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| **ABN:** 35145102432 Address: 18 hunter place, castle hill, NSW 2154 PH: 0425215491 E: peter@fieldsglassandglazing.net.au Web: ww.fieldsglassandglazing.net.au | | | | | | | | |
| **SAFE WORK METHOD STATEMENT (SWMS)** | | | | | | | | |
| **PROJECT DETAILS:** | | | | | | | | |
| Project: | | | | Area: | | | | |
| Job Address: | | | | | | | | |
| Job Description: | | | | | | | | |
| **WORK ACTIVITY:** | Glass Arisser | | | | | | | |
| **Consult relevant workers during development, approval and communication of this SWMS** | | | | | SWMS Approved by: | | Page 1 of 7 | |
| Name: (Include names of workers who were consulted in relation to this SWMS) | | Signature: | Job Title: | Date: | Name: | | | |
| Signature: | | | |
| Date: | | | |
| Personnel responsible for monitoring and managing activity: | | | | | Overall Risk Rating After Controls | **4 A**cute | | **3 H**igh |
| **2 M**oderate | | **1 L**ow |
| **COMMUNICATE THIS SWMS TO ALL PERSONS INVOLVED IN TASK PRIOR TO WORK COMMENCING**   * \_\_\_\_\_\_\_\_\_\_\_\_will conduct regular inspections and observations to ensure SWMS is being complied with. * Hold Daily Tool Box Talks to identify, control and communicate additional site hazards. * Cease work immediately if incident or near miss occurs. Amend the SWMS in consultation with relevant persons. * \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will approve and communicate amendment to all affected workers before work resumes. * As required by WHS legislation, make the SWMS available for inspection or review. * As required by WHS legislation, keep record of SWMS (until job is complete or for 2 years if involved in a notifiable incident). | | | | | | | | |

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| **IMPORTANT NOTES:** |
| Check local government standards, codes of practice, regulations and legislation for any training requirements before use.  Apprentices and Trainee Personnel are usually permitted to operate certain machinery and equipment provided they are guided and supervised by an experienced and qualified person, while also recording the hours of use in an approved logbook.  WorkCover National Certificates of Competency are nationally recognised and these specific certificates do not have to be changed over to work interstate.    1. Glass arissing machines should be operated only by authorised persons who have been instructed in their use.  2. Any electrical equipment using water must be powered from a circuit protected by a Residual Current Device (RCD) type of safety switch. |

| **Task Steps** | **Potential Hazards/Risks of Each Step** | **RB** | **Control Measures - Steps To Follow  Safety Checks & PPE** | **RA** | **Responsible Officer** |
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| **NOTE: RB** = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented. | | | | | |
| 1. Pre-use checks | Lack of coolant  Operation of conveyor |  | Before using the machine, make sure the covers are closed and the grinding zone is covered with a guard.  Make sure the conveyor is not obstructed and is moving smoothly.  Never use a faulty machine or one that is not operating properly. |  |  |
| 2. Use of arissing machine | Risk of cuts  Risk of flying particles  Overexertion / strain injury  Falling objects  Moving parts |  | Be careful while handling cut glass sheet, which has sharp edges.  If a glass sheet breaks during the arissing operation, sharp shards of glass may be projected.  Be careful when handling thick, large glass sheets onto the machine. Handling large or awkwardly shaped pieces may require assistance.  Before using the machine, make sure the covers are closed and the grinding zone is covered with a guard.  Be careful when near exposed moving parts of the conveyors.  Do not wear loose clothing, etc., when working near to moving parts.  Wearing hand protection is recommended.  Wearing eye protection is mandatory.  Proper lifting practices must be followed.  Wearing foot protection is recommended.  Never use a machine that does not have guards fitted.  Do not go close to the moving parts.  Do not let clothing get near moving parts. |  |  |
| 3. Maintenance | Moving parts  Risk of cuts |  | Before carrying out any servicing of conveyors or grinding wheels, make sure the machine is isolated from the electricity supply.  Be careful when clearing broken glass from the conveyor belt.  Make sure no one can accidentally start the machine.  Wearing hand protection is mandatory. |  |  |

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| PERSONAL PROTECTIVE EQUIPMENT |
| Personal Protective Equipment Requirements |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Foot Protection** | **Hearing Protection** | **Protective Clothing** | **Head Protection** | **Eye Protection** | **Hand Protection** | **Sun Protection** | **Safety Harness** | | C:\Users\Virtual\Desktop\Safety PPE Signs\Boots.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Ear Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Apron.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Hard Hat.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Eye Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Gloves.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Sun Protection.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Safety Harness1.jpg |   **PPE Notes:** The above PPE Requirements are the minimum requirements for all personnel involved in this task. Be sure to conduct a Risk Assessment for other factors that may influence the work environment such as Temperatures – Hot/Cold, Working in the Sun, Night Work etc. Be sure that all PPE used is approved by Australian Standards. |
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| References: |  |
| **AS/NZS 4667:2000**  **AS 4024.1**  **AS/NZS 3760** | Quality requirements for cut-to-size and processed glass  Safety of machinery  In service safety inspection and testing of electrical equipment |

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| **SIGN OFF** |
| Workers and relevant Persons Conducting Business or Undertaking (PCBU) were consulted for developing this SWMS. I have read the above SWMS and I understand its contents. I confirm that I have the necessary training and skills, including any relevant certifications to undertake the related tasks contained in this SWMS. I agree to comply with any safety guidelines, requirements and recommendations as set forth by the responsible officer within this SWMS including safety instructions and use of recommended Personal Protective Equipment. |

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| **Name** | **Qualifications** | **Signature** | **Date** | **Time** | **Employer** |
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| **RISK ASSESSMENT** |
| References: Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines |

**Step 1 Determine Likelihood –** What is the possibility that the effect will occur? **Step 2 Determine Consequence –** Expected Consequences

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|  | **Likelihood** | **Definition** |
| **Almost certain** | Expected to happen in most circumstances. | A common and very possible result |
| **Likely** | Will probably occur in most circumstances. | Known to have occurred and has happened before |
| **Possible** | Might occur at some time | Could occur and is likely it has happened before |
| **Unlikely** | Could occur at some time | Not likely to occur |
| **Rare** | May occur only in exceptional circumstances | Very unlikely |

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| **Level of Consequence** | **Examples** |
| **Insignificant/Acceptable** | No consequence – so minor that the consequence is manageable |
| **Minor** | First aid treatment only; manageable and contained. |
| **Moderate** | Medical treatment; manageable with 3rd party assistance. |
| **Major** | Serious injuries; Down time and loss of productivity |
| **Catastrophic** | Death; Very serious consequences |

**Step 3 Determine the risk score Step 4 Record risk score** (**Note** – Risk scores are only estimated and should not be

Solely relied upon)

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|  | **CONSEQUENCE** | | | | |
| **LIKELIHOOD** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Almost certai**n | 3 High | 3 High | 4 Acute | 4 Acute | 4 Acute |
| **Likely** | 2 Medium | 3 High | 3 High | 4 Acute | 4 Acute |
| **Possible** | 1 Low | 2 Medium | 3 High | 4 Acute | 4 Acute |
| **Unlikely** | 1 Low | 1 Low | 2 Medium | 3 High | 4 Acute |
| **Rare** | 1 Low | 1 Low | 2 Medium | 3 High | 3 High |

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| **Score** | **Action** |
| **4**  **A: Acute** | URGENT – Act on and lower the risks immediately. Demands immediate attention. |
| **3**  **H: High** | Decisions required urgently by Management. |
| **2**  **M: Moderate** | Follow instructions given by management. |
| **1**  **L: Low** | Manageable. Review regularly, and if any conditions of work change. |

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BlueSafe Australia Pty Ltd supplies a generic template system of word documents that helps the employer to get a head start by providing them with a foundation to build a Work Health & Safety system for their business. BlueSafe Australia Pty Ltd templates are generic in nature and are not designed to be relied solely upon without the customisation of specific tasks.

Acquiring or creating & implementing an WHS System can greatly reduce the risks which are associated with your business, however having a complete WHS System does not 100% insulate a business from accidents or injuries in a workplace, and it does not guarantee that a Compensation Claim won’t be filed, however it significantly reduces the probability or likelihood by creating, adjusting and refining your systems as much as possible and ensuring that staff follow them.

The documents provided by BlueSafe Australia Pty Ltd are designed to help the employers’ awareness to safety in the workplace, and helping them with the first step to meeting their legislative obligations as an employer. Not only this, but it also creates an awareness for the employee in helping them be aware of their legislative obligations in the workplace, by taking responsibility for their actions, be ‘Safety Minded’ and helping the employer to create and maintain a safe workplace which also significantly reduces the possibilities and risks of an injury while at work.

The obligation rests with the employer to ensure that all systems in the workplace are applicable, practical and safe for their employees while ate work.

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