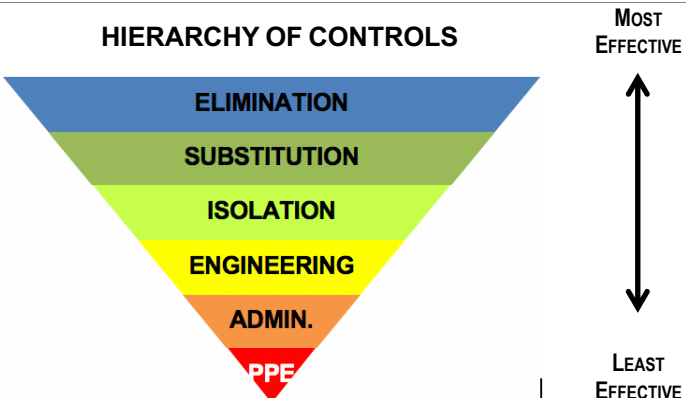


## RAISED TIMER FLOOR INSTALLATION SAFE WORK METHOD STATEMENT (SWMS) PART 1

**SWMS SCOPE:** This SWMS covers the general hazards for installing a raised timer floor on a concrete substrate. The method covered in this SWMS is fixing structural timber battens and sheeting using explosive power tools, hammer drills and a compressor.

Business Name:	ABN:	SWMS Approved by:	Date:
Business Address:		Signature:	
Business Contact:	Phone #:	Person/s responsible for ensuring compliance with SWMS:	
		Person/s responsible for reviewing the SWMS:	
All Persons involved in the task must have this SWMS communicated to them before work commences.		<p><b><u>WORKERS DUTIES AND RESPONSIBILITIES</u></b></p> <ul style="list-style-type: none"> <li>Fit condition for work i.e. no signs of fatigue, alcohol or drugs</li> <li>Attend all site inductions / briefings</li> <li>Comply with all site requirements e.g. PPE, TMP etc.</li> <li>Only carry out work related to contract</li> <li>Inspect completed work</li> <li>Report safety, environmental and quality matters to the Supervisor.</li> </ul>	
Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.			
Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.			
Amendments must be approved by _____ and communicated to all affected workers before work resumes.			
SWMS must be made available for inspection or review as required by OHS legislation.			
Record of SWMS must be kept as required by OHS legislation (until job is complete or for 2 years if involved in a notifiable incident).			

<b>PRINCIPAL CONTRACTOR DETAILS</b> Principal Contractor (PC):	Date SWMS provided to PC:
Project Name:	Project Address:
Project Manager (PM):	CONTACT PH. #:
PM Signature:	

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	<p><b>HIERARCHY OF CONTROLS</b></p> 
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.	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
up			<ul style="list-style-type: none"> <li>• Erect any barriers &amp; signage necessary to keep others safe and aware</li> <li>• Check constantly for changing hazards while working and monitor work position at all times</li> <li>• Ensure:               <ul style="list-style-type: none"> <li>○ High visibility clothing worn at all times</li> <li>○ Do not stand behind reversing vehicles</li> <li>○ Allow sufficient distance from plant during operation (allow sufficient room for equipment failure – such as arm/boom failure or plant rollover)</li> <li>○ No work is conducted in established “no go zones” for pedestrians</li> <li>○ Alertness at all times. Listen for:                   <ul style="list-style-type: none"> <li>▪ Reversing alarms/beepers</li> <li>▪ Calls from Plant Operators</li> </ul> </li> <li>○ Safety/warning signs, Spotters, traffic barriers etc. must be obeyed as required</li> <li>○ Work positions should be in clear sight of plant operators</li> <li>○ Follow traffic management plan requirements</li> <li>○ <i>NOTE: Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Make visual and verbal contact with plant operator as required.</i></li> </ul> </li> </ul>		
	Hazardous manual tasks - musculoskeletal disorder (MSD)	3H	<ul style="list-style-type: none"> <li>• Movement of material from the delivery point to the installation area usually represents the greatest opportunity for damage or injury, particularly if being achieved manually</li> <li>• Ensure materials / equipment is delivered as close to work area as possible</li> <li>• When unloading equipment and tools from working vehicle:               <ul style="list-style-type: none"> <li>○ Ensure the access route is clear of hazards</li> <li>○ Use hand trucks (trolley), to move heavy materials where practicable</li> <li>○ Use team-lifts where possible</li> <li>○ As much as possible, team members are of similar height and capability</li> <li>○ Team members know their responsibilities during the lift</li> <li>○ Build a ramp for access where necessary</li> </ul> </li> <li>• Storage:               <ul style="list-style-type: none"> <li>○ Consider storing the material in a raised position e.g. on dunnage to allow for future access of trolleys or other mechanical aids if required and, to reduce manual handling from ground level</li> <li>○ Store materials so as to minimise manual tasks hazards, trip hazards and the potential for falling objects</li> <li>○ Stack material away from edges (where a fall may be possible) as far as practicable</li> <li>○ Lay floor sheets flat on the ground where possible. If required to stacked vertically ensure fixed in place to prevent movement.</li> </ul> </li> </ul>	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
			<p><i><b>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</b></i></p> <ul style="list-style-type: none"> <li>○ If penetrated easily = too soft</li> <li>○ If made small indent = suitable</li> <li>• ONLY fasten to acceptable base materials such as:               <ul style="list-style-type: none"> <li>○ Poured concrete</li> <li>○ Structural steel</li> <li>○ Masonry joints</li> </ul> </li> <li>• Unacceptable base materials are:               <ul style="list-style-type: none"> <li>○ Hard or brittle materials (such as cast iron, tile, glass, or rock of any type)</li> <li>○ Soft base materials (such as drywall or lumber products)</li> <li>○ Materials that do not pass the Centre Punch Test</li> </ul> </li> <li>• DO NOT use excessive power allowing the fastener to pass completely through the work material, causing serious or fatal injuries Make a test fastening once sure the base material is suitable for the PA fastening</li> <li>• Never set a fastener too close to another fastening or a free edge. This can cause the fastener to ricochet</li> <li>• NEVER place your hand or fingers over the front muzzle of the tool - the fastener or piston can seriously injure your hand in the event of an accidental discharge.</li> </ul>		
	Working with hand & power tools- Cuts/lacerations Hearing loss Hand/eye injury Puncture wounds MSD	3H	<ul style="list-style-type: none"> <li>• Ensure leads are not damaged – along the entire length of the lead and extension lead</li> <li>• Ensure all equipment and leads are tested and tagged as required for use</li> <li>• Do not use electrical equipment in wet or damp areas</li> <li>• Ensure operations manual is available, read and understood</li> <li>• Pre-inspect and operate power tools as per manufacturer’s instructions</li> <li>• Ensure equipment rated for atmospheric requirements (water, or explosion-proof for flammable zones)</li> <li>• PPE worn as manufacturers recommendations</li> <li>• Ensure tool suitable for task:               <ul style="list-style-type: none"> <li>○ Suited to the material. E.g.: plastic, steel, wood, MDF, masonry</li> <li>○ Not too powerful for task. E.g.: don’t use larger tool than needed</li> <li>○ Sufficient power for task – excessive force not required</li> </ul> </li> <li>• Safety Devices:               <ul style="list-style-type: none"> <li>○ Low impact tools where possible</li> <li>○ Single operation when trigger pressed</li> <li>○ Guards in place, undamaged, retracts and cover danger areas</li> <li>○ E-stops and other devices functional and tested</li> </ul> </li> <li>• Ensure tools are not carried in pockets or clothing (use sheaths, tool belts, etc.)</li> <li>• Tool handles:               <ul style="list-style-type: none"> <li>○ Non-slip, good grip</li> <li>○ No sharp edges</li> <li>○ Guards or stoppers</li> <li>○ Clean, grease-free grips/handles.</li> </ul> </li> </ul>	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i><b>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</b></i>					
			<ul style="list-style-type: none"> <li>Take time to stretch out if bending for long periods. Consider job rotation to avoid excessive bending/reaching</li> <li>Avoid overreaching</li> <li>Take Sufficient breaks</li> <li>Job rotation with other staff wherever possible</li> <li>Avoid extended periods bending over</li> <li>Use knee pads to kneel and allow back to maintain correct posture.</li> </ul>		
	Noise	3H	<ul style="list-style-type: none"> <li>Operators and bystanders must wear hearing protection at all times and ensure it is worn by all persons throughout the period of exposure to noise.</li> </ul>	2M	
	Exposure to lead	3H	<ul style="list-style-type: none"> <li>Use lead free loads</li> <li>Ensure adequate ventilation at all time when using the tool to avoid exposure to lead or other substances.</li> </ul>	2M	
	Fire / explosion	3H	<ul style="list-style-type: none"> <li>Do not operate PA tools in explosive atmospheres (i.e. presence of flammable liquids, gases or dust)</li> <li>Check that work area is not in close proximity to hot works</li> <li>Fire extinguisher available.</li> </ul>	2M	
	Misfire causing injury	3H	<ul style="list-style-type: none"> <li>Follow manufacturer's instructions. General:                             <ul style="list-style-type: none"> <li>Hold in depressed position for 30 seconds</li> <li>Release but keep in same direction</li> <li>Carefully remove charge and store in can of water for disposal. Never put in rubbish.</li> </ul> </li> <li>If several misfires in one batch – do not use. Return to supplier</li> <li>If the tool becomes stuck or jammed with a live powder load:                             <ul style="list-style-type: none"> <li>Keep the tool pointed in a safe direction</li> <li>Immediately tag the tool "<b>Danger - defective - do not use</b>"</li> <li>Lock the tool in a toolbox and return to supplier.</li> </ul> </li> </ul>	2M	
4. Laying structural floor sheeting	Hazardous manual tasks - MSD	3H	<ul style="list-style-type: none"> <li>Placing sheets:                             <ul style="list-style-type: none"> <li>Use team-lifts where possible</li> <li>As much as possible, team members are of similar height and capability</li> <li>Team members know their responsibilities during the lift</li> <li><b>Refer to step 3 (Hazardous manual tasks – MSD) for further controls.</b></li> </ul> </li> </ul>	2M	Carpenters
	Injury to other workers	4A	<ul style="list-style-type: none"> <li>Clear non-essential persons from area</li> <li>Ensure eye and hearing protection is worn by bystanders</li> <li>Always point the tool away from people and in a safe direction</li> </ul>	2M	

### RAISED TIMER FLOOR INSTALLATION SWMS PART 3

<p><b>EMERGENCY RESPONSE</b> - Follow <b>Site Emergency Procedures</b> and the directions of wardens and first aiders.</p> <ol style="list-style-type: none"> <li>1. Call 000</li> <li>2. State type and scale of emergency</li> <li>3. State workplace name and location</li> <li>4. Number of casualties if applicable</li> <li>5. Hazards that may be involved such as chemicals of fuel</li> <li>6. Specific access point on site e.g. street or side entrances</li> <li>7. Provide contact name and phone number</li> <li>8. Answer all questions and follow instructions given by Emergency Services operator</li> <li>9. <b>DO NOT</b> hang up until instructed.</li> </ol>		<p style="text-align: center;"><b>EMERGENCY EVACUATION PROCEDURE</b></p> <p><b>R</b> <b>Rescue</b> or <b>Relocate</b> people in immediate danger if you can do so without endangering yourself.</p> <p><b>A</b> Sound the <b>Alarm</b>.</p> <p><b>C</b> <b>Confine</b> the dangerous situation, fire or hazardous material.</p> <p><b>E</b> <b>Evacuate</b> the area on direction from the Site Manager or when it is unsafe to remain in the area.</p>		<input type="checkbox"/> First Aid Kit (FAK) <input type="checkbox"/> Fire Extinguisher <input type="checkbox"/> Spill Kit <input type="checkbox"/> SDS – <i>list chemicals &amp; amount</i>
<b>PERMITS</b> - <input checked="" type="checkbox"/> applicable				
<input checked="" type="checkbox"/> Not applicable	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Local council	<b>SUPERVISORY ARRANGEMENTS</b> - <input checked="" type="checkbox"/> applicable
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> Audits <input checked="" type="checkbox"/> Spot Checks, etc. <input type="checkbox"/> Reporting systems
				<input checked="" type="checkbox"/> Suitably qualified supervisors for job <input type="checkbox"/> Direct on-site supervision <input type="checkbox"/> Remote site – communication systems/schedule
<b>PLANT AND EQUIPMENT</b> - <input checked="" type="checkbox"/> applicable		<b>SAFETY AND MAINTENANCE CHECKS</b>		<b>ACT, REGULATIONS AND CODES OF PRACTICE</b>
<input checked="" type="checkbox"/> Electrical tools and leads		Tested and tagged Quarterly		<ol style="list-style-type: none"> <li>1. Download the <a href="#">OHS Legislation and Codes of Practice Reference List 31105-1</a> from your tax invoice or go to <a href="#">OHS References</a>.</li> <li>2. Copy and paste your <i>State specific</i> references relevant to your scope.</li> </ol>
<input checked="" type="checkbox"/> Hand tools - Meet AS/NZS		Regular Visual inspection		
<input type="checkbox"/>		Inspected and tagged out if damaged		
<input type="checkbox"/>		Inspected and tagged out if damaged		
<input type="checkbox"/>		Inspected and tagged out if damaged		
<input type="checkbox"/>		Inspected and tagged out if damaged		
<input type="checkbox"/>		Inspected and tagged out if damaged		
<input type="checkbox"/>		Inspected and tagged out if damaged		
<input type="checkbox"/>		Inspected and tagged out if damaged		