

Business Name:

Business Address:

ABN/NZBN:

## BRICK-BLOCK LAYING SAFE WORK METHOD STATEMENT (SWMS)












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

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

<input checked="" type="checkbox"/> Electrical equipment	<input checked="" type="checkbox"/> Elevated levels	<input checked="" type="checkbox"/> Slips, trips and falls	<input checked="" type="checkbox"/> Hazardous substances	<input checked="" type="checkbox"/> Silica dust
<input type="checkbox"/> Hot Work	<input checked="" type="checkbox"/> Hazardous manual tasks	<input checked="" type="checkbox"/> Outdoor work	<input type="checkbox"/> Remotely &/or isolated work	<input type="checkbox"/> ?
<input checked="" type="checkbox"/> Noise and vibration	<input checked="" type="checkbox"/> Native vegetation & weeds	<input checked="" type="checkbox"/> Air quality	<input checked="" type="checkbox"/> Waste	<input checked="" type="checkbox"/> Vehicle movement
<input checked="" 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 checked="" 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 checked="" 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	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
											
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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	<b>DO NOT PROCEED.</b>
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. Provide training on the health effects associated with respirable crystalline silica dust	Exposure to respirable crystalline silica (RCS) – dust inhalation	3H	<ul style="list-style-type: none"> <li>Training and Information provided to workers on RCS should include:               <ul style="list-style-type: none"> <li>Information on the health effects associated with respirable crystalline silica dust (Provide workers with a copy of 'Health Monitoring for Exposure to Hazardous Chemicals - Guide for workers': Safe Work Australia)</li> <li>Identification of RCS dust through Safety Datasheet (SDS) or labels</li> <li>Dust exposure prevention</li> <li>Checking controls are working and using them</li> <li>When and how to use any respiratory protective equipment provided and what to do if something goes wrong (Including worker respirator fit and check processes).</li> </ul> </li> </ul>	Supervisor
2. Planning access to the height location	Falls from height	4A	<ul style="list-style-type: none"> <li>Wherever possible, use mechanical methods to deliver materials to the working at height location, e.g. crane</li> <li>Ensure all crane operators, riggers &amp; doggers are licensed, competent and trained</li> <li>If delivering material/tools onto a raised platform, liaise with Principal to determine where on the platform, the materials are safe to be dropped to:               <ul style="list-style-type: none"> <li>Be able to bear the load</li> <li>Not cause hazards to other trade.</li> </ul> </li> </ul>	Supervisor
3. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> <li>Work vehicles 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 of unanticipated hazards.</li> </ul>	Supervisor to check the site and conduct JSA where necessary

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JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
21. HRCW On completion	Unauthorised access	3H	<ul style="list-style-type: none"> <li>If acceptable, remove or add barricades.</li> </ul>	<b>Supervisor</b> to confirm all workers have signed out  <b>Workers</b> to comply with controls
	Vehicle/people impact	4A	<ul style="list-style-type: none"> <li>Stay to designated access and egress routes</li> <li>Always maintain awareness of surroundings.</li> </ul>	
	Contact with electricity	3H	<ul style="list-style-type: none"> <li>Disconnect power tool/extension leads from power point before winding so that you don't get a shock if the lead is damaged</li> <li>Inspect leads and power equipment for damage.</li> </ul>	
	Silica Dust	3H	<ul style="list-style-type: none"> <li>Clean up using a vacuum or wet cleaning methods</li> <li>Ensure an industrial vacuum used with HEPA filter (High-Efficiency Particulate Air)</li> <li>Use, maintain and store any respiratory protective equipment provided following instructions.</li> </ul>	
	Security breach	3H	<ul style="list-style-type: none"> <li>All personnel sign-out on Site Register.</li> </ul>	

22. Emergency response	<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> </ul>	<ul style="list-style-type: none"> <li><b>Refer to your SWMS implementing instructions for further specific emergency responses.</b></li> </ul>	Supervisors and workers ensure controls followed
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OVERALL RISK RATING AFTER CONTROLS

1 - Low
  2 - MODERATE
  3 - HIGH
  4 - ACUTE

PERMITS  Not applicable  Hot Work  Confined Space  Local council  ?  ?

SITE MANAGEMENT PLAN Is the work associated with a Construction Project?  Yes  No *If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.*

PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES	SUPERVISORY ARRANGEMENTS
<input type="checkbox"/> Electrical tools and leads	Tested and tagged quarterly	<i>List hazardous substances taken on-site and have the SDS on-site.</i> 1. 2. 3. 4. 5. 6. 7.	<input type="checkbox"/> Audits <input type="checkbox"/> Spot Checks <input type="checkbox"/> Reporting systems <input type="checkbox"/> Suitably qualified supervisors for job <input type="checkbox"/> Direct on-site supervision <input type="checkbox"/> Remote site: communication systems/schedule
<input type="checkbox"/> Hand tools - Meet AS/NZS	Regular visual inspection		
<input type="checkbox"/> Ladders - Meet AS/NZS	Inspected and tagged out if damaged		
<input type="checkbox"/> Mobile plant- <i>specify</i>	Inspected and tagged out if damaged		
<input type="checkbox"/> ?			
<input type="checkbox"/> ?			
<input type="checkbox"/> ?			