

Shot Blasting Machin	ne   SAFE WORK METHOD	STATEMENT (SWMS)	
TASK	OR ACTIVITY: Shot Blasting Ma	chine	
Business Name: [Company Name]		ABN: [ABN]	SWMS#
Business Address: [Company Address]			
Contact Person:	Phone: [Phone]	E il:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVED BY	THE POST THE PROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	cting a business or undertaking (N 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 a	ompliance 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 BI PMENT 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, conditions those hazards and then to further take steps to either the conditions of the conditions are or conditional talks.	NAME	SIGNATURE	DATE
If an incident or a near miss occurs, all work must standardly. 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.			



		CLI	ENT OR PRINCIPAL	CONTRACTOR D	ETAILS				
Client:						SCOPE OF WORKS			
Project Name:					Provide a detailed description of the specific work being carried out (otherwise				
Project Address:					known as cope of works).				
Project Manager:									
Contact Phone:									
Project Manager Sig	nature:								
Date SWMS supplie	d to Project Manager:								
ANY HIGH-RISK CON PUCT NO JRK BEING CARRIED OUT									
☐ involves a risk of a pe	erson falling more than 2 m	neters.		is carried out on or near pressurised gas mains or piping.					
is carried out on a tel	ecommunication tower.			is carried out on or near chemical, fuel or refrigerant lines.					
☐ involves demolition of	f an element of a structure	that is load-be n.		is carried out on or near energised electrical installations or services.					
☐ involves demolition of	f an element related to the	physical integrit of a str	2	is carried out in an area that may have a contaminated or flammable atmosphere.					
☐ involves, or is likely to	o involve, disturbing a	tos.		involves tilt-up or precast concrete.					
involves structural alt	eration or repair that re	mporal, upp to p	prevent collapse.	is carried out on,	in or adjacent to a road, railwa	ay, shipping lane or other to	raffic corridor.		
is carried out in or ne	ar a confined space.			is carried out in a	an area of a workplace where t	here is any movement of p	owered mobile plant.		
☐ is carried out in/near	a shaft or trench deeper th	nan 1.5m or tunnel involvin	g use of explosives.	is carried out in a	areas with artificial extremes of	temperature.			
is carried out in or ne	ar water or other liquid tha	t involves a risk of drownin	ng.	☐ involves diving w	vork.				
		ANY HI	IGH-RISK MACHINEF	RY OR EQUIPMEN	IT 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 -			





### PER NAL TECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	PROTE	SPIRATORY P STECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
			A								

Select me 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	Unsafe workspace, improper training	ЗН	- Ensure the workspace is appropriate for shot blasting: Assess the area to ensure it's large enough to handle the size and scope of the coject and free from any immediate hazards that could compromise safety.  - Provide thorough training: All workers who are be operating or in close proximity to the shot blasting machine should attend concehensive unining sessions on proper usage, safety procedures, and emergency procedure.  - Regular inspections: Carryian out regular checks of the shot blasting machine and the work area itself can identicating any potential issue before any pose significant risks.  - Personal Protects of Equation (In E): Workers aust wear suitable PPE, such as safety goggle prearing procedures and dust makes while carrying out operations. This protects are from flying debris and the arrows while carrying out operations. This protects are from flying debris and the arrows while carrying out operations.  - Cleared divisions in age: Make sure signs communicating dangers and necessary precaults are closely divisible at all entrance points to the workspace to warn untrained a large closely of the protocol: In case of an emergency, appropriate locedures should be put in place, such as calling for immediate assistance or standing or kimic ediately.  - Regular peaks for Operators: To avoid fatigue which may lead to unsafe operation, nular scheduled breaks should be established.  - Sure Material Handling: Material being prepared for shot blasting can often be neavy or awkwardly shaped. It's vital that safe manual handling procedures are carried out to avoid injury.  - Machine Guard Installation: Ensure the shot blasting machine is equipped with suitable safeguards to protect operators and other staff from flyback materials.  - Noise control: Adequate measures should be implemented to control noise emitted by the shot blasting machine, like using sound barriers, keeping doors closed, or provision of earplugs to workers.	2M	
2. Equipment Check	Broken equipment, insufficient safety tools	ЗН	<ul> <li>Conduct a comprehensive inspection of all equipment before use to identify any potential issues or damage.</li> <li>Ensure that safety tools including helmets, goggles, ear protectors and gloves are available and in good condition.</li> <li>Develop a regular maintenance schedule for the shot blasting machine to keep it in optimal working condition.</li> <li>Document and report any damages or malfunctioning parts of the equipment immediately to management.</li> <li>Train workers on using shot blasting machine safely and efficiently; relevant training should include how to check for broken equipment.</li> </ul>	2M	



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			- Use lock out tag out (LOTO) procedures during repair or maintenance activities to avoid accidental start-up of machinery.		
			- Ensure that Personal Protective Equipment (PPF) worn at all times during operation of the shot blasting machine.		
			- Implement safety protocols like proper lift. techniques afe equipment handling, and hazard identification training.		
			- Maintain a clean work area to minimise trip ha. s and improve visibility.		
			- Implement an effective communication system for orker express safety concerns, especially in relation equipment issues.		
			- Conduct frequencies as a smell to detect por intial hazards in the workplace and amelior a mem promition.		
			- Place visible uning sizes around the pot blasting machine to alert workers about poter langer.		
			- Investing the quant equipment which has a lower failure rate. This will effectively reduce to have downs or malfunctions.		
			- Protect e Equipment (PPE): All workers and operators of the shot blastic or chine must be provided with suitable PPE such as ear plugs for noise, loves to contain, and safety goggles for eye protection.	2M	
			- pining and Awareness: Regular training sessions about the safe and correct usage of the shot blasting machine along with information on potential hazards should be organised for all relevant staff members.		
			- Health Monitoring: Regular health checks should be conducted for the staff working closely with this machinery, ensuring no long term impacts due to noise or vibration exposure.		
3. Work Commencement	Noise, vibration	4A	- Periodic Machine Maintenance: Regularly scheduled maintenance should be performed on the machinery to prevent mechanical failures and irregular vibrational or noise generation.	2M	
Commencement			- Secure Working Area: The area around the shot blasting machine should be secured and clearly marked in order to prevent bystanders or non-essential personnel from entering the zone unknowingly.		
			- Job Rotation: Implement a rotation system amongst the workers to limit their continuous exposure to the machine's noise and vibration, thus limiting any potential harm.		
			- Use of Anti-Vibration Tools/Equipment: Where possible, use anti-vibration tools and reduce the velocity of abrasive wheel RPM if the shot blasting machine is causing heavy vibrations.		
			- Break Time Management: Ensure that sufficient breaks are given between operating hours of machinery to allow the operator's body to recover from the constant exposure to noise and vibration.		



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			<ul> <li>Noise Curtains or Screens: Installation of noise curtains or screens can be useful to reduce the effect of noise towards the operator and other nearby workers.</li> </ul>		
			- Sound Insulation: If feasible, invest in soundproof sulation around the shot blasting area to further reduce the effects of the senerated noise.		
			- Emergency Protocols: Equip your shot blacking work are with emergency stop buttons and well-rehearsed evacuation processors in the second unexpected situations.		
4. Loading Material	Falling objects, martial handling injuries	4A		2M	



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5. Machine Operation	Entanglement in moving parts, noise exposure	4A		1L	
6. Material Removal	Dust inhalation, contact with hot materials	4A		1L	



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7. Maintenance	Electric shock, burns	ЗН		1L	



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8. Debris Cleanup	Trips and falls, cuts from sharp objects	4A		2M	



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9. Quality Inspection	Eye strain, repetitive movement injuries	ЗН		2M	



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10. Unloading Finished Products	Manual handling it tries for the state of th	3H		1L	



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11. Machine Shutdown	Electric shocks, unexpected start-ups	ЗН		2M	
12. After work cleanup	Trips and falls, exposure to cleaning chemicals	4A		2M	



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13. Inspection and Reporting	Inadequate inspection, inaccurate reporting	3H		2M	



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14. Emergency Process Follow up	Incident rereation, panic reaction	4A		1L	



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15. Close-out Meeting	Miscommunication, com,	2M		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. ANY STATE OF 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: <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</a> Legislation ACT: <a href="https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations">https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</a>

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/legislative

Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis codes-of ractice NSW: https://www.safework.nsw.gov.au/resource-library/lis codes-of-ractice NSW

#### **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/wo\_place-

Codes of Practice NT: https://worksafe.nt.gov.au/5

#### 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/le\_lation

Codes of Practice for SA: https://www.safework.sa.gov.au/work\_aces/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 al. Safety Act

Occupational Health and Infety gulations 2017

Legis on VIC: https://www.xsafe.vic.gov.au/occupational-health-and-safety-act-and-

**Tulat** 

des ovactice VI attps://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: <a href="https://www.commerce.wa.gov.au/worksafe/legislation">https://www.commerce.wa.gov.au/worksafe/legislation</a>

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	Pos	sition	Signature	Date	Time	Supe	ervisor
				Date:			
				Date			
				L te:			
			AV	Date:			
				Date:			
				Date:			
				Date:			
		SAF WC A	STATEMENT	MONITORING AND R	EVIEW		
The SWMS must be reviewed regularly to rake sure it remains effective and must be reviewed (and revised if necessary) if relevant control measure are subcontracted, are very very process should be carried out in consultation with workers (including contractors are subcontracted) who may be affected by the operation of the SWMS and their health and safety representatives who redesented 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.		P A	
Name, signature, position and date signed of the person approving the SWMS.			
Specific personnel and qualifications, experience is noted in the SWMS.	P		
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 SWI			
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 imperent of contameasures.			
Permit requirements specified, such as Hot Work, Electrical Work, Vorat Heights etc.			
SWMS identifies plant and equipment to be u d.			
Details of inspection checks required for any equipment listed approted on the SWMS.			
Describes any mandatory qualifications, experience raining 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 R	EVIEWED	
SIGNATURE	DATE CC	MPLETED	