**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: | Installing 1st Floor Flooring |

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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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| * Nailing Gun | * Circular Saw |
| * Portable RCD | * Extension Leads |
| * Crane | * Air Compressor |

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

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| * Dogging (DG) | * Crane (as applicable to crane classification) |
| * 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** | Training | * Lack of training leads to increased risks | * All workers must be experienced and skilled in the task of laying sheet flooring on the first floor. * All workers must be trained in this SWMS and how to use the control measures as detailed. |
| **2** | Delivery of Materials | * Run over by vehicle * Muscle strain | * Minimise the number of persons in the vicinity of delivery area. * Workers to wear hi visibility clothing. * Delivery truck to have operable flashing lights and reversing beepers. * When lifting awkward and heavy items, use mechanical aids. Where this is not possible consider team lifting where people are trained and encourage and use good manual handling techniques: * When bending to lift objects maintain a straight back & bent knees to a semi-squat where your feet are stable on the ground & assume a power lift stance. |
| **3** | Craning up of Sheet Flooring | * Load failing * Electrocution * Structural collapse due to placing of the load | * If materials are delivered by crane ensure that the crane crew must have appropriate licences for the operation of the crane. * If power lines are present observe the power line No Go Zone rules. * Ensure that the structure is capable of supporting the load. |
| **4** | Installation of Flooring | * Falling due to the incomplete floor * Falling while accessing upper areas * Falling off upper floor * Electrocution * Puncture wound from nailing gun * Compressed air * Cuts while using power saws * Eye Injury * Noise * Dust | * Make sure the first floor is complete and all voids inclining the stair void are covered over or fitted with guard rails. * Fit stairs or use an adequately secured ladder. Installed in accordance with the requirements detailed below. * If the potential fall height is less than 3.8 metres or more, the laying of floor sheets should begin adjacent to an internal or external access point which provides initial fall protection. * Where strip flooring is to be installed, temporary sheet flooring may be laid as fall protection. * If the potential fall height is more than 3.8 metres a perimeter guard rail must be fitted. * All leads in use to be tested and tagged at 3 month intervals and prior to use. * All leads kept of the ground and to be connected to a G.P.O or portable device protected by a Residual Current Device (RCD). The RCD to be tested every month. * Nail guns to be use by only trained and competent persons. * Keep body parts clear of the firing line and do not squeeze trigger until the nail gun is in position on the timber. * Keep others away from the firing zone. * Guards to be fitted and working effectively, adequately maintained and used in accordance with the manufactures instructions. * Keep body parts away from the cutting line. * Minimise noise by appropriate maintenance of tools and use of notched cutting blades. * Operator to wear impact resistant eye wear. * Keep others away as far as possible. * Operators to use appropriate ear muffs or ear plugs. * If unventilated area wear suitable dust mask. |
| **5** | Housekeeping | * Tripping over material * Standing on exposed nails | * Keep areas clean and clear. * Place all waste material in bins. * All timber to be de nailed or any nails to or any nails to be bent over to prevent injury. |

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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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