SAFE WORK METHOD STATEMENT (SWMS) PART 1

SWMS SCOPE: This SWMS covers the general safety of carrying out work that involves a modular system (e.g. Bondek) for Suspended Decks using traditional methods. This includes the delivery, storage, erecting and stripping decks. Also, included in this SWMS is the use of a welder and working at heights using a harness.

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:

RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.

NAME Signature Date

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 WHS legislation.
Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).

PRINCIPAL CONTRACTOR DETAILS

Principal Contractor (PC): Project Name:
Date SWMS provided to PC:
Project Address:
Project Manager (PM): PM Signature:
CONTACT PH. #:

LIKELIHOOD INSIGNIFICANT MINOR MODERATE MAJOR CATASTROPHIC
ALMOST CERTAIN 3 HIGH 3 HIGH 4 ACUTE 4 ACUTE 4 ACUTE
LIKELY 2 MODERATE 3 HIGH 3 HIGH 4 ACUTE 4 ACUTE 4 ACUTE
POSSIBLE 1 LOW 2 MODERATE 3 HIGH 4 ACUTE 4 ACUTE 3H HIGH
UNLIKELY 1 LOW 1 LOW 2 MODERATE 3 HIGH 4 ACUTE 2M MODERATE
RARE 1 LOW 1 LOW 2 MODERATE 3 HIGH 3 HIGH

SCORE ACTION
4A ACUTE DO NOT PROCEED.
4M MODERATE Maintain control measures.
2M MODERATE Maintain control measures.
1L LOW Record and monitor.

HIERARCHY OF CONTROLS

ELIMINATION
SUBSTITUTION
ISOLATION
ENGINEERING
ADMIN.

DOCUMENT #: VERSION #: 1 AUTHORISED BY: REVIEW #: ISSUE DATE: REVISION DATE: © SafetyCulture All Rights Reserved
### THIS WORK ACTIVITY INVOLVES THE FOLLOWING “HIGH RISK CONSTRUCTION WORK”

<table>
<thead>
<tr>
<th>☐ Confined Spaces</th>
<th>☑ Mobile Plant</th>
<th>☐ Demolition</th>
<th>☐ Asbestos</th>
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<tbody>
<tr>
<td>☐ Using explosives</td>
<td>☐ Diving work</td>
<td>☑ Artificial extremes of temperature</td>
<td>☐ Tilt up or pre-cast concrete</td>
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<td>☐ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services</td>
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<td>☑ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse</td>
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<td>☑ Involves a risk of a person falling more than 2m, including work on telecommunications towers</td>
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<td>☐ Working at depths greater than 1.5 Metres, including tunnels or mines</td>
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<td>☐ Work in an area that may have a contaminated or flammable atmosphere</td>
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### PERSONAL PROTECTIVE EQUIPMENT (PPE):

*Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.*

<table>
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<tr>
<th>FOOT PROTECTION</th>
<th>HEARING PROTECTION</th>
<th>HIGH VISIBILITY</th>
<th>HEAD PROTECTION</th>
<th>EYE PROTECTION</th>
<th>FACE PROTECTION</th>
<th>HAND PROTECTION</th>
<th>PROTECTIVE CLOTHING</th>
<th>BREATHING PROTECTION</th>
<th>SUN PROTECTION</th>
<th>FALL ARREST</th>
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AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS MAY BE PURCHASED AT HTTP://WWW.SAIGLOBAL.COM

### JOB STEP | POTENTIAL HAZARD/S | IR | CONTROL MEASURES TO REDUCE RISK | RR | RESPONSIBLE PERSON
---|-------------------|----|---------------------------------|----|--------------------------
1. Planning & preparation | Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident. | 3H | Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of: o Health and Safety rules o Induction for all workers – site specific and toolbox meetings o Supervisory arrangements o All relevant workers are appraised for required competencies & for any pre-existing medical conditions if working in remote or isolated locations o Communication arrangements | ☑ PPE required o Site plans – showing no go zones for pedestrians o Traffic Management Plan o Exclusion Zones o Risk Assessments o SWMS and JSA’s o Injury reporting procedures o Hazard reporting procedures. | 2M | Organisation
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| 4. Arrival & assess onsite conditions | Personal injury, property damage &/or environmental incident | 3H  | • Identify and obey all safety related signage (check site entry requirements)  
• Ensure all PPE required for site is worn and in good working order, especially High Visibility clothing  
• Follow traffic management plan  
• Vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs and equipment, where necessary)  
• Do not park illegally  
• Alertness at all times. Listen for:  
  o Reversing alarms/beepers  
  o Calls from plant operators  
• Report to Site Supervisor  
• Ensure site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, contact persons etc.)  
• Assess mobile phone reception (alternative emergency communications procedures in place if no reception available)  
• Work site is exactly as detailed in Terms of Agreement or contract  
• Suitable access for all equipment required  
• Suitable space for operation of equipment  
• Suitable lighting, including night-works  
• Environmental conditions acceptable e.g. weather, temperature, atmosphere  
• Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task  
• If represented by an elected health and safety representative, the representative should be included in any consultation  
• Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made  
• Undertake a site and task specific JSA to identify hazards and control risks. | 2M  | Workers |
| Cold / heat stress | | 3H  | • Cold:  
  o Ensure workers to have adequate warm drinks  
  o Access to warm shelter during breaks  
• Heat:  
  o Sun brim on hard hat  
  o Safety glasses - UV Rated  
  o Use 30+ sunscreen on exposed skin areas  
| 2M  | Workers |

INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)
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| 6. False Decks | Falls | 3H | • Where required to stand at heights of over two metres to install bearers and joists a “false” deck should be provided for workers to stand on where practicable. Ensure:  
  o No gap exceeds 225 mm width  
  o Gaps only exist where a vertical member of a frame passes through the deck  
  o False decking material has strength to support persons standing on the deck and any materials placed on the deck.  
  o The height between the false deck and the pouring deck must allow access during bracing breakdown  
  o If using planks, ensure any lapped planks are secured against uplift and slipping.  
  o If required to stand less than 2 metres to install bearers and joists, at least 2 planks may be used. Ensure:  
    ▪ Planks are locked” together. Example - clamped near the centre span to prevent individual movement  
    ▪ Have an unobstructed surface width of at least 450mm (two planks wide). |
| Hazardous manual tasks - MSD | 3H | • Manual handling training provided in the correct way to lift frames  
  • Ensure the access route is clear of hazards  
  • Use team-lifts where possible  
  • As much as possible, team members are of similar height and capability  
  • Team members know their responsibilities during the lift. |
| 7. Erecting Frames (Including base plates and U heads) | Hit by falling /moving object due to ground / floor movement | 3H | • Must be erected on a stable base to prevent collapse. Ensure:  
  o Appropriate PPE is worn (hard hats etc.)  
  o All framing is adequately braced and secured in a manner that complies with on site design documentation and, manufacturers’ requirements  
  o Braces should be attached to the frames as soon as practicable and designated access ways should be indicated by using bunting or by other means.  
  o Framing is conducted in a sequential, controlled manner  
  o Suspended slabs or firm ground able to safely support load  
  o Check that natural ground will not subside, or get washed away  
  o Provide base plates under props & frames; unless an engineer states it is unnecessary  
  o Provide sole boards on natural ground that is designed to suit the ground - unless an engineer states otherwise  
  o Check U-Heads (or other approved fixture) in good condition before inserting into frame. |
<p>| Hazardous manual tasks - MSD | 3H | • Refer to step 6 (Hazardous manual tasks - MSD) for controls. |</p>
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| Electric shock | Electric shock | 4A | • Ensure the welding machine is in good condition before use:  
  o Check for defective leads, electrode holders and guns, insulation damage,  
  o Clean all contact surfaces and equipment  
  o Check and tighten all external connections daily  
  o Ensure earth leads are secure  
  o Keep welder and work area dry (do not work in rain). | □ DO NOT use damaged leads or connections  
  □ DO NOT drag live welding leads. | 2M | 2M |
| Fire | Fire | 4A | • Ensure completed Hot Work Permit available at site  
  • Follow safety precautions on Hot Work Permit  
  • Note: Do not conduct work that is not listed on Hot Work Permit. If other Hot Works are required, obtain Hot Work Permit for that task before commencement  
  • Ensure hot particles or sparks cannot lodge in crevices or any combustible material  
  • Remove all combustible material from the area  
  • Discard hot electrode stubs carefully, in a fit for purpose bin. | 2M | 2M |
| 13. Concrete Pour | Powered mobile plant movement | • Refer to step 5 (Contact with powered mobile plant / vehicles) for controls. | Workers | 2M |
| Falls | Falls | 4A | • Establish structural integrity of the deck. Ensure:  
  o Deck has been verified structurally sound before starting the concrete pour  
  o Deck is not overloaded during the concrete pour  
  o Deck and bracing is monitored during the concrete pour to identify signs of failure  
  o Never climb on formwork components to adjust form. Always use work platforms for access  
  o If movement in form occurs – Direct pour to stop - only adjust/add bracing if safe to do so  
  o Maintain safe distance from concrete pump operator. | 2M | 2M |
| Hit by falling object | Hit by falling object | 4A | • Ensure an exclusion zone is put in place to prevent people accessing the area under the deck during the concrete pour  
  • Maintain the exclusion zone until the concrete reaches adequate strength and the bracing is removed  
  • No persons enter the exclusion zone during the pour unless a risk assessment has been undertaken to determine it is safe to do so. | 2M | 2M |
| 14. Removing / stripping formwork | Lack of consultation | 3H | • Before stripping formwork ensure:  
  o A competent person, (e.g. engineer) provides written confirmation the concrete is self-supporting and the is safe to be removed | 2M | Workers |
This SWMS has been developed in consultation and cooperation with employee/workers and relevant Employer/Persons Conducting Business or Undertaking (PCBU). I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and PPE described.

<table>
<thead>
<tr>
<th>WORKERS’ NAME</th>
<th>JOB ROLE / POSITION</th>
<th>LICENCES, COMPETENCIES &amp; QUALIFICATIONS (add as applicable)</th>
<th>TYPE / DESCRIPTION</th>
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