

# SAFE WORK METHOD STATEMENT (SWMS)

Business Name: ABN:

Business Address: Currency Period From: To:

Project Address: Suburb: State: Postcode:

Work Activity:

Trade(s): Person Responsible for Installation Activity:

Specific Training Plant & Equipment (Static or Mobile) PPE Engineers Certificates, Permits etc.

Is Fire Protection Required: Yes: No: Do all Deemed Workers Listed Comply with These Tickets as a Minimum?: Yes: No:

I, the undersigned confirm that the (1) SWMS has been explained to me (2) its contents are clearly understood by me (3) my qualifications are current to undertake this activity (4) I have been consulted in the preparation of the SWMS and (5) I will comply with the SWMS otherwise work will stop immediately. Initial each page at the bottom in the middle.					
SURNAME	GIVEN	ROLE	QUALIFICATIONS (Licences/Tickets/Other)	SIGNATURE	DATE
1.					
2.					
3.					
4.					
5.					

**OCCUPATIONAL HEALTH & SAFETY / ENVIRONMENTAL LEGISLATION, REGULATIONS & CODES of PRACTICE**

NSW/ACT Work Health and Safety Act 2011  
 NSW/ACT Work Health and Safety Regulation 2007  
 AS/NZS 1801 Occupational Protective Helmets  
 AS/NZS 2161.3 Occupational Protective Gloves  
 AS/NZS 2210 Occupational Protective Footwear  
 AS/NZS 1336/1337 Eye Protection

AS/NZS 1576.1 Scaffolding  
 AS/NZS 1657 Fixed Platform  
 AS/NZS 1892 Portable Ladders  
 AS/NZS 4839 Safety Mesh  
 AS/NZS 1891 Industrial Fall Arrest Systems & Maintenance

Codes of Practice:  
 Safe Works on Roofs Part 2, Residential Buildings  
 Manual Handling – National Code of Practice  
 How to Manage Work Health & Safety Risks C.O.P. 2011  
 Managing the Risks of Falls at Work Places C.O.P. 2011  
 WH&S Consultation. Co-operation & Co-ordination C.O.P. 2011

## HAZARDOUS MATERIALS AND SUBSTANCES

Classified as Hazardous	Product Name	Quantity	Date on MSDS	www.selected.net.au
Yes	Fullers Plumbers Silicone	10-50	July 2014	Download MSDS from Selected's Website
No	CSR Glass Wool Insulation	10-200	April 2013	Download MSDS from Selected's Website
No	CSR Rock Wool Insulation	10-20	April 2013	Download MSDS from Selected's Website
No	CSR Enviroseal Reflective Insulation	1-10	January 2013	Download MSDS from Selected's Website
Yes	CRL Touch up Paint	1-6	April 2011	Download MSDS from Selected's Website
Yes	Bostik PVC Pipe Cement N Blue	1	March 2014	Download MSDS from Selected's Website
Yes	Bostik PVC Pipe Priming Fluid Red	1	July 2014	Download MSDS from Selected's Website
Yes	Bostik Seal n Flex 1	1-20	November 2014	Download MSDS from Selected's Website
Yes	Selleys Liquid Nails	1-20	August 2014	Download MSDS from Selected's Website
Yes	Soudal T-Rex Power	1-20	August 2014	Download MSDS from Selected's Website

### RISK MATRIX:

The organisation has identified a risk class/ranking for potential workplace hazards by referring to the categories in the matrix below.

#### Step 1:

The organisation identifies the consequence for each potential risk by using the table below. Note: If a combination of harm, loss or damage could occur the worst case consequence is selected.

Level	Description of Consequence
1 - Disaster (Very Significant level of harm)	Potential death, permanent disability or major structural failure/damage.
2 – Very Serious (Very serious level of harm)	Potential temporary disability or structural failure/damage.
3 - Serious (Moderate level of harm)	Potential hospital treatment or admission. Minor structural failure.
4 - Moderate (Low level of harm)	Incident that has the potential to cause persons to require first aid or minor system failure/damage.
5 - Minor (No injury requiring treatment)	No lost time.

## Step 2:

Use the following table to determine how likely it is that the risk will occur.

Level	Likelihood / Probability
Almost Certain	Highly likely to happen.
Likely	Could happen frequently.
Possible	Could happen occasionally.
Remotely Possible	May occur only in exceptional circumstances.
Practically Impossible	Highly unlikely to happen.

## Step 3:

Using the risk matrix below, the organisation identifies the risk class/ranking.

Likelihood / Probability	Consequence				
	Severe	Major	Moderate	Minor	Insignificant
Almost Certain	1	1	2	2	3
Likely	1	2	2	3	3
Possible	2	2	3	3	4
Remotely Possible	2	3	3	4	5
Practically Impossible	3	3	4	5	5

NOTE: If hazard is rated 1, 2 or 3; then action must be taken immediately.

Class/Ranking	Description / Requirements
1	Eliminate the hazard Will require detailed pre-planning.
2	Eliminate the hazard Will require detailed pre-planning.
3	Substitute the hazard with something safer. Isolate the hazard from people. Reduce the risks through engineering controls. Will require operational planning.
4 - 5	Reduce exposure to the hazard using administrative actions. Use Personal Protective Equipment. Will require localised control measures

ITEM	PROCEDURE (break the job down into steps)	POTENTIAL HAZARDS (identify what can go wrong)	RISK CLASS (1, 2, 3, 4, 5)	HIERARCHY OF CONTROLS Eliminate, Substitute, Isolate, Engineering, Administration, PPE	NEW RISK CLASS (1, 2, 3, 4, 5)	PERSON RESPONSIBLE (to ensure SWMS is complied to)
1.0	Preparation and planning	None		Induct new personnel into this SWMS. Hold weekly toolbox talks. Ensure prior trades have completed their work so our work can proceed safely. Provide Piruse with details of new plant brought onto site.		All Staff
1.1		None		Perform a Pre-start Risk Assessment		
1.2		Falls	1	If it is possible to fall more than 2.0m	5	
1.3		Traffic	1	Be aware of deliveries, parking, retrieving tools from the road side. Try to park off-road where possible.	5	Contractor
1.4		Terrain	3	Look for post holes, trenches and uneven ground.	4	Contractor
1.5		Weather	3	Use appropriate sunscreen, long sleeves. Sunglasses and a hat.	5	All Staff
1.6		Noise	3	Wear hearing protection where required	5	All Staff
1.7		Electricity	3	Use hand tools or battery powered tools where possible to minimise need for leads on roof. All power tools to have current test and tag, leads to be kept off deck. All electrical tools will be tested & tagged monthly. Electrical Leads to be raised off the deck using stands and hooks.	5	Contractor
1.8		Overhead Power	1	Take note if there are overhead power lines. Advise all staff of any dangers. Work around them and not under them where possible. Do not lift long items like gutter vertically.	4	Contractor
1.9	Using Silicone, paint	Hazardous Substances	4	Insure the area is ventilated. DO NOT SWALLOW. Follow MSDS instructions.	5	Contractor
1.10	Carrying Materials	Cuts, Lacerations, bruises.	2	Always wear cut resistant gloves where practical. To not carry heavy loads. Always bend your knees when picking up. Use two people to carry long or awkward objects.	4	Contractor
1.11	Using a Ladder	Falls	2	Industrial Grade ladders with a 120kg rating. MUST be labelled. Use on a level sturdy base. Use at a 1 across 4 up ratio. Secure ladder at the top. MUST extend past by 1.0m Ensure it is tied at the top so it can't fall. Ensure three points of anchor. Use level ground.	4	All Staff
1.12						
1.13						

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2.0	Fascia & Gutter Installation					
2.1	Inspect Scaffolding	Incorrectly installed	3	Check completed scaffold for sturdiness and correct erection.	5	All Staff
2.2	Hanging Bracket Scaffold	Manual handling, slip and trips	3	Do not lift excessively heavy loads. Ensure scaffold is installed to Scaffolding Code of Practice AS1576.1	5	Contractor
2.3	Trestles on Ground	Manual handling, slip and trips	3	Do not lift excessively heavy loads. Ensure scaffold is installed to Scaffolding Code of Practice AS1576.1	5	Contractor
2.4	Cutting Materials	Cuts, abrasions,	3	Use gloves. Rest materials securely. Try to do cutting without bending your back.	5	Contractor
2.5	Carry Materials	Manual handling, slip and trips. Cuts, abrasions.	3	Do not lift excessively heavy loads. Use gloves. Ask for help.	5	Contractor
2.6	Walking on Aluminium Planks up to 2.0m of the ground.	Falls, trips n slips	3	Check that the planks are no more than 2.0m above the ground. Look for objects underneath that can cause injury if fallen on. Clamp planks at corners and laps.	4	Contractor
2.7						
2.8						
2.9						

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3.0	Roof Installation					
3.1	Accessing the Roof	<ul style="list-style-type: none"> <li>- Slips and trips</li> <li>- Manual handling</li> <li>- Fall from height</li> </ul>	2	Scaffolding to be erected only by licenced person where a person or object can fall more than 4.0m. Ensure access ways are clear and free of materials. Where appropriate use a crane for lifting.	5	All Staff
3.2	Install Box Gutter – Brackets & Base	Falls, Cuts, Drilling fingers.	1	Work within Scaffolding. When handling Base material do not hold the ends. Use two people to lift long lengths. Drill away from the body/hand.	4	Contractor
3.3	Install Box Gutter – Gutter Flashing	Falls, Cuts, Drilling fingers.	1	Work within Scaffolding. When handling Gutter Flashing material do not hold the ends. Use two people to lift long lengths. Drill away from the body/hand.	5	Contractor
3.4	Install Safety Wire – Roll Out	Falls, Cuts, Wire Stabbing the Eyes, Drilling Fingers.	1	Workers at all times to be inside Hoarding, Scaffold and Hand Rails. Roll out using ropes to pull across Purlins. Use eye protection and work away from the body.	4	Contractor
3.5	Install Safety Wire – Tie Off	Wire Stabbing the Eyes, Drilling Fingers.	2	Workers at all times to be inside Hoarding, Scaffold and Hand Rails. Use eye protection and work away from the body.	5	Contractor
3.6	Install Roof – Anticon & Sheets	Electrocution, Trips, Cuts, Wind	2	When rolling out Anticon only lay enough for the next roof sheet to cover. After laying the first sheet, try to walk only on the laid sheets and not the Anticon. Be careful handling the edges of roof sheets. If the wind blows strongly consider tying down loose sheets and abandoning operations. If using electrical tools, obey the electrical procedures below.	5	Contractor
3.7	Install Roof – Flashings	Cuts, Drilling Fingers, Falls	2	Use care when handling edges of Colorbond. When drilling holes for rivets drill away from fingers and limbs. Ensure that Hoarding, Scaffold or Hand Rails have not been removed.	5	Contractor
3.8						
3.9						

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4.0	Install Downpipes	Electrocution, Fall & Cuts, Foreign objects dropping into the eyes.	2	Use hand tools or battery powered tools where possible to minimise need for leads on roof. All power tools to have current test and tag, leads to be kept off deck. All electrical tools will be tested & tagged monthly. Workers at all times to be inside Scaffold Hand Rails and parapet walls. Workers to use gloves where required when handling Colorbond. Use eye protection and work away from the body.	4	Contractor
4.1						
4.2						
4.3						
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5.0	Fall Arrest Systems					
5.1	Set Up and Use	Use of a Fall Arrest Systems by Untrained Staff	2	Fall Arrest Systems or Travel Restraint Devices should only be used by trained competent personel. Check equipment before and after use and have it service every 6 months. DO NOT USE IT if there is excessive wear.	4	All Staff
5.2						
5.3						
5.4	Use of a Generator	Unloading	2	Always use two people to off-load a generator.	4	All Staff
5.5		Ventilation	3	Place generator in an open space and away from personel using it so fumes cannot be breathed in.	5	All Staff
5.6		Refuelling	2	Ensure generator is turned off and away from naked flames.	5	All Staff
5.7			4	All generator's must have a Residual Current Device (RCD) of circuit breaker fitted as part of the unit.	5	Contractor



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6.0						
6.1						
6.2						
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<b>Review No.</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>
<b>Name and Company</b>				
<b>Date</b>				