Pipe Bender | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Pipe Bender

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:	

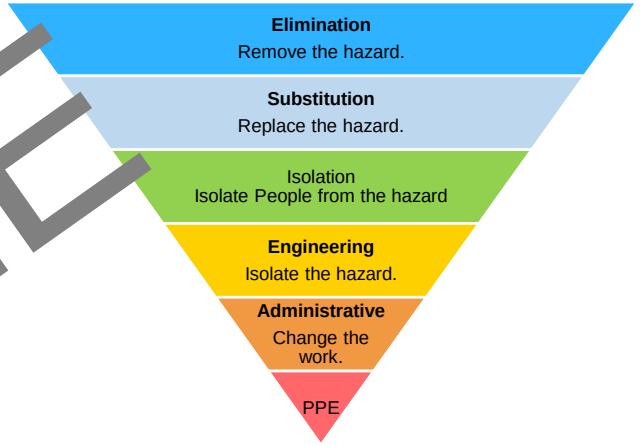
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition 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	Slips, trips, and falls, Musculoskeletal injuries	2M	- Conduct a thorough hazard assessment and consult workers about potential risks present in the work area before commencing pipe bending operations. - Ensure that workers undergo proper training for safe work practices and understand the manufacturer's guidelines for using the pipe bender. - Maintain a clean, tidy, and well-organised work area to minimise the risk of slips, trips, and falls associated with pipe bending. - Clearly mark any potential hazards or obstacles on the ground to increase awareness and prevent accidents. - Use appropriate manual handling techniques when lifting or moving objects or equipment, including lifting with the legs, not twisting the spine, and seeking assistance from colleagues when needed. - Wear suitable slip-resistant footwear to reduce the chance of slips, trips, and falls during pipe operations. - Implement frequent rest breaks and rotate tasks, especially when repetitive tasks are performed, to help reduce the risk of musculoskeletal injuries. - Encourage workers to report signs of discomfort or pain early to prevent exacerbation of minor issues into more serious musculoskeletal injuries. - Provide workers with adequate personal protective equipment (PPE), such as gloves, safety goggles, and earmuffs, depending on the specific job requirements. - Implement an ergonomically efficient workspace, adjusting working surfaces to comfortable heights and using pneumatic or hydraulic pipe benders where possible to minimise strain on the body. - Regularly inspect and maintain equipment to ensure it is working correctly and safely, identifying any faults or damage that may pose a hazard. - Develop clear emergency procedures, including first aid, evacuation plans, and incident reporting, so workers know how to respond appropriately in case of an accident. - Communicate the importance of workplace health and safety regularly during team meetings, reinforcing that it is everyone's responsibility to maintain a safe working environment. - Continually review and update the Safe Work Method Statement (SWMS) based on worker feedback, near misses, and mishaps to ensure it remains relevant and effective in controlling identified hazards.	1L	
2. Pre-operational checks	Untrained personnel, Equipment malfunction	3H	- Ensure all personnel have undergone proper training and hold necessary qualifications or licenses to operate the pipe bender and perform associated tasks. - Provide regular refresher courses and skill updates to help maintain employee competency in using the pipe bending equipment and following safety procedures.	2M	

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			- Implement a pre-start inspection checklist to be executed by the machine operator before commencing work, verifying the equipment's integrity and functionality. - Assign specially trained personnel to supervise the use of the pipe bender and provide guidelines on safe operating practices. - Establish clear communication protocols between team members to ensure prompt attention to any issues arising during the pre-operational checks. - Implement a preventative maintenance program to help reduce equipment malfunctions and potential hazards caused by wear and tear on the pipe bender. - Make sure that all safety guards, emergency stop buttons, and warning signage are in place and easily visible. - Securely lock out/tag out any equipment discovered malfunctioning during pre-operational checks. Do not resume its use until repaired or replaced. - Equip staff with appropriate personal protective equipment (PPE), such as gloves, safety glasses, and hearing protectors, to minimise injury risks during pipe bending operations. - Require employees to report any observed hazards or concerns immediately to their supervisor for prompt inspection and correction. - Maintain up-to-date equipment user manuals and safety guides accessible for staff reference in case of questions or concerns about pipe bender operation. - Conduct regular audits of employee skills, equipment conditions, and adherence to safety protocols. Take corrective action as needed to optimise workplace health and safety. - Encourage an open feedback culture, allowing workers to express any concerns or suggestions regarding the pipe bender's operation without fear of reprisal. - Facilitate toolbox talks or safety briefings before starting each shift, highlighting the importance of pre-operational checks and reviewing best practices for operating the pipe bender safely.		
3. Transportation	Back strain, Heavy loads tipping over	3H	- Ensure that all workers involved in the transportation process have received proper manual handling training, including safe lifting techniques to minimise the risk of back strain. - Utilise mechanical aids (such as trolleys, forklifts, or dollies) where possible to carry heavy loads and reduce manual handling hazards. - Make sure that the pipe bender is securely fastened and supported during transportation to prevent tipping and movement of the load. - Encourage workers to use personal protective equipment (PPE), such as gloves, safety boots with anti-slip soles, and back support belts when lifting or moving heavy objects.	1L	

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			- Implement a buddy system for lifting and transporting heavy loads, ensuring that the weight is distributed evenly between two or more workers. - Keep walkways and transportation routes free of obstacles and debris to avoid trips, slips, or falls while carrying the pipe bender. - Develop a load movement plan that outlines clear pathways for safe transportation, taking into consideration potential hazards along the route, and communicate that information to all workers involved. - Schedule regular breaks and rotations for workers to avoid fatigue and muscle strain from repetitive heavy lifting or transporting tasks. - Conduct risk assessments periodically and update the Safe Work Method Statement (SWMS) as necessary to identify any new potential hazards and control measures. - Establish an emergency response plan, including the provision of first aid equipment and trained personnel, to address any accidents or incidents that may occur during transportation. - Provide ongoing supervision and monitoring to ensure all workers adhere to safety procedures and guidelines, as well as continually promoting a safety-conscious work culture to mitigate transportation-related hazards.		
4. Setting up Pipe Bender	Manual handling injuries, Tripping over power cords	2M	[redacted]	1L	

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			[redacted]		
5. Power supply connection	Electrocution, Faulty connections	3H	[redacted]	1L	

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			[redacted]		
6. Measuring pipe length	Eye strain, Inaccurate measurements	1L	[redacted]	1L	

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			[redacted]		
7. Marking bending location	Awkward postures, Inadequate lighting	2M	[redacted]	1L	

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			[redacted]		
8. Selecting bending dies	Compression injuries, Incorrect selection of dies	3H	[redacted]	1L	

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			[redacted]		
9. Positioning pipe in Bender	Crush injuries, Finger pin	3H	[redacted]	2M	

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			[redacted]		
10. Operating Pipe Bender	Noise exposure, Entanglement	3H	[redacted]	1L	

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			[redacted]		
11. Inspecting bends	Visual inspection errors, Repetitive movements	2M	[redacted]	1L	

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			[redacted]		
12. Cleaning up workplace	Handling sharp objects, Slippery surfaces	3H	[redacted]	1L	

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			[redacted]		
13. Disassembling Pipe Bender	Trapping fingers, Cuts from sharp edges	2M	[redacted]	1L	

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			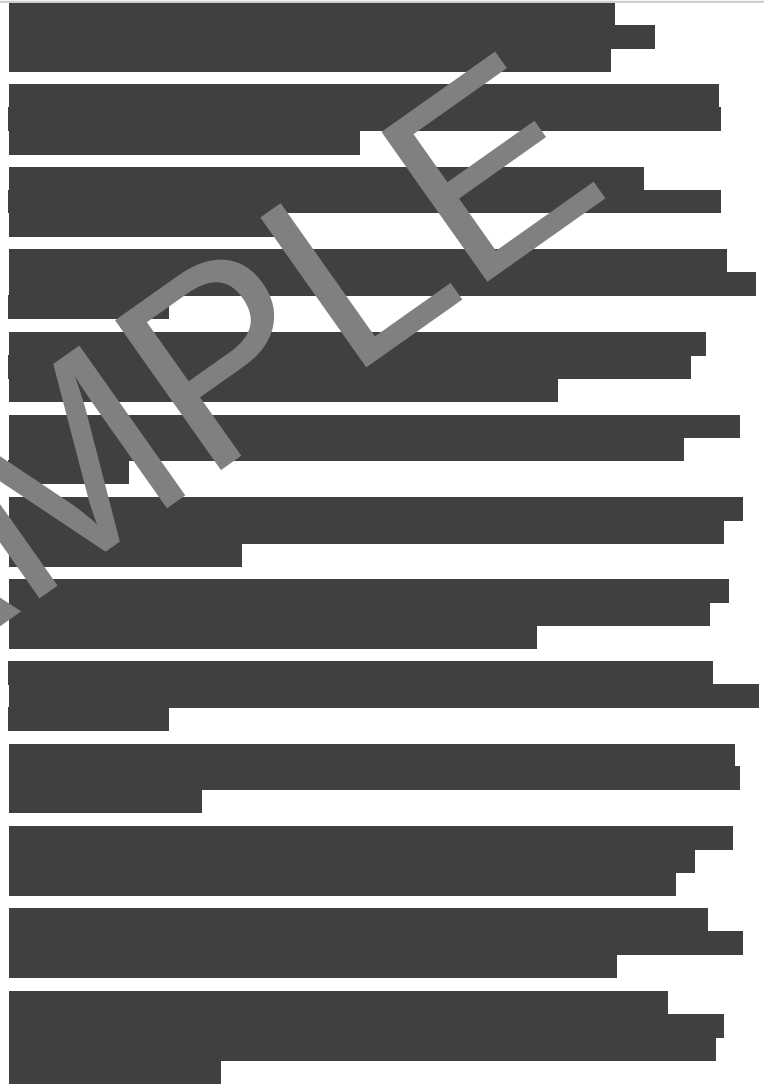		
14. Storing Pipe Bender	Insecure storage, Obstructed walkways	2M		1L	

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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
			[redacted]		
15. Documenting work	Incomplete records, Miscommunication	1L	[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[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**	