

Safe Work Method Statement

V 1.0

Date Reviewed: 29/10/2018



Project Details	
Project Job No: RC5-517 SWMS Contact: Emma Carew SWMS Approved By: Ben Green	Date of next on site revision: 29/10/19

Table of Contents

RISK MANAGEMENT MATRIX'S.....	3
SWM DEVELOPED IN CONSULTATION WITH THE FOLLOWING PERSONS	3
MONITORING & REVIEW OF SWMS USE AND EFFECTIVENESS	3
PERSONS TRAINED IN THIS SWMS	4
SWMS01 USING PLATFORM LADDERS.....	5
SWMS02 STEP LADDERS.....	9
SWMS03 USING TRESTLE PLATFORMS	13
SWMS04 EXTENSION LADDERS	18
SWMS05 KWIK STAGE SCAFFOLD	22
SWMS06 ELEVATING WORK PLATFORMS	29
SWMS07 USING MOBILE SCAFFOLD.....	37
SWMS08 PROTECTION PENETRATIONS AND OPENINGS	43
SWMS09 PERSONAL FALL PROTECTION	47
SWMS10 HAZARDOUS SUBSTANCES.....	54
SWMS11 HOT WORK	58
SWMS12 CONFINED SPACE	64
SWMS13 MANUAL HANDLING.....	69
SWMS14 HOUSEKEEPING	74
SWMS15 PORTABLE POWER TOOLS.....	77
SWMS16 EXPLOSIVE POWER TOOLS	86
SWMS17 USING PPE.....	93
SWMS18 UNLOADING MATERIALS FROM TRUCKS AND CAGES.....	97
SWMS 19 USE OF LASERS	100
SWMS20 WORK ON ROOFS.....	103
SWMS21 USING HOIST	108
SWMS22 WORK ON ROADS.....	112

Risk Management Matrix's

Risk Matrix LIKELIHOOD	CONSEQUENCES				
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	16	18	20	22	25
B (likely)	10	17	19	21	24
C (moderate)	5	11	12	14	22
D (unlikely)	2	6	7	13	15
E (rare)	1	3	4	8	9

Table 1: Consequences

Level	Descriptor	Example detail description	\$\$\$ Example
1	Insignificant	No injuries	Low Financial Loss <\$500
2	Minor	First aid treatment, on-site release immediately contained	Medium Financial Loss \$500 - \$5,000
3	Moderate	Medical treatment required, on-site release contained with outside assistance	High Financial Loss \$5,000 - \$25,000
4	Major	Extensive injuries, loss of production capability, off-site release with no detrimental effects	Major Financial Loss \$25,000 - \$200,000
5	Catastrophic	Fatality, toxic release off-site with detrimental effect	Huge Financial Loss >\$200,000

Risk Action Rating		Monitor
Extreme	work must not proceed – act immediately to mitigate the risk - reduce risk to an acceptable level i.e. M or L - either eliminate, substitute or implement engineering control measures	N/A
HIGH	do not allow work to proceed – act immediately to mitigate the risk until risk is managed and reduced to an acceptable level i.e. M or L - either eliminate, substitute or implement engineering control measures. If these controls are not immediately accessible, set a timeframe for their implementation and establish interim risk reduction strategies for the period of the set timeframe.	Daily
MEDIUM	work may proceed managed by routine procedures - Take reasonable steps to mitigate and monitor the risk - institute permanent controls in the long term - permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence.	Weekly
LOW	work may proceed managed by routine procedures - Take reasonable steps to mitigate and monitor the risk - institute permanent controls in the long term - permanent controls may be administrative in nature if the hazard has low frequency, rare likelihood and insignificant consequence.	Monthly
Important Notice: The monitoring requirement detailed herein is only a guide and the risk owner may have to consider the context of the work environment where the risk has manifested and alter the monitoring timeframe to a reasonably practicable level		

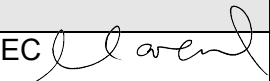
Table 2: Likelihood

Level	Descriptor	Description	Frequency
A	Almost Certain	The event is expected to occur in most circumstances	More than once per year
B	Likely	The event will probably occur in most circumstances	At least once in 5 years
C	Possible	The event might occur at some time	At least once in 10 years
D	Unlikely	The event could occur at some time	At least once in 30 years
E	Rare	The event may occur only in exceptional circumstances	Less than once in 30 years

SWM developed in consultation with the following persons

Name	Signature
Emma Carew	
Ben Green	

Monitoring & Review of SWMS Use and Effectiveness

Review Log	01	02	03	04	05	06
Initial:	EC 					
Date:	29/10/18					

[illegible]



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SWMS01 Using Platform Ladders

Comments:	Legislative/COP References	Permits/HRW Licenses Required
	WHS Regulation 2011	
	Plant COP	
	Scaffolding COP	
	National Standard for Construction Work	
	Manual Handling COP	
Specific Control Measures Required For This Work		
Safety Equipment	General Plant and Equipment	
☐ Barricade Mesh/Tape		
☐ Safety Chain/Cone		
☐ Bollards		
☐ Safety Signs		
☐ Fire Extinguisher		
☐ Task Lights		
☐ Lockout Devices		
☐ Cord Protector		
☐ Cord Stand		
☐ Spill Control/Kit		
☐ Safety Mat		
☐ Penetration Cover		
☐ Trolley		
☐ Other		
		Plant Maintenance and Prestart
		Specific Training to be competent
		Induction into this Work Method Statement

PPE Required for this Activity



Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Selection and use of platform ladder for elevated work	Platform ladder not suitable for the height of the work Dirty treads Feet missing, loose treads or broken, or other parts of the ladder could cause the platform to become unstable causing loss of balance to occur	D	3	7	All ladders used are to be of an industrial strength and clearly marked "For Industrial Use" with a load rating of not less than 120kg and must be designed in accordance with the relevant Australian Standards AS/NZS 1892 Portable Ladders. All identification labels must be in place and legible on stile. Ensure the correct height platform ladder is selected. Platform ladders are only to be used for light to medium work. Ensure ladder treads are clean and secure before use. Conduct a visual inspection of the ladder checking for damage/defects and remove the platform from site if broken or damaged. If repairs are made to the ladder, they must be in accordance with manufacturer's recommendations.	E	3	4	Site Manager Worker
2.	Setting up platform ladder	Injury resulting from incorrect use or placement of ladder	C	3	12	Always ensure that the ladder is placed on a firm level surface and check that each foot is in contact with the surface. Do not use chocks to level the ladder. To be used only in the fully-opened position. Not to be placed in or near access ways (door/entrance) unless access through the access way by other tradesmen, contractors or	D	3	7	Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						anyone who is not part of the work group signed on to this specific SWMS is managed, to ensure the risk of the platform ladder being dislodged, moved, struck or otherwise altered in a way that will affect the stability of the platform ladder is eliminated. Otherwise, ensure general access around the work area is clean and clear of debris to reduce the risk of trips when moving the platform ladder to the next position of work. Not to be used with planks to extend the work platform as the rungs are not designed to carry loads that could occur from the weight of the plank, persons on the plank and equipment/materials likely to be on the plank.				
3.	Climb/descend platform ladder to perform task, and standing on platform to work	Lose your footing and fall from platform ladder Hit head on overhead item Over balance Over load the platform	C	3	12	When ascending or descending a platform ladder you must be facing the platform ladder and have three limbs in contact with the platform ladder at all times. Ensure footwear, platform ladder treads and platform are clean and dry. Only one person on a ladder at any one time. Do not over stretch or lean out past the stiles of the platform ladder, remain within the boundaries of the platform rails and do not attempt to climb outside the rails when on the platform to do work.	D	3	7	

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Work only from the platform and not the platform ladder steps. Do not load tools or equipment onto the platform before use and when moving platform ladder to new position take care to ensure that all tools and other items have been removed. Do not tie off electric leads or any other equipment to the platform ladder.				

SWMS02 Step Ladders

Comments: This SWMS must only be used under the following circumstances:

- A Risk Assessment must be undertaken that is directly related to each task the step ladder will be used on. i.e. a generic risk assessment or JSA will not be suitable to cover all circumstances.
- Where a Risk Assessment or JSA has been accepted by site management the ladder may only be used for conducting short duration work ONLY (i.e. work lasting less than 15 minutes) or work in confined locations where it is impossible to place a platform ladder safely and only if three points of contact can be maintained.

Legislative/COP References

WHS Regulation 2011
Plant COP
Scaffolding COP
National Standard for Construction Work
Manual Handling COP
AS 1892 Portable Ladders

Permits/HRW Licenses Required

Specific Control Measures Required For This Work

Safety Equipment	General Plant and Equipment		Plant Maintenance and Prestart
☐ Barricade Mesh/Tape			
☐ Safety Chain/Cone			
☐ Bollards			
☐ Safety Signs			
☐ Fire Extinguisher			
☐ Task Lights			
☐ Lockout Devices			
☐ Cord Protector			
☐ Cord Stand			
☐ Spill Control/Kit			
☐ Safety Mat			Specific Training to be competent
☐ Penetration Cover			Induction into this Work Method Statement

PPE Required for this Activity



Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Selection of use of Step ladder for elevated work	Step ladder not suitable for the height of the work Dirty treads Feet missing, loose treads or broken, or other parts of the ladder could cause the step ladder to become unstable causing loss of balance to occur	C	3	12	All ladders used are to be of an industrial strength and clearly marked "For Industrial Use" with a load rating of not less than 120kg and must be designed in accordance with the relevant Australian Standards AS/NZS 1892 Portable Ladders. All identification labels must be in place and legible on stile. Ensure the correct height step ladder is selected. Step ladders are only to be used for light work. Ensure ladder treads are clean and secure before use. Conduct a visual inspection of the ladder checking for damage/defects and remove the platform from site if broken or damaged. If repairs are made to the ladder, they must be in accordance with manufacturer's recommendations.	E	3	4	Site Manager Worker
2.	Setting up step ladder	Injury resulting from incorrect use or placement of ladder	C	3	12	Always ensure that the ladder is placed on a firm level surface and check that each foot is in contact with the surface. To be used only in the fully-opened position.	D	3	7	Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Not to be placed in or near access ways (door/entrance) unless access through the access way by other tradesmen, contractors or anyone who is not part of the work group signed on to this specific SWMS is managed to ensure the risk of the step ladder being dislodged, moved, struck or otherwise altered in a way that will affect the stability of the step ladder is eliminated. Otherwise, ensure general access around the work area is clean and clear of debris to reduce the risk of trips when moving the step ladder to the next position of work. Not to be used with planks to extend the work step as the rungs are not designed to carry loads that could occur. No work is to be carried out above the second top tread or above 2.0 metres without fall protection. Only one person on a ladder at any one time.				
3.	Climb/descend platform ladder to perform task, and standing on platform to work	Lose your footing and fall from step ladder Hit head on overhead item Over balance	C	3	12	When ascending or descending a step ladder you must be facing the step ladder and have three limbs in contact with the step ladder at all times. Ensure footwear and ladder treads are clean and dry.	D	3	7	Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
		Over load the step ladder				Only one person on a ladder at any one time. Do not over stretch or lean out past the stiles of the ladder. Take care to ensure that all tools and other items have been removed from the top of the step ladder before moving it. Do not tie off electric leads or any other equipment to the step ladder.				



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SWMS03 Using Trestle Platforms

Comments:		Legislative/COP References	Permits/HRW Licenses Required
		WHS Regulation 2011	
		Scaffolding COP	
		National Standard for Construction	
		Manual Handling COP	
Specific Control Measures Required For This Work			
Safety Equipment		General Plant and Equipment	Plant Maintenance and Prestart
☒	Barricade Mesh/Tape		
☐	Safety Chain/Cone		
☐	Bollards		
☐	Safety Signs		
☐	Fire Extinguisher		
☐	Task Lights		
☐	Lockout Devices		
☐	Cord Protector		
☐	Cord Stand		
☐	Spill Control/Kit		
☐	Safety Mat		
☐	Penetration Cover		
		 	Specific Training to be competent
			Induction into this Work Method Statement

PPE Required for this Activity

☒		☒		☒		☐		☐		☐		☐		☐		☐	
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SWMS 03 Trestle Platforms

V 1.0

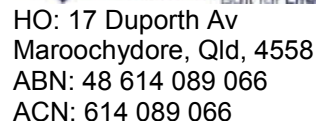
Reviewed: 29/10/2018

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Erection and dismantling trestle platforms	Falls from heights	C	3	12	Trestle platforms are to be erected and dismantled in strict accordance with manufacturer requirements and all identification labels must be in place and legible on stile. Conduct a visual inspection of the ladder checking for damage/defects and remove the platform from site if broken or damaged. If repairs are made to the ladder, they must be in accordance with manufacturer's recommendations. If work to be completed is above 2 m in height, edge protection must be installed. Edge protection is to be considered on all platforms under 2m where there is a likelihood of a fall occurring onto materials etc. Work from ground level during the erection process. Erect frames and all bracing before installing planks. The platform is to have an unobstructed surface of at least 450 mm wide (2 planks) along the length of the platform unless to work is light work. Where separate planks are used to form the platform, the planks are to be secured together such that they do not flex or move independently using plank clamps or another method that performs as good as plank clamps.	E	3	4	Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Maximum gap between inner edge of platform and structure not to exceed 225mm if no edge protection is installed on the structure side of the platform.				
		Falling objects	B	3	19	Areas around trestle platforms being erected or dismantled are to be barricaded off where there is a risk of injury to other workers below of a collapse or falling component (e.g. barrier tape - minimum 900mm high). Particular care for equipment and materials is needed as this platform cannot have kick plates installed. Tools are to be secured where practicable when the risk of falling objects could strike a person being directly below, or being directly below a floor penetration or near the penetration where an object could travel down through a penetration or over the edge of a suspended building floor level. Components and/or any other objects are not to be dropped from the platform.	E	3	4	Worker
		Platform collapse / tip-over	D	3	7	Trestle platforms are to be erected/dismantled in strict accordance with manufacturer's requirements. Each trestle ladder is to be secured to prevent it moving.	E	3	4	Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
		Manual tasks	D	2	6	Determine the most suitable lifting technique. Check distances to be travelled, and lifting/mechanical aids that may be available. Arrange assistance, such as personnel or equipment, ensure it is organised before attempting the handling task. Manual handling technique: While facing a load position yourself as close to the load as possible in the direction of travel. Knees are to be bent, with back being aligned as straight as possible. All movements are to be smooth and turning is to be directed from the feet/legs rather than the torso.	E	2	3	Worker
2	Accessing and working from trestle platform	Falls from heights	C	3	12	Manufacturer's instructions for safe access and use are to be strictly followed at all times. Maintain an unobstructed surface of at least 450 mm wide along the length of the platform. Maximum gap between inner edge of platform and structure not to exceed 225mm.	E	3	4	Worker
		Falling objects	C	3	12	Tools are to be secured where practicable where the risk of falling objects could strike a person being directly below, or being directly below a floor penetration or near the penetration where an object could travel down through a penetration or over the edge of a suspended building floor level.	E	3	4	Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Alternatively an exclusion zone below the work area (e.g. barricade tape minimum 900mm high) will be established. Do not support items (tools etc) on the handrail or trestle ladder rung. No objects are to be dropped from the platform – must be passed down.				
		Platform collapse / tip-over	D	3	7	A trestle platform is only to be used on a hard, flat and level surface to avoid instability. Do not chock up the legs to level the trestle. Each trestle ladder is to be secured to prevent it moving. Ensure that the planks do not span more than the intended load. Ensure the SWL is not exceeded.	E	3	4	Worker



SWMS04 Extension Ladders

Comments:

Legislative/COP References

Permits/HRW Licenses Required

WHS Regulation 2011

Scaffolding COP

National Standard for Construction Work

Manual Handling COP

AS 1892 Portable Ladders

Specific Control Measures Required For This Work

Safety Equipment

General Plant and Equipment

☐	Barricade Mesh/Tape	
☐	Safety Chain/Cone	
☐	Bollards	
☐	Safety Signs	
☐	Fire Extinguisher	
☐	Task Lights	
☐	Lockout Devices	
☐	Cord Protector	
☐	Cord Stand	
☐	Spill Control/Kit	
☐	Safety Mat	
☐	Penetration Cover	
☐	Trolley	



Plant Maintenance and Prestart

Specific Training to be competent
Induction into this Work Method Statement

PPE Required for this Activity

☒  ☒  ☒  ☐  ☐  ☐  ☐  ☐  ☐ 

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Selection of use of platform ladder for elevated work	Ladder not suitable for the height of the work Dirty treads Feet missing, loose treads or broken or other parts of the ladder could cause the platform to become unstable causing loss of balance to occur	C	3	12	All ladders used are to be of an industrial strength and clearly marked "For Industrial Use" with a load rating of not less than 120kg and must be designed in accordance with the relevant Australian Standards. All identification labels must be in place and legible on stile. Single ladders are not to exceed 6.1metres. Extension ladders are not to exceed 7.5 metres. Ensure the correct height ladder is selected. Ensure ladder treads are clean and secure before use. Conduct a visual inspection of the ladder checking for damage/defects and remove the platform from site if broken or damaged.	D	3	7	Site Manager Worker
2.	Setting up ladder	Injury resulting from incorrect use or placement of ladder	C	3	12	Always ensure that the ladder is placed on a firm level surface and check that each foot is in contact with the surface. Note: Where self-levelling ladders are provided, personnel are to be appropriately trained in their use. Makeshift foundations (i.e. boxes or blocks etc.) are not to be used.	D	3	7	Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Ladders are not to be placed in front of or near access ways (door/entrance) unless access through the access way by other tradesmen, contractors or anyone who is not part of the work group signed on to this specific SWMS is managed to ensure the risk of the ladder being dislodged, moved, struck or otherwise altered in a way that will affect the stability of the ladder is eliminated. Otherwise, ensure general access around the work area is clean and clear of debris to reduce the risk of trips when moving the ladder to the next position of work. Single and extension ladders are not to be used as a work platform, or to support a working platform, i.e. ladders are not to be used with planks to create a work platform as the rungs are not designed to carry loads that could occur.				
		Risk of ladder falling or falling off the ladder	D	4	13	The ladder must be secured at the top and/or bottom to prevent it moving. Ladders are to be pitched at an angle of approximately (1) horizontal to (4) vertical (1:4) or approximately 75° to the horizontal. Ladders are to be placed so that they extend not less than 1m above the area requiring access when being used as an access ladder.	E	4	8	Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
		Contact with electricity	A	5	25	Ladders are not to be used where there is a risk that the ladder, the person using the ladder and/or any other items, could enter into a power line exclusion zone. <i>Note: This is 3m minimum for low voltage, if unsure check with site manager.</i>	E	5	9	Site Manager Worker
3.	Accessing and using ladders	Loss of balance resulting in falling from the ladder	C	4	14	No objects are to be carried in workers hands whilst traversing a ladder. All objects must be carried in a tool belt or manipulated by using a haulage line with a tool bag or bucket or other way of carrying tools, unless the carrying of objects falls within the meaning of Permitted Work. Ladders are not to be used on working platforms to gain height above the protected edge. Only one person on a ladder at any one time. Single and extension ladders are not to be used to work from, unless the work is permitted work.	E	4	8	Worker
Note: Permitted work, in reference to ladder use, means any equipment/material used or carried on the ladder due to its size, shape or weight the person using the ladder is carrying is not likely to : • Not restrict the person's movement while the person is climbing or descending the ladder • Not cause the person to lose balance on the ladder while doing the work • Must allow the person's trunk to be centred between the sides of the ladder from when the person is fully on the ladder to when the person is leaving the ladder • any equipment being used by the person can be operated using 1 hand unless a control measure designed to support the person's body is being worn or used										



HO: 17 Duport Av
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SWMS05 Kwik Stage Scaffold

Comments:

Legislative/COP References

Permits/HRW Licenses Required

WHS Regulation 2011

Scaffolding

Scaffolding COP, AS : 4576 & 1576

Manual Handling COP

Specific Control Measures Required For This Work

Safety Equipment		General Plant and Equipment		Plant Maintenance and Prestart
☐	Barricade Mesh/Tape			
☐	Safety Chain/Cone			
☐	Bollards			
☐	Safety Signs			
☐	Fire Extinguisher			
☐	Task Lights			
☐	Lockout Devices			
☐	Cord Protector			Specific Training to be competent
☐	Cord Stand			Induction into this Work Method Statement
☐	Spill Control/Kit			
☐	Safety Mat			
☐	Penetration Cover			

PPE Required for this Activity

☒



☒



☒



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☐



Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Planning for the erection of Kwik Stage	Scaffold unsuitable for work environment	C	3	12	Scaffold plans are be prepared by an engineer/ competent person who is experienced in scaffold design. Scaffold Plan to include site layout and details of elevations and sections of the scaffold and should address the following issues 1. Basis of design 2. Foundations (including ground conditions) 3. Supporting structure 4. Access and egress 5. Tying arrangements 6. End and bay bracing 7. Edge protection requirements 8. Working height of scaffold. 9. Work and environmental loads etc. Scaffold plan to be available for inspection at the work site.	E	3	4	Licensed Scaffolders
2.	Delivery of scaffold components to site locations	Unloading of scaffold stillage and components from truck, and workers being struck by unloading and loading movements	D	3	7	Ensure that delivery trucks are directed to a position on site where equipment can be unloaded in a safe manner by using mechanical aids where possible. Ensure that an exclusion zone is in place to prevent workers and others from entering the unloading area. Ensure that workers are clear when scaffold components are being placed around the site.	E	3	4	Licensed Scaffolders Truck Driver
3.	Erection, alteration and dismantling a	Incorrect set out and unstable scaffold or	C	4	14	Only a licenced scaffolder is to erect scaffolds above 4 metres high on site. Otherwise a competently trained person for under 4m high scaffolds	E	4	8	Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
	Kwik stage scaffold	incorrect dismantling sequence				Ensure that the scaffold is based out as per the scaffold plan. Ensure that the sole boards and base plates are level and bearing on stable and solid ground. Ensure that base plates or not protruding over the side of sole boards or side of a supporting structure.				Licensed Scaffolder
		Falls from heights	C	4	14	Barricade off the area to exclude others from the erection area. Install bracing and ties to the scaffold as you erect the bays and increase the height of the scaffold in accordance with the scaffold plan. Always work off two planks (450 wide) when erecting to a height above. NEVER expose yourself to a fall of more than 2 metres. Every alternate scaffold deck is to be fully planked out to stop falls over 2 metres. If alternate decks are not installed a harness attached to a rated anchor that is not part of the scaffold, unless manufacturers drawings specify this, and that the anchor has a rating greater than > 15Kn, is to be worn to prevent falls when working inside the scaffold frame. Provide handrails, kick boards, brick guards or perimeter lining as you go to maintain a safe work area. Erect a ladder for safe access to the working deck or when required, climb the inside of the scaffold to reach the next deck provided that you have a full scaffold deck	E	4	8	Site Manager Worker Licensed Scaffolder

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						below when climbing to the deck position above – ensuring that hand rails are in place. Do not work on scaffold in inclement weather and ensure footwear is dry and clean during scaffold activities. Kwik stage scaffolds that are not completed, or not in accordance with manufacturer's requirements are to be signed as 'No Access' or <i>otherwise have reasonable measures in place to prohibit access.</i>				
		Falling objects	C	3	12	Areas around Kwik stage scaffolds being erected or dismantled are to be barricaded off where there is a risk of injury to other workers below of a collapse or falling component (e.g. barrier tape - minimum 900mm high). Scaffold components and/or any other objects are not to be dropped from the scaffold but must be manually handled or use a Ginny wheel to lift or lower components. Tools are to be secured where practicable where the risk of falling objects could strike a person being directly below, or being directly below a floor penetration or near the penetration where an object could travel down through a penetration or over the edge of a suspended building floor level. Scaffold components are to be secured by lanyards to the scaffold to minimise the risk of falling objects - if other workers are at risk of injury or property damage outside the exclusion area.	E	3	4	Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						The scaffold plan will reflect the additional tie or bracing requirements for the component lanyard connection points.				
		Scaffold collapse	C	3	12	Kwik stage scaffolds are to be erected/dismantled in strict accordance with manufacturer requirements and to the scaffold plan. Ensure end and bay bracing and ties are installed as per the scaffold plan and manufacturers requirements. Do not over load the scaffold decks with scaffold components – working within the SWL of the scaffold bays.	E	3	4	Licensed Scaffolders
		Contact with overhead powerlines	C	5	22	Kwik stage scaffolds are not to be erected in the vicinity of overhead power lines where there is a risk of any part of the scaffold, person or object entering a power line's exclusion zone. This is 3m minimum for low voltage in accordance with code of practice Working Near Exposed Live Parts Electrical Safety Act 2002, if unsure check with site manager.	E	5	9	Site Manager Licensed Scaffolders
4.	Accessing and working from Kwik stage scaffold	Falls from heights and falling objects	C	4	14	Access the scaffold from the scaffold stairs or access ladders installed. External edge protection, which includes handrails, midrails and kick boards or brick guards or perimeter lining is to be erected on all scaffolds and work platforms over 2.0m and on any scaffold or platform under 2.0m where there is a likelihood of a fall occurring.	E	4	8	Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Do not climb on the internal or external side of the Kwik stage scaffold. Do not alter or remove hop-ups, decks boards, handrails, mesh guards or perimeter lining at any time without prior approval from the site foreman, only a licenced scaffolder can alter scaffolds 4 metres and over. Do not remove any bracing or ties. Only tools, materials and equipment that can be safely handled by a person working from the Kwik stage scaffold are to be handled. If there is no screening on the outside of the scaffold, tools are to be secured by lanyards to the platform or person to minimise the risk of falling objects if other persons being directly below, or being directly below a floor penetration, or near the edge of a suspended building floor level could be struck by objects that could travel down or down through a penetration or over an edge. Alternatively an exclusion zone below the work area (e.g. barricade tape minimum 900mm high) will be established. Do not over load the SWL of the deck or support items (tools etc.) on the handrail.				

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						No objects are to be dropped from the scaffold. Do not leave rubbish or store materials on the scaffold decks at the end of the day's work. Notify the site foreman or Site Manager or WHSO of any missing scaffold components.				



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SWMS06 Elevating Work Platforms

Comments:		Legislative/COP References	Permits/HRW Licenses Required
		WHS Regulation 2011	
		AS 1418.10 Elevating Work Platforms	
		AS 1891.4 (Industrial Fall-Arrest Systems and Devices-Selection, Use and Maintenance)	
		National Standard for Construction Work	
Specific Control Measures Required For This Work			
Safety Equipment		General Plant and Equipment	Plant Maintenance and Prestart
☐	Barricade Mesh/Tape	 	Inspection and maintenance as per manufacturer's recommendations Operator pre-start checks to be undertaken prior to daily use and recorded in machine logbook 3-monthly service inspection 12-monthly maintenance inspection
☐	Safety Chain/Cone		
☐	Bollards		
☐	Safety Signs		
☐	Fire Extinguisher		Specific Training to be competent Scissor lift operators to be competent / trained
☐	Task Lights		
☐	Lockout Devices		
☐	Cord Protector		
☐	Cord Stand		
☐	Spill Control/Kit		
☐	Safety Mat		
☐	Penetration Cover		

PPE Required for this Activity



Major Job Steps		Potential Safety and /or Environmental Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Pre-start checks	Failing to identify damaged or faulty plant and equipment.	C	3	12	Conduct a visual inspection of the EWP to check for damage, oil leaks etc., that it has its maintenance/service log books and that they have been recently completed. Record details of pre-start check in log book.	E	3	4	Site Manager Site Manager Operator
2.	Locating & stabilizing EWP	Contact with overhead structures / powerlines	B	5	24	The operator is to identify any overhead obstacles (including services such as powerlines etc.) prior to operation. No part of the EWP or person/equipment within the EWP is to enter a power line exclusion zone. Note: This is 3m minimum for low voltage in accordance with code of practice Working Near Exposed Live Parts Electrical Safety Act 2002, if unsure check with site manager. If work is to be undertaken within the exclusion zone, cease work and consult site management developing a specific SWMS for the task . Only platform/bucket controls are to be used while personnel are in the platform/bucket.	E	5	9	Site Manager Site Manager Operator
		Being struck by other plant / vehicles	D	5	15	If working in areas exposed to site traffic provide controls as per the site traffic management plan, or, where the EWP has to be operated on or near a public road, a SWMS will be developed specific for the task taking into account risks detailed in the Traffic Management Code of Practice 2008.	E	5	9	Site Manager Operator

Major Job Steps		Potential Safety and /or Environmental Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
		Striking others	C	4	13	Maintain minimum 5m exclusion from other workers prior to moving EWP or where this is not reasonably practical, a spotter, or any other reasonable method, will ensure there is a safe distance between people and the EWP while it is moving to the next work position. Ensure travel alarms and flashing warning lights are working.	E	4	8	Site Manager Operator
		Roll-over	C	4	13	The operating surface is to be flat and level. Outriggers are to be fully extended if they have been installed. Do not operate on unstable/soft surfaces. Ensure the SWL is not exceeded. Do not operate EWP near edges, drop-offs or floor penetrations without adequate wheel stops and secure edge protection.	E	4	8	Site Manager Operator
3.	Operating & working from scissor lifts	Falls	C	4	14	No persons are to exit from the scissor lift at height unless a SWMS has been developed specific to the task to ensure the safety of persons in the scissor lift and structure. Scissor lift platforms must be fitted with a gate. No person is to climb on the EWP edge protection or otherwise attempt to gain further height.	E	4	8	Site Manager Operator
		Falling Objects	C	3	12	Tools are to be secured where practicable where the risk of falling objects could strike a person being directly below, or being directly below a floor	E	3	4	Operator

Major Job Steps		Potential Safety and /or Environmental Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						penetration or near the penetration where an object could travel down through a penetration or over the edge of a suspended building floor level. Alternatively an exclusion zone below the work area (e.g. barricade tape minimum 900mm high) will be established. Only tools, materials and equipment that can be made stable are to be left on the EWP while being moved to the next work location. Do not support material on the handrail.				
		Roll-over	D	4	13	The operating surface for solid tyres scissors - is to be flat and level. The operating surface for all terrain scissors - is to reasonable level ground within manufacturers specifications. A check will be made on manufacturers specified slope restrictions. Note: The EWP centre of gravity changes as height above ground increases, with an increased risk of the machine overturning and causing injury. Do not operate on unstable / soft surfaces, check with site management to determine ground compaction. EWP must be operated at a safe speed, taking into account load, terrain and weather conditions. If the	E	4	8	Operator

Major Job Steps		Potential Safety and /or Environmental Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						maximum allowable speed for the EWP is known, then it should not be exceeded under any circumstances. A sudden change in the centre of gravity of the EWP could result in the machine overturning, causing injury. Ensure the SWL is not exceeded.				
		Contact with overhead structures/powerlines	B	5	24	The operator is to identify any overhead obstacles (including services such as powerlines etc) prior to operation. No part of the EWP or person/equipment within the EWP is to enter a power line exclusion zone. Note: This is 3m minimum for low voltage in accordance with code of practice Working Near Exposed Live Parts Electrical Safety Act 2002. If unsure check with site manager. If work is to be undertaken within the exclusion zone, cease work and consult site management developing a specific SWMS for the task Only platform/bucket controls are to be used while personnel are in the platform/bucket.	E	5	9	Operator
4.	Operating & working from boom-type EWPs	Falls	C	5		Harnesses connected to the designated anchor are to be worn by all persons within the boom lift. The lanyard length must be restricted such that any bounce occurring when operating the EWP will prevent the person bouncing out of the basket.	D	5	15	Operator

Major Job Steps		Potential Safety and /or Environmental Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Harnesses are to be inspected each time they are used. Harness maintenance inspections to be recorded in a harness register or any other reasonable method of tracking fall protection equipment being used on site. Fall protection devices are to be used in accordance with AS 1891.4, and all persons to have received training in the inspection, use and maintenance of harnesses. No persons are to exit from the bucket at height unless a risk assessment is carried out and suitable precautions are in place to ensure the safety of persons in the bucket and structure. Whenever a person is present in a raised EWP bucket AND there is a risk of striking a ceiling, soffit or underside of a structure <u>trapping or crushing</u> the operator, a competent person is to be available to operate the base controls in the event of an emergency.				
		Falling objects	C	3	12	Tools are to be secured where practicable where the risk of falling objects could strike a person being directly below, or being directly below a floor penetration or near the penetration where an object could travel down through a penetration or over the edge of a suspended building floor level.	E	3	4	Operator

Major Job Steps		Potential Safety and /or Environmental Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Alternatively an exclusion zone below the work area (e.g. barricade tape minimum 900mm high) will be established. Only tools, materials and equipment that can be made stable are to be left on the EWP while being moved to the next work location. Do not support material on the edge of bucket.				
		Roll-over	C	4	14	The operating surface is to be flat and level – to suit manufacturer's operational specification. If outriggers have been installed by the manufacturer, they are to be used to stabilize the EWP. Do not operate on unstable/soft surfaces. Ensure the SWL is not exceeded.	D	4	13	Operator
		Contact with overhead structures/powerlines	B	5	22	The operator is to identify any overhead obstacles (including services such as powerlines etc.) prior to operation. No part of the EWP or person/equipment within the EWP is to enter a power line exclusion zone. Note: This is 3m minimum for low voltage in accordance with code of practice Working Near Exposed Live Parts Electrical Safety Act 2002, if unsure check with site manager.	E	5	9	Site Manager Operator

Major Job Steps		Potential Safety and /or Environmental Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						If work is to be undertaken within the exclusion zone, cease work and consult site management before developing a specific SWMS for the task as authority may be required from the service owner, i.e. Energex/ergon. Different minimum distances apply to moving or travelling tasks only. Only platform/bucket controls are to be used while personnel are in the platform/bucket.				
5.	Rescue procedure	Inability to respond promptly/effectively to emergency situation involving EWP	C	4	14	Site emergency procedures to be initiated, If there is no site retrieval procedure or process in place on site, this SWMS will be amended to include appropriate rescue methods to prevent suspension trauma or other injury as a result of not having an adequate rescue plan in place. Review the situation for hazards prior to starting rescue (e.g. electrical hazards). Competent person to be available on site to operate the ground controls of the EWP where safe to do so during an emergency. Do not place others at risk during rescue/response.	E	4	8	Site Manager Operator



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SWMS07 Using Mobile Scaffold

Comments:		Legislative/COP References	Permits/HRW Licenses Required
		WHS Regulation 2011	
		Scaffolding COP	
		Manual Handling COP	
Specific Control Measures Required For This Work			
Safety Equipment		General Plant and Equipment	Plant Maintenance and Prestart
☐	Barricade Mesh/Tape		
☐	Safety Chain/Cone		
☐	Bollards		
☐	Safety Signs		
☐	Fire Extinguisher		
☐	Task Lights		
☐	Lockout Devices		
☐	Cord Protector		
☐	Cord Stand		
☐	Spill Control/Kit		
☐	Safety Mat		
☐	Penetration Cover		
☐	Trolley		
			Specific Training to be competent
			Induction into this Work Method Statement

PPE Required for this Activity



SWMS 07 Using Mobile Scaffolds

V 1.0

Reviewed: 29/10/2018

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Erection and dismantling mobile scaffold	Falls from heights	C	4	14	Barricade off the area to exclude others from the erection area. Bracing Plan must be available and used for the erection of the mobile scaffold. Install bracing and ties to the scaffold as you erect the bays and increase the height of the scaffold in accordance with the bracing plan. Always work off two planks (450 wide) when erecting to a height above. NEVER expose yourself to a fall of more than 2 metres etc. every alternate scaffold deck is to be fully planked out to stop falls over 2 metres. Erect a ladder for safe access to the working deck inside of the scaffold where provided for, ensuring that hand rails are in place on the working deck. Do not work on scaffold in <i>inclement weather</i> and ensure footwear is dry and clean during scaffold activities. Mobile scaffolds that are not completed, or not in accordance with manufacturer's requirements are to be signed as 'No Access' or otherwise have reasonable measures in place to prohibit access.	E	4	8	Site Manager Worker Licensed Scaffolder
		Falling objects	C	3	12	Areas around mobile scaffolds being erected or dismantled are to be barricaded off where there is a risk of injury to other workers below of a collapse or falling component (e.g. barrier tape - minimum 900mm high).	E	3	4	Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Scaffold components and/or any other objects are not to be dropped from the scaffold but must be manually handled or use a Ginny wheel to lift or lower components. Tools are to be secured where practicable where the risk of falling objects could strike a person being directly below, or being directly below a floor penetration or near the penetration where an object could travel down through a penetration or over the edge of a suspended building floor level. Scaffold components are to be secured by lanyards to the scaffold to minimise the risk of falling objects - if other workers are at risk of injury or property damage outside the exclusion area.				
		Scaffold collapse / tip-over	C	3	12	Mobile scaffolds are to be erected/dismantled in strict accordance with manufacturer requirements. Only a licensed scaffolder or competently trained person is to erect scaffolds over 4 metres high on site. Only a licensed scaffolder is to erect a scaffold where a person can fall 4 metres or more, and scaffolds from the ground level if the height of the final structure will be more than 4 metres. Plan bracing is to be incorporated at the base of the scaffold to provide greater stability where necessary. The height of the mobile scaffold is not to exceed three (3) times the least base dimension. Do not climb on the external side of a mobile scaffold - internal ladder to be installed for access – as per manufacturer's design.	E	3	4	Licensed Scaffolder Site Manager

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
		Contact with overhead powerlines	B	5	24	Mobile scaffolds are not to be erected in the vicinity of overhead power lines where there is a risk of any part of the scaffold, person or object entering a power line's exclusion zone. Note: This is 3m minimum for low voltage in accordance with code of practice Working Near Exposed Live Parts Electrical Safety Act 2002, if unsure check with site manager.	E	5	9	Licensed Scaffolders Site Manager
2.	Accessing and working from mobile scaffold	Falls from heights	C	4	14	Manufacturer's instructions for safe access and use are to be strictly followed at all times. Note: Instructions are to be maintained on site and easily accessible to all workers involved in the erection and use of mobile scaffolds. Edge protection, which includes handrails and midrails, is to be erected on all scaffolds and work platforms over 2.0m and on any scaffold or platform under 2.0m where there is a likelihood of a fall occurring. Access is to be by way of a ladder/s within the scaffold in addition to a protected opening (e.g. hinged trap door) for safe access and egress <i>Note: ladder to extend minimum 1m past access point.</i> Do not climb on the external side of a mobile scaffold.	E	4	8	Worker Site Manager
		Falling objects	C	3	12	Toe boards are to be included in the edge protection where material could fall from the working platform.	E	3	4	Worker Site Manager

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						This is particularly important when personnel are working with equipment and other materials on scaffolding. Tools are to be secured where practicable where the risk of falling objects could strike a person being directly below, or being directly below a floor penetration or near the penetration where an object could travel down through a penetration or over the edge of a suspended building floor level. Alternatively an exclusion zone below the work area (e.g. barricade tape minimum 900mm high) will be established. Toe boards, guardrails & midrails shall be in place. Only tools, materials and equipment that can be made stable are to be left on the mobile scaffold while being moved to the next work location. Do not support items (tools etc.) on the handrail. No objects are to be dropped from the scaffold.				
		Scaffold collapse / tip-over	C	4	14	A mobile scaffold is only to be used on a hard, flat and level surface to avoid instability. If adjustable castors are used, the maximum gradient on the supporting surface is not to exceed 5 degrees. Brakes on castors are to be locked at all times unless moving the scaffold. Ensure the SWL is not exceeded.	E	4	8	Worker Site Manager

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						A mobile scaffold is <u>not</u> to be moved while any person is within or on the scaffold. Castors to be capable to take the load applied from the mobile (which is not to be exceeded). Castors with adjustable legs are to be used and adjusted to keep the platform level when the supporting structure is at different heights. Brakes on castors are to be used at all times unless moving the scaffold. Mobile scaffolds are not to be used in proximity to edges, drop-offs or floor penetrations, unless wheel stops are installed. Do not climb on the external side of a mobile scaffold. Split platforms are not to be used. Internal ladder to be used for access/egress or to manufacturers requirements.				
		Contact with overhead powerlines	B	5	22	Before moving mobile scaffold, check above for overhead powerlines. Mobile scaffolds are not to be used or positioned in the vicinity of overhead power lines where there is a risk of any part of the scaffold, person or object entering a power line's exclusion zone. <i>Note: This is 3m minimum for low voltage, if unsure check with site manager.</i>	E	5	9	Worker Site Manager



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SWMS08 Protection Penetrations and Openings

Comments:		Legislative/COP References	Permits/HRW Licenses Required
		WHS Regulation 2011	
		Plant COP	
		National Standard for Construction Work	
		QLD Code of Practice 2011 -Managing The Risk of Falls at Workplaces	
Specific Control Measures Required For This Work			
Safety Equipment		General Plant and Equipment	 
☒	Barricade Mesh/Tape		
☐	Safety Chain/Cone		
☐	Bollards		
☐	Safety Signs		
☐	Fire Extinguisher		
☐	Task Lights		
☐	Lockout Devices		
☐	Cord Protector		
☐	Cord Stand		
☐	Spill Control/Kit		
☐	Safety Mat		
☐	Penetration Cover		Plant Maintenance and Prestart Daily inspection of cover integrity Specific Training to be competent Ability to identify inadequately installed protection cover Induction into this Work Method Statement

PPE Required for this Activity



SWMS 08 Protection Penetrations and Openings

V 1.0

Reviewed: 29/10/2018

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Protecting penetrations / openings (e.g. bored piers, floor voids etc) with suitable covers	Falls from height	C	4	14	Penetrations are to be immediately protected with a fall protection cover that is: - Able to withstand the impact and safety support of a fall onto it by any person, machinery or materials; - be securely fixed in place to prevent it being moved or removed accidentally; and - Clearly marked/signed to warn of the fall hazard. Suitable controls are to be in place to ensure persons placing covers over a penetration/opening, are not exposed to a fall hazard. Such controls may include (where relevant): - Placing the cover over the penetration/opening as soon as possible and from a position where a fall is not likely to occur, or using a travel restraint system, or placement of a cover whilst a fall arresting platform is positioned adequately below the penetration. - Under no circumstances is a penetration to be left unprotected for any period of time.	E	4	8	Site Manager Site Manager Worker
		Falling objects	C	3	12	Exclusion zone(s) is to be established below (where relevant). Tools are to be secured where practicable where the risk of falling objects could strike a person being directly below, or being directly below a floor penetration or near the penetration where an object could travel down through a penetration or over the edge of a suspended building floor level.	E	3	4	Site Manager Site Manager Worker

2.	Protecting penetrations and other openings (e.g. lift shaft & stair well voids, service pits etc.) via the use of a physical barrier/edge protection (i.e. where the use of a cover is not practicable).	Falls from height	C	4	14	Where it is not practicable to cover a penetration/opening, it is to be immediately protected with suitable edge protection. Edge protection is to be minimum 900mm high and must be able to withstand any downward or outward force(s) that may be applied to it. Where mid rails are used, gaps between the top and mid rails and between the mid rail and the floor/ground must not exceed 450mm. Edge protection is to be erected across any door opening that leads to an external or internal void where stairs have not yet been installed. Lift shafts openings are to be fully meshed until purpose designed access cages and lockable doors are fitted to restrict access. Suitable controls are to be in place to ensure persons placing covers over a penetration/opening, are not exposed to a fall hazard. Such controls may include (where relevant): - placing the cover over the penetration/opening as soon as possible and from a position where a fall is not likely to occur, or - using a travel restraint system Placement of cover whilst a fall arresting platform is positioned adequately below the penetration, or - erecting edge protection off a mobile scaffold or scissor lift before the edge becomes a hazard.	E	4	8	Site Manager Site Manager Worker
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						Under no circumstances are workers to climb on or otherwise position themselves where they are at risk of falling onto and / or over protected edges.				
		Falling objects	C	3	12	Exclusion zone(s) is to be established below (where relevant). Tools are to be secured where practicable where the risk of falling objects could strike a person being directly below, or being directly below a floor penetration or near the penetration where an object could travel down through a penetration or over the edge of a suspended building floor level. Edge protection erected around stairs well voids and floor voids shall be fitted with a mid and kick board or full height mesh from top pf handrail to floor level.	E	3	4	Site Manager Site Manager Worker



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SWMS09 Personal Fall Protection

Comments:		Legislative/COP References	Permits/HRW Licenses Required
		WHS Regulation 2011	
		Plant COP	
		Scaffolding COP	
		National Standard for Construction Work	
Specific Control Measures Required For This Work			
Safety Equipment		General Plant and Equipment	Plant Maintenance and Prestart
☐	Barricade Mesh/Tape	Harnesses and associated equipment (karabiners, slings etc), lanyards / wrist straps, EWP, portable ladder(s), barricade mesh / tape (where applicable)	
☐	Safety Chain/Cone		
☐	Bollards		
☐	Safety Signs		Specific Training to be competent
☐	Fire Extinguisher		Evidence of training course in inspection, use and maintenance of fall-arrest harnesses use and specifically, records detailing ability to perform harness rescue and when it was refreshed
☐	Lockout Devices		Induction into this Work Method Statement
☐	Cord Protector		Note: Nationally Accredited Work Safety at Height course codes RIIOHS204A, MNMG237A, CPCCCM2010A or CPCCCM1006A.
☐	Cord Stand		
☐	Spill Control/Kit		
☐	Safety Mat		
☐	Penetration Cover		

PPE Required for this Activity



SWMS 09 Personal Fall Protection

V 1.0

Reviewed: 29/10/2018

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Planning to undertake general work at heights activities	Failure to identify a suitable means of access and/or working at height	C	5	22	A personal fall protection system is to only be used where it is not practicable to work within the confines of a working platform or to provide other forms of fall protection such as edge protection, or it is used in conjunction with such protection. Consultation and a review is to take place to ensure that safe access and egress can be achieved and maintained throughout the duration of the works – e g: access ladder, scaffold or scissor lift etc.	E	5	9	Site Manager Site Manager Worker
2.	Inspection of fall protection equipment	Failing to identify damaged/faulty/out-of-date fall arrest equipment	C	5	22	A pre-use inspection of harnesses and all other associated fall protection equipment is to be undertaken by a competent person prior to use. Note: In this case, the competent person is the person who has received training in the use of harness and safe installation of anchors. Harnesses and associated equipment are to also be inspected at least once every 6 months by a competent person with a written record of the inspection(s) maintained for not less than 4 years or the life of the system. Note: In this case, A Competent Person is not someone who has training in the use of a harness as the inspection must meet the requirements of Australian standards testing methods. Proprietary companies provide this service. No person is to use any component of any personal fall protection system, including an anchorage, if that component shows evidence of wear, damage or	E	5	9	Site Manager Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						weakness to an extent that may affect the system's safety.				
3.	Accessing and working at height using a fall arrest system	Incorrect set-up / use of personal fall protection equipment	C	4	14	All workers using personal fall protection are to have received suitable training in the selection, use of the equipment and systems of work used. Personal fall protection equipment is to be used in accordance with any instructions or requirements of the system's manufacturer or supplier. Fall distance is to be taken into consideration to ensure that there is enough distance available for a person falling into the system to avoid them from hitting an object, the ground or other protrusion during a potential fall. Users of fall-arrest protection systems are to put in place controls that ensure components of the system are protected from potential friction and damage during use and during a potential fall (i.e. padding around rough anchorages and covers over sharp edges). A safety 'belt' is not to be used in a fall-arrest system (i.e. to arrest a person who may fall more than 600mm). A lanyard assembly is to be as short as practicable and the working slack length short enough to ensure that a fall of a user of not more than 2m, when used in conjunction with a fall-arrest system. The components of a fall-arrest system are to be compatible.	E	4	8	Site Manager Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						The use of non-compatible components could lead to ineffective equipment that presents a risk of injury from falling to the person using the equipment.				
		Falls from height	C	4	14	A suitable means of access to areas at height is to be provided and used (e.g. appropriately placed/secured ladder, stairs, EWP - with gate). The system is to be set up to allow a person to attach to the anchorage point(s) prior to accessing any area where they may be exposed to a fall hazard. Anchorage points for fall-arrest systems are to: be designed by an engineer, and Be installed, inspected and approved for use by a competent person prior to work commencing by a competent person. Note: A competent person in this case is a person who has been trained in the installation of fall arrest restraint anchors, and Be located so that the user can connect their lanyard or device to the system prior to moving into a position where they would be at risk of a fall,. and Have a capacity of at least- 15kN for 1 person using the anchorage point, or 21kN for 2 people using the anchorage point. The system's device to absorb the energy must be able to limit the force applied to the person to not more than 6kN.	E	4	8	Site Manager Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Where used, the second attachment arm of a twin-tailed lanyard is not to remain attached to the harness when not in use, especially where shorter lanyards are used.				
		Falling objects	C	4	14	Tools are to be secured where practicable where the risk of falling objects could strike a person being directly below, or being directly below a floor penetration or near the penetration where an object could travel down through a penetration or over the edge of a suspended building floor level Alternatively an exclusion zone below the work area (e.g. barricade tape minimum 900mm high) will be established. Tools, equipment and any other objects/ materials are not to be positioned where they could fall.	E	4	8	Site Manager Site Manager Worker
		Pendulum effect	C	4	14	The potential for pendulum effect may be minimised in the case of a fall via the implementation of the following controls (where relevant): Establish anchorage perpendicular to edge from which a fall can be sustained. Connect to anchorage line running parallel with edge, diversion anchorages. End stops.	E	4	8	Qualified Worker
		No Rescue / Retrieval Plan in place	C	5	22	No work involving personnel wearing fall-arrest systems is to be undertaken unless adequate provisions have been made for the retrieval or rescue of a person from fall-arrest systems immediately after they fall. This must include:	E	5	9	Site Manager Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						ensuring that there is task specific SWMS for the retrieval of persons, ensuring that an adequate number of workers are present, ensuring that there is additional retrieval equipment provided as required, and Suitable retrieval/rescue assessment has been undertaken by those working at heights. Refer – Appendix 1, that under pins the SWMS developed.				
4.	Accessing and working at height using a travel restraint system	Incorrect set-up/use of personal fall protection equipment	C	4	14	All workers using personal fall protection are to have received suitable training in the selection, use of the equipment and systems of work used. Personal fall protection equipment is to be used in accordance with any instructions or requirements of the system's manufacturer or supplier. Users of travel restraint protection systems are to put in place controls that ensure components of the system are protected from potential friction and damage during use and during a potential fall (i.e. padding around rough anchorages and covers over sharp edges).	E	4	8	Site Manager Site Manager Worker
		Falls from height	C	5	22	A suitable means of access to areas at height is to be provided and used (e.g. appropriately placed/secured ladder, stairs, EWP - with gate). The system is to be set up to allow a person to attach to the anchorage point(s) prior to accessing any area where they may be exposed to a fall hazard. A travel restraint system is to: Be installed by a competent person.	E	5	9	Site Manager Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Have an anchorage point capable of withstanding a load that could be expected to be exerted on it by a person during normal operation (minimum 6kN). A restraint system is to be substituted with a fall-arrest system where:- A restrain line/system permits adjustment or other misuses such that a free fall could occur, or where there is a danger of falling through the surface.				
		Falling objects	C	4	14	Tools are to be secured where practicable where the risk of falling objects could strike a person being directly below, or being directly below a floor penetration or near the penetration where an object could travel down through a penetration or over the edge of a suspended building floor level Alternatively an exclusion zone below the work area (e.g. barricade tape minimum 900mm high) will be established Tools, equipment and any other objects/materials are not to be positioned where they could fall.	E	4	8	Site Manager Site Manager Worker



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SWMS10 Hazardous Substances

Comments:

Legislative/COP References

Permits/HRW Licenses Required

WHS Regulation 2011

Plant COP

National Standard for Construction

Hazardous Substances COP

Specific Control Measures Required For This Work

Safety Equipment		General Plant and Equipment		Plant Maintenance and Prestart
☐	Barricade Mesh/Tape			
☐	Safety Chain/Cone			
☐	Bollards			
☒	Safety Signs			
☐	Fire Extinguisher			
☐	Task Lights			
☐	Lockout Devices			
☐	Cord Protector			
☐	Cord Stand			
☒	Spill Control/Kit		Specific Training to be competent	
☐	Safety Mat		Induction into this SWMS General Safety Induction Instruction/training in regards to specific hazardous substance(s) to be used	
☐	Penetration Cover			
☐	Trolley			

PPE Required for this Activity

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SWMS 10 Hazardous Substances

V 1.0

Reviewed: 29/10/2018

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Prior to using a hazardous substance/dangerous goods on site	Failing to identify the risks associated with a particular hazardous substance/dangerous goods	B	3	19	Conduct risk assessment and purchase/use a less hazardous/dangerous substance where possible. A current MSDS (within 5 years) is to be obtained and kept on site. A hazardous substance/dangerous goods risk assessment is to be completed prior to use. See Appendix 1 for the assessment on one or several substances this SWMS relates to. All containers in which hazardous substances and dangerous goods are stored are to be suitably labelled (e.g. full product name, safety & risk phrases etc.).	E	3	4	Site Manager Worker
2.	Transport of a hazardous substances/dangerous goods on site	Spills	B	3	19	Appropriate spill containment (spill kit, absorbing material, kitty litter etc.) is to be transported or be readily available with the hazardous substance to contain spills (Refer to MSDS).	E	3	4	
		Incompatibility with other substances	B	3	19	Incompatible substances are not to be transported together unless adequate separation can be maintained in accordance with the MSDS.	E	3	4	
3.	Using/handling hazardous substances/dangerous goods	Physical contact and specific effects	B	3	19	Hazardous substances/dangerous goods are to be used in accordance with the relevant MSDS, hazardous substance risk assessment and work method statement (where applicable), including using the required PPE.	E	3	4	

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
		Appropriate emergency equipment not available	B	3	19	Ensure required emergency equipment is readily available (e.g. eye wash etc.).	E	3	4	
		Environmental contamination / spills	B	3	19	Appropriate spill containment (spill kit, absorbing material, kitty litter etc.) is to be made available close to location where work is being conducted to contain spills (Refer to MSDS).	E	3	4	
		Person not competent in the use of a hazardous substance/ dangerous good	B	3	19	All persons using a hazardous substances/ dangerous goods are to have received adequate training/instruction and are to be familiar with the relevant MSDS, hazardous substance risk assessment and the work method statement (where applicable).	E	3	4	
		Discarding disused packaging and/ or containers	B	3	19	Before placing containers of hazardous substance/ dangerous goods into rubbish skips or bins ensure, The container is marked Do not Use or Remove or mark the label illegible	E	3	4	
4.	Storage of hazardous substances / dangerous goods	Incompatible substance storage	B	3	19	All hazardous substances/dangerous goods are to be stored in accordance with specific MSDS requirements. Where incompatible classes of dangerous goods are required to be stored within the same area, the following minimum exclusion zones are to be observed: For Packing Group I dangerous goods at least 5m apart - for other goods at least 3m apart.	E	3	4	

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Where relevant, dangerous goods storage areas are to also comply with the relevant Australian Standards including having adequate bunding where required and vehicle impact protection.				
		Environmental contamination / spills	B	3	19	Appropriate spill containment (spill kit, absorbing material, kitty litter etc. is to be made available to contain spills from entering any waterways etc.	E	3	4	
		Fire / explosion	B	3	19	A suitable fire extinguisher is to be located near any area where a substance shows a significant fire risk. Where incompatible classes of dangerous goods are required to be stored within the same area, the following minimum exclusion zones are to be observed: For Packing Group I dangerous goods - at least 5m apart for other goods - at least 3m apart.	E	3	4	



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SWMS11 Hot Work

Comments:		Legislative/COP References	Permits/HRW Licenses Required	
		WHS Regulation 2011	Hot work Permit	
		National Standard for Construction		
		Hazardous Substances COP		
Specific Control Measures Required For This Work				
Safety Equipment		General Plant and Equipment		Plant Maintenance and Prestart
☐	Barricade Mesh/Tape	Hot work equipment and associated attachments, components etc.		Daily pre-use inspections of all hot work equipment and connections, attachments and fittings to check for wear, damage and condition before use. Inspection and maintenance in accordance with manufacturer recommendations Specific Training to be competent Induction into this WMS General Safety Induction Confined Space Entry Training Certificate (where relevant)
☐	Safety Chain/Cone			
☐	Bollards			
☐	Safety Signs			
☒	Fire Extinguisher			
☒	Task Lights			
☐	Lockout Devices			
☐	Cord Protector			
☒	Cord Stand			
☐	Spill Control/Kit			
☐	Safety Mat			
☐	Penetration Cover			

PPE Required for this Activity



SWMS 11 Hot Work

V 1.0

Reviewed: 29/10/2018

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Complete Hot Work Permit	Failing to complete hot work permit and identify hazards and/or suitable hot work controls	C	4	14	Hot Work Permit to be completed prior to any hot work activities being undertaken on site.	E	4	8	Site Manager Worker
2.	Pre-start checks	Failing to identify damaged or faulty equipment/connections/fittings	C	3	12	Conduct a visual inspection of all hot work equipment and attachments to check for damage, wear etc., and withdraw from service/replace any identified faulty or damaged items of hot work equipment/attachments.	E	3	4	Site Manager Worker
3.	Undertaking hot work activities	Contact with hot objects	C	2	11	All workers undertaking hot work activities are to be instructed in the safe use and specific precautions required with all apparatus and tasks performed, and are to be competent for the type of work to be performed. Personnel protective equipment must be worn when undertaking hot work activities. This may include: Welding mask/shield Leather gauntlets Leather aprons Safety footwear Respiratory protection Welding spats Hand protection Overalls or long sleeve shorts and trousers	E	2	3	Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
4.		Fire & explosion	D	4	13	All bottles/cylinders, hoses and connections are to be checked to ensure they are connected correctly and ready for safe use prior to undertaking hot work activities. Suitable flashback arrestors are to be fitted to oxy-acetylene equipment on both hoses and cylinders. A fire extinguisher is to be provided in close proximity (10 M) where hot work activities are to be carried out on site. <u>Flashback arresters are to be certified every 12 months.</u> Any debris and combustible materials are to be removed from the vicinity of the hot work area prior to the hot work commencing and good housekeeping practices ensured. Hot work activities are not to be performed in the vicinity of flammable or combustible agents. Gas cylinders shall be stored in a cool, dry place away from direct sunlight and other sources of heat and be fitted with flash back arresters (to be fitted at the regulator) . They must be secured while they are stored, moved and used on site. Cylinders are to be clearly marked to indicate the gas contained. Precautions are to be taken to minimise exposure and the potential effects of hazardous substances and to avoid fire and explosion hazards.	E	4	8	Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Material Safety Data Sheets (MSDS) are to be followed relating to safe use, storage, labelling and personal protective equipment when using these substances. Gas cylinders are to be secured in an upright position to prevent them from falling.				
5.		Inhalation of fumes / dust	C	3	12	Only fully trained confined space personnel with documented methods of work, entry permits and air-monitoring procedures are to undertake hot work in confined spaces. Adequate ventilation (natural ventilation or mechanical dilution ventilation) suitable for the type of work is to be ensured whenever hot work activities are undertaken. Where ventilation is inadequate to fully protect a worker, respiratory protection is to be worn. Respiratory Protection: Protection must be assessed to be suitable for the fumes, gases, vapours or particulates being released. Particulate respirators (Class P2 filter) for thermal particulate/fumes and particulate in general. Gas and vapour respirators for protection from ozone, nitrogen oxides and organic vapours. Airline respirators for welding work in confined spaces (AS 1715 & 1716).	E	3	4	Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
6.		Arc flash, radiation exposure, electrical shock	C	3	12	The work area is to be isolated to reduce the impact on persons working below or adjacent to the oxy-acetylene operations where they have the ability to affect other workers. Hazards associated with ultraviolet radiation must be controlled on site. This is to be achieved by following, in order of priority, the following: Work areas are to be isolated, by translucent welding screens. If welding screens are not erected further reference is to be made in regards to safe distances based on; Welding Process Type of material being welded Shielding gas Current Exposure time Persons in the welding area are to wear appropriate personal protective equipment. Have a fully insulated electrode holder. Ensure the earth is as close as possible to material being welded. Be supplied with nonconductive matting for metal work surface under operator's feet.	E	3	4	Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Have an extraction system operating where reasonably possible. Persons not carrying out welding activities are not to be permitted to enter an area through the use of adequate warning signs to warn of the hazards.				



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SWMS12 Confined Space

Comments:

Legislative/COP References

Permits/HRW Licenses Required

WHS Regulation 2011

Completion of Confined Space Entry Permit & Risk Assessment

Plant COP

National Standard for Construction

Confined Spaces – COP 2011

Specific Control Measures Required For This Work

Safety Equipment		General Plant and Equipment		Plant Maintenance and Prestart
☒	Barricade Mesh/Tape	Harnesses and associated equipment (karabiners, slings etc.), lanyards/ wrist straps, EWP, portable ladder(s), barricade mesh/tape (where applicable)		
☐	Safety Chain/Cone			
☐	Bollards			
☒	Safety Signs			
☐	Fire Extinguisher			
☐	Task Lights			
☐	Lockout Devices			
☐	Cord Protector			
☐	Cord Stand			
☐	Spill Control/Kit			
☐	Safety Mat			
☐	Penetration Cover			
			Specific Training to be competent	
			Where a confined space meets legislative definition. Certificate of Training in Confined Space Entry (in accordance with AS/NZS 2865) MUST be evidenced.	
			Induction into this WMS	

PPE Required for this Activity

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SWMS 12 Confined Space

V 1.0

Reviewed: 29/10/2018

Page| 64 of 114

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Prior to entering a confined space	Insufficient planning for confined space entry	C	5	22	Entry into a confined space is only to be permitted if a "Confined Space Entry Permit" and a risk assessment has been accepted for that particular confined space by the competently responsible representative. All confined space work must have a specific rescue plan developed in relation to each specific space where work will be done and attached to this SWMS. The rescue plan must not be generic. All work activities to be performed in the confined space must be documented on the Confined Space Entry Permit and the Entry Permit must be displayed in a prominent position (outside the space) prior to confined space entry or works commencing. Controls required to ensure the safety of persons entering/working in the space must be identified on the Confined Space Entry Permit and implemented prior to confined space entry. Access to, and work performed in a confined space is only to be undertaken and supervised by competent persons. Entry points to all confined spaces are to be signposted and secured against unauthorised entry by way of barricading or other suitable means of exclusion (i.e. signage indicating the presence of a confined space, and that entry is restricted to authorised personnel only).	E	5	9	Qualified Person

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
2.	Undertaking atmospheric monitoring	Faulty or uncalibrated gas detection unit	C	5	22	A suitable gas detection unit must be selected and used for monitoring the atmospheric conditions that may exist in the confined space. Ensure that the gas detection unit has been calibrated in accordance with the manufacturer's recommendations. A copy of the calibration certificate is to be kept on site.	E	5	9	Qualified Person
		Person not competent in use of gas detection unit	C	5	22	Person(s) using the gas detection unit must be trained and competent in its operation.	E	5	9	Qualified Person
3.	Entering a confined space	Unauthorised access	C	5	22	All persons entering the confined space must sign in and out (refer to the Confined Space Entry Permit. Entry or work in a confined space is not permitted unless entry has been authorised by a competent person.	E	5	9	Qualified Person
		Change in conditions/ environment	C	4	14	If the confined space works environment changes, the Works Site Manager is to suspend work, restrict access to the area immediately, and notify the Site Manager pending reassessment of the confined space.	E	4	8	Qualified Person
		Unsafe oxygen levels	C	5	22	Air monitoring is to be undertaken prior to entry and throughout the period of entry to ensure that atmospheric conditions remain safe.	E	5	9	Qualified Person
		Insufficient ventilation	C	5	22	The risk assessment conducted as part of the Confined Space Entry Permit must determine if mechanical (or induced) ventilation is required to remove fumes and/or dust etc. from the space.	E	5	9	Qualified Person
		Hazardous substance use	C	4	14	Substances involved in the work procedures must be identified and authorised for use in the confined space. Hazardous substance/dangerous goods are to be used in accordance with the relevant MSDS.	E	4	8	Qualified Person

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
		Fire/Explosion	C	5	22	The risk assessment conducted as part of the Confined Space Entry Permit must identify any precautions involving hot work processes (i.e. welding, oxy-acetylene cutting). If hot works are to be conducted a Hot Work Permit must be completed.	E	5	9	Qualified Person
		Exposure to contaminants	C	4	14	The risk assessment conducted as part of the Confined Space Entry Permit, must identify any personal protective equipment (i.e. self-contained breathing apparatus, respirators, gas monitors, communication devices, safety harness, safety goggles etc.) needed to perform work safely. If personal protective equipment is required it must be supplied to those persons involved prior to confined space entry along with instruction in its use and maintenance.	E	4	8	Qualified Person
		Insufficient emergency planning	C	5	22	The risk assessment, conducted as part of the Confined Space Entry Permit, must identify emergency equipment and stand-by personnel necessary to rescue workers from the confined space and must be incorporated into any work procedures. All emergency equipment (i.e. rescue harnesses etc.) identified for the confined space works being performed is to be readily accessible to emergency personnel, suitably maintained and tested prior to use. At least one (1) <i>stand-by person</i> must be assigned to all confined space activities	E	5	9	Qualified Person

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
		Insufficient communication	C	5	22	A suitable means of communication is to be established to allow constant monitoring of those persons working in the confined space.	E	5	9	Qualified Person
4.	Completion of work in confined space	Failing to ensure all personnel have exited the confined space	C	5	22	The Works Site Manager is to ensure that all personnel and equipment have been accounted for prior to restoring the confined space.	E	5	9	Qualified Person
		Failing to adequately secure the confined space	C	4	14	After all personnel and equipment have been accounted for, the confined space is to be adequately secured to protect against unauthorised access. Suitable signage in accordance with AS1319 is also to be affixed to the confined space entry point (where relevant).	E	4	8	Qualified Person



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SWMS13 Manual Handling

Comments:		Legislative/COP References	Permits/HRW Licenses Required
		WHS Regulation 2011	
		Hazardous Manual Tasks – COP 2011	
Specific Control Measures Required For This Work			
Safety Equipment		General Plant and Equipment	
☐	Barricade Mesh/Tape	Suitable mechanical lifting aids where designated	
☐	Safety Chain/Cone		
☐	Bollards		
☐	Safety Signs		
☐	Fire Extinguisher		
☐	Task Lights	NOTE:	
☐	Lockout Devices	Any task comprised of any activity requiring a person to use force for lifting, lowering, pushing, pulling, carrying or otherwise moving awkward size objects, holding or restraining any person or item, and climbing or walking carrying items	
☐	Cord Protector		
☐	Cord Stand		
☐	Spill Control/Kit		
☐	Safety Mat		
☐	Penetration Cover		
☒	Trolley		
Plant Maintenance and Prestart			
Mechanical lifting aids in accordance with manufacturer requirements			
Specific Training to be competent			
Induction into this Work Method Statement			

PPE Required for this Activity



Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
4.	Setting up/preparing for a manual handling task	Inappropriate planning for manual handling task	C	3	12	A risk assessment is to be completed to determine any Hazardous Manual Tasks being undertaken. As this assessment is extensive, it will be completed as a separate document where the template is located with the Construction Project Management Plan. All other manual tasks are to be performed in accordance with this SWMS. Where personnel are unsure of a particular method of lifting/handling or a task is considered potentially hazardous, they are to report the issue to the Site Manager to discuss possible risks and determine if a Hazardous Manual Task Risk Assessment is required. On site mechanical lifting equipment is to be used where possible (e.g. trucks, cranes, trolleys, duct lifters etc.). The weight of components are to be assessed by workers prior to lifting/handling and under no circumstances should a load that a worker feels is above their capacity, be attempted to be lifted Determine the most suitable lifting technique. Assess distances to be travelled, lifting and mechanical aids that may be available etc.	E	3	4	Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Arrange assistance where determined by the risk assessment such as personnel or equipment, ensure it is organised before attempting the handling task. No team lifting to be undertaken other than where it is not practicable to use mechanical lifting aid(s).				
		Excessive, bulky loads	C	3	12	On site mechanical lifting equipment is to be used where possible (e.g. trucks, cranes, trolleys, vehicles etc.). Personnel are not to lift any object that they feel may be too heavy and prolonged lifting and carrying of any heavy load is to be avoided wherever possible. Know the load and be aware of the characteristics (i.e. weight, size, shape, grips) of the object being lifted Pushing is preferred to pulling, heavier items are to be stored between hip and shoulder height wherever practicable.	E	3	4	Worker
		Unstable loads	C	3	12	Ensure that load is packed evenly and is stable prior to lifting. Know the load and be aware of the characteristics (i.e. weight, size, shape, grips) of the object being lifted.	E	3	4	Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
5.	Performing a manual handling task, including lifting, carrying, lowering, climbing and pushing or pulling of awkward objects and materials	Excessive, bulky loads or incorrect lifting technique causing strain and sprains and damage to back, shoulder, elbows, arms, knees and hips	C	3	12	Stop and determine the most suitable lifting technique. Check distances to be travelled, and lifting/mechanical aids that may be available. Arrange assistance such as personnel or equipment, ensure it is organised before attempting the handling task. Manual handling technique: While facing a load position yourself as close to the load as possible in the direction of travel. Knees are to be bent, with back being aligned as straight as possible. All movements are to be smooth and turning is to be directed from the feet/legs rather than the torso. Avoid carrying heavy or awkward loads upstairs or lifting into position – use team lifting techniques as required. Pushing is preferred to pulling, heavier items are to be stored between hip and shoulder height wherever practicable. Overreaching by personnel to pick up a load is to be avoided wherever practicable. On site mechanical lifting equipment is to be used where possible (trucks, cranes, trolleys, vehicles, block and tackle pulleys, duct lifters etc.).	E	3	4	Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Avoid lifting bulky or awkward objects outside the centre line of your torso – keep your back straight. Personnel are not to lift any object that they feel may be too heavy and prolonged lifting and carrying of any heavy load is to be avoided wherever possible.				
		Unstable loads	C	3	12	Know the load, be aware of the characteristics (i.e. weight, size, shape, grips) of the object being lifted. Materials are to be stacked on even, level ground where possible. Stacks of material are not to be too high to prevent clear visibility or instability.	E	3	4	Worker
		Slips, trips and falls	C	3	12	Remove obstacles, trip hazards and clean-up spills. Materials are not to be stored in access paths and access is to remain clear.	E	3	4	Worker



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SWMS14 Housekeeping

Comments:	Legislative/COP References	Permits/HRW Licenses Required
	WHS Regulation 2011	
	National Standard for Construction Work	
	Manual Handling COP	
	Hazardous Substances COP	

Specific Control Measures Required For This Work

Safety Equipment		General Plant and Equipment		Plant Maintenance and Prestart
☐	Barricade Mesh/Tape			
☐	Safety Chain/Cone			
☐	Bollards			
☐	Safety Signs			
☐	Fire Extinguisher			
☐	Task Lights			
☐	Lockout Devices			
☐	Cord Protector			
☐	Cord Stand			
☐	Spill Control/Kit			
☐	Safety Mat			
☐	Penetration Cover			
			Induction into this Work Method Statement	

PPE Required for this Activity



SWMS 14 Housekeeping

V 1.0

Reviewed: 29/10/2018

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Provision of waste skips/ ins and material storage facilities on site	Inadequate waste and/or material storage facilities	B	2	17	Adequate number of waste skips/bins to be provided on site, commensurate with the size of the site and likely amount of waste to be generated on a daily basis. Suitable material storage facilities/(i.e. storage containers, designated storage area(s) etc.) to be provided on site.	D	2	6	Site Manager Site Manager
2.	Storing / stacking materials on site	Trips, slips & falls	B	3	19	Machinery, plant and vehicles used by personnel are to be parked or placed in areas on the site that do not restrict access or create a hazard for pedestrians or other vehicles. All materials are to be stacked/stored in designated areas so as to enable clear access and reduce manual handling risks. Where unavoidable, materials requiring temporary storage in a public access area are to be suitably barricaded (minimum 900mm high) such that members of the public are not exposed to any hazard(s).	D	3	7	Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
		Falling objects	B	3	19	Materials are to be stored such that a falling object hazard is not created. This includes stacking materials appropriately, giving consideration to the size, weight and shape etc. of the material(s), and stacking up to shoulder height only where practicable. Materials are to be adequately secured to prevent inadvertent movement.	D	3	7	Site Manager Worker
3.	Clean-up of work area(s)	Trips, slips & falls	B	3	19	Regular clean ups of all work areas controlled by personnel are to be undertaken. Rubbish is not to be allowed to accumulate so as to create a tripping hazard on site. Synthetic Mineral Fibre used as insulation around ductworks etc. is to be cut up in one area only and all debris and off cuts are to be handled and disposed of in such a way as to ensure that fibres are not released into the surrounding area or inappropriately spread across the site or work area.	D	3	7	Site Manager Worker



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SWMS15 Portable Power Tools

Comments:		Legislative/COP References	Permits/HRW Licenses Required	
		WHS Regulation 2011		
		AS 3012 construction wiring		
		National Standard for Construction Work		
Specific Control Measures Required For This Work				
Safety Equipment		General Plant and Equipment	Plant Maintenance and Prestart	
☐	Barricade Mesh/Tape		Conduct visual inspection of portable power tools prior to use	
☐	Safety Chain/Cone		Maintenance of portable power tools in accordance with the manufacturers specifications	
☐	Bollards			
☐	Safety Signs			
☐	Fire Extinguisher		Warning; Do not wear jewellery and ensure loose clothing and long hair is secured to protect against entanglement.	
☐	Task Lights			
☐	Lockout Devices			
☒	Cord Protector			Specific Training to be competent
☒	Cord Stand			Induction into this Work Method Statement
☐	Spill Control/Kit			
☐	Safety Mat			
☐	Penetration Cover			

PPE Required for this Activity

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Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Pre-use inspection of portable power tools	Use of damaged/faulty equipment	C	3	12	Portable power tools are to be visually inspected by the operator prior to use. Portable power tools are to comply with the relevant Australian Standard(s). A licenced electrician is to inspect tools and leads at a maximum interval of 3 months. Do not use a tool that has been identified as damaged or faulty. Damaged/faulty equipment is to be immediately removed from service, affixed with a “Danger Do Not Operate” tag and are not to be used until repaired by the supplier/manufacturer or replaced and reported to the Site Manager. Do not use tools that are damp or wet or have been exposed to the rain unless they have been examined by a licenced electrician and cleared for safe use.	E	3	4	Site Manager Worker
2.	Portable power tool use (general)	Contact with or in entanglement moving parts	D	4	13	Ensure all guarding is in place and inspect the tool prior to use. Ensure firm footing on work platform/ground. The equipment is to be allowed to stop moving before being placed on the ground or work surface.	E	4	8	Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Electrically isolate (or disconnect) all portable power tools prior to changing blades, bits, or undertaking other general maintenance procedures. Maintain a safe distance from moving parts when operating power tools.				

Major Job Steps	Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
		L	C	R		L	C	R	
	Contact with live exposed electrical parts/ electrical hazards	D	4	13	All tools are to be used in accordance with the manufacturer's specifications. Only competent personnel are permitted to operate portable electrical tools on-site. All power is to be sourced from RCD protected wiring. Electrically isolate (or disconnect) all portable power tools prior to changing blades, bits, or undertaking other general maintenance procedures. Double adaptors are not to be used on site. Multi plug outlet devices are to be of a type complying with AS 3105 and incorporate over current protection RCD's. Leads are not to be positioned in mud, water or areas where they may be damaged or create a tripping hazard. Measures are to be taken to protect or suspend electrical leads and ensure that they are not allowed to wrap around sharp edges such as ceiling framework – use hanging brackets (<u>Note</u>: leads must be elevated off the ground and supported by insulated stands where it's reasonably practical).	E	4	8	Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
		Exposure to excessive noise	C	3	12	Suitable hearing protection is to be worn when operating power tools.	E	3	4	Site Manager Worker
		Sparks (fire & explosion)	C	3		Ensure the work area is free of any combustible or flammable materials. A suitable fire extinguisher is to be located in the immediate vicinity of the work where combustible materials are identified.	E	3	8	Site Manager Worker
		Manual task hazards	D	3	7	Adopt sound manual task practices whilst using portable power tools.	E	3	4	Site Manager Worker
3.	Using grinders	Contact with or entanglement in moving parts	C	4	14	Grinders are to be used in accordance with manufacturer's requirements. Always operate grinder with two (2) hands. Ensure all guarding is in place and inspect grinder prior to use. The grinder is to be allowed to stop moving before being placed on the ground or work surface. Disconnect the grinder prior to changing discs, or undertaking other general maintenance procedures. Maintain a safe distance from moving disc when operating grinder.	E	4	8	Site Manager Worker
		Exploding disc/ projectiles	D	4	13	Ensure correct rated disc (in accordance with manufacturer recommendations) is used to cut the particular type of material.	E	4	8	Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						Ensure that a grinding disc is used for grinding and a cutting disc for cutting with the correct securing attachments and guards. Multi-cutter discs are not to be used on grinders. All Grinding/Cutting Disks MUST have Australian Standards Markings, i.e. AS: _ _ _ _				
4.	Using electric & battery operated drills	Contact with or entanglement in moving parts	C	4	14	Ensure that an anti-twist handle is fitted to the drill as per manufacturers' requirements. For drilling metal - after selecting the position where the hole is to be drilled – using a centre punch, mark the spot where the drill bit is to drill. This will assist in guiding the bit. When drilling concrete be alert of the drill bit striking a reo bar and causing the drill bit to grab and twist with force Always operate drill with two (2) hands and control the pressure applied to drill body. Never place your hands on or near the drill bit or hole saw to steady or guide when the drill is rotating. Electrically isolate (or disconnect) electric drill prior to changing bits etc., or undertaking other general maintenance procedures.	E	4	8	Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
		Projectiles (from material being drilled, drill attachment breaking etc)	C	4	14	Select the correct size variable speed drill for the job and correct size drill bit or hole saw (within the manufacturers specification) for the drill to be operated Progressively increase the speed and apply pressure to suit the size of the bit or hole saw being used and the material being drilled.	E	4	8	Site Manager Worker
5.	Using electric & battery operated circular saws	Contact with or entanglement in moving parts	C	4	14	Circular saws are to be used in accordance with manufacturer's requirements. Ensure the material is secured before cutting starts to avoid jamming of blade Always operate circular saws with two (2) hands – don't place your hands near blade. Ensure all guarding is in place and inspect circular saw prior to use. The circular saw is to be allowed to stop moving before being placed on surface. Disconnect the circular saw prior to changing discs or blades, or undertaking other general maintenance procedures. Maintain a safe body distance from moving blades/discs at all times.	E	4	8	Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
		Exploding disc/ projectiles	C	4	14	Ensure correct rated blade (in accordance with manufacturer's recommendations) is used to cut the particular type of material. Ensure that the blade/disc is suitable to cut the material with the correct securing attachments and guards.	E	4	8	Site Manager Worker
6.	Using electric Drop Saws	Contact with or entanglement in moving parts	C	4	14	Drop saws are to be used in accordance with manufacturer's requirements. ensure the material is secured and supported against movement to avoid material jamming the blade Don't place your hand near a rotating blade be at least 150mm clear. Inspect Drop saw main guard is installed and functioning prior to use. The drop saw is to be allowed to stop rotating before removing material. Disconnect the drop saw prior to changing discs or blades or other repairs Maintain a safe body distance from moving blades/discs at all times.	E	4	8	Site Manager Worker
		Exploding disc / projectiles	C	4	14	Ensure correct rated disc/blade (in accordance with manufacturer recommendations) is used to cut the particular type of material.	E	4	8	Site Manager Worker

Major Job Steps	Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
		L	C	R		L	C	R	
					Ensure that the suitable blade/disc are secured and fixed correctly with functioning guards				

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Comments:

Legislative/COP References

Permits/HRW Licenses Required

WHS Regulation 2011

AS 1873 – Power activated hand held fastening Tools

National Standard for Construction

Specific Control Measures Required For This Work

Safety Equipment	General Plant and Equipment		Plant Maintenance and Prestart
☐ Barricade Mesh/Tape			Ensure all PPE is in use Clear area of any rubbish or remove obstacles if possible Place signage on each side of work face
☐ Safety Chain/Cone			Check the explosive tool firing function is clear and unobstructed
☐ Bollards		 Figure 1 – High-velocity 'Powder Actuated Tools'	Specific Training to be competent
☐ Safety Signs			Induction into this Work Method Statement
☐ Fire Extinguisher		 Figure 2 – Low-velocity 'Powder Actuated Tools'	
☐ Task Lights			
☐ Lockout Devices			
☐ Cord Protector			
☐ Cord Stand			
☐ Spill Control/Kit			
☐ Safety Mat			
☐ Penetration Cover			

PPE Required for this Activity



Major Job Steps	Potential Safety and /or Environmental Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
		L	C	R		L	C	R	
1.	Carrying out work using explosive power tools to fasten materials to bases of concrete, masonry or steel and timber.	C	3	12	Tool to be used in accordance with the manufacturer's Instructions and must be of a suitable rated duty to carry out the work task safely. Charges will be selected as appropriate to the task. Ref to Appendix 1 on charge selection Operator of tool must be competent and experienced with the tool to be used. Logbooks must be available describing maintenance, repairs and inspections undertaken.	E	3	4	Site Manager Site Manager Worker
	Untrained and inexperienced operators placing themselves and other workers at risk of injuries when working at close quarters or carrying out tasks	C	3	12	Legible signage to be placed in the vicinity of the work to warn other workers of the work being undertaken. The tool is only to be loaded in the location in which it is to be used and immediately prior to its use. The tool is not to be carry from location to another whilst loaded unless, due to mechanical failure, it cannot be unloaded. Be well balanced before firing. Operator of tool to verbally warn workers in the vicinity before firing the tool by clearly and loudly saying "FIRING". All workers in the vicinity must be made aware at all times when the tool is being used on site. Ensure that the tool is pointed in a safe direction at all times including when it has misfired	E	3	4	

Major Job Steps	Potential Safety and /or Environmental Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
		L	C	R		L	C	R	
					When Misfire has occurred: Release the explosive powered tool from its depressed condition. Release the tool from the work surface without changing the direction in which the tool is pointing. Remove the charge and store it safely for later disposal. Any charges that have misfired are not be used again. If numerous misfires occur from one batch of charges, that batch is to be returned to the supplier for destruction. Firing place will be protected for a minimum of 6 metres in all directions. See Appendix 2 for an example of exclusion zone methods. This example must remain as part of the SWMS Tools must be securely locked when not in use unless being serviced. Tool must not be in the possession of an unauthorised person.				Site Manager Site Manager Worker

Major Job Steps		Potential Safety and /or Environmental Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
		Material being fired into characteristics	C	2	11	Where a concrete structure is of a pre-stressed or pre-tensioned type, advice is sought from an engineer and or site management regarding the suitability and placement of fasteners Fasteners are not driven into concrete under the following circumstances: • Nearer than 75 mm to an edge • Nearer than 75 mm to another fastener • Its thickness is less than 100mm or three times the shank penetration length • The MPa is below 10 or above 60 Fasteners are not driven into steel under the following circumstances: • Nearer than 13mm to an edge • Nearer than 25 mm to another fastener • Nearer than 100mm to a heat affected zone • Its thickness is less than 4 mm Furthermore, a fastener is not to be driven into: • Brittle material • Masonry joins • Timber on timer	E	2	3	
		Inadequate servicing and maintenance of tool placing operator and workers at risk of injuries during operation failure of tool	C	2	11	All explosive powered hand held fastening tools must be: Serviced/overhauled by the tool manufacturer or their authorised agent at least once in each 12 month period. Tool to be cleaned once daily when in use.	E	2	3	

Major Job Steps	Potential Safety and /or Environmental Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
		L	C	R		L	C	R	
					Tool to be inspected by an experienced/competent person before each use Ensure that all cartridges are picked up and disposed of and be aware that there is an increased risk of children coming into possession of live charges. Any unspent cartridges must be stored away under lock and key.				

Appendix 1

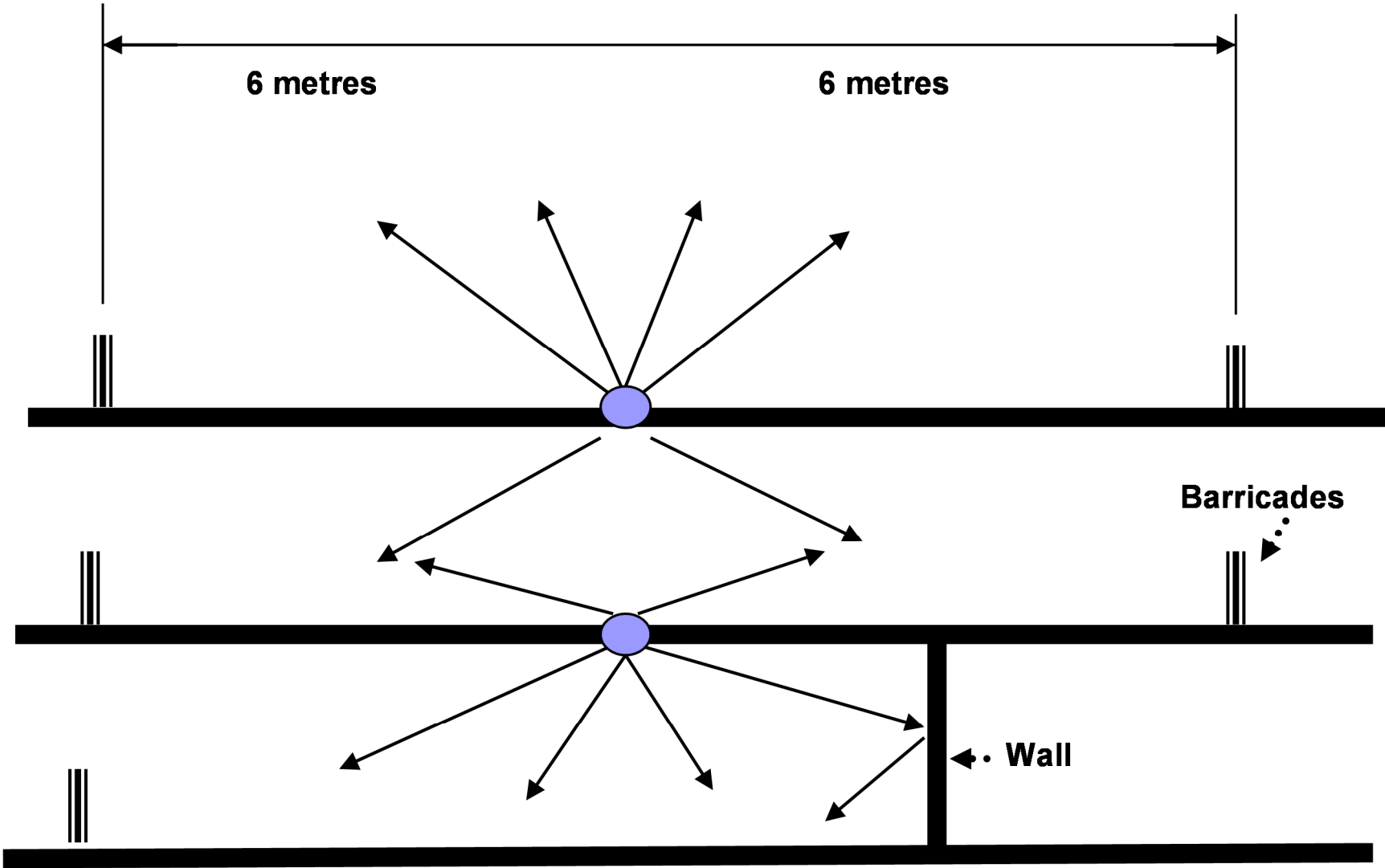
Charges used in explosive powered tools:

- Are to be of no greater strength than is necessary for the purpose for which the tool is being used
- Are not to be of such strength that the whole of the projectile may pass through the substance on which the tool is being used - unless backed by material capable of fully absorbing the projectile energy
- Are not to be used in an explosive powered tool unless such explosive charge is marked both top and bottom in colours in accordance with the following:

Relative Strength	Identification Colour	AS 2700 reference colour number and name	
Minimum	Grey	N53	Blue Grey
Very weak	Brown	X54	Brown
Weak	Green	G13	Emerald
Medium	Yellow	Y13	Vivid Yellow
Medium Strong	Blue	B41	Blueshell
Strong	Red	R15	Crimson
Very Strong	Purple	P13	Violet
Especially Strong	White	-	
Maximum	Black	-	

Charges for explosive powered tools are to be kept in locked metal containers:

- Marked “EXPLOSIVES”
- Opened only for the placing in and removing of cartridges
- With the key kept by the risk owner
- Not contain anything but cartridges.





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SWMS17 Using PPE

Comments:

Legislative/COP References

Permits/HRW Licenses Required

WHS Regulation 2011

Plant COP

National Standard for Construction Work

Specific Control Measures Required For This Work

Safety Equipment		General Plant and Equipment		Plant Maintenance and Prestart
☐	Barricade Mesh/Tape			
☐	Safety Chain/Cone			
☐	Bollards			
☐	Safety Signs			
☐	Fire Extinguisher			
☐	Task Lights			
☐	Lockout Devices			
☐	Cord Protector			
☐	Cord Stand			
☐	Spill Control/Kit			
☐	Safety Mat			
			Specific Training to be competent Induction into this WMS	

PPE Required for this Activity

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Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Carrying out work activities that generate or exposed workers to: Falling objects	Expose workers to head injuries.	C	3	12	Workers must comply with safety signs displayed or as directed in work method statements. Safety helmets are to be worn at all times on site (except in the site sheds). In any situation where there is a likelihood of a head injury during work activities	E	3	4	Site Manager Site Manager Worker
2.	Walking on uneven ground and dropping material	Expose workers and others to foot injuries.	D	3	7	Safety boots are to be worn at all times on site except when: An exception to having to wear steel capped boots will have established there is an increased risk to the person, the risk has been assessed in a risk assessment, the principal contractor and Site Manager has accepted the assessment and other suitable footwear will be used when carrying out roof work. e.g. Installing plant, air conditioning, towers, pipe works, ducting or any other related equipment with mechanical services.	E	3	4	Site Manager Site Manager Worker
3.	Cutting, drilling and grinding masonry products SMF's	Expose workers to respiratory and lung conditions.	C	3	14	Dust masks or respirators are to worn at all times to suit the type of materials being worked with except where it is demonstrated that controls and practices in place are reasonably adequate. An at risk material type is when installing insulation, Synthetic Mineral Fibres are released and pose a risk to a workers lungs.	E	3	4	Site Manager Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
4.	Working with chemical fumes or gases	Expose workers to acute lung or respiratory conditions.	D	3	7	Cartridge respirators are to be used at all times, compatible with the gas type or chemical, and follow the instruction accompanying the cartridge. Ensure that there is adequate ventilation so that other workers are not affected by the generated fumes. Where required erect barricades to prevent other workers from coming into the work area.	E	3	4	Site Manager Site Manager Worker
5.	Cutting, drilling materials that generating flying objects or dust	Expose workers and others to eye injuries.	C	3	12	Safety glasses or goggles are to be worn at all times to minimise objects getting into eyes as directed also in the SWMS 15 Portable Power Tools. Ensure that glasses or goggles are adjusted to fit securely against the face before starting work. Ensure adequate guards are fitted to tools or equipment.	E	3	4	Site Manager Site Manager Worker
6.	Using tools or machinery that generate a Daily Noise Dose (DND) higher than 85db/8hrs or relevant Partial DND	Expose workers to hearing damage as indicated by a noise dosimeter	C	3	12	Ear plugs or muffs are to be worn at all times and when working or standing near generated noise from tools or plant activities – i.e. circular saws, grinders, explosive power tools, hammer drills, bobcats, rock breakers to just name a few. Ensure that the ear plugs or muff selected are rated for the work being performed.	E	3	4	Site Manager Site Manager Worker
7.	Manually handling materials or objects	Expose workers to hand damage	C	3	12	Gloves are to be worn at all times when handling sharp, hot or awkward materials and/or objects. Gloves are to be used at all times where the hand where there is a possibility of an impact while using a tool or piece of equipment.	E	3	4	Site Manager Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
8.	Working on site exposed to the sun, welding flash, or sun reflection	Expose workers to possible skin cancer and allergies conditions being in contact with these elements.	D	3	7	Workers are required to wear a shirt that has a collar and sleeves at all times while on site. Additionally exposed skin areas are to be protected when working directly in the sun by applying sun screen lotion of 35+ on a regular basis, and attach a brim to the safety helmet to protect the neck and face areas. Remember to drink plenty of water when the humidity is high to prevent de-hydration and regular breaks to prevent fatigue. Dark coloured urine indicates dehydration.	E	3	4	Site Manager Site Manager Worker



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SWMS18 Unloading Materials from Trucks and Cages

Comments:		Legislative/COP References	Permits/HRW Licenses Required
		WHS Regulation 2011	
		Plant COP	
		National Standard for Construction	
Specific Control Measures Required For This Work			
Safety Equipment		General Plant and Equipment	Plant Maintenance and Prestart
☐	Safety Chain/Cone		
☒	Bollards		
☐	Safety Signs		
☐	Task Lights		
☐	Cord Protector		
☐	Cord Stand		
☐	Spill Control/Kit		
☐	Safety Mat		
☐	Penetration Cover		
☒	Trolley		
			Specific Training to be competent Induction into this WMS

PPE Required for this Activity



SWMS 18 Unloading Materials from Trucks and Cages

V 1.0

Reviewed: 29/10/2018

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Reverse truck into position	Pedestrians or workers being struck by truck	B	5	24	Use traffic control and spotters around truck/cage until stationary. Ensure cage gates are facing uphill if landing on sloping surface. Close supervision is required whilst performing this task.	E	5	9	Site Manager Site Manager Worker
2.	Deliver, offload & position site container	Container falling over/accidental release from mechanical lifting device Collision with moving vehicles/pedestrians	D	5	15	Use delivery truck c/w mechanical lifting devices, delivery driver to be competent in the use of lifting equipment. Keep hands, fingers feet clear of moving parts, do not stand under loads. All deliveries to be booked in with PC 24 hours prior to delivery. Delivery truck to be escorted onto & from site by support vehicle if required. Site speed limits to be adhered to. PPE to be worn at all times.	E	5	9	Site Manager Site Manager Worker
3.	Untie load and open gates	Duct or equipment falling on persons	C	3	12	Check load before untying ropes and opening gates. Ensure to secure loose items first.	E	3	4	Site Manager Site Manager Worker
4.	Unload truck	Cuts, muscle strain, back injury	D	3	7	Gloves to be worn whilst unloading. Two or more people of even height to reduce additional weight being borne by the handler at the lower end to unload heavier items or mechanical means found. Use trolley or pallet jack	E	3	4	Site Manager Site Manager Worker
5.	Moving materials to work place	Trip hazards, cuts, muscle strain, back injury.	D	3	7	Ensure passageways and walkways are clean and free of debris. Gloves are to be worn whilst unloading or transporting duct. Two or more people of even height and build to transport heavier items or mechanical means found. Use bag trolley or pallet jack.	E	3	4	Site Manager Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
6.	Storage of duct	People falling over loose duct. Duct falling over	D	2	6	Store duct neatly in open area away from wind, if exposed to wind (secure)	E	2	3	Site Manager Site Manager Worker
7.	Deliver & offload scissor lifts & scaffold towers	Collision with moving vehicles & pedestrians & structure Trips and slips Falls	C	5	22	Pre-start of EWP to be carried out prior to use of EWP. Personnel only certified/competent in operating an EWP are to drive EWP from the delivery truck to the work site. A clear route from the delivery vehicle to the site is to be provided. 3 points of contact are to be maintained when ascending the delivery truck to access the EWP. A harness must be worn by the operator.	E	5	9	Site Manager Site Manager Worker



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SWMS 19 Use of Lasers

Comments:

Legislative/COP References

Permits/HRW Licenses Required

WHS Regulation 2011

Plant COP

Scaffolding COP

National Standard for Construction Work

Manual Handling COP

Specific Control Measures Required For This Work

Safety Equipment		General Plant and Equipment	 	Plant Maintenance and Prestart
☒	Barricade Mesh/Tape			
☐	Safety Chain/Cone			
☐	Bollards			
☒	Safety Signs			
☐	Fire Extinguisher			
☐	Task Lights			
☐	Lockout Devices			
☐	Cord Protector			
☐	Cord Stand			
☐	Spill Control/Kit		Specific Training to be competent	
☐	Safety Mat		Induction into this Work Method Statement	

PPE Required for this Activity

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SWMS 19 Use of Lasers

V 1.0

Reviewed: 29/10/2018

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			C	L	R		C	L	R	
1.	Selection of appropriate laser	Faulty or overpowered laser	C	3	12	Check the class of laser is appropriate for the task and that a certificate of calibration is on site or available on request. Generally class 2 lasers are used in construction. Class 3B and Class 4 lasers (restricted) are generally not used for installation of HVAC systems, however if they are to be used, the additional engineering and administrative controls listed in AS/NZS 2397 must be implemented.	E	4	4	Site Manager Worker
2.	Setting up the work space	Eye damage	C	3	12	The safe operation of lasers for construction work includes the following control measures: Trained and competent operator. Appointment of Laser Safety Officer (if required by the principal contractor). Pre inspection check of laser to ensure working correctly, including all safety features, including label showing class. Selection of the correct personal protective equipment. Establishment of exclusion zones. Placement of adequate signage. Correct use of laser.	E	4	4	Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			C	L	R		C	L	R	
						All equipment shall be operated in accordance with the manufacturer's instructions. Laser to be located and managed as detailed in AS2397 including located above or below eye level and beam not to be deliberately aimed at other persons or specular (shiny, reflective) surfaces. Laser not to be left unattended. Class 1 laser users to be inducted into this SWMS Class 2 and 3A lasers users must be competent in accordance with AS/NZS 2397. Adequate and secure storage.				



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SWMS20 Work on Roofs

Comments:		Legislative/COP References	Permits/HRW Licenses Required
		WHS Regulation 2011	Access Permit
		AS 1891.4 (Industrial Fall-Arrest Systems and Devices-Selection, Use and Maintenance)	
Specific Control Measures Required For This Work			
Safety Equipment		General Plant and Equipment	Plant Maintenance and Prestart
☐	Barricade Mesh/Tape	Harnesses and associated equipment (karabiners, slings etc), lanyards / wrist straps, EWP, portable ladder(s), barricade mesh / tape (where applicable)	Equipment Check
☐	Safety Chain/Cone		
☐	Bollards		Specific Training to be competent
☐	Safety Signs		Evidence of training course in inspection, use and maintenance of fall-arrest harnesses use and specifically, records detailing ability to perform harness rescue and when it was refreshed
☐	Fire Extinguisher		Induction into this Work Method Statement
☐	Lockout Devices		Note: Nationally Accredited Work Safety at Height course codes RIIOHS204A, MNMG237A, CPCCCM2010A or CPCCCM1006A.
☐	Cord Protector	NOTE: Appendix 1 rescue plan is only to be completed when working in Fall Arrest exposures. Travel restraint application of this SWMS does not normally require Appendix 1 to be completed unless otherwise determined by the workers manager.	
☐	Cord Stand		
☐	Spill Control/Kit		
☐	Safety Mat		
☐	Penetration Cover		



PPE Required for this Activity



Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
1.	Planning to undertake work at heights activities on MIRVAC complex roof to detect leaks	Failure to identify a suitable means of access and / or working at height	C	5	22	A personal fall protection system is to be used where it is not practicable to work within the confines of a working platform or to provide other forms of fall protection such as edge protection, or it is used in conjunction with such protection. Consultation and a review is to take place to ensure that safe access and egress can be achieved and maintained throughout the duration of the works, e.g. access ladder, scaffold or scissor lift etc.	E	5	9	Site Manager Site Manager Worker
2.	Inspection of fall protection equipment	Failing to identify damaged / faulty / out-of-date fall arrest equipment	C	5	22	A pre-use inspection of harnesses and all other associated fall protection equipment is to be undertaken by a competent person prior to use. Note: In this case, the competent person is the person who has received training in the use of harness and safe installation of anchors. Harnesses and associated equipment are to also be inspected at least once every 6 months by a competent person with a written record of the inspection(s) maintained for not less than 4 years or the life of the system. Note: In this case, the competent person is not someone who has training in the use of a harness as the inspection must meet the requirements of Australian standards testing methods. Proprietary companies provide this service. No person is to use any component of any personal fall protection system, including an anchorage, if that component shows evidence of wear, damage or	E	5	9	Site Manager Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						weakness to an extent that may affect the system's safety.				
3.	Accessing and working at height using a travel restraint system	Incorrect set-up / use of personal fall protection equipment	C	4	14	All workers using personal fall protection are to have received suitable training in the selection, use of the equipment and systems of work used. Personal fall protection equipment is to be used in accordance with any instructions or requirements of the system's manufacturer or supplier and work at heights training Users of travel restraint protection systems must put in place controls, that ensure components of the system are protected from potential friction and damage during use and during a potential fall (i.e. padding around rough anchorages and covers over sharp edges).	E	4	8	Site Manager Site Manager Worker
		Falls from height	C	5	22	A suitable means of access to areas at height is to be provided and used (e.g. appropriately placed / secured ladder, stairs, EWP with gate). The system is to be set up to allow a person to attach to the anchorage point(s) prior to accessing any area where they may be exposed to a fall hazard. A travel restraint system is to: - Be installed by a competent person. - Have an anchorage point capable of withstanding a load that could be expected to be exerted on it by a person during normal operation (minimum 6kN). A restraint system is to be substituted with a fall-arrest system where:	E	5	9	Site Manager Site Manager Worker

Major Job Steps		Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
			L	C	R		L	C	R	
						The restrain line/system permits adjustment or other misuses such that a free fall could occur; or Where there is a danger of falling through the surface.				
		Falling objects	C	4	14	Tools are to be secured where practicable where the risk of falling objects could strike a person being directly below, or being directly below a floor penetration or near the penetration where an object could travel down through a penetration or over the edge of a suspended building floor level. Alternatively an exclusion zone below the work area (e.g. barricade tape minimum 900mm high) will be established. Tools, equipment and any other objects/materials are not to be positioned where they could fall.	E	4	8	Site Manager Site Manager Worker

Appendix 1

Rescue Assessment	
How will rescuers get to the Worker	
Rescue ladder:	
Remote Rescue Kit:	
Keys to building & roof:	
Elevator:	
Pull casualty in through window / balcony:	
Pull casualty up through floor / slab / roof:	
Climb / abseil down building / structure:	
Suspended access equipment:	
Aerial equipment from ground:	
Crane man basket:	
What equipment is needed to ensure rescue within 5 minutes in order to minimize suspension trauma	
Rescue ladder:	
Rescue Kit - Winch:	
Suspended access equipment:	
Rescue Kit - Haul:	
Climbing / rope rescue system:	
Low Height Rescue Kit:	
Crane man basket:	
Descent Rescue Kit:	
Stretcher:	
EWP:	
First Aid Kit	
If Operative is injured	
Can casualty still be rescued within 5 minutes? Yes No	
Is a qualified first aider who understands suspension trauma present Yes No	
Who and how will the emergency services and hospital be alerted? (Detail):	
Other Considerations:	
Lone working precautions (Detail):	
Unusual features of building / structure (Detail):	
Weather Conditions (Detail):	
Proximity to emergency services / hospital (Detail):	
Language barriers (agency / contract staff) (Detail):	
WORK AT HEIGHT RESCUE PLAN PRODUCED BY:	
Rescuer In Charge:	
Name (print):	
APPROVAL OF WORK AT HEIGHT RESCUE PLAN:	
Work At Height Site Manager:	
Name (print):	
Authorising Manager:	
Name (print)	



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SWMS21 Using Hoist

Comments:

Legislative/COP References

Permits/HRW Licenses Required

WHS Regulation 2011

HP - PERSONNEL HOIST

Plant COP

Scaffolding COP

National Standard for Construction Work

Manual Handling COP

Specific Control Measures Required For This Work

Safety Equipment		General Plant and Equipment		Plant Maintenance and Prestart
☐	Barricade Mesh/Tape			DAILY PRE-STARTS
☐	Safety Chain/Cone			
☐	Bollards			
☐	Safety Signs			
☐	Fire Extinguisher			
☐	Task Lights			
☐	Lockout Devices			
☐	Cord Protector			
☐	Cord Stand			Specific Training to be competent
☐	Spill Control/Kit			Induction into this Work Method Statement
☐	Safety Mat			
☐	Penetration Cover			
☐	Trolley			
☐	Other			

PPE Required for this Activity

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Major Job Steps	Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
		L	C	R		L	C	R	
1. Set up of Alimak	Alimak tipping or collapsing	C	5	22	Alimak to be erected to engineering specifications. Load limits to be clearly displayed. Commissioning & Test Report prior to use.	D	5	15	Operator WHS Officer Foreman
2. Specific Training – High Risk Licence HP Site Induction	Entanglement, injury/death	C	5	22	Construction Industry Induction. Site specific induction. High Risk Licence - HP	D	5	15	Operator WHS Officer Foreman
3. Pre-inspection (daily)	Plant failure, coming into contact with moving parts while inspecting	C	3	12	Daily inspections of Alimak and log book completed by licence operator. Report any safety issues directly to WHS Officer or foreman and Alimak not to be used until issues are corrected. Document emergency procedures for pre-inspections.	D	3	7	Operator WHS Officer Foreman
4. Operation of Hoist	Being thrown from hoist, entrapment between hoist and fixed structure	C	5	22	All personnel are within the hoist car. Enclosure around base of hoist to restrict access under hoist.	D	5	15	Operator WHS Officer Foreman
	Coming into contact with sharp objects whilst on hoist	D	3	7	Any sharp objects that have been mounted in hoist car to be above head height or made visible with appropriate markings. Loads carried in hoist to be placed in safe manner in agreement with operator	E	3	4	Operator WHS Officer Foreman
	Parts of the hoist being ejected or disintegrating	C	3	7	Hoist to be serviced every 40 hours. Hoist operator to do daily checks and notify foreman/WHS Officer with any issues.	D	3	7	Operator WHS Officer Foreman
	Friction and burning	D	2	6	Hoist operator to ensure any chemicals to be safely contained while being transported.	E	2	3	Operator WHS Officer Foreman

Major Job Steps	Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
		L	C	R		L	C	R	
4. Operation of Hoist cont.	Striking by unexpected movements of hoist	D	2	6	All hoist gates and doors fitted with electrical limit switches, preventing any movement while open, which are to be inspected daily by operator.	E	2	3	Operator WHS Officer Foreman
	Injury due to electrical conductors, damaged electrical switches	C	5	22	Any electrical work is to be completed by qualified Alimak personnel. Damaged wires are immediately to be brought to the attention of foreman/WHS Officer – so they can inform Alimak.	D	5	15	Operator WHS Officer Foreman
	Explosion caused by materials transported in hoist	C	5	22	All chemicals brought to site to have MSDS. Operator to be aware of chemicals being transported and notified of correct storage in hoist.	D	5	15	Operator WHS Officer Foreman
	Slipping/tripping due to slippery surfaces	C	3	12	Operator to ensure any substances leaked or dropped are to be cleaned. Provide access to landing platform.	D	3	7	Operator WHS Officer Foreman
	Falling from heights in or around hoist	C	5	22	Before using ladder, ensure it is hooked to the provided attachment. Landing gates are mechanically and electrically interlocked so personnel cannot open access platforms without hoist being at step off level. Hoist roof has handrail installed around it.	D	5	15	Operator WHS Officer Foreman
4. Operation of Hoist cont.	Injury due to repetitive strain	C	3	12	Operator to be aware of correct lifting techniques. Alimak personnel to ensure doors are evenly weighted.	D	3	7	Operator WHS Officer Foreman
	Injury due to poor lighting	C	3	12	Operator to ensure lights are working in hoist (if needed).	D	3	7	Operator WHS Officer Foreman
	Personnel affected by vibration	C	3	12	Hoist to be serviced and greased every 40 hours.				Operator WHS Officer Foreman

Major Job Steps	Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
		L	C	R		L	C	R	
	Personnel affected by noise	C	3	12	Operator to wear ear protection.	D	3	7	Operator WHS Officer Foreman
5. Leaving site	Public protection	C	3	12	Operator to ensure hoist is locked with padlock every night.	C	3	7	Operator

SWMS22 Work on Roads

Comments:	Legislative/COP References		Permits/HRW Licenses Required
	WHS Regulation 2011		Council permit
	National Standard for Construction Work		
	Traffic management for construction or maintenance work 2008		
Specific Control Measures Required For This Work			
Safety Equipment		General Plant and Equipment	
☐	Barricade Mesh/Tape	Stop go bats	
☐	Safety Chain/Cone	Traffic controller vest/PPE	
☐	Bollards	Two way radios	
☐	Safety Signs		
☐	Fire Extinguisher		
☐	Task Lights		
☐	Lockout Devices		
☐	Cord Protector		
☐	Cord Stand		
☐	Spill Control/Kit		
☐	Safety Mat		
☐	Penetration Cover		
☐	Trolley		
☐	Other		
			DAILY PRE-STARTS
			Specific Training to be competent
			Induction into this Work Method Statement.
			Traffic controller license

PPE Required for this Activity

☒		☒		☒		☐		☐		☐		☐		☐		☐	
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Major Job Steps	Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
		L	C	R		L	C	R	
Planning/prestart	Inadequate planning	C	5	22	Alignment pegged/identified. Site investigation undertaken. Traffic management plan compiled by accredited traffic management organisation. Police and local authority permits received.	D	5	15	PM SM
Working on or near roads	Workers being struck by vehicles	C	5	22	All personnel to wear high visibility clothing. Traffic management put in place and checked against TMP. Personnel entering & exiting work zone to alert traffic controllers. Vehicles moving inside work area to move slowly with audio and visual alerts on. Spotters used for vehicles reversing inside work zone.	D	5	15	TC
	Site vehicles/plant entering & exiting work zone	C	3	12	Traffic controllers to hold and release traffic to allow safe entry/exit. Site operators/drivers to alert traffic controllers to their intended movements and obey directions. Statutory road rules to be obeyed by all site operators/drivers.	D	3	7	TC
	Collision between site plant/vehicles and public vehicles	C	5	22	Site plant/vehicles to obey directions from traffic controllers. Operators/drivers to stay alert to public vehicle movement.	D	5	15	TC
	Pedestrians struck by site plant/vehicles	D	3	7	Alternate footpath arrangements put in place. Traffic controllers manage pedestrian traffic. Operators/drivers stay alert to pedestrian traffic. Operators/drivers obey directions from traffic controllers.	E	3	4	TC
End of shift or completion of works		C	3	12	Road returned to trafficable condition where possible. Open excavations signed, barricaded/fenced. Construction debris cleaned from road surface.	C	3	7	TC

Major Job Steps	Potential Safety Hazards	Risk Score			Safety Control Measures	Residual Risk			Person Responsible
		L	C	R		L	C	R	
					Road surface hazards signed. Redundant signage removed during non-work hours.				