

Business Name:

Business Address:

ABN/NZBN:

## TILING SWMS SAFE WORK METHOD STATEMENT (SWMS)












Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		Job address:
Signature:	Date:	PC Phone #: <span style="float: right;">Date SWMS provided to PC:</span>
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 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 type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse          |  |   |   |
| <input 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 checked="" 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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
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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)	4A	<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 Material/Safety Datasheet (M/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. Working outdoors	Extreme weather	3H	<ul style="list-style-type: none"> <li>Check weather conditions – do not work in extreme conditions</li> <li>Reschedule works to work in more moderate temperatures.</li> </ul>	Supervisor to maintain awareness of weather conditions  Operator to follow controls
	Hyperthermia Hypothermia	3H	<ul style="list-style-type: none"> <li>Ensure that workers are trained to recognise the symptoms of hyperthermia and hypothermia</li> <li><u>Hot conditions. Ensure:</u> <ul style="list-style-type: none"> <li>Suitable protective clothing</li> <li>Sun brim on hard hats</li> <li>Safety glasses - UV rated</li> <li>Use 30+ sunscreen on exposed skin</li> <li>Adequate drinking water</li> <li>Access to shade on breaks</li> <li>Adequate breaks.</li> </ul> </li> <li><u>Cold conditions. Ensure:</u> <ul style="list-style-type: none"> <li>Schedule warm-up breaks</li> <li>Hold breaks inside</li> <li>Dress warmly in layers</li> <li>Stay dry (wet clothing chills the body rapidly)</li> <li>Workers must get out of the cold as soon as they can if starting to feel symptoms</li> <li>Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold.</li> </ul> </li> </ul>	
3. HRCW Arrival on-site & assess	Personal injury, property damage &/or	3H	<ul style="list-style-type: none"> <li>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)</li> <li>Do not park illegally</li> </ul>	Supervisor to check the site and conduct

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> <li>• <b>Vehicle movement</b> - Follow the Traffic Management Plan, only travel on established tracks and roads</li> <li>• Use designated entry and exit points</li> <li>• <b>Terrestrial fauna</b> - No domestic animals are to be taken on-site</li> <li>• Ensure all food scraps placed in lidded bins.</li> </ul>	
6. House-keeping	<ul style="list-style-type: none"> <li>• Slips</li> <li>• Trips</li> <li>• Falls</li> </ul>	3H	<ul style="list-style-type: none"> <li>• Maintain housekeeping throughout the shift &amp; clean-up</li> <li>• Ensure sufficient lighting to detect changes in level (using temporary lighting as required)</li> <li>• Do not jump from elevated edges &gt;180mm, step carefully and use prepared access areas</li> <li>• The work area is clean and uncluttered as possible</li> <li>• Do not place equipment where it could become a trip hazard</li> <li>• Check for stored items, corners or other obstructions that could cause tripping</li> <li>• Ensure there is room to manoeuvre and no obstacles in the way</li> <li>• Check the end destination is prepared correctly for placement of the materials/equipment</li> <li>• Clean spills immediately</li> <li>• Footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, oily soles, or caked with mud or other contaminants.</li> </ul>	<p><b>Supervisors</b> to check all controls in place and followed</p> <p><b>Workers</b> to follow controls and make supervisor aware of any issues</p>
7. Manual tasks	Musculoskeletal (MSD) injuries	3H	<ul style="list-style-type: none"> <li>• Materials/equipment placed as close to the work area as possible</li> <li>• Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight</li> <li>• Do not use extreme force to move items</li> <li>• Hold lifted items close to the body whenever possible</li> <li>• Keeping knees bent and back straight and lift, unload keeping knees bent</li> <li>• Use team lifts and mechanical means for heavy items</li> <li>• Schedule regular breaks and practice job rotation</li> <li>• When tiling at height – a second person should be present to provide assistance</li> <li>• Position tiles to reduce manual handling risks / reduce distances travelled and double handling</li> <li>• Use the correct hand tool for each stage of the task</li> <li>• Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending.</li> </ul>	<p><b>Supervisors</b> to check all controls in place and followed</p> <p><b>Workers</b> to follow controls and make supervisor aware of any issues</p>
8. <b>HRCW</b> Materials delivery	<ul style="list-style-type: none"> <li>• Struck by mobile plant</li> <li>• Crush injuries</li> <li>• Amputation</li> <li>• Entanglement</li> <li>• Fatality</li> </ul>	4A	<ul style="list-style-type: none"> <li>• Alertness at all times. Listen for:               <ul style="list-style-type: none"> <li>○ Reversing alarms/beepers</li> <li>○ Calls from Plant Operators</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> </ul> </li> </ul>	<p><b>Supervisors</b> to check all controls in place and followed</p> <p><b>Workers</b> to</p>

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON	
	Knee injury - bursitis/arthritis	3H	<ul style="list-style-type: none"> <li>Before the laying tiles ensure that knee pads are fitted</li> <li>Give your legs a break by periodically standing up, stretching and walking around.</li> </ul>		
	Muscular stress	3H	<ul style="list-style-type: none"> <li>When tiling at height – a second person should be present to provide assistance</li> <li>Ensure there are sufficient workers to handle large oversized tiles.</li> </ul>		
<b>13. HRCW</b> On completion	Unauthorised access	3H	<ul style="list-style-type: none"> <li>If acceptable, remove or add barricades</li> <li>Ensure machine is parked in a safe, level area, clear of unstable or sloping ground</li> <li>Store the key in a safe place (restrict unauthorised access).</li> </ul>	<b>Supervisor</b> to confirm all workers have signed out  <b>Workers</b> to comply with controls	
	Electric shock	3H	<ul style="list-style-type: none"> <li>Disconnect power tool/extension leads from power point before winding up so that you don't get a shock if the lead is damaged</li> <li>Inspect leads and power equipment for damage</li> <li>If safe to do so, remove isolation locks/tags and test appliance for function.</li> </ul>		
	Inhalation of silica	3H	<ul style="list-style-type: none"> <li>Carefully roll or fold any plastic sheeting used to cover any surface within a Silica dust work area</li> <li>If necessary, use damp rags or a HEPA vacuum cleaner to clean any remaining visibly contaminated sections of the work area</li> <li>If possible, fully dismantle tools and decontaminate in a controlled environment</li> <li>Personal hygiene:               <ul style="list-style-type: none"> <li>Use HEPA vacuum cleaner to remove obvious signs of contaminated material</li> <li>Wipe coveralls, shoes, eye protection with a damp cloth</li> <li>Wipe respirator with a damp cloth – but do not remove</li> <li>Remove coveralls, shoes and any other PPE</li> <li>Remove respirator after clean-up and PPE removal</li> <li>Wash face and hands with soapy water. Pay attention to under the fingernails.</li> </ul> </li> </ul>		
	Security breach	3H	<ul style="list-style-type: none"> <li>All personnel sign-out on the site Register.</li> </ul>		
	Vehicle/people impact	4A	<ul style="list-style-type: none"> <li>Stay to designated access and egress routes</li> <li>Maintain awareness of surroundings at all times.</li> </ul>		
<b>14. HRCW</b> 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>	<b>Supervisors and workers</b> ensure controls followed

OVERALL RISK RATING AFTER CONTROLS

1 - Low

2 - MODERATE

3 - High

4 - ACUTE