



Metal Bandsaw and Power I	Hacksaw   SAFE WORK ME	THOD STATEMENT (SWMS)	
TASK OR A	CTIVITY: Metal Bandsaw and Pov	wer Hacksaw	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E 111:	
THIS SAFE WORK METHOD	STATEMENT IS APPRO' D 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 o (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, 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 atalety. 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	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	Unsecured equipment, Inadequate PPE	2M	<ul> <li>Conduct a pre-operational checklist for the cotal bandsaw and power hacksaw, ensuring that all equipment is in proper working condition are securely a coorde to the floor or workspace.</li> <li>Provide adequate PPE such as safety glasse and ses, hearing protection, and steel-toe footwear to workers who will be operating the equipment.</li> <li>Train workers on the proper set of the provided Point and sessing the importance of wearing it at all times, especially during peratice and maintenance to be metal bandsaw and power hacksaw.</li> <li>Maintain clear sunways to und to work areas see of debris or other tripping hazards, to ensure safe movement for workers hand and anapper of materials before and after cutting.</li> <li>Ensure that the vorker set is well-lift an adequately ventilated, reducing the risk of accidents related to low vory or in a for potentially hazardous particles.</li> <li>Instructive the test to include sharp edges with caution and only use tools designed for cutting tasks, minimis git in sisk of incidental cuts or injuries.</li> <li>Develor a clear sommunication system among workers, including hand signals and warning signs, to allow the of positial hazards, such as starting the saw or moving large pieces through the area.</li> <li>Ensure at guards are properly installed and adjusted on the metal bandsaw and power hacksaw, vering the blade to protect workers from accidental contact.</li> <li>Enablish a regular maintenance schedule for the metal bandsaw and power hacksaw, ensuring they remain in good working order and reduce the risk of malfunction.</li> <li>Implement an emergency stop procedure for the metal bandsaw and power hacksaw, allowing workers to quickly shut down the equipment in case of a hazard or potential incident.</li> <li>Store all cutting tools, such as the metal bandsaw and power hacksaw blades, safely and securely when not in use to prevent injury to workers.</li> <li>Provide training refresher courses and regularly update workers on any changes to health and safety</li></ul>	1L
2. Set-up	Misaligned parts, Insufficient clearance	3Н	<ul> <li>Regular maintenance and inspection: Ensure that the bandsaw and power hacksaw are routinely inspected for any misalignment of parts and kept in proper working condition.</li> <li>Proper installation and calibration: Always set up the equipment according to the manufacturer's guidelines, ensuring that all parts are correctly aligned.</li> <li>Adequate workspace clearance: Ensure sufficient space is available surrounding the workstation, allowing for safe operation, material handling, and movement around the area by workers.</li> <li>Clear instructions and signage: Provide clear instructions on how to set up and operate the machinery to minimise risks associated with misaligned parts and insufficient clearance.</li> <li>Employee training: Ensure all operators are trained in correct setup and operating procedures to avoid hazards associated with misaligned parts and insufficient clearance.</li> </ul>	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
			- Proper equipment storage: Store tools and accessories securely when not in use to prevent unintentional contact or damage resulting in misaligned components.	
			- Promptly address malfunctions: Report and repairing malfunctions, loose fittings, or misalignments as soon as they are identified.	
			- Use appropriate personal protective equipment (PPE): The tip operators with necessary PPE such as gloves, safety glasses, and steel-toed shoes are reduced in right protection.	
			- Follow a pre-use checklist: Implement a standar checklist for operators to follow during setup, confirming all components are aligned correctly as sufficient searance is available.	
			- Two-person set-up procedure, or heavy or more contacted assemblies, employ a designated spotter to assist in aligning sents a unaintaining proper clearance during set-up.	
			- Avoid over a viding: Limit the number of personnel in the working environment during setup to prevent accidents call the by concision and in the discrete decidents.	
			- Instructional and a second s	
			- Contil out view a himprovement: Gather feedback from operators and conduct regular risk assessments identify betential hazards and refine control measures relating to misaligned parts and sufficiencles are certain certain to be a sufficiency of the control measures relating to misaligned parts and sufficiency certain certa	
	1		Prior to prting up the machines, properly inspect and ensure all equipment is in good working dition, including blades and other parts.	
			- Aways wear appropriate personal protective equipment (PPE), such as earplugs or earmuffs, to protect against noise exposure.	
			- Provide workers with ongoing training on proper operating procedures for metal bandsaw and power hacksaw machines, particularly focusing on start-up processes, to reduce the risk of hazards.	
			- Ensure workstations are isolated from one another to minimise noise levels and vibrations. Install acoustic barriers where necessary.	
3. Start-up	Noise, Vibration	2M	- Develop a schedule for regular maintenance checks of machines to prevent malfunctions that could contribute to increased noise and vibration levels.	1L
·			- Implement a clear communication system among workers, using visual cues and hand signals if needed, to avoid miscommunication due to excessive noise.	
			- Schedule periodic breaks for employees to give them time away from continuous exposure to noise and vibration.	
			- Position machine operators so they can maintain a safe distance from the source of noise and vibration while still maintaining full control of the equipment.	
			- Encourage workers to report any unusual noises or vibrations immediately to supervisors or management for an immediate analysis of potential problems.	
			- Include vibration dampening padding or mats under the machines to help absorb and reduce vibrations during start-up and operation.	



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
			- Monitor and limit the duration of each employee's exposure to high levels of noise and vibration to comply with prescribed guidelines and regulations.	
			- Continuously review and update SWMS documer and not or reflect best practices and industry standards concerning noise and vibration control to ensure worker safety remains a top priority during the start-up stage of metal bandsaw and power hacksare perations.	
4. Operation	Kickback, Flying deb			2M



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
				ı
5. Stopping	Unsafe handling, expected shutdown	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
6. Material loading	Manual handling, Crush injury	3H		1L
7. Cut adjustment	Entanglement, Pinch points	3Н		2M



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
8. Blade replacement	Sharp edges, Improper installation	ЗН		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
9. Lubrication	Slips and falls, Exposure to chemicals	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
				•
10. Cleaning	Electric hazards, Debris ignition	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
11. Maintenance	Incorrect tool use, Unpland	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
12. Inspection	Inadequate inspection, Missing safet features	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		
				1		



#### **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/legislati

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 2011

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

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.ssafe.vic.gov.au/occupational-health-and-safety-act-and-

gulat

tes of actice VIC attps://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: <a href="https://www.commerce.wa.gov.au/worksafe/legislation">https://www.commerce.wa.gov.au/worksafe/legislation</a>

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 at 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 ED