**Safe Work Method Statement**

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| **Organisational Details⏵** |
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| Business Undertaking the Work: |  | A.B.N: |  |

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| Approved for Use By: |  | Signature: |  |

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| Person Overseeing the SWMS: |  | Contact Number: |  |

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| **Project and Principal Contractor Details⏵** |

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| Scope of the Work: | Bricklaying |

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| Project Address: |  |

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| Principal Contractor (P.C.): | Loreco Pty Ltd |  |

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| P.C. Contact Person: | Matt Westle | Contact Number: | 0447122611 |

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| Approved for Use By: | Matt Westle | Signature: | MW |

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| **SWMS Details⏵** |

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| SWMS Developed By: | M Westle | Contact Number: | 0447122611 |

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| Title | Position: | M Westle | Date Developed: | 1.12.17 |

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| Review Date: | | 19.07.19 | | | | | | (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 | | | | |  | 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 | | | |

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| **Supplementary Information⏵** |

Plant | Equipment Involved

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

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| * Construction Induction Training (White Card) |  |

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

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| * Occupational Health and Safety Act 2004 | * Occupational Health and Safety Regulations 2017 |

Engineering Details | Certificates | Approvals

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| **Personal Protective Equipment (PPE) Requirements⏵** |

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| Other | Additional PPE Requirements |
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| **No** | **Task | Activity** | **Potential Hazards and Risks** | **Control Measures** |
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| 1 | Work preparation | * Lack of training, communication or supervision could result in workers being injured. | Only workers experienced and skilled in bricklaying will undertake this task.  The bricklaying supervisor must ensure that workers:   * have Construction Induction Training cards; * are inducted about site-specific safety rules and conditions; * understand this SWMS and comply with all the control measures; * are trained in other safety provisions relevant to their work. |
| 2 | Brick delivery by truck and forklift | * People being struck by powered delivery truck or forklift | Find out the most suitable unloading area in consultation with the PC’s site supervisor making sure that:   * brick unloading is only carried out from a designated area within the site that is level, clear from inadequately compacted or soft ground and is free from obstructions. * there is enough clearance from excavations, trenches, basements, pits, holes and structures that could cause instability or plant to collapse   Make sure vehicle movement paths are clear with no restriction on vision for drivers and workers. If the driver/operator’s view isn’t clear at any time use dedicated trained traffic controller to assist whilst remaining in the driver/operator’s view at all times |
| 2 | Brick delivery by truck and forklift  (Cont.) |  | All workers to wear hi-visibility vests  Workers not involved in delivery to be kept well away from the delivery area.  Make sure that delivery vehicles keep to the site’s speed limit (10 km/hr) and have operating flashing lights and audible reversing beepers. If necessary cordon-off or barricade the area and display “DANGER, NO UNAUTHORISED ENTRY” signs that are visually accessible to all.  Prior to bricks being unloaded make sure:   * the operators have appropriate high risk work licences (e.g., fork lift operation); * a site-specific SWMS has been completed for the delivery operation; * carry out pre-start checks and set up the plant in accordance with SWMS and manufacturer’s instructions |
| 3 | Work area set up | * People being struck by powered mobile plant operating on site. * Falling into excavations | * Set up barricaded zone for bricklaying work, or use a dedicated trained traffic controller when working in a mobile plant operational zone * No work within 2 m of an open trench or shaft unless barricades are in place to prevent falls. |
| 4 | Working at height  Erecting scaffold | * Falling from height * Falling from incomplete scaffold while erecting, altering or dismantling scaffold * Electric shock from overhead powerlines | For fall heights 2 m or less use heavy duty frame trestle scaffolds, making sure that:   * the trestle is erected by a competent person in accordance with the supplier’s instructions; * the ground or structure where the trestle is to be erected is level; * the trestle is fully decked and with bay lengths of 1.8 m or less   For fall-heights of more than 2 m use heavy duty modular scaffolds with brick-guards, erected and handed over by a licenced scaffolder as complete.  When erecting, altering or dismantling scaffolds, do not straddle or climb the scaffold, always work from a fully protected scaffold platform. |
|  | Working at height  Erecting scaffold  (cont.) |  | Do not access or stand within 2m of edges without fall protection. If there is a need to install scaffold components from a height of more than 2 m make sure it is done from below and from a fully planked and guard railed platform.  Check for overhead electrical power lines before erecting any scaffold. Do not erect a scaffold if the erected scaffold or the erection process causes scaffold components to come anywhere above or within 5 m below the powerline or closer than 4.6 m horizontally to the side of powerlines unless a permit to work has been obtained from the power company  And the scaffolding contractor has fitted ply hoarding sheets to the outside of the scaffold and to the full height of the working lift. |
| 5 | Mixing mortar  Cutting bricks | * Electric shock from electrically powered cement mixer, brick saw or extension leads. | * Mixers, saws and extension leads to be well maintained and serviceable. * Obtain power only from a power supply protected with RCD, over current protection and that complies with AS 3012 and the Industry Standard - Electrical Installations on Construction Sites. * Do not any electrical extension leads or equipment unless these have current test tags attached. Extension leads to be kept elevated on insulated hangers or stands and not in direct contact with metal. DO NOT place electrical leads in direct contact with the scaffold. * Make sure water does not come in contact with the leads, mixer, saw or other equipment. |
| 6 | Constructing brick walls | * Falling from height * Persons being struck by collapse of brickwork before completion & curing | * Work only from a complete, heavy duty trestle or heavy duty scaffold platform. * Unlicensed workers are not permitted to alter or modify any part of the scaffold. * To prevent collapse, do not load platforms with more than 100 bricks per bay (or 400 kg of blocks). * Platforms only to be accessed by stair or ladder towers. * Brace walls in accordance with Company Instruction Sheet #3. * Do not work if adverse weather occurs, e.g., approaching rain, wind, thunderstorm. |

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| **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** |
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| **Site Specific Hazards⏵** |

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

| **No** | **Task | Activity** | **Potential Hazards and Risks** | **Control Measures** |
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