

Business Name:

Business Address:

ABN/NZBN:

CAULKING-GROUTING-PATCHING SAFE WORK METHOD STATEMENT (SWMS)


| | | |
|--|----------|--|
| Business Contact: | Phone #: | Principal Contractor (PC): |
| Responsible person (for monitoring SWMS and work): | | Job address: |
| Signature: | Date: | PC Phone #: Date SWMS provided to PC: |
| Contact Phone #: | | Contact Phone #: |

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 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 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 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" 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 |
|-----------------------|----------------|-------------|--------------|-----------|-------------|----------------|-----|-----------------|
|-----------------------|----------------|-------------|--------------|-----------|-------------|----------------|-----|-----------------|

| 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"> Training and Information provided to workers on RCS should include: <ul style="list-style-type: none"> 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) Identification of RCS dust through Safety Datasheet (SDS) or labels Dust exposure prevention Checking controls are working and using them 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). | Supervisor |
| 2. Working outdoors | Extreme weather | 3H | <ul style="list-style-type: none"> Check weather conditions – do not work in extreme conditions Reschedule works to work in more moderate temperatures. | Supervisor to maintain awareness of weather conditions Operator to follow controls |
| | Hyperthermia Hypothermia | 3H | <ul style="list-style-type: none"> Ensure workers trained to recognise the symptoms of hyperthermia and hypothermia Hot conditions. Ensure: <ul style="list-style-type: none"> Suitable protective clothing Sun brim on hard hats Safety glasses - UV rated Use 30+ sunscreen on exposed skin Adequate drinking water Access to shade on breaks Adequate breaks. Cold conditions. Ensure: <ul style="list-style-type: none"> Schedule warm-up breaks Hold breaks inside Dress warmly in layers Stay dry (wet clothing chills the body rapidly) Workers must get out of the cold as soon as they can if starting to feel symptoms Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold. | |
| 3. Arrival on-site & assess onsite | Personal injury, property damage &/or | 3H | <ul style="list-style-type: none"> 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) Do not park illegally | Supervisor to check the site and conduct |

| JOB TASK | HAZARDS | RISK | CONTROL MEASURES | RESPONSIBLE PERSON | |
|-------------------------------|--|------|--|---|--|
| | | | workers <ul style="list-style-type: none"> • Dismantling carried out in a systematic and progressive manner • Maintain the stability of the scaffold at all times: <ul style="list-style-type: none"> ○ Ensure that castor brakes applied before dismantling ○ Removal all materials, debris and equipment from the working platforms ○ Starting at the top and working down small clips, connectors, screws & nails should be placed in a container and lowered to the ground ○ Bracing should be secured before releasing from form end and safely lowered to the ground/floor: <ul style="list-style-type: none"> ▪ Only remove bracing to the section being immediately removed ▪ Leave other bracing in place until ready to remove the associated section. | | |
| | Security breach | 3H | <ul style="list-style-type: none"> • All personnel sign-out on Site Register. | | |
| | Vehicle/people impact | 4A | <ul style="list-style-type: none"> • Stay to designated access and egress routes • Maintain awareness of surroundings at all times. | | |
| 12. Emergency response | <ul style="list-style-type: none"> • Injury • Fatality • Environmental damage | 4A | <ul style="list-style-type: none"> • For police, fire or ambulance call '000.' • Follow site emergency and evacuation procedures • A communication system is available, e.g. a mobile phone or radio • Check for dangers to self before helping others • Maintain control of the area and stabilise the situation • Apply first aid to the injured worker • Complete an incident report. | <ul style="list-style-type: none"> • Refer to your SWMS implementing instructions for further specific emergency responses. | Supervisors and workers ensure controls followed |

OVERALL RISK RATING AFTER CONTROLS

1 - Low

2 - MODERATE

3 - High

4 - ACUTE

| 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. 8. | <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"/> ? | | | |
| <input type="checkbox"/> ? | | | |