**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 Ceiling Joists |

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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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| * Mobile Scaffold | Modular Scaffold | Trestle Scaffold | * Portable RCD |
| * Step / Extension Ladder | * Extension Leads |
| * Nailing Gun | * Circular Saw |
| * Air Compressor |  |

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

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| * Basic Scaffolding (SB) | * 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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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 are experienced and skilled in the task of installing ceiling joists (single storey) * All workers must be trained in this SWMS and how to use the control measures as detailed. |
| **2** | Working Platforms on Scaffolds | * Fall from height * Falling objects | * No scaffold to be erected within the “No Go Zone” for overhead power lines. * All scaffold work platforms over 2 metres high to have fall protection. * Scaffold over 4 metres high is only to be erected / modified and dismantled by a person with a scaffold certificate. * Scaffolds to comply with relevant parts of the Australian Standard for Scaffolding. * Scaffold erection is to be done in accordance with suppliers instructions, is as near as reasonable to level, and is fully decked when being used. * Where the scaffold is to be loaded, the scaffolding is to be capable of supporting a heavy duty live loading (approx. 650kg per bay) |
| **3** | Mobile Scaffolds | * Fall from height * Falling objects | * Where mobile scaffolds are used, ensure that they are built to standard as per the manufacturers specifications, erected on flat hard surfaces, no higher than 3 times the minimum base dimension. |
| **4** | Working Platforms on Adjustable Trestles | * Fall from height * Falling objects | * Platforms (eg scaffold planks) on trestles provide a bigger, more stable surface to work from than a ladder rung. * Trestles are to be erected in accordance with the supplier’s instructions, and good practice, as outlined in the AS 1576.5 for adjustable trestles and AS 4576. * Where the platform or trestles is to be loaded with bricks, the trestles and platforms are capable of supporting a heavy duty live loading of about 650kg per bay * for example 120 bricks, mud board and 2 persons, as outlined in AS 1576 & AS 4576 * Platforms are to be erected as near as reasonable to level, and are stepped rather than sloped. * Platforms are in good sound condition and planked for heavy duty work. * Make sure attention is given to placing trestles on a firm surface. |
| **5** | Working at Heights | * Fall from height | **Workers are Not to Walk the External Top Plate**   * Appropriate portable ladders and temporary work platforms (i.e. trestle scaffolds) will be used when working at heights up to and greater than 2 meters, otherwise a risk assessment may determine the need for additional risk control measures. * All stairwells, atriums and voids should be sturdily guarded, covered with an industrial safety net or sheeted over, regardless of the fall distance from the upper level floor. |
| **6** | Manual Handling | * Muscle strain | * 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. |
| **7** | Fabrication and Fixing of Ceiling Joists | * Electrocution * Puncture wound from nailing gun * Compressed air * Cuts while using power saws * Eye Injury * Noise * Dust | * 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. |
| **8** | 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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