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Safe Work Method Statement Title		Using Angle Grinders		SWMS No. 8				
			Authorized and email Signed by the (Managing Director / CEO / Partner / Proprietor) on Date 14/11/16					
Safe Work Procedure for the Work:- Yes		Employees trained and familiar with GR Design and Construct Group S W P:- Yes <input type="checkbox"/> No <input type="checkbox"/>						
Have employees signed off on any other Safe Work Method Statements relevant to this work:- Yes <input type="checkbox"/> No <input type="checkbox"/> (List Below)								
Daniel Bayley, Ashley Morrison, David Smith, Steven Lee, Angus Cullenward, Stephen Bayley								
MSMS Sheets applicable to the work being undertaken	1 3	2 4						
Issue Date: 14/09/2016		Last Revision Date: 14/09/2016		Revision No: 2				
Prepared By: Stephen Bayley								
Project Name: Various		Section/Area: Various		Project Manager: Various				
Client: Various		Distribution: Client OH&S Officer / Company Personnel						
Likelihood / Probability - Risk Factors		Consequence - Risk Factors		Risk Assessment				
Very Likely (V)	Probably occur immediately or within a short period of time	Fatality (F)	May cause death or loss of facility	Consequence ↓ <i>Fatality</i> <i>Major (M)</i> <i>Minor (m)</i> <i>Negligible</i>	Likelihood / Probability			
Likely (L)	Probably occur in time	Major (M)	Severe injury or illness or major property damage		V	L	U	H
Unlikely (U)	Could eventually happen	Minor (M)	Minor (usually reversible) injury or illness resulting in days off work or minor property damage		H	H	M	M
Highly Unlikely (H)	Has potential to occur, but probably never will occur	Negligible (N)	Minor injury, possible first aid		H	M	M	L
Remember to Consider Equipment / Plant / Environment / Worker Competency					M	M	L	L
Hierarchy of Control Hierarchy of Control								
1 Elimination	Can the work process, substances or plant creating the hazard be eliminated?							
2 Substitution	Can the work process, substance or plant be substituted for something safer?							
3 Engineering Controls	Means changing process, equipment or tools to minimise the hazard exposure.							
4 Administration Controls	Develop measures to ensure that the work is performed safely through safe work procedures to reduce exposure to hazards.							
5 PPE	Personal protective equipment is the last resort in responding to work place hazards and should be used only as an interim measure.							



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Work Method / Task Description List the tasks required to perform the activity in the sequence in which they occur	Hazards Against each task list the Hazards that could result in injury when the task is performed by the worker	Risk Score	Risk Control Measures List the Control measures required to eliminate or minimize the workers exposure to each identified hazard	Responsible Person with responsibility for control measure implementation
Working outdoors	Personnel are exposed to excessive ultra violet light without adequate protection.	M	<ul style="list-style-type: none"> • Suitable clothing, hats, glasses should be used to reduce exposure • All employees to apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours 	Supervisor Employee
Manual handling	Excessive manual handling could lead to muscular skeletal injury.	M	<ul style="list-style-type: none"> • Use mechanical aids ie forklift • Lift with correct posture and do not try to lift something too heavy • Request help when lifting heavy loads 	Supervisor Employee
Personal protective equipment required for this activity	Personal injuries	H	<ul style="list-style-type: none"> • Hi visibility clothing • Safety footwear • Safety helmet as required • Wide vision goggles or safety spectacles and a face shield • Hearing protection • A hood for extra protection against particles rebounding in a confined space • Gloves 	Supervisor Employee
Check equipment	Electrical hazards	H	<ul style="list-style-type: none"> • The angle grinder has been inspected and tagged by an electrician at the required three-monthly interval if it is used for construction work, and at least once every twelve months for other work • A safety switch or residual current device (RCD) is always used • All electric leads should be intact with no damage to insulation. • All outside sheathing properly secured by retaining rings on plugs, no internal wires showing. • Check the disc for defects or damage • All adjusting screws should be tight. 	Employee
Prepare the work	Slips, trips, sprains & strains	M	<ul style="list-style-type: none"> • Check work is properly supported and won't slide or move. • Check cut will be clear of supports. 	Employee
Prepare the work	Slips, trips, sprains &	M	<ul style="list-style-type: none"> • Check cut-off will fall safely or will be supported. 	Employee



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	strains		<ul style="list-style-type: none"> • Check electric cord will reach along the cut. • Check floor is clear of obstructions and debris. 	
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Prepare the work	Slips, trips, sprains & strains	M	<ul style="list-style-type: none"> • Operator position must be comfortable, no reaching or off balance. • Get assistance to add hold work if necessary. • Check dust will not go where it is not wanted. • Prepare a spot to put the grinder down after each cut. 	Employee
Prepare yourself	Noise, dust (eyes, inhaling), falling off-cuts	M	<ul style="list-style-type: none"> • Use P.P.E including eye and hearing protection, and safety footwear. 	Employee
Using the grinder	Cuts & other injuries from blade/cutting wheel	H	<ul style="list-style-type: none"> • At this stage leads should be plugged in, power turned on and P.P.E worn and ready to proceed. • Locate electric cord away from work, over the right shoulder and away from the area to be cut. • Check natural limits of movement to ensure cord is free and doesn't restrict movement. 	Employee
	Sharp edges and burrs	H		
	Wheels 'run on' after switching off Eye injuries	H		
Position the grinder	Slips trips	M	<ul style="list-style-type: none"> • Place grinder loose on work. • Check your position so that the cut can be completed without unnecessary repositioning of the feet & without overreaching 	Employee
Make the cut	Slips trips	H	<ul style="list-style-type: none"> • Press trigger – operator should be ready to counter any kick. When the grinder is switched on, both hands must be used on the designated areas of the tool to ensure maximum grip and control of the grinder. 	Employee
	Hot Metal	H		
	Entanglement	H		
At end of cut	Slips, trips, sprains, strains & cuts	H	<ul style="list-style-type: none"> • Take finger off trigger as soon as grinder is no longer cutting. • Ensure the blade has stopped before resting the grinder. • Switch off power to the grinder off when not in use. 	Employee
Personnel Qualifications and Experience		Personnel Duties and Responsibilities		Training Required to Complete Work
Construction OH&S induction (White Card) Company OH&S induction		Supervisor to carry out daily inspections of work site for hazards.		Supervisor to be appropriately trained, qualified and competent in OH&S.



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Site specific induction	Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be trained in risk identification risk assessment and risk control
Tradesman and others trained and competent in the use of hand tools.	All personnel to maintain tidy work area on site at all times.	On the job skills training to be conducted by Supervisor to personnel

Personnel Qualifications and Experience	Personnel Duties and Responsibilities	Training Required to Complete Work
	Barricading to be used as appropriate to protect others from grinding operations.	
Engineering Details / Certificates / WorkSafe Approvals / Australian Standards	Referenced – Guidance Notes / Regulations / Legislation	
AS/NZS 1336:1997 Recommended practices for occupational eye protection AS/NZS 1337:1992 Eye protectors for industrial applications AS/NZS 1715:1994 Selection, use and maintenance of respiratory protective devices AS/NZS 1716:2003 Respiratory protective devices AS/NZS 2161.2:1998 Occupational protective gloves – General requirements AS 1470 Health and Safety at Work – Principles and Practices AS/NZS 3760 In-Service safety inspection and testing of electrical equipment	Occupational Health and Safety Act 2004 & all OH&S Acts within other States Occupational Health and Safety Regulations 2007 & all OH&S Regulations within other States	
Plant / Equipment	Maintenance Checks	
	Grinders to be inspected prior to use for damage etc. Ensure the grinder has a current electrical test and tag attached	
Responsible Person (Supervisor Foreman)	Name: Various	



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The persons (employees, subcontractors and others) that have signed below:

1. been involved in the hazard/risk assessment and the determination of the hazard/risk controls applicable to their tasks, duties and responsibilities
2. had all hazards and risk controls have been communicated to them
3. and are fully aware of and understand the hazards/risks and safety risk controls and rules required
4. agreed to all the hazard/risk controls
5. agreed to and understand their Duty of Care to themselves and others
6. *agreed that they are the person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools.*

Print name clearly date a sign here:

If any unforeseen circumstances should arise and 100% compliance with this Safe Work Method Statement is not possible work is to cease until the Safe Work Method Statement is reviewed.

Note: All personal must be inducted into the above Safe Work Method Statement via a toolbox meeting with their acknowledgment signatures of being inducted on it; prior to work commencing.