

| SAFE WORK METHOD STATEMENT (SWMS) PART 1   |           |               |  |
|--|-----------|---------------|--|
| ACTIVITY: ELEVATOR FRAME MAINTENANCE   |           |               | SWMS #:  |
| BUSINESS NAME:   |           |               | BUSINESS #:  |
| BUSINESS ADDRESS:  |           |               |  |
| BUSINESS CONTACT:  |           |               | PHONE #:   |
| <b>SWMS APPROVED BY: EMPLOYER / PCBU / DIRECTOR / OWNER.</b>   |           |               |  |
| NAME:  |           |               |  |
| SIGNATURE:   |           |               | DATE:  |
| <b>PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS:</b>   |           |               |  |
| <b>PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS:</b>  |           |               |  |
| <b>RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.</b>   |           |               | <b>ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.</b>  |
| NAME   | SIGNATURE | DATE          | <p>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.</p> <p>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).</p> |
|  |           |               |  |
|  |           |               |  |
|  |           |               |  |
| <b>PRINCIPAL CONTRACTOR DETAILS</b> <i>(The builder or the organisation you are working for.)</i>  |           |               |  |
| PRINCIPAL CONTRACTOR (PC):   |           | PROJECT NAME: | DATE SWMS PROVIDED TO PC:  |
| PROJECT ADDRESS:   |           |               |  |
| PROJECT MANAGER (PM):  |           | PM SIGNATURE: | CONTACT PH. #:   |
| <b>SWMS Scope:</b> This Safe Work Method Statement (SWMS) provides guidance on safe installation of stainless steel overlays on elevator entrance frames. Included in this SWMS is planning and preparation, training and competency requirements, working with the public and operational safety requirements associated with the task. |           |               |  |

**THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK"**

- Confined Spaces
- Mobile Plant
- Demolition
- Asbestos
- 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 more than 2m, 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 risk of drowning

| LIKELIHOOD     | INSIGNIFICANT | MINOR         | MODERATE      | MAJOR      | CATASTROPHIC | SCORE          | ACTION                         | HIERARCHY OF CONTROLS | Most EFFECTIVE  |
|----------------|---------------|---------------|---------------|------------|--------------|----------------|--------------------------------|-----------------------|-----------------|
| ALMOST CERTAIN | 3<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE    | 4<br>ACUTE | 4<br>ACUTE   | 4A<br>ACUTE    | <b>DO NOT PROCEED.</b>         | ELIMINATION           | ↑<br>↓          |
| LIKELY         | 2<br>MODERATE | 3<br>HIGH     | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 3A<br>ACUTE    | Review before commencing work. | SUBSTITUTION          |                 |
| POSSIBLE       | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH     | 4<br>ACUTE | 4<br>ACUTE   | 3H<br>HIGH     | Maintain control measures.     | ISOLATION             |                 |
| UNLIKELY       | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 4<br>ACUTE   | 2M<br>MODERATE | Record and monitor.            | ENGINEERING           |                 |
| RARE           | 1<br>LOW      | 1<br>LOW      | 2<br>MODERATE | 3<br>HIGH  | 3<br>HIGH    | 1L<br>LOW      |                                | ADMINISTRATIVE        |                 |
|                |               |               |               |            |              |                |                                | PPE                   | Least EFFECTIVE |

**PERSONAL PROTECTIVE EQUIPMENT (PPE):** *ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.*

| FOOT PROTECTION   | HEARING PROTECTION  | HIGH VISIBILITY   | HEAD PROTECTION   | EYE PROTECTION  | FACE PROTECTION  | HAND PROTECTION   | PROTECTIVE CLOTHING   | BREATHING PROTECTION  | SUN PROTECTION  | FALL ARREST   | OTHER  |
|---|---|---|---|---|--|---|---|---|---|---|--|
|  |  |  |  |  |  |  |  |  |  |  | RINGS, WATCHES, JEWELLERY THAT MAY BECOME ENTANGLED IN MACHINES MUST NOT BE WORN. 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 type="checkbox"/>  | <input checked="" type="checkbox"/>   | <input type="checkbox"/>  | <input checked="" type="checkbox"/>  |

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](http://www.saiglobal.com)

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| JOB STEP  | POTENTIAL HAZARD/S   | IR | CONTROL MEASURES TO REDUCE RISK  | RR | RESPONSIBLE PERSON |
|---|--|----|--|----|--------------------|
| <i><b>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</b></i> |  |    |  |    |                    |
| 1. Planning & preparation   | Lack of consultation with potential outcomes for personal injury, property damage &/or environmental incident.             | 3H | <ul style="list-style-type: none"> <li>• Liaise with building manager to establish the following on-site systems and procedures are in place and take note of:                             <ul style="list-style-type: none"> <li>○ Building Health and Safety rules (sign ins sheets etc.)</li> <li>○ Induction for all workers – site specific and toolbox meetings</li> <li>○ Supervisory arrangements</li> <li>○ Communication arrangements</li> <li>○ Any exclusion Zones</li> <li>○ PPE required</li> <li>○ Site plans – showing no go zones for pedestrians</li> <li>○ Traffic Management Plans</li> <li>○ Injury reporting procedures</li> <li>○ Hazard reporting procedures.</li> </ul> </li> <li>• Liaise with building manager to determine whether:                             <ul style="list-style-type: none"> <li>○ Electrical devices, power points, switchboards etc. are in a safe condition and RCD protected</li> <li>○ There are any potential hazards and risks associated with the task</li> <li>○ If represented by an elected Health and Safety Representative (HSR), they must be included in any consultation</li> <li>○ Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made.</li> </ul> </li> </ul> | 2M |                    |
| 2. Training and Capabilities                                      | Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident. | 3H | <ul style="list-style-type: none"> <li>• Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include:                             <ul style="list-style-type: none"> <li>○ Reporting procedures for incidents</li> <li>○ Correct use of equipment including selecting, fitting, use, care of and maintenance</li> <li>○ Correct use of all tools used</li> <li>○ Use of supervision where required (e.g. new starters or new equipment)</li> <li>○ Ensure supervisors, foremen etc. are suitably experienced in the type work to be conducted</li> <li>○ Safe handling procedures</li> <li>○ Correct lifting and setting down methods for panels</li> <li>○ Correct procedures for using various lifting and carrying aids.</li> <li>○ All workers are trained in this SWMS.</li> </ul> </li> <li>⚠ <b>Check workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs.</b></li> </ul>  | 2M |                    |
| 3. Arrival & site set-up  | Work adjacent to road & powered mobile plant movement  | 4A | <ul style="list-style-type: none"> <li>• Check constantly for changing hazards while working and monitor work position at all times. Ensure:                             <ul style="list-style-type: none"> <li>○ Do not stand behind reversing vehicles</li> <li>○ Allow sufficient distance from vehicles during loading and unloading operation</li> </ul> </li> </ul>  | 2M |                    |

| JOB STEP  | POTENTIAL HAZARD/S                              | IR | CONTROL MEASURES TO REDUCE RISK  | RR   | RESPONSIBLE PERSON |  |
|---|---|----|--|--|--------------------|--|
| <i><b>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</b></i> |   |    |  |  |                    |  |
|   |   |    | <ul style="list-style-type: none"> <li>Team lifting, carrying and setting down:                             <ul style="list-style-type: none"> <li>Work with a person about your height</li> <li>Decide in advance which person will direct the move</li> <li>Keeping knees bent and back straight, lift and raise the bag together</li> <li>Move smoothly together as you carry, keeping the load at the same level</li> <li>Unload at the same time, keeping knees bent</li> <li>If moving equipment up or down stairs, the taller person should be at the lower level.</li> </ul> </li> </ul> |  |                    |  |
|   | Property damage                                 | 3H | <ul style="list-style-type: none"> <li>Ensure equipment is not placed in areas where it may be run over, damaged or exposed to public access</li> </ul>  | 2M   |                    |  |
|   | Injury to public                                | 3H | <ul style="list-style-type: none"> <li>Restrict access to work area. Ensure:</li> <li>Ensure signage/barricades are placed in appropriate locations when working to prevent public access). Remove signs as soon as area is safe.</li> <li>Do not leave tools, materials lying around the work area, especially when work area is unattended. Clean up regularly during the work.</li> <li>Do not leave equipment unattended. Ensure all tools and material is within sight at all times when public is present.</li> </ul>  | 2M   |                    |  |
|   | Fire service disruption                         | 3H | <ul style="list-style-type: none"> <li>Do not obstruct access to firefighting equipment or obstruct exit ways with any tools, items or equipment.</li> </ul>   | 2M   |                    |  |
| 4. Installing Overlays  | Hazardous manual tasks - MSD                    | 3H | <ul style="list-style-type: none"> <li>Sufficient space to maneuver                             <ul style="list-style-type: none"> <li>Lift material smoothly, do not jerk or throw load upwards</li> <li>Avoid any twisting and side-bending during lift</li> <li>Bend knees, not back</li> <li>Avoid awkward and sustained positions</li> </ul> </li> </ul>  | <ul style="list-style-type: none"> <li>Applying mastic sealants/glues:                             <ul style="list-style-type: none"> <li>Do not overreach</li> <li>Maintain good posture avoiding awkward twisting and side bending.</li> </ul> </li> </ul> | 2M                 |  |
|   | Hazardous chemicals/substances (Adhesives)      | 3H | <ul style="list-style-type: none"> <li>Follow directions of use</li> <li>Consult M/SDS for the product</li> <li>Use PPE as per the product safety sheet</li> </ul>   | <ul style="list-style-type: none"> <li>Use with adequate ventilation</li> <li>Chemical resistant gloves for prolonged exposure.</li> </ul>   | 2M                 |  |
|   | Violence /aggression from members of the public | 3H | <ul style="list-style-type: none"> <li>Use suitable language</li> <li>Maintain polite exchanges</li> <li>Avoid confrontational situations</li> <li>Retreat from violence/provoking behaviour</li> </ul>  | <ul style="list-style-type: none"> <li>Always maintain clear, safe exit (do not allow potential aggressor to block safe exit)</li> <li>Do not physically intervene in any manner with members of the public.</li> </ul>                                      | 2M                 |  |

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### SAFE WORK METHOD STATEMENT (SWMS) PART 2

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.

OVERALL RISK RATING AFTER CONTROLS

1 Low

2 MODERATE

3 High

4 ACUTE

| WORKERS' NAME | JOB ROLE / POSITION | LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i> |       |        | DATE | SIGNATURE |
|---------------|---------------------|--|-------|--------|------|-----------|
|               |                     | TYPE / DESCRIPTION   | CLASS | NUMBER |      |           |
|               |                     | Construction Card  |       |        |      |           |
|               |                     | Construction Card  |       |        |      |           |
|               |                     | Construction Card  |       |        |      |           |
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