SAFE WORK METHOD STATEMENT

ANGLE GRINDER

Prepared for

Client:		**Project No:**	
Site:		**Date Prepared:**	

1. RESPONSIBILITIES

Y Contractors will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the Y Contractors office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities.*

All Y Contractors workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. No glass containers will be allowed on site (except in meal rooms). The consumption of illegal drugs and alcohol is prohibited.

2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

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3. RISK ASSESSMENT

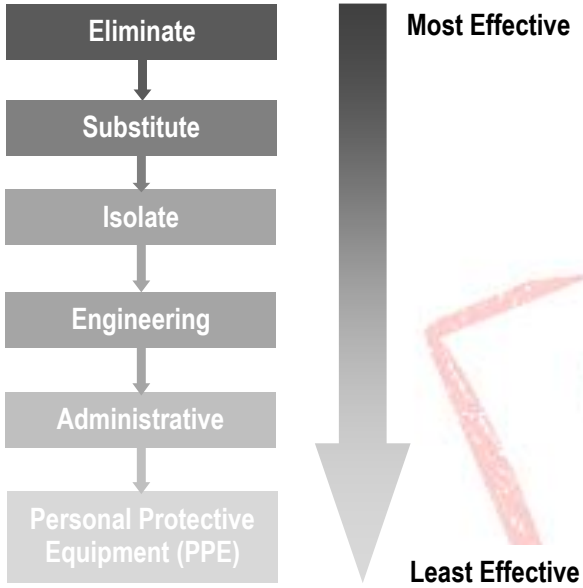
Risk Assessment Table

Consequence or Impact of Hazard	Level of harm	A	P	U	Likelihood/Probability	Risk Rating
H-Potential death, permanent or long term disability or illness, significant detrimental environmental impact	**H**-High	1	1	2	**A**-Almost certain could happen at any time	**1-**Immediate action is required
M-Potential temporary disability or illness requiring medical attention, short term environmental impact	**M-**Medium	1	2	3	**P**-Possible risk could happen occasionally	**2-**Control the risks/ hazards a.s.a.p.
L-Potential minor injury requiring first aid or minimal environmental impact	**L**-Low	2	3	3	**U**-Unlikely may happen rarely	**3-**Control risks with routine procedures

When assessing the risk of a particular hazard remember:

- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
- The more Hazards you identify the greater the overall Risk on the site.
- Overall Risk increases as the number of people exposed to a Hazard increases.
- The more serious the potential impact to a person's health from a Hazard the greater the Risk.
- The frequency of exposure to a Hazard will increase the Risk.

Hierarchy of Controls



Eliminate – 'Design out' the hazard when new materials, equipment and work systems are being purchased for the workplace;

Substitute - Substitute less hazardous materials, equipment or substances and use smaller sized containers;

Isolate – separate the workers from hazards using barriers, enclosing noisy equipment and providing exhaust or ventilation systems;

Engineering – use engineering controls to reduce the risks such as guards on equipment, hoists or other lifting and moving equipment;

Administrative – Minimise the risk by adopting safe working practices or providing appropriate training, instruction or information.

Personal Protective Equipment – Make sure that appropriate PPE is available and used correctly.

The Work Process - **"Risk Rating"** and **"Who is Responsible"** is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
1	Risk Assessment	Tool – condition / guards etc. Untrained workers Workplace / worksite hazards		• Do a Risk Assessment prior to commencing work using the *Risk Assessment Worksheet* and *Hazard Report Form.* • Identify additional safety controls that may be required that are specific to the task or site; and • Make sure workers are trained, qualified or experienced to carry out the specified tasks and use the tools.	
2	Preparation of work area	Lighting Hot Work (cutting / grinding) Fire / explosion		• Make sure lighting is adequate for the work activity; • Where applicable, obtain a Hot Work Permit; and • Use of abrasive tools in the open on fire ban days without a permit is forbidden.	
3	Personal Protection Equipment (PPE)	Injury, illness, permanent disability and in extreme cases death.		• PPE is to be used only when no other control can reduce or eliminate the hazard / risk; • Make sure all workers are issued with and wear the recommended PPE as required for safety on the worksite and specific to the activities and tasks; and • Train workers in the correct use, maintenance and storage of PPE.	
4	Noisy equipment	Excessive or prolonged noise can cause hearing damage or permanent deafness.		• Separate the workers from the noise where possible; • Maintain equipment or install noise suppressors; and • Wear hearing protection - earplugs or earmuffs.	
5	Vibrations	Hand and arm vibrations can cause White Finger Syndrome or Reinhold Syndrome		• Wear thick cotton gloves; • Rotate tasks to prevent prolonged use of vibrating equipment; and • Exercising and massage hands to encourage blood circulation.	
6	Dust	Inhaling dust can cause rhinitis, bronchitis, lung damage, allergic reactions, asthma attacks and fibrosis		• Wet down area to reduce dust or provide ventilation; • Use tools with water attachment to reduce dust; and • Wear a dust mask or half or full face respirator.	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
7	Housekeeping - obstacles and cluttered work areas	Slips, trips and falls can cause cuts, abrasions, breaks, strains and sprains and back injuries to workers and others.		• Carry out basic housekeeping regularly, keeping access ways and the work area clear of materials, tools and debris; • Wear appropriate footwear; • Make sure cables and other equipment do not cause a trip hazard; and • Barricade or restrict areas where the hazard can't be eliminated.	
8	Electricity and power tool use	Electricity /tools - electrocution Impact injuries Cuts and abrasions Amputations Noise – hearing damage Flying debris – eye injuries		• Train workers in the correct use of the equipment and supervise until they demonstrate they can operate the tool safely; • Use tools and fittings to manufacturers recommendations; • Check equipment is tested and tagged and are in good condition, especially power / ext. cords, repair or replace as required; • Use Earth Leakage Circuit Breaker (ELCB) or Residual Current Device (RCD) to prevent electrocution; • Use stands and hooks to raise power cords off the ground in wet or high traffic areas; • Wear the appropriate PPE such as safety boots, hearing protection, dust mask or half or full-face respirator, gloves etc. and • Keep hair, jewellery and loose clothing etc away from moving parts.	
9	Check for combustible or flammable materials	Fire / explosion Burns		• Remove any flammable or combustible items or materials from the work area where sparks may be generated' • Make sure a fire extinguisher and/or a fire blanket is readily available in case of fire; and • Make sure appropriate first aid is readily available.	
10	Choose the right grinding wheel.	Electricity /tools - electrocution Hot Work – fire / burns Flying objects / debris Eye Injury Noise – hearing damage Tools / off cuts - cuts		• Arrange grinding wheels making sure that older wheels will be chosen before newer ones; • Make sure all wheels (new or used) are visually inspected for any cracks and/or abnormalities; • Make sure a resonance test is conducted before fixing the wheel to the spindle. This can be done by tapping the side of the wheel with a small tool. Listen for a sharp, clear ring. A flat, dull noise generally	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
				indicates a faulty wheel; • Make sure the grinding wheel is the correct size and speed; and • Fit wheel to spindle and avoid over tightening.	
11	Check equipment	Electricity /tools - electrocution Machine / equipment guarding		• Make sure power is turned off before adjusting wheel; • Make sure the correct locking nut and flange is in place for the type of disc being used. Using incorrect locking nuts and flanges can lead to disc shatter; • Make sure machine guards are in place and in good working order; • Make sure the wheels or discs are inspected for cracks, nicks, clogging or other defects before use; • Immediately dispose of any faulty wheels or discs; • Make sure the grinding wheel is the correct speed for the grinder; • Never tamper with or remove a speed governor to make the grinder run faster; • Always use cutting wheels or discs for cutting jobs. Never grind with cutting wheels or discs; and • Always use grinding wheels for grinding jobs. Never cut with grinding wheels.	
12	Start the angle grinder	Electricity /tools - electrocution Machine / equipment guarding		• Make sure trigger mechanism operates effectively; and • Stand aside and make sure the wheel is able to run idle for a period before commencing grinding.	
13	Perform the operation	Electricity /tools - electrocution Hot Work (cutting / grinding) Flying debris – eye injuries Noise – hearing damage Cuts and abrasions Burns – hot fittings/equipment		• Secure the work piece so both hands can operate the grinder; • Hold the trigger in one hand and the other hand to steady the grinder body; • Place material at waist height when grinding or cutting; • Use screens or blocking guards to prevent flying sparks and debris; • Where possible, use soundproof panels or isolate / enclose noisy equipment; • Grind on the face of the wheel and never on the side; • Always cut using the side of the wheel;	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
				• Work slowly whilst the wheel / disc is cold to avoid disc shatter; • Stop the grinder at regular intervals to rest your arms and hands and maintain circulation; • Hold the grinder against the work piece with minimum pressure to avoid the work piece digging in or kicking back; • Maintain an angle of 15-30 degrees between the disc and the work piece; • Never operate a grinder between the legs whilst sitting on the floor; and • Wear gloves when handling sharp or hot objects.	
14	During operation	Electricity /tools - electrocution Machine / equipment guarding Hot Work (cutting / grinding) Flying debris – eye injuries Noise – hearing damage Dust – lung damage Cuts and abrasions Burns – hot fittings/equipment		• Make sure machine guards are in place and in good working order; • Isolate angle grinder from work area where possible or restrict access whilst grinder is in operation; • Never force grinding so that motor slows or work gets hot; • Check the hole in the grinding wheel fits closely on the spindle; • Use clamps or a vice to hold work piece; • Use the flat of the wheel when grinding; • Never roll a grinding wheel on its edge as it may absorb oil or dirt from other surfaces, which may lead to wheel damage; • Wear approved ear and eye protection whilst grinding. • Wear dust or face mask whilst grinding; • Wear gloves when handling hot or sharp objects; and • Make sure the work site is kept clean and tidy to reduce the risk of slips and trips.	
15	Switch off equipment	Electricity /tools - electrocution Fire / explosion		• Make sure the disc or wheel stops rotating before putting the grinder down; • Disconnect from the power supply and place the grinder on a bench with the disc facing upwards when not in use; and • Check area for smouldering debris.	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
16	Completion of work or end of work day	Electricity /tools - electrocution Manual handling - strains sprains and back injuries Slips, trips and falls Cuts and abrasions		• Turn off the isolating switch when the work is complete and disconnected the machine from the power source; • Remove any excess materials from the site using correct manual handling techniques; • Wear gloves when handling sharp objects; • Place equipment in approved storage area or back in work vehicle; • Make sure the work area is left clean and tidy; and • Lock / secure storage areas and / or site as required.	

Site Specific Requirements - To be completed by the PCBU or Site Supervisor if site specific hazards are identified (attach additional pages if necessary):

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?

4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

Minimum number of workers required to complete this work	1
Trade licence required to complete this work	Licence No: Held By:
Additional qualifications, permits and/or experience required to complete this work	
Additional training required to complete this work	Site Specific Induction and SWMS review required for all workers

5. SAFETY RESPONSIBILITIES

The **Officer** for this project is _____, he/she can be contacted on _____.

The **Site Supervisor** for this project is _____, he/she can be contacted on _____.

The **Health and Safety Representative (HSR)** for this project is _____, he/she can be contacted on _____.

All Y Contractors workers:

→ **WILL** be required to have relevant trade experience.

→ **WILL** be required to attend regular site inductions, project and task specific induction training and possess the current General Construction Induction Training card.

Work Health and Safety - Responsibilities

a) _____ will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.

b) _____ will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.

c) _____ will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.

d) _____ will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.

e) _____ will be responsible for preparing, maintaining and making accessible the register of hazardous substances.

f) _____ will be responsible for maintaining first-aid stocks.

g) _____ will be responsible for managing accident and emergency procedures.

h) _____ will be responsible for keeping WHS records.

i) _____ will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.

j) _____ will be responsible for workplace injury management and rehabilitation.

k) _____ will be responsible for managing communication between Health and Safety Committees (where applicable).

l) _____ will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.

6. TRAINING RESPONSIBILITIES

The HSR will:

a) identify the WHS training needs of management, supervisors and workers on site;

b) make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;

c) make sure that all personnel attend general construction WHS induction training before starting work;

d) make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;

e) conduct induction training, task training and refresher safety training for everyone working on site; and

f) keep appropriate records of WHS training at the Y Contractors office.

7. INCIDENT MANAGEMENT

The HSR will:

a) be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and

b) make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

8. PLANT AND EQUIPMENT

Plant and Equipment used on site includes but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required
Electrical plant, power tools, leads and ELCB's	Tested and tagged monthly. Visual inspection prior to use
Angle grinder	Visual inspection prior to use and to manufacturers recommendations

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

1	Safety boots	6	Hearing protection
2	Respiratory masks	7	
3	Sunglasses / safety glasses	8	
4	Protective gloves	9	
5	High visibility clothing / vests	10	

10. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.

11. LEGISLATION, REGULATIONS, CODES AND STANDARDS

The following reference documents have been identified as relevant to this project and a copy is kept at the Y Contractors office. This list is a guide only and is not necessarily all the relevant documentation:

a) Work Health and Safety Act 2011
b) Work Health and Safety Regulations 2011
c) COP Managing Risks in Construction Work
d) COP First Aid
e) COP Hazardous Manual Tasks
f) COP How to Manage Work Health and Safety Risks
g) COP Managing the Work Environment and Facilities
h) COP Managing Noise and Preventing Hearing Loss
i) COP Managing Risks for Electrical Work

12. SIGNOFF

The representatives of Y Contractors listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Worker on site	Role (e.g. worker, supervisor)	Signature	Date

Signature and details of 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 for this site:

Signed: _____ **Date:** _____

Name: _____ **Position:** _____