**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: | Installation of a Pre-Fabricated Truss Roof |

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| Project Address: |  |

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

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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: | Matt Westle | Contact Number: | 0447122611 |

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| Title | Position: | Director | 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 |
| * Step / Extension Ladder | * Crane |
| * Air Compressor |  |

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

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| * Construction Induction Training (White Card) | * Crane (as applicable to crane classification) |
| * Dogging (DG) |  |

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 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 Pre-Fabricated Trusses | * Load failing * Electrocution * Structural collapse due to placing of the load * Muscle Strain | * 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. * Where applicable trusses will be placed on top plates by crane/hoists. Otherwise two or more workers will manage the truss lift and reception. Trestle scaffolds, step ladders and scaffold planks will provide safe working platforms. Where appropriate – workers will use the wall frames as edge protection. |
| **4** | Installing Trusses | * Falling due to the incomplete floor * Falling while accessing upper areas * Falling from height * Electrocution * Puncture wound from nailing gun * Compressed air * Lacerations 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 more than 2.0 metres appropriate edge protection is required. * 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 secure. (See use of ladders below) * Workers will not walk the external top plate. * 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** | Standing Trusses | * Muscle Strain * Fall From Heights | * 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 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. * The first truss must be securely braced, straight and plumb at the panel points on the top and bottom chords. * Where apex of trusses cannot be reached from existing work platforms, another platform (2 planks – min 450mm wide) must be erected approx. 1200mm below the apex. (or 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. Work for this platform must be done from a temporary platform erected on the bottom chord of the installed and secured trusses. * This platform and the previously constructed platforms must be used for the installation of 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. * **Workers will not walk the external top plate** |
| **6** | Use of Ladder | * Falling off Ladder | **Fixed or Extension Ladders**  Before using a ladder, or where that ladder is provided, check that it is:   * Free from defects. * Not set up in places such as the edge of an opening. * Placed on a level base at an angle of between 70o and 80o or a ratio of 4 vertical to 1 horizontal. * Extended at least 1m beyond the access point. * Secured at top and/or bottom (eg. Lanyard, ground pegs, 2nd person holding in place, sandbags, manufactured system) to prevent movement during use. * Maintained a minimum of 3 metres away from workers and overhead electrical cables; and * Manufacturer’s instructions to be followed.   **Step Ladders**   * Work off step ladders will not be carried out above 2 metres. * Step ladders will only be used on level ground. * Ladders are Industrial rated 120kg rated (minimum). * Ladders will be checked for defects prior to use. * Manufacturer’s instructions will be followed. |
| **7** | 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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