that includes identifying potential hazards related to slip and trip risks and lost exposure during the drum machining operations.</li> </ul>	
3. Mounting brake drum	Entanglement in machine incorrect manual handling		<ul> <li>Ensure all to nators are toned an competition the use of brake drum machining equipment.</li> <li>Condict present cheef to confirm a parads and safety devices are functioning correctly.</li> <li>Enfocts frict according to lockout/tagout procedures before any maintenance or adjustments.</li> <li>Mainten a paradition workspace to minimise tripping hazards and allow safe movement around machine v.</li> <li>Billise a propring lifting techniques or mechanical aids when handling heavy brake drums to prevent injur.</li> <li>Wear standle personal protective equipment (PPE), including gloves, safety glasses, and steel-toed bets.</li> <li>Securely fasten the brake drum in the machine using the correct tooling to prevent dislodgement during machining.</li> <li>Implement regular inspections and maintenance schedules for all machinery to reduce the risk of malfunction.</li> <li>Never reach into the machine while it is operating; ensure it is fully stopped before making adjustments.</li> <li>Clearly mark hazardous areas and restricted zones around the machinery with visible signage.</li> <li>Employ proper communication and signalling practices among team members during operations.</li> <li>Use anti-slip mats or coated flooring to improve grip and reduce slip risks around machinery.</li> <li>Educate workers on early signs of fatigue and encourage regular breaks to maintain focus and safety.</li> <li>Have an emergency plan in place, including first aid and incident reporting procedures, easily accessible to all operators.</li> </ul>	2M
4. Cleaning	Using hazardous cleaning chemicals, eye injury from flying particles	2M		1L



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5. Machining operation	Accidental starting of machine, caught between moving parts	4A		2M



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6. Demounting break drum	Incorrect manual harryning, entanglement in no zhinery	зн		2M
7. Inspection post machining	Exposure to harmful dust, slips and trips	2M		1L



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8. Machine maintenance	Electrocution from faulty equipment, tool malfunction	ЗН		I 1L



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9. Clean up	Slip and trip hazards to say y workspace, Exposite to harmful chemicals in cleaning solution	21M		1 1L
10. Final audit for quality assurance	Eye strain due to detailed inspection, prolonged standing or sitting	3H		1L



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11. Deburring	Cuts and abrasions, noise are	ЗН		1L

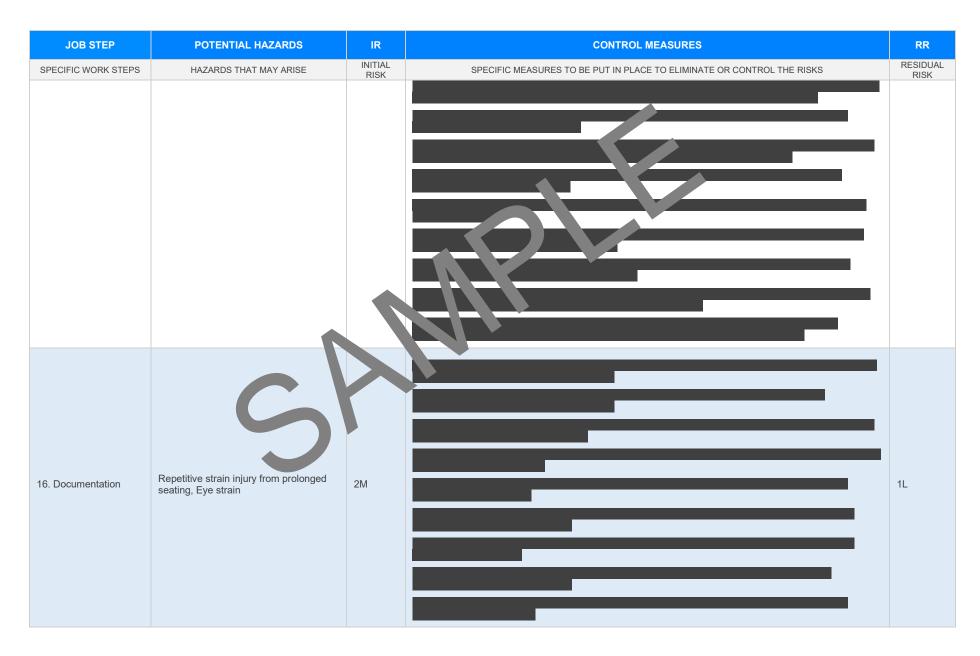


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12. Painting	Inhalation of toxic fumes, skin irritation from paint	ЗН		1L
13. Packaging	Incorrect manual handling, use of sharp tools, slip and trip hazards	2M		1L



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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
14. Shipment preparation	Crushed by heavy ems during	ЗН		1L
15. Equipment shutdown	Burns from hot equipment, electrocution from improper shutdown process	3H		2M







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17. Waste disposal	Exposure to harm schemineavy waste bags	ВН		1L



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18. Shift handover	Communication errors leading to safety oversight, slip and trip hazards	2M		1L
19. Post-operation cleaning	Slip and trips due to wet floor, exposure to hazardous chemicals	2M		1L



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20. Safety review meeting	Misinterpretation of safety initiatives, repetitive strain injury from prolonged sitting	2M:		1L



#### **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. 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/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/legislative

Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis > odes-oi racti

#### **Northern Territory**

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulation 201

Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/wo\_place-

Codes of Practice NT: https://worksafe.nt.gov.au/f

#### 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/le\_lation

Codes of Practice for SA: https://www.safework.sa.gov.au/work\_aces/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 al. Safety Act

Occupational Health and affety gulations 2017

Legis on VIC: https://www.csafe.vic.gov.au/occupational-health-and-safety-act-and-

gulat

des on actice VI autros://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	Signature	Date

#### SAFE WORK IN THE STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains a fective of must be reviewed (and revised if necessary) if relevant control measures are revised. The view process should be carried out in consultation with workers (including contractors 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 mast ensure that 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 rest of the review are advised of the changes in a way that will enable them to implement their duties and the 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:

- 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.	7	
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) column pupleted.		
Check control measures added to the SWMS are the most effective selections		
Responsible person is assigned and listed on the part the important control measures.		
Permit or licenses requirements specified, sur as Hot Work, Electric Work, Work at Heights etc.		
SWMS identifies plant and equipment to be us		
Details of inspection checks required for any equipment listed an inoted on the SWMS.		
Describes any mandatory qualifications, experience, and or skills required to perform the work.		
Applicable personal protective equipment is selected on the SWMS.		
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 REVIEWE	D
SIGNATURE	DATE COMPLET	ED