



## PCBU / EMPLOYER / COMPANY DETAILS

SWMS No: 008

Name: UBS

Revision No: 002

Address: 23 Yazaki Way, Carrum Downs, Victoria 3201

Revision Date: 19/12/2023

ABN: 62 086 537 279

Phone: 03 9701 5501

Approved by:

Date:

Works Manager: Simon Blackburn

Mobile:

## PROJECT DETAILS

## CLIENT / PRINCIPAL CONTRACTOR DETAILS

Name:

Name:

Date provided to PC:

Address:

Contact:

Phone:

## WORK ACTIVITY

Precautions for the use of angle and wheel grinders where there is a risk of fire due to grinding sparks.

## SCOPE OF WORK COVERED BY THIS SAFE WORK METHOD STATEMENT

The Hot Work - Grinding Safe Work Method Statement (SWMS) outlines the main hazards and risks associated with the use of angle and wheel grinders in areas where there is a risk of fire due to the risk of ignition of flammable materials in areas from grinding sparks where the work is being carried out.

The SWMS provides details of safety inspections required of the plant before use, and the safety precautions to be observed when using grinders in workplaces and on sites where there is a risk of fire due to the use of the equipment.

## GENERAL INSTRUCTIONS FOR SAFE WORK METHOD STATEMENTS

## SITE SPECIFIC CONSIDERATIONS

**A safe work method statement (SWMS) must be prepared for any and all high risk construction work to be undertaken prior to the work commencing.** All high risk construction work must be carried out in accordance with this SWMS.

This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept.

If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

The PCBU or employer must ensure, so far as is reasonably practicable, that the information, training and instruction is provided in a way that is readily understandable by any person to whom it is provided.

**NOTE: This is a generic SWMS.** A generic SWMS may be prepared and used for high risk construction work activities that are carried out on a regular basis; however, the generic SWMS must be reviewed by the person carrying out the work to take into account the hazards and risks for the specific workplace and amend the SWMS as necessary for the site where the work is to be carried out, and complete details such as names and qualifications of workers who will carry out the work. All amendments to the SWMS must conform to regulatory requirements and be recorded on the SWMS. Workers and their health and safety representatives (if any) should be consulted before the generic SWMS is first made available to them and all workers instructed in the SWMS by site-specific inductions or toolbox talks. Details of consultation with workers and instruction in the SWMS must be recorded on the SWMS for that project or site. All workers are required to sign-off on the SWMS before the work is commenced.

# SAFE WORK METHOD STATEMENT

# Hot Work - Grinding

## WHAT MEASURES ARE IN PLACE TO ENSURE COMPLIANCE WITH THIS SWMS?

Supervision		Inspections		Site audit	
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## PERSON RESPONSIBLE FOR MONITORING COMPLIANCE WITH THIS SWMS

Name		Date Received	
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## HOW WILL SWMS CONTROL MEASURES BE REVIEWED?

Compliance with regulations & CoPs?		Fit for purpose & adequate for task?	
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## PERSON RESPONSIBLE FOR REVIEW OF SWMS CONTROL MEASURES

Name		Date Received	
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## HOW WILL CHANGES TO THIS SWMS BE MADE?

JSA (on site – approval required)		Revision (revised SWMS re-issued)	
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## HOW WILL CHANGES TO THIS SWMS BE COMMUNICATED TO WORKERS?

SWMS induction		Pre-start meeting		Toolbox talk	
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## HIGH RISK CONSTRUCTION WORK ACTIVITIES (CHECK ANY THAT ARE APPLICABLE TO WORK COVERED BY THIS SWMS)

<input type="checkbox"/>	A risk of a person falling more than 2 metres (or 3 metres in SA)	<input type="checkbox"/>	Demolition of a load-bearing structure	<input type="checkbox"/>	Work on a telecommunications tower
<input type="checkbox"/>	Work in or near a shaft or trench with an excavated depth over 1.5m; or in a tunnel	<input type="checkbox"/>	Temporary load-bearing support structures	<input type="checkbox"/>	Work on or near pressurised gas distribution mains or piping
<input type="checkbox"/>	Work in an area at a workplace in which there is any movement of powered mobile plant	<input type="checkbox"/>	Work involving the use of explosives	<input type="checkbox"/>	Work on or near chemical, fuel or refrigerant lines
<input type="checkbox"/>	The disturbance of or likely disturbance of asbestos	<input type="checkbox"/>	Tilt-up or precast concrete	<input type="checkbox"/>	Work in an area in which there are artificial extremes of temperature
<input type="checkbox"/>	Work on or near energised electrical installations or services	<input type="checkbox"/>	Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor used by traffic other than pedestrians	<input type="checkbox"/>	Work on, under or near water or other liquid that involves a risk of drowning
<input type="checkbox"/>	Work carried out in or near a confined space	<input type="checkbox"/>	Work in an area that may have a contaminated or flammable atmosphere	<input type="checkbox"/>	Diving work

RISK CONTROL	Actions to be taken to control risks
Hierarchy of risk controls (in order of preference)	<i>How will risk controls be implemented?</i>
1 Elimination (most effective)	Eliminate the hazard and the associated risk
2 Substitution	Substitute the hazard with something safer
3 Isolation	Isolate the hazard from people (e.g., barrier, wall)
4 Engineering means	Physical controls including guards, mechanical devices
5 Administrative controls	Work methods or procedures to minimise exposure
6 PPE (least effective)	Provide protective clothing and equipment to workers

What measures are in place to ensure compliance with this SWMS?	Check
<i>Check all measures used to ensure compliance with this SWMS</i>	
Responsible person appointed to monitor compliance with SWMS by workers	<input type="checkbox"/>
Site-specific inductions; pre-start meetings and toolbox talks with workers	<input type="checkbox"/>
SWMS provided to and discussed with workers and signed off	<input type="checkbox"/>
Ongoing workplace supervision by competent personnel	<input type="checkbox"/>
Monitoring of work methods and review of SWMS where necessary	<input type="checkbox"/>
SWMS control measures revised if work methods or risks change	<input type="checkbox"/>



**SAFETY EQUIPMENT REQUIRED**

Barricading, traffic control devices	Signage	Fall prevention (safety harness, lanyard)	Traffic control	Other (specify below):

**PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT (PPE)**

*Required PPE is highlighted in red with green check. Optional PPE is highlighted in blue. Ensure all workers have required PPE before any work requiring the PPE has commenced.*

 <b>HEAD PROTECTION</b>	 <b>EYE PROTECTION</b>	 <b>FACE SHIELD</b>	 WELDING HELMET	 <b>HEARING PROTECTION</b>	 <b>RESPIRATORY DUST MASK</b>	 RESPIRATORY RESPIRATOR	 RESPIRATORY SUPPLIED AIR	 <b>PROTECTIVE CLOTHING</b>	 <b>HIGH-VISIBILITY CLOTHING</b>	 APRON	 <b>HAND PROTECTION</b>	 <b>SAFETY FOOTWEAR</b>	 HAIR NET	 FALL PROTECTION SAFETY HARNESS	 PERSONAL HYGIENE WASH HANDS
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**WORKER INSTRUCTION & SIGN OFF**

*All workers must sign below before commencing work covered by this SWMS: I have been consulted, instructed in and fully understand the content of this SWMS*

Worker's name	Signature	Date	Worker's name	Signature	Date

**REVIEWS**

Review No.	01	02	03	04	05	06
Name						
Signature						
Date						

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Inductions and training	Untrained workers	<p>All persons working on a construction site must hold a General Construction Induction (GCI) card.</p> <p>Carry out site-specific inductions for all workers.</p> <p>All workers must be competent in the tasks carried out.</p> <p>Vehicles, plant and equipment must only be operated by licensed or competent persons.</p> <p>Workers must be trained in the correct selection, use and care of PPE including fit-checking of respiratory protection.</p>
Site security	Unauthorised entry to site	<p>Provide security fence, safety barricades, etc., around work site, and post warning signs at entrances to site.</p> <p>All plant, materials and tools must be inside barricaded areas.</p> <p>Site must be secured from entry when unattended.</p>
Safety of other persons	Personal injury	<p>Provide safe access for others past work site. Keep pedestrian paths clear of obstacles, trip or slip hazards, and holes, etc., on footpath.</p> <p>Provide welding screens or similar protection to prevent sparks or slag, etc., from affecting persons in neighbouring areas to where hot work is carried out.</p> <p>Ensure that scaffolds are designed to withstand any wind loading placed on containments where hot work is carried out above ground.</p>
High risk work licenses	Unauthorised or unsafe operation	<p>Only those persons who hold the appropriate Class of licence are to carry out high risk work, including dogging and rigging work, crane and hoist operation, and forklift operation.</p>
Electrical hazards	Electrocution	<p>All electrical work will be carried out only by licensed or registered electrical workers.</p> <p>Ensure that safety switch is provided on switchboard, and check operation before connecting leads to board.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Electrical hazards (continued)	Electrical tools and equipment	<p>All electric tools and equipment will be inspected, tested and tagged every 3 months and before use on construction work.</p> <p>Keep electric leads off ground to protect from damage.</p> <p>Connect electrical equipment to a protected outlet.</p> <p>Inspect tools and check operation of controls daily before use. Faulty electric tools will not be used.</p>
Hazardous chemicals	Hazardous exposure	<p>A current Safety Data Sheet must be available for all hazardous chemicals used on site.</p> <p>Ensure good ventilation in areas where volatile chemicals are stored, handled or used.</p> <p>Avoid contact with skin and eyes. Wear PPE as recommended in the SDS for the specific chemical being used.</p>
	Fire or explosion	<p>Keep flammable chemicals away from heat and ignition sources (including grinding sparks and cutting of metal).</p> <p>Remove flammable materials away from work area where possible. Cover with flame-resistant material where it is not reasonably practicable to remove the materials from the area.</p> <p>Provide suitable fire extinguisher where flammable liquids are stored and used.</p>
	Environmental risk	<p>Keep containers of chemicals closed at all times when not in use.</p> <p>Do not allow spills or leaks to pollute the environment.</p>
Hazardous manual tasks	Strains, personal injury	<p>Provide sufficient personnel or mechanical aids to handle and move large, heavy or awkward loads.</p> <p>Provide safe means of transporting and moving loads on site to minimise manual movement of heavy items</p> <p>Provide manual handling training to all persons.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Fire prevention	Risk of fire	<p>The area within a radius of 15 m from the point where the hot work is to be undertaken, including the space above and below that area, should be made safe.</p> <p>Provide appropriate screens around welding, cutting and grinding processes.</p> <p>Ensure all flammable material is removed or covered before starting hot work.</p> <p>Sweep and wash or vacuum area to remove flammable dusts, lint, etc.</p> <p>Strip or remove flammable or combustible paints and coatings from surfaces which will be subjected to heat during work process.</p>
	Fire control	<p>Provide appropriate fully-charged fire extinguishers and fire blankets. A fire extinguisher should be within 10m from the hot work.</p> <p>Ensure that all persons in work area and adjacent areas are competent in the safe selection and use of firefighting equipment and emergency procedures.</p> <p>Ensure adequate exit and escape routes to eliminate risk of persons being trapped</p>
Risk assessment	Hot Work Permit	<p>A Hot Work Risk Assessment must be carried out and a Hot Work Permit issued for work that may involve a risk of fire or explosion due to heat, flames, sparks, etc.</p> <p>The Hot Work Permit must be approved by management of the work area before the work is commenced.</p> <p>All persons involved in hot work or working in areas where hot work is to be carried out must be instructed in safe procedures for work and emergency procedures.</p> <p>All work must be carried out in accordance with the Permit.</p>
Use of angle grinders	Inspection	<p>Check casing for damage, cracks and missing screws; inspect lead and plug for damage. Current test tag must be attached.</p> <p>Inspect disc for damage and ensure that it is suitable for the work to be carried out and rated to the angle grinder.</p> <p>Guard must be fitted over grinding disc.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
	Operation	<p>Always grind so that sparks are directed away from the body and away from other persons.</p> <p>Secure loose clothing and dangling jewellery and contain long hair and beards when using rotating tools.</p> <p>Wear safety glasses and face shield, heavy gloves, and hearing protection.</p> <p>Wear respirator if harmful dusts will be generated during grinding.</p>
Carrying out hot work	Protective clothing and PPE	<p>Workers carrying out hot work must wear appropriate PPE to protect them from the specific hazards encountered during work.</p> <p>Wear safety glasses, face shield, gloves, and body and foot protection. Wear appropriate respiratory protection when hazardous fumes are released during cutting.</p> <p>Clothing, footwear and gloves, etc., must be non-flammable – do not use synthetics.</p>
	Noise	Harmful noise levels will be generated when using grinders – wear hearing protection.
	Fire and explosion risk	<p>Monitor flammable vapour levels by use of suitable gas monitoring equipment.</p> <p>Provide mechanical ventilation to provide fresh air supply into work area. Do not use oxygen to ventilate or purge area.</p> <p>Cease hot work if flammable gas or vapour detected above 10% of LEL.</p>
	Harmful atmosphere, asphyxiation	<p>Provide and use appropriate respiratory protection for harmful contaminants.</p> <p>Evacuate area if contaminant level is excessive and ventilate before re-entry.</p>
	Work in enclosed areas	<p>Provide mechanical ventilation into enclosed or confined work areas (including open top vats, tanks, silos, confined spaces, etc.). Avoid strong draughts in work area.</p> <p>Monitor air quality in enclosed or confined space for low oxygen and contaminant.</p>



Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Monitoring of hot work area	Risk of fire	<p>A dedicated observer must observe hot work area for at least 30 minutes after hot work process have been completed.</p> <p>Ensure that suitable firefighting appliances are available, and that observer is competent in the use of firefighting equipment and procedures to follow if a fire or smoke is observed.</p>
Site clean-up and waste disposal	Slips, trips and falls of persons	<p>Ensure that all scrap and waste material is removed and that area is clear of obstacles.</p> <p>Check safety of area before removing barricading.</p>

