

Business Name:

Business Address:

ABN/NZBN:

## WATERPROOFING (WET AREAS - ROOFS/BALCONIES) 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 type="checkbox"/> Elevated levels                      | <input checked="" type="checkbox"/> Slips, trips and falls | <input checked="" type="checkbox"/> Hazardous substances | <input type="checkbox"/> ?                           |
| <input checked="" 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 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 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 checked="" type="checkbox"/>	<input checked="" 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. <b>HRCW</b> Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	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> <li>Identify and obey all safety-related signage (check site entry requirements)</li> <li>Report to Site Supervisor</li> <li>Ensure site-specific induction undertaken</li> <li>Assess mobile phone reception</li> <li>The worksite is exactly as detailed in Terms of Agreement or contract</li> <li>Complete a JSA specifying the control measures of unanticipated hazards.</li> </ul>	<b>Supervisor</b> to check the site and conduct JSA where necessary
2. <b>HRCW</b> Work area set-up	Unauthorised access to the work area	3H	<ul style="list-style-type: none"> <li>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</li> <li>Maintain awareness of unauthorised persons attempting to enter or entering the work area</li> <li>If members of the public or unauthorised personnel enter the exclusion zone, stop work until removed from the work zone.</li> </ul>	<b>Supervisor and workers</b> to ensure control measures followed
	Fire / explosion	4A	<ul style="list-style-type: none"> <li>Keep ignition sources away from the waterproofing area as there could be a danger of fire or explosion from ignited fumes.</li> </ul>	
3. Environment	Environmental impact	3H	<ul style="list-style-type: none"> <li><b>Noise &amp; vibration</b> - Be aware of maximum noise levels at the site</li> <li>Plant is maintained to minimise noise</li> <li>No noise produced outside council approved hours of operation</li> <li>Engineering controls fitted to equipment (e.g. silencers)</li> <li><b>Waste</b> - Place all wastes and rubbish in bins or other appropriate containers</li> <li>Separate recycle waste from general waste</li> <li>Do not mix waste with spoil</li> <li><b>Fuels, oils &amp; chemicals</b> - Minimum amounts of hazardous substances are kept on site</li> </ul>	<b>Supervisors</b> to check all controls in place and followed  <b>Workers</b> to follow controls

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
<p><b>6. HRCW</b> Working with powered &amp; non-powered tools</p>	<ul style="list-style-type: none"> <li>• Electrocution</li> <li>• Injury</li> <li>• Fire</li> <li>• Asphyxiation</li> </ul>	4A	<ul style="list-style-type: none"> <li>• Use tools only for the purpose specified by the manufacturer</li> <li>• Wear PPE as recommended by the manufacturer</li> <li>• 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</li> <li>• Tool operations manual is available, read and understood</li> <li>• Fire protection equipment accessible</li> <li>• <u>Electrical:</u> <ul style="list-style-type: none"> <li>○ All electric power tools and leads are Tested, Tagged and are current</li> <li>○ Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices</li> <li>⚠ <b>Do not use plug top RCD's fitted to power tools as the RCD cannot be tested</b></li> <li>○ Switchboards have appropriately rated circuit breaker</li> <li>○ Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing</li> <li>○ Do not overload power outlets</li> </ul> </li> <li>• <u>Diesel/petrol-powered tools</u> - Do not run a diesel/petrol-powered tools inside a building (e.g. shed), or where ventilation is limited</li> <li>• Use mechanical ventilation as required.</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>
<p><b>7. HRCW</b> Working on balconies &amp; rooftops</p>	Falls from height	4A	<ul style="list-style-type: none"> <li>• Assessing balconies and rooftops for fall hazards</li> <li>• Ensure work surfaces are structurally sound before starting work</li> <li>• Inspect working surfaces/roof: <ul style="list-style-type: none"> <li>○ Check for moisture, dust or any other condition that may cause loss of stable footing</li> <li>○ 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)</li> <li>○ Suitable weather conditions (no strong wind, rain, storms etc.)</li> </ul> </li> <li>• 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)</li> <li>• <u>Fall restraint/arrest systems:</u> <ul style="list-style-type: none"> <li>○ Ensure fall restraint/arrest systems are in place before starting work</li> <li>○ Inspect harness components before use, use and maintain as per manufacturer's instructions and it's designed purpose</li> <li>○ If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures</li> <li>○ 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</li> <li>○ Follow the manufacturer's instructions for fitting and use. The operator must ensure:</li> </ul> </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>

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON	
10. HRCW Torch-on sheet membranes	Fire/explosion	4A	<ul style="list-style-type: none"> <li>Ensure completed Hot Work Permit available at the site</li> <li>Follow safety precautions on Hot Work Permit</li> <li>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</li> <li>Ensure fire-fighting equipment is available during operation - Dry Chemical or CO2 fire extinguishers near cylinders (ensure fire extinguishers tested &amp; tagged)</li> <li>Fire protection equipment is within test date, functional and accessible to the intended location</li> <li>Signage 'No flammables within the work area.'</li> <li><b>NEVER</b> direct the heat gun at your clothes, other persons or property.</li> </ul>	<b>Supervisors</b> to check all controls in place and followed  <b>Workers</b> to follow controls and make supervisor aware of any issues	
	Hazardous atmospheres	4A	<ul style="list-style-type: none"> <li>Use a fume exhaust system in closed areas.</li> </ul>		
	Adverse weather	3H	<ul style="list-style-type: none"> <li>Check weather requirements. Do not conduct Hot Works in high temperatures, high winds or on days of Total Fire Bans.</li> </ul>		
11. HRCW 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	
	Contact with electricity	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>		
	Security breach	3H	<ul style="list-style-type: none"> <li>All personnel sign-out on 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>		
12. HRCW 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