

Transform Homes Build

Safe Work Method Statement



Contractor: All Employees	Site Address: All work Sites	Activity: Working at Heights	Date: 20/08/2018
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Tasks List the tasks required to perform the activity in the sequence they are carried out.	Hazards and Risks What can harm you - Hazards? What can happen - Risks?	Risk control measures List the control measures required to eliminate or reduce the risk of injury and detail how the control measures will be put in place.	Who is responsible? Name of the person responsible to control the measures identified.
Arrival on site	<ul style="list-style-type: none"> — Lack of awareness of site hazards — Collision with other vehicles — Lack of awareness of site specific hazards 	<ul style="list-style-type: none"> — Report to Site Supervisor — Undertake Site Specific Safety Induction — Adhere to site traffic management plan — Adhere to site rules and signage — Wear any site specific PPE as outlined in induction — Obey all instructions of Principle Contractor — Undertake site inspection to identify possible hazards <p>Read and sign SWMS after Induction</p>	All TransformHomes Employees & contractors
Access to work area and weather conditions	Slips, trips, falls unsecured/ unstable ladders, lack of handrails and or edge protection	Secure ladders, steps or ramps. Ensure edge protection and handrails are in place where required. Do not work in hazardous conditions	
Check equipment and work area below	Falls and trips. Equipment in poor condition and lack of PPE	Check condition of equipment, hard hats, gloves, foot wear and any other PPE appropriate for this situation.	
Arrange tools and equipment	Falling objects	Provide safe means for raising, receiving, storing and lowering of tools and equipment.	
Proceed to work area	Falls due to lack of concentration	Maintain an awareness of surroundings. Maintain 3 points of contact on all ladders.	

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Carry out the work	Slips, trips, falls & falling objects	Maintain awareness of surroundings, focus vision on work platform, and avoid stepping backwards, keep traffic areas and platform clear of materials. Avoid hazardous conditions.	
Leaving the work area	Unsecured tools and equipment, falling objects, slips, trips and falls	Secure tools and materials against sudden weather changes or unauthorised use when leaving the job site. Check stability of any changed ladders ramps etc. Do not carry tools down ladders, have tools and equipment lowered.	
Leaving site	Loading of vehicle – Manual Handling Leaving unseen hazards on site	<ul style="list-style-type: none"> — Sign out at site office — Avoid bending and twisting whilst loading. — Use team lifting for heavy items. — Utilise forklift or other mechanical aids if available 	ABC Employees

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This SWMS has been developed through consultation with our employees. Any changes to above work process will be discussed at induction with all affected employees. This SWMS will be reviewed to ensure that it is current and effective in controlling the risks of the task being carried out.

I have read and understood the information contained in the SWMS and any other associated documents to perform all duties in accordance with the SWMS. If, whilst carrying out my duties I feel I cannot do my work safely, I will stop work and report the issue to On Site Management and my site representative immediately.

Name	Signature	Date

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Site Specific Risk Assessment. To be completed after viewing the site and before the task commences

Once on site identify any specific hazards that are not covered by the above SWMS and may pose a risk to the safety and health of those carrying out the task or those working around them.

Hazard	Potential Incident	Uncontrolled Risk Score	Current Controls	Controlled Risk Score	Further controls required	Responsible Person