Scope of Work Activity Covered by this Work Method Statement

Site:

This Work Method Statement outlines the main hazards and risks associated with **General Works**

Instructions for Safe Work Method Statements

A Safe Work Method Statement (SWMS) is a document that sets out the work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. All work must be carried out in accordance with this SWMS. This SWMS must be kept and be available for inspection.

Applicable High Risk Construction Work Activities (highlighted). A SWMS is required for all high risk work activities.

Y	A risk of a person falling more than 600mm	Y	Demolition of a load-bearing structure.		Work on a tele-communications tower
Y	Work in or near a shaft or thrench with an excavated depth over 1.5m or in a tunnel		Temporary load-bearing support structures for structural installations or repairs	Y	Work on or near a pressurised gas distribution mains or piping
	Work on or near chemical, fuel or refrigerant lines		Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	Y	Work on or near energised electrical installations or services
	Likely to involve disturbing asbestos		Work in or near a confined space	Y	Work in an area with movement of powered mobile plant
	Work in areas with artificial extremes of temperature		Work in or near water or other liquid that involves a risk of drowning		Work in an area that may have a contaminated or flammable atmosphere
	Use of explosives		Tilt-up or precast concrete elements		Diving work

Personal Protective Clothing & Equipment (PPE) Required

LONG SLEEVE SHIRT AND TROUSERS MUST BE WORN

Safety Boots		**Protective Gloves**	
Safety Glasses		**High Visibility Clothing / Vests**	
Hearing Protection		**Hard Hat**	

Required Qualifications/Verifications

Qualification	Requirement	Qualification	Requirement
WHSQE Induction	**All Personnel**	**High Risk Licence - Working at Heights**	**Where Required**
Construction Industry White Card	**All Personnel**	**High Risk Licence - Elevated Work Platform**	**All Personnel**
Site Induction	**All Personnel**		

Required Qualifications/Verifications

Plant and equipment used on site includes, but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required	Plant and/or Equipment	Inspection and maintenance checks required
Mobile Equipment	Safety check prior to use. Maintenance & Safety Checks in accordanxce with Maniufacturers Specifications	**Electrical Equipment**	Tag & Test. Safety check prior to use. Maintenance & Safety Checks in accordanxce with Maniufacturers Specifications
Ladders	Safety check prior to use	**Extension Leads**	Tag & Test Safety check prior to use
Lifting Equipment	Safety check prior to use	**Hand Tools**	Safety check prior to use. Maintenance & Safety Checks in accordanxce with Maniufacturers Specifications

Inspections of plant to be carried out before commencement of work, as per listed hazard controls for pre-start checks.

SWMS Develop By:	**Mark Veenendaal**	**SWMS Approved By:**	**Anthony Agius**
SWMS Consulted With:	**Site Foreman**	**Person Responsible for ensuring compliance with this SWMS**	**Site Foreman**

Formal communication of Site Safety Rules will occur primarily in three ways:

1. As part of the implementation of this Work Method Statement, all parties in the workgroup to be present for a brief meeting.

2. As new person(s) (employees, subcontractors, etc.) enter the site for the first time they will be briefed on the Site Safety Rules that they must comply with and sign induction form stating that they are aware of the site specific hazards.

3. At regular 'toolbox' meetings – employees will be reminded of the safety site rules, new and existing potential hazards and also constantly reminded of the importance of striving for a hazard free work place.

RISK RATING MATRIX

Consequence → / Likelihood ↓	**Low (C1)** No Injury most probable outcome; Losses in <$500; Environmental impact small localised and contained;	**Minor (C2)** FAI most probable outcome; Losses in excess >$500 <$15,000; Environmental impact, contained impact requiring minor remedial action.	**Moderate (C3)** MTI or LTI most probable outcome; Losses in excess >$15,000 <$50,000; Environmental impact, medium term contained impact requiring considerable remedial action.	**Major (C4)** LTI most probable outcome; Losses in excess >$50,000 <$100,000; Environmental contamination off-site, considerable remediation required	**Critical (C5)** A fatality(s) most probable outcome; Losses in excess >$100,000; Irreversible/ irreparable environmental contamination.
Rare (L1) A similar incident is unlikely to occur again	L2	L3	L4	M5	M6
Unlikely (L2) A similar incident could occur in the next 5 years	L3	L4	M5	M6	H7
Possible (L3) A similar incident could occur in the next 1 year	L4	M5	M6	H7	H8
Likely (L4) A similar incident could occur in the next 6 months	M5	M6	H7	H8	E9
Almost certain (L5) A similar incident could occur in the next 1 month	M6	H7	H8	E9	E10

Risk Score	Risk Rating	Required Action
2-4	Low risk	Manage and Monitor by routine internal procedures.
5-6	Moderate risk	Specific monitoring or procedures to be implemented. Management responsibility to be specified and strategies implemented as part of day-to-day activities.
7-8	High risk	Immediate action to be implemented by Operations Manager and HSEQ Manager. GM to be notified
9-10	Extreme risk	Immediate action to be implemented; this level of risk needs detailed research and planning by Operations Manager and HSE Q manager. GM must be notified.

Hierarchy of Controls	
1. Elimination	Complete elimination of risk
2. Substitution	Replacement of material, process, substance, etc.
3. Engineering	Designing risks out or isolation of risks
4. Administrative	Adjusting the time or conditions of risk exposure, including training options
5. Personal protective equipment	Provision of PPE where other options are not practicable

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Site Establishment	All workers unaware of site issues. Slips trips and falls Manual Handling Noise Fatigue	3	4	**H7**	1 - Work activity will be booked for the day with site management. 2 - All workers to sign in if required be management. Site office or muster point to be established with all required information including induction and sign in to be available to all staff attending site. 3 - Toolbox talks 4 - Ensure site rules are adhered to at all times. 5 - Ensure site traffic management is adhered to 6 - Correct PPE to be worn - Site Safety Rules 7 - Site Working Hours	Site Supervision All Workers	1	4	**M5**
Site Establishment	Excavation & Burried Services	3	4	**H7**	1 - Ensure HAZMAT register has been reviewed and all workers are aware if any ACM or HAZMAT material are present. 2 - If applicable HAZMAT Management plan to be incorporated or devised. 3 - If HAZMAT has been identified during the works, material is to be tested to be identified if it is positive and then a Management plan is to be incorporated in the removal/remediation or management of the identified material.	Site Supervision All Workers	1	4	**M5**
Site Establishment	Hot Work - Fire, Explosion	3	5	**H8**	Hot work permit system including observer	Site Supervision All Workers	1	5	**M6**
Site Establishment	HAZMAT (contamination from ACM, Lead).	3	4	**H7**	1 - Ensure HAZMAT register has been reviewed and all workers are aware if any ACM or HAZMAT material are present. 2 - If applicable HAZMAT Management plan to be incorporated or devised. 3 - If HAZMAT has been identified during the works, material is to be tested to be identified if it is positive and then a Management plan is to be incorporated in the removal/remediation or management of the identified material	Site Supervision All Workers	1	4	**M5**
Access & Egress - Traffic Management	Injury due to Vehicle Collision - Collision with pedestrians and site vehicles	3	4	**H7**	1 - Traffic Management Plan 2 - Area to be barricaded/fenced from unauthorised access.	Site Supervision All Workers	1	4	**M5**

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Emergency	Fire, - Flood, Explosion (gas, equipment, hazardous goods, bomb), Spills (oils, chemicals etc), Building Collapse, Civil Unrest, Natural disaster	3	5	**H8**	1 - Work Health & Safety Management Plan 2 - Site Evactuation Plan 3 - Traffic Management Plan 4 - Site Induction	Site Supervision All Workers	1	5	**M6**
Unloading Equipment	Fall from vehicle Manual Handling injury Sprains Strains and Falls	3	3	**M6**	1 - Manual handling The use of PPE equipment such as gloves are needed. Team lifting where required and manual handling aids when possible. 2 - Use of correct lifting technique when carrying out work. 3 - Ensure stretching and warm up prior to work being carried out. 4 - Reference SafeWork NSW COP Hazardous Manual Handling	Site Supervision All Workers	1	3	**L4**
Overhead Wires	Electrocution	3	5	**H8**	1 - Overhead Wires Identified Using "Tiger Tails" 2 - Safe Distance Assessment - Mandatory Minimum Approach Distances As Per SafeWork NSW COP Working Near Overhead Power Lines 3 - Use of Observer 4 - Safe Effective Hazardous Working at Heights Procedures 5 - Training & Qualification, Site Induction & Toolbox Talks	Site Supervision All Workers	1	5	**M6**
Setting Up Equipment.	Back and shoulder injuries Cuts, abrasions and splinters Back strains when lifting material.	3	4	**H7**	1 - Set up equipment on level ground. Avoid rough & difficult terrain 2 - Use appropriate P.P.E equipment when required. 3 - Training in the setup of associated equipment. 4 - Use correct lifting technique - Refer SWMS Manual Handling	Site Supervision All Workers	1	4	**M5**

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Introduction to work site of EWP	Fall from Heights. Hit by moving plant and equipment. Pinch point injury	3	4	**H7**	1 - Ensure EWP has been introduced to site and stakeholders are aware. Only if required for project 2 - Ensure only trained employees use EWP. 3 - Ensure all servicing is current. 4 - Ensure correct procedure and use is adhered to. 5 - Ensure EWP is on level and stable ground. 6 - If required, ensure correct fall protection is utilised. 7 - No Skylarking. 8 - Reference - SWMS Elevated Work Platform	Site Supervision All Workers	1	4	**M5**

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Isolate Electrical Services If Required	Electrical Shock Eye Injuries Hearing injuries Falls Injuries to people below from falling objects Burns Skin irritations Excessive noise	4	4	**H8**	2 - Ensure other power source from outside the site is identified and disconnected. Ensure workers use Volt Sticks are used to check for live circuits. 3 - Ensure other power source from outside the site is identified and disconnected. Ensure Earth Leakage Switch is installed on mains supply or generator 4 - Ensure irregular ('bodgie') connections are identified and disconnected. Ensure temporary connections are identified, tagged and isolated 5 - Warm up briefly beforehand. Keep back straight, eyes fixed straight ahead; lift with legs & not the back. 6 - Get help if load is too heavy or awkward. Don't twist. 7 - Wear safety boots and gloves if necessary 8 - Visually check before use to make sure all safety features and guards are in place & there is no damage. Don't operate in wet conditions 9 - Ensure earth leakage protections is in place and is at the supply end of the extension lead 10 - If device trips, don't reset and start again until cause is found 11 - Switch tool off if any faults or abnormal actions become apparent 12 - Ensure tool action is stopped before setting down 13 - Wear appropriate PPE – safety glasses, ear protection Secure any loose hair and clothing 14 - Inspect ladder prior to use – make sure is in sound condition, clean and undamaged 15 - Use two person to carry if required 16 - Secure ladder to structure before climbing onto steps 17 - Have another person near the ladder supervising the area to support the ladder 18 - Wear appropriate footwear when climbing ladders 19 - Have three limbs on the ladder at all times 20 - Wear a tool pouch to carry tools 21 - Watch what is being done… don't be distracted by others and activities within the work arealf device trips, don't reset and start again until cause is found Switch tool off if any faults or abnormal actions become apparent Ensure tool action is stopped before setting down Wear appropriate PPE – safety glasses, ear protection Secure any loose hair and clothing Inspect ladder prior to use – make sure is in sound condition, clean and undamaged Use two person to carry if required Secure ladder to structure before climbing onto steps Have another person near the ladder supervising the area to support the ladder Wear appropriate footwear when climbing ladders Have three limbs on the ladder at all times Wear a tool pouch to carry tools Watch what is being done… don't be distracted by others and activities within the work area	Site Supervision All Workers	1	4	**M5**

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Isolate Electrical Services If Required	Electrical Shock Eye Injuries Hearing injuries Falls Injuries to people below from falling objects Burns Skin irritations Excessive noise	4	4	**H8**	1 - Wear appropriate PPE – eye protection if sawing and sanding; steel capped boots 2 - Circuit dead locked off tagged and tested and proved dead, this work to be done by sire electrician. 3 - Drill 50mm holes in top of switch board and bush holes with cable bushing. 4 - Bring cable into switchboard. 5 - Terminate cables as per clients drawings 6 - Check cables for damage and conduct circuit testing with a meter 7 - Wear ful llength clothing, glasses and hearing protectionWhen working at heights above 2 metres, ensure appropriate fall protection is in place Carry out risk assessment prior to starting work: Locate power lines & stay at least 2 metres clean, Identify any other obstructions, Ensure ladders are placed on a level surface Barricade area to remove any dangers to other people in the area – this will isolate hazards and control the risks Inform client and site electrician. Barricade immediate area with warning signs. Have electrical rescue kit with a trained person on standby in electrical rescue and CPR	Site Supervision All Workers	1	4	**M5**
Errecting Scaffold If Required	Scaffold Collapse Fall from heights Falling objects Overloading	4	5	E9	1 - Scaffold to be loaded as per scaffold duty classification 2 - Bricks & materials to be stacked over scaffold transoms to allow a minimum of 450mm passage way along working platform 3 - Do not stack bricks higher than platform handrail. 4 - Do not alter scaffold. 5 - Remove waste regularly 6 - Check scaff-tag & working platforms before use. Do not use if unsafe. 7 - Ensure all fall hazards are protected by handrail and brick guards. 8 - References - Approved SWMS Scaffolding, COP Managing the Risks of Falls, AS1576.1:2010	Site Supervision All Workers	1	5	**M6**

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Isolate Plumbing Services If Required	Manual handling/body stressing Slips/trips Back strain Muscle strain Impact injuries	3	3	**M6**	1 - Ensure hydraulic services are isolated at main source. 2 - Test various output prior to demolishing.	Site Supervision All Workers	1	3	**L4**
Hazardous Substances	Injury from exposure to hazardous substances such as concrete, concrete additives, sealing compounds. Injury due from contact with Flux Welding rods, Oxy acetylene, glues, adhesives	3	5	**H8**	1 - Manage chemicals/sunstances in accordance with Chemicals Management Program - Refer Hazardous Chemicals 2 - PPE in accordance with SDS 3 - Reference COP Managing the Risks of Hazardous Chemicals in the Workplace.	Site Supervision All Workers	1	5	**M6**

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Working at Heights	Slips, trips and falls, cuts and abrasions, sprains and back injuries, impact injuries	4	4	**H8**	1 - Height Work must be in accordance with Safe Work requirements. Specific requirements include: 2 - Fall prevention in accordance with the SafeWork NSW Code of Practice - Managing the Risk of Falls at Workplaces 3 - Fall protection systems in accordance with AS1891:2007 4 - Isolate work areas below 5 - Mandatory Safety Helmets 6 - Refer Ladders uo to 2M	Site Supervision All Workers	2	4	**M6**
Site Safety; Securing redundant area. Barricades/ fencing and/or signage	Slips, trips and falls, cuts and abrasions, sprains and back injuries, impact injuries	3	3	**M6**	1 - Ensure Work areas are covered securely at the completion of works each day; 2 - Ensure adequate signage is securely installed at multiple points at the completion of works each day; 3 - Ensure that all barricades and fencing around the work site are well established and secure at the completion of works each day; 4 - Ensure all duty of care has been taken to establish a safe environment around the secured work area. 5 - Reference AS4687:2007 Temporary Fencing	Site Supervision	1	3	**L4**

General Works

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Preparatory Activities e.g. Undertake Measurements etc.	Slips, Trips & Falls Noise	4	3	**H7**	1 - Inspect work area prior to undertaking activities. Remove all obstacles. 2 - Wear hearing protection in designated areas or noisy environmentss	All Workers	1	3	**L4**
Working at Heights - Scaffolding	Falls, Damage to persons, equipment and property	4	5	E9	1 - Ensure scaffolding is erected by ticketed personnel 2 - Ensure harness's are worn and that all harness and ropes and fixing points are inspected prior to working on roof 3 - No one is to walk under any works carried out at heights	Site Supervision All Workers	1	5	**M6**
Remove Existing Materials	Dust, Cuts, Abrasions, Electrocution, Heavy Lifting	4	3	**H7**	1 - Wear correct PPE 2 - All leads are tagged 3 - Safe manual handling practices	All Workers	1	3	**L4**
Remove Existing Materials	Falls - Work that is carried out near a trench or penetration with an excavated depth greater than 1.5 metres.	4	4	**H8**	All open penetrations must be fenced or securely covered in accordance with the SafeWork NSW Code of Practice for Excavation Work – January 2020	Site Supervision All Workers	1	4	**M5**

General Works

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Remove Existing Materials	Exposure to Essential Services - work carried out on or near: • pressurised gas distribution mains or piping • chemical, fuel or refrigerant lines • energised electrical installations or services.	4	4	**H8**	1.All electric, gas, water, sewer, steam and other service lines not required during the works should be shut off, capped or otherwise controlled at, or outside, the building line before demolition work is started. 2.Notify utility agency in advance and obtain approval to shut down. Any service retained for the works should be adequately protected as required by the relevant authority – eg the protection of overhead electric lines. 3.Obtain current information on the services prior to commencing work and: i.have regard for the information ii.keep the information readily available for inspection 4.Under the WHS Act make the information available to any principal contractor and subcontractors 5.retain the information until the excavation is completed or, if there is a notifiable incident relating to the works, two years after the incident occurs. 6.The available information about existing underground essential services may not be accurate. Therefore, it is important that work methods include an initial examination of the area.	Site Supervision All Workers	1	4	**M5**
Install New Materials	Dust, Cuts, Abrasions, Electrocution, Heavy Lifting	4	3	**H7**	1 - Wear correct PPE 2 - All leads are tagged 3 - Safe manual handling practices	All Workers	1	3	**L4**
Finish and Gap all Materials	Dust, Cuts, Abrasions, Electrocution, Heavy Lifting	4	3	**H7**	1 - Wear correct PPE 2 - All leads are tagged 3 - Safe manual handling practices	All Workers	1	3	**L4**
Remove and Load Waste	Dust, Cuts, Abrasions, Electrocution, Heavy Lifting	4	3	**H7**	1 - Wear correct PPE 2 - All leads are tagged 3 - Safe manual handling practices	All Workers	1	3	**L4**

General Works

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Work Place Aggression	Physical injury, Damage to Persons, Equipment and Property	3	3	**M6**	1 - Ensure all disagreements and disputes are forwarded to the site supervisor and or project manager for clarification.	All Workers	1	3	**L4**
Pedestrians and Traffic	Physical injury, Damage to Persons, Equipment and Property	4	3	**H7**	1 - Ensure site security fencing is securely in place. 2 - Ensure appropriate traffic measures are implemented if required to notify pedestrians and drivers of potential hazard. 3 – Traffic Management Plans (TMP) developed and implemented by qualified providers.	Site Supervision	1	3	**L4**

General Demolition

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Site Environment	All workers unaware of site issues. Slips trips and falls Manual Handling Noise Fatigue	3	4	**H7**	1 - Site office or muster point to be established with all required information including induction and sign in to be available to all staff attending site. 2 - Toolbox talks 3 - Ensure site rules are adhered to at all times. 4 - Ensure site traffic management is adhered to 5 - Correct PPE to be worn - Site Safety Rules 6 - Site Working Hours	All Workers Site Supervision	1	4	**M5**
Access & Egress - Traffic Management	Injury due to Vehicle Collision - Collision with pedestrians and site vehicles	3	4	**H7**	1 - Traffic Management Plan 2 - Area to be barricaded/fenced from unauthorised access. 3 - Establish protection of tree protection environmental management as per scope of works this will include isolating area to protect it from the intended works.	Project Management	1	4	**M5**
Demolition	General Activities	4	3	**H7**	1 - Demolition Activities in accrodance with SWMS General Demolition. 2 - Subcontractor to Implement controls as per approved SWMS. 3 - Demolition in accordance with the requirements of relevant legislation, COP – Demolition Work, COP – Managing Risks of Plant in the Workplace, Standards (AS 2601). 4 - Effective Training & Qualification Management. 5 - Site Induction & Toolbox Talks.	All Workers Site Supervision	1	3	**L4**
Overhead Wires	Electrocution	3	5	**H8**	1 - Overhead Wires Identified Using "Tiger Tails" 2 - Safe Distance Assessment - Mandatory Minimum Approach Distances As Per SafeWork NSW COP Working Near Overhead Power Lines 3 - Use of Observer 4 - Safe Effective Hazardous Working at Heights Procedures 5 - Training & Qualification, Site Induction & Toolbox Talks	Operator Site Supervision	1	5	**M6**

General Demolition

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Heritage	Damage to Heritage Structures	3	4	**H7**	1 - Assessment of Structural Integrity of Building 2 - Exclusion Zones & Barricading 3 - Approved Sub-Contractor SWMS Demolition & Temporary Support of Load Bearing Structures	Project Management	1	4	**M5**
Working at Heights	Slips, trips and falls, cuts and abrasions, sprains and back injuries, impact injuries	4	4	**H8**	Height Work must be in accordance with Safe Work requirements. Specific requirements include: 1 - Fall prevention in accordance with the SafeWork NSW Code of Practice - Managing the Risk of Falls at Workplaces 2 - Fall protection systems in accordance with AS1891:2007 3 - Isolate work areas below 4 - Mandatory Safety Helmets	Project Management	1	4	**M5**
Demolition	Manual Handling	4	3	**H7**	Warm up briefly beforehand Keep back straight, eyes fixed straight ahead; lift with legs & not the back Get help if load is too heavy or awkward Don't twist Reference - COP Hazardoous Manual Tasks	All Workers Site Supervision	1	3	**L4**
Demolition	Hot Work - Fire, Explosion	3	5	**H8**	1 - Hot work permit system including observer	All Workers Site Supervision	1	5	**M6**
Demolition	Impact injuries Debris and tools materials	4	4	**H8**	1 - Supervision only if structurally not stable. 2 - Use the correct tool for the task and train workers 3 - Correct use of PPE. 4 - Only competent operators to use machinery. 5 - Isolation zone to be set up. 6 - Visually check before use to make sure all safety features and guards are in place & there is no damage - Pre-Start Checklist	All Workers Site Supervision	1	4	**M5**

General Demolition

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Demolition	Risk to persons not involved with the project i.e. public	4	3	**H7**	1 - Ensure site is isolated and only authorised personal to gain entry. All visitors to be escorted. 2 - Reference - WHS Management Plan Site Security	All Workers Site Supervision	1	3	**L4**
Demolition	Minor injury from hand tools	3	3	**M6**	1 - Ensure correct use of tools to be adhered to as per training. 2 - Wear appropriate PPE 3 - Reference - PPE Requirements Site Safety Rules	All Workers Site Supervision	1	3	**L4**
Demolition	Eye injury	3	3	**M6**	1 - PPE Eye protection	All Workers Site Supervision	1	3	**L4**
Demolition	Injury to Staff from debris	3	3	**M6**	1 - Appropriate PPE to the conditions. 2 - Safety Helmets Mandatory	All Workers Site Supervision	1	3	**L4**
Demolition	Slips trips and falls	3	3	**M6**	1 - General site knowledge and housekeeping. 2 - Toolbox Talks	All Workers Site Supervision	1	3	**L4**
Demolition	Irritation of skin/lungs/breathing	4	3	**H7**	1 - PPE 2 - Ensure no carciogenic materials are being disturbed 3 - Review HAZMAT register.	All Workers Site Supervision	1	3	**L4**

General Demolition

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Demolition	HAZARDOUS materials including ACM, Lead.	3	5	**H8**	1 - Ensure HAZMAT REPORT has been reviewed test any suspicious martial before commencement of work. 2 - Lead dust over 1% concentration requires a lead work permit.	Project Manager	1	5	**M6**

Working at Heights - Ladders Up to 2M

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Preparation for Use	Injury from incorrect or faulty ladder Manual Handling Slips and Falls	3	3	**M6**	1 - Use correct ladder for the job 2 - Only use an industrial ladder 120kgs and fitted with rubber or similar non slip material feet. 3 - Metal ladders or wire reinforced ladders not to used where electrical hazards exist 4 - Examine ladder for any defects or damage before use 5 - Long and heavy ladders (greater than 20kgs) should be handled by at least two people 6 - Wear slip resistant footwear when using ladders	All Workers	1	3	**L4**
Set Up Ladder	Ladder slipping, falling or collapsing causing personal injury or damage to property	3	3	**M6**	1 - Do not place ladders in vehicle or pedestrian thoroughfare 2 - Use a second person or physical barrier to ensure the ladder is not knocked by passing traffic or pedestrians 3 - Ladder to be adequately supported at the base to ensure it is level and won't sink into or slide on surface 4 - Set ladder at a slope of 4 in 1 – angled one out and four up 5 - Ladder should extend one metre above access level 6 - Ladder to be firmly secured or tied off or held firmly by another person 7 - The ties should be attached to the stiles of the ladder and not the rungs 8 - Step ladders should only be used in the fully open position	All Workers	1	3	**L4**
Ascending & Descending Ladder	Fall from Heights	3	4	**H7**	1 - Climb and descend facing the ladder maintaining three points of contact with the hands gripping the stiles or each rung 2 - Do not carry anything in your hands while climbing or descending 3 - Do not climb higher than the third rung from the top of the ladder 4 - Face the ladder when working from it 5 - Clean off footwear and ladder rungs before using the ladder each time 6 - Three body limbs on the ladder at all times three points of attachment	All Workers	2	4	**M6**

Working at Heights - Ladders Up to 2M

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Working from Ladders	Ladder falling or collapsing Slips and falls causing personal injury Falling from heights	3	4	**H7**	1 - One person at a time on the ladder 2 - Three body limbs on the ladder at all times three points of attachment 3 - Only work on a job within easy arm's reach 4 - Do not over reach. 5 - Do not straddle the ladder 6 - Do not use equipment or tools that are primarily designed to be used with 2 hands. 7 - Make sure that no one works under the ladder 8 - Ladder is not to be walked by the person standing on the ladder	All Workers	2	4	**M6**

Portable Electrical Tools

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Inspect Tools & Work Area	Electric shock to operator. Operator may receive electric shock. Eye and hearing damage can result from flying debris. Exposure to live power through electrical leads with no earth leakage protection. Exposure to live power through electrical leads on ground. Exposure to live power form sub-panel.	4	4	**H8**	1 - Then tool must not be used in wet conditions. All leads must be positioned off the ground and have current inspection tag. 2 -Tool must be fitted with a protective residual current device which must be in operational condition. 3 - Eye protection i.e. Safety glasses, goggles must be worn. Hearing protection i.e. ear muffs, ear plugs must be worn. 4 - Earth leakage protection on all temporary power boards must be provided. 5 - Portable earth leakage units to be used in all other cases. 6 - Keep all electrical leads elevated and clear of work areas. 7 - Lockout and tag sub panel during electrical work.	Supervisor / Operator	1	4	**M5**

Portable Electrical Tools

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Inspect Leads	Leads may be damaged or not have current tag. Electric shock to operator.	4	4	**H8**	1 - Inspect leads for damage and current inspection tag. If defect found, tag tool out. 2 - Test & Tag in accordance with the requirements of AS3760:2010	Supervisor / Operator	1	4	**M5**
Check for Services - Gas, power, etc	Hidden services may come in contact with tool causing injury	3	4	**H7**	1 - Ensure that positions of all services are known and marked. 2 - Tool must not be allowed to come into contact with services.	Supervisor / Operator	1	4	**M5**
Fitting the Accessory to the Tool	Accessory may dislodge and injure operator	3	2	**M5**	1 - Ensure that retainer latch on stirrup is in closed position and that recess in the accessory faces the latch pins.	Supervisor / Operator	2	2	**L4**
Test the Tool and Begin Work	Stop Control May Not Operate	3	4	**H7**	1 - Check operation of stop switch. If defective tag machine out. Work tool to open end of work to avoid jamming	Supervisor / Operator	1	4	**M5**
Operating the Tool Accessories	Tool may jam and injure operator	3	3	**M6**	1 - Operate tool to open edge of work. Clear hole periodically to avoid jamming.	Supervisor / Operator	1	3	**L4**

Portable Electrical Tools

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Release the Trigger, Isolate the Tool and Remove Accessory	Accidental start up may injure hands and fingers	3	3	**M6**	1 - Stop the tool at trigger. Isolate the power at source before removing the accessory.	Supervisor / Operator	1	3	**L4**
Clean Drills and Store in Container	Clean tool may allow operator to see defect.	3	3	**M6**	1 - Examine drills for defects, tag tool out if any found. Store in secure place.	Supervisor / Operator	1	3	**L4**

Hazardous Chemicals

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk			**Reference the SDS Folder on site before proceeding with handling any chemical found or used. Use the QR Code provided in the site documents to access the online SDS Library.**		**Residual Risk**		
Elimination	Eliminate the use of the substances.	4	3	**H7**	Using a physical process instead of a chemical process e.g. using an ultrasound to clean equipment instead of a process involving chemicals; using clips/bolts or nails instead of adhesive.	Management	1	3	**L4**
Identification	Incorrect use or handling	3	3	**M6**	Reference the SDS Folder in on site before proceeding with handling any chemical found or used	All Workers	1	3	**L4**
Substitution	Use a safer substance or a safer form of the substance.	4	4	**H8**	Safe Substance 1 - Use detergent instead of chlorinated solvent for cleaning. 2 - Use water-based chemicals instead of solvent – based. 3 - Chemicals where compatible. Safer Form or Process 1 - Paint with a brush instead of spraying. 2 - Purchase a substance in a safer form.	Management Supervision All Workers	1	4	**M5**
Isolation	Separate people or property from the substance by distance or barriers	3	3	**M6**	1 - Used closed systems. 2 - Isolate the process in a room with restricted access use appropriate barriers to separate substances. 3 - Distance workers from substances/processes through the use of remote controls. 4 - Distance property, incompatible chemicals and ignition sources from goods.	Management Supervision All Workers	1	3	**L4**

Hazardous Chemicals

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk			**Reference the SDS Folder on site before proceeding with handling any chemical found or used. Use the QR Code provided in the site documents to access the online SDS Library.**		**Residual Risk**		
Engineering	Use physical controls (such as plant/equipment) that eliminate or reduce the generation of substances; suppress or contain substances; or limit the area of contamination in the event of spills and leaks.	3	3	**M6**	1 - Use fully or partially enclosed ventilation booths. 2 - Fully or partially enclose the process with exhaust extraction. 3 - Use local exhaust or natural ventilation systems 4 - Design buildings that are: compatible with the intended goods; made of non-combustible construction as far as is practicable; designed to reduce contamination. 5 - Use Bunding to contain spillage. 6 - Install drains, tanks or sumps to cope with spilled material. 7 - Install automatic fire protection and chemical suppression systems	Management Supervision All Workers	1	3	**L4**

Hazardous Chemicals

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk			**Reference the SDS Folder on site before proceeding with handling any chemical found or used. Use the QR Code provided in the site documents to access the online SDS Library.**		**Residual Risk**		
Administration	Use safe work practices including good housekeeping.	4	3	**H7**	1 - Reduce the amount of property or the number of employees exposed. 2 - Reduce the duration and/or frequency of exposure e.g. through job rotation. 3 - Reduce the amount of goods/products stored and used. 4 - Ensure safe interim storage of wastes/products (e.g. labelled properly in suitable containers stored away from people, the environment, incompatible chemicals, 5 - Vacuum or wet sweep to suppress dust being generated. 6 - Cover containers and make sure lids are attached. 7 - Clean up spills immediately (includes provision of suitable aids and equipment). 8 - Ensure there is no eating, drinking or smoking in areas where substances are used. 9 - Provide suitable washing facilities. 10 - Instruct employees on how to use substances/equipment safety.	Management Supervision All Workers	1	3	**L4**
Personal Protective Equipment (PPE)	Provide protective clothing and equipment for employees, supervisors and visitors. NB: Items must be compatible with chemical(s) being used/stored.	4	3	**H7**	1 - Overalls, aprons, gowns, chemical resistant suits. 2 - Footwear (enclosed shoes, safety boots). 3 - Gloves. 4 - Chemical resistance glasses (safety glasses). 5 - Face shield/masks, respirators (full or partial). 6 - Head protection	Management Supervision All Workers	1	3	**L4**

Hazardous Chemicals

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk			**Reference the SDS Folder on site before proceeding with handling any chemical found or used. Use the QR Code provided in the site documents to access the online SDS Library.**		**Residual Risk**		
Cement, Lime, Construction Dust	Specific Hazard - Dust	4	3	**H7**	1 - Dust Suppression: Use water sprays or misting systems to dampen dust during cutting, grinding, or drilling operations. 2 - Work Practices: Limit dry cutting and grinding. Wet methods, such as using water to suppress dust, should be prioritised. 3 - Isolation of Dust-Generating Activities: Conduct dusty operations in isolated or well-ventilated areas to minimize exposure to other workers. 4 - Perimeter Dust Barriers: Use fencing, screens, or curtains around construction sites to contain dust within the site and reduce off-site dispersion. Personal Protective Equipment Respiratory Protection: Use appropriate respiratory protection, such as N95 or higher-grade respirators, for workers exposed to dust. Protective Clothing: Wear dust-resistant coveralls, gloves, and boots to prevent skin contact with dust particles. Eye Protection: Safety goggles or face shields should be worn to protect the eyes from dust.	Management Supervision All Workers	1	3	**L4**

Hazardous Chemicals

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk			**Reference the SDS Folder on site before proceeding with handling any chemical found or used. Use the QR Code provided in the site documents to access the online SDS Library.**		**Residual Risk**		
Paints & Solvents	Specific Hazard - Paints & Solvents	4	3	**H7**	1 - Ventilation: Ensure adequate ventilation in enclosed or poorly ventilated areas where paints or solvents are used. 2 - Explosion-Proof Equipment: In areas where flammable solvents are used, ensure that ventilation and electrical systems are rated for explosive atmospheres. 3 - Spill Response Plan: Have a clear spill response plan, including the availability of spill kits, to deal with accidental spills of paints and solvents safely and quickly. 4 - Proper Storage: Store paints and solvents in well-ventilated, cool, dry areas away from heat sources and open flames. Ensure that storage cabinets and containers are flame-resistant and properly labelled. 5 - Proper Disposal: Dispose of paint and solvent waste in accordance with local hazardous waste regulations. Do not pour paints or solvents down drains, and avoid improper disposal methods. 6 - Recycle or Reuse: Where possible, recycle leftover paints and solvents or find methods to reuse them to reduce the volume of hazardous waste generated. Personal Protective Equipment Respiratory Protection: Use appropriate respirators, such as organic vapor cartridges, when working with paints and solvents in environments where adequate ventilation is not possible or during spray applications. Protective Clothing: Wear chemically resistant gloves (e.g., nitrile gloves) and long-sleeved clothing or coveralls to protect the skin from contact with paints and solvents. Eye Protection: Use safety goggles or face shields to protect the eyes from splashes or fumes, especially during paint spraying or mixing of chemicals.	Management Supervision All Workers	1	3	**L4**

Hazardous Chemicals

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk			**Reference the SDS Folder on site before proceeding with handling any chemical found or used. Use the QR Code provided in the site documents to access the online SDS Library.**		**Residual Risk**		
Synthetic Mineral Fibres	1 - Irritation of the Respiratory Tract. 2 - Skin and Eye Irritation 3 - Environmental Concerns	4	3	**H7**	1 - Engineering Controls a) Ventilation b)Dust Suppression c) Isolation d) Automated Handling 2 - Administrative Controls a) Work Procedures and Training b) Regular Cleaning c) Restricted Access 3 - PPE a) Respiratory Protection b) Protective Clothing c) Eye Protection d) Hygiene Facilities 4 - Safe Disposal and Environmental Controls a) Waste Management b) Environmental Monitoring c) Transport Precautions	Management Supervision All Workers	1	3	**L4**

Hot Works

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Work Area Preparation	Fire Burns Explosions	4	5	**E9**	1 - Clear Flammables: Remove combustible materials (e.g., paper, wood, fuel, oil, sawdust) within a 10-meter radius. 2 - Fire-Resistant Barriers: Use fireproof blankets or welding screens to contain sparks. 3 - Housekeeping: Eliminate dust, grease, and flammable debris. 4 - Communicate site Emergency Response plan. 5 - Adhere to local fire regulations.	Supervision All Workers	1	5	**M6**
Personal Protective Equipment		4	4	**H8**	1 - Fire-Resistant Clothing: Wear non-flammable, flame-resistant (FR) clothing; avoid synthetic materials. 2 - Gloves & Safety Glasses: Protect hands and eyes from sparks. 3 - Face Shield: Provides extra protection from flying debris.	Supervision All Workers	1	4	**M5**
Hot Work Cutting & Welding	Fire Burns Explosions	4	5	**E9**	1 - Hot Work Permit for gas cutting/welding and electric welding approved prior to commencement of work. 2 - Operator is qualified and competent to perform this task. 3 - Have a fire extinguisher readily available for all hot work. 4 - Use fire resistant blanket when cutting or welding near combustible materials. 6 - Use Fire Watch as required by assessed risks.	Supervision All Workers	1	5	**M6**
Hot Work	Asphyxiation	4	5	**E9**	1 - Flash back arrestors fitted to both handpiece and bottles of oxy/acetylene/LPG equipment. Ensure gas supply is turned off & hoses disconnected if the equipment is left unattended and when a Confined Space is vacated. 2 - Removal of hand piece when not in Confined Space. 3 - Natural ventilation or mechanical ventilation using fans. 4 - No ignition source is introduced into a confined space if the risk of fire or explosion is present (such as requiring the use of intrinsically safe equipment, etc.). 6 - Use Fire Watch as required by assessed risks.	Supervision All Workers	1	5	**M6**
Grinding	Fire Burns Explosions	3	4	**H7**	11 - Check the Grinder: Inspect for damage before use. 2 - Use the Right Disc: Ensure the cutting disc is suitable for metal and rated for the grinder's speed. 3 - Proper Angle & Positioning: Direct sparks away from flammable surfaces and your body. 4 - Cool Workpiece: If needed, use water to cool the metal to prevent overheating.	Supervision All Workers	1	4	**M5**

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Grinding	Asphyxiation	3	5	**H8**	1 - Work in a Well-Ventilated Area: Sparks can ignite airborne vapours or dust. 2 - Avoid Confined Spaces: Ensure proper ventilation to reduce fire hazards from fumes or dust.	Supervision All Workers	1	5	**M6**
Grinding	Foreign Bodies in Eye	3	4	**H7**	1 - Double Eye protection to be worn for all grinding activities – clear safety foam back safety glasses under a face shield is the minimum standard due to the confined nature of the work. 2 - Upgrade safety glasses to mono goggles in dusty conditions. 3 - Alternately an ad flow helmet can be worn	Supervision All Workers	1	4	**M5**

Manual Handling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Site Environment	All workers unaware of site issues. Slips trips and falls Manual Handling Noise Fatigue	3	4	**H7**	1 - Site office or muster point to be established with all required information including induction and sign in to be available to all staff attending site. 2 - Toolbox talks 3 - Ensure site rules are adhered to at all times. 4 - Ensure site traffic management is adhered to 5 - Correct PPE to be worn - Site Safety Rules 6 - Site Working Hours	All Workers Site Supervision	1	4	**M5**
General Manual Handling	Impact Injuries, Sprains & Strains	4	3	**H7**	1 - All manual handling activities in accordance with the NSW COP - Hazardous Manual Tasks August 2019	All Workers	2	3	**L4**
General Manual Handling	Impact Injuries, Sprains & Strains	4	3	**H7**	1 - Warm up briefly beforehand. 2 - Keep back straight, eyes fixed straight ahead; lift with legs & not the back. 3 - Get help if load is too heavy or awkward. 4 - Don't twist.	All Workers	2	3	**L4**
General Manual Handling	Slips, Trips & Falls	4	4	**H8**	1 - House keeping 2 - Site induction 3 - Toolbox talks 4 - Ensure site rules are adhered to at all times. 5 - Site Inspections 6 - Reference - NSW COP Managing the Workplace and Facilities August 2019	All Workers	2	4	**L4**

Manual Handling

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Working at Heights	Slips, trips and falls, cuts and abrasions, sprains and back injuries, impact injuries	4	4	**H8**	1 - Height Work must be in accordance with requirements. 2 - Specific requirements include: 3 - Fall prevention in accordance with the NSW Code of Practice - Managing the Risk of Falls at Workplaces August 2019 4 - Fall protection systems in accordance with AS1891:2007 5 - Isolate work areas below 6 - Mandatory Safety Helmets	Project Management	3	4	**M5**
Movement of Materials	Back strain Muscle Strain Impact Injuries	4	3	**H7**	1 - Warm up briefly beforehand 2 - Keep back straight, eyes fixed straight ahead; lift with legs & not the back 3 - Get help if load is too heavy or awkward 4 - Don't twist 5 - Use correct manual handling technique	All Workers	3	3	**M5**
Unloading Equipment	Fall from vehicle Manual Handling injury Sprains Strains and Falls	3	3	**M6**	1 - Manual handling The use of PPE equipment such as gloves are needed. 2 - Team lifting where required and manual handling aids when possible. 3 - Use of correct lifting technique when carrying out work. 4 - Ensure stretching and warm up prior to work being carried out.	All Workers	2	3	**L4**

Monitor & Review

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Implementation		4	4	**H8**	1 - Company policies and procedures. 2 - Construction and Rail Industry Inductions. 3 - SWMS Briefings and Sign Off by Operators. Any changes during colsultation are incorporated into the SWMS and Workers briefed on changes. 4 - All relevant permits and approvals obtained prior to commencement of work.	Management Supervision Work Team	1	1	**L2**
Monitor		4	4	**H8**	1 - SWMS to be reviewed by all staff through daily pre-start and weekly toolbox talks for effectiveness & application to site. 2 - Compliance to the SWMS is monitored using a system of routine or random workplace inspections. 3 - In the event that the work is not being carried out in accordance with the SWMS, all work will cease immediately. SWMS are reviewed to identify non-compliance and ensure the method in the SWMS is the most practical and safest way of doing the task. The SWMS is revised if another method is identified as being a safer option, before work resumes. 4 - Feedback to be given by all staff and improvements to be included in revision of SWMS. 5 - In the event of changes to SWMS, workers are briefed on changes and sign off on revised SWMS.	Management Supervision Work Team	1	1	**L2**
Review		4	4	**H8**	SWMS are reviewed under the following circumstances: 1 - Following an incident. 2 - If the SWMS is deemed impractical through consultation with Workers. 3 - If new hazards have been identified. 4 - If the work method has changed including changes to the workplace, environment, a system of work, a process or a procedure. 5 - On restarting the activity after a significant break. 6 - At the request of a HSR. 7 - Annually if none of the above.	Management Supervision Work Team	1	1	**L2**

Construction on Education Sites

The following requirements must be adhered to, without exception, on all Education worksites:	
1	Obtain permission to enter a school or facility before commencing work and only enter approved areas. The Contractor's representative or where a subcontractor is working without the supervision of the Contractor, the subcontractor's representative must report their presence to the person in charge of the school or facility on arrival each day and record, in the Site Visit Log, the details of all Contractor's or subcontractor's employees working at that site that day.
2	No contact or interaction with teachers, students, and/or parents at any time. Avoid talking with, touching or interacting with any children or residents or other users of the school or facility except where the work requires it or in an emergency or safety situation.
3	Use only approved toilets and other facilities, unless the person in charge of the school or facility gives written authority to use alternative arrangements.
4	Ensure that work areas are not able to be used or accessed by children, or residents or other users of the school or facility while work is in progress. Erect clear signs and barricades (where appropriate) to prevent any inadvertent or unauthorised access.
5	Ensure that appropriate privacy is maintained when working on toilets and similar facilities. Verify that toilets and similar facilities are not occupied or in use by children, residents or other users before entering to perform work, and that work does not continue when use of the facilities is required. Where practicable male employees should perform work on male facilities and female employees on female facilities.
6	Wear clothing that is tidy and in good condition, including a shirt and shorts, trousers or a skirt at all times.
7	Report any concerns about children's behaviour or child abuse to the person in charge of the school or facility.
8	Wear or carry an identity card at all times when on the Site.
9	Smoking, including vaping, is prohibited at all times.
10	Alcohol and illegal drugs are prohibited.

Construction on Education Sites

The following requirements must be adhered to, without exception, on all Education worksites:	
11	Weapons, including knives, are not permitted.
12	Violent, threatening, or other unacceptable behaviour will not be tolerated.
13	Swearing, offensive or abusive language is unacceptable.
14	Radios and other music players are prohibited.
15	All speed, parking and vehicular restrictions must be adhered to.
16	Maximum allowable speed is 5 KPH

Sign Off

The representatives of Ages Build listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Workers Name	Role	Signature	Date