

# Safe Work Method Statements

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Revision Date: 28/03/03			
<b>SAFE WORK METHOD : No.001</b>			
<b>GENERAL REQUIREMENTS</b>			
IDENTIFIED ACTIVITY	HAZARD	RISK LEVEL	SAFE WORK METHOD CONTROL
Accidents & Injuries.	N/A	N/A	Staff awareness of First Aid Kit locations and Trained First Aid Personnel (Refer to the Emergency and Safety Sheet)  Upon injury, first aid or medical attention will be rendered as appropriate by the injured employee, a work colleague, trained first aid personnel, a supervisor or a client representative. The appropriate level of assistance will depend on the severity of the injury and the location of the employee.

			<p>Report all accidents and injuries to the Return to Work Coordinator as soon as possible.</p> <p>Nominate a treating doctor when requested to do so by Sprintquip or Sprintquip's Worker's Compensation Insurer.</p> <p>Participate and cooperate in the establishment and implementation of the Injury Management Rehabilitation Program.</p> <p>Make all reasonable efforts to return to work as soon as possible having regard to the nature of the injury.</p>
<b>Emergencies</b>		N/A	<p>Staff awareness of Emergency Procedures.</p> <p>Staff awareness of the Evacuation Plan (Emergency &amp; Safety Sheet)</p> <p>Staff awareness of First Aid Kit locations and Trained First Aid Personnel (Refer to the Emergency and Safety Sheet)</p> <p>Review and test emergency procedures periodically</p>
<b>Training/ Induction.</b>		N/A	<p><b>First Aid Awareness</b></p> <p>Awareness of Emergency Procedures</p>

			<p>Awareness of accident and injury reporting requirements</p> <p>Awareness of hazard identification reporting requirements.</p> <p>Awareness of OHS entities and personnel (Return To Work Coordinator, Workers Compensation Insurer, Management Representative)</p>
<b>Manual Handling</b>	<b>Personal injury such as strains, muscle tears obtained whilst moving objects.</b>	Med	Apply lifting techniques and controls listed in the Manual Handling Checklist.
<b>Office Hazards</b>		N/A	<p>A safety inspection of the office areas shall be conducted yearly.</p> <p>Management shall communicate the results of those inspections, including identified hazards and control measures, to all relevant personnel</p>
<b>Noise</b>	<b>Damage to hearing</b>	Low	Obtain appropriate hearing protection from your manager or client representative.
<b>Hazardous Substances</b>	<b>Injury caused by contact or exposure to hazardous substances.</b>	Low	<p>Staff awareness of the storage and handling requirements of particular substances ( Defined in Material Safety Data Sheets MSDSs)</p> <p>Wear appropriate Personal Protective Equipment</p>
<b>Plant &amp; Equipment</b>	<b>Personal injury as a result of accidents working with plant and equipment</b>	Med	<p><b>Plant and Equipment shall only be operated by suitably trained or qualified personnel.</b></p> <p>Operating Instructions shall be followed.</p> <p>The plant and equipment shall be maintained (Maintenance Schedules)</p> <p>The plant and equipment shall be fit for use and have the appropriate signage and guarding in place where relevant.</p>

<b>References:</b>	Occupational Health & Safety Act 2000 Occupational Health & Safety Regulations 2001 SPQ-MAN-005 Injury Rehabilitation SPQ-QA-007 OHS&R Reporting & Statistics SPQ - PRO - 002 Servicing SPQ - QA - 008 Emergency Procedures
<b>Note:</b>	Risk level = 1 or 2 = High Risk level = 3 or 4 = Medium Risk level = 5 or 6 = Low

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Revision Date: 28/03/03			
<b>SAFE WORK METHOD: No.002</b>			
<b>SERVICE, REPAIRS &amp; INSTALLATIONS</b>			
IDENTIFIED ACTIVITY	HAZARD	RISK LEVEL	SAFE WORK METHOD CONTROL
Service Technician travels to the site  - Contact the client contact person or receptionist	Personal injury as a result of a motor vehicle accident.	High	Service Technicians need to have a current valid motor vehicle licence. Service Technicians must be fit to drive. Vehicles must be adequately maintained. Service Technicians need to be aware of Emergency Procedures.
	Personal injury as a result of being unaware of specific site hazards or emergency procedures.	N/A	Service Technicians need to inform the client as to the purpose of the visit. Service Technicians may need to participate in safety inductions delivered by the client.
<b>The Service Technician Performs the required service.</b>  - Ask about Machine Performance - Clean the Machine	Personal injury as a result of breathing methylated spirit fumes or skin contact with methylated spirits.	Low	Use methylated spirits with care. Apply handling precautions indicated on the Material Safety Data Sheet (MSDS).

<ul style="list-style-type: none"> <li>- Clean Sensors</li> <li>- Make adjustments</li> <li>- Electrical</li> <li>- Mechanical</li> <li>- Test the machine to verify correct performance</li> <li>- Show the client that the machine is functioning correctly.</li> </ul>	<p>Electrocution</p>	<p>High</p>	<p>Service Technicians must be familiar with the machine. Inspect the machine prior to servicing to ensure that all insulators are in a safe condition.</p> <p>Turn the machine off and disconnect the power supply prior to replacing parts (eg belts) or moving the machine. Service Technician must not work on components supplied with 240 volts whilst the power supply has not been isolated.</p>
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	<p>Personal injury as a result of contact with moving parts. Loose clothing or long hair caught in the Note Counter Hopper.</p> <p>Injuries caused during manual handling.</p> <p>Damage to hearing due to exposure to an excessively noisy environment.</p>	<p>Low</p> <p>Med</p> <p>Low</p>	<p>Wear appropriate clothing (No ties, long hair shall be confined).</p> <p>Use appropriate manual handling techniques. Obtain assistance. Use a trolley or tray.</p> <p>Use appropriate hearing protection.</p>
<p>The Machine is installed and tested.</p> <ul style="list-style-type: none"> <li>-Select the appropriate position</li> <li>- Secure the machine.</li> <li>- Operate and demonstrate the use of the machine</li> </ul>	<p>Personal injury caused during manual handling.</p> <p>Personal injury as a result of contact with moving parts. Loose clothing or long hair caught in the Note Counter Hopper.</p>	<p>Med</p> <p>Low</p>	<p>Use appropriate manual handling techniques. Obtain assistance. Use a trolley or tray.</p> <p>Wear appropriate clothing (No ties, long hair shall be confined).</p>
<p>The Machine is repaired.</p> <ul style="list-style-type: none"> <li>-Repair processes may include;-</li> <li>- Disassembly</li> <li>- Replacement of parts</li> <li>- Soldering</li> <li>- Drilling</li> <li>- Returning the machine</li> </ul>	<p>Personal injury caused during manual handling.</p> <p>Personal injury as a result of contact with moving parts. Loose clothing or long hair caught in the Note Counter Hopper.</p>	<p>Med</p> <p>Low</p>	<p>Use appropriate manual handling techniques. Obtain assistance. Use a trolley or tray.</p> <p>Wear appropriate clothing (No ties, long hair shall be confined).</p>

<p>to the branch for further repair.</p>	<p>Electrocution</p>	<p>High</p>	<p>Service Technicians must be familiar with the machine. Inspect the machine prior to servicing to ensure that all insulators are in a safe condition.</p> <p>Turn the machine off and disconnect the power supply prior to replacing parts (eg belts) or moving the machine. Service Technician must not work on components supplied with 240 volts whilst the power supply has not been isolated</p>
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	Electrocution from faulty repair equipment or cables	Med	Electrical equipment and cables are to be inspected regularly by a competent person.
	Injury to eye from flying particles during drilling	Low	Wear appropriate eye protection
	Burn injuries during soldering	Low	Handle to tools with care. Return the tool to the correct position when not in use.
	Cuts and abrasions from accidental contact with moving parts within the repair tools	Med	Tools must only be operated by competent and experienced personnel. Appropriate clothing should be worn.
<b>References:</b>	Occupational Health & Safety Act 2000 Occupational Health & Safety Regulations 2001 SPQ - PRO - 002 Servicing SPQ - QA - 008 Emergency Procedures		
<b>Note:</b>	Risk level = 1 or 2 = <b>High</b> Risk level = 3 or 4 = <b>Medium</b> Risk level = 5 or 6 = <b>Low</b>		

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Revision Date: 28/03/03			
<b>SAFE WORK METHOD: No.003</b>			
<b>WORKSHOP</b>			
IDENTIFIED ACTIVITY	HAZARD	RISK LEVEL	SAFE WORK METHOD CONTROL
<b>Find or verify the fault</b>			
<b>Repair the equipment.</b>  Performance Testing -Multimeters (electronics) -Oscilloscopes (electronics)	Injury to the eye from flying particles during grinding, cutting, sanding and drilling.  Burn injuries during soldering or heating processes	Low  Low	Wear appropriate eye protection  Handle the tools with care. Return the tool to the correct position when not in use.

Repair Processes - Soldering - Grinding - Drilling - Electrical Sanding - Electrical Cutting - Electrical Filing - Guillotining - Punching - Heating - Gluing - Cleaning	Cuts and abrasions from accidental contact with moving parts within the repair tool.	Med	Tools must only be operated by competent and experienced personnel.  Appropriate clothing must be worn.
	Electrocutation from faulty equipment or electrical cables.	Med	Electrical equipment and cables are to be inspected regularly by a competent person.
	Personal injury as a result of breathing cleaning solvent fumes or skin contact with cleaning solvents.  (Methylated spirits, turpentine, acetone, kerosene)	Low	Use solvents with care. Apply handling precautions indicated on the Material Safety Data Sheet (MSDS).
<b>References:</b>	Occupational Health & Safety Act 2000 Occupational Health & Safety Regulations 2001		
<b>Note:</b>	Risk level = 1 or 2 = <b>High</b> Risk level = 3 or 4 = <b>Medium</b> Risk level = 5 or 6 = <b>Low</b>		

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Revision Date: 28/03/03			
<b>SAFE WORK METHOD: No.004</b>			
<b>WORK CONTROL</b>			
IDENTIFIED ACTIVITY	HAZARD	Risk Level	SAFE WORK METHOD CONTROL
<b>Receipt into stores and storage of products</b> - Spare parts - New machines - Consumables	Injury caused during manual handling	Med	Use trolleys, forklifts. Obtain assistance from other staff. Apply correct manual handling techniques.
	Injury caused by falls from raised platform areas.	High	Ensure fall protection barriers are in place.

<b>Machine Assembly</b>	Injury caused during manual handling	Med	Use trolleys, forklifts. Obtain assistance from other staff. Apply correct manual handling techniques.
	Cuts and eye injuries caused during the use of assembly tools (eg dremel)	Low	Use eye protection. Take care when using the tool.
<b>Machine Preparation</b>	Injury caused during manual handling	Med	Use trolleys, forklifts. Obtain assistance from other staff. Apply correct manual handling techniques.
<ul style="list-style-type: none"> <li>- Power/electrical modifications.</li> <li>- Australian currency modifications</li> <li>- Facia fittings</li> <li>- Application of logos, Branding</li> <li>- Application of the "C Tick"</li> </ul>			
<b>Machine Testing</b>	Injury caused by moving parts catching articles of clothing.	Low	Do not wear neckties when operating Note Counters
<b>Machine Labeling, Packaging and Dispatching</b>	Injury caused during manual handling	Med	Use trolleys, forklifts. Obtain assistance from other staff. Apply correct manual handling techniques.
<b>References:</b>	Occupational Health & Safety Act 2000 Occupational Health & Safety Regulations 2001 Manual Handling Checklist		
<b>Note:</b>	Risk level = 1 or 2 = <b>High</b> Risk level = 3 or 4 = <b>Medium</b> Risk level = 5 or 6 = <b>Low</b>		

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