



Safe Work Method Statement

Organisational Details ▶

Business Undertaking the Work:

Site Box Pty Ltd

A.B.N: 21 601 822 575

Approved for Use By:

Daniel Stedman

Signature:

Person Overseeing the SWMS:

Steve Bogdanovski & Daniel Purdie Smith

Contact Number: 0404 855 760
0410 482 105

Project and Principal Contractor Details ▶

Scope of the Work:

Construction of Residential / Commercial Buildings

Project Address:

Principal Contractor (P.C.):

Site Box Pty Ltd

P.C. Contact Person:

Jamie Barnsen

Contact Number: 0466 880 343

Approved for Use By:

Daniel Stedman

Signature:

SWMS Details ▶

SWMS Developed By:

Daniel Stedman

Contact Number: 0433 555 664

Title | Position:

Director

Date Developed: Feb 2021



Review Date:	Feb 2022	(12 months max)
Monitoring and Review:	Visual monitoring of control measures will be undertaken and reviewed if circumstances change. The SWMS will be amended if there is a change in the activity.	
Consultation:	Relevant personnel (including HSR's where established) have been consulted in the development, and where required, review and amending of this SWMS.	☒ Yes ☐ No

High Risk Construction Work Associated with this SWMS ▶☒ **YES** ☐ **NO**If **YES**, High Risk Construction Work Involving:

- | | |
|---|---|
| ☒ The risk of a person falling 2.0 meters or more (3.0 meters or more in SA) | ☒ Or is likely to involve, the removal or likely disturbance of asbestos |
| ☐ Demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure | ☒ Work in, on or near an area at a workplace in which there is any movement of powered mobile plant |
| ☐ Work in or near a shaft or trench with an excavated depth greater than 1.5m or a tunnel | ☐ Structural alterations or repairs that require temporary support to prevent collapse |
| ☐ Work in, on or near an area that may have a contaminated or flammable atmosphere | ☐ Work in, on or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians |
| ☒ Work in, on or near energised electrical installations or services | ☐ Tilt-up or precast concrete |
| ☐ Work in, on or near an area in which there are artificial extremes of temperature | ☒ Work in, on or near water or other liquid that involves a risk of drowning |
| ☐ Work in, on or near chemical, fuel or refrigerant lines | ☐ Work in, on or near a confined space |
| ☐ Work in, on or near pressurised gas distribution mains or piping | ☐ Work on a telecommunications tower |
| ☐ Diving work | ☐ The use of explosives |

Other Hazards / Considerations Associated with this SWMS ▶

- | | | | |
|---|--|--|---|
| ☒ Access Egress | ☐ Contaminated Landfill | ☐ Biological Bacterial | ☒ Scaffolding |
| ☐ Crushing Entrapment | ☐ Waste Management | ☒ Manual Materials Handling | ☒ Signage |
| ☒ Demolition | ☐ Hot Work | ☒ Structural Alterations / Support | ☒ Fatigue |



☒	Explosive Power Tools	☒	Lighting	☒	Electrical Energy	☐	Fire Explosion
☐	Firearms	☐	Emergency Response	☐	Energy Sources (other than electrical)	☐	Fire Protection
☒	Fumes Dust Steam	☒	Plant and Equipment	☒	Hazardous Chemicals / Substances	☐	Existing Services
☒	Flying Falling Objects	☒	Noise	☐	Dangerous Goods	☒	Traffic Management
☒	Lasers	☒	Public Occupants People	☐	Lead	☐	Ventilation
☐	Working Alone Isolation	☒	Young Inexperienced Workers	☐	Synthetic Mineral Fibres	☐	Flora / Fauna
☒	Slips Trips Falls	☒	Trenching Excavations	☒	Machine Equipment Guarding	☐	Working Environment
☒	Formwork Falsework	☒	Housekeeping Storage	☒	Working at Height Edge Protection	☐	Climatic Conditions
☐	Design Overloading	☐	Visibility	☐	Animals / Insects	☒	Training and Induction

Supplementary Information ►

Plant | Equipment Involved

•	•
---	---

Qualifications | Certificates of Competency | Experience | Training | High Risk Licences

•	•
---	---



Reference Relevant Legislation | Codes of Practice / Compliance Codes | Australian Standards | Safety Data Sheets (S.D.S.)

• WHS Act 2011 • WHS Regulations 2017 • How to Manage and Control Asbestos in the Workplace - Code of Practice 2019 • How to Safely Remove Asbestos - Code of Practice 2019 • Managing Noise and Preventing Hearing Loss at Work - Code of Practice 2019 • Hazardous Manual Tasks - Code of Practice 2019 • How to Manage Work Health and Safety Risks - Code of Practice 2019 • Confined Spaces - Code of Practice 2019 • Work Health and Safety Consultation, Co-operation and Co-ordination – Code of Practice 2019 • Managing the Risk of Falls at Workplaces - Code of Practice 2019 • First Aid in the Workplace - Code of Practice 2019	• Managing Risks of Plant in the Workplace – Code of Practice 2019 • Construction Work – Code of Practice 2019 • Managing Risks of Falls in Housing Construction - Code of Practice 2019 • Managing Risks of Hazardous Chemicals in the Workplace – Code of Practice 2019 • Erecting, altering and dismantling scaffolding – Part 1: Prefabricated steel modular scaffolding 2016 (Guidance Material) • Traffic Management in Workplaces – 04/07/14 (Guidance Material) • Formwork and Falsework – 2014 (Guidance Material)
--	---

Engineering Details | Certificates | Approvals

•	•
---	---

Personal Protective Equipment (PPE) Requirements ▶





Other | Additional PPE Requirements

No	Task Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)
1.0 Arrival at Site. Unloading and Set-Up.					
1.1	Unload Vehicle	• Sprains and strains	3	- Planning, Consultation, Adherence to Manual Handling Techniques - When unloading the vehicle we will ensure that we are as close as possible to the area where the equipment will be set up. If required we will seek out assistance in unloading heavy items, however our normal work does not include heavy items. - We will use sensible manual handling techniques making sure our backs are straight and bending with the knees.	5
		• Slips, trips and falls	3	- Planning and Consultation - Before carrying any items we will walk the area from the vehicle to the work site and ensure that there are no hazards in the way.	5
		- Electrical hazards - Fire	1	- Risk Assessment, Planning and Consultation - Before commencing any work in the roof we will consider whether live electrical wiring is a hazard.	5
	Unload vehicle (cont.)		1	- If live electrical wiring is a hazard we will consider cutting the house power and using an independent power source such as generator or neighbours power. - We will walk through the premises with the owner to identify the location of all downlights and other ceiling accessories. - We will record the location and type and then make the necessary precautions when laying the insulation. As a default we will leave a clearance of 50mm from incandescent lights and 200mm from	5



				halogen lights including 50mm for any transformer, unless the lights are fitted with a suitable fire rated enclosure.	
2.0 Other Hazards					
2.1	Other Hazards	Any / various	3	- Pre Start Meeting and Hazard Identification - Before commencing work on any site we will conduct a brief pre start meeting. - We will look for any pre-existing site hazards. - Should a hazard be identified we will do a risk assessment and develop suitable control measures.	5
3.0 General Construction					
3.1	Use of Hand and Power Tools	- Electrocution - Lacerations and abrasions - Eye and hearing damage	3	- Safety Glasses, Ear Protection and RCD. - Guards on tools and equipment will be maintained and working effectively before being used on site. Guarding on tools will not be removed to perform any work activity.	5
	Use of Hand and Power Tools (Cont.)		3	- All tools and equipment will be inspected prior to work activity for any faults or defects. If a fault or defect is found the item will be removed from services, and reported to the supervisor as soon as practicable. - All persons performing work where there is a risk of a foreign object striking the eye will be required to wear eye protection. - If a tool or item of equipment creates excessive noise, requiring persons to raise their voice to talk, appropriate hearing protection will be worn. - If there is a risk of injury to the head by falling objects then hard hats will be worn. - When plant, equipment or power tools are used, manufacturer's instructions will be followed for the correct PPE to be worn and the safe instructions for use. - Personnel will be competent in the use of the PPE required to be worn.	5



				o Risk assessments will be undertaken prior to use of PPE to determine whether the PPE is the most appropriate control measure to manage the risk.	
4.0 General					
4.1	Sweeping	• Dust	3	• Dust Mask, Eye Protection, Wet Down Area - o We will assess whether to wet down areas to reduce dust emission form works conducted. Where the risk of dust production is high, worker will wear appropriate PPE	5
		• Repetitive manual handling injury	3	• Training Consultation & Supervision - o Frequent job rotation - o Avoid twisting - o Correct posture at all times - o Use electric floor sweeper where possible	5
5.0 Manual Handling					
5.1	Manual Handling / Locations of the Loads & Distances to be Moved	• Back, shoulder strain • Fatigue	3	• Training Consultation & Supervision - o Use mechanical handling equipment - o Team lifting - o Modify work place layout so materials will not be carried long distances - o Ensure clear access and egress	5
6.0 Asbestos Removal					
6.1	Sheeting & Guttering	• Asbestos related diseases	1	• Monitoring, Supervision, Training, PPE, Specialised Equipment. - o All workers directly involved with the removal and or handling of asbestos will hold a general industry safety induction card and any relevant asbestos removal certificates / licences required by the regulatory body. - o Only workers directly involved with the removal will be present in the area where the removal is taking place.	4



				o Signage and barriers will be erected if other persons are present. All workers involved in the removal will wear P2 disposable respirators (masks) and disposable coveralls.	
	Sheeting & Guttering (cont.)		3	- o All asbestos sheeting and gutters will be removed in full pieces where possible. Nails will be punched and screws removed, along with any trims holding the sheets in position. - o Power tools will not be used on the sheeting or gutters and no cutting will take place. - o External sheeting and gutters will be wet down prior to removal. Roof sheeting will not be wet down prior to removal as it will create a slip hazard and put the workers at risk of an injury. Any internal sheeting will already be sealed by existing paint, wetting down would be of no benefit and would cause damage to the floors and ceilings. - o Once the internal sheeting is removed the area will be vacuumed with an industrial vacuum fitted with a HEPA filter. The vacuum bags will also be placed in the 200 micro metre polythene bags and disposed of. On completion of the decontamination the area will be able to be accessed by persons who were not directly involved with the removal. - o Workers will wash any exposed parts of their body i.e. face and hands before stopping for morning tea or lunch to eat and before leaving site.	4
6.2	Bonded Or Friable Asbestos In Excess of 10 Sq. Metres.	• Inhalation of asbestos fibres	1	• Monitoring, Supervision, training, PPE, Specialised Equipment. - o A competent person will supervise the asbestos removal work at all times whilst the work is being undertaken.	4
	Bonded Or Friable Asbestos In Excess of 10 Sq. Metres.(Cont.)		1	o All workers will hold a general induction card. Only workers directly involved with the removal will be present in the area where the removal is taking place. Signage and barriers will be erected if other persons are present. All workers involved in the removal will wear P2 disposable respirators (masks) and disposable coveralls and gloves.	4



				- o The ACM will be removed using wet methods and contained within an enclosed area. - o All ventilation and air-conditioning Networks servicing the ACM area will be closed down for the duration of the work and all vents sealed to prevent entry of airborne asbestos fibres into ducts. - o After work ceases all ventilation filters for recirculated air will be replaced. - o We will take care not to allow asbestos fibres to escape via pipe or conduit holes. - o We shall establish a negative pressure work area for the removal of the ACM and this area will be set up in accordance with the provisions of the Code of Practice for the Safe removal of Asbestos 2nd edition. [NOHSC:2002(2005)] - o We will only use grinding or abrading tools where no other alternative is available and only after a written risk assessment has been undertaken. - o We will set up and use an on-site decontamination unit. - o Laundering of contaminated protective clothing in workers' homes will not be permitted. - o On completion of the work a competent person, other than the works supervisor, will conduct a site clearance and will issue a clearance certificate.	
7.0 Use Hazardous Chemicals					
7.1	Construction Substances	• Poisoning • Inhalation • Absorption • Diseases	4	• Respirators, Eye Wear, Gloves, Protective Clothing - o Before using hazardous substances we will read the SDS and comply with the requirements within. In most cases our work is out doors and will be in a well-ventilated area. Risk assessments will be conducted both prior to and after using a hazardous substance.	5
			3	• Discussion with Other Trades.	5



				o If other trades are present on site we will notify them of the hazardous substances we are using and obtain from them details of any substances they are using.	
8.0 Where a Person Could Fall Through a Framed Structure					
8.1	Working Near a Void	• Uncontrolled fall through a framed structure	1	• Floor sheeting, Barricades, signage, no go zones, edge protection - o Where there is potential for an uncontrolled fall: ▪ Spacings between members that are fixed into place and used to support our weight (e.g. bearers and joists) are not more than 600mm centres. ▪ Use temporary sheeting to form a platform on the members (e.g. bearers/joists). ▪ Lay the floor sheets adjacent to an internal or external access point to provide initial protection and then proceed to lay the sheets using a safe method to prevent workers from falling. ▪ If a worker is required to work within close proximity to an external edge: ☐ The workers body is positioned over the partly secured sheet to avoid over-reaching, or ☐ A suitable platform is used, or ☐ Edge protection is installed. ▪ Use temporary sheeting to form a platform across open stairwells/other voids. ▪ Make sure the location of the materials to be used is close to the work activity. Walking on the external top plate will not be permitted	4
9.0 Installation of Walls, Decks and Hand Rails					
9.1	Installing 2nd Level Floor Joists	• Falling	2	• The installation of the 2nd level floor joists will be carried out from the floor below. Any working platform used for this purpose will have suitable edge protection where required, to manage any fall risk.	4



9.2	Installing 2nd Level Floor Sheeting	Falling	2	- Scaffolding ,Edge Protection - Flooring will be laid to ground and upper floors at the earliest opportunity in order to construct a solid work area for the construction and /or erection of wall frames. - Stairwells and voids will be protected prior to floor laying. - The laying of floor sheets will begin adjacent to an internal or external access point which provides initial fall protection. Laying of sheets will then proceed using a safe work procedure that prevents workers from falling over the edge - Physical fall prevention by way of perimeter scaffolding or guard railing will be used to provide edge protection to manage any fall risk.	3
9.3	Installation of Walls on 2nd Level or Above	Falling	1	- Scaffolding ,Edge Protection - Once sheet flooring has been laid and openings have been guarded, work on wall framing will commence. Where the potential fall height for persons constructing or erecting wall frames is 2 metres or more, edge protection will be provided. - Window or door openings in external wall frames will be fitted with guardrails prior to raising the frame. - All braces and fixings will be prepared prior to raising the frames. Access to the floor will be restricted to only those workers erecting the wall frames.	3
9.4	Stair Voids	Falling	1	- Scaffolding ,Edge Protection, Void Covering - The internal stair void will have either temporary hand rails installed or be covered with a void protection working platform. - Where persons may be required to work above the void, (roof framing) covering of the void will be undertaken to manage the risk of a person falling from above, through the open void. - The void covering will be adequate for the anticipated loads that may be encountered and be secured to prevent accidental dislodgment or removal.	3
10.0 Roof Truss Erection					



10.1	Where a Person Could Fall Through a Framed Structure	Falling	1	- Spacings, Temporary Sheeting, Platforms, Edge Protection. - Where there is potential for an uncontrolled fall: - Spacings between members that are fixed into place and used to support a workers weight (e.g. bearers and joists) will not exceed 600mm centres. - Use of a temporary sheeting to form a platform on the members (e.g. bearers/joists). - Laying the floor sheets adjacent to an internal or external access point to provide initial protection and then proceed to lay the sheets using a safe method to prevent workers from falling. - If a worker is required to work within close proximity to an external edge: - The workers body is positioned over the partly secured sheet to avoid over-reaching, or - A suitable platform is used, or - Edge protection will be installed. - Use of temporary sheeting to form a platform across open stairwells / other voids. - Making sure the location of the materials to be used is close to the work activity. Walking on the external top plate will not be permitted	4
10.2	Erection Process, Plan the Work	- Falling - Falling objects	2	- Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders. - Ensure that: - Floor sheeting is complete and covers all areas below roofing activities, including stair voids, and is clear of all off-cuts, debris etc. - Note: If stair void is not covered with floor sheeting, other arrangements will be made to arrest potential falls from the truss erection activities into the void - All wall frames are secured and fully nailed off and adequately braced with permanent and temporary bracing to take all loads	5



				imposed during truss erection, including stockpiling trusses on top of walls. - o Access to and from the floor area below the roof is clear of all debris and materials. Where ladders or ramps are used they must be properly set up and secured. - o Barricades and signage are positioned to delineate 'no-go-zones' below the truss installation activities, warning of potential falling objects and prohibiting access during installation activities	
10.3	Erect Work Platforms	• Falling • Falling objects	1	• Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders. - o Platforms may be erected on trestles or scaffolding or other systems. ▪ Erect work platform inside of perimeter truss bearing walls, two planks wide (min 450mm) and 1200mm below top plate (height may be adjusted to provide a suitable working position for the truss/plate connection and allow comfortable "ducking under" bottom chord of trusses) ▪ Erect work platforms at mid span (or below panel points on top chord). Ensure that height is adequate to allow installer to work at top chord to position longitudinal ties near the top chord panel points and incorporate suitable fall protection where the risk assessments identifies the need. ▪ Platform should be two planks wide (min 450 mm) and adequately supported along its length to avoid collapse and "bounce" ▪ Where the scaffold or trestle ladder is used for the working platform and a person could fall a distance of 2.0 meters or more, fall protection (handrails) will be fitted. The need for handrails below 2.0m will be based upon a risk assessment.	3
10.4	Mark Position of Trusses on Top Plates	• Falling • Falling objects	1	• Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders. - o Working from platform at load bearing perimeter walls, mark position of all trusses.	3



10.5	Load Trusses on to Wall Frames	- Falling - Falling objects	2	- Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders. - Trusses should be stock piled by crane onto the top plates which have been additionally braced to carry the extra temporary load. Work should be planned so that trusses are arranged in sequence (as required by the manufacturer's instructions) to minimise manual handling during standing.	3
10.6	Standing Trusses	- Falling - Falling objects	2	- Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders. - Trusses should be taken from the stock pile and carried to their positions by each of the installers working from their respective work platforms. The standing process should proceed from the furthest point on the roof working back towards the stock pile. This will minimise 'ducking under' trusses which have already been erected. - The first truss must be securely braced, straight and plumb at the panel points on the top and bottom chords. The accuracy and security of the placement of the first truss will govern the accuracy and security of the subsequent trusses. Manufacturer's tolerance requirements for straightness must be complied with. - The standing operation should proceed ensuring each truss is securely fixed in position with fixings secured at each panel point on the top and bottom chords. The temporary fixings may consist of temporary or permanent longitudinal ties or proprietary brand spacers.	3
	Standing trusses (cont.)		2	Where apex of trusses cannot be reached from existing work platforms, another platform (2 planks – min 450mm wide) will be erected at a suitable working height from the apex to allow a longitudinal tie to be fixed along the full run of trusses at the apex. The platform may be erected by securing a bearer to web members at approx. 1800mm centres. Work for this platform must be done from a temporary platform erected on the bottom chord of the installed and secured trusses.	3



				- o As the platform below the apex will still present a potential fall risk, the longitudinal tie being attached will assist in acting as an effective guardrail. - o This platform and the previously constructed platforms must be used for the installation of speed bracing. - o Note: the longitudinal tie at the apex should be solid timber to provide adequate compressive strength to give full effect to the function of the diagonal speed bracing. If truss erection includes roof battens, the roof battens will provide this strength. Otherwise, the roof must be made adequate to withstand wind loads and future construction loads of following trades.	
10.7	Install Ancillary Items	• Falling • Falling objects	2	• Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders. - o Install all ties, noggings, trimming, framing brackets and tie-downs. All work in this operation must be carried out from the working platforms or off step ladders from the floor.	3
10.8	Remove Work Platforms	• Falling • Falling objects	2	• Floor Sheeting, Barricades, Signage, No Go Zones, Work Platforms, Unloading in Sequence, Step Ladders. - o Remove work platforms in the reverse order that they were erected, working from step ladders from the floor below.	4
11.0 Mobile Plant					



11.1	Levelling / Lifting / Site Preparation	Uncontrolled contact between plant and persons on site	2	- Licences, Barricades, High Visibility Clothing - All plant onsite will be approved by the principal contractor. - The operator of the mobile will be correctly licensed to operate the machine. - All personal in the work area will wear High Vis clothing or vests. - A “spotter” may be used in conjunction with operator where there is a risk identified. - The site will be secured with a barricade or other measure to limit access to the site. - Whilst the plant is being operated in reverse a visual watch technique must be used by the operator. - The mobile plant will be fitted with a reversing beeper. - Other control options that may be used, dependent upon identified risks include: - Use of plant with flashing lights - Use of plant with reversing cameras and /or sensors - A pre-start check will be carried out each day on the machine and recorded.	5
11.2	Refuelling Mobile Plant	- Handling Diesel - Fumes, - Skin contact	4	- Ventilation, Water - Refuelling will be carried out in a well-ventilated area, to avoid breathing in the fuel vapour. All workers will wash their hands and arms with water, prior to eating and drinking and when finished handling the diesel. - Any contaminated clothing will be removed. All workers will read the safety data sheet (SDS) prior to use.	5
12.0 Working Close to a Body of Water					



12.1	General Work Activities	Possible drowning	3	- Void Protection / Barricade - Workers are able to swim. - Where practical, void protection systems will be used. - Barricades will be erected where possible - Man-made structures (e.g. pools) with the potential to hold water will be visually monitored and controls applied where required. (e.g.) water pumping will be used to remove water. - In situations where there is an identified risk, other control options may be employed. (use of buoyancy equipment and working in pairs)	5
13.0 Working in a Trench Greater Than 1.5 Meters					
13.1	Installation of Piping and Foundations	- Uncontrolled collapse - Persons falling into an open excavation	2	- Shoring / Benching - To prevent collapse of the trench use a shoring system against all sides of the trench that protects by shielding. The shoring system will comply with applicable standards and manufacturers requirements. The shoring will be checked daily to ensure its continued effectiveness. - To prevent collapse of the trench apply benching to all sides of the trench at an angle of no steeper than 45 degrees to the horizontal. When a trench is benched, the vertical trench side, below the benched portion, will not exceed 1.5 metres in height. The benching will be checked at least daily to ensure its continued effectiveness.	5
	Installation of Piping and Foundations (Cont.)		2	- A geo-technical engineer will: - Approve in writing that all the sides of the trench are safe from collapse - State in writing how long the approval lasts if there is no stated natural occurrence that could affect the stability of the trench - State in writing the natural occurrence that could affect the stability of the trench - The requirements of the geo-technical engineer will be followed	5



				o Trenches and excavations will be backfilled as soon as practicable. Where this is not possible, suitable measures will be taken to prevent persons accidentally falling into the excavation. Any barriers used will be erected approximately 1.5 metres back from the excavation unless of a solid construction (concrete for example)	
14.0 Installation of Facia and Guttering Using a Temporary Work Platform					
14.1	Working at Heights	• Falling	3	• Temporary Work Platforms - o Facia and gutter installation from work platforms will only be performed from 2 planks (min 450mm wide) - o Where a risk assessment identifies the need, suitable edge protection will be fitted - o Materials should not be stored on the work platform and to avoid pivoting they should be lashed or clamped. - o A visual inspection will be undertaken to check to see if the platform is suitable for the work activity prior to use.	4
15.0 Working at Heights					
15.1	General Construction Activities	• Falling	1	• Scaffolding - o Top, mid rail and toe board will be installed where a fall of 2 metres or more is possible or a risk assessment has deemed it necessary. Falls of less than 2.0 meters will be subject to a risk assessment. - o If the internal (working side) has a gap of 225 mm or more edge protection will considered necessary on this side also. - o For trades (e.g.: bricklayers) a full 5 board wide (approx. 1000mm) heavy duty rated working platform will be used - o If there is a risk of tools or construction materials falling an exclusion zone will erected, this will consist of barricades and signage be used and tools will be tied off. - o The scaffolding will be erected, maintained and regularly inspected by a licensed, competent person at intervals not exceeding 30 days.	4



				When using mobile scaffold the height of the scaffold must not exceed 3 times the minimum base dimension.	
16.0 Bricklaying at Height					
16.1	Using Scaffolding or Mobile Scaffolding	Falling	1	- When working at height heavy duty scaffolding will be used. - Work will take place on a scaffold constructed by a competent person when the scaffold is below 4 metres and by a licensed scaffolder when 4 metres or above. - Bricklaying will be carried out on a full 5 board wide (approx. 1000mm) heavy duty rated working platform - Top, mid rail and toe board will be installed where a fall of 2 metres or more is possible or a risk assessment has deemed it necessary. - Use of mobile scaffolds will be minimal due to their light duty loading constraints.	4
16.2	Storing Materials on Scaffolding	Collapse	2	- Control of Materials Distribution - Bricks and other materials used the in building process will be evenly distributed on the scaffold and any unavoidable concentrated loads placed directly over / adjacent to structural supports such as standards, transoms and ledgers - The maximum weight on one scaffolding bay will be 675kg and no more than 200kg in a concentrated spot.	4
		Slips, Trips and Falls	3	- Control of Materials Distribution - When materials are stored on a heavy duty scaffold a minimum clear platform width of 450mm must be kept.	5
17.0 Construction / Repair Work					
17.1	Working In a Confined Space	- Dangerous atmosphere - Engulfment	3	- Monitoring, Training, PPE - Use a system involving monitoring the air quality to protect the person working in a confined space:	5



				▪ Prior to entering a confined space, check the oxygen levels are within the acceptable range and that atmospheric contaminants are below the relevant exposure standards, ▪ Keep a record of any person entering a confined space, ▪ Put emergency evacuation procedures in place before starting work, ▪ Monitor the proper use of PPE (where required), ▪ Consider heat stress and remove people where excessive, ▪ Use people that are appropriately trained and able to work safely in confined space.	
	Working in a confined space (cont.)		3	- o Use a system involving the use of personal protective equipment (PPE) to protect the person working in a confined space. ▪ Use appropriate PPE including breathing apparatus and provide a stand-by person for the duration of the work where oxygen and contaminant levels are not within the acceptable range or are above the relevant exposure standards. ▪ Provide a written risk assessment detailing the work to be performed in the confined space and the person directly responsible for this work ▪ Keep a record of any person entering a confined space ▪ Put emergency evacuation procedures in place before starting work ▪ Monitor the work to ensure PPE is being used properly ▪ Consider heat stress and remove people where excessive ▪ Train workers in the safe use of hazardous substances in accordance with a material safety data sheet (SDS), and ▪ Use people that have been trained to work in a confined space and are medically able to work safely in a confined space.	5
18.0 General Construction					
18.1	Using Ladders	• Falling	3	• Tie Offs, Base Support, Gutter Anchors, Levellers	5



				- o All ladders used on site will be rated 'Industrial' with 120kg (minimum) load rating. - o Single and extension ladders must be secured at the top, bottom or both. - o Persons using the ladder must have 3 points of contact at all times (i.e. 2 hands and 1 foot or 2 feet and 1 hand or be holding a stable object e.g. gutter, wall frame). - o Ladders are to be maintained in a sound working condition and be appropriate for the task to be undertaken. - o Tools requiring two handed operation or a high degree of leverage force should not be used while on ladders. - o Ladders are not to be used as a work platform.	
18.2	Using Power Tools	• Electrocution • Lacerations, abrasions • Eye and hearing damage	3	• Safety Glasses, Ear Protection, RCD. - o Guards on tools and equipment will be maintained and working effectively before being used on site. Guarding on tools will not be removed to perform any work activity. - o All tools and equipment will be inspected prior to work activity for any faults or defects. If a fault or defect is found the item will be removed from services, and reported to the supervisor as soon as practicable.	5
	Using Power Tools (Cont.)		3	- o All persons performing work where there is a risk of a foreign object striking the eye, should consider wearing eye protection. If an item of plant or equipment creates excessive noise, that is where you need to raise your voice to talk, we will wear appropriate hearing protection and if there is a risk of injury to the head by falling objects then we will wear hard hats. - o When we use plant, equipment or power tools we will also follow the manufacturer's instructions for the correct PPE to be worn and the safe use instructions. We will be competent in the use of the PPE and risk assessments must be undertaken prior to using PPE to show that the hierarchy of control was used in determining whether or not to use PPE.	5
19.0 Mobile Plant and Vehicles					



19.1	Working on or Near a Roadway	- Uncontrolled contact between vehicles and people (workers or pedestrians) - Property damage	1	- Traffic Management Plan, Trained Personnel, PPE - Development and implementation of a Traffic Management Plan (outsourced) and provision of licenced traffic management personnel. - Traffic disruption to be kept to a minimum. - Increased awareness of pedestrians, when works are in close proximity to the footpath. - All pedestrians to be diverted around work area using appropriate signage and control barriers - All personnel working in vicinity of moving vehicles will be required to wear high visibility apparel	5
20.0	Clean-Up and Re-Packing				
20.1	Loading Vehicle	- Sprains and strains - Slips, trips and falls	3	- Adhere to Site Rules, Manual Handling Techniques - When cleaning up and re packing we will practise good manual handling techniques such as bending the knees and not the back, team lifts where possible and avoid carrying very heavy items.	5
21.0	Leaving Site				
21.1	Environmental	Environmental damage	4	- Adhere to SDS for disposal - When leaving site we will make sure that we take away any of the left over insulation. When cleaning we will ensure that all environmentally sensitive products are disposed of correctly. Any left-over hazardous substances will be taken off site and disposed at the correct facility.	5

Persons Involved in the Activity ►

I have read, understood and will comply with the requirements of this Safe Work Method Statement

Name	Company Employer	Signature	Date



Site Specific Hazards ▶

List here any site specific hazards & risks (including control measures) that are additional to this SWMS

No	Task Activity	Potential Hazards	Risk Score (Before)	Control Measures	Risk Score (After)