

Safe Work Method Statement

SWM31 - Buffing

SITE NAME					
APPROVED BY NAME:		SIGNATURE:		DATE:	

Legislation: National WHS Act and Regulation 2012

Permit, Licence or Training Required: (please indicate by ticking box)							
YES		YES		YES		YES	
√	Chemicals handling	√	Safe operation of a Buffer Machine	√	Electrical safety	√	Manual Handling
Other:							

PPE Requirements: (please indicate by ticking box)						Environmental Requirements: (tick box)	
YES		YES		YES		YES	
	Dust Masks		Full Face Shield		Eye Protection		Air Pollution (dust, fume)
√	Safety Footwear		Full Body Suit				Storm water Pollution
√	Gloves		Reflector Vests				Soil Erosion
Other:							

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STEP	ACTIVITY List steps/tasks to perform the activity in the actual sequence	HAZARDS Against each task list hazards that could cause injury	Level of Risk	RISK CONTROL MEASURE List control measures to eliminate or minimise risk	Level of Risk after Controls	RESPONSIBILITIES Name the person responsible (supervisor or above) to implement controls
1	Remove machine from storage	Back injury – strain	3	Store at floor level in uncluttered area, away from likely spills of water, chemicals or other liquids	3	Supervisor to ensure training and assess for competency
2	Ensure appropriate pad/brush attached	Back Injury / Surface damage	3	Tilt machine back and squat	3	Supervisor to ensure training and assess for competency
3	Check for frayed cords	Electrocution	3	Damaged cords must be replaced immediately. Do not use machine and tag to prevent use by other persons until repairs are complete	3	Supervisor to ensure training and assess for competency
4	Ensure no one from the public is in vicinity of work area or barricade as necessary	Electrocution to cleaner or public Slips, trips, falls to public or cleaner	3	Barricade area if necessary. Ensure cords are not a trip hazard	3	Supervisor to ensure training and assess for competency
5	Unravel cord length	Trip, fall	3	Lay out only length of cord required	3	Supervisor to ensure training and assess for competency
6	Ensure power is switched off at wall	Electrocution. Lifting with straight legs	3	Ensure hands are dry	3	Supervisor to ensure training and assess for competency
7	Plug in cord	Electrocution/Back injury	3	Ensure hands are dry Bend knees	3	Supervisor to ensure training and assess for competency
8	Turn Power Off	Electrocution/Back Injury	3	Ensure hands are dry Bend knees	3	Supervisor to ensure training and assess for competency

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9	Take firm grip of machine	Strain/Equipment damage	3	Ensure machine is balanced and pad or brush is on properly Follow operator/manufacturers instructions for use	3	Supervisor to ensure training and assess for competency
10	Raise wheels	Strain/Back injury	3	Balance machine and work with the machine movement. Do not force the machine to work in a way that forces the machine against its own momentum	3	Supervisor to ensure training and assess for competency
11	Place cord over shoulder	Damage/Trip	3	Cord must be clear of rotating pad	3	Supervisor to ensure training and assess for competency
12	Squeeze trigger gently	Strain/Back injury	3	Balance machine	3	Supervisor to ensure training and assess for competency
13	Polish surface	Muscular tiredness through repetition Muscular sprains and strains to upper body and back when working in restricted areas	3	Do not twist – keep machine balanced Ensure rest breaks are provided Rotate tasks with others to avoid restricted areas over a long period	3	Supervisor to ensure training and assess for competency
14	Power off at wall	Electrocution/ Back injury	3	Ensure hands are dry Bend knees	3	Supervisor to ensure training and assess for competency
15	Remove plug – roll up cord	Strain/Back injury	3	Stand when rolling cord	3	Supervisor to ensure training and assess for competency

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16	Place wheels on the machine	Strain/Back injury	3	Balance machine	3	Supervisor to ensure training and assess for competency
17	Store machine away	Obstruction, slip, trip, fall Bending and Lifting – can cause back injury	3	Stow in correct area Ensure correct posture and bending procedures are followed	3	Supervisor to ensure training and assess for competency
18	Any chemicals used must be stowed immediately		3	Stow in correct area	3	Supervisor to ensure training and assess for competency
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Step 1 – Estimate the consequences of an incident occurring

Consequence	Incident
Catastrophic	Fatality or permanent serious disability or permanent ill health
Major	Serious injury, permanent part disability, long-term illness
Moderate	Medical treatment required and several days off work
Minor	First aid treatment required
Insignificant	No injuries

Step 2 – Estimate the likelihood of an incident occurring

Likelihood	Description
Almost certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances (ie has been known to occur, or has occurred before)
Possible	Might occur at some time (ie have heard of it happening)
Unlikely	Could occur, but no known instances previously
Rare	May occur only in exceptional circumstances

Step 3 – Determine the risk rating

	Catastrophic	Major	Moderate	Minor	Insignificant
Almost certain	1	1	1	2	3
Likely	1	1	2	3	3
Possible	1	2	3	3	4
Unlikely	2	3	3	4	4
Rare	3	3	4	4	4

Hierarchy of Controls

The hierarchy of controls must be applied in the order below for all identified hazards. The higher the risk score, the more emphasis should be placed on the more effective controls, such as elimination or substitution.

1. Elimination

Elimination is the most effective way of managing a risk. For example – filling in a hole to remove a trip hazard.

2. Substitution

This is the most effective way to manage a risk. For example – using a less harmful chemical.

3. Isolation / Engineering

Isolation may include limiting how many people are exposed to a hazard. For example – using noisy equipment at night time when less people are present.

4. Administrative

Examples of this kind of control include training and instruction.

5. PPE

PPE is the least effective of all the controls and should be seen as the last line of defence.

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TEAM MEMBERS CONSULTATION SIGN OFF & APPROVAL, (print name and sign)

Print Name:	Sign:	Date:	Print Name:	Sign:	Date: