| ACTIVITY: Hand Tools | SWMS No.: QSW10014 |
|---|---|

## SAFE WORK METHOD STATEMENTS (SWMS)

| | | |
|---|---|---|
| Company Name: (SPP PTY LTD) T/A Ecoplant Australia & Seeddown Professional Planting | Address: 81-83 Campbell Street, Surry Hills. NSW 2010<br>16 Kings Place, Burnside. QLD 4560 | ACN: 638 321 847 |
| Company Contact: Claudia Harms | Position: Secretary | Phone No.: 0472 635 551 |

## Project Details

| | | | |
|---|---|---|---|
| Project Name: | | Job Address: | |
| Principal Contractor (PC): | [Name, contact details] | Date SMWS provided to PC: | |
| Projected Start and End Dates: | | | |
| Job Description: | | | |
| High Risk Activity: | yes (if working with or around mobile plant) | | |
| Name of person responsible for ensuring compliance with SWMS: | Supervisor | Date SWMS received: | |
| What measures are in place to ensure compliance with SWMS? | Pre job safety inspections, Induction training, Toolbox Talk/ JSAs | | |
| Person responsible for reviewing SWMS control measures: | Supervisor/ Team Leader | Date SWMS received by reviewer: | |
| How will the SWMS control measures be reviewed? | Control measures reviewed during Toolbox Talk/ JSA completion prior to job commencement and each time a new hazard is identified. | | |
| Training required: | WH&S General Induction for Construction (White Card) | Competencies Required: | SPP PTY LTD Employment Induction and WH&S Handbook |

**Relevant workers must be consulted in the development, approval and communication of this SWMS:**

| Name: | Signature: | Job Title: | Date: | SWMS Approved by Managing Director's | JOSHUA SANSOM<br>PAUL HARMS |
|---|---|---|---|---|---|
| Claudia Harms | | Secretary | 25/11/2022 | Date prepared: 12/08/2015 | Review date: 25/11/2022 |

## SWMS Scope

This SWMS covers use of common non-powered hand tools, such as hammers, chisels, screwdrivers, pliers, wrenches and cutting tools such as saws, knives, axes etc.

## Personal Protective Equipment (PPE)

Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.



| Foot Protection | Hearing Protection | High Visibility | Head Protection | Eye Protection | Hand Protection | Protective Clothing | Sun Protection |
|---|---|---|---|---|---|---|---|
|  |  |  |  |  |  |  | Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection) |

| Hazards - What can cause harm? | Risks - What can happen? | Control Measures to Reduce Risk |
|---|---|---|
| **Job Step: Planning** | | |
| Hazards include:<br><br>Personal Injury:<br>- Struck by object<br>- Laceration<br>- Manual handling<br>- Noise<br>- Electric shock<br>- Fire/ explosion | Risks include:<br><br>- Injury caused by being struck by flying object.<br>- Laceration from sharp tools<br>- Back strain, MSD from incorrect manual handling<br>- Burns, fatality caused by electric shock<br>- Burns caused by fire | Assess task. Consider use of power tools for repetitive or high force tasks wherever possible.<br><br>Develop purchasing procedure to ensure quality tools provided. Example:<br>- Forged steel<br>- Handles ergonomic:<br>○ Cylindrical, approximately 4cm in diameter<br>○ Non-slip, good grip<br>○ No sharp edges<br>○ Wrist can be held straight<br>○ Guards or stoppers<br>○ Majority of tool weight not supported at wrist<br>- Suitable for environment:<br>○ Insulated for electrical work (ensure blade does not extend into handle). |

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|---|---|---|
| | | ○ Non-sparking if used in flammable zones<br>- Suitable strength and capacity for intended tasks<br><br>Ensure all PPE required is in good working order. Note: If hearing protection is required, ensure the protection factor is not so high that reversing alarms etc cannot be heard.<br><br>Ensure workers have access to:<br>- First aid kit/supplies<br>- Communication devices (check mobile phones will have service in area)<br>- Drinking water, and other amenities<br><br>**RB: 2M** **Person responsible to implement control measures:** **RA: 1L** |
| **Job Step: Preparation** | | |
| Hazards include:<br><br>Personal Injury:<br>- Trips<br>- Struck by object<br>- Fire / explosion<br>- Manual handling<br>- Exposure to hazardous environment<br>- Falls<br>- Hit by falling object | Risks include:<br><br>- Injury caused by being struck by flying object.<br>- Laceration from sharp tools<br>- Back strain, MSD from incorrect manual handling<br>- Burns, fatality caused by electric shock<br>- Burns caused by fire | Inspect work area. Ensure:<br>- Sufficient lighting<br>- Sufficient room so operator will not be knocked or need to over-reach<br>- Area clear of debris, cut-offs etc<br>- Ground / floor even, stable clear of trip hazards<br>- Work pieces are able to be secured and stable (use vice, clamps as required)<br>- Work area is not in close proximity to other hazards (mobile plant, hot works, demolition etc)<br>- Work station is set-up ergonomically where possible (avoid awkward postures, keep work between knee and shoulder height)<br>- Persons not exposed to hazardous environment. Check for asbestos, lead, crystalline silica (found in concrete, granite and stone)<br>- Sparks can not enter flammable storage areas<br>- Near-by workers are not exposed to hazards that arise when using tools<br><br>Use caution when working at heights (above 2m).<br>○ Avoid using tools when working from a ladder.<br>○ Consider use of elevated work platform (EWP).<br>○ Use lanyards to pass tools to persons at height<br>○ Ensure tools cannot fall onto workers below. |

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|---|---|---|
| | | Keep contaminated tools (such as those used for asbestos work) separate from other tools, in sealed, labeled containers/bags.<br><br>**RB: 2M** **Person responsible to implement control measures:** **RA: 1L** |
| **Job Step: Pre – Operational Inspection** | | |
| Hazards include:<br><br>Personal Injury:<br>- Struck by object<br>- Electric shock<br>- Manual handling<br>- Laceration<br>- Hit by ejected object | Risks include:<br><br>- Injury caused by being struck by flying object.<br>- Laceration from sharp tools<br>- Back strain, MSD from incorrect manual handling<br>- Burns, fatality caused by electric shock<br>- Burns caused by fire | Ensure:<br>- PPE supplied as needed and in good condition<br>- Tools are visually inspected:<br>- Free of oil, grease, dirt or debris<br>- Attachments secured and suitable<br>- Not modified unless approved by manufacturer<br>- No loose or missing screws, nuts, bolts<br>- Suitable size, strength, capacity for job<br>- Used for intended purpose<br>- Functional<br>- Maintained (sharp, clean, oiled, guarded etc.)<br><br>Examples:<br>Hammers:<br>- Head attached securely<br>- No damage, wear or chips to head and claws<br>- Claw hammers only used for driving/pulling nails<br>- Smooth undamaged handle, shaped to fit hand<br>- Suitable size for job<br><br>Chisels:<br>- Sharp edge, ground off to a 60 degree angle<br>- No mushrooming or other damage<br><br>Screwdrivers:<br>- Used for intended purpose (not used as a substitute for chisel, punches, etc)<br>- Clean, undamaged handle<br>- Correct size and blade tip for job<br>- Blade has sharp, square edges |

| | | |
|---|---|---|
| | | - Correct size and type for screw<br>Cutting tools (saw, axe, knives etc)<br>- Used for purpose<br>- No loose handles<br>- No missing, worn, dull or chipped teeth<br>- Sharp<br>- Clean, grease-free grips/handles<br>- Correct for materials (example: saw has cross-cut teeth for cutting across grain, ripping teeth for cutting with grain)<br>- Knives carried in protective sheaths<br><br>Crowbars:<br>- Not substituted with pipe or iron bar<br>- Point/ toe is shaped so it can grip object and act as pivot<br><br>Jacks:<br>- Suitable load capacity<br>- Load capacity (or safe working load) marked on jack<br>- Set on firm foundations<br>- Stop indicator<br><br>Vice:<br>- Suitable size for work piece<br>- Attached securely<br>- Hand tightened only (do not hit with hammer or other tool to tighten<br><br>Wrenches:<br>- Assortment of sizes available<br>- Correct for nut / bolt – no shims used if oversized<br>- Not bent, warped or damaged<br>- Pipes or other materials not used as extension to increase capacity<br>- Suitable capacity for job<br>- Adjustable wrenches used only for light duties<br>- Jaws clean and sharp<br>- Dirt or debris removed from sockets to allow it to seat properly<br>- Machine wrench is not used as a hammer |

| | | |
|---|---|---|
| | | - Jaws not sprung<br>- Gripping teeth not worn or damaged<br><br>Pliers:<br>- Insulated for electrical work<br>- Tips are aligned<br>- Tips are undamaged, and smooth<br>- Handles are free of grease, debris and sufficient length to allow good grip<br>- Not used as a substitute for a wrench<br><br>If any equipment is damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTE (Lock-Out / Tag-Out) procedures.<br><br>**RB: 2M** **Person responsible to implement control measures:** **RA: 1L** |

| Job Step: Operation | | |
|---|---|---|
| Hazards include:<br><br>Personal Injury:<br>- Manual handling<br>- Struck by ejected materials<br>- Struck by moving object<br>- Laceration<br>- Trips<br>- Electric shock<br>- Exposure to hazardous environment<br>- Fire/ explosion | Risks include:<br><br>- Injury caused by being struck by flying object.<br>- Laceration from sharp tools<br>- Back strain, MSD from incorrect manual handling<br>- Burns, fatality caused by electric shock<br>- Burns caused by fire | Always use the tool as directed by the manufacturer for its intended purpose. Do not modify or alter tools.<br><br>Maintain exclusion zone as required. Example: provide shields to protect near-by persons when chiselling, ensure no persons or obstacles in the swing zone of an axe, etc.<br><br>Undertake work as required.<br>General:<br>- Direct cuts away from body<br>- Ensure grip and footing is secure<br>- Ensure tools are not carried in pockets or clothing (use sheaths, tool belts, etc)<br>- Do not attempt to catch sharp tools if they fall<br>- Maintain visual contact with work piece / tools<br>- Ensure work piece secured. Example: Do not hold work piece in one hand whilst working on it with a screwdriver etc.<br>- Do not leave tools on ground (tripping hazard). Store appropriately when not in use.<br>- Check for concealed utilities such as electrical cables, gas pipes etc before using tools on walls or underground<br><br>Manual handling:<br>- Ensure work is undertaken between shoulder and knee height where possible.<br>- Avoid over-stretching or using excessive force.<br>- Consider job rotation for repetitive jobs<br>- Avoid working in static positions for more than 2 hours over an entire shift or 30 minutes at a time. |
| | | **RB: 2H** \| **Person responsible to implement control measures:** \| **RA: 1L** |
| **Job Step: Operation** | | |
| | | |

| Job Step: Maintenance | | |
|---|---|---|
| Hazards include:<br><br>- Personal injury – numerous | | Ensure all tools are maintained as per manufacturer's recommendations.<br><br>**RB: 2M** \| **Person responsible to implement control measures:** \| **RA: 1L** |

## Emergency Procedures / Emergency Response

Develop and implement an emergency response plan for the site. Include:

- Assembly points
- Communication
- Consultation methods
- Responsible persons
- Emergency contacts - names and phone numbers
- First aid equipment
- Fire Extinguishers – accessible & serviced.

Develop site-specific rescue procedures/SWMS.

Ensure all workers on-site are trained and familiar with emergency and evacuation procedures.

**Person/s responsible to implement and follow emergency procedures and control measures:**

## Review

To ensure controls are implemented and monitored effectively:

- Toolbox /pre-work meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
  - Spot checks
  - Consultation
  - Scheduled audits
- Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons)

Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.

**Person/s responsible to implement and follow monitoring and review procedures and control measures:**

## SAFE WORK METHOD STATEMENT - Part 2

| Formal Training, Licences required for workers undertaking this task: | Duties of workers undertaking this task: | Details of Supervisory Arrangements for workers undertaking this task: |
|---|---|---|
| - Construction Industry White Card<br>- On-site training in the safe use of hand tools | - Operator<br>- Supervisor<br>- Labourers | - Suitably qualified supervisors for job<br>- Direct on-site supervision<br>- Remote site – communication systems/ schedule<br>- Audits<br>- Spot Checks, etc.<br>- Reporting systems<br>- JSA |

**Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:**

- Local council permits
- Building Approvals
- EPA approvals/permits
- Certain plant to be registered with State Authority

PPE to comply with relevant Australian Standards

**Plant/Tools/Equipment: (List plant and equipment to be used on the job.)**

**Relevant Legislation, Codes of Practice:**
**Note: Retain only the legislation references applicable to your state of operation for this SWMS**

- **Commonwealth, NSW, QLD, ACT**
  - Work Health and Safety Act 2011
  - Work Health and Safety Regulations 2011
- **Northern Territory**
  - Work Health and Safety (National Uniform Legislation) Act 2011
  - Work Health and Safety (National Uniform Legislation) Regulations
- **SA, Tasmania**
  - Work Health and Safety Act 2012
  - Work Health and Safety Regulations 2012
- **Codes of Practice:** Safe Work Australia (2011):
  - *First Aid in the Workplace*
  - *Managing the Risk of Falls at Workplaces*
  - *Managing the Risk of Plant in the Workplace*
  - *Managing Noise and Preventing Hearing Loss in the Workplace*
  - *How to Manage Work Health and Safety Risks*
  - *Hazardous Manual Tasks*
  - *Managing Risks of Hazardous Chemicals*
  - *WHS Consultation, Cooperation & Coordination*
- **Victoria**
  - Occupational Health & Safety Act 2004
  - Occupational Health & Safety Regulations 2007
  - **Codes of Practice:**
- **Western Australia**
  - Occupational Safety & Health Act 1984
  - Occupational Safety & Health Regulations 1996
  - **Codes of Practice:**
- **Australian Standards:**
  - AS/NZS 1269:2005 Occupational *noise management*
  - AS/NZS 4501:2008 *(set) Occupational Protective Clothing*
  - AS 4024.1:1996 *Safeguarding of machinery - General principles*
  - AS 4024.1: 2006 *Safety of machinery*
  - AS 1319:1994 Safety *Signs for Occupational Environment*

**Reference Documents**

Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011

Safe Work Australia (2011) – Hazardous Manual Tasks Code of Practice

QLD DEIR: Hand Tools (2010)

Worksafe Victoria (2009). Guidance Note: Safe Use and Maintenance of Knives in the Meat and Food Industry

AS 4115 – 1993: Hand torque tools
AS 2210- 1994: Occupational Protective Footwear: Part 1: Guide to selection, use and care
AS 1729 – 1994 Timber: Handles for Tools
AS/NZ 3000 – 1997: Wiring Rules

## SAFE WORK METHOD STATEMENT - Part 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU).* I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

| Overall Risk Rating after Controls | 1 Low | 2 Moderate | 3 High | | 4 Acute |
|---|---|---|---|---|---|
| Employee/Worker Name | Job Role / Position | Signature | Date | Time | Employer/PCBU/ Supervisor |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| Review No. | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 |
|---|---|---|---|---|---|---|---|---|
| Name | | | | | | | | |
| Initial | | | | | | | | |
| Date | | | | | | | | |

### HIERARCHY OF CONTROLS

**Elimination** - Risk will be eliminated where possible

**Substitution Isolation Engineering** - Where risk remains, one/combination of controls will be used

**Administrative** - Where risk remains, administrative controls will be used.

**Personal Protective Equipment (PPE)** - Where risk still remains, it will be reduced as far as reasonably practicable with use of PPE.

# RISK ASSESSMENT MATRIX



References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

**Step 1: Determine Likelihood**
What is the possibility that the effect will occur?

| | Criteria | Description |
|---|---|---|
| **Almost certain** | Expected in most circumstances. | Effect is a common result. |
| **Likely** | Will probably occur in most circumstances. | Effect is known to have occurred at this site or it has happened. |
| **Possible** | Might occur at some time. | Effect could occur at the site or I've heard of it happening. |
| **Unlikely** | Could occur at some time. | Effect is not likely to occur at the site or I have not heard of it happening. |
| **Rare** | May occur only in exceptional circumstances. | Effect is practically impossible. |

**Step 2: Determine Consequence**
What will be the expected effect?

| Level of Effect: | Example of each level: |
|---|---|
| **Insignificant/Acceptable** | No effect – or so minor that effect is acceptable. |
| **Minor** | First Aid treatment only; no lost time injury. |
| **Moderate** | Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days. |
| **Major** | Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death. |
| **Catastrophic** | Multiple Permanent Total Disability injuries; multiple deaths. |

**Step 3 Determine the risk score**

| | Consequence | | | | |
|---|---|---|---|---|---|
| **Likelihood** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Almost certain** | **3 High** | **3 High** | **4 Acute** | **4 Acute** | **4 Acute** |
| **Likely** | **2 Moderate** | **3 High** | **3 High** | **4 Acute** | **4 Acute** |
| **Possible** | **1 Low** | **2 Moderate** | **3 High** | **4 Acute** | **4 Acute** |
| **Unlikely** | **1 Low** | **1 Low** | **2 Moderate** | **3 High** | **4 Acute** |
| **Rare** | **1 Low** | **1 Low** | **2 Moderate** | **3 High** | **3 High** |

**Step 4 Record risk score on worksheet** (**Note** – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)

| Score | Action |
|---|---|
| **4 A: Acute** | **DO NOT PROCCED.** Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding. |
| **3 H: High** | **Review before commencing work**. Introduce new controls and/or maintain high level controls to lower the risk level. Monitor frequently to ensure control measures are working. |
| **2 M: Moderate** | **Maintain control measures.** Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change. |
| **1 L: Low** | **Record and monitor**. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change. |