



SAFE WORK METHOD STATEMENT (SWMS)

Gryphon Scaffolding

ABN: 97 311 669 376
PO Box 581 Upper Coomera QLD 4209

SWMS001: Scaffold erection & dismantle

Client:

ABN:

Project:

Site Manager:

Address:

Task/Activity: Scaffold erection & dismantle

Involving High Risk Activity? Yes - Working at heights

Scope: This SWMS covers the mobilization, erection, dismantle and removal of Scaffold on site.

Mandatory PPE Requirements: Long sleeve high visibility shirt, Hard Hat, Steel capped footwear, Protective Eye wear



PPE as required: Gloves, Sun protection, Hearing protection, P2 mask



I declare that,

- *I will implement the control measures documented in this SWMS.*
- *I have consulted all employees/persons undertaking work in the development of this SWMS.*
- *I will provide the necessary instruction, training and information to all persons undertaking the works outlined in this SWMS.*
- *I will provide appropriate supervision to ensure that the control measures nominated in this SWMS are implemented, and that person under my control comply with all Legislative Occupational Health & Safety requirements.*

Accepted by Leading Hand: (name)

Signature:

Date:

Developed by Gryphon Scaffolding: Sekona Mau

Signature:

Position: Director

Date: 01/07/21

Approved by PC: (name)

Signature:

Position:

Date:

SWMS Initiation: 01/07/2021

SWMS to be reviewed: __/__/__

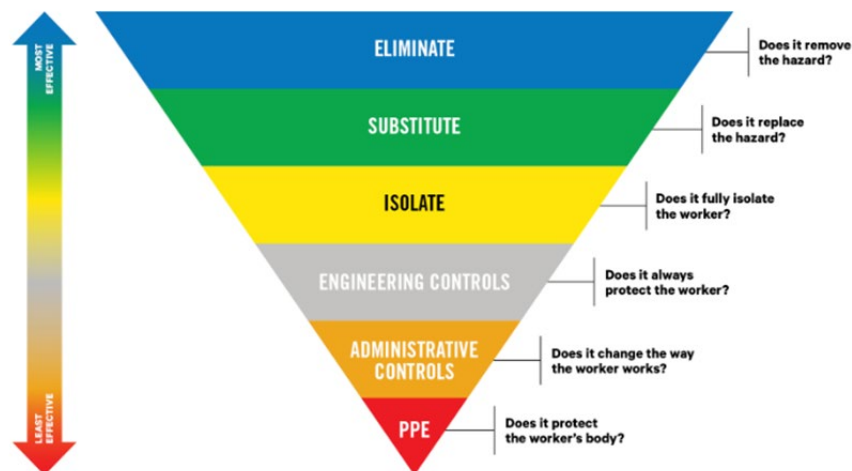
Safe Work Method Statement

RISK MATRIX		CONSEQUENCE		
		INSIGNIFICANT	MODERATE	CATASTROPHIC
LIKELIHOOD	LIKELY	2 - MODERATE	3 - HIGH	3 - HIGH
	MODERATE	1 - Low	2 - MODERATE	3 - HIGH
	RARE	1 - Low	1 - Low	2 - MODERATE

RISK MATRIX		CONSEQUENCE		
		INSIGNIFICANT	MODERATE	CATASTROPHIC
LIKELIHOOD	LIKELY	2 - MODERATE	3 - HIGH	3 - HIGH
	MODERATE	1 - Low	2 - MODERATE	3 - HIGH
	RARE	1 - Low	1 - Low	2 - MODERATE

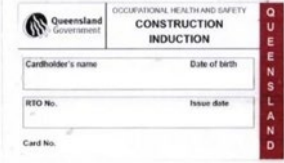
SCORE	ACTION
3H - HIGH	STOP. DO NOT PROCEED. Implement task review & rectification actions.
2M - MODERATE	Maintain control measures.
1L - Low	Record and monitor.

HIERARCHY OF CONTROLS



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LIKELIHOOD	LIKELY	2 - MODERATE	3 - HIGH	3 - HIGH
	MODERATE	1 - LOW	2 - MODERATE	3 - HIGH
	RARE	1 - LOW	1 - LOW	2 - MODERATE

Planning/ Preparation	- Establish supervisory and communication arrangements - All workers are to be site specific inducted by the PC to be made aware of - site rules - site access & egress - site amenities - site incident reporting protocols - first aid facilities - evacuation procedure & muster points - site environmental systems & procedures - All workers to review and sign onto task specific SWMS prior to commencing work. - All workers to have a General Construction Induction Card. QLD – ‘White Card’.
Training/Licence	  - All scaffolders must have national high risk work licence SB - Basic Scaffolding - Modular or pre-fabricated scaffolds; - cantilevered materials hoists with a maximum working load of 500kg; ropes; gin wheels; safety nets and static lines; - Brackets and formwork scaffolding - but excluding scaffolding work involving equipment, loads or tasks listed in item 2(2)(a) to (g) and item 3(2)(a) to (c) of the Workplace Health & Safety Regulations 2011 SI - Intermediate Scaffolding - Scaffolding work included in the class of Basic scaffolding; and - Cantilevered crane loading platforms; Cantilevered scaffolds; Spur scaffolds; Barrow ramps and sloping platforms; Scaffolding associated with perimeter safety screens and shutters; Mast climbing work platforms; - tube and coupler scaffolds (including tube and coupler covered ways and gantries); SA - Advanced Scaffolding - Scaffolding work included in the class of intermediate scaffolding and; Cantilevered hoists; Hung scaffolds including scaffold hung from tube, wire ropes or chains; Suspended scaffolds

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	MODERATE	1 - LOW	2 - MODERATE	3 - HIGH
	RARE	1 - LOW	1 - LOW	2 - MODERATE

Worker duties and responsibilities	• Be in a fit condition for work, i.e. no signs of fatigue, alcohol or drugs • Attend all site inductions/briefings. • Comply with all site requirements, eg. PPE, Traffic Management Plans (TMP), impairment testing, exclusion zoning. • Only carry out work related to the contract as instructed by Gryphon Scaffolding Site Supervisor. • Inspect completed work and report possible safety, environmental and quality matters to the Gryphon Scaffolding Site Supervisor.
Monitor/Review	• All persons involved in the task must have this SWMS communicated to them before work commences. • SWMS to be reviewed and amended, if necessary, in consultation with relevant persons after any near miss or incident • If additional site hazards identified, review this SWMS and amend control measures to suit. • People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP. • Give the principal contractor a copy of the revised SWMS. • The site supervisor to monitor works against the controls stated in this SWMS • SWMS must be kept on-site and made available for inspection or review • Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident • Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.
Site-Specific Notes:	Act, Regulations, Codes of Practice References: • WHS Act 2011 • WHS Regs 2011 • QLD Scaffold COP 2021 • AS/NZS 4576:1995 Guidelines for Scaffolding • Managing the Risk of Falls at Workplaces Code of Practice 2018 • Hazardous manual tasks COP 2021 • Electrical safety code of practice 2013 • Managing electrical risks in the Workplace • First Aid in the Workplace Code of Practice 2014 • Hazardous Manual Tasks Code of Practice 2011 • How to Manage Work Health and Safety Risks Code of Practice 2011 • Managing the Work Environment and Facilities Code of Practice 2011 • Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011

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	RARE	1 - LOW	1 - LOW	2 - MODERATE

Job Task	Potential Hazard	Inherent Risk	Control Measures	Residual Risk	Responsible Person
Preparation	Unfit for work – fatigue/injury/family issues/drugs & alcohol etc.	3H	✓ Ensure suitable preparation the evening prior for the physical exertion of scaffolding tasks. ✓ Feel free to communicate with Gryphon Scaffolding site supervisor any issues you may be experiencing that may affect your fitness for work. ✓ MIC resources available ph: 1300 642 111 ✓ Workplace Impairment Training. ✓ Site D&A self-testing measures available. • <u>Unfit persons will not be permitted to commence work</u>	1L	Site Supervisor, Scaffolder
Preparation	Inadequate site awareness, incompetency in performing high risk scaffold tasks	3H	<i>See page 3</i> ✓ All employees must have: • completed a general construction induction training course • completed the site-specific induction ✓ All scaffolders must maintain currency in their high-risk work license to at least <i>SB</i>	1L	Scaffolder
Preparation	Harsh weather conditions	3H	✓ Utilise suitable PPE – Sunscreen/jumper. ✓ Ensure suitable access to shade/hydration. ✓ Follow Gryphon Hot Weather Guidelines ✓ Consider wind speeds and adjust task priorities for the days works accordingly.	1L	Site Supervisor, Scaffolder
Preparation	Incorrect / insufficient PPE	3H	<i>See page 1</i> ✓ PPE is to be provided by Gryphon Scaffolding and made readily available before prestart.	1L	Site Supervisor, Scaffolder

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Job Task	Potential Hazard	Inherent Risk	Control Measures	Residual Risk	Responsible Person
Planning	Insufficient ground conditions - Scaffold collapse	3H	✓ Inspect ground area of base out and surrounding structures. ✓ PC to ensure suitable ground conditions for scaffold loading.	1L	PC, Site supervisor, Scaffolder
Planning	Power lines	3H	✓ Currency in training & licenses ✓ Knowledge of relevant Acts & Regs ✓ Liaise with PC to establish mitigating actions	1L	Site Supervisor, Scaffolder
Planning	Environment – eg. Trees, plants, waterways, animals	2H	✓ Communicate with site supervisor. ✓ Follow site environment plan. ✓ Clean up after yourself. – Housekeeping.	1L	PC, Site supervisor, Scaffolder
Planning	Site access & egress	3H	✓ Exclusion Zones ✓ Liaise with PC/Other trades to maintain points of access & egress or ensure to provide alternatives if not possible	1L	Site Supervisor, Scaffolder
Planning	Vehicle/Plant movement	3H	✓ Follow site traffic management plan. ✓ Exclusion zones ✓ Maintain Required PPE – Hi-visibility clothing.	1L	Scaffolder

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Job Task	Potential Hazard	Inherent Risk	Control Measures	Residual Risk	Responsible Person
Scaffold erection	Manual Handling Injury	2H	✓ Liaise with PC to minimise manual handling distances and maximise mechanical means. • Crane • Forklift • Hoist ✓ Ensure clear access areas ✓ Utilise pallet trolley ✓ Utilise team lifts/chains <i>"many hands make light work."</i>	1L	PC, Site supervisor, Scaffolder
Scaffold erection	Damaged scaffold components	3H	✓ Inspection of scaffold components for damage/insufficiency at 2 stages • prior to lugging • prior to installation	1L	Scaffolder
Scaffold erection	Trip Hazards	2H	✓ Establish exclusion zones ✓ Exclusion zones must be delineated by physical barriers and/or red & white barrier tape and/or Gryphon exclusion bunting ✓ Maintain sufficient space for scaffolder access between stillages and around laid out scaffold components. ✓ Adequate housekeeping to be maintained.	1L	Scaffolder

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Job Task	Potential Hazard	Inherent Risk	Control Measures	Residual Risk	Responsible Person
Scaffold erection	Falling Objects	3H	✓ Establish exclusion zones ✓ Exclusion zones must be delineated by physical barriers and/or red & white barrier tape and/or Gryphon exclusion bunting ✓ Ensure lower-level exclusion zones have signage attached with a contact number. ✓ Communicate with relevant trades and PC about exclusion zones and estimated times prior to erection commencement. ✓ Good, clear communication between 'groundie' and builder. Plan of attack discussed in prestart. ✓ In high winds all loose items are to be secured.	1L	PC, Site supervisor, Scaffolder
Scaffold erection	Working @ Heights	3H	✓ Maintain 1m handrail during scaffold erection. ✓ Use 'build ladder' or 2x lap boards when erecting handrail to deck above. ✓ Maintain suitable access between the decks ie. Ladder ✓ Incomplete scaffold to be closed and 'danger' signage attached.	1L	Site supervisor, Scaffolder
Scaffold erection	Silica Dust	3H	✓ Utilise the dust removal system (DRS) provided by Gryphon Scaffolding when drilling into concrete. ✓ Utilise P2 masks provided when emptying DRS reservoir into dust bag. ✓ Employees trained in 10830NAT course in Crystalline Silica Exposure Prevention training.	1L	Scaffolder

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Job Task	Potential Hazard	Inherent Risk	Control Measures	Residual Risk	Responsible Person
Scaffold erection	Damaged electrical equipment	3H	✓ Instruction in use of Gryphon power tools. ✓ Equipment routinely tested and tagged – quarterly.	1L	Site Supervisor, Scaffolder



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Job Task	Potential Hazard	Inherent Risk	Control Measures	Residual Risk	Responsible Person
Scaffold dismantle	Falling Objects	3H	✓ Establish exclusion zones ✓ Exclusion zones must be delineated by physical barriers and/or red & white barrier tape and/or Gryphon exclusion bunting ✓ Ensure higher-level exclusion zones have signage attached with a contact number. ✓ Communicate with relevant trades and PC about exclusion zones and estimated times prior to dismantle commencement. ✓ Ensure scaffold has been made clear of debris prior to dismantle commencement. ✓ Good, clear communication between adjacent scaffolders in the 'chain'. Plan of attack discussed in prestart. ✓ In high winds all loose items are to be secured.	1L	PC, Site supervisor, Scaffolder
Scaffold dismantle	Working @ Heights	3H	✓ Maintain 1m handrail during scaffold dismantle. ✓ Use 'build ladder' or 2x lap boards when erecting handrail to deck above. ✓ Maintain suitable access between the decks ie. Ladder. ✓ Incomplete scaffolds to be closed and signage attached.	1L	Site supervisor, Scaffolder

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Job Task	Potential Hazard	Inherent Risk	Control Measures	Residual Risk	Responsible Person
Scaffold dismantle	Trip Hazards	2H	✓ Establish exclusion zones ✓ Exclusion zones must be delineated by physical barriers and/or red & white barrier tape and/or Gryphon exclusion bunting ✓ Maintain sufficient space for scaffolder access between stillages. ✓ Adequate housekeeping to be maintained	1L	Scaffolder
Scaffold dismantle	Manual Handling Injury	2H	✓ Liaise with PC to minimise manual handling distances and maximise mechanical means. • Crane • Forklift • Hoist ✓ Ensure clear access areas. ✓ Utilise pallet trolley. ✓ Utilise team lifts/chains <i>"many hands make light work."</i>	1L	PC, Site supervisor, Scaffolder
Scaffold dismantle	Silica Dust	3H	✓ Liaise with builder to ensure scaffold deck has been suitably cleaned of hazardous concrete dust before commencing dismantle. ✓ PPE also made readily available by Gryphon Scaffolding in instances where cleaning is not practically possible.	1L	Scaffolder

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Job Task	Potential Hazard	Inherent Risk	Control Measures	Residual Risk	Responsible Person
Scaffold dismantle	Damaged scaffold components	3H	✓ Inspection of scaffold components for damage/insufficiency at 2 stages: - prior to dismantle - prior to stacking in stillage	1L	Scaffolder



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SWMS Revision Page

Job Task	Potential Hazard	Inherent Risk	Control Measures	Residual Risk	Responsible Person

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I confirm I have read and understood this SWMS and agree to perform the tasks in accordance with this SWMS.

If I cannot and/or new hazards are identified I will cease work and reassess the required task and review the SWMS accordingly.

Name		Signature	Date	Name		Signature	Date
1				16			
2				17			
3				18			
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