Curving Rolls Hand SAFE WORK METHOD STATEMENT (SWMS)						
TAS	K OR ACTIVITY: Curving Rolls H	land				
Business Name:		ABN:	SWMS#			
Business Address:						
Contact Person:	Phone:	E ail:				
THIS SAFE WORK METHOD	STATEMENT IS APPROX D BY 1					
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.		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	npliance the VMS a well as review	s and modifications of the SWMS.				
Full Name:		Title:	Phone:			
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SIME PARTICIPATING COMMUNICATED	NALE 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 and in account with gislative requirements to first identify any site hazards, so to compare hicas those hazards and then to further take steps to either eliminate or contact 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.	
is the second me	Low MODERATE HIGH HIGH LOW KE records Solute the induct. Administrative State of Controls: Elimination methods are the most effective and preferrence on conversion of a hazard. Substitution the second most effective method of controlling a hazard. Engineering by isolation is the viry ost enviry, while Administrative controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment), the least effective									

						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, Manual handling injuries	ЗН	 Conduct a thorough risk assessment prior usfarting work to identify any potential hazards and implement appropriate control measures. Keep the work area clean, organised and free of nater to minimise the risk of slips, trips and falls. Ensure that long cables and boses are properly ared and rout to avoid creating a tripping hazard. Provide training for workers to proper lifting technoless are use of equipment, and how to maintain correct body posture of the performing tasks to reduce or risks of manual handling injuries. Install anti-slips oring on the investor proper to pills or where fluids may collect, ensuring adequate grip and reducing the likelihood of signification. Usent sonal a tection quipment (Proy such as non-slip footwear, gloves, and high visibility clothing as reach to inter worker safety in the workplace. Implement schedule for regular breaks or rotation of duties to prevent worker fatigue, which can contribute to a occurring the prior injuries. Encourbing workers to report any unsafe conditions or incidents immediately, so they can be addressed priority preve any further risk of injury. Assign besignated spotter when moving heavy or cumbersome objects to ensure proper guidance and munication during manual handling tasks. Exablish a system for routine inspection and maintenance of tools, equipment, and machinery to ensure their safe and continued functionality. Develop an emergency response plan that includes first aid provisions, evacuation procedures, and clear communication channels for reporting emergencies, which can help protect workers from injury if an accident does occur. 	2М
2. Equipment Inspection	Machinery malfunction, Electrical hazards	ЗН	 Regular Maintenance and Inspection: Ensure that the curving rolls hand machinery is serviced and inspected routinely as per manufacturer's guidelines to prevent any potential malfunction or breakdown. Safe Operating Procedures: Train workers on safe operating procedures, including understanding safety features and emergency stop mechanisms to minimise the risk of machinery malfunction or electrical hazards. Proper Equipment Handling: Instruct workers to handle the equipment with care and avoid overloading it with materials beyond its capacity. This will minimise wear and tear and reduce the chances of machinery breakdown. Electrical Safety Checks: Conduct regular inspections and tests of all electrical components, such as cables, plugs, switches, and connectors, to ensure they are in good condition and functioning correctly to reduce the risk of electrical hazards. Personal Protective Equipment (PPE): Ensure that all workers are equipped with appropriate PPE, such as safety gloves, safety goggles, and insulated footwear, while handling the curving rolls hand machinery to protect against electrical hazards and potential injuries from a malfunction. 	1L



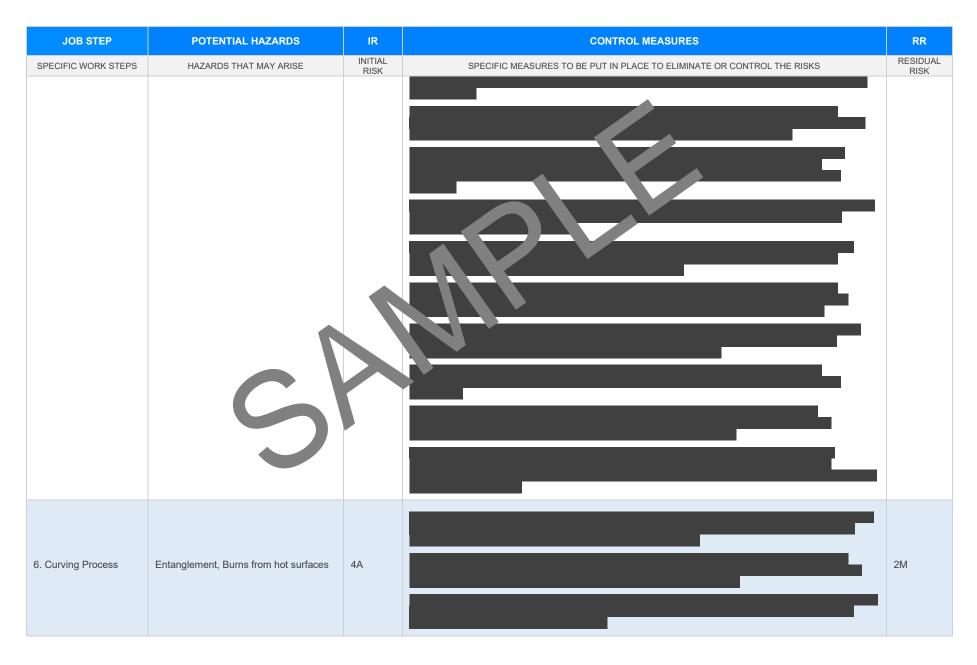
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Machine Guarding: Check that the curving rolls machine has adequate guarding and barriers in place to prevent accidental contact with moving parts or electrically charged components.	
			- Isolating and Lockout/Tagout Procedures: Implement isolation and lockout/tagout procedures for safely de-energising the equipment during servicing contenance, or cleaning operations to minimise exposure to electrical hazards.	
			- Clear Workspace and Signage: Maintain a coar, we coverd workspace around the machine, with appropriate signage warning of potential hazar increasing safety precautions related to equipment inspection and use.	
			- Emergency Responses and hort Aid: Train all workers in unergency response procedures and have first aid kits readily are to a cress injuries result our rom machinery malfunction or electrical hazards promptly.	
			- Incident Resetting and In estigation incominge workers to report any incidents, near misses, or concerts related to the example of process, so proper investigation and corrective actions can be taken to minimize the are risks and improve workplace safety.	
			- Propertraining: Ensure that all workers involved in the material loading process are adequately trained in safe in ndline and line techniques, as well as how to safely operate any required equipment.	
			 e ap, opriate ting equipment: Utilise trolleys, forklifts, hoists, or other suitable lifting equipment when move the vy materials to reduce manual lifting and prevent strain injuries. 	
			nspection of equipment: Regularly inspect all lifting equipment and machinery for deficiencies and n functions. Carry out repairs and maintenance as needed to ensure they are safe to use.	
			Clear workspace: Maintain a clutter-free work area to minimise trip hazards and provide enough space for workers to move around freely while loading materials.	
			- Implement safety barriers: Install safety barriers around the loading zone to create a designated area for material handling activities and prevent unauthorised entry.	
3. Material Loading	Crush injury, Strain injuries	2M	- Communication: Establish clear communication signals (such as hand signals or verbal cues) between workers handling materials to coordinate movements efficiently and avoid unexpected actions that can lead to accidents.	1L
			- Use personal protective equipment (PPE): Require workers to wear appropriate PPE like safety gloves, footwear, and high-visibility vests during material loading activities.	
			- Apply good housekeeping practices: Keep all paths, walkways, and access points free from obstructions, spills, or debris to prevent slips, trips, and falls.	
			- Secure loads: Ensure that materials are properly secured with straps or bands before moving them to prevent unintentional movements or dislodgement, which can lead to crush injuries.	
			- Ergonomics assessment: Assess the weight, size, and shape of materials to determine the safest and most ergonomic way to handle them, keeping in mind the physical capabilities of each worker.	
			- Supervision: Assign a competent supervisor to oversee material loading operations and ensure that safety measures are consistently followed by all workers.	



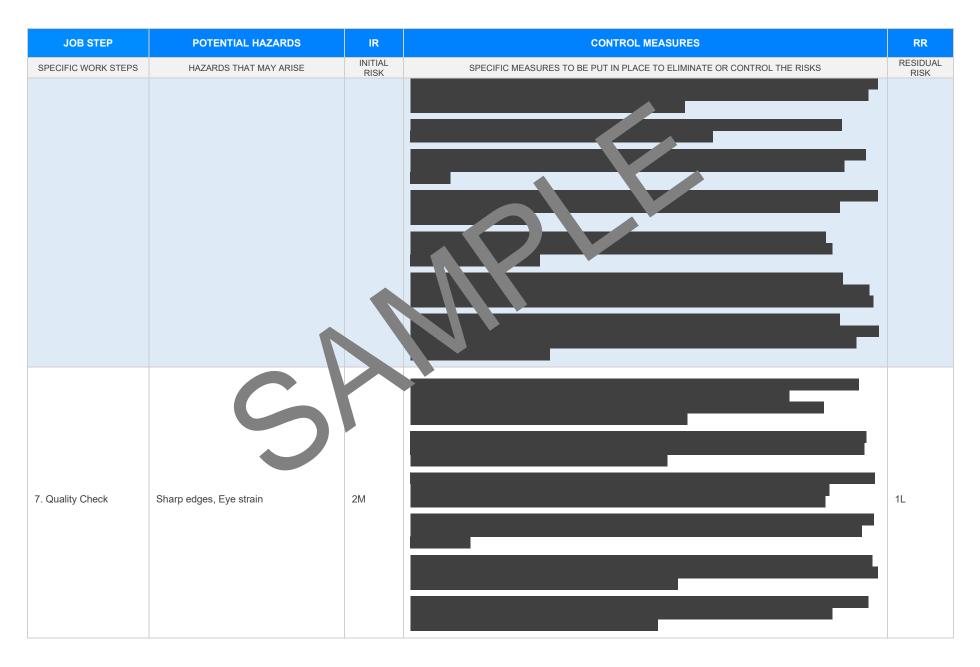
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Two-person lifts: For heavy or bulky materials that cannot be handled with lifting equipment, encourage two-person lifts where one person supports each end of the material, ensuring an even distribution of weight to prevent strain injuries.	
			- Incident reporting: Encourage workers to represent safety concerns or near misses during material loading activities. Investigate these incident and implement corrective actions to prevent future occurrences.	
4. Machine Set-Up	Pinch points, Noise exp	31		2М
5. Material Alignment	Contact with moving parts, Debris ejection	ЗН		2M

Version 2.5

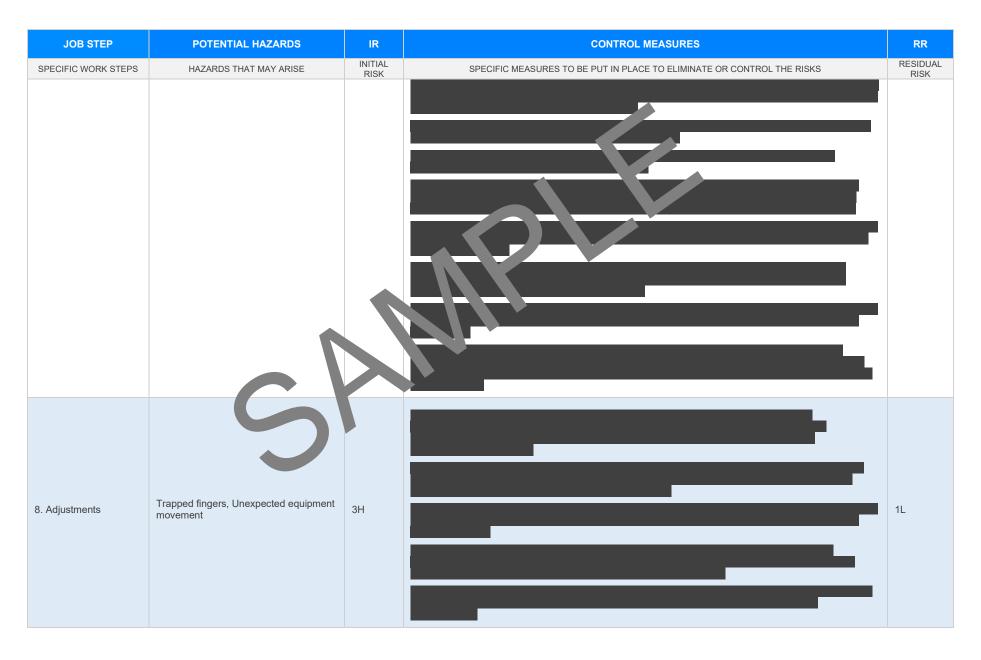




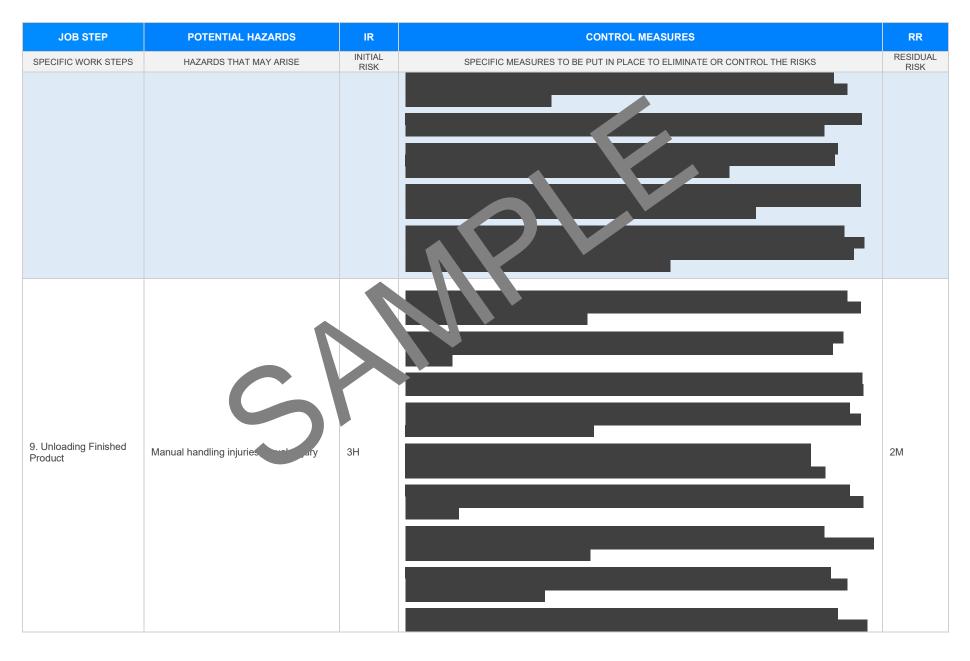








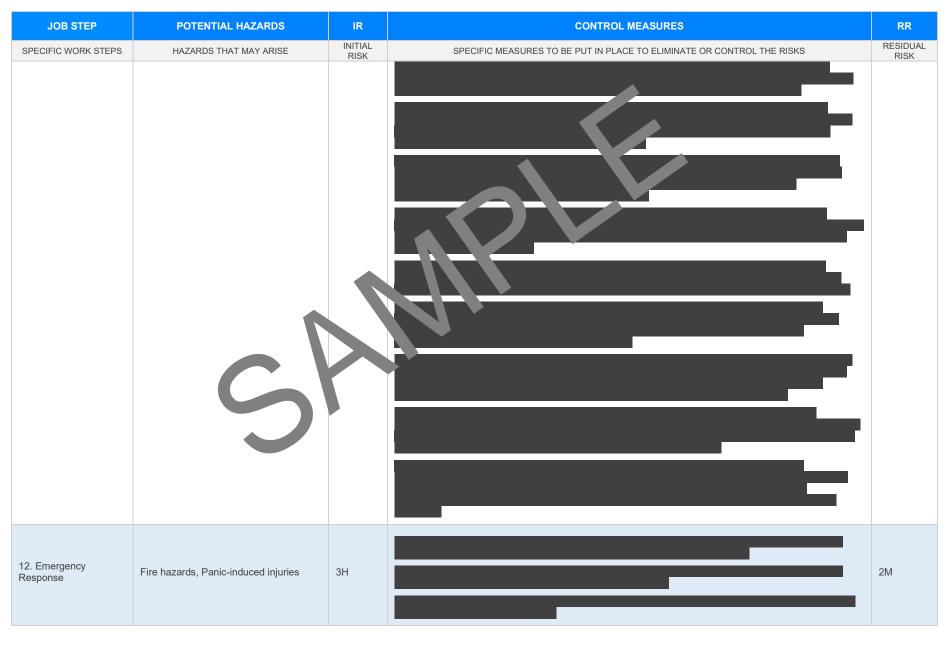






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Housekeeping	Slips, trips and falls, Sharp objects exposure	2.		1L
11. Maintenance	Electrical hazards, Falls from height	ЗН		1L

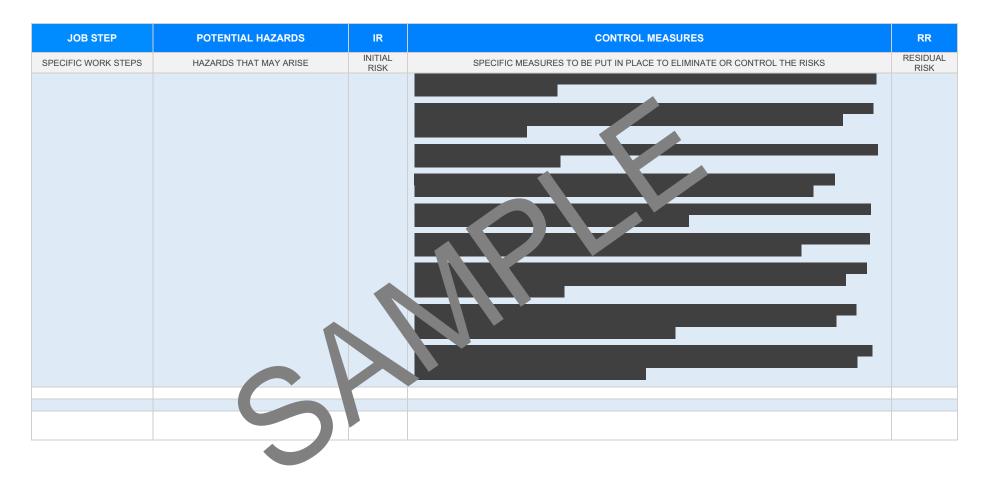




Version 2.5

Date of Issue:







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 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	Victoria Occupational Health at Safety Act and 4 Occupational Health and prfetvingulations 2017 Legistron VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulations</u> of des of mactice VIC <u>extps://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/legislati-codes rodes-oi raction Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-oi raction	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-serv-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/formed-resourcestorestorestorestorestorestorestorestor</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>	 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 Work Health and Safety (Transitional) Regulations 2012 Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice	 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 end eafety consultation, construction 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



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.		
Foreseeable hazards are identified and documented for each step.	\square	
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