Industrial Mincer SAFE WORK METHOD STATEMENT (SWMS)							
TA	SK OR ACTIVITY: Industrial Min	cer					
Business Name:		ABN:	SWMS#				
Business Address:							
Contact Person:	Phone:	E ail:					
THIS SAFE WORK METHOD	STATEMENT IS APPRO						
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.		required to en the that a safe work method s	statement (SWMS) is prepared before				
Full Name:							
Signature:	NK	Title:	Date:				
Details of the person(s) responsible for ensuring implementation, monitoring a	ppliance 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 PHAVE THE FOLLOWING 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 a gislative requirements to first identify any site hazards, such to compare hicas those hazards and then to further take steps to either eliminate or control each hazard.							
If an incident or a near miss occurs, all work must stop an ately. 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.	

						TIVE EQUIPM					
	Select the appropriate PPL above suitable or the equipment used or the job task being performed (if applicable).										
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	Poor machine setup, Tripping on power cables	2М	 Provide proper training and instruction on the correct setup of the Industrial Mincer to avoid any potential issues arising from a poor machine setup. Ensure that all workers are aware of the safe and nonal procedures and the Machine Guarding Principles according to Australian Standards. Verify that the Industrial Minuto is installed on a fine stable bufface to prevent any accidents due to an unstable machine. Regularly instructed equipment of necessary stachments to ensure that they are in good working condition and toperly conduced be each use. Use to coprise barrier for covers to barect power cables from accidental damage, which could lead to expose to live prime of power cables by properly winding them up or using cable ties to prevent tripping aza to. Clearly ignore the designated work area with warning signs to alert workers about the presence of the industrial Mincer. Ensure training is available in the workspace to allow for safe operation and maintenance of a fundustrial Mincer. Conduct regular risk assessments to identify potential hazards associated with the Industrial Mincer operation and implement necessary control measures. Use non-slip floor mats around the machine to minimise the chances of slipping and tripping accidents due to wer or slippery surfaces. Maintain a clean and organised working environment by promptly addressing any spills, debris or clutter that may pose a tripping hazard. 	1L
2. Pre-operation Safety Check	Electrical faults, Missing safety guards	ЗН	 Ensure that a comprehensive pre-operation equipment inspection is conducted by a trained and qualified personnel, focusing on detecting electrical faults, damaged cords, and faulty wiring. Provide workers with clear instructions regarding the proper use of the industrial mincer, including the essential safety precautions to follow before operation. Verify that all required safety guards are in place and functioning correctly, particularly those covering the mincing area, moving parts, and any pinch points. Conduct periodic maintenance checks on the equipment according to manufacturer recommendations, in addition to regular visual inspections for any damage or missing components. 	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
			- Equip the mincer with an emergency stop switch that is easily accessible and visible to operators, in case of potential hazards or malfunction during operation.	
			- Place clearly visible warning labels and signs are the workstation, stressing the importance of hazard prevention and the essential safety checks to the verformed before operation.	
			- Establish lockout/tagout procedures for the industrial minuer to prevent unintended startup when undergoing maintenance, repairs, or pre-open ion same, checks.	
			- Utilise ground fault circuit interrupters (GFCIs), additional protection against electrical faults and potential electrocution risks.	
			- Supplement pre-operation saw, checks by provide a going training on equipment operations, hazard awareness, and recommendation, all workers who may interact with the industrial mincer.	
			- Set up a remaining system at allow worker to promptly notify supervisors and management of any safety concervor potentic hazards in the equipment.	
			- End the work of consistently don personal protective equipment (PPE), such as safety gloves and goggli the non-conjugation of the industrial mincer.	
			- Scheulle hoular at this by external workplace health and safety consultants to provide expert guidance, identify intent chazar chand ensure compliance with relevant industry standards.	
			- intinutially receive and update standard work method statements (SWMS) as needed to reflect changes in equipment, processes, or safety regulations in order to maintain a safe working environment.	
			- mprehensive Training: Only allow trained and competent operators to use the industrial mincer, ensuring they are familiar with its safe operation procedures and potential hazards. Include training on emergency stop procedures and hazard identification in relation to hand entrapment and noise exposure.	
	6		 Proper Pre-Checks: Implement a detailed pre-use inspection checklist for the equipment, focusing on proper functioning of safety features, including guards, interlocks, emergency stop buttons, and noise reduction components. Address any identified issues before commencing operation. 	
			 Comprehensive PPE: Ensure all workers operating the industrial mincer wear appropriate personal protective equipment (PPE), including gloves with cut-resistant material to prevent hand entrapment injuries and hearing protection devices like earplugs or earmuffs to mitigate noise exposure risks. 	
3. Mincer Operation	Hand entrapment, Noise exposure	4A	- Installing Machine Guards: Equip the mincer with adequately designed, fit-for-purpose machine guarding to prevent any accidental contact or entrapment between moving parts of the machine and operators' hands during operation.	2M
			- Noise Control Measures: Apply engineering controls to minimise noise exposure, such as enclosing the mincer with sound-absorbing barriers or installing vibration dampeners on the equipment.	
			- Safe Work Procedures: Develop and implement clear standard operating procedures (SOPs) for mincer operation, including guidance on loading, unloading, cleaning, and maintenance tasks. Ensure all workers follow these procedures strictly to prevent unsafe practices leading to hand entrapment or excessive noise exposure.	
			- Periodic Breaks: Institute a structured rest and rotation system for workers to reduce their continuous exposure to noise levels during mincer operations, thus decreasing the risk of noise-induced hearing loss.	



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
			- Signage and Visible Warnings: Install high visibility warning signs around the work area indicating potential hazards from hand entrapment and noise exposure to keep both operators and other workers in the vicinity alert to the risks associated with the operator.	
			- Emergency Response Plan: Prepare an emergency response plan specific to hand entrapment or noise exposure incidents related to the industrial encoder. Regularly review and update the plan, ensuring workers are trained in the procedures for reconding property and effectively in emergencies.	
			- Ongoing Monitoring: Conduct routine inspect, and audits of the work environment to ensure its ongoing compliance with workplace health and surty regulation. Monitor operators' adherence to safe work procedures and PPE usure, gathering feedback from takers on any potential improvements to minimise the risks associated variant entrapment. The use exposure.	
4. Material Handling	Manual handling injunce, olips and this	ЗH		1L



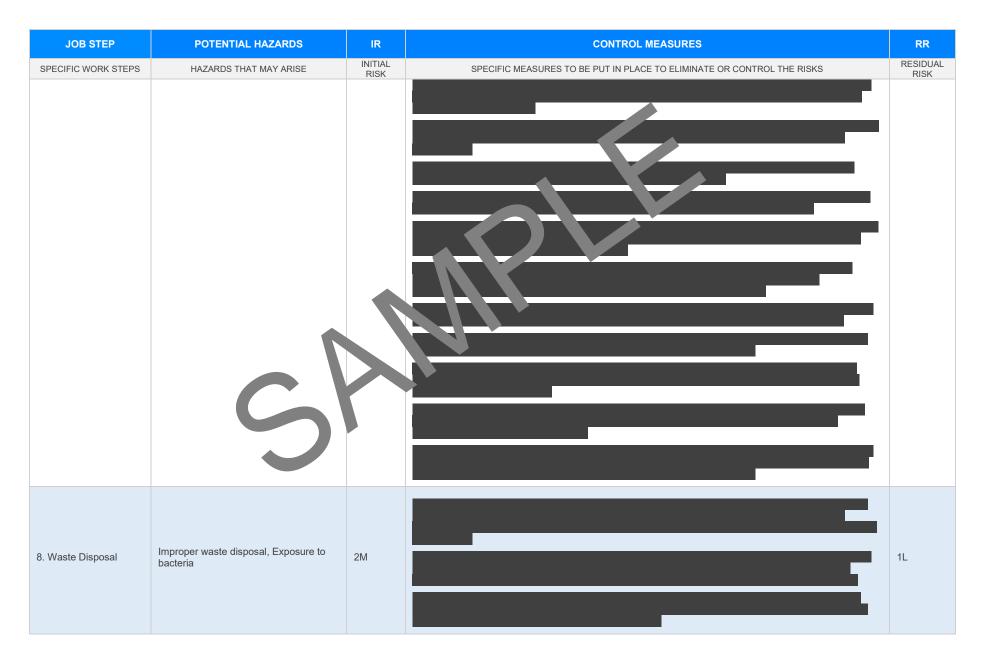
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
5. Loading ingredients	Spillage, Dust inhalation	21		1L
6. Machine Maintenance	Exposure to sharp edges, Chemical spills	ЗH		2M

Version 2.5

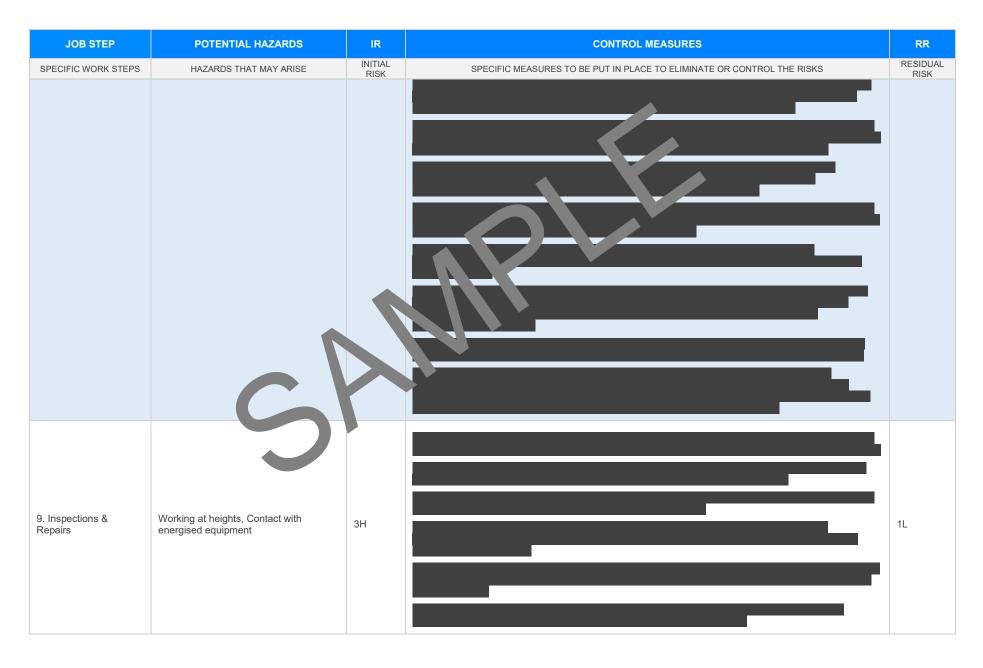


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
7. Cleaning	Contact with chemicals, Slippery surfaces	2M		1L

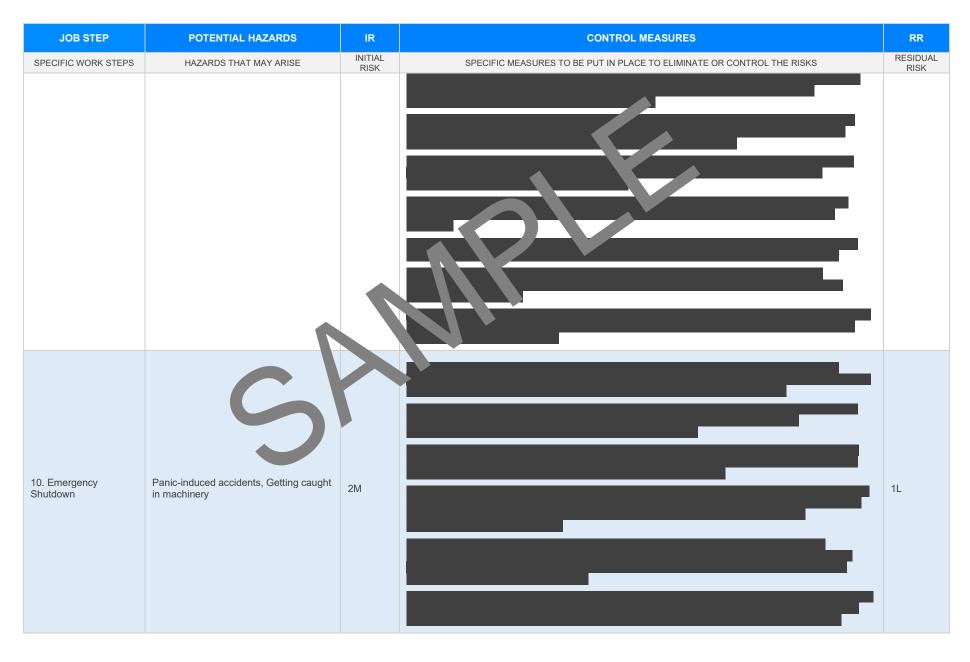




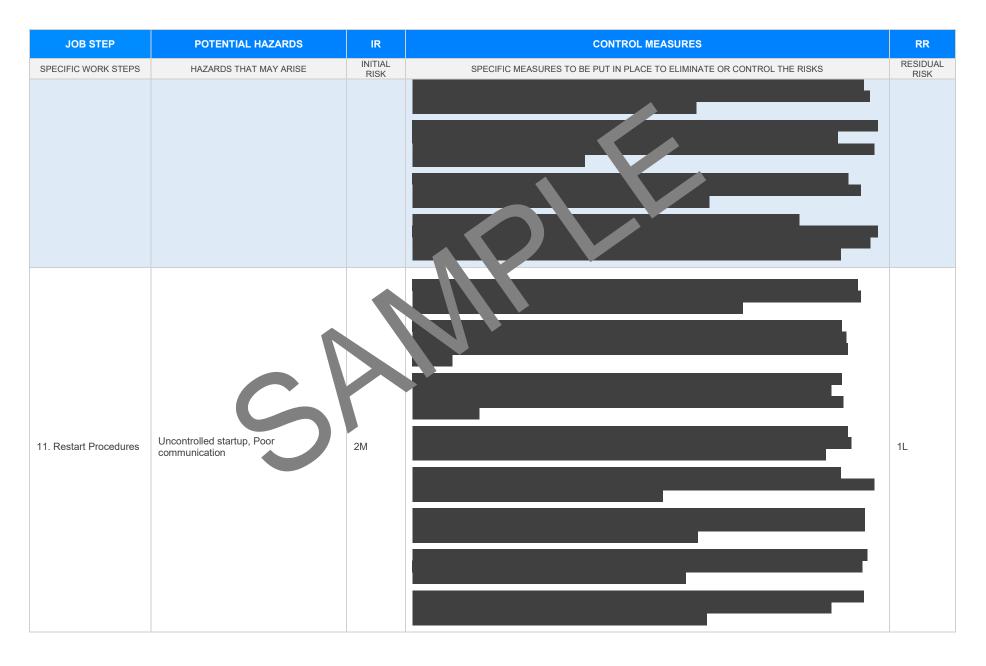




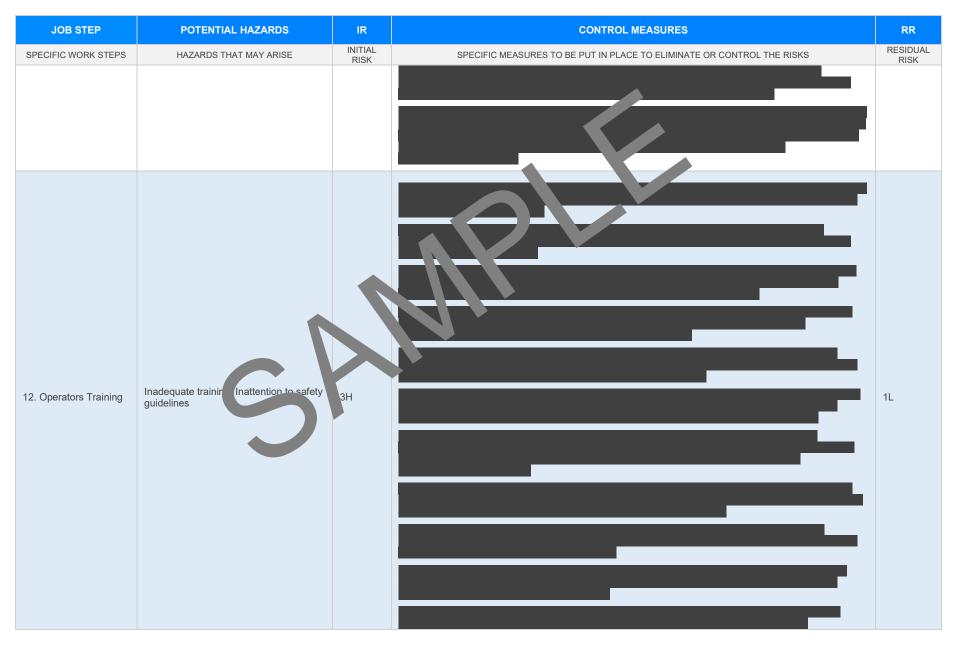
















JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	S			



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 REF	ERENCES					
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/acts-and-regulations</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Occupational Health at Safety Act and Occupational Health and orfety orgulations 2017 Legis non VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> ordes 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: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes rach. Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-ou rach.	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) Regulations 2015 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/weiplace-super-laws Codes of Practice NT: https://worksafe.nt.gov.au/formed-resourcestorestorestorestorestorestorestorestor	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 and cafety 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 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 selections	\boxtimes		
Responsible person is assigned and listed on the part 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 RE	VIEWED	
SIGNATURE	DATE COM	DATE COMPLETED	