#### RSES Risk Assessment/Safe Work Method Statement

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| **Risk Assessment/SWMS Number** | **RAxxxx** | | **Name of Equipment** | |
| **Personal Qualifications, Training and Experience Required, including licences** | | | * ANU Workshop Safety Course * On the job training in the safe use of this equipment | |
| **Relevant Legislation, Regulations, Standards, Codes of Practice, Guidelines and ANU Policies and Procedures** | | | | |
| **Relevant Documents:**   * The Work Health and Safety ACT 2011 * The document: *Assessing WHS Risk Guidelines for ANU* (2013) has been followed in this SWMS. Please refer to the risk matrix on page 24 to gain an understanding of the risk ratings used in this SWMS. * ANU policies for Noise, Plant, Protective Clothing/Equipment, Eye safety * RA0010 Manual Handling | | | | **Overview**  This procedure covers the safe use of the …….  This machine uses a \_\_\_ to cut through a variety of materials. A \_\_\_ supports the work-piece which is \_\_\_.  The operator of this equipment will be exposed to \_\_\_\_\_ and will be faced with a number of inherent hazards that must be dealt with in a safe manner.  **Training Requirements**   * The \_\_\_\_ must not be used without proper training. * Communicate with technical staff members who are experienced in the use of the \_\_\_\_ about potential hazards. * Operators of this equipment must be supervised by experienced operators until proficient operation has been achieved. Proper training will ensure that risk of injury is minimised. * New users must read this document and sign off at the end once the hazards and controls have been understood. |
| **Feedback**  Please assist to improve this document. Your feedback about any aspect of this document is welcome. For example: improvements to existing controls, further controls, potential hazards, improvements to layout, readability or wording. | | | |
|  | | **Signature** | |  |
| **Name** | | Andrew Wilson |
| **Position** | | RSES Workshop Manager |
| **Date** | |  |
| **Review Date** | |  |

**Safety and sign off:**

1. Do not operate the …. unless you are properly trained
2. Do not operate the … unless you are familiar with all controls and safety requirements
3. Do not operate the … unless you have read, understood and signed off on this Safe Operating Procedure

**Pre-operational Checks**

Carry out these checks prior to use:

1. Ensure work area is free from clutter.
2. Visually inspect …. Report any damage immediately
3. If necessary restrict access to the area during use
4. If in doubt about any aspect of the task, ASK FOR ASSISTANCE

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| ***the approved ANU OHS Risk Assessment Methodology shall be used to determine the risk associated with any practice, system or task.*** |

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| **IDENTIFY** | **ASSESS** | **CONTROL** | **IMPLEMENT** | **REVIEW** |

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| **Sequence of steps** | **Uncontrolled Risk** | | | **Risk control strategies** | **Residual Risk** | | |  | | | | |
| ***What are all the hazards/risks associated with this practice, task or system?*** | **Likelihood** | **Consequence** | **Risk Rating** | ***How will you reduce the likelihood and/or consequence of the risk?*** | **Likelihood** | **Consequence** | **Risk Rating** | **Person responsible for control implementation** | **Date responsibility communicated** | **Agreed timeframe** | **Review Date** | **Reviewed? Y/N** |
| Planning  **Hazard**  **Risk** |  |  |  | * Pre operational checks listed above must be completed prior to use * Check authorisation to use crane * Wear safety boots and where necessary…. |  |  |  |  |  |  |  |  |
| Set Up and Pre operational checks  **Hazard**  **Risk** |  |  |  |  |  |  |  |  |  |  |  |  |
| Injury from swinging load  **Hazard**  **Risk** |  |  |  |  |  |  |  |  |  |  |  |  |
| **Hazard**  **Risk** |  |  |  |  |  |  |  |  |  |  |  |  |

**Declaration by workers and contractors**

I have read and understand the safe work methods defined by this statement and will comply with them.

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| **NAME** | **POSITION** | **SIGNATURE** | **DATE** |
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