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| **ABN:** 35145102432 Address:18 hunter place, castle hill, NSW 2154 PH:0412641287 E:[peter@fieldsglassandglazing.net.au](mailto:peter@fieldsglassandglazing.net.au) Web: www.fieldsglassandglazing.net.au | | | | | | | | |
| **SAFE WORK METHOD STATEMENT (SWMS)** | | | | | | | | |
| **PROJECT DETAILS:** | | | | | | | | |
| Project: | | | | Area: | | | | |
| Job Address: | | | | | | | | |
| Job Description: | | | | | | | | |
| **WORK ACTIVITY:** | Scaffolding | | | | | | | |
| **Consult relevant workers during development, approval and communication of this SWMS** | | | | | SWMS Approved by: | | Page 1 of 11 | |
| 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.    1. Only a person holding a Certificate of Competency as a Scaffolder is allowed to erect all scaffolding from which a person or an object could fall 4 m or more.  2. Only a scaffolder must erect all scaffolding other than prefabricated types.  3. Implement appropriate controls to prevent unauthorised access to unattended scaffolds.  4. Unless a person authorised by the electricity supply authority has fitted tiger tails and insulated matting, do not work closer than 4 m to the electrical service lines.  5. Never exceed the safe working load of any component of the scaffold. All scaffolds must have the SWL marked on them. |

| **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. General precautions | Space restrictions  Working height  Assembly |  | In general, component scaffolds have a minimum width of 1.2 m, and a maximum width of 3.0 m.  No freestanding scaffold must exceed a height of 3 times the minimum base dimension. Above this height, use ties or outriggers.  When erecting a scaffold, always follow the assembly instructions from the manufacturer.  Allow only competent persons to erect the scaffolding.  Only components designed for and provided for must be used for the type of scaffolds.  Prevent unauthorised access to unattended scaffolds by using appropriate warning signs.  Before any person can climb on to or work from the scaffold, always check the stability of the completed scaffold.  Make sure all the components are properly fitted together.  Make sure that all the mating surfaces are undamaged and clean.  Never mix the components.  To prevent unauthorised access, use barrier tapes, etc.  Never climb on to or work from an unstable scaffold. |  |  |
| 2. Erection - Fixed | Foundation  Footings  Bracing |  | Make sure all footings are firm and compacted, stable and well drained.  If the surface is soft, use timber sole boards and baseplates under the feet.  Make sure that all uprights are vertical by using levelling screws. All feet must be in firm contact with the surface on which it is erected.  For ensuring stability, fit plan and vertical bracing on the scaffold.  For level footing, dig into slopes.  Never use metal plates under the feet.  Make sure that the collar-locking device is properly engaged on the base frame. |  |  |
| 3. Erection - Mobile | Foundation  Castors  Bracing |  | Use mobile scaffolds only on stable, level and firm surfaces.  Make sure that all wheels can turn smoothly and all the locks are operable.  Make sure that all uprights are vertical by using levelling screws. All wheels must have full contact with the surface on which it is erected.  For ensuring stability, fit plan and vertical bracing on the scaffold.  Never use mobile scaffolds on a slope greater than 7 degrees.  Make sure all the wheels have locks fitted.  Make sure all the wheels are locked when erecting the scaffold. |  |  |
| 4. Access | Position of ladders  Security of ladders |  | To access the working platform, fit access ladders inside the scaffold assembly.  Hook the ladder over the end frame, brace it to a lower end frame and let it extend at least 0.9 m above the working platform.  Avoid climbing on the scaffold frame.  Do not attempt to climb up the outside of the scaffold. |  |  |
| 5. Working platforms | Construction of platform  Guardrails and edge protection |  | Use a working platform of a “captive” type that locks on to the frame.  The surface of a working platform must always be of non-slip finish.  Do not load the platform more that the marked SWL.  Provide full edge protection comprising handrail, midrail and toeboard or infil panel and a handrail for each working platform and access platform.  To calculate the load on the platform, include the weight of all persons, tools, materials and equipment.  Keep the top rail between 0.9 m and 1.1 m above the working surface. |  |  |
| 6. Working on scaffolds | Risk of falling  Falling objects  Electrical hazards |  | Face the ladder when climbing, keep both hands on stiles and climb slowly.  Use a rope to raise equipment, material and tools to the working platform.  Always keep the entire body within the confines of the guardrails. Never reach out beyond arm’s length from the scaffold.  When working of the platform of a scaffold, never use any type of ladder.  Never attach hoisting equipment to a scaffold unless the manufacturer or supplier has explicitly indicated that it is safe to do so.  Wearing protective footwear is advised if the handled material or equipment is likely to cause foot injury should it fall.  If practicable, and if there is a risk of falling objects, provide an exclusion zone around the scaffold.  If there is a risk of being struck by falling objects, all persons working near the scaffold must wear head protection.  Be careful when handling metal objects near electric wiring.  Be careful when climbing and descending ladders.  While climbing or descending ladders, never carry objects in hand.  Work only from a working platform.  Be careful when raising tools, materials and equipment to the working platform.  Wearing foot protection is necessary.  In case exclusion zone cannot be provided, erect a containment screen around the scaffold.  Wearing head protection is necessary.  Keep away from electrical hazards. |  |  |
| 7. Relocation of mobile scaffolds | Stability – mobile scaffolds |  | Before any person can climb on to the scaffold or works from it, make sure that scaffold wheels are locked.  Do not move a scaffold when any person is still on it.  Before moving the mobile scaffold, check the path of travel for any obstructions, holds, electric wires and leans, etc.  Check for stability before the scaffold is re-used after relocating. Relock all the wheels and adjust the levelling screws if necessary.  Before moving, remove all loose items.  Avoid tipping over the scaffolding while moving it; move it carefully. |  |  |

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| PERSONAL PROTECTIVE EQUIPMENT |
| Personal Protective Equipment Requirements |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Foot Protection** | **Hearing Protection** | **Protective Clothing** | **Head Protection** | **Eye Protection** | **Hand Protection** | **Sun Protection** | **Safety Harness** | | C:\Users\Virtual\Desktop\Safety PPE Signs\Boots.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Ear Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Apron.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Hard Hat.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Eye Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Gloves.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Sun Protection.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Safety Harness1.jpg |   **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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| References: |  |
| **AS/NZS 1891**  **AS/NZS 4576:1995**  **AS/NZS 1576** | Industrial Fall Arrest Systems and Devices  Guidelines for Scaffolding  Scaffolding |

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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. |

DISCLAIMER

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.

BlueSafe Australia Pty Ltd or any of our strategic alliances including associates or any third parties will not and cannot be held responsible for any claims, legal responsibility and litigation resulting from a workplace incident. It is the employers’ responsibility to provide a safe work environment for all staff, contractors and visitors in which BlueSafe Australia Pty Ltd does not in any way offer any service that carries or negates that responsibility. BlueSafe Australia Pty Ltd offers a number of products that gives employers a foundation to begin building a comprehensive system in order to meet their legislative requirements and obligations. BlueSafe Australia Pty Ltd will not and does not in any way offer any protection or indemnity from any form of litigation or claims, or any liabilities incurred or sustained. The absolute responsibility to create, implement and maintain a safe system of work and a safe working environment ultimately rests with the employer.