



Heidelberg Cylinder Die 0	Cutter   SAFE WORK METH	OD STATEMENT (SWMS)	
TASK OR	ACTIVITY: Heidelberg Cylinder	Die Cutter	
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.	eting a business or under a (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 S VMS MY HAVE THE FOLLOWING COMMUNICATED	NA, 2 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 v uitab	cor 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	equired:										
	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 equipment setup, Untrained personnel	2M	<ul> <li>- Pre-operation equipment inspection: Conditional the authorough equipment inspection to ensure that all components of the Heidelberg Cylinder Diesetter are provided working condition, free from wear or damage, and configured correctly.</li> <li>- Establish a training and competency assessme programmer assure that all personnel operating the die cutter have completed apropriate training and remonstructure as competency in its safe use, as well as knowledge of any associated hit and safe took.</li> <li>- Develop clear as sent in criction for setup: Create step-by-step instructions outlining the correct equipment set aprocess, such should be read available for reference by all personnel.</li> <li>- Limit access conduthorism personnels as and access to the die cutter's operating area only to those employes who average lived proper training and have been deemed competent in its use.</li> <li>- Implition regular aintenance schedules: Schedule routine maintenance checks for the equipment to detect to do any issues with the die cutter before they pose significant hazards.</li> <li>- Encounge hit and repurring: Empower employees to report any observed hazards, near misses, or a idents furing any preparation phase, and take prompt corrective action based on the reports.</li> <li>- Uses no priate personal protective equipment (PPE): Provide PPE such as safety goggles, gloves, and amplugs all workers involved in the preparation stage, and ensure they properly wear and maintain the sective gear.</li> <li>- Imitiate equipment lockout/tagout procedures during setup: Implement a lockout/tagout system to prevent accidental start-up of the die cutter during the preparation phase, ensuring the machine is safely isolated from its energy sources.</li> <li>- Conduct regular risk assessments and reviews: Regularly review and update the Safe Work Method Statement (SWMS) specifically for the Heidelberg Cylinder Die Cutter, incorporating any new hazards or updates to control measures.</li> <li>- Foster open communication and c</li></ul>	1L
2. Materials loading	Manual handling injuries, Pinching fingers	3H	<ul> <li>Provide comprehensive manual handling training to workers, including proper lifting techniques, carrying procedures, and equipment usage, to effectively minimise the risk of injuries during material loading.</li> <li>Regularly assess and maintain the Heidelberg Cylinder Die Cutter to ensure that it is in good working condition and free from any faults or defects that could pose a risk during the loading process.</li> <li>Implement a buddy system where workers can assist each other in lifting and moving heavy materials, reducing the risk of manual handling injuries.</li> </ul>	2M



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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 RISK
			- Make use of mechanical aids (e.g., pallet jacks, trolleys) to transport heavy or bulky materials, reducing the effort required for manual handling and limiting worker exposure to potential injury hazards.	
			- Ensure that all workers wear appropriate PPE (engloves, safety shoes) when handling materials to protect against pinching fingers or other related juries.	
			- Clearly label and signpost designated loading activities only within the chafe and signpost designated loading activities only within the chafe and sign activities on the chafe activities of the chafe activit	
			- Develop and implement a strict maintenance strict	
			- Create a clean and organised rkspace, providing the room for workers to maneuver and position materials effective for the position risk to themselves or others.	
			- Encourage aular stretch reaks ( ery 60 autes) for workers who are engaging in repetitive lifting or the positioning of heavy mourials, red in the risk of muscle strain and fatigue.	
			- Suppose and workers during the materials loading process to ensure they are following recombed ed san procedures and promptly address any unsafe behaviours or actions.	
			- Estable have ar concumication protocol between workers during the materials loading process to avoid unexpected receives on povements that could result in pinching injuries.	
			plem It a symmatic lift planning process that considers the weight, size, shape, and other charge are lics of materials, enabling workers to adopt appropriate lifting techniques and avoid	
			verexe.  - induct regular safety audits, monitoring the effectiveness of existing control measures and identifying areas for improvement, allowing continuous enhancement of workplace health and safety practices during the materials loading work step.	
	5		- Operator training: Ensure that all operators and workers assigned to the Heidelberg Cylinder Die Cutter are thoroughly trained about its functioning, safety protocols, and potential hazards associated with the machine.	
			- Pre-start checks: Instruct workers to perform pre-start checks of the equipment to ensure it is in proper working condition and that all safety guards are securely in place.	
			- Personal Protective Equipment (PPE): Mandate the use of appropriate PPE for workers operating or accessing the machine, including hearing protection, gloves, and safety glasses.	
3. Machine operation	Contact with moving parts, Noise exposure	3H	- Machine guarding: Install physical barriers and guarding to prevent accidental contact with moving parts and reduce the risk of injury from caught-in/crush incidents.	1L
			- Safety signage: Post clear and visible warning signs at the operating location, highlighting potential hazards such as moving parts and noise exposure. Provide clear instructions regarding required PPE.	
			- Safe work practices: Establish and enforce safe operating procedures, including limiting access to the area around the Heidelberg Die Cutter only to authorised personnel who have been trained to utilise the machine correctly.	
			- Emergency stop controls: Ensure that the emergency stop controls are easily accessible and functional, so that the workers can quickly shut down the machine if needed.	



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			- Regular maintenance: Schedule routine machine inspections and necessary maintenance to minimise the risk of accidents due to malfunctioning equipment.	
			- Ergonomic design: Assess the workstation setup a implement ergonomics solutions to reduce stress on the operator's body and lower the chances a atigue-related errors during operation.	
			- Noise reduction measures: Utilise sounds sorbing maturals and enclosures to minimise the spread of noise and help protect other workers from expressive size exposure.	
			- Incident reporting and investigation: Encourage orkers to report any near-miss or incident related to machine operation, and content thorough investigations into the reports to identify root causes and implement corrective actions it would future incident.	
			- Continuous impressing the very reast of industry best practices and conduct periodic reviews of the work environment to identify appoint ties for inconvenents in safety and efficiency around the Heidelberg Conder Die Croef.	
4. Adjustments	Entanglement in the Lamne, Unauthorised access to control pane	ЗН		2M



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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 RISK
5. Maintenance	Electrical hazards (nemical exposure (lubricants)	4A		<b>2</b> M
				1



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. Waste removal Slips, injurie	Slips, trips and falls, Management and ling injuries			114



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. Quality check	Eye strain, Repetitive motions	21/4		



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
8. Cylinder replacement	Manual handling injuries, pinch points	ЗН		2M
9. System calibration	Electrical hazards, incorrect settings	3H		1L



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
JOB STEP  SPECIFIC WORK STEPS	POTENTIAL HAZARDS  HAZARDS THAT MAY ARISE	IR INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RR RESIDUAL RISK
	5			
10. Trouble shooting	Contact with moving parts, Electrical shock	4A		2M



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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 RISK
11. Shutdown	Machinery entanglement, Stored energy hazards	2M		1L



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	IR INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
12. Equipment cleaning	Chemical exposure (cleaning agents), Slippery surfaces	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 RISK
				NON



#### **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 OF 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/legislations/

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/legislation

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.wksafe.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.
- 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 pleted.		
Check control measures added to the SWMS are the most effective selective.		
Responsible person is assigned and listed on the part of the important of 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 a noted on the SWMS.		
Describes any mandatory qualifications, experience, 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 COMPLETE	ED