

# SAFE WORK METHOD STATEMENT (HANDTOOLS)

SS-WHS-SAF-000

Authorised By: XXXX

Rev 1 1/07/2024



COMPANY DETAILS		
Name: XXX	ABN: XXX	Address: XXX

TASK NAME / ACTIVITY	Using Handtools
SITE / PROJECT NAME	XXX

APPLICABLE LEGISLATION, CODES OF PRACTICE OR OTHER GUIDANCE MATERIAL		
WHS Act and Regulations	How to manage work health and safety risks CoP	Construction work CoP
Construction Work CoP	First Aid in the Workplace CoP	Managing Electrical Risks in the Workplace CoP
Hazardous Manual Tasks CoP	How to Manage WHS Risks CoP	Managing Psychosocial Hazards at Work CoP
Managing Noise and Preventing Hearing Loss at Work CoP	Managing the Risks of Respirable Crystalline Silica CoP	Work Health and Safety Consultation, Cooperation and Coordination CoP

PERSONAL PROTECTIVE EQUIPMENT				
<input type="checkbox"/> Hard Hat	<input type="checkbox"/> High Vis Clothing	<input checked="" type="checkbox"/> Safety Glasses	<input checked="" type="checkbox"/> Respiratory Protection	<input type="checkbox"/> Face Shield
<input checked="" type="checkbox"/> Safety Boots	<input checked="" type="checkbox"/> Safety Gloves	<input checked="" type="checkbox"/> Hearing Protection	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

REQUIRED LICENCES, CERTIFICATES OR COMPETENCIES	
General Construction Induction (white card)	Site Induction
Task Specific Qualification 1	Task Specific Qualification 2

HIGH RISK CONSTRUCTION WORK			
<input type="checkbox"/> Risk of a person falling more than 2 metres	<input type="checkbox"/> Work on a telecommunication tower	<input type="checkbox"/> Demolition of load-bearing structure	<input type="checkbox"/> Likely to involve disturbing asbestos
<input type="checkbox"/> Work on or near pressurised gas mains or piping	<input type="checkbox"/> Work in or near a confined space	<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5m or a tunnel	<input type="checkbox"/> Use of explosives
<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work in or near water or liquid that involves a risk of drowning	<input type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work that may have a contaminated or flammable atmosphere
<input type="checkbox"/> Tilt-up or precast concrete elements	<input type="checkbox"/> Diving work	<input type="checkbox"/> Work in an area with movement of powered mobile plant	<input type="checkbox"/> Work in areas with artificial extremes of temperature
<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians		

MONITORING FOR COMPLIANCE
Ongoing supervision to ensure compliance and monitoring / review of control measures to be done by (name and signature): XXX

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JOB / TASK STEP	HAZARDS / RISKS	RISK (I)	CONTROL MEASURES	RISK (R)	RESPONSIBILITY
Accessing site and starting work	Traffic hazards	High	Signage, flagging or delineation of work zone.  Workers to be aware of traffic hazards.	Moderate	All workers
	Contact with services	High	Maintain exclusion zones around powerlines.  Use spotters if necessary.  DBYD and ensure underground services are protected prior to excavation.	Moderate	All workers
	Slips, trips and falls	High	Good housekeeping.  Wear non-slips shoes.  Pay attention when walking.	Moderate	All workers
	Sunburn / dehydration	Moderate	Sun protection (broadbrimmed hard hat, sunscreen, long-sleeve clothing).  Drink plenty of water.  Avoid excessive caffeine.	Low	All workers
	Electrical hazards	High	Testing and tagging of electrical equipment.  Run leads in a safe manner.  Inspect electrical equipment before use.  RCDs in use.	Low	All workers
	Noise hazards	Moderate	Hearing protection to be worn if noise levels over 85dBA.  Ensure loud plant or equipment is positioned away from workers, if possible.	Low	All workers

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JOB / TASK STEP	HAZARDS / RISKS	RISK (I)	CONTROL MEASURES	RISK (R)	RESPONSIBILITY
	Chemical hazards	Moderate	<p>Up to date SDS register available for all hazardous substances.</p> <p>All safety controls in place as per SDS.</p> <p>All spills to be reported to supervisor.</p> <p>Refer to SDS for chemical properties and storage/handling procedures.</p>	Low	All workers
	Flying debris	Moderate	<p>Safety glasses (double eye protection when welding / grinding).</p> <p>Exclusion zones around hazardous work.</p>	Low	All workers
	Silica exposure	Moderate	<p>Ensure areas are wet down to reduce dust.</p> <p>Ensure dust extraction is used on equipment (if fitted).</p> <p>Wear appropriate respiratory PPE if dust levels cannot be controlled.</p>	Low	All workers
	Manual handling injuries	Moderate	<p>All personnel must be Inducted.</p> <p>Adopt good posture and manual handling techniques.</p> <p>Use of mechanical devices.</p> <p>Team lifting.</p>	Low	All workers
Conducting handtool work	Plant or equipment malfunction	Moderate	<p>Ensure pre-start checks are completed.</p> <p>Ensure all guarding is in place and fit for purpose.</p> <p>Report any faults to supervisor.</p>	Low	All workers

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JOB / TASK STEP	HAZARDS / RISKS	RISK (I)	CONTROL MEASURES	RISK (R)	RESPONSIBILITY
	Worker not competent with plant / equipment.	Moderate	Only competent and authorised personnel to complete this task.	Low	All workers
	Eye injuries	Moderate	Only competent and authorised personnel to complete this task.  Ensure all safety glasses are worn.  Ensure all guarding is in place.	Low	All workers
	Hand injuries	Moderate	Only competent and authorised personnel to complete this task.  Ensure all guarding is in place.  Wear PPE.	Low	All workers
	Injuries from hand tool use	Moderate	Wear PPE.  Inspect tools for damage, wear, or defects before each use.  Use the right tool for the job.  Maintain a clean and organised work area.  Keep tools sharp and in good condition.  Use proper body mechanics and posture to avoid strain and injury.  Secure your workpiece with clamps or a vice to prevent movement during use.  Store tools properly when not in use.  Be aware of your surroundings and ensure others are clear of your work area.	Low	All workers

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			Keep cutting edges and points directed away from your body.  Clean tools after use to prevent rust and maintain functionality.  Follow manufacturer instructions and guidelines for proper tool use and maintenance.  Report and repair any damaged tools immediately.		
	Add task specific hazards here	XXX	Add task specific controls here	XXX	All workers
	Add task specific hazards here	XXX	Add task specific controls here	XXX	All workers
Completing task / pack up	Equipment damaged during shift	Moderate	Report damaged equipment to supervisor and tag it out.	Low	All workers
	Site security / unauthorised entry	Moderate	Ensure gates / fences are secured prior to leaving site.	Low	All workers
	Slips, trips, and falls	High	Ensure tools and equipment are stored appropriately.  Place all rubbish in a bin.	Moderate	All workers
	Hazardous substances and flammables	Moderate	Ensure hazardous substances and flammables are stored appropriately.	Low	All workers

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Risk Matrix		Consequences				
		Negligible (1) Minimal injuries / no injuries	Minor (2) Minor injuries / first aid	Significant (3) Moderate injuries / medical treatment	Severe (4) Serious injuries / hospitalisation	Catastrophic (5) Death / permanent impairment
Likelihood	<b>Certain (5)</b> 100% likely / almost 100% likely	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	<b>Likely (4)</b> Will probably happen / is likely to happen	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	<b>Possible (3)</b> Could happen or plausible	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	<b>Unlikely (2)</b> Improbable but could happen / not expected	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	<b>Very Unlikely (1)</b> Rare / not expected but remotely possible	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

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<b>WORKER SIGNOFF</b>			
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