

## ACROW PROPS SAFE WORK METHOD STATEMENT (SWMS)












Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		Job address:
Signature:	Date:	PC Phone #: <span style="float: right;">Date SWMS provided to PC:</span>
Contact Phone #:		Contact Phone #:

### THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

- |  |   |  |  |  |
|--|---|--|--|--|
| <input type="checkbox"/> Electrical equipment    | <input type="checkbox"/> Elevated levels                      | <input checked="" type="checkbox"/> Slips, trips and falls | <input type="checkbox"/> Hazardous substances        | <input type="checkbox"/> ?                           |
| <input type="checkbox"/> Hot Work                | <input checked="" type="checkbox"/> Hazardous manual tasks    | <input type="checkbox"/> Outdoor work                      | <input type="checkbox"/> Remotely &/or isolated work | <input type="checkbox"/> ?                           |
| <input type="checkbox"/> Noise and vibration     | <input checked="" type="checkbox"/> Native vegetation & weeds | <input type="checkbox"/> Air quality                       | <input checked="" type="checkbox"/> Waste            | <input checked="" type="checkbox"/> Vehicle movement |
| <input type="checkbox"/> Fuels, oils & chemicals | <input checked="" type="checkbox"/> Terrestrial fauna         | <input checked="" type="checkbox"/> Waterways & soils      | <input type="checkbox"/> Cultural heritage           | <input type="checkbox"/> ?                           |

### THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

- |  |  |   |   |
|--|--|---|---|
| <input type="checkbox"/> Confined spaces   | <input type="checkbox"/> Mobile plant movement | <input type="checkbox"/> Demolition of a load-bearing structure                               | <input type="checkbox"/> Asbestos disturbance         |
| <input type="checkbox"/> Using explosives  | <input type="checkbox"/> Diving work           | <input type="checkbox"/> Artificial extremes of temperature                                   | <input type="checkbox"/> Tilt-up or pre-cast concrete |
| <input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services   |  |   |   |
| <input checked="" type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse |  |   |   |
| <input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers                                  |  |   |   |
| <input type="checkbox"/> Working at depths greater than 1.5 Metres, including tunnels or mines   |  | <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere |   |
| <input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor   |  | <input type="checkbox"/> In or near water or other liquid that involves the risk of drowning  |   |

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	Rings, watches, jewellery that may become entangled must not be worn. Long and loose hair must be tied back.
											
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4 - ACUTE		
LIKELY	2 - MODERATE	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4A - ACUTE	DO NOT PROCEED.
POSSIBLE	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	4 - ACUTE	3H - HIGH	Review before commencing work.
UNLIKELY	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	2M - MODERATE	Maintain control measures.
RARE	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	3 - HIGH	1L - LOW	Record and monitor.

HIERARCHY OF CONTROLS	MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE
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JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
1. Design specifications	Structural collapse	4A	<ul style="list-style-type: none"> <li>Design specifications for prop type and placement must be undertaken by a qualified person (such as a structural engineer)</li> <li>Ensure design specifications are written in a clear manner that installers can understand</li> <li>Specifications should include drawings and measurements to clearly show this information and include the exact make and model to be used</li> <li>Ensure documentation is available on site for all props in use including make, model, size and safe working capacity in the various extensions and restraint configurations.</li> </ul>	Supervisor to ensure prop specifications are on site
2. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> <li>The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary)</li> <li>Do not park illegally</li> <li>Identify and obey all safety-related signage (check site entry requirements)</li> <li>Report to Site Supervisor</li> <li>Ensure site-specific induction undertaken</li> <li>Assess mobile phone reception</li> <li>The worksite is exactly as detailed in Terms of Agreement or contract</li> <li>Complete a JSA specifying the control measures for unanticipated hazards.</li> </ul>	Supervisor to check the site and conduct JSA where necessary
3. Work area setup	Unauthorised access to the work area	3H	<ul style="list-style-type: none"> <li>Remove all non-essential persons from the area</li> <li>Provide barricades to ensure persons cannot re-enter while props are in place</li> <li>Inform relevant persons of the location of the props and any precautions that must be taken whilst props are in service.</li> </ul>	Supervisor and workers to follow control measures
4. Environment	Environmental impact	3H	<ul style="list-style-type: none"> <li><b>Waste</b> - place all wastes and rubbish in bins or other appropriate containers</li> <li>Separate recycle waste from general waste</li> <li>Do not mix waste with spoil.</li> </ul>	Supervisor and workers to ensure

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	Structural collapse	4A	<ul style="list-style-type: none"> <li>Seek advice from competent persons (such as structural engineer) to determine that it is safe to remove props</li> <li>Follow the engineer's specifications, drawings, etc. for safe prop removal.</li> </ul>	to ensure control measures followed
	Muscular stress MSD	3H	<ul style="list-style-type: none"> <li>Use appropriate tools, e.g. claw hammer or nips</li> <li>Lower props using the two handles until the tension is lost</li> <li>Slowly lower the prop until fully closed</li> <li>Ensure hand safety from pinching by having a tight grip on the prop while lowering</li> <li>Use team handling for larger props.</li> </ul>	
<b>12. HRCW</b> On completion	Unauthorised access	3H	<ul style="list-style-type: none"> <li>If acceptable, remove or add barricades</li> <li>Ensure machine is parked in a safe, level area, clear of unstable or sloping ground</li> <li>Store the key in a safe place (restrict unauthorised access).</li> </ul>	<b>Supervisor</b> to confirm all workers have signed out  <b>Workers</b> to comply with controls
	Prop failure	4A	<ul style="list-style-type: none"> <li>Inspect all props/components for damage, wear etc. and ensure any unsafe items are taken out of service (lock-out/tag-out)</li> <li>Service / Maintenance should be undertaken by competent persons, as per the manufacturer's instructions, (at intervals not exceeding 12 months)</li> <li><i>Note: It is not recommended that props be altered/modified or repaired. If props are faulty, return them to the supplier, and the prop replaced with a functional unit.</i></li> </ul>	
	Security breach	3H	<ul style="list-style-type: none"> <li>All personnel sign-out on Site Register.</li> </ul>	
	Vehicle/people impact	4A	<ul style="list-style-type: none"> <li>Stay to designated access and egress routes</li> <li>Maintain awareness of surroundings at all times.</li> </ul>	
<b>13. Emergency response</b>	<ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Environmental damage</li> </ul>	4A	<ul style="list-style-type: none"> <li><b>For police, fire or ambulance call '000.'</b></li> <li>Follow site emergency and evacuation procedures</li> <li>A communication system is available, e.g. a mobile phone or radio</li> <li>Check for dangers to self before helping others</li> <li>Maintain control of the area and stabilise the situation</li> <li>Apply first aid to the injured worker</li> <li>Complete an incident report</li> <li><b>Refer to your SWMS implementing instructions for further specific emergency responses.</b></li> </ul>	<b>Supervisors and workers</b> ensure controls followed
<b>OVERALL RISK RATING AFTER CONTROLS</b>			<input type="checkbox"/> 1 - Low <input checked="" type="checkbox"/> 2 - MODERATE <input type="checkbox"/> 3 - HIGH <input type="checkbox"/> 4 - ACUTE	