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Safe Work Method Statement

SWMS Name:	Site address:	Company name:
Renovation	7 COOLAROO CRESCENT JINDALEE	Renovare
Person responsible for ensuring SWMS is followed:	**Principal contractor:**	**Person responsible for reviewing SWMS:**
		josh harvey
Date created:	**Date reviewed:**	
20 May 2022		

High risk construction:
Work where there is a risk of a person falling more than 2m
Work that involves demolition of an element of a structure that is load-bearing
Work that involves demolition of an element of a structure that is related to the physical integrity of the structure
Work that involves structural alteration or repair that requires temporary support to prevent collapse
Work that involves tilt-up or precast concrete
Work that is carried out in an area of a workplace where there is any movement of powered mobile plant

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Work activity hazard identification

All affected workers (employees and contractors) have been consulted during the preparation of this safe work method statement (SWMS) and are listed below.

Where possible we will eliminate the risk to health and safety. If we can't eliminate the risk we will put in place controls to minimise through:

- Substitution: use a less hazardous thing, substance or work practice
- Isolation: separate people from the hazard
- Engineering: use physical control measures
- Administration: use safe work methods, processes or procedures
- Personal protective equipment: use safety equipment to protect from harm

The relevant state or territory health and safety legislation or authority will be followed for this work activity.
All persons conducting the work activity relating to this SWMS will have a current White Card and the relevant training and competencies/qualifications, including any High Risk Work Licences required.

This SWMS will be reviewed if changes occur to the work activity, work site or if there has been an incident. All changes will be communicated to the relevant people involved

Hazard:	**Risk:**	**Controls:**
Airborne contaminants: Asbestos discovery	Exposure of workers to asbestos fibres that could result in illness or death - eg asbestosis	• Ensure an independent clearance inspection document is held
Airborne contaminants: Asbestos removal	Exposure of workers to asbestos fibres that could result in illness or death - eg asbestosis	• Clearance monitoring will be completed by a competent person independent from the removal works
Airborne contaminants: Silica	Exposure of workers to silica dust that could result in illness or death - eg silicosis	• Dampen work areas to reduce dust disturbance • Fit and use respirators correctly
Airborne contaminants: Wood	Exposure of workers to wood dust that could result in illness - eg lung disease	• Use machinery and equipment that creates dust, fumes, sparks, etc, in well ventilated areas away from other workers • Dampen work areas to reduce dust disturbance • Fit and use respirators correctly

Airborne contaminants: Soil	Exposure of workers to soil particles that could result in injury illness or death - eg respiratory symptoms	• Dampen work areas to reduce dust disturbance
COVID-19: Hygiene guidelines	Exposure to COVID-19 virus which could cause illness, health complications and in some cases death	• Provide soap, water, and paper towels on site. Ensure they are easily accessible. Advise everyone how to regularly clean their hands. Remind through signage • Provide hand sanitiser (with greater than 60% ethanol or 70% isopropanol) at entrances, exits, and amenities. Advise everyone how to regularly clean their hands. Remind through signage • Thoroughly and frequently clean all high-touch areas (eg door handles, scaffold handrails, sign-in station, kitchens, amenities) daily. Use detergent or disinfectant • Have rubbish bins available with touch-free lids. Dispose rubbish regularly in an appropriate waste management system • Ensure workers use their own tools and equipment • Wipe down shared tools, equipment or machinery before and after use. Use appropriate disinfectant. Ensure workers wash their hands before and after use • Thoroughly clean surfaces, equipment and tools after use with disinfectant • Limit worker movement around site by having an appropriate amount of amenities e.g toilets, break rooms • Thoroughly clean amenities at the end of each day • Ensure smoking is in a designated area or off-site. Advise smokers to dispose of butts responsibly and wash hands before and after smoking
COVID-19: Induction	Exposure to COVID-19 virus which could cause illness, health complications and in some cases death	• Ensure induction (remote, contactless or online) is completed, including COVID-19 site guidelines, before starting work • Advise workers to not come to work if they have a runny nose, sore throat or flu-like symptoms. Such

		workers must self-isolate and undergo testing for COVID-19 • Do not allow workers on-site if they have been in contact with a confirmed COVID-19 case or have travelled overseas recently • Use signage to display current COVID-19 guidelines • Ensure workers complete contactless sign-in/out every day. This should include workplace mapping/contact tracing and health screening • Ensure on-site inductions or sign-ins follow physical distancing guidelines • Approve all contractors and visitors to be on-site
COVID-19: PPE	Exposure to COVID-19 virus which could cause illness, health complications and in some cases death	• Ensure workers wash their hands before and after using PPE and are given appropriate training on using PPE • Provide appropriate PPE e.g masks, gloves, eyewear, or screens. Ensure they are worn and disposed of correctly • Use reusable respirators (with replaceable filters or powered air-purifying respirators). Clean appropriately
COVID-19: Physical distancing	Exposure to COVID-19 virus which could cause illness, health complications and in some cases death	• Maintain physical distancing at all times based on to Department of Health (Federal) guidance and site signage. This includes traveling, working, breaks, meetings • Ensure work done within physical distancing guidelines has limited people involved and appropriate PPE is used
Hazardous substances/dangerous goods	Exposure of workers to hazardous substance/dangerous goods could result in injury, illness or death - eg toxic, corrosives, incompatible substances	• Store, handle and dispose of hazardous substances/dangerous goods correctly as per Safety Data Sheet (SDS) • Completed Hazardous Substance Register and SDS will be available on-site and followed
Hazardous manual handling	Exposure of workers to repetitive movement and body stressing that could result in illness or injury -	• Use mechanical aids when applicable - eg forklifts, pallet jack, etc

	eg musculoskeletal injuries, strains and sprains	• Store and stack material correctly to assist with safe manual handling techniques • Ensure workers are trained in correct manual handling techniques
Noise	Exposure of workers to high noise levels (above 85dB) that could result in injury or illness - eg hearing loss	• Service or replace noisy machinery or equipment to reduce noise • Enclose noisy equipment or use barriers/screens • Put exclusion zones in place and keep unauthorised people clear • Enforce hearing protection in designated areas on site
Restricted space	Exposure of workers to collapsing structures, lack of oxygen, or body stressing that could result in injury, illness or death - eg crush, asphyxiation	• Do not access areas not large enough to comfortably exit
Site environment	Exposure of workers to health and safety risks that could result in incident, injury, illness or death	• Put fencing or barricading around the site/work area to prevent unauthorised access • Site traffic management plan will be in place • Use barriers, exclusion zones and signage to isolate mobile plant and pedestrians • Have designated plant operation and loading/unloading areas • Have designated and secured areas for storing building materials • Cover, barricade or fence all holes/trenches • Have waste bins on site and dispose following local council requirements • Dispose of glass correctly and clean up broken glass immediately • Keep access/egress ways clear of obstruction at all times • Monitor adverse weather conditions. Assess structures and ground conditions when required
Utilities: General electricity	Exposure of workers to electricity that could result in injury, incident or death through electric shock or electrical burns	• Use lockout tagout (LOTO) practices, including testing for ‘dead’, where applicable • Ensure electrical emergency rescue kits and safety

		spotters are available • Ensure equipment, leads and RCDs are industrial rated and checked/tested by a competent person before using. Test and tag all RCDs as per AS/NZ Standards • Do not use power boards in series • Ensure a spotter is immediately available for rescue/recovery • Ensure workers are trained and competent in correctly using electrical equipment and in the roles assigned to them • Remove and repair faulty equipment, and report to Site Manager • Use insulated PPE and equipment/tools where applicable
Utilities: Overhead utilities	Exposure of workers to electricity that could result in injury, incident or death through electric shock or electrical burns	• Use 'No Go Zones' and follow approach distances requirements for overhead services (sway and sag of lines) • Identify, and de-energise or isolate all services (by a trained and competent person) before starting work • Ensure applicable permits are held for electrical work • Use lockout tagout (LOTO) practices, including testing for 'dead', where applicable • Use lockout tagout (LOTO) or additional controls for managing solar electricity supply • Use insulated PPE and equipment/tools where applicable
Utilities: Underground utilities	Exposure to gas, electricity or sewage during digging that could result in injury, illness or death - eg explosion, electrocution, disease	• 'Dial Before You Dig' to identify underground utilities • Manage and isolate underground utilities • Use insulated PPE and equipment/tools where applicable
Heights: Harness equipment	Exposure of workers to falls or suspension trauma that could result in injury or death	• Ensure a competent person inspects all components in accordance with manufacturer's instructions before use, after installation, at regular intervals and if used in a fall

		• Ensure all anchorage points are rated with a minimum 22.2 kN rating per person or as per manufacturer's guidelines • Ensure all workers using harness equipment hold relevant licences and are competent using a harness system • Put a rescue plan in place and ensure rescue workers are trained and familiar with it • Ensure two trained workers are available to carry out a rescue for all harness system work
Heights: Ladders	Exposure of workers to falls from height that could result in injury or death	• Use ladders only for short duration work and ensure they are fit for purpose • Ensure ladders are rated for at least 120kg load rating, manufactured for industrial work and specifically stickered as such • Inspect ladders before use. Mark out of service if defective • Use good practice for ladder work: non-slip feet; set up at a ratio of 4:1; secured at top, bottom or both ends; no overreaching; do not work off the top two rungs/steps; maintain three points of contact • Securely fix entry and exit ladders, and extend one metre above the stepping off point • Use fibreglass ladders for electrical or hot work
Heights: Fixed scaffold	Exposure of workers to falls or falling structures that could result in injury or death	• Ensure all workers are trained and competent in carrying out a rescue. Use the installer's emergency response plan • Ensure a handover certificate is provided by a competent person when erection is complete, upon monthly checks and also following any alterations. Keep the certificate on site • Have a competent person regularly check scaffold (not more than a 30 day interval). Ensure it is safe for use and has a current tag displayed

		• Erect scaffold on suitable foundation/footings. Use soleboards/baseplates • Ensure safe load limits do not exceed the capacity on the scaffold tag: light duty – up to 225kg, medium duty – up to 450kg, heavy duty – up to 675kg, or special duty (designated allowable load as designed) • Ensure scaffold is fit for purpose, set up with no gap exceeding 10mm and kept clear of debris or obstructions • Correctly install guardrails (900-1100mm high), midrails (450mm) and toeboards. Wire mesh infill panels with built in toeboards may be used as an alternative • Have no go zones beneath the work area • Ensure tools are securely tethered to the worker • Use an industrial rated ladder to access the working platform. Use a trap door if the access bay is part of the working platform. Extend fixed ladders one metre past entry or exit points • Tie or anchor scaffold in accordance with the manufacturer, designer or supplier instructions • Keep working platforms clear of debris and obstructions • Have danger tags and warning signs attached to incomplete or unattended scaffold access points to prevent unauthorised use • Block access points where appropriate
Heights: Mobile scaffold	Exposure of workers to falls from height or crush injuries that could result in injury or death	• Erect and dismantle scaffold in a methodical work sequence. This must be done by a competent worker holding any required high risk work licence (where a person or object could fall more than four metres from the structure) • Ensure a handover certificate is provided by a competent person when erection is complete, upon

		monthly checks and also following any alterations. Keep the certificate on site • Regularly check scaffold (not exceeding a 30 day interval). Ensure it is safe for use and has a current tag displayed • Erect scaffold on suitable foundation/footings. Use soleboards/baseplates or wheels • Ensure safe load limits do not exceed the capacity on the scaffold tag: light duty – up to 225kg, medium duty – up to 450kg, heavy duty – up to 675kg, or special duty (designated allowable load as designed) • Ensure scaffold is fit for purpose, set up where no gap exceeds 10mm and kept clear of debris or obstructions • Correctly install guardrails (900-1100mm high), midrails (450mm) and toeboards. Wire mesh infill panels with built in toeboards may be used as an alternative • Have no go zones beneath the work area • Ensure tools are securely tethered to workers • Lock wheels or anchor scaffold appropriately • Use industrial rated ladder to access the working platform. Use a trap door if the access bay is part of the working platform. • Keep working platforms clear of debris and obstructions • Have danger tags and warning signs attached to incomplete or unattended scaffold at access points • Block access points where appropriate • Use appropriate bracing at the base for stability • Follows the manufacturer's height-to-base ratio instructions • Check for ground and overhead electrical lines or obstructions before moving mobile scaffolding • Do not move scaffold in windy conditions

		• Inspect scaffold after adverse weather
Hot works	Exposure of workers to falls from height or crush injuries that could result in injury or death	• Prepare the work area and clear of all combustible materials • Identify the equipment and materials to be used. Monitor exposure to fumes, vapours and other airborne contaminants • Isolate fuel sources from the ignition source • Ensure secured gas bottles are stamped, in date, and have isolation controls to limit accidental contact or combustion • Have clean water and appropriate fire extinguisher available at all times • The worker in direct control to ensure one or more fire watch persons are present for the entire hot work • Have adequate ventilation controls in place • Ensure auto-darkening weld helmet is worn • Ensure face masks or other shielding are worn • Ensure thermally insulated PPE is worn
Plant and machinery: Excavation/Earthmoving	Exposure of workers to multiple risks including machinery, components, open or unstable trenches or excavated faces, and gas, electricity or sewage during digging that could result in injury, illness or death	• "Dial Before You Dig" Dial 1100 or www.1100.com.au to identify underground services and utilities. Have this information available for any stakeholder to review
Power tools	Exposure of workers through incorrect tool use, vibration or equipment failure that could result in injury or death	• Use the correct tool for the task. Operate it as per the manufacturer's instructions, including with the required PPE • Check guards and safety mechanisms before use. Keep them in place at all times during operation • Inspect equipment before use. Ensure it is in good working order • Ensure workers who operate this equipment are competent or suitably supervised according to local conditions and practice • Use barricades or fencing to isolate others from the

		work area • Ensure tools are regularly maintained as per manufacturer's instructions. Mark damaged equipment out of service
Temporary supports	Exposure of workers to collapsing structures resulting in injury or death	• Ensure appropriate props are available for this work. Ensure prop installers are trained and competent • Have safe working loads (SWL) or working load limits (WLL) calculated by a suitably trained person • Carry out daily checks on the props. Have weekly checks conducted by a competent person • Have adequate bracing in place to prevent movement and provide stability

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Work method statement

The tasks that will be carried out for this work activity, start to finish

Review site hazard board and add new hazards if needed.

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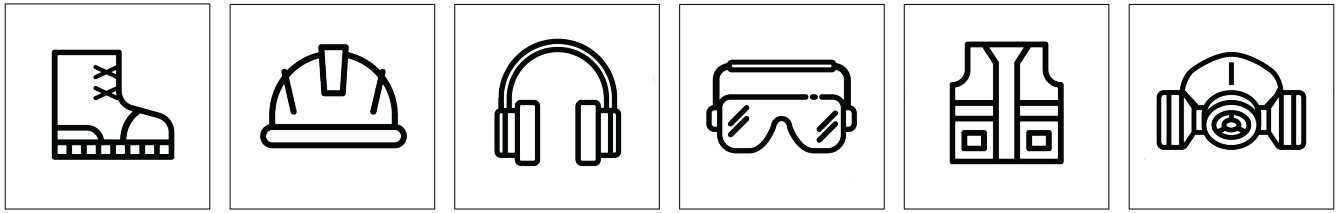
Required PPE

The PPE required for this work activity:



Safety footwear | Hard hat | Hearing protection | Eye protection | Hi-vis | Respirator

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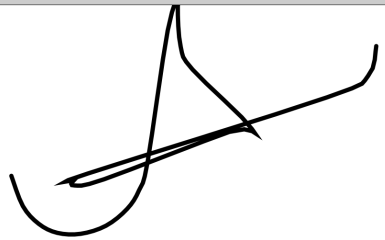
Required Signatures

Document Owner: josh harvey
Site Location: 7 COOLAROO CRESCENT
JINDALEE

Status	Name	Date and Time	Signature
✓	josh harvey	20/05/2022 10:01am	

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Workers (employees/subcontractors) involved in work activity

Name:	Signature: