Curving Rolls Corrugated Sheet | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Curving Rolls Corrugated Sheet

Business Name: [Company Name]	ABN: [ABN]	SWMS#
Business Address: [Company Address]		
Contact Person:	Phone: [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 and 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	NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS		
	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly 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.			

CLIENT OR PRINCIPAL CONTRACTOR DETAILS	
Client:	SCOPE OF WORKS
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

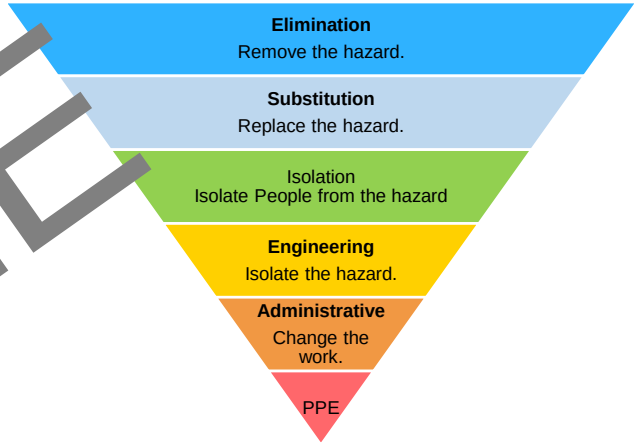
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition of an element of a structure that is load-be	☐ is carried out on or near energised electrical installations or services.
☐ involves demolition of an element related to the physical integrit of a stru	☐ is carried out in an area that may have a contaminated or flammable atmosphere.
☐ involves, or is likely to involve, disturbing as stos.	☐ involves tilt-up or precast concrete.
☐ involves structural alteration or repair that re mporar upp 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 than 1.5m or 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 MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEE
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befo work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k records

HEIRARCHY OF CONTROLS



Notes on Hierarchy of Controls: Elimination methods are the most effective and preferre en co lli d hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the ost e ve, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Eq ment) he least effective method.

PERS NAL TECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	E PROTE	SPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS 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 subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and,
3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Manual handling injuries, Slip and trip hazards	2M	- Proper manual handling training: Ensure all workers involved in the task have received appropriate training on correct lifting and carrying techniques to avoid manual handling injuries. - Appropriate PPE: Require workers to wear appropriate Personal Protective Equipment (PPE), such as gloves and safety footwear, to minimise the risk of injury during manual handling tasks and prevent slip and trip hazards. - Tidy workspace: Regularly inspect and maintain a clean and orderly work area, removing any potential obstacles or trip hazards present on the ground. - Use mechanical aids: Utilise lifting equipment, such as trolleys or jacks, to help manoeuvre heavy materials and reduce the risk of manual handling injuries. - Plan movement paths: Clearly designate walkways and pathways within the worksite, with consideration given to areas where materials are to be moved or stored. - Team lifting: Encourage workers to use team lifting techniques for heavy or awkward loads, ensuring adequate communication and cooperation within the team. - Clear signage: Display hazard signs or warning notices throughout the site to ensure awareness of all identified slip and trip hazards. - Adequate lighting: Ensure sufficient lighting is provided in work areas to aid in the identification and avoidance of possible trip hazards. - Spill containment: Implement appropriate spill containment measures, promptly addressing any spills that occur to reduce the risk of slips. - Weight distribution: Teach workers the importance of evenly distributing weight when lifting or moving objects to reduce the likelihood of injury from uneven strain. - Sturdy footwear: Encourage workers to wear sturdy, non-slip footwear with adequate grip to minimise slip hazards. - Rest breaks: Ensure employees take regular breaks to prevent fatigue-related accidents and injuries during handling tasks. - Inspection of equipment: Regularly inspect and maintain mechanical lifting aids to confirm they are safe and fit for use, minimising potential malfunctions and associated risks. - Safe storage: Store materials securely and in designated areas, avoiding blocking walkways or creating trip hazards through improper storage. By implementing these control measures, the risk of manual handling injuries and slip and trip hazards associated with the preparation step in curving rolls corrugated sheet work can be significantly reduced, ensuring a safer workplace for all involved.	1L	
2. Inspection of Equipment	Electrical hazards, Faulty equipment	3H	- Regular maintenance checks: Prior to using the equipment, ensure that it has undergone its scheduled maintenance and has been thoroughly checked for any	1L	

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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	NAME OF PERSON
			defects or issues. Proper maintenance records should be kept to provide proof of regular inspections. - Mouseover_text="%3Cblockquote%3EEnsure+workers+are+trained+on+the+correct+use+and+selection+of+tools+according+to+their+function%3C%2Fblockquote%3E" - Protective clothing and personal protective equipment (PPE): Ensure that workers wear appropriate PPE such as insulated gloves and safety footwear when working with electrical equipment. This can reduce the risk of injury from electrical hazards and faulty equipment. - Use of safety isolation devices: Install safety switches or circuit breakers to cut off power supply in the case of an electrical fault. These devices can help prevent incidents related to electrical hazards. - Clear marking and labelling: Any defects or faults within the equipment should be clearly labelled so that they can be quickly identified and rectified. This will aid in reducing the risk of accidents caused by faulty equipment. - Restricted access to authorised personnel only: Limit access to areas where the equipment is being used by qualified personnel only. This can help minimise accidental exposure to electrical hazards. - Implementing a lockout/tagout (LOTO) system: Establish a LOTO system whereby equipment is turned off and locked to prevent unauthorised use during periods of maintenance or repair. This minimises the risk of injury due to unexpected start-up of the equipment. - Emergency procedures and first-aid training: Ensure all workers are trained in emergency procedures and workplace-specific first-aid measures. In the event of an incident involving electrical hazards or faulty equipment, swift action can make a significant difference in managing the situation. - Educating employees about potential hazards: Conduct regular training sessions to keep employees informed about potential hazards associated with the equipment they will be using. This helps to increase awareness and improve safety culture among the workforce. - Implementing a reporting system: Encourage employees to report any issues or concerns regarding equipment safety. This can aid in early identification of potential hazards and foster an atmosphere of shared responsibility for workplace safety. -Strict adherence to manufacturer's guidelines: Ensure that workers follow the manufacturer's guidelines on proper use, adjustments, and maintenance of the equipment. This can reduce the likelihood of accidents caused by faulty equipment. - Ensuring equipment is fit for purpose: Before commencing any work involving curving rolls or corrugated sheets, assess the equipment and ensure it is appropriate for the specific job requirements. This ensures the safety and efficiency of the operations.		

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3. Loading Corrugated Sheets	Pinch points, Falling objects	2M	- Proper training: Ensure that all workers involved in the handling of corrugated sheets are adequately trained and familiar with standard procedures for loading, moving, and unloading materials to minimise pinch points and falling object hazards. - PPE requirements: Workers should be required to wear appropriate personal protective equipment (PPE), such as steel-toed boots, gloves, and hard hats, while performing tasks that carry a risk of pinch points or falling objects. - Use proper lifting techniques: Workers should be trained in correct manual handling and lifting techniques to reduce the risk of injury from pinch points or falling objects. - Implement exclusion zones: Establish designated work areas and exclusion zones where only authorised personnel are permitted to enter, minimising the risk of bystander injuries in case of falling objects. - Maintain clear communication: Encourage clear communication between work team members using approved hand signals, radios, or other means to reduce the risk of incidents related to pinch points or falling objects. - Mechanical aids: Use mechanical aids such as forklifts, cranes, or hoists, where possible to assist with lifting and positioning of heavy items, reducing the risks associated with manual handling. - Schedule maintenance and inspections: Regularly inspect and maintain equipment used in the loading process to ensure it is in safe working condition and minimise hazards. - Stack materials securely: Ensure that stacking and storage methods for corrugated sheets follow established guidelines, including proper weight distribution and securement to avoid sheet displacement or collapse. - Keep workplaces tidy: Maintain clean and well-organised workspaces to prevent trip hazards and ensure easy access to materials and equipment, reducing the likelihood of pinch points and falling objects. - Identify and address potential hazards: Routinely assess the work environment for any potential hazards related to pinch points or falling objects, and immediately address them as necessary. - Supervise loading activities: Assign a competent person to oversee loading activities and ensure that employees follow established safety guidelines to minimise pinch points and falling object risks. - Emergency response plan: Develop and implement an emergency response plan for the event of accidents or incidents related to pinch points and falling objects, including immediate first aid and incident reporting procedures.	1L	
4. Machinery Set-up	Entanglement, Noise exposure	2M	[redacted]	1L	

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5. Testing Controls	Machinery malfunctions, Inadequate guarding	3		1L	

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			[redacted]		
6. Feeding Materials	Crushing hazards, Pin[redacted]	[redacted]	[redacted]	1L	

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			[redacted]		
7. Sheet Curving Process	Entanglement, Caught in/[redacted]een hazards	[redacted]	[redacted]	1L	

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			[redacted]		
8. Monitoring Curved Rolls	Exposure to dust, Slips a[redacted]	2M	[redacted]	1L	

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			[redacted]		
9. Stopping/Resetting Equipment	Electrical hazards, [redacted]	2M	[redacted]	1L	

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			[redacted]		
10. Quality Check	Defective products Flying debr	2M	[redacted]	1L	

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			[redacted]		
11. Packaging/Crating	Manual handling injuries [redacted] moving equipment	[redacted]	[redacted]	1L	

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			[redacted]		
12. Unloading Finished Products	Falling objects, Crush injuries	3H	[redacted]	1L	

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			[redacted]		
13. Clean Up	Slips and trips from spilt materials, Sharp edges	2M	[redacted]	1L	

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			[redacted]		
14. Machinery Shutdown	Unintentional resta Residual energy	2M	[redacted]	1L	

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			[redacted]		
15. Maintenance & Servicing	Stored energy rele[redacted] parts/machines	2M	[redacted]	1L	

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			[redacted]		

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 FOR 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.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/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

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/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/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 and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://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: https://www.commerce.wa.gov.au/worksafe/legislation
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	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			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 changed. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation 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 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 a way that will enable them to implement their duties consistently 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	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	☐	☐	
Names and signatures of 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 been added to the SWM	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effecti[illegible]ions.	☐	☐	
Responsible person is assigned and listed on the SWMS for the im[illegible]of cont[illegible]measures.	☐	☐	
Permit requirements specified, such as Hot Wor[illegible]Electrical Work, W[illegible]t Heights etc.	☐	☐	
SWMS identifies plant and equipment to be u[illegible].	☐	☐	
Details of inspection checks required for any equipment listed a[illegible]noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training[illegible]skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
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 REVIEWED**	
SIGNATURE		**DATE COMPLETED**	