Linear Saw | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Linear Saw

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:	

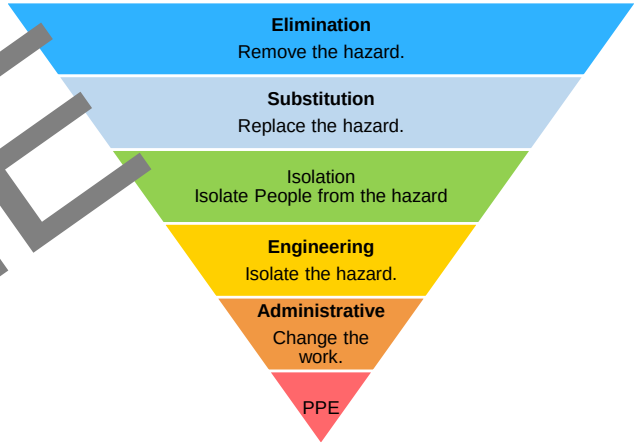
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition 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	Trip hazards, poor lighting	2M	- Conduct a pre-start inspection of the work area to identify and remove potential trip hazards, such as cables, debris, and tools. - Utilise cable covers or trunking to effectively manage cords on the ground, minimising the risk of tripping. - Clearly mark changes in floor level or steps using high visibility paints or temporary signage to draw attention to these hazardous areas. - Provide adequate lighting throughout the work area, including floodlights and portable lights for areas with insufficient natural light. - Require all workers wear appropriate personal protective equipment (PPE) - particularly non-slip footwear, reflective vests, and hard hats - in compliance with Australian standards. - Keep the work environment clean and tidy by implementing good housekeeping practices, ensuring walkways are clear of clutter and workspaces are organised. - Create designated storage areas for tools, equipment, and materials when not in use, preventing them from becoming trip hazards. - Set up temporary barriers, cones, or safety tape around elevated linear saw work stations to guide pedestrian traffic away from potential trip hazards. - Implement regular on-site toolbox talks and training sessions on workplace safety, discussing trip hazards and the importance of proactive preventative measures. - Continuously monitor the work area for changes that could pose trip hazards or contribute to poor lighting, addressing issues as they arise. - Establish accessible emergency egress routes throughout the worksite, keeping these clear of clutter and ensuring they are well-lit at all times. - In areas where trip hazards cannot be removed (e.g., uneven surfaces), utilise warning signs or barricades to alert workers to take extra precautions. - Assign a full-time safety officer to oversee hazard management, ensuring that control measures are being effectively implemented, reviewed, and maintained. - Encourage an open line of communication between workers, supervisors, and managers for reporting, discussing, and resolving any trip hazards or lighting concerns in the workplace.	1L	
2. Site Assessment	Uneven surfaces, falling objects	3H	- Conduct a thorough site inspection before commencing work, identifying potential hazards, such as uneven surfaces and falling objects. - Implement appropriate signage and barrier systems to cordon off hazardous areas, ensuring that access is restricted to authorised personnel only. - Ensure that all workers are adequately trained in the identification of hazards and safe work practices while using the linear saw.	2M	

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			- Provide suitable personal protective equipment (PPE) for all workers, such as safety footwear, hard hats, and high-visibility clothing to reduce the risk of injury from uneven surfaces or falling objects. - Regularly monitor and maintain a clean and organised worksite, with particular attention given to the removal of any debris or obstacles that may create an uneven surface or pose a risk of falling objects. - Use mechanical aids, such as ramps, trolleys or lifting equipment, when transporting heavy materials or equipment over uneven surfaces to reduce manual handling risks. - Implement an effective communication system, such as two-way radios or hand signals, to alert workers of potential hazards and ensure that everyone on site is aware of ongoing operations. - Inspect all tools and equipment used on site regularly for wear, damage, or malfunction to minimise the risk of falling objects or accidents caused by faulty equipment. - Develop a clear emergency response plan for the worksite, outlining procedures for evacuations, first aid, and reporting incidents involving uneven surfaces or falling objects. - Ensure that all workers take regular breaks and are encouraged to report any signs of fatigue, stress, or discomfort that could lead to unsafe work practices or accidents. - Implement a comprehensive and ongoing risk assessment process, continually reassessing hazards and control measures throughout the project lifespan to ensure that any changes in conditions are appropriately managed. - Encourage a culture of safety wherein workers actively participate in hazard identification and are supported in raising concerns or suggesting improvements to existing control measures.		
3. Equipment Inspection	Damaged equipment, electrical hazards	2M	- Regular maintenance checks: Schedule routine inspections of the linear saw equipment to identify any potential damage or wear and tear. - Pre-use inspection: Before each use, complete a thorough visual assessment of the saw, power cables, and other essential parts for any signs of damage or malfunction. - Staff training: Ensure that all personnel operating or working near the linear saw have undergone adequate training in equipment handling, hazard identification, and emergency response procedures. - Personal protective equipment (PPE): Utilise appropriate PPE, such as safety glasses, gloves, hearing protection, and dust masks, to reduce the risk of injury from damaged equipment and electrical hazards. - Safe work procedures: Develop and implement standardised processes for equipment inspection, use, and maintenance to minimise the risk of accidents and injuries.	1L	

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			- Lockout/tagout protocols: Implement lockout/tagout procedures when performing maintenance or repairing the linear saw to prevent unintended operation and electrical mishaps during servicing. - Earth leakage protection: Ensure that the linear saw has appropriate earth leakage protection, such as residual current devices (RCDs), to reduce the risk of electric shock. - Workspace organisation: Maintain a clean, clear, and free workspace around the linear saw to prevent tripping hazards, facilitate clear visibility, and promote safe movement during equipment inspection and use. - Adequate lighting: Provide sufficient lighting in the work area to allow workers to easily identify potential hazards during equipment inspections and while operating the saw. - Documentation: Keep detailed records of all inspections, maintenance activities, and incident reports related to the linear saw, ensuring accurate tracking and communication of potential risks. - Incident reporting: Encourage staff to promptly report any identified hazards or incidents involving the linear saw, enabling swift action to mitigate risks and ensure ongoing safety. - Continuous improvement: Cultivate a culture of continuous improvement by reviewing and updating workplace health and safety policies, training programs, and inspection procedures regularly to incorporate lessons learned and industry best practices.		
4. Saw Setup	Incorrect positioning, unguarded saw	3H	[redacted]	2M	

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			[redacted]		
5. Saw Calibration	Pinch points, contact with moving parts	3H	[redacted]	2M	

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			[redacted]		
6. Cutting Materials	Misaligned cut, blade binding	3H	[redacted]	2M	

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			[redacted]		

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
			[redacted]		
7. Blade Maintenance	Contact with sharp [redacted] blade motion	[redacted]H	[redacted]	2M	

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			[redacted]		
8. Dust Control	Airborne particles, poor visibility	2M	[redacted]	1L	

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			[redacted]		
9. Noise Control	Excessive noise, h aring dam	2M	[redacted]	1L	

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			[redacted]		
10. Waste Disposal	Incorrect disposal, [redacted] substances	2M	[redacted]	1L	

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			[redacted]		
11. Saw Stop & Dismantle	Unsecured compo[redacted] poin[redacted]	3H	[redacted]	2M	

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			[redacted]		
12. Tool Storage	Stored too close to the heating source, incorrect storage	2M	[redacted]	1L	

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			[redacted]		
13. PPE Usage	Inadequate protec n, worn PP	2M	[redacted]	1L	

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			[redacted]		
14. Breaks & Rest Periods	Fatigue, loss of concentration	2M	[redacted]	1L	

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			[redacted]		
15. Accident Reporting	Delayed reporting, incomplete information	4A	[redacted]	3H	

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			[redacted]		
16. Emergency Procedure	Insufficient training, delayed response	4A	[redacted]	3H	

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			[redacted]		
17. Worksite Cleanup	Slips and falls, rem ming debris	2M	[redacted]	1L	

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			[redacted]		
18. Final Inspection	Blocked pathways, un[redacted] surfaces	[redacted]	[redacted]	2M	
19. Sign-off & Documentation	Incomplete records, unauthorised personnel	3H		2M	

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			[redacted]		

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20. Debrief & Review	Missed hazards, shortcuts taken	4A	[redacted]	3H	

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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 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**	