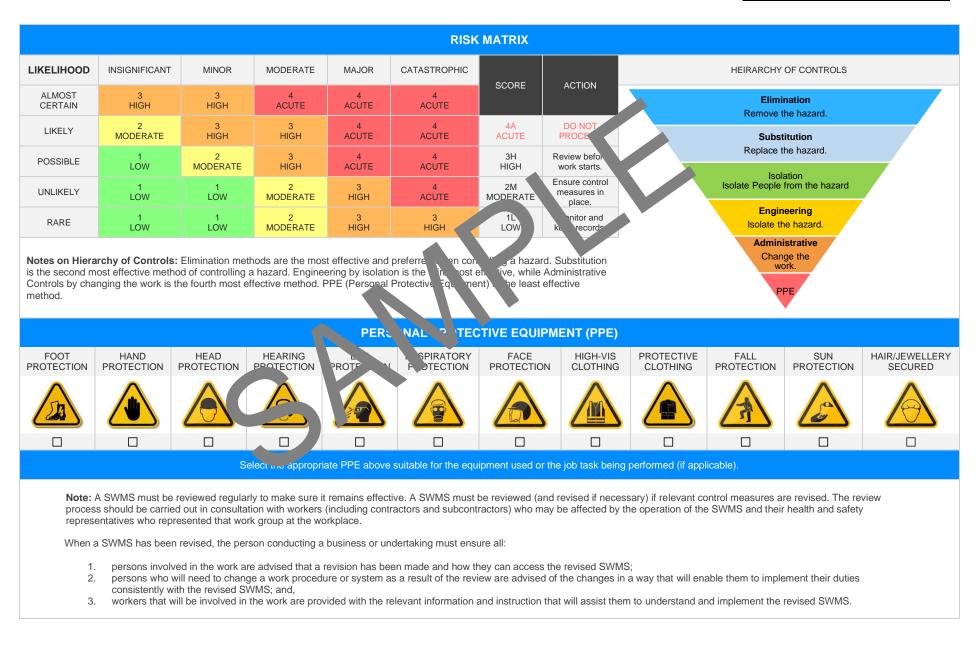
Plastics Extrusion - On-Line Saw SAFE WORK METHOD STATEMENT (SWMS)									
TASK OR	ACTIVITY: Plastics Extrusion - O	n-Line Saw							
Business Name: [Company Name]		ABN: [ABN]	SWMS#						
Business Address: [Company Address]									
Contact Person:	Phone: [Phone]	E ail:							
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE P. J OF THE PROJECT							
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.	cting a business or undertaking (k 3U) is	required to ture at a safe work method s	tatement (SWMS) is prepared before						
Full Name:									
Signature:		Title:	Date:						
Details of the person(s) responsible for ensuring implementation, monitoring	compliance of the SWMS well as review	s and modifications of the SWMS.							
Full Name:		Title:	Phone:						
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS. ST HAVE THE FOLLOWING COMMUNICATED		LL RELEVANT PERSONNEL WHO HAVE B OPMENT AND APPROVAL OF THIS SWMS	EEN CONSULTED AND						
Safety meetings or toolbox talks will be sched ed in accordance with egislative requirements to first identify any site hazards, conduct or unical those hazards and then to further take steps to either conduct or contained with each hazard.	NAME	SIGNATURE	DATE						
If an incident or a near miss occurs, all work must structurately. 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:							rk being carried out (otherwise			
Project Address:				k	known as cope of works).					
Project Manager:										
Contact Phone:										
Project Manager	Signature:									
Date SWMS supp	olied to Project Manag	er:								
ANY HIGH-RISK CON PUCT N' JRK BEING CARRIED OUT										
involves a risk of	a person falling more than	2 meters.		is carried out on or	near pressurised gas main	s or piping.				
is carried out on a	a telecommunication tower.			is carried out on or near chemical, fuel or refrigerant lines.						
involves demolition	on of an element of a struct	ure that is load-be		☐ is carried out on or near energised electrical installations or services.						
involves demolition	on of an element related to	the physical integrit of a s	17 e.	is carried out in an area that may have a contaminated or flammable atmosphere.						
involves, or is like	ely to involve, disturbing a	estos.		involves tilt-up or precast concrete.						
involves structura	l alteration or repair that re	imporal, 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 o	r 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/n	ear a shaft or trench deepe	er than 1.5m or tunnel involv	ving use of explosives.	is carried out in areas with artificial extremes of temperature.						
is carried out in o	r near water or other liquid	that involves a risk of drow	ning.	involves diving wo	rk.					
		ANY	HIGH-RISK MACHINE	RY 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 -				







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, Incorrect handling of materials	2M	 Ensure the work area is clean and well-organised, removing any obstructions or debris that could cause slips, trips, and falls. Provide appropriate non-slip flooring or mats increas where liquids, oils, or other materials may be spilled during the plastication and using the plastication process. Clearly mark walkways, aisles, and other domated reas to minimise confusion and maintain a safe working environment. Implement proper houseket and procedures to have the warearea clean and free of clutter throughout the shift. Encourage work also ware correctable, non-slip footwear suitable for navigating the potentially appery sum unding on a plastication workplace. Train employers on the work area subtroper bruices to the process of a various material used using used structure of provide and movement techniques for various material used using used structures and the provent injuries caused by improper handly. Use k non-noise equipment such as material lifts or trolleys to help transport items safely and monise menual handling. Store ray maturals in designated areas using proper stacking and organisation muscles, illowing or easy access when needed without causing obstruction. Place stary signs near potential hazards to remind workers of potential risks and tourage them to take necessary precautions. Maintain electrical cords and cables neatly secured and out of the way to minimise any potential tripping hazards. Provide ongoing training and communication to all employees about the importance of adhering to safety guidelines to prevent slips, trips, and falls, as well as appropriate handling of materials. Implement a system for reporting and promptly addressing any hazards that arise during the work step, so they can be mitigated before an accident occurs. Conduct regular safety audits to identify new or unseen hazards and update the SWMS accordingly to ensure continuous improvement. Encourage a	1L	
2. Machine Startup	Entanglement in machine parts, Electrical hazards	ЗН	 Ensure that all machine guards are in place and properly secure before startup to prevent any potential entanglement with moving parts. Conduct a thorough inspection of the electrical components and wiring to identify any visible damage or signs of wear that may lead to electrical hazards. 	2M	



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
			 Establish and enforce lockout/tagout (LOTO) procedures for personnel who need to access the machine's electrical system during startup or maintenance activities, minimising the risk of accidental activation. Ensure that employees working around the planes extrusion on-line saw have completed appropriate safety training, including machine operation and hazard recognition. Implement a regular preventive maintenance of marme to inspect, clean, and repair any damaged or worn out machine parts, inducing the planet, clean, and repair any damaged or worn out machine parts, inducing the planet, clean, and repair any damaged or worn out machine parts, inducing the planet, clean, and repair any damaged or worn out machine parts, inducing the planet, clean, and repair any damaged or close to estings, to protect against extrusion material, debris, and other havings presente by the encline. Keep the wolk area around the machine tean and free of clutter, debris, or obstant that cent in the employees to trip or become entangled. Establish and requires around the machine's perimeter, clearly indicating potential having's or concern about potential hazards. Post winnings the around the machine's perimeter, clearly indicating potential having's or dequered PPE. Instantic idequate number of emergency stop buttons, easily accessible from fiferent heations, enabling quick deactivation if necessary. Insure that employees know the location of electrical power sources and how to safely shut them off, should an electrical hazard arise. Regularly review and evaluate machine operations and safety protocols with employees, addressing concerns or suggested improvements to maintain ongoing safety awareness and adherence to established procedures. Ensure that all machinery meets local workplace health and safety regulations and industry standards to prevent non-compliance-related accidents and injuries. 		
3. Material Feeding	Manual lifting injuries, Pinch points	ЗН	 Provide appropriate manual handling training for workers to ensure they understand the correct lifting techniques and potential risks associated with material feeding. Implement a buddy system, where two or more workers can assist each other with heavy lifts or manual feeding of materials, thus reducing the strain on an individual worker. Store materials at an ergonomic height, such as waist level, to minimise the need for excessive bending or reaching while lifting, which can cause strain injuries. Utilise mechanical aids such as forklifts, hoists or conveyor systems in the workplace to reduce the need for manual lifting and handling of materials during the feeding process. 	1L	



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
			- Conduct regular inspections of pinch points around equipment to identify and address any issues that may pose a risk to workers during material feeding.		
			- Implement safety devices and guards on machine r such as emergency stop buttons and barrier guards, to protect workers than coming into contact with pinch points and moving parts.		
			- Display clear signage indicating potential her rds are clated with material feeding, such as warning of pinch points or required lift. The uniques, to ensure workers are aware of potential risks.		
			- Ensure workers wear appropule personal protection encounter (PPE) such as safety gloves, footward and eye on tection when handling materials to minimise the risk of injury.		
			- Develop an inforce a set work place adult or material feeding that outlines specific tasks, poonsibilities and contracted asures to be followed by workers.		
			- Reg s review update the Safe Work Method Statement (SWMS) for material to ling, tay g into account changes in equipment or processes, to ensure ongoin efft. I venes, if control measures.		
	•		Foster safe, sulture within the workplace where workers are encouraged to heat inclients concern misses related to manual lifting or pinch points, allowing the organisation to learn from these events and implement improvements to prevent uture of prevents.		
	S				
4. Die Setting	Burns from hot surfaces, Hand injuries	2M		1L	



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
5. Extrusion Process	Molten plastic contact, Fumes inhalation	ЗН		2M	

Version 2.5

Date of Issue:



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

Version 2.5



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
6. On-Line Saw Adjustment	Entanglement in moving parts, Cuts from saw blades	3H		1L	



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
7. Product Quality Control	Exposure to hazardous substances Repetitive motions	2M		1L	



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
8. Cooling Process	Thermal burns, Contact with cooling liquid	2М		1L	

Version 2.5

Date of Issue:



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
9. Material Take-Up	Pinch points, Entanglement-w-rollers	ЗН		1L	



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
10. Roll Change out	Manual lifting injuries, Equipment failure	ЗН		2M	

Version 2.5



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
11. Packaging	Strain from lifting, Use of sharp tools	2M		1L	



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
12. Machine Shutdown	Electrical hazards, Stored energy release	2М		1L	

Version 2.5

Date of Issue:



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
	S				



EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE F	REFERENCES					
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES ANY STATE AT 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/codes-of-practice Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice	Victoria Octopational Health and Safety Action 04 Octopational Health and Infetty regulations 2017 Legistron VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gulatenes</u> Codes of mactice VIC <u>artips://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>					
New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: <u>https://www.safework.nsw.gov.au/legal-obligations/legislations</u> Codes of Practice NSW: <u>https://www.safework.nsw.gov.au/resource-library/lis</u>	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>					
Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulation 201 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-serve-laws Codes of Practice NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-serve-laws	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model- codes-of-practice</u>					
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: <u>https://www.safework.sa.gov.au/resources/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/worf_laces/codes-of-practice#COPs</u>	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					
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/codes-of-practice Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice	 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 					
Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence 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 					

- Any required documents.



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:		
			Datu		
			ı te:		
			Date:		

SAL WO A STHUD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to revised if necessary) if relevant control measure are subcontract of the SWMS and their health and safety representatives who reworkplace.

ke sure it remains effective and must be reviewed (and are subcontractions) who may be affected by the operation sentatives who received that work group at the

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.		P	
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 SWN			
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.			
Check control measures added to the SWMS are the most effecting sections.			
Responsible person is assigned and listed on the SWMS for the impement of contineasures.			
Permit requirements specified, such as Hot Wrence Electrical Work, Versat Heights etc.			
SWMS identifies plant and equipment to be up.			
Details of inspection checks required for any equipment listed approved on the SWMS.			
Describes any mandatory qualifications, experience vaining 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 RE	VIEWED	
SIGNATURE	DATE CO	MPLETED	