## WATERPROOFING (WET AREAS - ROOFS/BALCONIES) SAFE WORK METHOD STATEMENT (SWMS)

<table>
<thead>
<tr>
<th>Business Contact</th>
<th>Phone #</th>
<th>Principal Contractor (PC)</th>
<th>Job address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible person (for monitoring SWMS and work):</td>
<td>Signature:</td>
<td>Date:</td>
<td>PC Phone #:</td>
</tr>
<tr>
<td>Contact Phone #:</td>
<td></td>
<td></td>
<td></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
- Hot Work
- Hazardous manual tasks
- Outdoor work
- Remotely &/or isolated work
- Noise and vibration
- Native vegetation & weeds
- Air quality
- Waste
- 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

#### FOOT PROTECTION

- Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
### Hierarchy of Controls

<table>
<thead>
<tr>
<th>Likelihood</th>
<th>Insignificant</th>
<th>Minor</th>
<th>Moderate</th>
<th>Major</th>
<th>Catastrophic</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>
</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>
</tr>
<tr>
<td>POSSIBLE</td>
<td>1 - LOW</td>
<td>2 - MODERATE</td>
<td>3 - HIGH</td>
<td>3 - HIGH</td>
<td>4 - ACUTE</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>
</tr>
<tr>
<td>RARE</td>
<td>1 - LOW</td>
<td>1 - LOW</td>
<td>2 - MODERATE</td>
<td>3 - HIGH</td>
<td>4 - ACUTE</td>
</tr>
</tbody>
</table>

### Job Task | Hazards | Risk | Control Measures |
|-------------|---------|------|------------------|
| 1. HRCW 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)  
• Do not park illegally  
• Identify and obey all safety-related signage (check site entry requirements)  
• Report to Site Supervisor  
• Ensure site-specific induction undertaken  
• Assess mobile phone reception  
• The worksite is exactly as detailed in Terms of Agreement or contract  
• Complete a JSA specifying the control measures of unanticipated hazards. |
| 2. HRCW Work area set-up | Unauthorised access to the work area | 3H | • Establish an exclusion zone for other workers and the public. I.e. those not associated with the activity. This zone should be clearly defined by signage and hazard marking tape or flagging  
• Maintain 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. |
| 3. Environment Environmental impact | Noise & vibration - Be aware of maximum noise levels at the site  
Plant is maintained to minimise noise  
No noise produced outside council approved hours of operation  
Engineering controls fitted to equipment (e.g. silencers)  
Waste - Place all wastes and rubbish in bins or other appropriate containers  
Separate recycle waste from general waste  
Do not mix waste with spoil  
Fuels, oils & chemicals - Minimum amounts of hazardous substances are kept on site | 3H | |

### Supervisor
- Check the site and conduct JSA where necessary
- Ensure control measures followed

### Workers
- Follow 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>
| **6. HRCW**
Working with powered & non-powered tools | • Electrocution
• Injury
• Fire
• Asphyxiation | 4A | • Use tools only for the purpose specified by the manufacturer
• Wear PPE as recommended by the manufacturer
• Pre-inspect and operate tools following the manufacturer's instructions. If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures
• Tool operations manual is available, read and understood
• Fire protection equipment accessible
• Electrical:
  o All electric power tools and leads are Tested, Tagged and are current
  o Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices
  **⚠️ Do not use plug top RCD's fitted to power tools as the RCD cannot be tested**
  o Switchboards have appropriately rated circuit breaker
  o Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing
  o Do not overload power outlets
• Diesel/petrol-powered tools - Do not run a diesel/petrol-powered tools inside a building (e.g. shed), or where ventilation is limited
  • Use mechanical ventilation as required. | Supervisors to check all controls in place and followed
Workers to follow controls and make supervisor aware of any issues |
| **7. HRCW**
Working on balconies & rooftops | Falls from height | 4A | • Assessing balconies and rooftops for fall hazards
• Ensure work surfaces are structurally sound before starting work
• Inspect working surfaces/roof:
  o Check for moisture, dust or any other condition that may cause loss of stable footing
  o Access is available, e.g. entry through edge protection or other (do not climb on the outside of scaffold or over top rails of edge protection)
  o Suitable weather conditions (no strong wind, rain, storms etc.)
• Fragile Roofs: conduct a visual inspection without stepping on the roof where possible. (If access is necessary, provide fall protection measures including safety harness with adequate anchorage along the access route
• Fall restraint/arrest systems:
  o Ensure fall restraint/arrest systems are in place before starting work
  o Inspect harness components before use, use and maintain as per manufacturer's instructions and it's designed purpose
  o If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures
  o Ensure the correct harness size for weight and height of operator (use manufacturer sizing chart). It is possible to slide out of a harness that is too big
  o Follow the manufacturer's instructions for fitting and use. The operator must ensure: | Supervisors to check all controls in place and followed
Workers to follow controls and make supervisor aware of any issues |
### JOB TASK

10. HRCW
   Torch-on sheet membranes

#### HAZARDS
- Fire/explosion
- Hazardous atmospheres
- Adverse weather

#### RISK
- 4A
- 4A
- 3H

#### CONTROL MEASURES
- Ensure completed Hot Work Permit available at the site
- Follow safety precautions on Hot Work Permit
- Do not conduct work that is not listed on the Hot Work Permit. If other Hot Works are required, obtain Hot Work Permit for that task before the commencement of work
- Ensure fire-fighting equipment is available during operation - Dry Chemical or CO2 fire extinguishers near cylinders (ensure fire extinguishers tested & tagged)
- Fire protection equipment is within test date, functional and accessible to the intended location
- Signage ‘No flammables within the work area.’
- NEVER direct the heat gun at your clothes, other persons or property.
  - Use a fume exhaust system in closed areas.
  - Check weather requirements. Do not conduct Hot Works in high temperatures, high winds or on days of Total Fire Bans.

#### RESPONSIBLE PERSON
- Supervisors to check all controls in place and followed
- Workers to follow controls and make supervisor aware of any issues

11. HRCW
   On completion

#### UNAUTHORISED ACCESS
- If acceptable, remove or add barricades
- Ensure machine is parked in a safe, level area, clear of unstable or sloping ground
- Store the key in a safe place (restrict unauthorised access).

#### CONTACT WITH ELECTRICITY
- Disconnect power tool/extension leads from power point before winding up so that you don’t get a shock if the lead is damaged
- Inspect leads and power equipment for damage
- If safe to do so, remove isolation locks/tags and test appliance for function.

#### SECURITY BREACH
- All personnel sign-out on Site Register.

#### VEHICLE/PEOPLE IMPACT
- Stay to designated access and egress routes
- Maintain awareness of surroundings at all times.

12. HRCW
   Emergency response

#### INJURY
- Fatality
- Environmenta l damage

#### RISK
- 4A

#### CONTROL MEASURES
- 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.
  - Refer to your SWMS implementing instructions for further specific emergency responses.

#### RESPONSIBLE PERSON
- Supervisors and workers ensure controls followed

### OVERALL RISK RATING AFTER CONTROLS

- 1 - LOW
- 2 - MODERATE
- 3 - HIGH
- 4 - ACUTE