








# safe work method statement template

<b>Name of Contractor responsible for compliance with SWMS:</b>		<b>Date:</b>	
<b>Company name:</b>		<b>Workplace location:</b>	
<b>High risk job description</b>	Cutting Hardwood or MDF	<b>Completion of Confined Space Entry Permit?</b>	Yes <input type="checkbox"/> N/A <input type="checkbox"/> (n/a should only be selected when not working in a confined space)
<b>Personal Protective Equipment (PPE) required to complete the job</b>			
 Gloves <input type="checkbox"/>	 Face mask <input type="checkbox"/>	 Eye protection <input type="checkbox"/>	 Welding mask <input type="checkbox"/>
 Appropriate footwear <input type="checkbox"/>	 Hearing protection <input type="checkbox"/>	 Protective clothing <input type="checkbox"/>	
<b>What are the tasks involved?</b> Describe the steps required to perform the task in the sequence they are carried out.	<b>What are the hazards and risks?</b> Against each step list the potential hazards that could cause injury/damage when the task step is performed.	<b>How will hazards and risks be controlled?</b> List the control measure required to eliminate or minimise the risk of injury arising from the identified hazard, see <a href="#">Contractor Hazard Identification and Control Table</a> .	
Handling Hardwood or MDF sheets	Back injury from poor manual handling of Hardwood or MDF sheets.	Team lifting when required. Training in manual handling and use of mechanical aids. Get materials factory-cut to the correct sizes.	
Cutting Hardwood or MDF	Fine wood dust causing irritation to eyes, lungs, skin.	For long term cutting set up a dedicated cutting room with attention paid to dust extraction systems.	

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Cutting Hardwood or MDF	Fine wood dust causing irritation to eyes, lungs, skin.	Use a process or method of work that reduces the generation of dust to a minimum e.g. using a plane instead of a sander to shape the wood
		Local exhaust ventilation should be provided at areas of cutting to remove airborne dust. General dilution ventilation should be provided as necessary to keep airborne dust below the applicable exposure limits and guidelines.
		Maintain plant and equipment in good condition; e.g. inspect dust extraction systems regularly to ensure they are working efficiently and check for holes and leakages in duct work. The need for ventilation systems should be evaluated by a professional industrial hygienist, while the design of specific ventilation systems should be conducted by a professional engineer.
		Wear loose, comfortable clothing. Long sleeved shirts and trousers are recommended to prevent skin irritation. Wash work clothes regularly and separately from other clothes. Wear comfortable work gloves (AS2161 or NZS5812) to avoid hand cuts when handling panels.
		For long term cutting set up a dedicated cutting room with attention paid to dust extraction systems. Have a warning 'DO NOT ENTER' sign posted at the cutting room door and induct workers not to enter that room without a permit and then only with the correct PPE i.e. respirator, eye and hearing protection.

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Sign off	Name	Signature	Date
I have provided site specific risk controls to manage the hazards identified above and will comply with the controls listed above.			
<b>Contractor:</b>			
I understand the risk controls listed above to be implemented to manage the identified hazards associated with the works to be undertaken.			
<b>Workplace Manager and/or Management OHS Nominee:</b>			

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## Steps for filling out SWMS

1. Contractor to determine the tasks, and associated hazards, risks and controls.
2. In the 'What are the tasks involved?' column, list the work tasks in sequence to how they will be carried out.
3. In the 'What are the hazards and risks?' column, list the hazards and risks for each work task.
4. In the 'How will the hazards and risks be controlled?' column, select the hazard or risk and then work through the control levels 1 – 4 from top to bottom, as seen below. Choose a control measure (and how it is to be used) that is as close to level 1 as is reasonably practicable.

## Control levels

1. **Eliminate** any risk to health or safety.
2. **Reduce** the risk to health or safety by any one or any combination of the following:
  - **Substituting** a new activity, procedure, plant, process or substance
  - **Engineering controls**, such as mechanical or electrical devices.
3. **Use administrative controls**, such as changing the way the work is done.
4. **Provide appropriate personal protective equipment.**
5. All contractors should be briefed on the SWMS before commencing work. Ensure all contractors know that work is to immediately stop if the SWMS is not being followed.
6. Observe work being carried out. If controls are not adequate, stop the work, review the SWMS, adjust as required and re-brief the team.
7. Retain this SWMS for the duration of the high-risk work.

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