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| **ABN:** 35145102432Address: 18 hunter place, castle hill, NSW 2154 PH: 0412641287 E: peter@fieldsglassandglazing.net.au Web:www.fieldsglassandglazing.net.ausite |
| **SAFE WORK METHOD STATEMENT (SWMS)** |
| **PROJECT DETAILS:** |
| Project: | Area: |
| Job Address: |
| Job Description: |
| **WORK ACTIVITY:**  | INSTALLATION OF SCREEN WINDOWS & DOORS |  |
| **Consult relevant workers during development, approval and communication of this SWMS** | SWMS Approved by: |  Page 1 of 10 |
| Name: (Include names of workers who were consulted in relation to this SWMS) | Signature: | Job Title: | Date: | Name: |
| Signature: |
| Date: |
| Personnel responsible for monitoring and managing activity: | Overall Risk Rating After Controls | **4 A**cute | **3 H**igh |
| **2 M**oderate | **1 L**ow |
| **COMMUNICATE THIS SWMS TO ALL PERSONS INVOLVED IN TASK PRIOR TO WORK COMMENCING*** \_\_\_\_\_\_\_\_\_\_\_\_will conduct regular inspections and observations to ensure SWMS is being complied with.
* Hold Daily Tool Box Talks to identify, control and communicate additional site hazards.
* Cease work immediately if incident or near miss occurs. Amend the SWMS in consultation with relevant persons.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will approve and communicate amendment to all affected workers before work resumes.
* As required by WHS legislation, make the SWMS available for inspection or review.
* As required by WHS legislation, keep record of SWMS (until job is complete or for 2 years if involved in a notifiable incident).
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| **IMPORTANT NOTES:** |
| Check local government standards, codes of practice, regulations and legislation for any training requirements before use.Apprentices and Trainee Personnel are usually permitted to operate certain machinery and equipment provided they are guided and supervised by an experienced and qualified person, while also recording the hours of use in an approved logbook.WorkCover National Certificates of Competency are nationally recognised and these specific certificates do not have to be changed over to work interstate. This SWMS covers the installation of screen windows and doors at premises, and does not include regular work at heights (above 2.1m). Do not use electrical power tools for this task.  |

| **Task Steps** | **Potential Hazards/Risks of Each Step** | **RB** | **Control Measures - Steps To Follow Safety Checks & PPE** | **RA** | **Responsible Officer** |
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| **NOTE: RB** = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented. |
| 1. Planning | Personal Injury:* Manual handling
* Trips/falls
* Exposure to hazardous chemicals
* Animal attack
* Hit by moving vehicle
 | **2M** | Make sure suitable lifting/transport equipment is available.To allow safe removal of heavy materials if necessary, make sure the transport vehicle provided are equipped with ramps/hydraulic tailgate.Make sure enough number of persons are available for the task.Always assess the intended workplace, and wherever possible, gather information on the following:* Presence of persons who may be potentially aggressive
* Animals that may be dangerous
* Presence of asbestos or lead/lead-based paints
* Condition of electrical wiring (if applicable)
* Oldness of residence
* State of maintenance and condition
* Presence of any biological contamination (waste, debris, human, or animal waste, used syringes, etc.)
* Space to carry out the work and access/egress points

If hazards are present, make sure of implementation of suitable risk controls for the type of hazard. Make sure there is:* Adequate lighting
* Adequate room for delivery of materials
* It is possible to position the vehicle clear of traffic/vehicles/pedestrians during delivery of materials (it may be necessary to develop appropriate traffic management plan, including physical barriers, caution signs, etc,)
 | **1L** |  |
| 2. Preparation | Personal Injury:* Laceration
* Dehydration
 | **2M** | Make sure all workers have access to:* First aid kit/supplies
* Communication devices (check there is service for mobile phones in the area)
* Drinking water, clean-up and toilet facilities
* PPE necessary
 | **1L** |  |
| 3. Pre-Operational Inspection | Personal Injury:* Laceration
* Crushing
* Hit by ejected materials
* Manual handling
 | **2M** | Inspect all tools/equipment and make sure:* Batteries are fully charged
* Casing are in place and undamaged
* Controls are functional
* Guards are use and in place
* Drills bits are secured
* Adequate strength for job
* Free of grease, dirt, oil, etc.
* Regularly maintained/serviced according to manufacturer’s requirements

Make sure all screen windows/doors are undamaged, have no sharp edges and are suitable for installation. Make sure of the availability of all hardware necessary.  | **1L** |  |
| 4. Operation | Personal Injury:* Manual handling
* Crushing
* Trips, falls
* Laceration
 | **2M** | Before carrying materials, assess suitable travel pathway to enter/exit house are available.Check for corners, stairs, stored items, or other obstructions that could cause tripping, crushing of fingers, or awkward postures when carrying the load. Be careful not to scratch floors, walls, etc. when carrying loads.Make sure all materials can be delivered as close to the site of installation as possible. Use team lifts, or lifting equipment as necessary.Note: When using team lifts, make sure they are coordinated and practiced. Make sure there is adequate communication and continue to check for obstacles during the transport. Move slowly. Follow the manufacturer’s instructions for installation.Never work in awkward or static postures (such as bending or working with arms raised above the head) for more than 30 minutes at a time and/or 2 hours over the entire shift. Make sure workers take regular rest breaks.Where possible, screens on 2nd storeys should be installed internally. While using ladders, make sure:* They are of suitable type and height for the task
* Footing is firm, stable, and the surrounding floor is free of all obstacles
* Ladder is not damaged, in good condition and rates as industrial
* Always has three points of contact
* Make sure there are sufficient number of persons for the task.
* Have equipment handed to installer so it is not necessary for them to ascend/descend ladder.

Make sure area is clean upon completion. Use gloves for disposing of metal scraps as these can be sharp. | **1L** |  |
| 5. Emergency Procedures | Personal Injury:* Laceration
* Falls
* Crushing
* Animal attack
 | **2M** | Make sure to develop and implement an emergency response plan for the site, which includes * Assembly points
* Communication
* Responsible persons
* Emergency contacts (including nearest medical facility)
 | **1L** |  |

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| **References:** |  |
|  | Model Work Health and Safety Act 2011 and Model Work Health and Safety Regulations 2011 |
| Safe Work Australia (2011) – | Hazardous Manual Tasks Code of Practice |
| Safe Work Australia (2011) – | How to Prevent Falls at Workplaces Code of Practice |

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| PERSONAL PROTECTIVE EQUIPMENT |
| Personal Protective Equipment Requirements |
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| **Foot Protection** | **Hearing Protection** | **Protective Clothing** | **Head Protection** | **Eye Protection** | **Hand Protection** | **Sun Protection** | **Safety Harness** |
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**PPE Notes:**The above PPE Requirements are the minimum requirements for all personnel involved in this task. Be sure to conduct a Risk Assessment for other factors that may influence the work environment such as Temperatures – Hot/Cold, Working in the Sun, Night Work etc. Be sure that all PPE used is approved by Australian Standards. |
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| **SIGN OFF** |
| Workers and relevant Persons Conducting Business or Undertaking (PCBU) were consulted for developing this SWMS. I have read the above SWMS and I understand its contents. I confirm that I have the necessary training and skills, including any relevant certifications to undertake the related tasks contained in this SWMS. I agree to comply with any safety guidelines, requirements and recommendations as set forth by the responsible officer within this SWMS including safety instructions and use of recommended Personal Protective Equipment. |

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| **Name** | **Qualifications** | **Signature** | **Date** | **Time** | **Employer** |
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| **RISK ASSESSMENT** |
| References: Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines |

**Step 1 Determine Likelihood –** What is the possibility that the effect will occur? **Step 2 Determine Consequence –** Expected Consequences

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|  | **Likelihood** | **Definition** |
|  **Almost certain** | Expected to happen in most circumstances. | A common and very possible result |
|  **Likely** | Will probably occur in most circumstances. | Known to have occurred and has happened before |
| **Possible** | Might occur at some time | Could occur and is likely it has happened before |
| **Unlikely** | Could occur at some time | Not likely to occur |
| **Rare** | May occur only in exceptional circumstances | Very unlikely |

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| **Level of Consequence** | **Examples** |
| **Insignificant/Acceptable** | No consequence – so minor that the consequence is manageable |
| **Minor** | First aid treatment only; manageable and contained. |
| **Moderate** | Medical treatment; manageable with 3rd party assistance. |
| **Major** | Serious injuries; Down time and loss of productivity |
| **Catastrophic** | Death; Very serious consequences |

**Step 3 Determine the risk score Step 4 Record risk score** (**Note** – Risk scores are only estimated and should not be

Solely relied upon)

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|  | **CONSEQUENCE** |
| **LIKELIHOOD** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
|  **Almost certai**n | 3 High | 3 High | 4 Acute | 4 Acute | 4 Acute |
| **Likely** | 2 Medium | 3 High | 3 High | 4 Acute | 4 Acute |
| **Possible** | 1 Low | 2 Medium | 3 High | 4 Acute | 4 Acute |
| **Unlikely** | 1 Low | 1 Low | 2 Medium | 3 High | 4 Acute |
| **Rare** | 1 Low | 1 Low | 2 Medium | 3 High | 3 High |

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| **Score**  | **Action**  |
| **4** **A: Acute**  | URGENT – Act on and lower the risks immediately. Demands immediate attention.  |
| **3** **H: High**  | Decisions required urgently by Management.  |
| **2** **M: Moderate**  | Follow instructions given by management.  |
| **1** **L: Low**  | Manageable. Review regularly, and if any conditions of work change.  |

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BlueSafe Australia Pty Ltd supplies a generic template system of word documents that helps the employer to get a head start by providing them with a foundation to build a Work Health & Safety system for their business. BlueSafe Australia Pty Ltd templates are generic in nature and are not designed to be relied solely upon without the customisation of specific tasks.

Acquiring or creating & implementing an WHS System can greatly reduce the risks which are associated with your business, however having a complete WHS System does not 100% insulate a business from accidents or injuries in a workplace, and it does not guarantee that a Compensation Claim won’t be filed, however it significantly reduces the probability or likelihood by creating, adjusting and refining your systems as much as possible and ensuring that staff follow them.

The documents provided by BlueSafe Australia Pty Ltd are designed to help the employers’ awareness to safety in the workplace, and helping them with the first step to meeting their legislative obligations as an employer. Not only this, but it also creates an awareness for the employee in helping them be aware of their legislative obligations in the workplace, by taking responsibility for their actions, be ‘Safety Minded’ and helping the employer to create and maintain a safe workplace which also significantly reduces the possibilities and risks of an injury while at work.

The obligation rests with the employer to ensure that all systems in the workplace are applicable, practical and safe for their employees while ate work.

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