

## TROUBLESHOOTERS AVAILABLE -SAFE WORK METHOD STATEMENT

### SAFE WORK METHOD STATEMENT (SWMS) GENERAL LABOUR / DEMOLITION / BASIC CARPENTRY

<b>Organisation Name:</b> Maslock Pty Ltd t/as Troubleshooters Available	<b>Contact:</b> CHRIS MAZZOTTA
<b>ABN:</b> 88 050 032 570	<b>Contact Position:</b> DIRECTOR
<b>Address:</b> 33a Chester Street Oakleigh 3166	<b>Phone No.</b> 0418 393 010
<b>Project:</b>	<b>Area:</b>
<b>Activities:</b> 1. Arrival to site 2. Use of electrical tools 3. Using Hand tools 4. Manual Handling 5. Work On Scaffolds 6. Using Ladders 7. Minimising slips trips and falls 8. Waste Removal 9. Working Outdoors 10. General Demolition 11. General Framework 12. Painting 13. Spotter Planning 14. Materials Hoist Operation 15. Scissor lift Operation 16. EWP 17. Hanging Plaster 18. Concrete 19. Joinery/Cabinet Making 20. Cutting Hardwood or MDF	This SWMS has been developed in consultation with -  <b>Reviewed by:</b> CHRIS MAZZOTTA <b>Position:</b> DIRECTOR <span style="float: right;"><b>Date:</b> 01/01/2018</span>
<b>Tasks Performed:</b> Occupational Health & Safety and General Labouring	
<b>Occupational Health &amp; Safety Legislation:</b>  Occupational Health & Safety Act 2004. Updated Version 2007. Occupational Health & Safety Regulations 2017	<b>Codes &amp; Standards:</b>  Occupational Health & Safety Induction Training

Likelihood Level	Description of Likelihood / Probability	Risk Class / Ranking	Requirements
<b>Likely</b>	Could happen frequently	<b>1</b>	<b>STOP</b> proceed after detailed planning has occurred and controls implemented
<b>Moderate</b>	Could happen occasionally	<b>2</b>	<b>PROCEED</b> with stated controls
<b>Unlikely</b>	May occur only in exceptional circumstances	<b>3</b>	<b>PROCEED</b> and monitor

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Consequence Level	Description of Consequence or Impact	Likely	Moderate	Unlikely
<b>H</b> (High level of harm)	Potential death, permanent disability or major structural failure / damage. Long term or serious environmental harm and / or some impact on operations.	<b>1</b>	<b>1</b>	<b>2</b>
<b>M</b> (Medium level of harm)	Potential temporary disability requiring medical intervention or minor structural failure / damage. Moderate environmental harm and / or some impact on operation.	<b>1</b>	<b>2</b>	<b>3</b>
<b>L</b> (Low level of harm)	Incident that has the potential to cause persons to require first aid. Little or no environmental harm and / or impact on operations.	<b>2</b>	<b>3</b>	<b>3</b>

The "Hierarchy of Control" is used for determining appropriate control measures for eliminating or minimising hazards and risks when developing safe work methods. Users must start at the top of the hierarchy and select control measures from the highest order possible, or use a combination of measures to appropriately manage exposure to a risk.

Hierarchy of Controls	Examples of Controls
<b>(i) Elimination – Remove the hazard completely</b>	<ul style="list-style-type: none"> <li>Design change, change of construction methodology</li> </ul>
<b>(ii) Substitution</b>	<ul style="list-style-type: none"> <li>Use safer substance / chemical</li> <li>Environmental catchments / sedimentations pools</li> </ul>
<b>(iii) Isolation – Separate people from the hazard</b>	<ul style="list-style-type: none"> <li>Guards on power tools</li> <li>Use effective screens, barriers and edge protection</li> <li>Enclose noisy machinery</li> <li>Environmental swales, booms or barriers, paint washout station</li> </ul>
<b>(iv) Engineering</b>	<ul style="list-style-type: none"> <li>Use an Earth Leakage Device (safety switch) on electrical sources</li> <li>Use a machine to lift heavy objects, use scaffold rather than a ladder as a working platform</li> </ul>
<b>(v) Administration</b>	<ul style="list-style-type: none"> <li>Change Work Practices and safe work method procedures</li> <li>Tagging and testing procedures</li> </ul>
<b>(vi) PPE</b>	<ul style="list-style-type: none"> <li>Hard hats, glasses, hearing protection, hi-visibility vests, safety boots / shoes</li> <li>(Note: PPE should be the last option to protect people)</li> </ul>

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1.	ARRIVAL TO SITE	<p>CONSTRUCTION PERSONNEL UNAWARE OF SITE SPECIFIC HAZARDS AND UNFAMILIAR WITH WORK AREA OR UNQUALIFIED</p> <p>ENERGY SOURCE INJURIES</p> <p>IMPACT TO OTHERS ON SITE</p> <p>CONFINED SPACES</p> <p>ASBESTOS EXPOSURE</p> <p>IMPACT ON PUBLIC</p> <p>INTOXICATION</p>		<ul style="list-style-type: none"> <li>• SITE SAFETY INDUCTION TO BE COMPLETED FOR ALL CONSTRUCTION PERSONNEL INCLUDING AN EVACUATION PLAN, CHECK OF QUALIFICATIONS, AND IDENTIFICATION OF SITE SPECIFIC HAZARDS, TRADE ACTIVITIES AND AMENITIES. <b>IF IDENTIFIED HAZARDS OR ACTIVITIES WILL AFFECT PLANNED WORKS, THEY MUST BE ADDED TO THIS DOCUMENT WITH RELEVANT CONTROL MEASURES AT TIME OF INDUCTION.</b></li> <li>• <b>(Alternatively, Contractors can be included in the client's specific SWMS for tasks being performed and must sign off)</b></li> <li>• ENSURE ALL ISOLATIONS IN PLACE INCLUDING ELECTRICAL, GAS, WATER AND POTENTIAL ENERGY (LOADS OVERHEAD ETC) <b>ADD IDENTIFIED HAZARDS WITH RELEVANT CONTROL MEASURES TO THIS DOCUMENT</b></li> <li>• BARRICADE WORK AREA IF REQUIRED AND CONSULT TRADES IN AREA. <b>ADD IDENTIFIED HAZARDS WITH RELEVANT CONTROL MEASURES TO THIS DOCUMENT</b></li> <li>• IDENTIFY CONFINED SPACES. IF CONFINED SPACE WORK TO BE CARRIED OUT <b>YOU MUST DEVELOP A SWMS IN ACCORDANCE WITH THE CODE OF PRACTICE AND REGULATIONS.</b></li> <li>• OBTAIN CONFIRMATION FROM DUTY HOLDER THAT THERE IS NO ASBESTOS IN WORK AREA, OR POSSIBILITY OF ENCOUNTERING ASBESTOS IN DEMOLITION. <b>IF ASBESTOS OR THE POSSIBILITY OF ASBESTOS IS PRESENT YOU MUST ADD IDENTIFIED HAZARDS AND CONTROL MEASURES TO THIS DOCUMENT</b></li> <li>• ESTABLISH AT TIME OF INDUCTION A METHOD TO BRING TOOLS AND MATERIALS ON TO SITE CONSIDERING TRAFFIC, SCHOOL TIMES ETC. <b>ADD IDENTIFIED HAZARDS AND CONTROL MEASURES TO THIS DOCUMENT</b></li> <li>• IF A CONSTRUCTION WORKER IS AFFECTED BY DRUGS OR ALCOHOL, THE EFFECTED PARTY <b>MUST NOT COMMENCE WORK</b> UNDER ANY CIRCUMSTANCES. THE USE OF ALCOHOL OR ILLICIT DRUGS IS PROHIBITED AT ANY WORKPLACE IN AUSTRALIA</li> </ul>		



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	USING EXTENSION LEADS	<p>ELECTROCUTION</p> <p>FAILURE OF RCD PROTECTION</p> <p>TRIPS/ SLIPS/ FALLS</p> <p>MECHANICAL DAMAGE TO LEADS</p> <p>INJURY TO OTHERS SHARING POWER SUPPLY</p>		<p><b>REGULATIONS REQUIRE THAT, BEFORE USE, ALL ELECTRICAL EXTENSION LEADS MUST DISPLAY A CURRENT ELECTRICAL TEST TAG TO INDICATE IT SUCCESSFULLY PASSED INSPECTION AND TESTS FOR ELECTRICAL SAFETY BY A QUALIFIED ELECTRICAL CONTRACTOR WITHIN THE PREVIOUS THREE MONTHS. IT IS YOUR RESPONSIBILITY TO ENSURE THAT ALL TOOLS PROVIDED BY YOURSELF AND OR CLIENT, HAVE UNDERGONE CURRENT TEST &amp; TAG PROCEDURE.</b></p> <ul style="list-style-type: none"> <li>• LEADS SHOULD NEVER RUN THROUGH WATER OR BE ON THE GROUND IN POTENTIAL CONTACT WITH TRAFFICABLE PLANT OR MACHINERY</li> <li>• DO NOT USE LEADS THAT ARE DAMAGED IN ANY WAY.</li> <li>• THE USE OF 'CHEAT' ADAPTORS IS NOT PERMITTED (10AMP TO 15AMP, 3 PHASE TO SINGLE PHASE ADAPTORS OR SIMILAR)</li> <li>• LEADS SHOULD BE NO LONGER THAN SPECIFIED IN THE INDUSTRY STANDARD ACCORDING TO THEIR AMP RATING. FOR EXAMPLE, 10 AMP LEADS CAN NOT EXCEED 35MTRS, AND 20 AMP LEADS CANNOT EXCEED 50MTRS. <b>FAILURE TO FOLLOW THESE GUIDELINES HINDER CORRECT OPERATION OF RDC DEVICES</b></li> <li>• ALL LEADS SHOULD BE SUSPENDED WHERE POSSIBLE, INSULATED FROM CONTACT WITH STEEL STRUCTURES AND PROTECTED FROM MECHANICAL DAMAGE</li> <li>• AVOID RUNNING LEADS ACROSS CORRIDORS OR DOORWAYS AND WHERE PRACTICAL TAPE LEADS TO FLOOR TO REMOVE A POTENTIAL TRIP HAZARD</li> <li>• APPROPRIATE WARNING SIGNS ARE USED TO WARN OTHER PERSONS OF ANY TRIP HAZARD WHICH MAY EXIST</li> <li>• ALL EXTENSION LEADS SHOULD BE OF HEAVY DUTY TYPE ONLY</li> <li>• EXTENSION LEADS CAN NEVER RUN FROM ONE FLOOR TO ANOTHER ON MULTI LEVEL SITES</li> <li>• NEVER REMOVE A PLUG FROM A SOCKET BY PULLING ON THE CORD</li> <li>• ELECTRICAL LEADS MUST HAVE CLEAR ENDS AND HAVE A CLAMPING MECHANISM ON THE INSULATION SHEATHING FOR EASY INSPECTION</li> <li>• NEVER SWITCH OFF POWER TO A LEAD IF YOU DON'T KNOW WHAT IT IS BEING USED FOR. TOOLS INCLUDING MAGNETIC BASED DRILLS USE AN ELECTROMAGNET TO FIX THE DRILL TO STEEL. THEY WILL DROP WHEN POWER IS TERMINATED.</li> </ul> <p><b>REFER: AS 3012</b></p>		

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3.	USING HAND TOOLS	CUTS, ABRASIONS, EYE DAMAGE		<p><b>ALWAYS CHOOSE THE RIGHT TOOL FOR THE JOB:</b></p> <ul style="list-style-type: none"> <li>• SPANNERS ARE NOT TO BE USED AS HAMMERS</li> <li>• DO NOT USE PIPE OR OTHER EXTENSIONS ON SPANNERS OR SHIFTERS</li> <li>• DO NOT USE SCREWDRIVERS AS CHISELS OR LEVERS</li> <li>• A FILE MUST NOT BE USED AS A LEVER</li> </ul> <p><b>MAKE SURE HAND TOOLS ARE IN GOOD ORDER:</b></p> <ul style="list-style-type: none"> <li>• ALL HANDLES MUST BE SOUND AND SECURELY FITTED</li> <li>• SCREWDRIVER SHAFTS MUST BE STRAIGHT</li> <li>• CHISELS AND PUNCHES MUST NOT HAVE "MUSHROOM" HEADS</li> <li>• ALWAYS KEEP YOUR TOOLS IN A SAFE AND CLEAN CONDITION</li> </ul> <p><b>USE HAND TOOLS PROPERLY:</b></p> <ul style="list-style-type: none"> <li>• PULL SPANNERS, DON'T PUSH THEM</li> <li>• KEEP HANDLES ON FILES</li> <li>• DO NOT THROW TOOLS UP OR DOWN FROM LADDERS OR PLATFORMS</li> <li>• SECURE MATERIAL PROPERLY WITH CLAMPS ETC WHEN CUTTING/DRILLING ETC</li> </ul> <p><b>STORE AND CARRY YOUR HAND TOOLS SAFELY:</b></p> <ul style="list-style-type: none"> <li>• IF YOU HAVE MORE TOOLS THAN YOU CAN CARRY, USE A TOOL BOX OR BAG</li> <li>• WHEN WORKING AT HEIGHTS, DON'T LEAVE TOOLS WHERE THEY COULD FALL – REMEMBER THAT VIBRATION CAN SHAKE TOOLS OFF AN ELEVATED WORKING PLATFORM</li> <li>• DO NOT CLIMB LADDERS WITH HAND TOOLS IN YOUR POCKET OR HANDS</li> <li>• REMEMBER TO PUT TOOLS AWAY SAFELY WHEN NOT IN USE</li> </ul> <p>USE APPROPRIATE PPE. <b>HAMMER USE REQUIRES SAFETY EYEWEAR</b></p>		

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4.	MANUAL HANDLING	BACK INJURY, SPRAINS & STRAINS		<p><b>WHILE LIFTING:</b></p> <ul style="list-style-type: none"> <li>• DO NOT BEND OVER AN OBJECT YOU ARE LIFTING, BEND YOUR KNEES, SQUATTING IN FRONT OF THE OBJECT TO REACH IT, IT IS ENCOURAGED BY TSA THAT YOU DO WARM UP, STRETCHING, BENDING EXERCISES PRIOR TO PERFORMING ANY MANUAL HANDLING TASKS</li> <li>• LIFT THE OBJECT SLOWLY AND CAREFULLY, USING YOUR LEG AND ARM MUSCLES TO LIFT, NOT PULLING WITH YOUR BACK</li> <li>• KEEP YOUR HEAD UP AND LOOK STRAIGHT AHEAD WHILE MAKING THE LIFT</li> <li>• WHILE LIFTING, KEEP THE OBJECT AS CLOSE TO YOUR BODY AS POSSIBLE</li> <li>• KEEP ABDOMINAL MUSCLES TIGHT WHILE MAKING THE LIFT</li> <li>• USE THE SAME TECHNIQUES WHEN YOU PUT THE OBJECT DOWN</li> <li>• IF THE OBJECT IS TOO BIG OR TOO HEAVY TO LIFT USING THESE TECHNIQUES, USE MECHANICAL ASSISTANCE OR GET SOMEONE ELSE TO HELP</li> <li>• INFORM SUPERVISOR IF YOU DO NOT FEEL SAFE WHILST HANDLING BULKY OR OVERSIZED MATERIALS/EQUIPMENT</li> </ul> <p><b>WHEN REACHING FOR OBJECTS:</b></p> <ul style="list-style-type: none"> <li>• DO NOT REACH FOR AN OBJECT UNLESS YOU'RE STRONG ENOUGH TO LIFT IT. USE A STEP LADDER TO REACH OBJECTS ABOVE SHOULDER HEIGHT</li> <li>• AVOID AWKWARD STRETCHES WHILE REACHING. THIS PLACES STRESS ON YOUR BACK AND COULD CAUSE YOU TO LOSE YOUR BALANCE</li> <li>• DO NOT DEPEND ON STRUCTURES TO SUPPORT YOU eg: A SHELF SUPPORT, A STORAGE RACK ETC. THESE COULD EASILY GIVE WAY IF YOU PULL OR TUG ON THEM</li> <li>• <b>INFORM YOUR OH&amp;S REPRESENTATIVE WHEN A MANUAL HANDLING RISK HAS BEEN IDENTIFIED FOLLOWING ASSESSMENT. TOGETHER A MEANS OF RISK CONTROL WILL BE DEVELOPED AND IMPLEMENTED. THIS MAY REQUIRE REDESIGN, MECHANICAL AIDS OR ADDITIONAL TRAINING. ESPECIALLY WHEN NEW TECHNIQUES ARE INTRODUCED TO CONTROL RISKS</b></li> </ul> <p><b>REFER: AS1339-1974</b></p>		

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5.	WORK ON SCAFFOLDS	FALL, DAMAGE TO OTHER PEOPLE, DAMAGE TO EQUIPMENT		<p><b>SCAFFOLDS FROM WHICH A PERSON OR OBJECT CAN FALL MORE THAT 4 METRES, MUST BE ERECTED, ALTERED AND DISMANTLED BY, OR UNDER DIRECT SUPERVISION OF A PERSON WITH A CERTIFICATE OF COMPETENCY OR HIGH-RISK WORK LICENCE OF THE CORRECT CLASS</b></p> <p><b>ENSURE SCAFFOLD, WITH A WORKING PLATFORM OVER 4M IN HEIGHT, IS CORRECTLY TAGGED BY AN AUTHORISED PERSON. THE TAG SHOULD BE RENEWED EVERY 4 WEEKS.</b></p> <p><b>SCAFFOLD SHOULD ONLY BE WORKED OFF IF IT IS:</b></p> <ul style="list-style-type: none"> <li>• LEVEL, ON A STABLE FOUNDATION WITH CORRECTLY INSTALLED BASE PLATES</li> <li>• COMPLETE, PROPERLY BRACED AND TIED TO THE SUPPORTING STRUCTURE</li> <li>• NOT OVERLOADED (225KG MAX PER PLATFORM, PER BAY FOR LIGHT DUTY. 450KG MAX PLATFORM, PER BAY FOR MEDIUM DUTY. 675KG MAX PLATFORM, PER BAY FOR HEAVY DUTY.)</li> <li>• FULLY PLANKED AND FITTED WITH GUARDRAILS, MIDRAILS AND TOE BOARDS ON THE WORKING DECK WHEREVER A PERSON OR OBJECT CAN FALL MORE THAN 2 METRES</li> <li>• FITTED WITH A SAFE, SECURE TEMPORARY STAIRWAY OR LADDER TO ACCESS THE WORKING DECK</li> <li>• NO CLOSER THAN 5 VERTICAL METRES AND 4.6 HORIZONTAL METERES FROM POWERLINES UNLESS PERMISSION HAS BEEN OBTAINED FROM THE POWER AUTHORITY AND A SWMS HAS BEEN DEVELOPED</li> <li>• DO NOT USE SCAFFOLD FOR LIVE ELECTRICAL WORK</li> <li>• KEEP SCAFFOLD CLEAN. DIRT HIDES DEFECTS, WHILE GREASE OR OIL CAN CAUSE PEOPLE TO SLIP</li> <li>• DO NOT USE A SCAFFOLD WHICH HAS STRUCTURAL MEMBERS WHICH MAY BE DAMAGED</li> <li>• ALWAYS ENSURE SCAFFOLD IS ERECTED IN ACCORDANCE WITH THE SAFE ERECTION PLAN PROVIDED BY MANUFACTURER.</li> <li>• DO NOT WORK BY LEANING OVER THE EDGES OF SCAFFOLD OR SCAFFOLD CAN OVERBALANCE</li> </ul>		



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				<ul style="list-style-type: none"> <li>• ALWAYS LOCK THE WHEELS OF A MOBILE SCAFFOLD</li> <li>• DO NOT MOVE A SCAFFOLD WHEN PEOPLE ARE ON SCAFFOLD</li> <li>• NEVER PLACE A SCAFFOLD IN FRONT OF A DOORWAY UNLESS THE DOOR IS LOCKED OR GUARDED</li> <li>• DO NOT LEAVE TOOLS OR EQUIPMENT ON TOP OF A SCAFFOLD IF THEY COULD FALL</li> <li>• SECURE EXTENSION SCAFFOLD AT TOP TO AVOID BLOWING OVER IN WIND ETC <b>REFER: AS 1576 &amp; AS 4576</b></li> </ul>		
6.	USING LADDERS	FALLS, DAMAGE TO OTHER PEOPLE, DAMAGE TO EQUIPMENT		<p><b>LADDERS ARE PRIMARILY A MEANS OF ACCESS, NOT A WORK PLATFORM, AND SHOULD BE USED FOR LIGHT WORK WHERE HAND HOLD AND STABILITY CAN BE MAINTAINED. THEY MUST BE FIT FOR THE PURPOSE, APPROPRIATE FOR THE DURATION OF THE TASK AND SET UP CORRECTLY. THE USE OF DOMESTIC RATED LADDERS IS NOT PERMITTED ON CONSTRUCTION SITES.</b></p> <ul style="list-style-type: none"> <li>• ALL LADDERS SHOULD BE CHECKED FOR FAULTS BEFORE USE, AND SHOULD BE REPAIRED BY THE MANUFACTURER OR SUPPLIER</li> <li>• AVOID BRINGING LADDERS IN CONTACT WITH ELECTRICITY, ONLY USE FIBREGLASS OR WOODEN LADDERS FOR ELECTRICAL WORK</li> <li>• PLACE THE LADDER SO THAT THE FEET ARE A QUARTER OF THE LADDER'S LENGTH FROM THE OBJECT THE LADDER IS RESTING AGAINST. WHEREVER POSSIBLE, THE LADDER SHOULD EXTEND ONE METRE ABOVE ITS SUPPORT</li> <li>• LADDERS SHOULD BE EQUIPPED WITH NON-SLIP FEET</li> <li>• USE BOTH HANDS WHEN CLIMBING UP OR DOWN A LADDER AND ONLY ONE PERSON SHOULD USE A LADDER AT A TIME</li> <li>• KEEP LADDERS CLEAN. DIRT HIDES DEFECTS, WHILE GREASE AND OIL CAUSE PEOPLE TO SLIP</li> <li>• NEVER LEAVE LADDERS LYING ON FLOORS AS THEY BECOME TRIP HAZARDS</li> <li>• NEVER LEAVE A LADDER WHERE IT MAY FALL</li> <li>• DO NOT USE LADDERS AS WALKWAYS OR SCAFFOLDING</li> </ul>		

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				<ul style="list-style-type: none"> <li>• NEVER PLACE A LADDER IN FRONT OF A DOORWAY UNLESS THE DOOR IS LOCKED OR GUARDED</li> <li>• LADDER FEET MUST BE ON FIRM LEVEL FOOTING</li> <li>• DO NOT LEAVE TOOLS OR EQUIPMENT ON TOP OF A LADDER, THEY COULD FALL</li> <li>• DO NOT CLIMB HIGHER THAN THE THIRD RUNG FROM THE TOP AND ENSURE YOUR "BELT BUCKLE" REMAINS BETWEEN LADDER STILES</li> </ul> <p>SECURE EXTENSION LADDERS AT THE TOP TO AVOID BLOWING OVER IN WIND ETC. ALSO SECURE AT THE BASE WHERE PRACTICABLE <b>REFER: AS 1657</b></p>		
7.	SLIPS TRIPS AND FALLS	STRAINS, SPRAINS, CUTS AND ABRASIONS		<p><b>TO MINIMISE SLIPS TRIPS AND FALLS TAKES THE VIGILANCE OF ALL ON SITE. GOOD HOUSEKEEPING IS PARAMOUNT</b></p> <ul style="list-style-type: none"> <li>• WORK NEATLY. REMOVE WASTE PERIODICALLY AND PLACE TOOLS AND EQUIPMENT IN AREAS OUT OF TRAFFIC AREAS</li> <li>• WALK, DO NOT RUN, YOU WILL SAVE YOURSELF A LOT OF PAIN AND HEADACHES</li> <li>• ALWAYS LOOK WHERE YOU ARE GOING AND BE AWARE OF DANGER AHEAD OF YOU</li> <li>• WHEN YOU ARE ON STAIRS, LADDERS, RAMPS AND WALKWAYS, YOU MUST BE ESPECIALLY CAREFUL WHILE WORKING AND WATCH YOUR STEP.</li> <li>• USE HAND RAILS WHERE PROVIDED</li> <li>• TAKE ONE STEP AT A TIME WHEN NEGOTIATING STAIRS AND LADDERS</li> <li>• NEVER USE MAKESHIFT SUPPORTS SUCH AS BOXES OR OFFICE FURNITURE</li> <li>• TAKE CARE WHEN CARRYING BULKY OBJECTS WHICH OBSTRUCT VIEW</li> </ul> <p><b>IF WORKS ABOVE 2 METRES ADD HAZARDS AND CONTROL MEASURES TO THIS DOCUMENT WITH REFERENCE TO RELEVANT CODE OF PRACTICE</b></p>		

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8.	WASTE REMOVAL	<p>POLLUTION TO WATER AND LAND</p> <p>INHALATION OF PARTICULATE</p> <p>CUTS, ABRASION, EYE DAMAGE</p>		<ul style="list-style-type: none"> <li>• PREVENT DISCHARGE OF POLLUTANTS AND SEDIMENTS TO STORM WATER AND/OR SEWER. IF THERE IS A POSSIBILITY OF ENVIRONMENTAL CONTAMINATION <b>ADD IDENTIFIED HAZARDS WITH RELEVANT CONTROL MEASURES TO THIS DOCUMENT</b></li> <li>• DISPOSAL OF WASTE MATERIALS WILL BE IN SITE BIN PROVIDED OR REMOVED FROM SITE.</li> <li>• WORK AREA TO BE CLEARED OF RUBBISH AT THE END OF EACH DAY OR EARLIER WHERE PRACTICABLE. PREFERABLY UPON COMPLETION OF THE TASK AT HAND</li> <li>• UNDER NO CIRCUMSTANCES IS RUBBISH EG. SOLIDS OR LIQUIDS TO BE DISPOSED OF WITHOUT REGARD TO SAFETY OR THE ENVIRONMENT</li> <li>• ALWAYS TAKE STEPS TO ESTABLISH THE NATURE OF THE WASTE AND USE SUITABLE PPE. GENERALLY P2 MASK OR GREATER AND GLOVES. <b>IF THE MATERIALS ARE UNKNOWN A RISK ASSESMENT SHOULD BE CARRIED OUT, AND IDENTIFIED HAZARDS AND CONTROL MEASURES SHOULD BE ADDED TO THIS DOCUMENT</b></li> <li>• USE SUITABLE PPE INCLUDING GLOVES AND SUITABLE WORK WEAR</li> </ul>		

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9.	WORKING OUTDOORS	EXPOSURE TO ENVIRONMENTAL CONDITIONS		<ul style="list-style-type: none"> <li>• MONITOR WEATHER CONDITIONS. UV INDEX AND WEATHER CONDITIONS ARE PROVIDED IN THE PAPER EVERY DAY. ARRIVE ON SITE PREPARED</li> <li>• ALWAYS ADHERE TO THE NATIONAL SUNSMART POLICY</li> <li>• WEAR LONGSLEEVE SHIRTS AND LONG TROUSERS AND, IN HOT CONDITIONS, CHOOSE LIGHTWEIGHT AND LIGHT-COLOURED CLOTHES.</li> <li>• WEAR A HAT A THAT SHADES THE FACE AND NECK</li> <li>• WEAR CLOSE FITTING WRAP-AROUND SUNGLASSES COMPLYING WITH <b>AS 1067</b>, OR SAFETY GLASSES COMPLYING WITH <b>AS/NZS 1337</b>.</li> <li>• FOR AREAS OF SKIN THAT CAN'T BE COVERED BY CLOTHING APPLY A BROAD SPECTRUM SPF30+ OR HIGHER SUNSCREEN, AND RE-APPLY EVERY 2 HOURS</li> <li>• USE A LIP BALM CONTAINING SPF30+ OR HIGHER SUNSCREEN</li> <li>• WHEN UV IS STRONGEST, JOBS THAT CAN BE DONE IN THE SHADE OR INDOORS SHOULD BE PERFORMED</li> <li>• WHERE POSSIBLE, DO OUTDOOR JOBS EARLY IN THE MORNING, OR USE SHADE PROVIDED BY BUILDINGS, TREES, AWNINGS AND CANOPIES</li> </ul>		

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10.	DEMOLITION GENERAL	A POORLY PLANNED JOB CAN INTRODUCE MANY HAZARDS		<p><b>PRIOR TO COMMENCEMENT OF ANY DEMOLITION WORK, THE PRINCIPAL CONTRACTOR SHOULD DEVELOP AND DOCUMENT A DEMOLITION WORK PLAN. THE DEMOLITION PLAN SHOULD IDENTIFY, REGISTER, ASSESS AND THEN ELIMINATE OR MINIMISE ALL RISKS ASSOCIATED WITH THE WORKS INCLUDING IDENTIFIED ASBESTOS. THE PLAN SHOULD INCORPORATE THIS SWMS. GUIDANCE FOR DEVELOPING A DEMOLITION PLAN CAN BE FOUND IN AS2601, AND WORKSAFE'S CODE OF PRACTICE FOR DEMOLITION</b></p> <p><b>CARRY OUT INITIAL CHECKS PRIOR TO COMMENCING WORK AS FOLLOWS: ENSURE,</b></p> <ul style="list-style-type: none"> <li>• ALL OPENINGS AND OPEN FREE EDGES ARE PROPERLY GUARDED</li> <li>• ANY TEMPORY BRACING, SHORING OR PROPPING IS TIGHT, STABLE AND SECURE</li> <li>• ALL FIRE AND SAFETY SERVICES ARE OPERATIONAL</li> <li>• ENSURE THAT ALL ISOLATIONS ARE IN PLACE INCLUDING ELECTRICAL, GAS, WATER AND POTENTIAL ENERGY (LOADS OVERHEAD ETC) <b>ADD IDENTIFIED HAZARDS WITH RELEVANT CONTROL MEASURES TO THIS DOCUMENT AS PER PART 1 OF THIS DOCUMENT</b></li> <li>• ALL HAZARDOUS SUBSTANCES HAVE BEEN REMOVED</li> <li>• LINES OF COMMUNICATION TO SUPERVISOR ARE CLEAR AND OPERATIONAL</li> <li>• ALL EMERGENCY ESCAPE ROUTES ARE CLEAR AND CLEARLY MARKED</li> <li>• IF AT ANY TIME YOU DO NOT FEEL SAFE PERFORMING A TASK SET BY A CLIENT. <b>STOP!</b> INFORM SUPERVISOR AND CONTACT THE OFFICE OF TROUBLESHOOTERS AVAILABLE (YOU ARE RESPONSIBLE FOR YOUR OWN PERSONAL SAFETY)</li> </ul> <p><b>CARRY OUT THE FOLLOWING CHECKS PRIOR TO LEAVING SITE AS FOLLOWS:</b></p> <ul style="list-style-type: none"> <li>• ALL PARTIALLY DEMOLISHED COMPONENTS ARE STABILISED</li> <li>• ALL DEMOLISHED MATERIALS HAVE BEEN REMOVED OR SECURED</li> <li>• ALL FIRE EMBERS HAVE BEEN EXTINGUISHED</li> <li>• ALL EMERGENCY ESCAPE ROUTES ARE CLEAR AND CLEARLY MARKED</li> <li>• ALL BOUNDARIES ARE SECURE</li> </ul>		

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	<b>DEMOLITION AND REMOVAL OF MATERIALS BY HAND</b>	<p>OVERHEAD MATERIALS, FALL/IMPACT TO WORKER/PUBLIC</p> <p>STRUCTURAL COLLAPSE</p> <p>FALLS OF PERSON OR MATERIAL FROM HEIGHT</p> <p>TRIPS OR FALLS OVER SALVAGED MATERIALS OR NAIL SPIKE INJURIES</p> <p>MANUAL HANDLING INJURIES</p> <p>HEARING LOSS</p>		<ul style="list-style-type: none"> <li>• ENSURE APPROPRIATE &amp; CORRECT TOOLS ARE BEING USED FOR THE TASKS TO BE UNDERTAKEN</li> <li>• WORKERS TO WEAR HARD HATS DURING ALL DEMOLITION WORKS</li> <li>• NO GO ZONE TO BE ESTABLISHED BELOW ANY OVERHEAD DEMOLITION</li> <li>• THE SEQUENCE IN WHICH A BUILDING IS DEMOLISHED CAN SIGNIFICANTLY IMPACT ON ITS STRUCTURAL STABILITY AND IS CRITICAL TO THE SAFETY OF ALL. WHEN IN DOUBT, OR IF YOU ARE DEALING WITH AN UNUSUAL STRUCTURE OR STRUCTURES INCORPORATING PRE-STRESSED CONCRETE REINFORCED MEMBERS, GET EXPERT ADVICE FROM A SPECIALIST SUCH AS EXPERIENCED DEMOLITION RIGGER OR A STRUCTURAL ENGINEER. WHEN IMPLEMENTING SAFE PROPPING PROCEDURES SEEK STRUCTURAL ENGINEER'S APPROVAL IN WRITING</li> <li>• AVOID USING LADDERS, USE MOBILE SCAFFOLDS / SCISSOR LIFTS / EWP /CATCH PLATFORMS AS REQUIRED. TEMPORARY GUARD RAILING AS REQUIRED. SECURELY COVER OR BARRICADE ALL FLOOR OR ROOF PENETRATIONS, LIFT SHAFTS AND DOORWAYS TO STAIRWAYS BEING REMOVED</li> <li>• REFER SECTION 6 OF THIS DOCUMENT (IF LADDER MUST BE USED)</li> <li>• REFER SECTION 8 OF THIS DOCUMENT - SYSTEMATIC SAFE REMOVAL OF MATERIALS</li> <li>• DE NAIL ALL TIMBER</li> <li>• WEAR APPROPRIATE PPE</li> <li>• REFER SECTION 4 OF THIS DOCUMENT (MANUAL HANDLING)</li> <li>• HEARING PROTECTION TO BE WORN WHERE REQUIRED, AND ADEQUATE SIGNAGE</li> </ul>		

## TROUBLESHOOTERS AVAILABLE -SAFE WORK METHOD STATEMENT

Item No	Process Steps	Potential Hazards/Risks	Risk class	Hazard Control Measures	Risk class	Action by
11.		<p>DUST- RESPIRATORY DISEASES, EYE DAMAGE. THE RISK POSED FROM BIOLOGICAL HAZARDS SHOULD ALSO BE INVESTIGATED AND CAN INCLUDE OLD PLUMBING AND WASTE SYSTEMS, DAMP AREAS WITH FUNGI OR MOULD. ANIMALS, BIRDS AND THEIR DROPPINGS. DISEASES FROM THESE SOURCES CAN BE FATAL</p> <p>PREVIOUS UNIDENTIFIED ASBESTOS</p> <p>SYRINGES- CONTAGEOUS DISEASE</p> <p>GAS EXPLOSION</p>		<ul style="list-style-type: none"> <li>• SEEK EVALUATION FROM A HYGIENIST IF DUST IS SUSPECTED OF BEING CONTAMINATED IN ANY WAY</li> <li>• ENSURE GOOD VENTILATION, USE MECHANICAL EXTRACTION IF REQUIRED</li> <li>• USE ADEQUATE MASK OR RESPIRATOR</li> <li>• GOGGLES AND GLOVES</li>   <li>• DO NOT TOUCH ANY SUSPICIOUS MATERIAL</li> <li>• ISOLATE AREA, DISPLAY SUITABLE SIGNAGE</li> <li>• SEEK EVALUATION OF HYGIENIST</li>   <li>• FIRST AID PERSON TO BE NOTIFIED FOR REMOVAL. SUITABLE WARNING SIGNS IN INTERIM</li>   <li>• ENSURE YOU HAVE LOCATED ALL POWER LINES, CABLES, GAS LINES, COMMUNICATION LINES, WASTE AND SEWAGE PIPES</li> <li>• USE DIAL BEFORE YOU DIG. OBTAIN SAFE TO PROCEED CERTIFICATION FROM LICENCED PLUMBER</li> <li>• IDENTIFY SEPTIC TANKS AND CONDITION. DON'T RELY ON SITE PLANS</li> <li>• <b>REMAIN ALERT!</b></li> </ul>		







## TROUBLESHOOTERS AVAILABLE -SAFE WORK METHOD STATEMENT

Item No	Process Steps	Potential Hazards/Risks	Risk class	Hazard Control Measures	Risk class	Action by
	<p><b>PAINT APPLICTION EXTERNAL</b></p>	<p>FALLS FROM LADDER OR SCAFFOLD</p> <p>HIT BY FALLING MATERIALS</p> <p>FALLS FROM LOWER ROOFS</p> <p>HIT BY SITE PLANT &amp; EQUIPMENT</p> <p>SUNBURN</p>		<ul style="list-style-type: none"> <li>• TRAINING IN THE USE OF PORTABLE LADDERS &amp; WORKING FROM HEIGHTS</li> <li>• ENSURE WHEN WORKING UNDER OTHERS, HEAD SAFETY PROTECTION IS WORN. ENSURE CONSTRUCTION PERSONNEL EITHER BARRICADE OR DISPLAY WARNING SIGNS IN RELEVANT AREAS</li> <li>• ENSURE SAFETY GUARD RAILS ERECTED</li> <li>• USE PPE EQUIPMENT SUCH AS HARD HAT, FLURO VEST &amp; SET UP ONLY IN SAFE AREAS</li> <li>• USE PPE EQUIPMENT SUCH AS SUN CREAM, HATS &amp; PROTECTIVE CLOTHING</li> </ul>		
13.	<p><b>SPOTTER PLANNING</b></p>	<p>PERSONAL INJURY: STRUCK BY MOBILE PLANT, CRUSHED, HIT BY EJECTED MATERIALS, SLIPS, TRIPS, FALLS, NOISE</p>		<p>CONDUCT A RISK ASSESSMENT WHETHER IT IS PRACTICAL TO USE A SPOTTER ENSURE SPOTTER IS APPROPRIATELY CERTIFIED AND QUALIFIED FOR THE TASK AT HAND</p> <p>CONSIDER:</p> <ul style="list-style-type: none"> <li>- LOCATION OF SPOTTER (PROXIMITY TO HAZARD)</li> <li>- VISIBILITY OF SPOTTER TO OPERATORS</li> <li>- TRAINING REQUIREMENTS</li> <li>- FAMILIARITY TO TASK/EXPERIENCE</li> <li>- CHANGING CONDITIONS</li> <li>- ENVIROMENTAL CONDITIONS (NOISE, GLARE, WEATHER)</li> <li>- TYPE OF COMMUNICATION (RADIO, HAND SIGNAL/BATONS)</li> <li>- DUTIES OF SPOTTER (FIRST AID, EMERGENCY &amp; RESCUE)</li> <li>- PPE (HIGH VISIBILITY CLOTHING, EYE PROTECTION, EAR PROTECTION, HARD HAT)</li> <li>- SUFFICIENT NUMBER OF SPOTTER, A SPOTTER SHOULD ONLY BE RESPONSIBLE FOR ONE TASK AND BE DEDICATED TO THAT TASK</li> <li>- <b>ENSURE THAT THE CLIENT HAS APPLIED FOR, AND HAS ALL RELEVANT PERMITS REQUIRED FOR THE TASK BEING PERFORMED</b></li> </ul>		

## TROUBLESHOOTERS AVAILABLE -SAFE WORK METHOD STATEMENT

Item No	Process Steps	Potential Hazards/Risks	Risk class	Hazard Control Measures	Risk class	Action by
	<p><b>PREPARATION</b></p> <p><b>OPERATION</b></p>	<p>PERSONAL INJURY: STRUCK BY MOBILE PLANT, CRUSHED, HIT BY EJECTED MATERIALS, SLIPS, TRIPS, FALLS, NOISE</p> <p>PERSONAL INJURY: STRUCK BY MOBILE PLANT, CRUSHED, HIT BY EJECTED MATERIALS, SLIPS, TRIPS, FALLS, NOISE</p>		<ul style="list-style-type: none"> <li>• DEVELOP SPECIFIC SWMS FOR THE TASK INCLUDE:                             <ul style="list-style-type: none"> <li>- TASK</li> <li>- HAZARDS</li> <li>- CONTROLS</li> <li>- POSITION/LOCATION OF SPOTTER/S</li> <li>- SPECIFIC ROLE OF SPOTTERS</li> <li>- COMMUNICATION SYSTEMS</li> <li>- AUTHORITY FOR SPOTTERS TO CONTROL WORK AS REQUIRED</li> </ul> </li> <li>• ENSURE ALL RELEVANT PERSONS HAVE A COPY OF THE SWMS AND UNDERSTAND THE ROLE OF THE SPOTTER</li> <li>• ENSURE SPOTTER IS ABLE TO COMMUNICATE EFFECTIVLY AND CAPABLE OF DOING THE JOB</li> <li>• COMMUNICATION METHODS, WHISTLE, SIGNALS, 2 WAY RADIO ETC SHOULD BE ESTABLISHED PRIOR TO COMMENCING THE TASK</li> <li>• TRAFFIC MANAGEMENT                             <ul style="list-style-type: none"> <li>- SPOTTER IS PROVIDED WITH HI VIS CLOTHING</li> <li>- POSITION IS CLEARLY VISIBLE TO OPERATORS OF MOBILE PLANT</li> <li>- POSITION IS NOT IN A PEDESTRIAN NO GO ZONE OR HIGH TRAFFIC AREA</li> <li>- SPOTTER NOTIFIES ALL RELEVANT PERSONS BEFORE LEAVING POST</li> <li>- AGREED COMMUNICATION IS USED (IE, TWO WAY RADIOS, HAND SIGNALS, STOP/SLOW BAT OR VERBAL)</li> <li>- AGREED PROCEDURES FOLLOWED (IE, PEDESTRIANS HAVE RIGHT OF WAY, SPEED RESTRICTIONS, NO GO ZONES, DIRECTION OF TRAFFIC, SUFFICIENT SPACE BETWEEN PLANT AND PEDESTRIANS AND OTHER ITEMS AS SPECIFIED IN THE TRAFFIC MANAGEMENT PLAN</li> </ul> </li> </ul>		
<b>14.</b>	<p><b>HOIST INSTALLATION</b></p> <p><b>OPERATION</b></p>	<p>PLANT SET UP INCORRECTLY, PLANT FAILURE</p> <p>PLANT FAILURE DUE TO UNSKILLED OPERATOR</p>		<ul style="list-style-type: none"> <li>• THE ERECTION AND DISMANTLING OF BARROW HOISTS NEEDS TO BE CARRIED OUT OR DIRECTLY SUPERVISED BY A PERSON HOLDING A VALID HIGH-RISK WORK LICENCE IN RIGGING OR SCAFFOLDING. THE INSTALLATION CHECKLIST MUST BE COMPLETED PRIOR TO FIRST USE. RELEVANT DETAILS OF THE HOIST TO BE RECORDED IN THE SITE PLANT REGISTER</li> <li>• HOIST OPERATORS MUST HOLD A CURRENT HIGH-RISK WORK LICENCE IN MATERIAL HOIST OPERATION. ALL OPERATORS ARE TO READ AND UNDERSTAND THE OPERATING MANUAL OF THE HOIST THAT IS BEING USED</li> </ul>		



## TROUBLESHOOTERS AVAILABLE -SAFE WORK METHOD STATEMENT

Item No	Process Steps	Potential Hazards/Risks	Risk class	Hazard Control Measures	Risk class	Action by
	<b>END OF SHIFT</b>	UV EXPOSURE  UNSECURED WORK AREA		<ul style="list-style-type: none"> <li>• ALL PERSONNEL TO BE SUPPLIED WITH PERSONAL PROTECTIVE EQUIPMENT ADEQUATE FOR PROVIDING UV PROTECTION                             <ul style="list-style-type: none"> <li>- SHIRTS WITH A COLLAR (LONG SLEEVES OR SLEEVES TO ELBOW)</li> <li>- TROUSERS OR KNEE LENGTH SHORTS</li> <li>- SUNGLASSES WHICH ARE UV RATED</li> <li>- HARD HAT WITH BRIM EXTENSION</li> <li>- SUNSCREEN 30+ OR HIGHER</li> </ul> </li> <li>• HOIST TO BE SECURED AND KEYS REMOVED TO PREVENT ANY UNAUTHORISED ACCESS INSPECT SITE AND CLEAN UP WORK AREA, ALL WASTE TO BE REMOVED FROM SITE DAILY</li> </ul>		
<b>15.</b>	<p><b>SCISSOR LIFT OPERATION</b></p> <p><b>CHECK SURROUNDINGS</b></p>	<p>FALL FROM PLATFORM TIP MACHINE COLLISION OPERATED BY UNAUTHORISED/ UNQUALIFIED PERSON/S</p> <p>FALL FROM PLATFORM, TIP MACHINE OVER, COLLISION / INJURY, OPERATED BY UNAUTHORISED OR UNQUALIFIED PERSON(S)</p>		<ul style="list-style-type: none"> <li>• <b>YOU MUST NOT OPERATE A SCISSOR LIFT UNLESS YOU ARE COMPENTENT AND CERTIFIED TO DO SO</b></li> <li>• CARRY OUT DAILY INSPECTIONS/CHECKS AS PER MANUFACTURERS OPERATING MANUAL AND OPERATOR DAILY PRE-START CHECKLIST</li> <li>• CHECK AND FAMILIARIZE YOURSELF WITH THE OPERATION OF THE PLATFORM EMERGENCY DESCENT AND/OR OPERATOR RETRIEVAL SYSTEM AT GROUND CONTROLS</li> <li>• READ ALL MANUFACTURERS SAFETY DECALS/STICKERS ON MACHINE</li> <li>• RECORD IN THE LOG BOOK AND SIGN OFF BY PERSON MAKING ENTRY</li> <li>• REPORT ANY DEFECTS OR DAMAGE TO SUPERVISOR IMMEDIATELY</li> <li>• DO NOT USE. MACHINE UNTIL THESE ARE REPAIRED / FIXED</li> <li>• PLACE "DANGER DO NOT USE" TAG ON MACHINE TO PREVENT USE BY OTHERS</li> <li>• KEEP AWAY FROM BACK FILLED TRENCHES / EXCAVATIONS, MUDDY AREAS</li> <li>• USE ONLY ON FLAT FIRM SURFACES AND THE MACHINE IS LEVEL TO WITHIN MANUFACTURER'S SPECIFICATIONS</li> <li>• WHEN WORKING ON CONCRETE SLABS, COMPETANT PERSON TO VERIFY SLAB CAN TAKE WEIGHT OF MACHINE</li> <li>• KEEP AWAY FROM SLAB STEP DOWNS, PENETRATIONS</li> <li>• CHECK FOR OVERHEAD POWER CABLES / OBSTRUCTIONS – PROJECTIONS</li> <li>• CHECK FROM POWER SUPPLY COMPANY FOR DISTANCE TO BE MAINTAINED FROM OVERHEAD POWER SUPPLY</li> </ul>		

## TROUBLESHOOTERS AVAILABLE -SAFE WORK METHOD STATEMENT

Item No	Process Steps	Potential Hazards/Risks	Risk class	Hazard Control Measures	Risk class	Action by
16.	<b>ELEVATED WORK PLATFORM (EWP)</b>	PLANT & EQUIPMENT- IMPACT/ CRUSHING INJURIES. FALL FROM HEIGHTS. HIT BY FALLING OBJECTS. POWERLINES – ELECTROCUTION		<p>ELEVATED WORK PLATFORM (EWP) MUST BE INSPECTED BY THE OPERATOR OR A COMPETENT PERSON IN ACCORDANCE WITH THE MANUFACTURERS PRE-START CHECKLIST. DAILY ENTRIES TO BE RECORDED IN LOG BOOK</p> <p>WORKERS OPERATING THE ELEVATED WORK PLATFORM (EWP) MUST HOLD A HIGH-RISK LICENCE AND BE TRAINED AND INSTRUCTED IN SAFE OPERATING PROCEDURES FOR THE PARTICULAR BRAND AND TYPE OF EQUIPMENT.</p> <p>THE EWP SHOULD ONLY BE USED AS WORKING PLATFORMS, THEY SHOULD NOT BE USED AS A MEANS OF ACCESS TO AND EGRESS FROM A WORK AREA UNLESS THE CONDITIONS SET OUT IN AS255.10 IS MET.</p> <p>MAKE SURE APPROPRIATE FALL PROTECTION IS IN PLACE WHEN WORKING AT HEIGHTS, SUCH AS SAFETY HARNESSES, SAFETY NETS AND/OR OTHER SAFE FALL ARREST METHODS.</p>		
	<b>OPERATING BOOM</b>	FALL FROM PLATFORM. TIP MACHINE OVER. COLLISION / INJURY OPERATED BY UNAUTHORISED / UNQUALIFIED PERSON(S)		<p><b>YOU MUST NOT OPERATE A BOOM OR EWP UNLESS YOU ARE COMPENTENT AND CERTIFIED TO DO SO</b></p> <p>SAFETY HARNESS TO BE WORN AND CONNECTED TO DESIGNATED ANCHORAGE POINT AT ALL TIMES WHILST IN THE EWP BASKET.</p> <p>NEVER STAND OR SIT ON KICKBOARDS, HANDRAILS OR MID RAILS, ENSURE GATE IS SECURELY CLOSED.</p> <p>NEVER OPERATE WHEN WIND SPEEDS ARE TOO STRONG IF OPERATING OUTDOORS. IF OUTRIGGERS ARE FITTED ENSURE THEY ARE FULLY EXTENDED AND ON A SOLID BEARING</p> <p>ENSURE YOU LOOK UP, DOWN, FORWARD, BACKWARDS, LEFT AND RIGHT WHEN DRIVING.</p>		
	<b>WORKING FROM BOOM</b>	TIP OVER. INJURY TO PERSON BELOW FALL FROM PLATFORM		<p>DO NOT USE AS CRANE OR HOIST</p> <p>DO NOT OVER LOAD THE PLATFORM, OBSERVE AND DO NOT EXCEED SWL AND PERMITTED NUMBER OF OCCUPANTS.</p> <p>NEVER USE TO PULL OR PUSH OTHER OBJECTS</p> <p>ENSURE ALL TOOLS AND MATERIALS ARE SAFETY STORED WITH NO SLIP/TRIP HAZARDS</p> <p>SET UP EXCLUSION ZONE AROUND THE BASE OF BOOM LIFT AND APPROPRIATE SIGNAGE TO BE IN PLACE WHERE DEEMED NECESSARY</p> <p>KEEP AWAY FROM PINCH POINTS</p> <p>NEVER ENTER OR EXIT PLATFORM WHILE ELEVATED</p> <p>NEVER USE LADDER OR OTHER ITEMS TO GAIN ADDITIONAL HEIGHT</p> <p>KEEP WITHIN THE CONFINES OF THE WORK PLATFORM. DO NOT LEAN OUT OVER THE SIDES OF THE PLATFORM</p>		

## TROUBLESHOOTERS AVAILABLE -SAFE WORK METHOD STATEMENT

Item No	Process Steps	Potential Hazards/Risks	Risk class	Hazard Control Measures	Risk class	Action by
	<p><b>SECURING THE BOOM</b></p> <p><b>REFUELING THE BOOM</b></p> <p><b>RESPONSE TO FUEL/OIL SPILL</b></p>	<p>INJURY TO PERSON(S)</p> <p>FIRE, SLIPS, TRIPS, FALLS SPILLS, CONTACT WITH CHEMICALS. INHALE PETROL VAPOURS</p> <p>FIRE, SLIPS, TRIPS, FALLS, CONTACT WITH CHEMICALS, INHALE PETROL VAPOURS, ENTERING DRAINS, CONTAMINATION OF SURROUNDING WATER BODIES AND OR SOILS, INCORRECT DISPOSAL</p>		<ul style="list-style-type: none"> <li>• ELEVATE THE PLATFORM AT THE END OF SHIFT, POSITION IN SAFE LOCATION, REMOVE KEYS AND SECURE</li> <li>• EQUIPMENT IS TO BE TURNED OFF AND SHUT DOWN</li> <li>• DO NOT USE MOBILE PHONES</li> <li>• AVOID SOURCES OR IGNITION, HEAT AND SPARKS</li> <li>• ENSURE FULLY CHARGED CARBON DIOXIDE, DRY CHEMICAL OR FOAM EXTINGUISHER IS IN CLOSE PROXIMITY WHEN REFUELING</li> <li>• ENSURE FUNNEL OR NOZZLE ATTACHMENT IS USED WHEN REFUELLING</li> <li>• ENSURE SPILL KIT IS AVAILABLE AND CLOSE AT HAND WHEN CARRYING OUT REFUELLING</li> <li>• AVOID CONTACT WITH EYES, EYE PROTECTION TO BE WORN</li> <li>• OVER SPILLS TO BE IMMEDIATELY CLEANED UP</li> <li>• REMOVE ANY CONTAMINATED CLOTHING AND WASH PRIOR TO RE-USE</li> <li>• DO NOT INTENTIONALLY INHALE VAPOURS</li> <li>• AVOID SOURCES OF IGNITION, HEAT, SPARKS</li> <li>• USE THE SPILL KIT AND FOLLOW THE PROCEDURES</li> <li>• WHEN A SPILL OCCURS STOP THE SPILL AT THE SOURCE</li> <li>• USE ABSORBENT BOOMS OR SIMILAR TO SURROUND AND CONTAIN THE SPILL</li> <li>• USE ABSORBENT MATERIAL TO ABSORB THE SPILL</li> <li>• DISPOSE OF USED ABSORBENT MATERIAL INTO CONTAINMENT WASTE BAGS SUPPLIED IN THE SPILL KIT</li> <li>• DISPOSE OF THE CLEAN UP MATERIAL AS PER EPA GUIDELINES</li> <li>• USE APPROPRIATE WASTE CONTAINER FOR DISPOSAL</li> <li>• DISPOSAL DOCUMENT MUST BE SUPPLIED AND RECORDED ON FILE IN THE DEPOT</li> <li>• RESTOCK SPILL KIT</li> </ul>		
17.	<b>HANGING PLASTER</b>	FALL FROM VEHICLE		<ul style="list-style-type: none"> <li>• UNLOAD VEHICLES IN AREA CLEAR OF TRAFFIC, PLANT AND EQUIPMENT</li> <li>• TRAINING CONSTRUCTION PERSONNEL IN MANUAL HANDLING</li> <li>• PPE EQUIPMENT</li> </ul>		





## TROUBLESHOOTERS AVAILABLE -SAFE WORK METHOD STATEMENT

Item No	Process Steps	Potential Hazards/Risks	Risk class	Hazard Control Measures	Risk class	Action by
	<b>STOP &amp; SETTING</b>	<p>HIT BY FALLING MATERIALS AND TOOLS, FOOT DAMAGE</p> <p>INJURIES FROM CUTTING &amp; GLUING MATERIALS</p> <p>FALLS FROM LADDER OR TRESSLES</p> <p>CUTS, ABRASIONS, EYE, EAR AND DAMAGE TO FEET, OVERCOME BY VAPOURS, CONTACT WITH SUBSTANCES CLASSIFIED AS HAZARDOUS</p> <p>SLIPS, TRIPS AND FALLS WHEN CARRYING MATERIALS AND TOOLS</p> <p>ELECTROCUTION</p>		<ul style="list-style-type: none"> <li>• ENSURE MATERIALS ARE STACKED NEATLY IN A CLEAR AREA</li> <li>• ENSURE TOOLS AND EQUIPMENT CANNOT FALL ON WORKERS</li> <li>• TRAIN CONSTRUCTION PERSONNEL IN THE CORRECT METHOD AND USE OF TOOLS AND EQUIPMENT OF TASK REQUIRED</li> <li>• ENSURE APPROPRIATE TOOLS ARE BEING USED FOR THE TASK</li> <li>• TRAINING IN THE USE OF PPE EQUIPMENT SUCH AS SAFETY FOOTWEAR AND HEAD PROTECTION WHEN WORKING BELOW OTHERS</li>   <li>• PROVIDE MATERIAL SAFETY DATA SHEET (MSDS)/(SDS)</li> <li>• PROVIDE TRAINING IN THE USE OF HAZARDOUS SUBSTANCES AND PPE EQUIPMENT REQUIRED</li> <li>• PROVIDE AND WEAR CORRECT PPE EQUIPMENT</li>   <li>• TRAINING IN THE USE AND SETUP OF PORTABLE LADDERS</li> <li>• ENSURE LADDERS, PLANKS, TRESSLES AND OTHER EQUIPMENT HAS REGULAR MAINTENANCE CHECKS AND IS IN GOOD ORDER</li> <li>• PROVIDE ADEQUATE SUPERVISION FOR REQUIRED TASKS</li>   <li>• PROVIDE MATERIAL DATA SAFETY SHEET (MSDS)/(SDS)</li> <li>• PROVIDE TRAINING IN THE USE OF HAZARDOUS SUBSTANCES</li> <li>• PROVIDE AND WEAR CORRECT PPE EQUIPMENT SUCH AS EAR, EYE AND SAFETY FOOTWEAR</li>   <li>• ENSURE CLEAR ACCESS TO WORK AREA</li> <li>• TRAINING IN MANUAL HANDLING</li> <li>• STACK MATERIALS NEATLY AND CLEAR OF WORK AREAS</li> <li>• TRAINING IN THE USE AND SET-UP OF PORTABLE LADDERS</li>   <li>• ELECTRICAL TEST, TAGGING AND REGISTER OF ALL POWER TOOLS AND EQUIPMENT</li> <li>• ENSURE EARTH LEAKAGE IS INSTALLED ON MAIN SUPPLY OR PORTABLE GENERATORS</li> </ul>		



## TROUBLESHOOTERS AVAILABLE -SAFE WORK METHOD STATEMENT

Item No	Process Steps	Potential Hazards/Risks	Risk class	Hazard Control Measures	Risk class	Action by
18.	<b>CONCRETE</b>					
	<b>UNLOADING EQUIPMENT</b>	FALL FROM VEHICLE  MANUAL HANDLING INJURIES, CUTS, SPLINTERS & ABRASIONS, BEING STRUCK / CRUSHED BY EQUIPMENT, SLIPS, TRIPS, FALLS		<ul style="list-style-type: none"> <li>• CONDUCT A THOROUGH SITE INSPECTION BEFORE COMMENCING ANY WORK TO IDENTIFY POTENTIAL CAUSES OF HARM TO WORKERS</li> <li>• UNLOAD VEHICLES IN AREA CLEAR OF TRAFFIC, PLANT AND EQUIPMENT</li> <li>• TRAINING CONSTRUCTION PERSONNEL IN MANUAL HANDLING AND TEAM LIFTING</li> <li>• ENSURE CORRECT PPE IS WORN AT ALL TIMES INCLUDING GLOVES</li> <li>• UNLOAD VEHICLE ON A LEVEL CLEAR AREA</li> </ul>		
	<b>SETTING OUT / UP EQUIPMENT</b>	TRIPS AND FALLS		<ul style="list-style-type: none"> <li>• ENSURE SITE IS CLEAR OF DEBRIS AND OBSTRUCTIONS</li> <li>• DEFINE AND BARRICADE WORK AREA AND FALL AREAS</li> </ul>		
	<b>SETTING UP FORM WORK</b>	BACK INJURY FROM USING SLEDGHAMMER, MISSING TARGET WHEN USING SLEDGHAMMER, CUTS, SPLINTERS AND ABRASIONS, ARM AND SHOULDER INJURIES  BACK AND SHOULDER INJURIES		<ul style="list-style-type: none"> <li>• ALL RELEVANT PERSONNEL TO BE TRAINED IN THE USE AND SHOWN THE CORRECT PROCEDURES IN USING A SLEDGHAMMER</li> <li>• USE PPE EQUIPMENT</li> <li>• TRAINING IN MANUAL HANDLING</li> <li>• KEEP HAND AND LIMBS OUT OF RANGE</li> <li>• TAKE NOTICE OF FELLOW WORKERS WORKING IN CLOSE PROXIMITY</li> </ul>		
	<b>CUTTING AND PLACING STEEL</b>	CUTS AND ABRASIONS FROM TRIPS & SLIPPING ON STEEL		<ul style="list-style-type: none"> <li>• PROVIDE TRAINING IN CUTTING AND PLACING STEEL</li> <li>• CARE TAKEN WHEN STEPPING OVER FORMWORK ONTO STEEL OR PLASTIC</li> </ul>		

## TROUBLESHOOTERS AVAILABLE -SAFE WORK METHOD STATEMENT

Item No	Process Steps	Potential Hazards/Risks	Risk class	Hazard Control Measures	Risk class	Action by
	<p><b>TYING STEEL</b></p> <p><b>PLACING CONCRETE</b></p>	<p>ELECTROCUTION</p> <p>CUTS AND ABRASIONS. PENETRATING WOUNDS</p> <p>BACK INJURY FROM SHOVELLING, CONCRETE BURNS SUN BURN, SKIN CANCER, EYE DAMAGE, RUN OVER BY TRUCK OR PUMP</p>		<p><b>REFER TO SECTION 2.</b></p> <p>USE PPE EQUIPMENT INCLUDING GLOVES</p> <p>ENSURE BAR CAPS ARE PLACED ON ALL EXPOSED VERTICLE BARS</p> <ul style="list-style-type: none"> <li>• RELEVANT PERSON SHOWN CORRECT POSTURE FOR SHOVELLING</li> <li>• AVOID CONTACT WITH SKIN, WASH HANDS AND CLOTHING</li> <li>• SUN PROTECTION PPE EQUIPMENT SUCH AS SUN CREAM, HATS, SHIRTS AND SUNGLASSES TO BE WORN</li> <li>• TRUCK DRIVERS TO BE MADE AWARE OF SITE ENTRY</li> <li>• RELEVANT PERSONNEL TO BE IN SIGHT OF DRIVERS AT ALL TIMES</li> <li>• PERSONNEL TO BE TRAINED IN THE USE OF HAZARDOUS SUBSTANCES EG. CEMENT</li> <li>• FOLLOW TRAFFIC MANAGEMENT REQUIREMENTS.</li> <li>• HIGH VIS CLOTHING AND HARD HATS TO BE WORN AROUND ALL MOVING PLANT ON SITE</li> </ul>		
19.	<p><b>JOINERY / CABINET MAKING</b></p> <p><b>NOISE</b></p> <p><b>TRAFFIC MANAGEMENT UNLOADING TRUCK</b></p>	<p>HEARING DAMAGE FROM USE OF HAND HELD POWER TOOLS</p> <p>PARKING IN NON DESIGNATED LOADING ZONES,</p> <p>BACK AND SHOULDER INJURIES</p>		<ul style="list-style-type: none"> <li>• WHERE PRACTICABLE, PROVIDE ENGINEERED SOLUTION FOR HIGH NOISE LEVEL, EG, QUIETER OR MUFFLED EQUIPMENT, TEMPORARY SOUND ABSORPTION SCREEN OR BARRIER TO PROTECT OTHER PERSONS IN THE AREA</li> <li>• CHECK THAT REGULAR PLANT AND EQUIPMENT MAINTENANCE TO MINIMIZE NOISE HAS BEEN CARRIED OUT AND THAT NOISE SUPPRESSION MUFFLERS ETC. ARE FITTED TO PRIOR TO USE</li> <li>• ENSURE APPROPRIATE HEARING PROTECTION IS WORN</li> </ul> <p>• USING THE DESIGNATED LOADING AND UNLOADING ZONES ON SITE</p> <p><b>REFER TO SECTION 13 (TRAFFIC MANAGEMENT)</b></p> <ul style="list-style-type: none"> <li>• LIFT MATERIAL IN PAIRS USING BENT KNEES</li> <li>• HEAVEY OR AWKWARD LOADS SHOULD HAVE LIFTING POINTS / HANDLES FITTED WHERE POSSIBLE</li> <li>• USE OF TROLLEYS WHEN POSSIBLE TO MOVE JOINERY AROUND BUILDING</li> </ul>		

## TROUBLESHOOTERS AVAILABLE -SAFE WORK METHOD STATEMENT

Item No	Process Steps	Potential Hazards/Risks	Risk class	Hazard Control Measures	Risk class	Action by
	<p><b>USE OF HAND HELD POWER TOOLS</b></p> <p><b>INSTALLATION OF JOINERY / CABINETS</b></p> <p><b>INSTALLING NEAR WINDOWS AND OPENINGS</b></p> <p><b>CUTTING MDF BENCHTOPS AND COMPONENTS ON SITE</b></p>	<p>VIBRATION / MUSCLE INJURIES</p> <p>ELECTRICAL HAZARDS</p> <p>DROPPING JOINERY ON TOES. LIFTING USING YOUR BACK, WORKING AT HEIGHTS (FALLS) WHILE INSTALLING OVERHEAD CABINETS, SLIPS AND TRIPS</p> <p>FALLS THROUGH OPENINGS</p> <p>EXPOSURE TO MDF DUST</p>		<ul style="list-style-type: none"> <li>• USE OF POWER TOOLS WHICH ARE LIGHTWEIGHT, LOW VIBRATION, NOISE RESTRICTED AND FITTED WITH CLUTCHES AND SAFETY GUARDS</li> <li>• TOOL SHOULD BE ERGONOMICALLY DESIGNED SO THEY ARE COMFORTABLE TO USE</li> <li>• WORK GLOVES SHOULD ABSORB IMPACT ENERGY, PROVIDE PROTECTION FROM SHARP EDGES AND BE PUNCTURE RESISTANT</li> <li>• ENSURE THAT POWER IS ONLY OBTAINED FROM A PROTECTED POWER SUPPLY WITH RCD, OVER CURRENT PROTECTION AND IN COMPLIANCE WITH AS 3012 AND THE INDUSTRY STANDARD FOR ELECTRICAL INSTALLATIONS ON CONSTRUCTION SITES</li> <li>• DO NOT USE ELECTRICAL TOOLS, PLANT AND APPLIANCES UNLESS THESE HAVE CURRENT TEST TAGS ATTACHED</li> <li>• EXTENSION LEADS TO BE KEPT ELEVATED ON INSULATED HANGERS OR STANDS TO WITHIN 4 METRES OF THE IMMEDIATE AREA WHERE POWER IS TO BE USED AND TO BE KEPT CLEAR OF ACCESS AREAS AND WALKWAYS AND CLEAR OF DIRECT CONTACT WITH METAL</li> <li>• WEAR SAFETY BOOTS</li> <li>• LIFT MATERIALS USING BENT KNEES OR TEAM LIFTING</li> <li>• WHERE POSSIBLE USE A MOBILE SCAFFOLD. WHERE THIS IS NOT PRACTICAL, WORK FROM INDUSTRIAL GRADE PLATFORM LADDERS</li> <li>• WHEN INSTALLING OVERHEAD CABINETS, ENSURE THE BASE CABINETS ARE IN FIRST, THEN USE A LIFTER OR STANDS</li> <li>• GET TWO PEOPLE TO LIFT OVERHEAD CABINETS ONTO STANDS</li> <li>• SECURE CUPBOARDS AND CABINETS IN A SAFE AND SECURE POSITION UNTIL PERMANENTLY FIXED</li> <li>• MAKE SURE WORK AREA IS KEPT CLEAN</li> <li>• CLEAN AS YOU GO TO ELIMINATE/MINIMISE TRIP HAZARDS</li> <li>• ENSURE WINDOWS ARE CLOSED OR COVERED OVER</li> <li>• ENSURE OPENINGS IN WALLS AND FLOORS (EG, STAIRWELLS) ARE BARRICADED OR COVERED</li> <li>• STAY WITHIN THE RAILS OF THE PLATFORM LADDER OR MOBILE SCAFFOLD</li> </ul> <p><b>REFER TO SECTION 20 WHICH REFERS TO CUTTING OF HARDWOOD OR MDF</b></p>		



## TROUBLESHOOTERS AVAILABLE -SAFE WORK METHOD STATEMENT

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20.	CUTTING HARDWOOD OR MDF	FINE WOOD DUST CAUSING IRRITATION TO EYES, SKIN, LUNGS, LONG TERM EXPOSURE LEADING TO NOSE BLEEDS OR NASAL CANCER		<ul style="list-style-type: none"> <li>• GET MATERIALS FACTORY-CUT TO CORRECT SIZE.</li> <li>• FOR LONG TERM CUTTING SET UP A DEDICATED CUTTING ROOM WITH ATTENTION PAID TO DUST EXTRACTION SYSTEMS</li> <li>• HAVE A WARNING SIGN 'DO NOT ENTER' POSTED AT THE CUTTING ROOM ENTRANCE DOOR AND INDUCT WORKERS NOT TO ENTER THAT ROOM WITHOUT A PERMIT AND THEN ONLY WITH THE CORRECT PPE. IE, RESPIRATOR, EYE AND HEARING PROTECTION</li> <li>• USE A PROCESS OR METHOD OF WORK THAT REDUCES THE GENERATION OF DUST TO A MINIMUM. EG, USING A PLANE INSTEAD OF A SANDER TO SHAPE THE WOOD</li> <li>• LOCAL EXHAUST VENTILATION SHOULD BE PROVIDED AT AREAS OF CUTTING TO REMOVE AIRBOURNE DUST</li> <li>• GENERAL DILUTION VENTILATION SHOULD BE PROVIDED AS NECESSARY TO KEEP AIRBOURNE DUST BELOW THE APPLICATION EXPOSURE LIMITS AND GUIDELINES</li>   <li>• THE REQUIREMENTS FOR VENTILATION SYSTEMS SHOULD BE EVALUATED BY A PROFESSIONAL INDUSTRIAL HYGIENIST, WHILE THE DESIGN OF SPECIFIC VENTILATION SYSTEMS SHOULD BE CONDUCTED BY A PROFESSIONAL ENGINEER</li> <li>• MAINTAIN PLANT AND EQUIPMENT IN GOOD CONDITION; E.G. INSPECT DUCT EXTRACTION SYSTEMS REGULARLY TO ENSURE THEY ARE WORKING EFFICIENTLY AND CHECK FOR HOLES AND LEAKAGES IN DUCT WORK</li> <li>• THE NEED FOR VENTILATION SYSTEMS SHOULD BE EVALUATED BY A PROFESSIONAL INDUSTRIAL HYGIENIST, WHILE THE DESIGN OF SPECIFIC VENTILATION SYSTEMS SHOULD BE CONDUCTED BY A PROFESSIONAL ENGINEER</li> <li>• WEAR LOOSE COMFORTABLE CLOTHING - LONG SLEEVED SHIRTS AND TROUSERS ARE RECOMMENDED TO PREVENT SKIN IRRITATION</li> <li>• WASH WORK CLOTHES REGULARLY AND SEPARATE FROM OTHER CLOTHES</li> <li>• WEAR COMFORTABLE WORK GLOVES (AS2161 OR NZS5812) TO AVIOD HAND CUTS WHEN HANDLING PANELS</li> <li>• AVIOD BREATHING DUST</li> <li>• WEAR A CLASS P1 OR P2 REPLACEABLE FILTER OR DISPOSABLE HALF FACE PIECE RESPIRATOR WHEN MACHINING PRODUCTS</li> <li>• RESPIRATORS SHOULD COMPLY WITH AS/NZS 1716 AND BE SELECTED, USED AND MAINTAINED IN ACCORDANCE WITH AS/NZS 1715</li> <li>• FOR EYE PROTECTION WEAR INDUSTRIAL SAFETY GLASSES OR NON-FOGGING GOGGLES (AS/NZS 1336) WHEN MACHINING PRODUCTS</li> </ul>		

## TROUBLESHOOTERS AVAILABLE -SAFE WORK METHOD STATEMENT

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		BURNS FROM IGNITION DUST		<ul style="list-style-type: none"> <li>• AVOID BUILD UP OF DUST AND KEEP STORAGE AND WORK AREAS WELL VENTILATED.</li> <li>• AVOID SPARKS AND SOURCES OF IGNITION IN ALL ELECTRICAL EQUIPMENT</li> <li>• HAND POWER TOOLS SHOULD BE FITTED WITH DUST BAGS AND USED IN WELL-VENTILATED AREAS.</li> <li>• TRAINING IN HAZARDOUS SUBSTANCES SHOULD BE CARRIED OUT WITH ALL CONSTRUCTION PERSONNEL</li> <li>• ENSURE FIRE SUPPRESSION EQUIPMENT IS AVAILABLE IN THE CUTTING AREA</li> <li>• ENSURE A FIRST AID PERSON IS PRESENT ON SITE</li> </ul> <p><b>IF ANY ADDITIONAL WORKS ARE TO BE CARRIED OUT, BUT ARE NOT SPECIFIED OR COVERED BY THIS SWMS, PLEASE COMPLETE IN DETAIL IN BLANK SECTION BELOW AND ALL PARTIES TO SIGN OFF.</b></p>		



## TROUBLESHOOTERS AVAILABLE -SAFE WORK METHOD STATEMENT

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## TROUBLESHOOTERS AVAILABLE -SAFE WORK METHOD STATEMENT

**Prepared by/Review Team**

Name: Print Name	Position: Please Print	Signature:	Date:

**The following contractors have reviewed and been given instruction in this Safe Work Method Statement (SWMS):**

NAME (Please Print)	TRADE	SIGNATURE	DATE