

SAFE WORK METHOD STATEMENT		Cutquik High Speed Cutting Tools (Demolition Saw)		
Reference documents	Work Health & Safety Act and Regulation’s 2011, Codes of Practice; How to manage Work Health Safety Risks, Managing the risk of Chemicals in the Workplace, Hazardous Manual Tasks, First aid in the workplace, Confined spaces, Construction Work, Demolition Work, Managing the risk of Plant in the Workplace, How to manage and Control Asbestos, Managing the Risk of Falls, Managing noise preventing hearing loss,			
SWI:				
Training and Competencies	General construction induction card (white card),			
Safety data Sheets	Caltex unleaded fuel,			
Personal Protective Equipment	Hearing protection, Face shield/eye protection, Safety footwear, High visibility long sleeve shirt and trousers, Wide brimmed hat, Sun screen, Protective gloves, Hard hat, Respiratory protective equipment,			
Plant and Equipment	Cutquik/demolition saw,			
Inspection and Testing	Pre start checks on all plant and equipment, inspection as per manufacturers requirements			
Hazardous Chemicals and Dangerous Goods	Unleaded fuel,			
High Risk Work <i>Indicate if any of the HIGH risk activities are performed by workers</i>	<input type="checkbox"/> Where there is a risk of a person falling more than two metres.	<input type="checkbox"/> On in or adjacent to roadways, railways, shipping lanes or other traffic corridor.	<input type="checkbox"/> In, over or adjacent to water or other liquids where there is a risk of drowning.	
	<input type="checkbox"/> At workplaces where there is any movement of powered mobile plant.	<input type="checkbox"/> Involving the use of explosives.	<input type="checkbox"/> In an area where there are artificial extremes of temperature.	
	<input type="checkbox"/> On or near energised electrical installations or services.	<input type="checkbox"/> Involving a trench or shaft if the excavated depth is more than 1.5 metres.	<input type="checkbox"/> On or near pressurised gas distribution mains or piping.	
	<input checked="" type="checkbox"/> Involves structural alterations or repairs that require temporary support to prevent collapse.	<input type="checkbox"/> Involving a confined space.	<input type="checkbox"/> On or near chemical, fuel or refrigerant lines.	
	<input type="checkbox"/> Involving tilt-up or precast concrete.	<input type="checkbox"/> On telecommunications towers.	<input type="checkbox"/> Involving diving.	
	<input type="checkbox"/> Involving removal or likely disturbance of asbestos	<input checked="" type="checkbox"/> In an area that may have a contaminated or flammable atmosphere.	<input type="checkbox"/> Involves demolition of an element of a structure that is load-bearing or otherwise related to the structural integrity of the structure.	
	<input type="checkbox"/> Involving a tunnel.			
SWMS Prepared by:	Name and signature:		Date:	
Authorised by:	Name and signature:		Date:	

***SWMS are to be reviewed as per the Document Control Procedure or when there has been a change to the Task / Process or Legislation.**

Job Step	Hazard	Risk	Initial Risk Rating E,H,M,L	Control Measures <i>Controls have been identified using the hierarchy of controls</i>	Responsibility <i>Who</i>	Residual Risk Rating E,H,M,L
1. Conduct a Site Specific Risk Assessment and induct staff, if necessary.	Unfamiliar worksite	<ul style="list-style-type: none"> - Muscle sprain (limbs or torso) - Broken bones - Cuts and abrasion 	M	<ul style="list-style-type: none"> - All staff on site to complete a Site Specific Risk Assessment. - Wear appropriate PPE – High visibility vest, protective gloves, hard hat, safety boots, eye, ear, respiratory and UV protection and long trousers. - Clear working area of obstructions and obstacles prior to operations. - Check for services such as electricity, gas, communications networks, water and sewerage and clearly mark their locations. 	Supervisor And Workers	L
	Inclement weather	<ul style="list-style-type: none"> - Extremes of temperature 	M	<ul style="list-style-type: none"> - Review weather forecasts prior to starting work - Stop work until conditions improve - Reassess site before re-commencing work 	Supervisor And Workers	L
	Uneven or slippery Ground	<ul style="list-style-type: none"> - Muscle sprain (limbs or torso) - Broken bones - Cuts and abrasion 	M	<ul style="list-style-type: none"> - Inspect work area for appropriate foot placement and vehicle access. - Don't walk where you can't see firm surface e.g. long grass. - Don't drive onto soft or slippery ground. 	Supervisor And Workers	L
2. Cutquik saw pre operation check:	Cutquik inspection	<ul style="list-style-type: none"> - Injury - Cuts - Amputation 	M	<ul style="list-style-type: none"> - Visually inspect equipment prior to use to ensure all safety features are operational and there is no evidence of any damage. Check and complete the Plant Inspection Checklist. Check the correct cutting disc is correctly installed. - Inspect the cutting disc for any cracks, chips or warping. - WARNING: Never attach a circular saw blade to a Cutquik. - Before installing a cutting disc ensure that the maximum disc operating speed is above or equal to the RPM rating of the Cutquik. - Only use authorized discs with approved RPM rating. - Only use the abrasive disc approved for the type of material to be cut. - NOTE: Preference should be given to the use of 	Supervisor Competent operator	L

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Cutquik saw pre operation check (Continued)				<ul style="list-style-type: none"> - Diamond cutting discs. - Do not cut into any pipe or container without first ensuring that it does not contain flammable substances. - Use the Cutquik for cutting only, NOT FOR GRINDING. 		
	Fuelling	<ul style="list-style-type: none"> - Explosion - Overcome by vapours 	M	<ul style="list-style-type: none"> - Re-Fuelling must be carried out in a well ventilated area - Saw to be refuelled at least 3 metres away from work area. - Clean area around fuel cap prior to removal. - No smoking when re-fueling - If engine is hot, wait two minutes before re-fueling - Open the fuel filler cap slowly to allow any back pressure to escape. - Ensure no ignition sources are nearby before refuelling - Use a funnel or a container with a suitable spout when filling the fuel tank 	Competent operator	L
3. Cutquik operation:	Cutquik start up	<ul style="list-style-type: none"> - Explosion - Muscle Strains 	M	<ul style="list-style-type: none"> - Never attempt to start a Cutquik while the cutting disc is in a cut. - DO NOT DROP START A CUTQUIK. - Move the Cutquik at least 3 metres away from the fuelling point before attempting to start. - Place the Cutquik on level ground and ensure the disc is not contacting anything. - Start in accordance with manufacturer's instructions. - Hold front firmly with your left hand and place your right foot into and on the rear handle. - Depress the throttle to release fast idle. - Keep the disc away from contact with any object not to be cut. 	Competent operator	L
	Cutquik operation:	Cutting	<ul style="list-style-type: none"> - Cuts - Amputation 	H	<ul style="list-style-type: none"> - Where possible operate saw mounted in manufacturers trolley/cart. 	Competent

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(Continued)		<ul style="list-style-type: none"> - Serious soft tissue laceration - Dust inhalation 		<ul style="list-style-type: none"> - Ensure a reliable water source is attached to suppress dust. - The exact location of cut or penetration is to be clearly marked. - Use extreme caution when re-entering a previous cut. - Begin, and continue, cutting at full revs. - Always hold the Cutquik saw firmly with both hands whilst engine is running. - Position the Cutquik saw in such a way that your body is clear of the cutting attachment. - Never operate a Cutquik saw with one hand or above shoulder height. - Never overreach when cutting. - Ensure you have a secure and balanced footing. - Release the pressure on the Cutquik as you reach the end of the cut - Stop the motor when moving to another site. - Do not use for an extended period of time. 	operator	
	Operating near excavations	<ul style="list-style-type: none"> - Muscle sprain - Broken bones - Cuts and abrasion - Death or serious injury 	H	<ul style="list-style-type: none"> - Ensure all excavations/pits are barricaded to prevent a fall 	Competent operator	L
	Equipment Misuse - Use in a manner other than that designed for	<ul style="list-style-type: none"> - Death or serious injury 	H	<ul style="list-style-type: none"> - Operators of Plant & equipment are to be trained regarding the hazards associated with machine operations. 	Competent operator	M
	Equipment Malfunction or misuse	<ul style="list-style-type: none"> - Muscle sprain (limbs or torso) - Cuts and abrasions - Entrapment 	M	<p>Do not use equipment if faulty. Tag and report fault to your supervisor via the Plant Inspection Checklist.</p>	Competent operator	L
	Inappropriate Manual Handling	<ul style="list-style-type: none"> - Muscle sprain (limbs or torso) 	M	<ul style="list-style-type: none"> - Undertake training in manual handling techniques. - Task rotation, muscle stretching exercises, use correct equipment. 	Supervisor Competent operator	L
	Excessive Exposure to	<ul style="list-style-type: none"> - Sunburn 	L	<ul style="list-style-type: none"> - Wear wide brimmed hats or brim attachment, long 	Supervisor	L

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(Continued)	UV	- Skin cancer		<ul style="list-style-type: none"> sleeved shirt and long trousers - Sunscreen - Work in shade if possible - Plan work when UV index is lowest - Take regular breaks in shade 	Competent operator	
4.Completion of work	Servicing Cutquik saw after use	- Injury or accident	M	<ul style="list-style-type: none"> - Post operation check. - After work is complete run saw out of cut with water on for 15 seconds to flush debris from the blade housing. - Always stop the engine and ensure the cutting disc is stopped prior to undertaking maintenance. - Clean dust from Cutquik after finishing work. - Clean all three air filters if required or replace if necessary. - Tighten all nuts and screws. - Empty fuel tank before storing for more than a few days. - On completion of work all equipment is to be correctly stowed in vehicle. - Tag and report any faults or damage to your supervisor. 	Competent operator	L
	Load restraint	- Injury - Equipment Damage	M	<ul style="list-style-type: none"> - Always secure properly in vehicle when transporting. - Store cutting discs on a flat dry surface, preferably at constant temperature. - Do not store or transport Cutquik with a cutting disc attached. 	Competent operator	L

LIKELIHOOD How likely is it to happen? ↓	E=EXTREME H=HIGH M=MEDIUM L=LOW				
	← CONSEQUENCES – How severely could it affect health and safety? →				
	CATASTROPHIC Kill or cause Permanent Disability	MAJOR Serious Illness or Injury	MODERATE Medical Attention, Time off Work	MINOR First Aid Required	INSIGNIFICANT No Injuries
ALMOST CERTAIN Is expected to occur	E	E	H	H	M
LIKELY Will probably occur	E	H	H	M	M
POSSIBLE Might occur	H	H	H	M	L
UNLIKELY Could occur	H	M	M	L	L
RARE May occur only in exceptional circumstances	H	M	M	L	L

Risk Level	Required Action
Extreme	Act immediately: The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of controls.
High	Act today: The proposed activity can only proceed, provided that: The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls. The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared and The supervisor must review and document the effectiveness of the implemented risk controls
Medium	Act this week: The proposed task or process can proceed, provided that (i) The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and

	The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared.
Low	Act this month: Managed by local documented routine procedures which must include application of the hierarchy of controls.

Acknowledgement register

All workers are to sign this register to indicate they have read and understood this document prior to commencing work.

Name	Signature	Date	Name	Signature	Date
