

Metal Cnc Router | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Metal Cnc Router

Business Name:	ABN:	SWMS#
Business Address:		
Contact Person:	Phone:	Email:

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure 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 compliance of the SWMS as well as reviews and modifications of the SWMS.		
Full Name:	Title:	Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, then to communicate 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 immediately. 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.

NAME OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

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 CONSTRUCTION WORK BEING CARRIED 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 | ☐ is 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 integrity of a structure | ☐ is carried out in an area that may have a contaminated or flammable atmosphere |
| ☐ involves, or is likely to involve, disturbing asbestos | ☐ involves tilt-up or precast concrete |
| ☐ involves structural alteration or repair that requires temporary support to prevent collapse | ☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor |

RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	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
1. Preparation	Improper training, Lack of machine maintenance	2M	- Ensure all employees undergo rigorous safety and operation training for the Metal CNC Router. - Implement a regular machine maintenance schedule to keep the router in prime condition. - Provide refresher courses periodically to reinforce proper machine use and procedures. - Create and maintain an up-to-date dedicated safety protocol manual accessible to all workers. - Use lockout/tagout procedures when performing any form of maintenance or cleaning on the machine. - Place clear, visible warning signs near the router highlighting potential risks. - Equip workers with appropriate personal protective equipment (PPE), such as safety glasses, earplugs, and protective footwear. - Monitor humidity and temperature levels in the workspace to prevent condensation build-up causing machinery faults. - Regularly conduct risk assessments to identify potential hazards and apply the necessary control measures. - Ensure that any modifications made to the machine are performed by qualified personnel only. - Enforce a strict drug and alcohol policy to maintain focus and avoid accidents at the workplace. - Demand thorough pre-operation checks to confirm the router is safe to use. - Advocate for open communication, encouraging workers to report safety issues without fear of retribution.	1L
2. Material loading	Manual handling, Slips and trips	3H	Absolutely, please find the detailed control measures outlined below: - Regular and effective training: Ensure all workers are adequately trained in correct manual handling techniques. This could include lifting, lowering, pushing, pulling, carrying or otherwise moving, holding or restraining. - Utilise mechanical aids: Encourage the use of forklifts, trolleys, or other helping tools whenever possible to minimise human intervention and effort. - Safe work procedures: Develop and implement safe systems of work. This could include providing suitable and well-maintained equipment. - Clear access paths: Regularly check and clear the materials loading area to prevent tripping hazards. - Appropriate PPE: Ensure that	

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			- Weight management: Create restrictions on the weight each worker is allowed to lift independently, based on factors like the build of the worker and the nature of the load. - Good housekeeping: Keeping the workspace clean can drastically reduce the risk of accidents - clear away any spills immediately and remove unnecessary items from the floor. - Signage: Use proper signage to notify employees of potential slips, trips and fall hazards, especially when working conditions may change or in areas that have ongoing hazards.	
3. Machine set-up	Incorrect setup, Equipment failures	4H	- Ensure comprehensive training and competence in machine set-up procedures and adhere to manufacturers' guidelines. - Regular inspection of equipment should be conducted to identify any signs of wear, tear or damage. - Encourage regular use of correct manual handling techniques when dealing with heavy items during setup. - Implement a rigorous maintenance and service schedule as per manufacturer's instructions. - Regularly update safety protocols and ensure that they are correctly followed during all machine setups. - Ensure adequate lighting and space around the machine while setting up for optimum visibility and operation. - Use suitable personal protective equipment (PPE) such as safety glasses, hearing protection, and sturdy footwear. - Only qualified personnel should be authorized to perform CNC router setup. - Standard procedures should be in place and followed for equipment failure, including safe shutdown and evacuation if needed. - Clearly mark all moving parts, high temperature areas and pinch points on the machine to avoid injury during setup. - Correct use of lockout/tagout protocol during equipment maintenance and set-up to safeguard workers from unexpected start-ups. - Foster open communication within the team so any potential issues or risks can be promptly identified and mitigated. - Maintain a clean operational environment to minimise slip, trip or fall hazards associated with debris or spills. - A standby operator should be available at all times who is well-versed about emergency stop procedures and management of potential equipment failure.	

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6. Maintenance	Electric shock, Fire hazard	3H		1L

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10. Testing	Mechanical failure, unexpected machine start	4A		2M
11. Material storage	Unstabilized materials, Disorganized area	3H		2M

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16. Quality Control Checks	Defective equipment use, Poor light conditions	3H		2M

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17. Housekeeping	Cluttered work area, Poor disposal practices	3H		2M
18. Tool Maintenance	Faulty tools, Hands cut from sharp edges	4A		2M

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			SAMPLE	
19. Adjustment Works	Debris, Shards of metal	4A		3H

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20. Reporting and Paperwork	Incorrect data entry, Loss of important documents	2M		1L

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SAMPLE

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 IF ANY STATE THAT 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](https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice)

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 METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and sub-contractors) who may be affected by the operation of the SWMS and their health and safety representatives who represent that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are 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 result of the review are advised of the changes in

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.	☒	
Any hazards listed in any site risk assessments have		