Concrete Saw - Quick C	Cut SAFE WORK METHO	D STATEMENT (SWMS)	
TASK	OR ACTIVITY: Concrete Saw - Q	uick Cut	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE PC. OF THE ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person condution the proposed work starts.		required to entry that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitorin	compliance of the SWI, was well as re	eviews and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS	NALE OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	NEL WHO HAVE BEEN CONSULTED AND (THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be scheduled in according e with egislative requirements to first identify any site hazards, and the to contain the those hazards and then to further take steps to either eliminate or contail each hazard.			
If an incident or a near miss occurs, all work must store a calately. 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:	
☐ involves a risk of a person falling more than 2 meters	d 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 integritystructure	\Box is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing as the set of the	□ involves tilt-up or precast concrete
involves structural alteration or repair the requires to prary support to prevent collapse	\Box 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 the first or tunnel involving use of explosives	\Box is carried out in areas with artificial extremes of temperature.
\Box 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	800DF	ACTION		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 key recorde		Engineering Isolate the hazard.		
is the second m	RARE 1 1 2 3 3 1L Inition and ke precorder Isolate the hazard. otes on Hierarchy of Controls: Elimination methods are the most effective and prefermine en council graph azard. Substitution the second most effective method of controlling a hazard. Engineering by isolation is the purpose of experimental size the least effective while Administrative ontrols by changing the work is the fourth most effective method. PPE (Personal Proterive explicit on the least effective) is the least effective Description										

		Select the an	propriate PPL	PERS	VAL TEC	TIVE EQUIPM oment used or	ENT (PPE) the iob task	being perfor	med (if applica	able).		
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION			RL SPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED	
Other PPE R	Required:					_						
	Permit or Licenses Requirements						Mandatory Qualifications and Training					

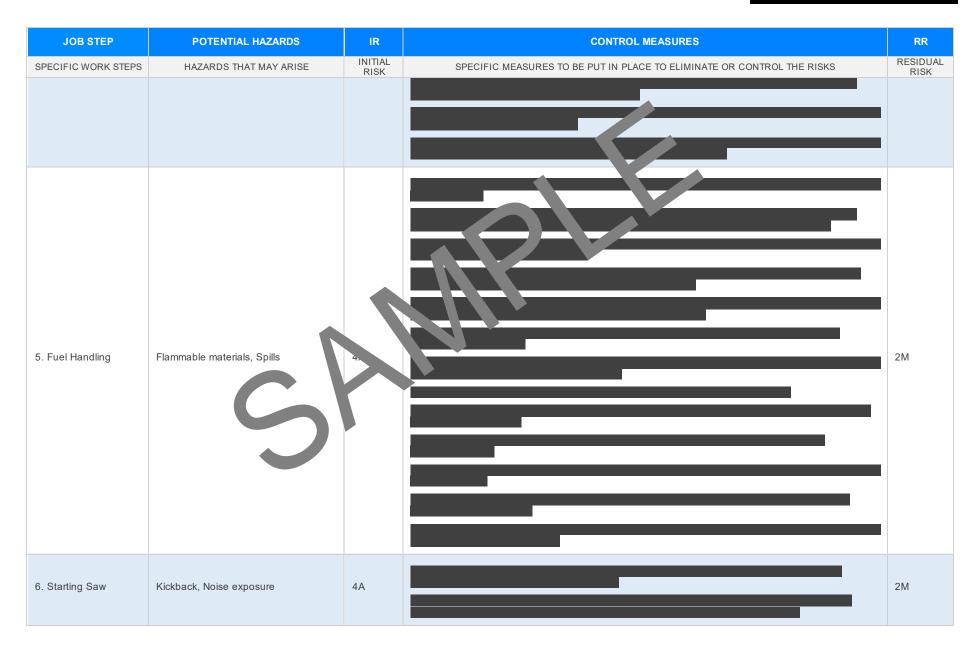


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Manual handling injuries, Unsecured work area	ЗН	 Conduct a manual handling risk assessment to identify potential risks and implement control measures. Use mechanical aids or equipment like treates or backs to transport heavy items, reducing manual lifting. Ensure all workers are traited in proper manuformal digits to minimise injury risk. Clearly designate a secured tork area with signal and barriers to prevent unauthorised access. Keep the work note that y organising tools and equipment to reduce trip hazards. Use appropriate personal protective equipment (PPE) such as gloves and boots to safeguard against injuries. Schurth regulationals to reduce fatigue and improve concentration during manual tasks. Ensult the poncreastaw is in good working condition, routinely inspecting and maintaining it according to manuaction regulations. Provide adequate lighting in the work area to ensure clear visibility and reduce error risk. Allocate sufficient space around the worksite for safe operation and movement of tools and personnel. Store tools securely when not in use to prevent accidents from falling or misplaced equipment. Engage in team lifting or buddy systems when handling large or cumbersome items to decrease individual strain. Develop an emergency response plan and ensure all workers are familiar with procedures in case of an accident. 	2М
2. Equipment Inspection	Faulty equipment, Missing guards	4A	 Conduct a pre-use inspection checklist to identify any visible damage or wear and tear on the concrete saw. Verify that all safety guards are correctly installed and securely fastened before use. Ensure that all safety labels and warning signs on the equipment are visible and legible. Regularly service and maintain the concrete saw according to the manufacturer's instructions and keep records of maintenance activities. Immediately tag out and remove from service any faulty equipment until repaired by a qualified technician. Only allow trained and competent personnel to carry out equipment inspections, maintenance, and operating procedures. Inspect power cords and connections for any damage or exposed wires, and ensure electrical components are properly insulated. Confirm that the blade is rated for the specific material being cut and is installed correctly without any cracks or defects. 	2М



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 - Keep spare guards available onsite to replace any missing or damaged ones promptly. - Test emergency stop functions and other safety features regularly to ensure they operate correctly in case of an emergency.	RESIDUAL RISK
3. Setting Up Work Area	Slips, trips and falls, Poor visibility	ЗН	 Ensure the work area is clean and free free debris before starting the setup to prevent slips, trips, and falls. Clearly delineate the work area with barriers is cones to alert others of the operation zone. Secure all cables and corden way from walking withs transid tripping hazards. Use appropriate site of the interact ongoing work and potential hazards for improved visibility. Conduct a the ough inspection of the floor of the determine of the operations or busy worksites. Ensure all works way high-visibility clothing, especially in low-light conditions or busy worksites. Estat is the communication protocols for team members to maintain situational awareness within the work zere. Positic adee at a lighting to ensure all areas of the work site are well illuminated. Nement a budy system to periodically check on each other's safety, especially during longer operation. Regularly remove dust and debris generated during sawing to maintain a clean and safe work encomment. Provide training and refresher courses for workers on identifying and mitigating common risks associated with concrete sawing operations. Ensure easy access to first-aid equipment and trained personnel in case of an emergency. 	2M
4. PPE Usage	Incorrect PPE use, PPE malfunction	ЗН		1L



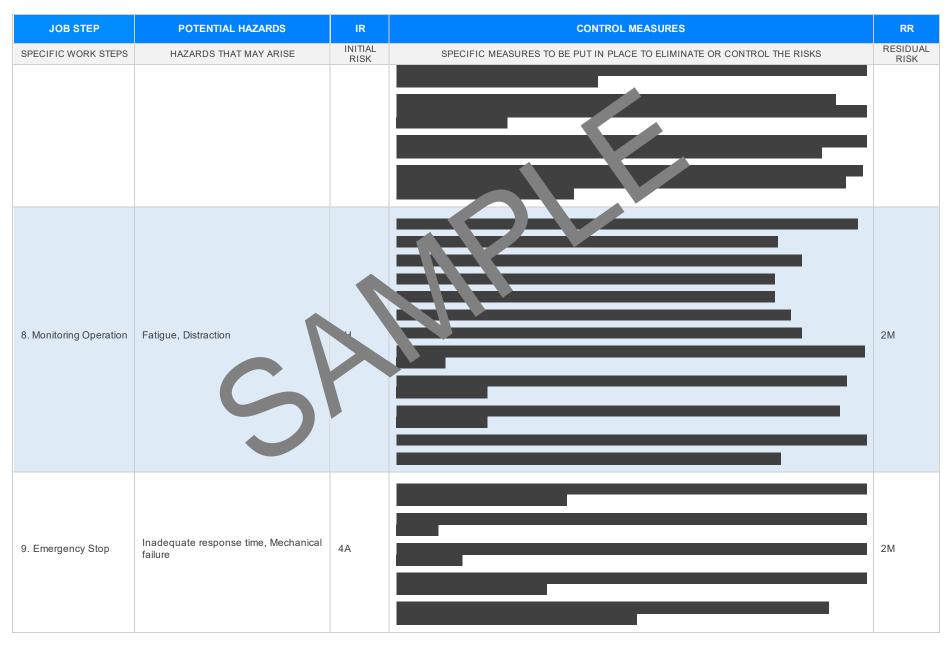


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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
7. Cutting Concrete	Dust inhalation, Blade breakage	4A		2M





Version 2.5



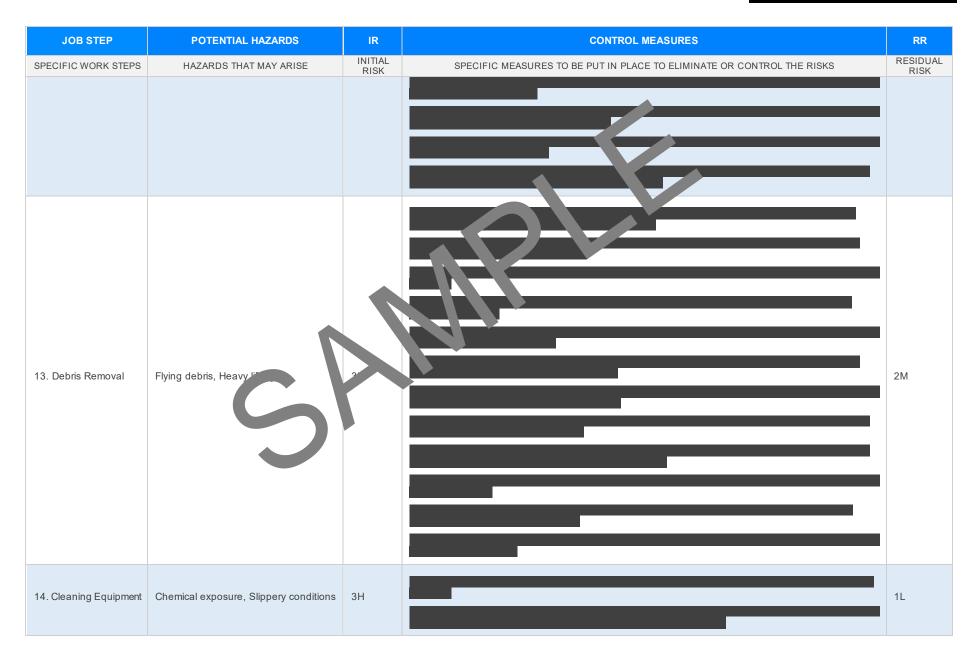
	JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
	SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
	10. Adjustments		ЗН		1L
Image: Second	11. Finishing Cut	Overcuts. Uneven surfaces	3H		1L

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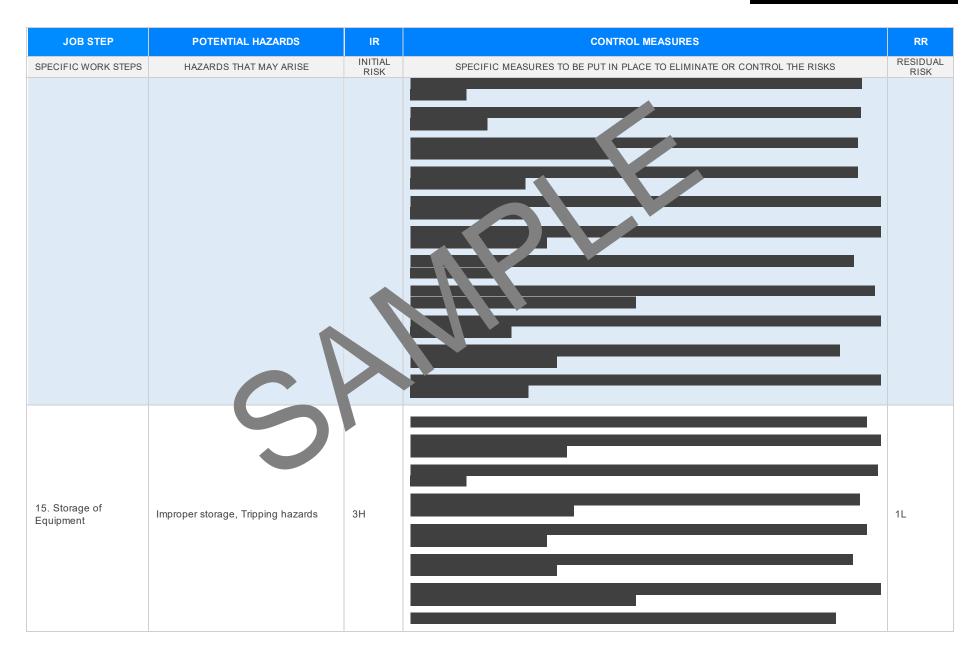
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
12. Shut Down Procedure	Electrical hazards, Equipment not secured	4A		2М





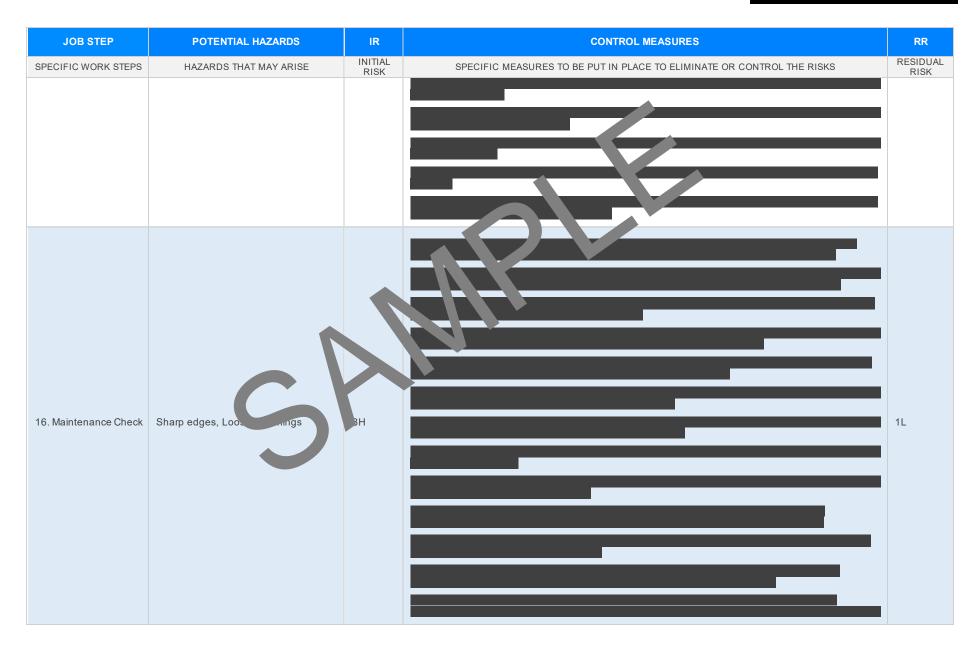
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Version 2.5





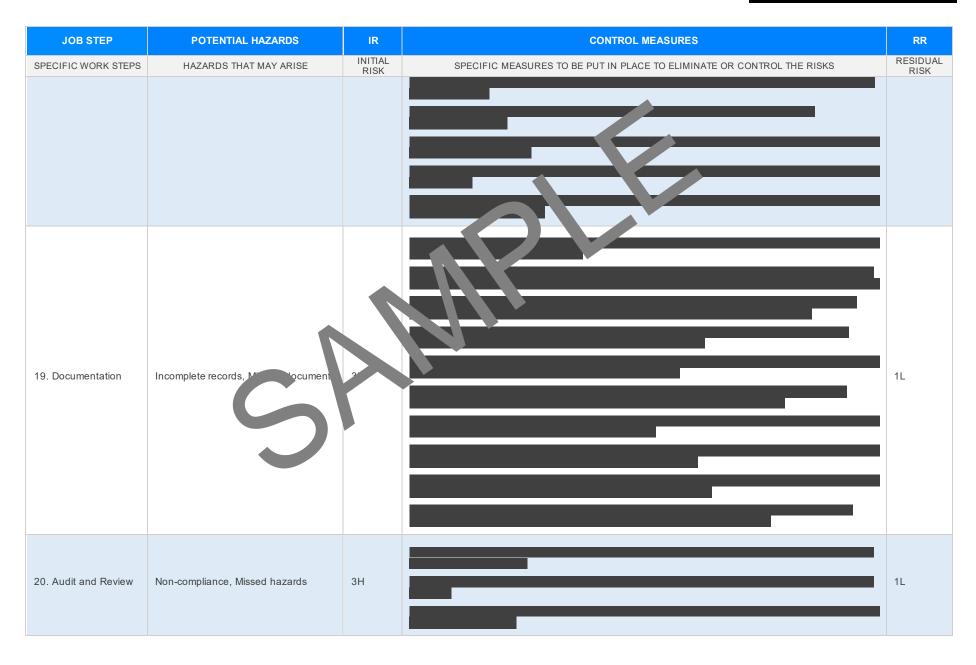
Version 2.5



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
17. Training and Induction	Lack of knowledge, Incorrect operation	4A		2M
18. Communication	Miscommunication, Language barriers	ЗН		2M

Version 2.5





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
21. First Aid Preparedness	Lack of first aid supplies, Delayed response	4A		2М



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 REFERENCES				
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCE. IN ANY STATISTICAL 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 and Safety Act 2004 Occupational Health and Safety Act 2004 Legislation VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulations</u> design factice 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: <u>https://www.safework.nsw.gov.au/legal-obligations/legis</u> Codes of Practice NSW: <u>https://www.safework.nsw.gov.au/resource-library</u>	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 201 Work Health and Safety (National Uniform Legislation) Regulations 20 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.orkplatestics.creations</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.orkplatestics.creatice</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 (S Legislation for SA: https://www.safework.sa.gov.au/resources.ogislation Codes of Practice for SA: https://www.safework.sa.gov.au/resources.ogislation Codes of Practice for SA: https://www.safework.sa.gov.au/resources.ogislation Tasmania Work Health and Safety Act 2012	 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 			
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>	 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 			
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.	 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 THE S ATEM AT MONITORING AND REVIEW The SWMS must be reviewed regularly to make sure it remain effect. and mu be reviewed (and The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are revised if necessary) if relevant control measures are revised. The s should be carried out in effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The view consultation with workers (including contractors person responsible for monitoring the effectiveness of the Safe Work Method Statement should ntractors nay be cted by the operation of the SWMS and their health and safety representatives who rep sented that work group at the employ a multi-faceted approach which includes but is not limited to: workplace. 1. Spot Checks. When the SWMS has been revised the PCBU must ensure the all versons involved with the work are 2. Consultation with workers, contractors and sub-contractors. advised that a revision has been made and how they can acce the revised SWMS, including all persons 3. Internal audits on a continual basis who will need to change a work procedure or system as a reof the review are advised of the changes in a way that will enable them to implement their duties ntly with the revised SWMS. All workers that An approach of continuous improvement, promptly recording inconsistencies or deficiencies, will be involved in the work must be provided with the relevant information and instruction that will assist followed up by immediate corrective action and consultation with all relevant personnel ensures them to understand and implement the revised SWMS. 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.	\boxtimes	
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.	\boxtimes	
Any hazards listed in any site risk assessments have been added to the Sλ. S.	\boxtimes	
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	\boxtimes	
Check control measures added to the SWMS are the most effective sections.	\boxtimes	
Responsible person is assigned and listed on the spiral of the spiral entry of control measures.	\boxtimes	
Permit or licenses requirements specified, so in as Hot Work, Electrical Work, Work at Heights etc.	\boxtimes	
SWMS identifies plant and equipment to be	\boxtimes	
Details of inspection checks required for any equipment lister are noted on the SWMS.	\boxtimes	
Describes any mandatory qualifications, experience, ang or skills required to perform the work.	\boxtimes	
Applicable personal protective equipment is selected on the SWMS.	\square	
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 REVIEWED	
SIGNATURE	DATE COMP	LETED