Strapping Tool (Hand	a)   SAFE WORK METHOD	STATEMENT (SWMS)							
TASK	COR ACTIVITY: Strapping Tool (	Hand)							
Business Name:		ABN:	SWMS#						
Business Address:									
Contact Person:	Phone:	E pil:							
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE PC. OF THE ROJECT							
THIS SAFE WORK METHOD STATEMENT IS APPROX 'D BY THE PC. 'OF TP' ROJECT Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or under trag (PC. V) 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 a	poliance the VMS a well as review	vs and modifications of the SWMS.							
Full Name:		Title:	Phone:						
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAN HAVE THE FOLLOWING COMMUNICATED	NALE OF ALL RELEVANT PERSONN 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 ad in account with egislative requirements to first identify any site hazards, a count of communication those hazards and then to further take steps to either eliminate or contract each hazard.									
If an incident or a near miss occurs, all work must stop an attactive 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 terrar by 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	000DF			HEIRARCHY OF CONTROLS					
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	SCORE	SCORE	SCORE	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 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			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 workplace set-up, Inadequate lighting	2М	<ul> <li>Implement a thorough workplace inspectie vefore beginning any task to ensure a proper and well- organised work environment.</li> <li>Clear the area of any unnecessary equipment dense, or obstacles to prevent trips, slips, and falls in the immediate work area.</li> <li>Provide adequate lighting at a workplace, espect to when working during low light conditions or in enclosed spaces. If non-nearly, or portable lighting tensions such as spotlights or floodlights for better illumination.</li> <li>Ensure the orface on which the state or or the strapping tool to minimise risks associated with incorrect andling at technique.</li> <li>Transcrikers like per handling and usage of the strapping tool to minimise risks associated with incorrect andling at technique.</li> <li>Alway west approprise Personal Protective Equipment (PPE), such as gloves and safety goggles, to notect a trains rotential wazards during operation.</li> <li>I form sgular anintenance on the hand strapping tool, including checking for any signs of wear and tear or on eage, to prevent potential injury or malfunction.</li> <li>Exablish and adhere to designated storage areas for the strapping tool and related materials, preventing them from being improperly stored or left unattended.</li> <li>Encourage good communication among team members; report any dangerous conditions or safety concerns to supervisors immediately so that corrective action can be taken to mitigate risk.</li> <li>Conduct periodic risk assessments or toolbox talks to discuss potential hazards associated with the hand strapping tool worksite and review control measures to prevent accidents.</li> </ul>	1L
2. Safety equipment check			<ul> <li>Conduct regular inspections of all Personal Protective Equipment (PPE) to identify any signs of damage, wear or deterioration. If PPE is found to be damaged or ineffective, it should be replaced immediately.</li> <li>Ensure that the appropriate PPE is provided for all workers who are involved in the operation of hand strapping tools. This may include safety gloves, protective eyewear, and steel-toed boots, depending on the specific job requirements.</li> <li>Develop a preventative maintenance schedule for the hand strapping tools and other related equipment. This will help minimise the risk of poorly maintained equipment causing injury during use.</li> <li>Train all employees involved in the use of hand strapping tools on the correct procedures for inspecting and maintaining their tools and safety equipment. This should include instructions on how to identify potential hazards and what actions to take if they are discovered.</li> <li>Store safety equipment and PPE in a designated area when not in use. This will reduce the likelihood of equipment being misplaced or damaged during transit or storage.</li> </ul>	1L



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	C WORK STEPS HAZARDS THAT MAY ARISE		SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			<ul> <li>Provide clear signage and instructions for proper usage of safety equipment when working with hand strapping tools. This can help remind workers of best practices for maintaining their safety while performing their tasks.</li> <li>Encourage an open communication culture where workers feel comfortable reporting any damaged or missing PPE without fear of retaliation. Estatush a system for anonymous reporting if necessary.</li> <li>Implement regular tool and equipment invence workers feel comfortable reported immediately.</li> <li>Purchase high-quality PPE and hand strapping to its from remeable manufacturers to ensure their durability and effectiveness in an event safety equipment and PPE on-site as a contingency measure, in concrements before dataged or locatoring a work shift.</li> <li>Monitor inducer developments and a concernents in PPE technology to stay current with best practices for worklace s by increation to hand crapping tool usage. Update and revise policies and procedures</li> </ul>	
3. Tool inspection	Worn straps, Malfunctionen tensioner	ЗН	<ul> <li>acconnext, in of the continually improve upon the control measures being implemented.</li> <li>Implement and regular reportion routine for strapping tools and tensioners, ensuring that personnel are trained in identifying signs of wear and malfunction.</li> <li>But bills a logblock or digital record for documenting tool inspections, maintenance activities, and teplace using schedules to track the condition of each strapping tool over time.</li> <li>Require workers to visually inspect all straps for wear, fraying, or damage before using the strapping to larny sign of degradation should result in immediate removal from service and replacement with a new strap.</li> <li>Encourage workers to report any issues with the strapping tool or tensioner immediately upon identification, allowing swift action to be taken to prevent accidents or injuries.</li> <li>Store strapping tools and materials in designated areas when not in use, keeping them away from moisture, excessive heat, or chemicals that may cause degradation or malfunction.</li> <li>Ensure that workers are provided with clear instructions and adequate training in the proper use, storage, and maintenance of hand strapping tools and tensioners.</li> <li>Develop and implement a preventive maintenance plan for strapping tools and tensioners, based on manufacturer recommendations and user experience, addressing common failure points and typical wear patterns.</li> <li>Periodically review workplace safety procedures related to the use of hand strapping tools, updating protocols as necessary to reflect changes in equipment design or industry best practices.</li> <li>Conduct toolbox talks or safety briefings focusing on the hazards associated with worn straps and malfunctioning tensioners, emphasising the importance of early identification and prompt corrective actions to minimise risk.</li> <li>Consider investing in high-quality strapping tools and materials designed for long-term durability, reducing the likelihood of compromise due to wear or malfunction an</li></ul>	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	RESIDUA RISK
4. Loading strap roll	Manual handling injuries, Pinch points			
	Cuts and abrasions, Flying debris	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			
6. Feeding strap	Entanglement, Jamming hand in tool	ЗН		1L

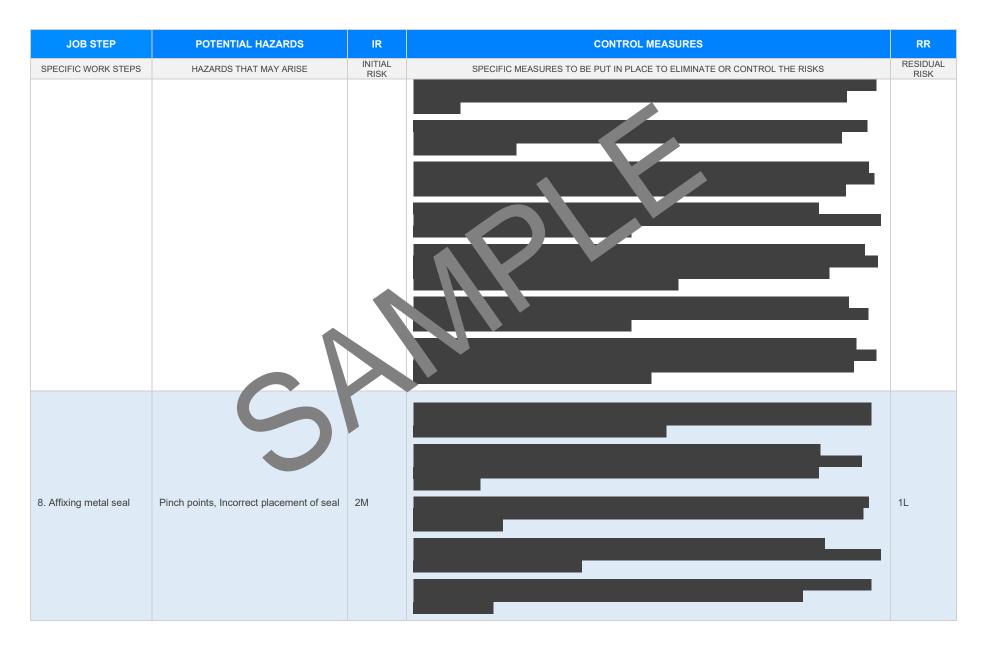
Version 2.5



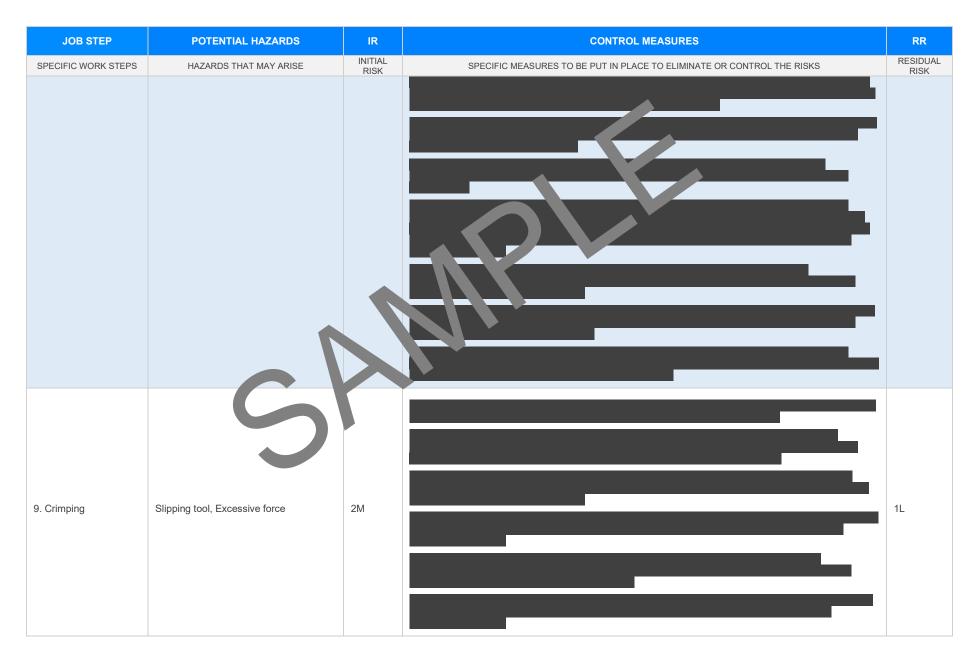
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
7. Tension application	Over-tightening, Releasing tension suddenly	2М		1L

Date of Issue:



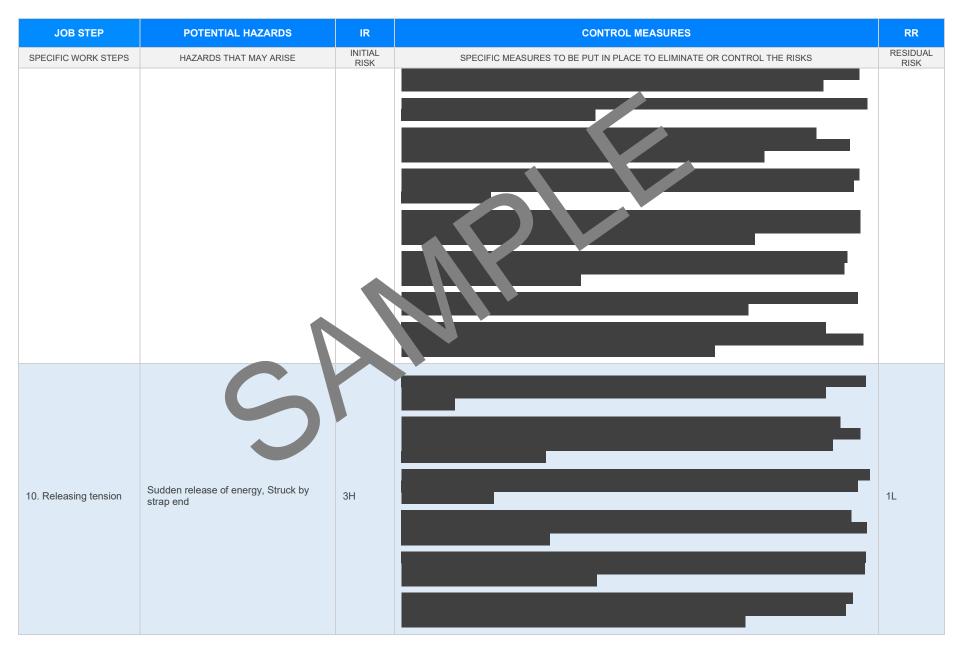




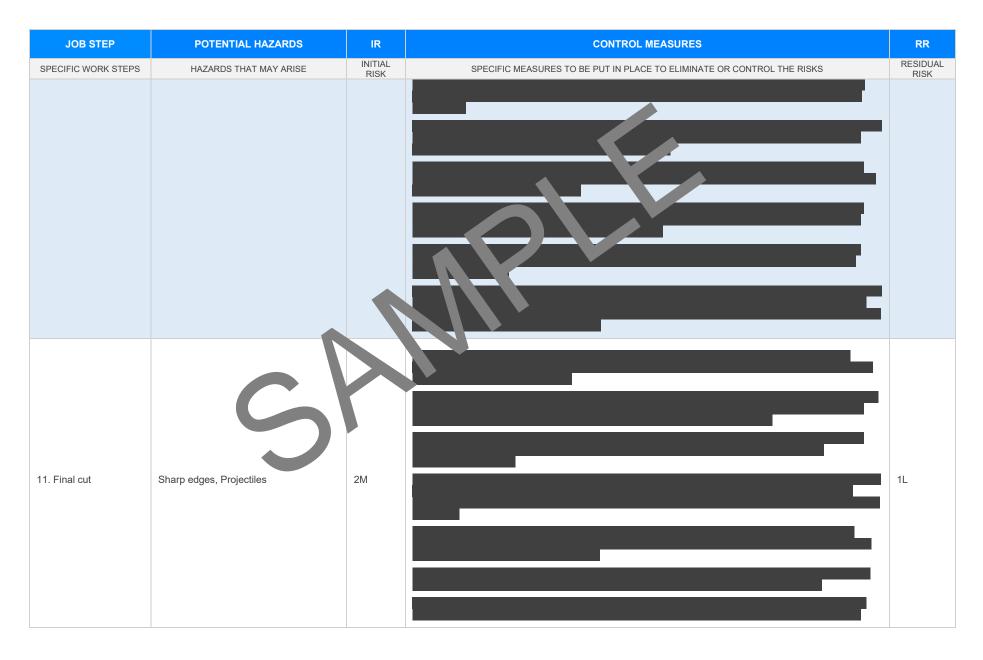


Version 2.5

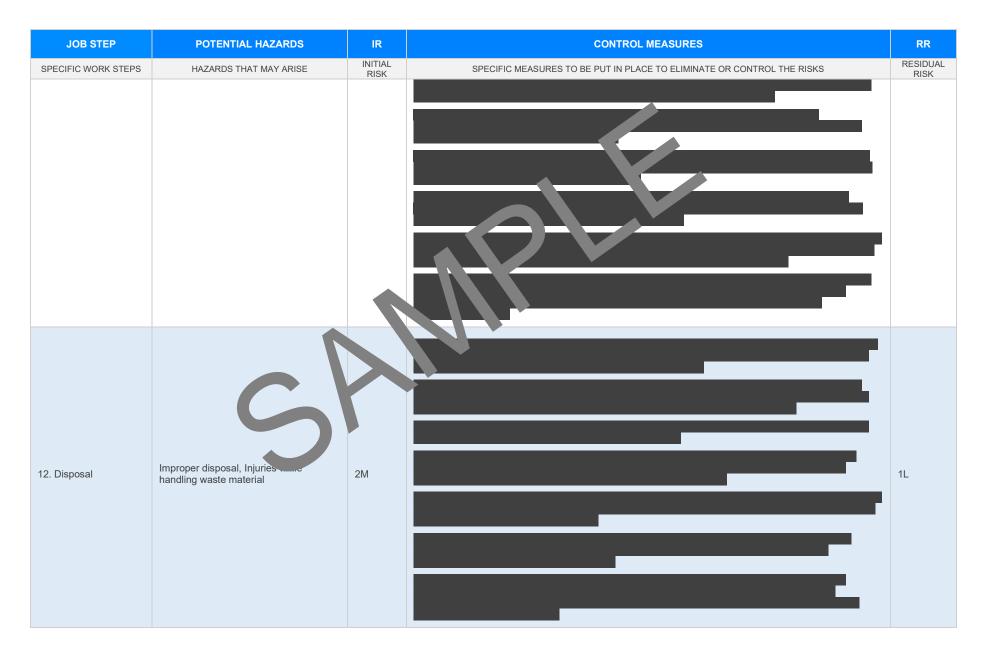


















#### **EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES**

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 LEGISLA	ATIVE 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 an Safety Act word Occupational Health and a fetve egulations 2017 Legis from VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulatures</u> Codes of mactice VIC <u>entrps://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: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislatic">https://www.safework.nsw.gov.au/legal-obligations/legislatic</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislatic</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/wc_oplace-serve-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/ferreaction_d-resourcestor_secon_sector</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> 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> Tasmania	<ul> <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> </ul>
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: <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>	<ul> <li>Managing the risk of falls at workplaces</li> <li>Hazardous manual tasks</li> <li>Managing the risk of falls in housing construction</li> <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> </ul>
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.	<ul> <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> <li>Construction work</li> </ul>



#### 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	IPLETED