Cut Off Saw Tasks	SAFE WORK METHOD ST	TATEMENT (SWMS)						
TAS	SK OR ACTIVITY: Cut Off Saw Ta	isks						
Business Name:		ABN:	SWMS#					
Business Address:								
Contact Person:	Phone:	E ail:						
THIS SAFE WORK METHOD STATEMENT IS APPRO' 'D BY THE PC' OF TP' ROJECT Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or under the group of (Pc' I) is required to encode 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	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 STMS MAKE HAVE THE FOLLOWING 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 scheoled in account with gislative requirements to first identify any site hazards, so the company nice those hazards and then to further take steps to either eliminate or contract 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.	
TORK       LOW       LOW       MODERATE       HIGH       HIGH       LOW       Reseconde       Isolate the hazard.         Iotes on Hierarchy of Controls:       Elimination methods are the most effective and preferre usen control of a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the tractost end five, while Administrative controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment), the least effective       PPE       PPE										

	PERS_NAL TECTIVE EQUIPMENT (PPE) Select the appropriate PPL about suitable or the equipment used or the job task being performed (if applicable).										
		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						Ма	andatory Qual	ifications 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	Exposure to noise, Accidental start of equipment	2M, 3H	<ul> <li>Conduct a pre-start safety meeting to display the task and identify potential hazards.</li> <li>Ensure all operators are trained in safe use of main vance of the cut-off saw.</li> <li>Provide personal protective equipment (PPE) was as earnuffs or earplugs to protect against excessive noise exposure.</li> <li>Display clear signage indicate that hearing protection andatory in the work area when using the cut-off saw.</li> <li>Inspect the worff saw for my derive or damage before use, ensuring safety features like guards and emergency subfunctions are in place and verticational.</li> <li>Import a longutugout procedure to prevent accidental start of the equipment during maintenance or which it in use.</li> <li>Use a relevant and registry measure noise levels in the work area to ensure they are within acceptable limits another work place safety standards.</li> <li>Set up burriers or exclusion zones around the work area to keep non-essential personnel at a safe or one form the noise source and potential flying debris.</li> <li>Ensure the work area has adequate lighting and ventilation to enhance visibility and reduce stress due to environmental conditions.</li> <li>Schedule regular breaks for operators to minimise fatigue and reduce prolonged exposure to noise.</li> <li>Maintain a first aid kit on-site with readily accessible contact details for emergency medical support.</li> </ul>	1L, 2M
2. Tool Set-Up	Pinch points, Electrical shock from faulty setup	3H, 2M	<ul> <li>Conduct a pre-use inspection of the cut off saw to ensure it is free from any visible defects or issues.</li> <li>Ensure that all cords are free from damage and have no exposed wires to reduce the risk of electrical shock.</li> <li>Use only extension cords that are rated for industrial use and suited for the environment in which the saw is being used.</li> <li>Verify that the power source complies with Australian electrical standards and is suitable for the equipment being used.</li> <li>Train workers on the proper setup procedures to minimise errors that may lead to pinch points or electrical hazards.</li> <li>Wear appropriate personal protective equipment (PPE), including gloves designed to offer protection from sharp edges while maintaining dexterity.</li> <li>Use lockout/tagout procedures when setting up the saw to prevent accidental startup during adjustment or configuration.</li> </ul>	1L, 1L

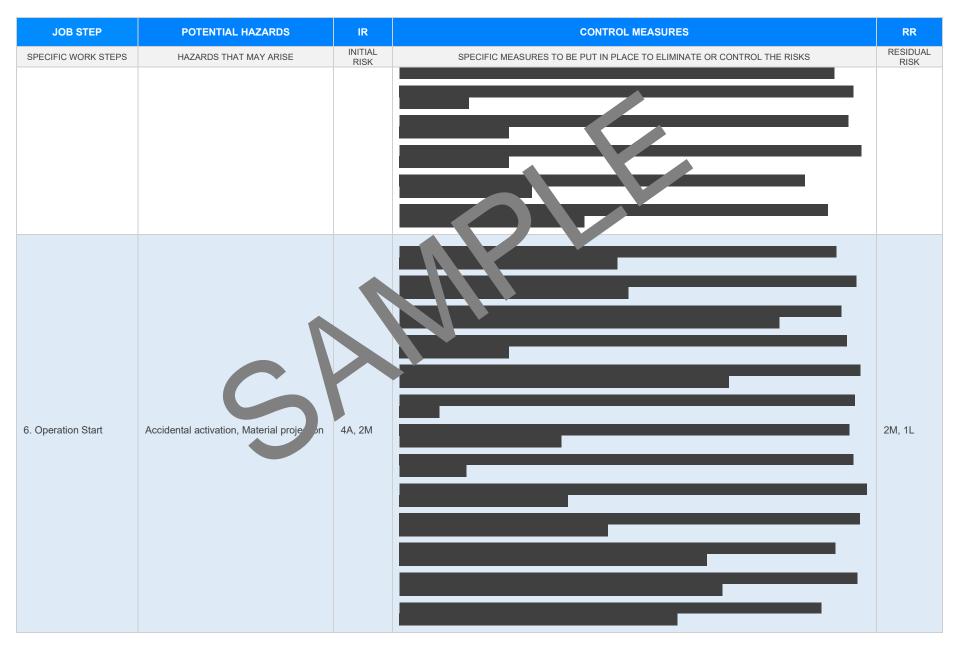


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Position the saw on a stable, level surface to avoid tipping and to maintain control during operation.	
			- Maintain a clear workspace around the saw to allow for safe and unhindered movement.	
			- Utilise insulated tools to make any electrical conjections or adjustments to the saw, reducing the risk of electrical shock.	
			- Ensure guards and safety devices are concludy fitted our functioning before starting the tool setup process.	
			- Familiarise workers with the ocation of emerge a shutoff cereals so they can quickly respond in the event of an incident.	
			- Implement regular memory backs to catch we hand tear on components like cables and connectors, add using the professory.	
			- Instruct wokers to avoid maring local classing or jewellery that could become entangled in moving parts of the cure if saw chang setup.	
			- Concept manual undling risk assessment before beginning the task to identify potential hazards.	
			- Implement & nam life ocedure for moving heavy or awkward materials to distribute the load and reduce train.	
			- Using anical aids such as trolleys, forklifts, or hoists to transport materials instead of carrying them nanual enever possible.	
			<ul> <li>rovide training on proper lifting techniques, including keeping the load close to the body and avoiding two ing movements while carrying materials.</li> </ul>	
			- Ensure all personnel are wearing appropriate personal protective equipment, including steel-toed boots, to protect against foot injuries.	
	Manual handling injuries, Dropping		- Arrange the work area to minimise the distance that materials need to be carried by positioning supply points closer to the worksite.	
3. Material Handling	materials causing foot injury	2M, 3H	- Limit the weight of individual materials being handled by cutting larger items into smaller, more manageable pieces if feasible.	1L, 2M
			- Encourage regular rest breaks to prevent fatigue-related manual handling injuries.	
			- Rotate tasks among workers to ensure no single individual is continuously tasked with strenuous handling activities.	
			- Ensure clear pathways and adequate space in the work area to avoid tripping or dropping materials due to restricted movement.	
			- Identify and remove any slip or trip hazards in the work area that may lead to dropping materials.	
			- Implement good housekeeping practices to ensure tools and materials are returned to their designated places after use.	
			- Encourage communication among team members during material handling to coordinate movements and avoid accidents.	



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
4. Work Area Set-Up	Slipping or tripping hazard, Falling objects	2M, 3H	- Regularly review and revise manual handling procedures based on incident reports and feedback from workers to improve safety measures.	1L, 2M
5. Equipment Inspection	Equipment failure leading to accidents, Electrical faults	3H, 2M		1L, 2M





Version 2.5

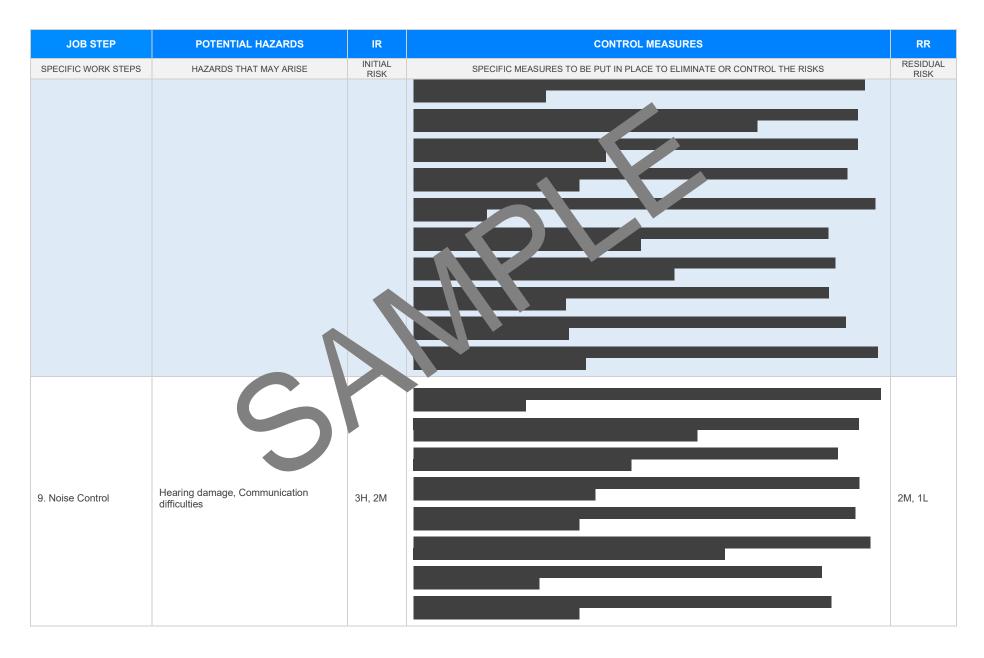


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
7. Cutting Operation	Cut injuries, Eye injury from debris	4A, 31		2M, 2M
8. Dust Control	Machinery damage, Inhalation of dust and particulates	4A, 2M		2M, 1L

Version 2.5

Date of Issue:







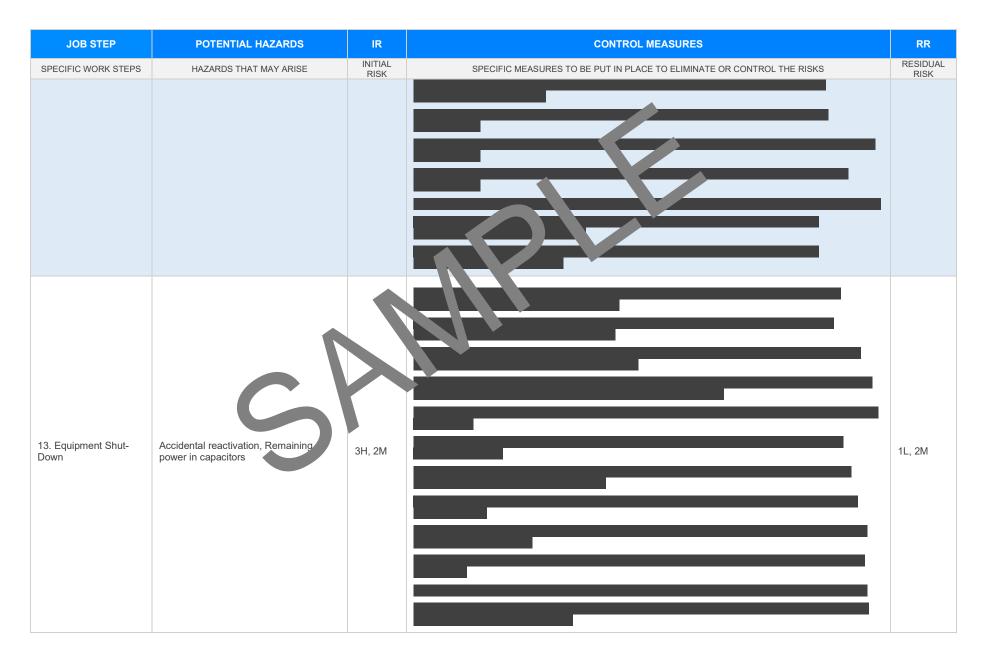






Date of Issue:





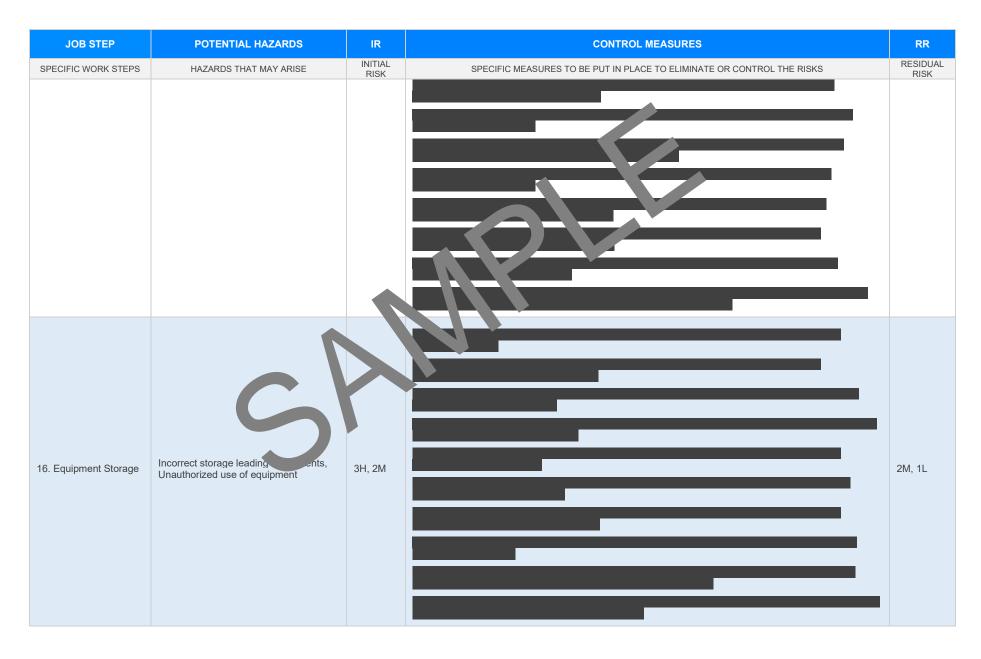


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
14. Material Disposal	Cut from sharp materials, Manual handling injuries	3H, 2M		2M, 1L
15. Clean Up	Exposure to cleaning chemicals, Slipping on wet surfaces	2M, 3H		1L, 2M

Version 2.5

Date of Issue:



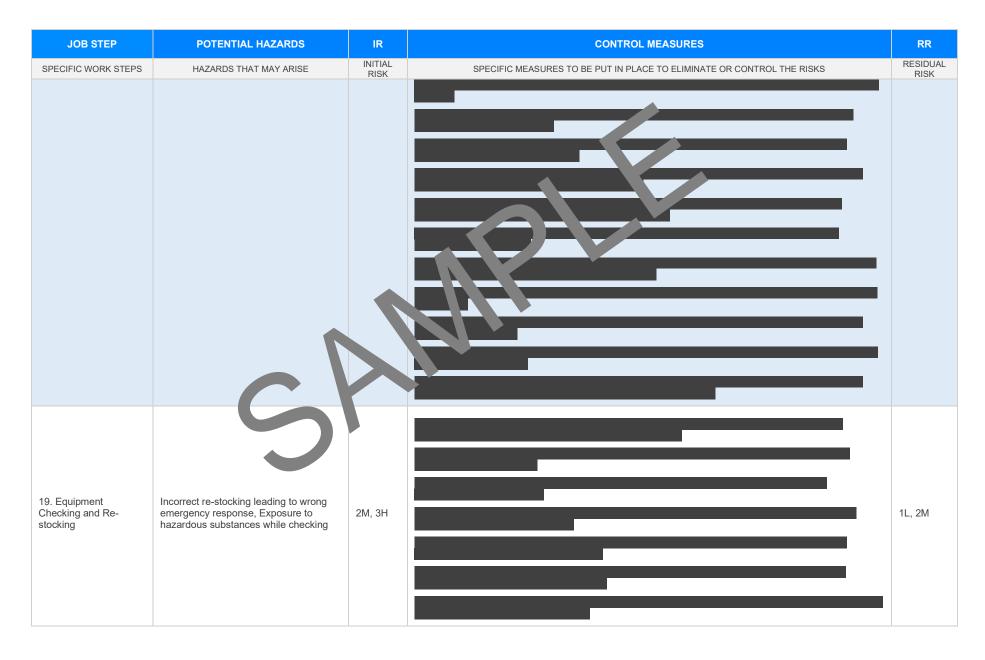




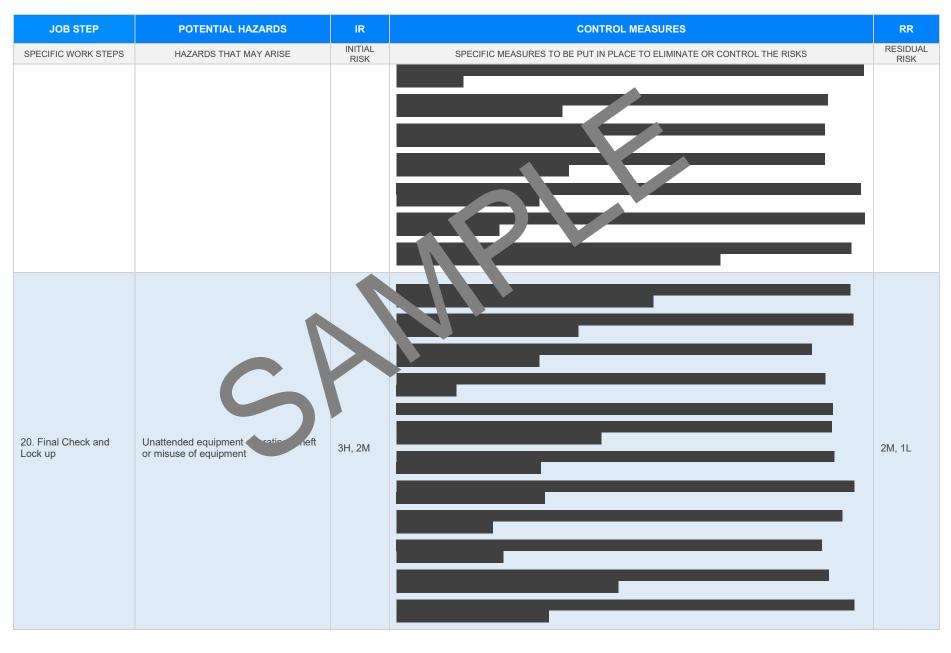
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL
17. Incident Reporting	Non-compliance with policy, Incomple reporting causing additional hazards	- 3H		1L, 2M
18. Maintenance	Equipment failure, Electrical shock	4A, 2M		2M, 1L

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
	S			



#### **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 RE	FERENCES						
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: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Occupational Health an Safety Actor v4 Occupational Health and onfetver gulations 2017 Legismon VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-oulations</u> Contension of the solution of						
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/legislati-">https://www.safework.nsw.gov.au/legal-obligations/legislati-</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislati-</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/workplace-set-claws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/workplace-set-claws</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>						
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> Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012	<ul> <li>Model Codes of Practice</li> <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> <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> </ul>						
Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</u> Codes of Practice for TAS: <u>https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</u> Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council	<ul> <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> <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> </ul>						
- Authorisation to commence work - Any required documents.	- 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 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	