### Interior Linings (Plasterboard/Gyprock/Fibre Cement) Safe Work Method Statement (SWMS)

<table>
<thead>
<tr>
<th>Business Contact:</th>
<th>Phone #:</th>
<th>Principal Contractor (PC):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible person (for monitoring SWMS and work):</td>
<td></td>
<td>Job Address:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
<td>PC Phone #:</td>
</tr>
<tr>
<td>Contact Phone #:</td>
<td></td>
<td>Contact Phone #:</td>
</tr>
</tbody>
</table>

### This Work Activity Involves the Following Hazardous Work and Environmental Impacts

- Electrical equipment
- Elevated levels
- Slips, trips and falls
- Hazardous substances
- Silica dust
- Hot Work
- Hazardous manual tasks
- Outdoor work
- Remotely &/or isolated work
- Noise and vibration
- Native vegetation & weeds
- Air quality
- Waste
- Vehicle movement
- Fuels, oils & chemicals
- Terrestrial fauna
- Waterways & soils
- Cultural heritage
- ?

### This Work Activity Involves the Following “High-Risk Construction Work” (HRCW - Identified in the Job Task Column)

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

### 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.
<table>
<thead>
<tr>
<th>LIKELIHOOD</th>
<th>INSIGNIFICANT</th>
<th>MINOR</th>
<th>MODERATE</th>
<th>MAJOR</th>
<th>CATASTROPHIC</th>
<th>SCORE</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>ALMOST CERTAIN</td>
<td>3 - HIGH</td>
<td>3 - HIGH</td>
<td>4 - ACUTE</td>
<td>4 - ACUTE</td>
<td>4 - ACUTE</td>
<td>4A - ACUTE</td>
<td>DO NOT PROCEED.</td>
</tr>
<tr>
<td>LIKELY</td>
<td>2 - MODERATE</td>
<td>3 - HIGH</td>
<td>3 - HIGH</td>
<td>4 - ACUTE</td>
<td>4 - ACUTE</td>
<td>3H - HIGH</td>
<td>Review before commencing work.</td>
</tr>
<tr>
<td>POSSIBLE</td>
<td>1 - LOW</td>
<td>2 - MODERATE</td>
<td>3 - HIGH</td>
<td>4 - ACUTE</td>
<td>4 - ACUTE</td>
<td>2M - MODERATE</td>
<td>Maintain control measures.</td>
</tr>
<tr>
<td>UNLIKELY</td>
<td>1 - LOW</td>
<td>1 - LOW</td>
<td>2 - MODERATE</td>
<td>3 - HIGH</td>
<td>3 - HIGH</td>
<td>1L - LOW</td>
<td>Record and monitor.</td>
</tr>
</tbody>
</table>

**HIERARCHY OF CONTROLS**

<table>
<thead>
<tr>
<th>JOB TASK</th>
<th>HAZARDS</th>
<th>RISK</th>
<th>CONTROL MEASURES</th>
<th>RESPONSIBLE PERSON</th>
</tr>
</thead>
</table>
| **1. Provide training & information to workers on respirable crystalline silica dust** | Exposure to silica dust                      | 4A    | Training and information provided to workers on RCS should include:  
  o 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)  
  o Identification of RCS dust through Safety Datasheet (SDS) or labels  
  o Dust exposure prevention  
  o Checking controls are working and using them  
  o 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. Arrival on-site & assess onsite conditions** | Personal injury, property damage &/or environmental incident | 3H    | 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)  
  o Do not park illegally  
  o Identify and obey all safety-related signage (check site entry requirements)  
  o Report to Site Supervisor  
  o Ensure site-specific induction undertaken  
  o Assess mobile phone reception  
  o The worksite is exactly as detailed in Terms of Agreement or contract  
  o Complete a JSA specifying the control measures of unanticipated hazards. | Supervisor to check the site and conduct JSA where necessary |
| **3. Work area set-up**   | Unauthorised access to the work area          | 3H    | Establish an exclusion zone for other workers (those not associated with the activity) & the public  
  Keep awareness of unauthorised persons attempting to enter or entering the work area  
  If members of the public or unauthorised personnel enter the exclusion zone, stop work until removed from the work zone. | Supervisors & Workers to follow controls |
| **4. Environment**        | Environmental impact                         | 3H    | Noise & vibration - Be aware of maximum noise levels at the site  
  The plant is maintained to minimise noise  
  No noise produced outside council approved hours of operation | Supervisors to check all controls in |

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**DEVELOPED BY:**  
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**SIGNATURE:**  
**Issue Date:**  
**Revision Date:**  
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<table>
<thead>
<tr>
<th>JOB TASK</th>
<th>HAZARDS</th>
<th>RISK</th>
<th>CONTROL MEASURES</th>
<th>RESPONSIBLE PERSON</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>3H</td>
<td>• All personnel sign-out on Site Register.</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>4A</td>
<td>• Stay to designated access and egress routes</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Maintain awareness of surroundings at all times.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Security breach</td>
<td></td>
<td>o Remove respirator after clean-up and PPE removal</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>o Wash face and hands with soapy water. Pay attention to under the fingernails.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Vehicle/people impact</td>
<td></td>
<td>• For police, fire or ambulance call ‘000.’</td>
<td>Supervisors and workers ensure controls followed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Follow site emergency and evacuation procedures</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• A communication system is available, e.g. a mobile phone or radio</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Check for dangers to self before helping others</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Maintain control of the area and stabilise the situation</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Apply first aid to the injured worker</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>• Complete an incident report.</td>
<td></td>
</tr>
<tr>
<td>16.</td>
<td>Emergency response</td>
<td>4A</td>
<td>• Refer to your SWMS implementing instructions for further specific emergency responses</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Injury</td>
<td></td>
<td>• For police, fire or ambulance call ‘000.’</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Fatality</td>
<td></td>
<td>• Follow site emergency and evacuation procedures</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Environmenta l damage</td>
<td></td>
<td>• A communication system is available, e.g. a mobile phone or radio</td>
<td></td>
</tr>
<tr>
<td>Overall Risk Rating after Controls</td>
<td></td>
<td>1 - LOW</td>
<td>2 - MODERATE</td>
<td>3 - HIGH</td>
</tr>
</tbody>
</table>

PERMITS
- Not applicable
- H oz 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
- Electrical tools and leads
  - Tested and tagged quarterly
- Hand tools - Meet AS/NZS
  - Regular visual inspection
- Ladders - Meet AS/NZS
  - Inspected and tagged out if damaged
- Mobile plant
  - Inspected and tagged out if damaged

HAZARDOUS SUBSTANCES
List hazardous substances taken on-site and have the SDS on-site.
1. 2. 3. 4. 5. 6. 7. 8. 9. 10. 11.

SUPERVISING ARRANGEMENTS
- Audits
- Spot Checks
- Reporting systems
- Suitably qualified supervisors for job
- Direct on-site supervision
- Remote site: communication systems/schedule