Cylinder Hone | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Cylinder Hone

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:	

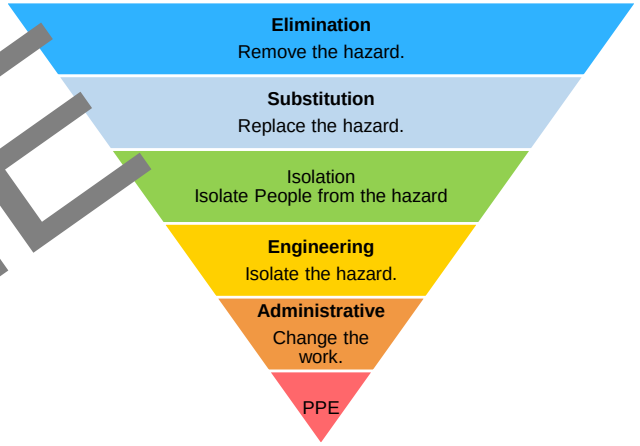
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition of an element of a structure that is load-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.
☐ 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 ef 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	Safety hazards (incorrect equipment usage, improper PPE), Environmental hazards (poor housekeeping, insufficient ventilation)	3H	- Appropriate Equipment Usage: All workers must be trained in the correct usage and handling of cylinder hones and other relevant equipment to mitigate safety hazards. Refresher courses should be conducted periodically to keep workers updated with new tools and techniques. - Personal Protective Equipment (PPE): Workers must wear appropriate PPE, such as safety goggles, earplugs, gloves, and steel-toed footwear, whenever they're handling or using a cylinder hone to minimise the risk of injury. - Pre-Work Inspection: Prior to initiating the honing process, perform a thorough inspection of the workspace area and equipment for any discrepancies or potential hazards. Address all identified concerns before commencing work. - Ventilation System: Ensure proper ventilation is available within the workspace area to prevent the buildup of hazardous fumes and dust particles that may pose health risks to workers. - Housekeeping Procedures: Implement regular housekeeping practices, such as sweeping, wiping down surfaces, and removing debris from the workplace, to maintain a clean environment and prevent environmental hazards. - Spill Management: Put measures in place for managing potential spills, including having spill kits readily available and training workers on how to handle various types of spills effectively. - Equipment Maintenance: Perform routine inspections and maintenance on the cylinder hone and other machinery to ensure they are in optimal working condition, reducing the risk of accidents. - Tool Storage: Properly store all tools and equipment when not in use, keeping them in designated storage areas to avoid environmental hazards caused by trip hazards or falling objects. - Safe Work Procedures: Create written safe work procedures outlining each step of the cylinder honing process, and ensure all workers are familiar with these guidelines and follow them consistently. - Risk Assessment: Carry out regular risk assessments for the overall workplace and specific tasks, identifying potential hazards and implementing necessary control measures to mitigate them. - Emergency Procedures: Establish clear emergency response protocols in the event of an accident or hazard, including first aid provisions, incident reporting, and evacuation plans. - Ongoing Communication: Encourage open communication among all workers to promote a safe working environment. Workers should feel empowered to raise concerns about potential hazards or unsafe practices, ensuring issues can be resolved promptly.	2M	
2. Inspection and Cleaning	Exposure to chemical solutions (burns, toxicity), Manual handling injuries (lifting heavy components)	2M	- Properly store and label all chemical solutions used in the inspection and cleaning process to ensure workers are aware of potential hazards.	1L	

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			- Train workers on how to safely handle chemical products, including usage, storage, and disposal, as well as first-aid measures in case of exposure or accidents. - Ensure that workers use appropriate personal protective equipment (PPE) including gloves, safety goggles, and chemical-resistant aprons when handling chemical solutions. - Implement a regularly scheduled maintenance and inspection plan for cleaning equipment to ensure it remains in good working condition, reducing the risk of accidents and exposure to hazardous materials. - Provide workers with proper ergonomic lifting tools and aids to prevent manual handling injuries. Make sure they understand how to use them effectively. - Implement a buddy system so workers can help each other in managing heavy components during the inspection and cleaning processes, thereby distributing the load and minimizing the risk of manual handling injuries. - Monitor workers' technique and form while lifting heavy objects and provide feedback and retraining if necessary. - Establish designated areas and storage spaces for heavy components, ensuring pathways and workspaces remain clear and reducing the risk of tripping hazards. - Adopt a rotation system where employees take turns performing physically demanding tasks to minimise the risk of fatigue-related injuries and long-term strain. - Instruct workers on the importance of reporting incidents or near misses involving chemical exposures or manual handling injuries, enabling swift action and prevention of similar occurrences in the future. - Schedule regular breaks and rest periods for employees during their shifts, helping to reduce the risk of fatigue, which can contribute to poor decision-making and increased chances of accidents.		
3. Cylinder Hone Setup	Incorrect installation or alignment, Sharp edges on components	2M	- Provide adequate training to workers on correct installation and alignment procedures for Cylinder Hone, ensuring they understand the potential hazards and risks. - Implement a clear step-by-step guide or standard operating procedure (SOP) for workers to follow when setting up the Cylinder Hone, reducing the chance of incorrect installation or alignment. - Ensure that workers use appropriate personal protective equipment (PPE), such as gloves, safety glasses, and steel-toed boots, to protect themselves from sharp edges and other potential hazards during setup. - Regularly inspect and maintain Cylinder Hone components, focusing on any sharp edges or worn parts that may pose a hazard if not addressed promptly. - Establish a system for locking or tagging out the Cylinder Hone, ensuring it remains unpowered during setup and reducing the risk of accidental operation.	1L	

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			- Set up a designated work area with appropriate signage or barriers, alerting others in the workplace to be cautious when approaching and limiting access to only trained personnel. - Encourage open communication among workers, promoting an environment in which any concerns or uncertainties about the Cylinder Hone setup can be voiced and addressed without fear of repercussion. - Conduct periodic audits or reviews of the Cylinder Hone setup process, identifying any opportunities for improvement or areas of concern regarding worker safety. - Implement a procedure for regular inspection of tools utilised in the Cylinder Hone setup, checking for damage, wear and presence of sharp edges which may cause injury. - Utilise ergonomic equipment, tooling and workstations during the setup process, minimising strain on workers' bodies and reducing the likelihood of injury due to repetitive motions or awkward positioning. - Develop an incident reporting system for workers to report accidents, near misses, or situations where unsafe practices were observed during the Cylinder Hone setup, allowing for prompt investigation and action to prevent future occurrences. - Carry out toolbox talks or safety briefings prior to starting the Cylinder Hone setup process, reinforcing safety procedures and ensuring all workers are aware of potential hazards associated with the current workstep.		
4. Pressure Testing	Leaking fluids under pressure, Equipment failure or bursts	3H	[redacted]	2M	

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			[redacted]		
5. Hone Operation	Entanglement in rotating machinery, Vibration causing repetitive strain injury	3H	[redacted]	1L	

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			[redacted]		

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6. Cooling and Lubrication	Inadequate cooling leading to overheating, Mechanical failure of lubrication system	2	[redacted]	1L	

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7. Abrasive Exposure	Particle inhalation, Eye contact with abrasive particles	2M	[redacted]	1L	

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			[redacted]		
8. Deburring Process	Hand injuries (cuts, scratch… generation and expo…	2M	[redacted]	1L	

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			[redacted]		
9. Measurement and Quality Control	Incorrect measurements, Insufficient quality verification	2M	[redacted]	1L	

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			[redacted]		
10. Component Finishing and Surface Treatment	Exposure to hazardous chemicals, Noise exposure	2M	[redacted]	1L	

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			[redacted]		
11. Ultrasonic Cleaning	Excessive noise levels, Water/steam splashes causing burns	2M	[redacted]	1L	

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			[redacted]		
12. Documentation and Reporting	Incomplete documentation, Miscommunication among staff	2M	[redacted]	1L	

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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 se tions.	☐	☐	
Responsible person is assigned and listed on the SWMS for the im ementa of cont measures.	☐	☐	
Permit requirements specified, such as Hot Wor Electrical Work, W at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be us d.	☐	☐	
Details of inspection checks required for any equipment listed ar noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training 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**	