

Insert your company logo or company name here.

SAFE WORK METHOD STATEMENT FOR PORTABLE TOOL USE

SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

Client/Principal Contractor	Insert client and/or PC name	Project Address:	Insert the project's address
Company Address:	Insert your company address	Phone Number:	Insert your business number
SWMS Prepared By:	Insert person	In Consultation With:	Refer to Consultation and Sign-Off Record
SWMS Approved By:	Insert person	Distribution To:	Persons involved in the work scope
SWMS Date:	Insert date	Review:	12 months is required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Consent (Name and Number):	Insert the person's name and number
Work Scope Description:	Using portable tools. For the purpose of this safe work method statement, a portable tool shall be defined as a hand or power tool (electric, pneumatic, hydraulic, physical or fuel powered) that is manually transported by one person.		
List the qualifications and training requirements for this activity:	<ul style="list-style-type: none">• Instruction in the safe work method statement and the use of the portable tool.		
Details of inspections and maintenance checks required for this activity:	<ul style="list-style-type: none">• Regular inspection and maintenance on all the tools and equipment being used. Manufacturer's and operating manuals must be followed.		
Are there any other hazards that may arise?	Proceed with all additional safe work procedures, plans, rules and instructions given by the person in control of the workplace.		
Legislative Reference:	<ul style="list-style-type: none">• Work Health and Safety Act• Work Health and Safety Regulation• Hazardous Manual Tasks Code of Practice• How to Manage Work Health and Safety Risks Code of Practice• Managing Noise and Preventing Hearing Loss at Work Code of Practice• Managing Risks of Plant in the Workplace Code of Practice• AS 3760 In Service Inspection of Portable Electrical Equipment		

JOB STEP		POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level	LIKELIHOOD	CONSEQUENCE	REVISED RISK SCORE	PERSON(S) RESPONSIBLE
1.	Planning and preparation.	<ul style="list-style-type: none"> Uncoordinated work plan. Unprepared personnel. Unqualified personnel. Unnecessary manual tasks. Obstruction. 	<ul style="list-style-type: none"> Risk of not understanding procedures. Tools and equipment not available or suitable. Personnel not trained and prepared. Personnel not instructed. Personnel not wearing PPE. Slip, trip or fall injury. 	3	2	6	<ul style="list-style-type: none"> Ensure consultation with the Principal Contractor and/or Client has been undertaken to identify risks and hazards associated with the work. Personnel must be trained and instructed on proper tool use and decide on the necessary control measures. Ensure all portable tools are relevant Australian Standards. Ensure that personnel are working at a high standard. Ensure that equipment is adequate for the task. Ensure that signage and barricades are implemented. Ensure leads and/or hoses are not positioned to create a trip hazard or positioned across any route where they may be damaged. Complete any required permits, e.g. hot-work permit. Ensure training and instruction is provided to personnel whose job involves portable tool use. <p>Note: Power tools must only be used by personnel who have undertaken training</p>	1	2	2 Low	Manager Supervisor Workers