

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



Task / Activity:	GENERAL CONSTRUCTION		EWMS Number:	001
			Revision Number:	001
			Next Review Date:	12/06/2026
Purpose:	The purpose of this statement is to eliminate (or reduce as far as practicable) the possibility of an environmental incident occurring. The Hierarchy of Controls must govern the choice of controls adopted. A consultative process will be used to complete this statement. The person(s) carrying out the work activities in this EWMS shall be involved in the EWMS preparation and be trained in the relevant procedures, processes, and requirements. ALL PERSONS INVOLVED IN CARRYING OUT THE NOMINATED TASK / ACTIVITY MUST FOLLOW THIS ENVIRONMENTAL WORK METHOD STATEMENT.			
Project:	4163 Albany Creek Library		Date Prepared:	25/08/2025
Project Address:	16 Ferguson St, Albany Creek QLD 4035			
Company Address:	15 Nicol Way, Brendale, QLD, 4500			
Personnel responsible for implementing, monitoring and ensuring compliance with EWMS	Craig Fever			
Personnel Involved in Developing EWMS:	Zane Taylor (Owner/Director)			
	Adam Henricks (HSEQ Manager)			

Relevant to:

Division: All
Department: All
Site: All

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Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



Legislative Act / Regulation:	Code(s) of Practice:	Australian / NZ Standards, Other:
Environmental Protection (Air) Policy 2019	Erosion and Sediment Control (ESCP) Guidelines	AS/NZS 14001 – Environmental Management Systems
Environmental Protection (Noise) Policy 2019	Queensland Urban Drainage Manual (QUDM)	AS/NZS ISO 31000 – Risk Management – Guidelines
Waste Reduction and Recycling Act 2011 (Qld)	National Environment Protection Measures (NEPMs)	AS/NZS 5667 – Water Quality Sampling
Waste Reduction and Recycling Regulation 2011	Department of Environment & Science Construction Noise Guidelines	AS 1940 – The Storage and Handling of Flammable and Combustible Liquids
Nature Conservation Act 1992 (Qld)	Stormwater Management Code of Practice	AS/NZS 1715 – Selection, Use and Maintenance of Respiratory Protection
Vegetation Management Act 1999 (Qld)	AS 1940 – Storage and Handling of Flammable and Combustible Liquids	AS/NZS 1716 – Respiratory Protective Devices
Water Act 2000 (Qld)	AS/NZS 3833 – Storage and Handling of Mixed Classes of Dangerous Goods	AS/NZS 4452 – The Storage and Handling of Toxic Substances
Biosecurity Act 2014 (Qld)	AS 2436 – Guide to Noise Control on Construction Sites	AS/NZS 3816 – Management of Clinical and Related Wastes
Environment Protection and Biodiversity Conservation Act 1999 (Cth)	Safe Work Australia – Managing the Risk of Hazardous Chemicals	AS 2436 – Guide to Noise and Vibration Control on Construction, Maintenance and Demolition Sites
Environment Protection (Impact of Proposals) Act 1974 (Cth)	Safe Work Australia – Welding Fumes and Airborne Contaminants (if relevant to works)	AS/NZS 3500 – Plumbing and Drainage (Stormwater & Sewerage Protection)
Protection of the Environment Operations Act 1997 (NSW)		AS 4970 – Protection of Trees on Development Sites
Protection of the Environment Operations (General) Regulation 2022 (NSW)		
Protection of the Environment Operations (Waste) Regulation 2014 (NSW)		
Environmental Planning and Assessment Act 1979 (NSW)		

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Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



Biodiversity Conservation Act 2016 (NSW) Water Management Act 2000 (NSW)		AS/NZS 1337 – Eye Protectors for Industrial Applications AS/NZS 4501 – Occupational Protective Clothing AS/NZS 1170 – Structural Design Actions (relevant for temporary works impacting the environment) AS/NZS 4389 – Safety Requirements for Earthmoving Machinery (environmental spill & containment interfaces) AS/NZS 3843 – Carbon Footprint & Emissions Reporting (where applicable) AS/NZS 2601 – Demolition of Structures (environmental dust, noise, waste) AS 2550 – Cranes, Hoists & Plant Operations Environmental Considerations AS/NZS 4801 – Occupational Health and Safety Management Systems (for integrated HSEQ systems)
Competencies/ Training Required to undertake Activities:	Specific Plant Required to Undertake Task:	Hazardous Substances Required for Task:
General Construction Induction (White Card) Environmental Awareness Training	Excavators Skid steers / Bobcats	Concrete (wet concrete / grout) Cement powder

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EWMS-001

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ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



Spill Response Training	Loaders	Adhesives
Waste Management & Segregation Training	Water carts / Water trucks	Sealants
Hazardous Chemicals / SDS Awareness	Vacuum excavation units	Fillers
Sediment & Erosion Control Training (ESC)	Street sweepers / broom attachments	Paints (including primer, acrylic, oil-based, gloss)
Stormwater Protection Awareness	Mobile concrete mixers	Cleaning chemicals
Noise & Dust Management Training	Concrete pumps	Fertilisers
Plant & Equipment Environmental Impact Awareness	Generators	Pesticides
Concrete Washout Management Training	Fuel storage pods / fuel trailers (bunded)	Herbicides
Fuel & Chemical Storage and Handling Training	Portable spill response trailers or spill kits	Fuels (diesel, petrol)
Refuelling Environmental Safety Training	Dust suppression equipment (mistors, atomisers)	Oils & lubricants
Asbestos & Hazardous Materials Awareness (if applicable)	Portable pumps (for dewatering under permit)	Solvents
Manual Handling Training	Bunded chemical storage units	Insulation materials (fibrous batts, dust-generating)
Traffic Management Awareness	Rumble grids or wheel-wash systems	Tile adhesives & grouts
Working Around Waterways / Sensitive Environmental Areas Awareness	Trucks (tippers, delivery trucks)	Liquid Nails or other bonding compounds
	Elevated Work Platforms (EWPs)	

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EWMS-001

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ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



Waste Classification & Disposal Training	Mobile scaffolds	
Contaminated Land Awareness	Chainsaws / pole saws (for vegetation management)	
Flora & Fauna Protection Awareness	Mulchers or chippers	
Environmental Emergency Response Training	Hand tools (rakes, shovels, brooms)	
Loop System Induction (Tallan process requirement)	Power tools (grinders, saws, drills — with dust extraction)	
Site-Specific Environmental Induction (on each project)	Concrete vibration equipment (for works generating slurry)	
	Portable sediment control installation tools (staplers, post drivers)	
	Measuring and monitoring equipment (noise meters, particulate meters, water quality meters if applicable)	

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EWMS-001

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AUTHORISATION			
We hereby request acceptance of this statement and confirm that the documented precautions / control measures will be complied with.			
Company Name:	Tallan Group	Work Area/ Task Location:	All Areas
ABN.:	22 649 005 096	Onsite supervisor/person responsible for actioning controls:	All Staff
Responsible Director			
Zane Taylor	Director		12/06/2025
Name	Position	Signature	Date

Note: All relevant signatures must be obtained prior to the commencement of work.

REVIEW								
Review Number	1	2	3	4	5	6	7	8
Name	Adam Henricks							
Date	12/12/2025							
Review to be undertaken on a 6 monthly basis or when there is any change that will require the EWMS to be updated to reflect those changes.								

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		Consequence	Likelihood	Rating (1 – 25)			
Site preparation	Soil disturbance, sediment runoff, stormwater pollution, vegetation disturbance	Moderate	Possible	M13	<ul style="list-style-type: none"> • Install and maintain erosion and sediment controls (e.g. silt fences, sediment socks, diversion drains, check dams) before starting earthworks. • Limit disturbance to clearly defined work zones; fence off or flag "no-go" areas, particularly around sensitive vegetation and waterways. • Stabilise exposed soil (e.g. mulch, temporary turf, geo-fabric) as soon as practicable. • Locate stockpiles away from drains, gullies and watercourses and protect them with sediment controls. • Protect all stormwater inlets with approved inlet filters or geotextile and inspect before and after rain events. • Sequence works to avoid large areas of bare ground being open at one time. • Avoid working during heavy rainfall where practicable and check controls after any rain event. • Do not discharge turbid water off site without treatment and approval 	Supervisor and WHSE Manager in Site Establishment Checklist and regular Site Inspections	L6

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					(e.g. settlement, filtration, pH adjustment where required). • Record installation and inspection of erosion and sediment controls in site checklists / Loop EWMS inspections.		
Delivery of materials – by others or from your work vehicle	Vehicle emissions, fuel spill potential, soil tracking onto roads	Moderate	Possible	M13	<ul style="list-style-type: none"> • Restrict vehicle movements to designated haul routes and hardstand areas to minimise soil disturbance and vegetation damage. • Install rumble grids, shaker pads or wheel-wash at exits where there is a risk of mud tracking onto public roads. • Sweep or vacuum clean hardstand and access routes as required to prevent sediment reaching stormwater systems. • Implement idling reduction: switch off engines when not in use to reduce emissions and fuel use. • Conduct daily visual checks for fuel and oil leaks; repair leaking plant immediately or remove from service. • Refuel only in designated areas with impermeable bunding and spill containment. 	Supervisor and WHSE Manager in regular Site Inspections	L6

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Department: All
Site: All

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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Keep spill kits at refuelling points and on fuel trucks / pods; use absorbent material to contain and recover any spills. • Prevent washdown water, fuel or oil from entering stormwater drains; collect and dispose of washdown water appropriately. • Record any significant spills in Loop and investigate causes and corrective actions. 		
Vehicle Mobilization to site	Vehicle emissions, fuel spill potential, soil tracking onto roads	Moderate	Possible	M13	<ul style="list-style-type: none"> • Restrict vehicle movements to designated haul routes and hardstand areas to minimise soil disturbance and vegetation damage. • Install rumble grids, shaker pads or wheel-wash at exits where there is a risk of mud tracking onto public roads. • Sweep or vacuum clean hardstand and access routes as required to prevent sediment reaching stormwater systems. • Implement idling reduction: switch off engines when not in use to reduce emissions and fuel use. 	Supervisor in Site Inspection	L6

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Department: All
Site: All

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EWMS-001

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ENVIRONMENTAL WORK METHOD STATEMENT

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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Conduct daily visual checks for fuel and oil leaks; repair leaking plant immediately or remove from service. • Refuel only in designated areas with impermeable bunding and spill containment. • Keep spill kits at refuelling points and on fuel trucks / pods; use absorbent material to contain and recover any spills. • Prevent washdown water, fuel or oil from entering stormwater drains; collect and dispose of washdown water appropriately. • Record any significant spills in Loop and investigate causes and corrective actions. 		
Entering and leaving site in vehicle	Vehicle emissions, fuel spill potential, soil tracking onto roads	Moderate	Possible	M13	<ul style="list-style-type: none"> • Restrict vehicle movements to designated haul routes and hardstand areas to minimise soil disturbance and vegetation damage. • Install rumble grids, shaker pads or wheel-wash at exits where there is a risk of mud tracking onto public roads. • Sweep or vacuum clean hardstand and access routes as required to 	Supervisor in Site Inspection	L6

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		Consequence	Likelihood	Rating (1 – 25)			
					<p>prevent sediment reaching stormwater systems.</p> <ul style="list-style-type: none"> • Implement idling reduction: switch off engines when not in use to reduce emissions and fuel use. • Conduct daily visual checks for fuel and oil leaks; repair leaking plant immediately or remove from service. • Refuel only in designated areas with impermeable bunding and spill containment. • Keep spill kits at refuelling points and on fuel trucks / pods; use absorbent material to contain and recover any spills. • Prevent washdown water, fuel or oil from entering stormwater drains; collect and dispose of washdown water appropriately. • Record any significant spills in Loop and investigate causes and corrective actions. 		
Driving on site	Vehicle emissions, fuel spill potential, soil tracking onto roads	Moderate	Possible	M13	<ul style="list-style-type: none"> • Restrict vehicle movements to designated haul routes and hardstand areas to minimise soil disturbance and vegetation damage. 	Supervisor in Site Inspection	L6

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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Install rumble grids, shaker pads or wheel-wash at exits where there is a risk of mud tracking onto public roads. • Sweep or vacuum clean hardstand and access routes as required to prevent sediment reaching stormwater systems. • Implement idling reduction: switch off engines when not in use to reduce emissions and fuel use. • Conduct daily visual checks for fuel and oil leaks; repair leaking plant immediately or remove from service. • Refuel only in designated areas with impermeable bunding and spill containment. • Keep spill kits at refuelling points and on fuel trucks / pods; use absorbent material to contain and recover any spills. • Prevent washdown water, fuel or oil from entering stormwater drains; collect and dispose of washdown water appropriately. • Record any significant spills in Loop and investigate causes and corrective actions. 		

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		Consequence	Likelihood	Rating (1 – 25)			
Vehicle Receiving load	Vehicle emissions, fuel spill potential, soil tracking onto roads	Moderate	Possible	M13	<ul style="list-style-type: none"> • Restrict vehicle movements to designated haul routes and hardstand areas to minimise soil disturbance and vegetation damage. • Install rumble grids, shaker pads or wheel-wash at exits where there is a risk of mud tracking onto public roads. • Sweep or vacuum clean hardstand and access routes as required to prevent sediment reaching stormwater systems. • Implement idling reduction: switch off engines when not in use to reduce emissions and fuel use. • Conduct daily visual checks for fuel and oil leaks; repair leaking plant immediately or remove from service. • Refuel only in designated areas with impermeable bunding and spill containment. • Keep spill kits at refuelling points and on fuel trucks / pods; use absorbent material to contain and recover any spills. • Prevent washdown water, fuel or oil from entering stormwater drains; 	Supervisor in Site Inspection	L6

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		Consequence	Likelihood	Rating (1 – 25)			
					collect and dispose of washdown water appropriately. • Record any significant spills in Loop and investigate causes and corrective actions.		
Vehicle Tipping load	Vehicle emissions, fuel spill potential, soil tracking onto roads	Moderate	Possible	M13	• Restrict vehicle movements to designated haul routes and hardstand areas to minimise soil disturbance and vegetation damage. • Install rumble grids, shaker pads or wheel-wash at exits where there is a risk of mud tracking onto public roads. • Sweep or vacuum clean hardstand and access routes as required to prevent sediment reaching stormwater systems. • Implement idling reduction: switch off engines when not in use to reduce emissions and fuel use. • Conduct daily visual checks for fuel and oil leaks; repair leaking plant immediately or remove from service. • Refuel only in designated areas with impermeable bunding and spill containment.	Supervisor in Site Inspection	L6

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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Keep spill kits at refuelling points and on fuel trucks / pods; use absorbent material to contain and recover any spills. Prevent washdown water, fuel or oil from entering stormwater drains; collect and dispose of washdown water appropriately. <p>Record any significant spills in Loop and investigate causes and corrective actions.</p>		
Use of power tools and hand tools	General environmental risk including dust, waste, noise, soil disturbance	Moderate	Possible	M13	<ul style="list-style-type: none"> Dust control <ul style="list-style-type: none"> Use water carts, misting or fine spray hoses for dust-generating activities (cutting, excavation, demolition, sweeping external areas). Use dust extraction or on-tool vacuum systems on saws, grinders, sanders and other high-dust tools. Avoid dry sweeping where possible; use H-class vacuum or damp sweeping methods. Cover or bind dusty stockpiles and cover truck loads leaving site. 	Site Supervisor during regular site inspections	L6

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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Schedule high-dust activities away from strong winds where practicable. • Noise control <ul style="list-style-type: none"> • Maintain plant and equipment to minimise noisy operation (exhausts, guards, bearings). • Position stationary plant (generators, compressors, pumps) as far as practicable from neighbouring sensitive receivers. • Use local acoustic screens or barriers around very noisy stationary plant where needed. • Comply with approved working hours and local noise conditions; avoid high-impact works early morning/late evening. • Waste management & housekeeping <ul style="list-style-type: none"> • Provide clearly labelled waste streams (general waste, recyclables, scrap metal, timber, concrete, green waste, hazardous waste). • Keep work areas tidy and clear of off-cuts and debris; remove waste at least daily. 		

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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Prevent debris and off-cuts from entering stormwater drains, pits, waterways or neighbouring properties. • Use licensed waste contractors and keep records of waste removed (dockets, weighbridge tickets where available). • Soil & habitat protection <ul style="list-style-type: none"> • Confine works to designated areas to avoid unnecessary vegetation damage and soil compaction. • Protect tree trunks and root zones with fencing or bollards where trees are to be retained. • Do not store materials or park plant within tree protection zones. • General environmental management <ul style="list-style-type: none"> • Include environmental controls in pre-start talks and site inductions. • Complete EWMS / environmental checklists as per Tallan's HSEQ requirements in Loop. 		
Cutting of products containing silica	Airborne dust (silica), debris pollution, waste generation	Moderate	Possible	M13	• Use water-suppressed saws or grinders where practicable to	Site Supervisor during regular site inspections	L6

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		Consequence	Likelihood	Rating (1 – 25)			
					<p>minimise respirable crystalline silica (RCS) and nuisance dust.</p> <ul style="list-style-type: none"> • Fit saws, grinders, sanders and drills with H-class or M-class dust extraction units with HEPA filtration. • Enclose or partially enclose cutting areas where practicable to contain dust and debris. • Avoid cutting or grinding in open windy conditions near sensitive receptors (schools, hospitals, neighbouring residences). • Use local screening (shade cloth hoardings, solid barriers) to prevent debris leaving the site boundary. • Collect slurry and cuttings; do not allow slurry to enter stormwater drains or soak directly into soil. • Segregate and dispose of dust-contaminated waste, broken tiles, masonry and concrete via licensed facilities. • Clean surfaces using H-class vacuum and damp wiping; avoid dry sweeping of fine dust. 		
General Carpentry	General environmental risk including dust,	Moderate	Possible	M13	<ul style="list-style-type: none"> • Dust control <ul style="list-style-type: none"> • Use water carts, misting or fine spray hoses for dust-generating 	Site Supervisor during regular site inspections	L6

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		Consequence	Likelihood	Rating (1 – 25)			
	waste, noise, soil disturbance				<p>activities (cutting, excavation, demolition, sweeping external areas).</p> <ul style="list-style-type: none"> • Use dust extraction or on-tool vacuum systems on saws, grinders, sanders and other high-dust tools. • Avoid dry sweeping where possible; use H-class vacuum or damp sweeping methods. • Cover or bind dusty stockpiles and cover truck loads leaving site. • Schedule high-dust activities away from strong winds where practicable. • Noise control <ul style="list-style-type: none"> • Maintain plant and equipment to minimise noisy operation (exhausts, guards, bearings). • Position stationary plant (generators, compressors, pumps) as far as practicable from neighbouring sensitive receivers. • Use local acoustic screens or barriers around very noisy stationary plant where needed. • Comply with approved working hours and local noise 		

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		Consequence	Likelihood	Rating (1 – 25)			
					<p>conditions; avoid high-impact works early morning/late evening.</p> <ul style="list-style-type: none"> •Waste management & housekeeping <ul style="list-style-type: none"> •Provide clearly labelled waste streams (general waste, recyclables, scrap metal, timber, concrete, green waste, hazardous waste). •Keep work areas tidy and clear of off-cuts and debris; remove waste at least daily. •Prevent debris and off-cuts from entering stormwater drains, pits, waterways or neighbouring properties. •Use licensed waste contractors and keep records of waste removed (dockets, weighbridge tickets where available). •Soil & habitat protection <ul style="list-style-type: none"> •Confine works to designated areas to avoid unnecessary vegetation damage and soil compaction. •Protect tree trunks and root zones with fencing or bollards where trees are to be retained. 		

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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Do not store materials or park plant within tree protection zones. • General environmental management <ul style="list-style-type: none"> • Include environmental controls in pre-start talks and site inductions. • Complete EWMS / environmental checklists as per Tallan's HSEQ requirements in Loop. 		
Cutting using Circular Saw, Nailing, De-nailing using chisels	Airborne dust (silica), debris pollution, waste generation	Moderate	Possible	M13	<ul style="list-style-type: none"> • Use water-suppressed saws or grinders where practicable to minimise respirable crystalline silica (RCS) and nuisance dust. • Fit saws, grinders, sanders and drills with H-class or M-class dust extraction units with HEPA filtration. • Enclose or partially enclose cutting areas where practicable to contain dust and debris. • Avoid cutting or grinding in open windy conditions near sensitive receptors (schools, hospitals, neighbouring residences). • Use local screening (shade cloth hoardings, solid barriers) to prevent debris leaving the site boundary. 	Site Supervisor during regular site inspections	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Collect slurry and cuttings; do not allow slurry to enter stormwater drains or soak directly into soil. • Segregate and dispose of dust-contaminated waste, broken tiles, masonry and concrete via licensed facilities. • Clean surfaces using H-class vacuum and damp wiping; avoid dry sweeping of fine dust. 		
Use of grinders and wet saws	Airborne dust (silica), debris pollution, waste generation	Moderate	Possible	M13	<ul style="list-style-type: none"> • Use water-suppressed saws or grinders where practicable to minimise respirable crystalline silica (RCS) and nuisance dust. • Fit saws, grinders, sanders and drills with H-class or M-class dust extraction units with HEPA filtration. • Enclose or partially enclose cutting areas where practicable to contain dust and debris. • Avoid cutting or grinding in open windy conditions near sensitive receptors (schools, hospitals, neighbouring residences). • Use local screening (shade cloth hoardings, solid barriers) to prevent debris leaving the site boundary. 	Site Supervisor during regular site inspections	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Collect slurry and cuttings; do not allow slurry to enter stormwater drains or soak directly into soil. • Segregate and dispose of dust-contaminated waste, broken tiles, masonry and concrete via licensed facilities. • Clean surfaces using H-class vacuum and damp wiping; avoid dry sweeping of fine dust. 		
Sanding	General environmental risk including dust, waste, noise, soil disturbance	Moderate	Possible	M13	<ul style="list-style-type: none"> • Dust control <ul style="list-style-type: none"> • Use water carts, misting or fine spray hoses for dust-generating activities (cutting, excavation, demolition, sweeping external areas). • Use dust extraction or on-tool vacuum systems on saws, grinders, sanders and other high-dust tools. • Avoid dry sweeping where possible; use H-class vacuum or damp sweeping methods. • Cover or bind dusty stockpiles and cover truck loads leaving site. • Schedule high-dust activities away from strong winds where practicable. 	Site Supervisor during regular site inspections	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Noise control <ul style="list-style-type: none"> • Maintain plant and equipment to minimise noisy operation (exhausts, guards, bearings). • Position stationary plant (generators, compressors, pumps) as far as practicable from neighbouring sensitive receivers. • Use local acoustic screens or barriers around very noisy stationary plant where needed. • Comply with approved working hours and local noise conditions; avoid high-impact works early morning/late evening. • Waste management & housekeeping <ul style="list-style-type: none"> • Provide clearly labelled waste streams (general waste, recyclables, scrap metal, timber, concrete, green waste, hazardous waste). • Keep work areas tidy and clear of off-cuts and debris; remove waste at least daily. • Prevent debris and off-cuts from entering stormwater drains, pits, 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>waterways or neighbouring properties.</p> <ul style="list-style-type: none"> • Use licensed waste contractors and keep records of waste removed (dockets, weighbridge tickets where available). • Soil & habitat protection <ul style="list-style-type: none"> • Confine works to designated areas to avoid unnecessary vegetation damage and soil compaction. • Protect tree trunks and root zones with fencing or bollards where trees are to be retained. • Do not store materials or park plant within tree protection zones. • General environmental management <ul style="list-style-type: none"> • Include environmental controls in pre-start talks and site inductions. • Complete EWMS / environmental checklists as per Tallan's HSEQ requirements in Loop. 		
Using Fillers and Putties	General environmental risk including dust, waste, noise, soil disturbance	Moderate	Possible	13	<ul style="list-style-type: none"> • Dust control <ul style="list-style-type: none"> • Use water carts, misting or fine spray hoses for dust-generating activities (cutting, excavation, 	Site Supervisor during regular site inspections	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>demolition, sweeping external areas).</p> <ul style="list-style-type: none"> • Use dust extraction or on-tool vacuum systems on saws, grinders, sanders and other high-dust tools. • Avoid dry sweeping where possible; use H-class vacuum or damp sweeping methods. • Cover or bind dusty stockpiles and cover truck loads leaving site. • Schedule high-dust activities away from strong winds where practicable. • Noise control <ul style="list-style-type: none"> • Maintain plant and equipment to minimise noisy operation (exhausts, guards, bearings). • Position stationary plant (generators, compressors, pumps) as far as practicable from neighbouring sensitive receivers. • Use local acoustic screens or barriers around very noisy stationary plant where needed. • Comply with approved working hours and local noise conditions; avoid high-impact 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>works early morning/late evening.</p> <ul style="list-style-type: none"> •Waste management & housekeeping <ul style="list-style-type: none"> •Provide clearly labelled waste streams (general waste, recyclables, scrap metal, timber, concrete, green waste, hazardous waste). •Keep work areas tidy and clear of off-cuts and debris; remove waste at least daily. •Prevent debris and off-cuts from entering stormwater drains, pits, waterways or neighbouring properties. •Use licensed waste contractors and keep records of waste removed (dockets, weighbridge tickets where available). •Soil & habitat protection <ul style="list-style-type: none"> •Confine works to designated areas to avoid unnecessary vegetation damage and soil compaction. •Protect tree trunks and root zones with fencing or bollards where trees are to be retained. 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Do not store materials or park plant within tree protection zones. • General environmental management <ul style="list-style-type: none"> • Include environmental controls in pre-start talks and site inductions. • Complete EWMS / environmental checklists as per Tallan's HSEQ requirements in Loop. 		
Application of Liquid Nails	General environmental risk including dust, waste, noise, soil disturbance	Moderate	Possible	13	<ul style="list-style-type: none"> • Dust control <ul style="list-style-type: none"> • Use water carts, misting or fine spray hoses for dust-generating activities (cutting, excavation, demolition, sweeping external areas). • Use dust extraction or on-tool vacuum systems on saws, grinders, sanders and other high-dust tools. • Avoid dry sweeping where possible; use H-class vacuum or damp sweeping methods. • Cover or bind dusty stockpiles and cover truck loads leaving site. • Schedule high-dust activities away from strong winds where practicable. 	Site Supervisor during regular site inspections	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Noise control <ul style="list-style-type: none"> • Maintain plant and equipment to minimise noisy operation (exhausts, guards, bearings). • Position stationary plant (generators, compressors, pumps) as far as practicable from neighbouring sensitive receivers. • Use local acoustic screens or barriers around very noisy stationary plant where needed. • Comply with approved working hours and local noise conditions; avoid high-impact works early morning/late evening. • Waste management & housekeeping <ul style="list-style-type: none"> • Provide clearly labelled waste streams (general waste, recyclables, scrap metal, timber, concrete, green waste, hazardous waste). • Keep work areas tidy and clear of off-cuts and debris; remove waste at least daily. • Prevent debris and off-cuts from entering stormwater drains, pits, 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>waterways or neighbouring properties.</p> <ul style="list-style-type: none"> • Use licensed waste contractors and keep records of waste removed (dockets, weighbridge tickets where available). • Soil & habitat protection <ul style="list-style-type: none"> • Confine works to designated areas to avoid unnecessary vegetation damage and soil compaction. • Protect tree trunks and root zones with fencing or bollards where trees are to be retained. • Do not store materials or park plant within tree protection zones. • General environmental management <ul style="list-style-type: none"> • Include environmental controls in pre-start talks and site inductions. • Complete EWMS / environmental checklists as per Tallan's HSEQ requirements in Loop. 		
Mixing Sand and Cement	Concrete washout risks, alkaline runoff, dust emissions, sediment contamination	Moderate	Possible	M13	<ul style="list-style-type: none"> • Provide a designated lined concrete washout pit or container (e.g. geo-fabric-lined bund, skip bin with liner) for all concrete washout and equipment cleaning. 	Site Supervisor during regular site inspections	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Do not allow concrete slurry, washwater or residue to enter soil, stormwater drains, gullies or waterways. • Direct pump line and chute washout into the lined washout area. • Allow washwater to settle; once hardened, remove concrete waste and dispose of as solid construction waste via licensed facility. • Manage pH if required under project conditions before any controlled discharge. • Keep stockpiles of sand and aggregates away from drainage lines and protect them from runoff. • Minimise on-site mixing where possible by using pre-mixed products and batching off-site. • Use water suppression during cutting, grinding or chasing of concrete to reduce airborne dust; capture resulting slurry. • Inspect washout areas and surrounding ground after concreting activities; repair any breaches in linings or bunds immediately. 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Cutting of tiles with grinder or other power tile cutting saw.	Airborne dust (silica), debris pollution, waste generation	Moderate	Possible	M13	<ul style="list-style-type: none"> • Use water-suppressed saws or grinders where practicable to minimise respirable crystalline silica (RCS) and nuisance dust. • Fit saws, grinders, sanders and drills with H-class or M-class dust extraction units with HEPA filtration. • Enclose or partially enclose cutting areas where practicable to contain dust and debris. • Avoid cutting or grinding in open windy conditions near sensitive receptors (schools, hospitals, neighbouring residences). • Use local screening (shade cloth hoardings, solid barriers) to prevent debris leaving the site boundary. • Collect slurry and cuttings; do not allow slurry to enter stormwater drains or soak directly into soil. • Segregate and dispose of dust-contaminated waste, broken tiles, masonry and concrete via licensed facilities. • Clean surfaces using H-class vacuum and damp wiping; avoid dry sweeping of fine dust. 	Site Supervisor during regular site inspections	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Use of Hazardous Substances and Chemicals	Chemical spill risk, hazardous runoff, groundwater contamination	Moderate	Possible	M13	<ul style="list-style-type: none"> • Maintain a chemical and fuel register and ensure current SDS are available on site. • Store all fuels, oils, paints, solvents and hazardous chemicals in bunded, weather-protected areas away from drains and waterways. • Use drip trays or portable bunds under generators, pumps and other stationary plant. • Provide spill kits (absorbent pads, booms, neutralising agents, disposal bags) at chemical storage areas, refuelling locations and near high-risk activities. • Train all relevant workers in spill prevention and spill response, including notification and clean-up procedures. • Refuel only in designated locations with appropriate containment; never refuel within 10 m of stormwater drains or waterways. • Immediately contain spills using absorbents and booms; recover contaminated material and dispose of as regulated waste in 	Site Supervisor during regular site inspections	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>accordance with EPA / POEO requirements.</p> <ul style="list-style-type: none"> Prohibit hosing of spills into drains or onto soil; contaminated soil must be excavated and managed appropriately. Check bund capacities and integrity regularly; repair cracks and remove accumulated rainwater in accordance with environmental requirements. 		
Painting work	VOC emissions, chemical contamination of air/soil, improper disposal impacts	Moderate	Possible	M13	<ul style="list-style-type: none"> Select low-VOC or water-based paints, sealants and adhesives where practicable. Use drop sheets and trays to prevent paint, solvents and other liquids contacting soil or hardstand. Prevent washing of brushes, rollers and paint equipment in areas that discharge directly to stormwater – use designated wash-up points connected to sewer or contained systems. Collect solvent residues, waste paint, contaminated rags and empty containers and treat as hazardous/regulated waste, disposing of via licensed contractor. 	Site Supervisor during regular site inspections	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Keep lids on containers when not in use to minimise evaporation and VOC emissions. • Avoid spray painting in windy conditions or close to boundaries; use shields or curtains to contain overspray. • Do not discharge paint or solvent waste, even heavily diluted, into stormwater drains, gutters or onto bare soil. • Keep appropriate fire-safe banded storage for flammable paints and solvents in accordance with AS 1940 / AS/NZS 3833 listing in your EWMS. 		
General Landscaping	General environmental risk including dust, waste, noise, soil disturbance	Moderate	Possible	M13	<ul style="list-style-type: none"> • Dust control <ul style="list-style-type: none"> • Use water carts, misting or fine spray hoses for dust-generating activities (cutting, excavation, demolition, sweeping external areas). • Use dust extraction or on-tool vacuum systems on saws, grinders, sanders and other high-dust tools. • Avoid dry sweeping where possible; use H-class vacuum or damp sweeping methods. 	Supervisor in Monthly Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Cover or bind dusty stockpiles and cover truck loads leaving site. • Schedule high-dust activities away from strong winds where practicable. • Noise control <ul style="list-style-type: none"> • Maintain plant and equipment to minimise noisy operation (exhausts, guards, bearings). • Position stationary plant (generators, compressors, pumps) as far as practicable from neighbouring sensitive receivers. • Use local acoustic screens or barriers around very noisy stationary plant where needed. • Comply with approved working hours and local noise conditions; avoid high-impact works early morning/late evening. • Waste management & housekeeping <ul style="list-style-type: none"> • Provide clearly labelled waste streams (general waste, recyclables, scrap metal, timber, concrete, green waste, hazardous waste). 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Keep work areas tidy and clear of off-cuts and debris; remove waste at least daily. • Prevent debris and off-cuts from entering stormwater drains, pits, waterways or neighbouring properties. • Use licensed waste contractors and keep records of waste removed (dockets, weighbridge tickets where available). • Soil & habitat protection <ul style="list-style-type: none"> • Confine works to designated areas to avoid unnecessary vegetation damage and soil compaction. • Protect tree trunks and root zones with fencing or bollards where trees are to be retained. • Do not store materials or park plant within tree protection zones. • General environmental management <ul style="list-style-type: none"> • Include environmental controls in pre-start talks and site inductions. • Complete EWMS / environmental checklists as per Tallan's HSEQ requirements in Loop. 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Using Fuel Powered Equipment Operation (blowers, whipper snippers, hedgers etc.)	Chemical spill risk, hazardous runoff, groundwater contamination	Moderate	Possible	M13	<ul style="list-style-type: none"> • Maintain a chemical and fuel register and ensure current SDS are available on site. • Store all fuels, oils, paints, solvents and hazardous chemicals in bunded, weather-protected areas away from drains and waterways. • Use drip trays or portable bunds under generators, pumps and other stationary plant. • Provide spill kits (absorbent pads, booms, neutralising agents, disposal bags) at chemical storage areas, refuelling locations and near high-risk activities. • Train all relevant workers in spill prevention and spill response, including notification and clean-up procedures. • Refuel only in designated locations with appropriate containment; never refuel within 10 m of stormwater drains or waterways. • Immediately contain spills using absorbents and booms; recover contaminated material and dispose of as regulated waste in 	Operator	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>accordance with EPA / POEO requirements.</p> <ul style="list-style-type: none"> Prohibit hosing of spills into drains or onto soil; contaminated soil must be excavated and managed appropriately. Check bund capacities and integrity regularly; repair cracks and remove accumulated rainwater in accordance with environmental requirements. 		
Plant Movement on Site	Soil disturbance, sediment runoff, stormwater pollution, vegetation disturbance	Moderate	Possible	M13	<ul style="list-style-type: none"> Install and maintain erosion and sediment controls (e.g. silt fences, sediment socks, diversion drains, check dams) before starting earthworks. Limit disturbance to clearly defined work zones; fence off or flag "no-go" areas, particularly around sensitive vegetation and waterways. Stabilise exposed soil (e.g. mulch, temporary turf, geo-fabric) as soon as practicable. Locate stockpiles away from drains, gullies and watercourses and protect them with sediment controls. Protect all stormwater inlets with approved inlet filters or geotextile 	Supervisor All Workers Daily	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>and inspect before and after rain events.</p> <ul style="list-style-type: none"> • Sequence works to avoid large areas of bare ground being open at one time. • Avoid working during heavy rainfall where practicable and check controls after any rain event. • Do not discharge turbid water off site without treatment and approval (e.g. settlement, filtration, pH adjustment where required). • Record installation and inspection of erosion and sediment controls in site checklists / Loop EWMS inspections. 		
Install Plasterboard	General environmental risk including dust, waste, noise, soil disturbance	Moderate	Possible	M13	<ul style="list-style-type: none"> • Dust control <ul style="list-style-type: none"> • Use water carts, misting or fine spray hoses for dust-generating activities (cutting, excavation, demolition, sweeping external areas). • Use dust extraction or on-tool vacuum systems on saws, grinders, sanders and other high-dust tools. • Avoid dry sweeping where possible; use H-class vacuum or damp sweeping methods. 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Cover or bind dusty stockpiles and cover truck loads leaving site. • Schedule high-dust activities away from strong winds where practicable. • Noise control <ul style="list-style-type: none"> • Maintain plant and equipment to minimise noisy operation (exhausts, guards, bearings). • Position stationary plant (generators, compressors, pumps) as far as practicable from neighbouring sensitive receivers. • Use local acoustic screens or barriers around very noisy stationary plant where needed. • Comply with approved working hours and local noise conditions; avoid high-impact works early morning/late evening. • Waste management & housekeeping <ul style="list-style-type: none"> • Provide clearly labelled waste streams (general waste, recyclables, scrap metal, timber, concrete, green waste, hazardous waste). 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Keep work areas tidy and clear of off-cuts and debris; remove waste at least daily. • Prevent debris and off-cuts from entering stormwater drains, pits, waterways or neighbouring properties. • Use licensed waste contractors and keep records of waste removed (dockets, weighbridge tickets where available). • Soil & habitat protection <ul style="list-style-type: none"> • Confine works to designated areas to avoid unnecessary vegetation damage and soil compaction. • Protect tree trunks and root zones with fencing or bollards where trees are to be retained. • Do not store materials or park plant within tree protection zones. • General environmental management <ul style="list-style-type: none"> • Include environmental controls in pre-start talks and site inductions. • Complete EWMS / environmental checklists as per Tallan's HSEQ requirements in Loop. 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Install insulation	General environmental risk including dust, waste, noise, soil disturbance	Moderate	Possible	M13	<ul style="list-style-type: none"> •Dust control <ul style="list-style-type: none"> •Use water carts, misting or fine spray hoses for dust-generating activities (cutting, excavation, demolition, sweeping external areas). •Use dust extraction or on-tool vacuum systems on saws, grinders, sanders and other high-dust tools. •Avoid dry sweeping where possible; use H-class vacuum or damp sweeping methods. •Cover or bind dusty stockpiles and cover truck loads leaving site. •Schedule high-dust activities away from strong winds where practicable. •Noise control <ul style="list-style-type: none"> •Maintain plant and equipment to minimise noisy operation (exhausts, guards, bearings). •Position stationary plant (generators, compressors, pumps) as far as practicable from neighbouring sensitive receivers. 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Use local acoustic screens or barriers around very noisy stationary plant where needed. • Comply with approved working hours and local noise conditions; avoid high-impact works early morning/late evening. • Waste management & housekeeping <ul style="list-style-type: none"> • Provide clearly labelled waste streams (general waste, recyclables, scrap metal, timber, concrete, green waste, hazardous waste). • Keep work areas tidy and clear of off-cuts and debris; remove waste at least daily. • Prevent debris and off-cuts from entering stormwater drains, pits, waterways or neighbouring properties. • Use licensed waste contractors and keep records of waste removed (dockets, weighbridge tickets where available). • Soil & habitat protection <ul style="list-style-type: none"> • Confine works to designated areas to avoid unnecessary 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					vegetation damage and soil compaction. <ul style="list-style-type: none"> • Protect tree trunks and root zones with fencing or bollards where trees are to be retained. • Do not store materials or park plant within tree protection zones. • General environmental management <ul style="list-style-type: none"> • Include environmental controls in pre-start talks and site inductions. Complete EWMS / environmental checklists as per Tallan's HSEQ requirements in Loop.		
Installing Bricks and Blocks	General environmental risk including dust, waste, noise, soil disturbance	Moderate	Possible	M13	<ul style="list-style-type: none"> • Dust control <ul style="list-style-type: none"> • Use water carts, misting or fine spray hoses for dust-generating activities (cutting, excavation, demolition, sweeping external areas). • Use dust extraction or on-tool vacuum systems on saws, grinders, sanders and other high-dust tools. • Avoid dry sweeping where possible; use H-class vacuum or damp sweeping methods. 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Cover or bind dusty stockpiles and cover truck loads leaving site. • Schedule high-dust activities away from strong winds where practicable. • Noise control <ul style="list-style-type: none"> • Maintain plant and equipment to minimise noisy operation (exhausts, guards, bearings). • Position stationary plant (generators, compressors, pumps) as far as practicable from neighbouring sensitive receivers. • Use local acoustic screens or barriers around very noisy stationary plant where needed. • Comply with approved working hours and local noise conditions; avoid high-impact works early morning/late evening. • Waste management & housekeeping <ul style="list-style-type: none"> • Provide clearly labelled waste streams (general waste, recyclables, scrap metal, timber, concrete, green waste, hazardous waste). 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Keep work areas tidy and clear of off-cuts and debris; remove waste at least daily. • Prevent debris and off-cuts from entering stormwater drains, pits, waterways or neighbouring properties. • Use licensed waste contractors and keep records of waste removed (dockets, weighbridge tickets where available). • Soil & habitat protection <ul style="list-style-type: none"> • Confine works to designated areas to avoid unnecessary vegetation damage and soil compaction. • Protect tree trunks and root zones with fencing or bollards where trees are to be retained. • Do not store materials or park plant within tree protection zones. • General environmental management <ul style="list-style-type: none"> • Include environmental controls in pre-start talks and site inductions. • Complete EWMS / environmental checklists as per Tallan's HSEQ requirements in Loop. 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Receiving concrete by mixer truck	Concrete washout risks, alkaline runoff, dust emissions, sediment contamination	Moderate	Possible	M13	<ul style="list-style-type: none"> • Provide a designated lined concrete washout pit or container (e.g. geo-fabric-lined bund, skip bin with liner) for all concrete washout and equipment cleaning. • Do not allow concrete slurry, washwater or residue to enter soil, stormwater drains, gullies or waterways. • Direct pump line and chute washout into the lined washout area. • Allow washwater to settle; once hardened, remove concrete waste and dispose of as solid construction waste via licensed facility. • Manage pH if required under project conditions before any controlled discharge. • Keep stockpiles of sand and aggregates away from drainage lines and protect them from runoff. • Minimise on-site mixing where possible by using pre-mixed products and batching off-site. • Use water suppression during cutting, grinding or chasing of concrete to reduce airborne dust; capture resulting slurry. 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Inspect washout areas and surrounding ground after concreting activities; repair any breaches in linings or bunds immediately. 		
Pouring Concrete	Concrete washout risks, alkaline runoff, dust emissions, sediment contamination	Moderate	Possible	M13	<ul style="list-style-type: none"> Provide a designated lined concrete washout pit or container (e.g. geo-fabric-lined bund, skip bin with liner) for all concrete washout and equipment cleaning. Do not allow concrete slurry, washwater or residue to enter soil, stormwater drains, gullies or waterways. Direct pump line and chute washout into the lined washout area. Allow washwater to settle; once hardened, remove concrete waste and dispose of as solid construction waste via licensed facility. Manage pH if required under project conditions before any controlled discharge. Keep stockpiles of sand and aggregates away from drainage lines and protect them from runoff. Minimise on-site mixing where possible by using pre-mixed products and batching off-site. 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Use water suppression during cutting, grinding or chasing of concrete to reduce airborne dust; capture resulting slurry. • Inspect washout areas and surrounding ground after concreting activities; repair any breaches in linings or bunds immediately. 		
Pumping concrete	Concrete washout risks, alkaline runoff, dust emissions, sediment contamination	Moderate	Possible	M13	<ul style="list-style-type: none"> • Provide a designated lined concrete washout pit or container (e.g. geo-fabric-lined bund, skip bin with liner) for all concrete washout and equipment cleaning. • Do not allow concrete slurry, washwater or residue to enter soil, stormwater drains, gullies or waterways. • Direct pump line and chute washout into the lined washout area. • Allow washwater to settle; once hardened, remove concrete waste and dispose of as solid construction waste via licensed facility. • Manage pH if required under project conditions before any controlled discharge. 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Keep stockpiles of sand and aggregates away from drainage lines and protect them from runoff. • Minimise on-site mixing where possible by using pre-mixed products and batching off-site. • Use water suppression during cutting, grinding or chasing of concrete to reduce airborne dust; capture resulting slurry. • Inspect washout areas and surrounding ground after concreting activities; repair any breaches in linings or bunds immediately. 		
Use of portable concrete mixer	Concrete washout risks, alkaline runoff, dust emissions, sediment contamination	Moderate	Possible	M13	<ul style="list-style-type: none"> • Provide a designated lined concrete washout pit or container (e.g. geo-fabric-lined bund, skip bin with liner) for all concrete washout and equipment cleaning. • Do not allow concrete slurry, washwater or residue to enter soil, stormwater drains, gullies or waterways. • Direct pump line and chute washout into the lined washout area. • Allow washwater to settle; once hardened, remove concrete waste 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>and dispose of as solid construction waste via licensed facility.</p> <ul style="list-style-type: none"> • Manage pH if required under project conditions before any controlled discharge. • Keep stockpiles of sand and aggregates away from drainage lines and protect them from runoff. • Minimise on-site mixing where possible by using pre-mixed products and batching off-site. • Use water suppression during cutting, grinding or chasing of concrete to reduce airborne dust; capture resulting slurry. • Inspect washout areas and surrounding ground after concreting activities; repair any breaches in linings or bunds immediately. 		
Mixing cement render by hand	Concrete washout risks, alkaline runoff, dust emissions, sediment contamination	Moderate	Possible	M13	<ul style="list-style-type: none"> • Provide a designated lined concrete washout pit or container (e.g. geo-fabric-lined bund, skip bin with liner) for all concrete washout and equipment cleaning. • Do not allow concrete slurry, washwater or residue to enter soil, stormwater drains, gullies or waterways. 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Direct pump line and chute washout into the lined washout area. • Allow washwater to settle; once hardened, remove concrete waste and dispose of as solid construction waste via licensed facility. • Manage pH if required under project conditions before any controlled discharge. • Keep stockpiles of sand and aggregates away from drainage lines and protect them from runoff. • Minimise on-site mixing where possible by using pre-mixed products and batching off-site. • Use water suppression during cutting, grinding or chasing of concrete to reduce airborne dust; capture resulting slurry. • Inspect washout areas and surrounding ground after concreting activities; repair any breaches in linings or bunds immediately. 		
Concrete handling	Concrete washout risks, alkaline runoff, dust emissions, sediment contamination	Moderate	Possible	M13	<ul style="list-style-type: none"> • Provide a designated lined concrete washout pit or container (e.g. geo-fabric-lined bund, skip bin with liner) for all concrete washout and equipment cleaning. 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Do not allow concrete slurry, washwater or residue to enter soil, stormwater drains, gullies or waterways. • Direct pump line and chute washout into the lined washout area. • Allow washwater to settle; once hardened, remove concrete waste and dispose of as solid construction waste via licensed facility. • Manage pH if required under project conditions before any controlled discharge. • Keep stockpiles of sand and aggregates away from drainage lines and protect them from runoff. • Minimise on-site mixing where possible by using pre-mixed products and batching off-site. • Use water suppression during cutting, grinding or chasing of concrete to reduce airborne dust; capture resulting slurry. • Inspect washout areas and surrounding ground after concreting activities; repair any breaches in linings or bunds immediately. 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Sealing concrete/ curing	Concrete washout risks, alkaline runoff, dust emissions, sediment contamination	Moderate	Possible	M13	<ul style="list-style-type: none"> • Provide a designated lined concrete washout pit or container (e.g. geo-fabric-lined bund, skip bin with liner) for all concrete washout and equipment cleaning. • Do not allow concrete slurry, washwater or residue to enter soil, stormwater drains, gullies or waterways. • Direct pump line and chute washout into the lined washout area. • Allow washwater to settle; once hardened, remove concrete waste and dispose of as solid construction waste via licensed facility. • Manage pH if required under project conditions before any controlled discharge. • Keep stockpiles of sand and aggregates away from drainage lines and protect them from runoff. • Minimise on-site mixing where possible by using pre-mixed products and batching off-site. • Use water suppression during cutting, grinding or chasing of concrete to reduce airborne dust; capture resulting slurry. 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Inspect washout areas and surrounding ground after concreting activities; repair any breaches in linings or bunds immediately. 		
Clean up after shift	General environmental risk including dust, waste, noise, soil disturbance	Moderate	Possible	M13	<ul style="list-style-type: none"> Dust control <ul style="list-style-type: none"> Use water carts, misting or fine spray hoses for dust-generating activities (cutting, excavation, demolition, sweeping external areas). Use dust extraction or on-tool vacuum systems on saws, grinders, sanders and other high-dust tools. Avoid dry sweeping where possible; use H-class vacuum or damp sweeping methods. Cover or bind dusty stockpiles and cover truck loads leaving site. Schedule high-dust activities away from strong winds where practicable. Noise control <ul style="list-style-type: none"> Maintain plant and equipment to minimise noisy operation (exhausts, guards, bearings). Position stationary plant (generators, compressors, pumps) as far as practicable 	Supervisor and WHSE Manager in regular site inspections	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>from neighbouring sensitive receivers.</p> <ul style="list-style-type: none"> • Use local acoustic screens or barriers around very noisy stationary plant where needed. • Comply with approved working hours and local noise conditions; avoid high-impact works early morning/late evening. • Waste management & housekeeping <ul style="list-style-type: none"> • Provide clearly labelled waste streams (general waste, recyclables, scrap metal, timber, concrete, green waste, hazardous waste). • Keep work areas tidy and clear of off-cuts and debris; remove waste at least daily. • Prevent debris and off-cuts from entering stormwater drains, pits, waterways or neighbouring properties. • Use licensed waste contractors and keep records of waste removed (dockets, weighbridge tickets where available). • Soil & habitat protection 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Confine works to designated areas to avoid unnecessary vegetation damage and soil compaction. • Protect tree trunks and root zones with fencing or bollards where trees are to be retained. • Do not store materials or park plant within tree protection zones. • General environmental management <ul style="list-style-type: none"> • Include environmental controls in pre-start talks and site inductions. • Complete EWMS / environmental checklists as per Tallan's HSEQ requirements in Loop. 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

ENVIRONMENTAL WORK METHOD STATEMENT GENERAL CONSTRUCTION



INSTRUCTIONS TO COMPLETE THE WORK METHOD STATEMENT

PREPARATION OF EWMS

Select the relevant persons to develop the EWMS

Ensure all sections are completed

Column A – Identify, in working sequence, each activity step. (In consultation with workers involved)

Column B – Identify the Hazards associated with each step.

Column C – Refer to Risk Assessment Tables to determine Likelihood, Consequences and Risk Rating

Column D – Determine appropriate Control Measures in accordance with the 'Hierarchy of Controls'.

Column E – Allocate the responsibility. (e.g. - By supervisor daily)

Submit the EWMS to the relevant person/s for approval.

Relevant person/s to evaluate the EWMS for approval. Any changes required must be made before approval. Any changes after approval will be indicated by a Revision Number and must be re-submitted for approval.

Conduct a specific training meeting or toolbox talk to train all persons involved in the EWMS activities and have them sign the Training/Toolbox Record. If the EWMS is revised (Rev. No.), then repeat this process.

RISK MATRIX

A hazard is anything that has the potential to cause harm or damage.

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	M (11)	H (16)	H (20)	VH (23)	VH (25)
Likely	M (7)	M (12)	H (17)	H (21)	VH (24)
Possible	L (4)	M (8)	M (13)	H (18)	H (22)
Unlikely	L (2)	L (5)	M (9)	M (14)	H (19)
Rare	L (1)	L (3)	L (6)	M (10)	H (15)
H18 - VH25	Unacceptable: Immediate action required to manage the risk.				
M13 - H17	Issue: Action required to manage the risk.				

HIERARCHY OF CONTROL
Elimination
Substitution
Engineering
Administration
PPE

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



L5 - M12	Monitor:	Action advisable if cost beneficial.
L1 - L4	Tolerable:	Manage using routine procedures.

TOOLBOX / TRAINING RECORD – I have read and understood EWMS -			
Toolbox/Training Conducted by:	Name:		Signature:
<p>We, the undersigned, confirm that this Environmental Work Method Statement has been explained to us and that we understand its contents. We are able to comply with these requirements.</p> <p>We also confirm that we understand its purpose of reducing, as far as possible, the chance of incidents occurring. We will report any non-compliance of this EWMS to a relevant person/supervisor.</p> <p>ALL PERSONS INVOLVED IN THE WORKS MUST COMPLETE THE FOLLOWING, PRIOR TO START OF WORKS.</p>			
Name	Roles		Signature

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



Name	Roles	Signature

Relevant to:

Division: All

Department: All

Site: All

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Ref. No.: TG-HSEQ-
EWMS-001

Issue Date: 12/12/2025

ENVIRONMENTAL WORK METHOD STATEMENT

GENERAL CONSTRUCTION



Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Ref. No.: HSE-SWMS-001

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



Task / Activity:	GENERAL CONSTRUCTION		SWMS Number:	001
			Revision Number:	003
			Next Review Date:	12/12/2025
Purpose:	<p>The purpose of this statement is to eliminate (or reduce as far as practicable) the possibility of an incident occurring where persons may suffer injury or work-related illness, or where property may be damaged. The Hierarchy of Controls must govern the choice of controls adopted. A consultative process will be used to complete this statement. The person(s) carrying out the work activities in this SWMS shall be involved in the SWMS preparation and be trained in the relevant procedures, processes, and requirements.</p> <p>ALL PERSONS INVOLVED IN CARRYING OUT THE NOMINATED TASK / ACTIVITY MUST FOLLOW THIS SAFE WORK METHOD STATEMENT.</p>			
Project:	4163 Albany Creek Library		Date Prepared:	25/08/2025
Project Address:	16 Ferguson St, Albany Creek QLD 4035			
Company Address:	15 Nicol Way, Brendale, QLD, 4500			
Personnel responsible for implementing, monitoring and ensuring compliance with SWMS	Craig Fever			
Personnel Involved in Developing SWMS:	Zane Taylor (Owner/Director)			
	Adam Henricks (WHSE Manager)			

Relevant to:

Division: All
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Change Control: Level 1

Ref. No.: HSE-SWMS-001

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



Legislative Act / Regulation:	Code(s) of Practice:	Australian / NZ Standards, Other:
Work Health and Safety Act 2011 (Qld & NSW) Work Health and Safety Regulation 2011 (Qld & NSW)	Hazardous Manual Tasks CoP 2021 (Qld & NSW) How to Manage Work Health and Safety Risks CoP 2021, (Qld & NSW) Managing the risks of plant in the workplace CoP 2021 (Qld & NSW) Managing risks of Hazardous Chemicals in the workplace CoP 2021 (Qld & NSW) Electrical safety CoP 2020 –Managing electrical risks in the workplace (Qld & NSW) First aid in the workplace CoP 2021 (Qld & NSW) Managing noise and preventing hearing loss at work CoP 2021 (Qld & NSW) Managing the risk of falls at workplaces CoP 2021 (Qld & NSW) Managing the work environment and facilities CoP 2021 (Qld & NSW) Work health and safety consultation, co-operation and coordination CoP 2021 (Qld & NSW)	(AS1966) (AS3195) (AS1674.2) (AS1674.2) (AS/NZS 3100) (AS1674.2) (AS1674.2) (AS1995) (AS2826) (AS1674.2)
Competencies/Training Required to undertake Activities:	Specific Plant Required to Undertake Task:	Hazardous Substances Required for Task:
General Safety Induction EWP Certification Scissor Certification Working at Heights Certification	Hand Tools Power Tools EWP Ladders Scaffold Working at Heights Equipment Sunscreen Temporary Fencing	Grouts & Adhesives Sealants & Fillers Paints Sealants and Fillers Cleaning Chemicals Fertilisers Poisons Insulation Material Cement

Relevant to:

Division: All
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Site: All

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Change Control: Level 1

Ref. No.: HSE-SWMS-001

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



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AUTHORISATION

We hereby request acceptance of this statement and confirm that the documented precautions / control measures will be complied with.

Company Name:	Tallan Group	Work Area/ Task Location:	All Areas
ABN.:	22 649 005 096	Onsite supervisor/person responsible for actioning controls:	All Staff

Responsible Director

Zane Taylor	Director		12/06/2025
Name	Position	Signature	Date

Note: All relevant signatures must be obtained prior to the commencement of work.

REVIEW

Review Number	1	2	3	4	5	6	7	8
Name	Adam Henricks	Adam Henricks	Adam Henricks					
Date	12/06/2024	12/12/2024	12/06/2025					

Review to be undertaken on a 6 monthly basis or when there is any change that will require the SWMS to be updated to reflect those changes.

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SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Site preparation	<ul style="list-style-type: none"> Slips, trips and falls Unfamiliar with job processes and hazards Unauthorised site access 	Moderate	Possible	M13	<ul style="list-style-type: none"> Appropriate site signage and delineation must be put in place to inform persons on site as well as members of the public of the hazards associated with the works. Appropriate waste disposal areas must be set up and regularly serviced. Appropriate amenities must be provided, such as: <ul style="list-style-type: none"> cool drinking water toilets shade break area Appropriate WHSE documentation and equipment must be set up on site in an obvious location. Appropriate first aid and & firefighting equipment must be provided. Any overhead or underground services shall be located, marked, and adequately protected Fauna and flora controls must be in place. Site parking must be made clear. Access and exit to and from site must be free of hazards. Use appropriate barriers to prevent unauthorised access to the site and sufficient barricading to prevent access to high-risk work areas or hazards. 	Supervisor and WHSE Manager in Site Establishment Checklist and regular Site Inspections	M9

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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Site for equipment to be placed must be level and of a sufficient capacity to safely handle the weight of the equipment, materials and/or plant. All relevant personnel must have read, fully understood, and agreed to comply with the information and requirements contained within the SWMS. All subcontractor companies on site must be successfully onboarded into Tallan's system prior to arrival on site. All persons working on site must complete the following mandatory inductions before starting work. <ul style="list-style-type: none"> General Construction Induction (White Card) Site Specific Induction. 		
Accessing the site	<ul style="list-style-type: none"> Slips, trips and falls 	Moderate	Possible	M13	<ul style="list-style-type: none"> Onsite induction to highlight any slip trip and fall hazards Site supervisor to ensure that work area is clean, tidy, ventilated and well lit 	Supervisor in Site Inspection	L6
Access Work Areas	<ul style="list-style-type: none"> Fall from ladder Fall from heights Confined space entry Door closing or opening on workers 	Major	Likely	H21	<ul style="list-style-type: none"> Use a platform ladder where possible Perform visual check on ladder for obvious faults and defects prior to use Damaged ladders are to be removed from use, "tagged not for use" and repaired Erect ladder on clean, level surface 	Supervisor in Site Inspection	M14

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SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



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		Consequence	Likelihood	Rating (1 – 25)			
	<ul style="list-style-type: none"> Hearing and eye damage 				<ul style="list-style-type: none"> Do not place a ladder in front of the doorway unless locked or guarded Secure work area around the ladder Clean mud, grass etc. from boots to prevent slippage Use a tool pouch to carry tools Do not leave tools and equipment on ladder rungs Do not over-reach while on ladder Only one person on a ladder at any one time Select appropriate fall protection equipment where a worker can fall from one level to another Site supervisor must implement the use of either a work platform, physical barrier or physical restraint Ensure sound footing at all times 		
Temporary fence barricades	<ul style="list-style-type: none"> Struck by vehicle Pedestrian movement Hazardous manual tasks MSD Cuts Laceration 	Major	Possible	H18	<ul style="list-style-type: none"> Utilise barricades, signs, and traffic controllers as required. Consider: <ul style="list-style-type: none"> Safe detours for pedestrians if existing pathways are affected Reversing vehicles, roadway obstruction, and other factors as required Provide information to workers and other people on-site advising them of the exclusion zones Provide supervision so that no unauthorised person enters an exclusion zone 	Supervisor in Site Inspection Worker Take 5	M10

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SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Use traffic control where necessary: <ul style="list-style-type: none"> • Only accredited traffic controllers are to perform traffic control duties • Traffic controllers must have the required accreditation to perform traffic control duties • Traffic controllers must have sufficient experience to set up and control traffic safely and efficiently. • Ensure there are sufficient number of workers for the task to allow for rapid fence construction • Movement of material from the delivery point to the installation area usually represents the greatest opportunity for damage or injury: <ul style="list-style-type: none"> • Use hand trucks to move heavy materials • Lift within physical capabilities of individual • Unload and place base blocks. Handle only one fencing foot at a time • Use team-lifts for fence panels • Clamp the fencing bracket using a battery-operated drill. 		
Work area and equipment preparation and use	<ul style="list-style-type: none"> • Personal injury - • Cuts, strains, abrasions, burns • Possible eye injury 	Moderate	Possible	M13	<ul style="list-style-type: none"> • Authority and empowerment to Stop the Job. • Follow all site rules and procedures. 	Supervisor in Site Inspection	L6

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SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



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		Consequence	Likelihood	Rating (1 – 25)			
	<ul style="list-style-type: none"> •Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) •Pinch/ crush injury • Musculoskeletal Injuries 				<ul style="list-style-type: none"> •Conduct a manual handling risk assessment before lifting, pushing, pulling, or carrying any object. •Use mechanical tools and aids whenever possible to avoid manual handling. •Plan your lift, remove obstructions, and ensure the object is light, steady, and easy to grip, position hands to avoid pinch/ crush points. •When lifting keep the head up, bend the knees, and move smoothly. Avoid twisting, bending, or leaning the back. •Utilize two-man lifts, no one man lifts over 20kg. •Manual handling tasks must be split up between multiple workers to avoid repetitive work injuries. •Wear all mandatory PPE and task specific PPE. •Communicate task clearly with all work crew members. •Ensure a thorough understanding of expectations. •If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor. •Work on flat surface where practicable 	Worker Take 5	

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SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A PROCEDURE / ACTIVITY (Break the job down into steps)	B POTENTIAL HAZARDS (What can go wrong)	C RISK ASSESSMENT (Refer to risk matrix at end of document)			D CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	E MONITOR & REVIEW (Who, how and when)	F Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform. 		
Delivery of materials – by others or from your work vehicle	<ul style="list-style-type: none"> Unskilled workers selecting/using lifting equipment. Unstable loads – load falling on site personnel. Slips, trips and falls Loads falling from heights and hitting site personnel. 	Moderate	Possible	M13	<ul style="list-style-type: none"> Check load has not moved during transport. Once load has been checked and is deemed safe, tie down straps can then be released. Remove only one strap at a time continually checking load. Check area in which you are working and make sure it is safe and free from trip hazards, ensure good housekeeping. Ensure no personnel to be beneath loads. Correct manual handling practices are to be utilised- assess the load, look for a clear path, place the body as close to the items as possible and avoid lifting and twisting back, if you need to change path move feet to path direction - only lift what you can carry. Get assistance if person is not capable of lifting the load and sustaining an injury. The use of gloves to carry items is encouraged where required 	Supervisor and WHSE Manager in regular Site Inspections	M9

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Site: All

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SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



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		Consequence	Likelihood	Rating (1 – 25)			
Manual Handling Lifting Objects (Load)	<ul style="list-style-type: none"> •Limb or back injuries (Muscle strain) 	Moderate	Possible	M13	<ul style="list-style-type: none"> •Access the weight and ensure your path of movement is free of obstruction. •If unsure of the weight of the load to be lifted ask for assistance or use mechanical means. •Do not lift any load beyond your capability. •Get a solid hold on the load to be lifted. •Keep your back straight by tucking in your chin and bending your knees. •Tighten your stomach and lift with your legs. •Lift the load slowly and do not jerk. •Communicate timing of the lift with other persons assisting with the lift. •Hold the load as close to body as possible before lifting. •Avoid twisting back during lifting or when moving the load. •Turn with your feet •If working in teams – ensure all members of the team are of similar height / adequate strength. •Designate one leader for the team. 	Supervisor in Monthly Site Inspection	M9

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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> When assigning teams consider the age and any pre-existing injuries of the workers. 		
Truck Access/ Unloading	<ul style="list-style-type: none"> Residence Safety Manual Handling Moving Vehicles Cuts/Scratches and/or Lacerations to hands 	Minor	Likely	M12	<ul style="list-style-type: none"> Spotters must be used to keep public away from trucks when entering/exiting site and unloading. If unloading by hand, use proper manual handling techniques. Gloves to be worn while manual handling 	Supervisor All workers Truck driver	L5
Vehicle Mobilization to site	<ul style="list-style-type: none"> Not aware of general site hazards and controls Not aware of area specific issues and controls 	Major	Likely	H21	<ul style="list-style-type: none"> Completion of Site-Specific Induction Attendance at / read and sign onto daily prestart meetings. Understand and observe Site Plant/traffic movement plan (attached to daily Prestart and located at gate entrance) 	Supervisor in Site Inspection	M10
Driving on public roads and access through public area's	<ul style="list-style-type: none"> Interaction with public traffic and/or pedestrians Loss of load and/or objects ejected from truck 	Major	Possible	H18	<ul style="list-style-type: none"> Obey all speed limits, signage and road rules. Observe requirements Vehicle Management Plan (VMP) ALL trucks must stop, on site in a safe location, and be checked prior to leaving site for items that may be ejected or fall from the truck e.g. rocks between tires, material on draw bars, materials on tray tops or tarps. 	Supervisor in Site Inspection	M10

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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> •Tray covers/tarps must be fully covering the load prior to truck exiting site. •Inspect truck to determine if clean down required to prevent tracking mud onto public roads 		
Entering and leaving site in vehicle	<ul style="list-style-type: none"> •Interaction with public traffic and/or pedestrians •Interaction with site traffic and/or workers on foot 	Major	Possible	H18	<ul style="list-style-type: none"> •Observe all gate entry/exit requirements as stated in Vehicle Movement Plan HC2G-VMP •Observe all road rules. •When entering site (from a public road) decelerate slowly (no heavy braking) and use indicators and flashing light at least 5 seconds prior to entering. •Announce gate entry via UHF. •Observe 40 km maximum site speed. •Observe 10 km speed limit where posted. 	Supervisor in Site Inspection	M10
Driving on site	<ul style="list-style-type: none"> •Interaction with site traffic and/or workers on foot •Loss of control of vehicle 	Major	Possible	H18	<ul style="list-style-type: none"> •Stay on designated haul routes at all times. •Use positive communication (with UHF call up) whenever coming within 20m of operational plant /Moxy's/ scrapers/ vehicles etc. •Slow to 10kmh when coming within work zone of workers on foot. •Obey all signage including call up points when entering site, crossing over public roads. 	Supervisor in Site Inspection	M10

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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • DO NOT ENTER EXCLUSION ZONES unless specifically authorized by Supervisor/ Leading Hand for area. • Flashing light and UHF to be fitted to all vehicle and plant. • Obey all site speed limits e.g. general 40km limit. • Drive to conditions 		
Reversing on site	<ul style="list-style-type: none"> • Interaction with site traffic, workers on foot, machinery, equipment etc 	Major	Possible	H18	<ul style="list-style-type: none"> • Reverse alarm on truck to be operational. • Driver to check intended path (obstacle, obstructions, plant, people, hazards etc) each time prior to reversing. • Spotter to be used (plant operator may spot reversing trucks) where obstacles etc exist (see above) • All other plant, LV's, trucks, workers on foot to maintain operational exclusion zone (minimum 20m) from reversing trucks. • On foot spotter to place themselves well clear of reversing truck but in sight of driver – bollard/s or witches hat/s to be used where practicable to show position for dropping load 	Supervisor in Site Inspection	M10
Vehicle Receiving load	<ul style="list-style-type: none"> • Driver being struck by objects being loaded 	Major	Possible	H18	<ul style="list-style-type: none"> • Truck driver to remain in cab at ALL TIMES while being loaded. • Truck driver to follow directions of plant operator for positioning of truck. 	Supervisor in Site Inspection	M10

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SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Maintain positive communications with plant operator, other trucks, plant LV's etc. • No excavator/loader is to place load over cab of truck. 		
Vehicle Tipping load	<ul style="list-style-type: none"> • Contact with overhead services/structures • Instability – unintentional movement of truck. 	Critical	Possible	H22	<ul style="list-style-type: none"> • Where practicable, tipping area to be away from overhead services and structures. • "Goal posts", warning signs etc to be erected and maintained in proximity to overhead services. • Trained spotter to be used where there is potential to come within exclusion zone of overhead services (minimum exclusion zone is 3m) • Truck must not move while bin is raised – bin must be completely lowered before moving. • Trucks to be tipped on stable and level ground. • DO NOT TIP on cross slopes. • Area for tipping to be determined by Supervisor/ Leading Hand as suitable – taking into account the stability and slope of the area. • Truck must be stopped prior to bin being hoisted. • Truck driver must remain in cab at all times while load being tipped. 	Supervisor in Site Inspection	H15

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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> No person (including spotter) is to be within twice the 'fall zone" (minimum 15 metres) from truck while tipping load. 		
Check new materials for compliance to spec and standards	<ul style="list-style-type: none"> Inappropriate materials 	Moderate	Unlikely	M9	<ul style="list-style-type: none"> Inspect all materials to ensure that they are the correct type, quantity, labelled correctly and are not damaged Check all materials purchased comply with spec and that they meet relevant Australian Standards 	Supervisor in Site Inspection	L1
Isolate equipment, Lock Out Tag Out	<ul style="list-style-type: none"> Contact with services or live cables 	Major	Likely	H21	<ul style="list-style-type: none"> Take care when opening or closing doors. Doors may fly open or pull shut due to pressure variations or wind. Do not put hands on doorframe or edge of door 	Supervisor in Site Inspection	M14
Use of power tools and hand tools	<ul style="list-style-type: none"> Cuts, abrasions, lacerations Bruises Amputations Electrocution 	Major	Possible	H18	<ul style="list-style-type: none"> Train workers in the correct use of the equipment and supervise until they demonstrate they can operate the tool safely Use tools and fittings to manufacturers recommendations Check equipment is tested and tagged and are in good condition, especially power / ext. cords, repair or replace as required Use Earth Leakage Circuit Breaker (ELCB) or Residual Current All Workers Device (RCD) to prevent electrocution 	Site Supervisor during regular site inspections	M10

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SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Use stands and hooks to raise power cords off the ground in wet or high traffic areas • Wear the appropriate PPE such as safety boots, hearing protection, dust mask or half or full-face respirator, gloves etc. • Keep hair, jewellery and loose clothing etc. away from moving parts. 		
Installation of particle board flooring to joists	<ul style="list-style-type: none"> • Using nail gun • And power saw • Heavy lifting • Walking on joists 	Moderate	Possible	M13	<ul style="list-style-type: none"> • Workers to wear correct PPE. • Team lifts for all heavy materials • Lay temporary flooring to walk on 	Site Supervisor during regular site inspections	L6
Cutting of products containing silica	<ul style="list-style-type: none"> • Dust inhalation 	Major	Possible	H18	<ul style="list-style-type: none"> • M or H class vacuum to be used with dustless saw system, face mask to be worn and all workers to be fit tested 	Site Supervisor during regular site inspections	M10
Construction of timber frames, cladding, Fix out	<ul style="list-style-type: none"> • Using electrical drop saw, nail guns, • Manual handling 	Moderate	Possible	M13	<ul style="list-style-type: none"> • Workers inspect tools that safety guards are working. • All persons to be trained and competent in the use of tools required, • Workers to be competent in tasks assigned. • Appropriate PPE to be worn 	Site Supervisor during regular site inspections	L6
Standing frames	<ul style="list-style-type: none"> • Manual lifting • Crushing 	Moderate	Possible	M13	<ul style="list-style-type: none"> • Workers are trained in safe manual handling practices and use team lifts for placement of frames. 	Site Supervisor during	L6

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		Consequence	Likelihood	Rating (1 – 25)			
					• Bracing to be installed	regular site inspections	
Install trusses/ rafters	<ul style="list-style-type: none"> • Work at heights • Falls from step ladder 	Major	Possible	H18	<ul style="list-style-type: none"> • Trestles and planks or EWP will be used where necessary, workers to be competent to carry out works. • Ladders will be visually checked for damage prior to use. • Ladders will be checked to ensure that ladder is manufactured for industrial use 	Site Supervisor during regular site inspections	M10
Cutting using Circular Saw, Nailing, De-nailing using chisels	<ul style="list-style-type: none"> • Material in eyes, Noise, Dust. • Rotating cutting blade Vibration • Use of hand tools • Puncture of skin • Hit by object 	Moderate	Possible	M13	<ul style="list-style-type: none"> • Correctly support timber at all times using sawhorses etc. to prevent the materials slipping or cutting other objects or persons. • Keep leads away from cutting area, leads to be placed on lead stands. • Supervise apprentices and unskilled workers and ensure they take Regular breaks. • All timber to have nails removed when stripping to prevent chance of standing on nail. • Waste nails to be put in bin/skips. • Select the Correct tools (hammers and pinch bars) • Correct PPE (Glasses, Hearing Protection), Gloves must be worn when there is a risk of hand injury. 	Site Supervisor during regular site inspections	L6
Use of grinders and wet saws	<ul style="list-style-type: none"> • Hit by flying objects. 	Major	Possible	H18	<ul style="list-style-type: none"> • The correct guard must be in place, 	Site Supervisor	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
	Lacerations Burns Eye Injuries Amputations • Noise • Fires				<ul style="list-style-type: none"> • The correct fitting backing plate and front nut is to be used, • The rated RPM of the cutting unit must not exceed the maximum rated RPM of the cutting wheel. • Inspect cutting wheels for damages. • Operator to wear earplugs or earmuffs. • For eye and face protection the operator to wear safety glasses, a high impact face shield. • Persons are to be competent in the use of power tools. • Never direct sparks, dust or debris towards another person. • Provide adequate ventilation for areas where grinding of rusted surfaces or previously painted surfaces, and where dust may be generated because of the process of grinding. • Grinding of uneven surfaces may cause the grinder to move or vibrate in hands. For excessive vibration, switch off the grinder and check the disc for signs of damage. Always use protective clothing such as trousers, long sleeves, overalls and apron. • It is essential to wear a respirator or a suitable mask to filter particulate dust. • Gauntlets or heavy gloves can be used to reduce the effects of vibration. 	during regular site inspections	

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A PROCEDURE / ACTIVITY (Break the job down into steps)	B POTENTIAL HAZARDS (What can go wrong)	C RISK ASSESSMENT (Refer to risk matrix at end of document)			D CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	E MONITOR & REVIEW (Who, how and when)	F Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> When dry cutting metals ensure fire extinguisher is nearby 		
Working from scaffold system	<ul style="list-style-type: none"> Falls, falling objects Workers and others being hit by falling objects 	Moderate	Possible	M13	<ul style="list-style-type: none"> Workers to ensure scaffold is checked for compliance certificate, kick boards remain in place and scaffold is not modified except by licenced person. 	Site Supervisor during regular site inspections	L6
Work on trestles, mobile scaffold, EWPs	<ul style="list-style-type: none"> Work at heights 	Moderate	Possible	M13	<ul style="list-style-type: none"> Trestle and planks to be used only for low works. Mobile scaffold must be erected and used by competent persons. Worker to be trained and competent in the use of EWPs. Exclusion zone to be set up around work area if necessary 	Site Supervisor during regular site inspections	L6
Sanding	<ul style="list-style-type: none"> Cuts, Lacerations, Crush Eye Injury Dust Exposure Irritation to eyes, nose, throat and/or airways Silicosis (lung damage) Electrocution 	Major	Likely	H 21	<ul style="list-style-type: none"> Wear gloves Wear correct PPE for the activity / task Keep hand and fingers clear of sander Wear safety glasses and face shield (double eye protection) Do NOT breathe dust Always wear P1 or P2 rated respirator Wear goggles or double eye protection Avoid cutting with saw, best practice is to score & snap, then use guillotine, fibre shear and then saw with dust extractor 	Site Supervisor during regular site inspections	M 10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Work with wind/breeze to back • Warn others and avoid dust to harm unprotected workers or public • Do Not suspend or tie power leads to trestles • All electrical equipment test and tagged and in date • Do not cut lead • Ensure RCD is always connected 		
Using Fillers and Putties	<ul style="list-style-type: none"> • Skin, Inhalation or eye contact 	Moderate	Possible	13	<ul style="list-style-type: none"> • Ensure application is always on a study platform • PPE use as per MSDS see below: • Personal protective equipment • General protective and hygienic measures • Avoid close or long-term contact with the skin. • Wash hands before breaks and at the end of work. • Protection of hands: <ul style="list-style-type: none"> • PVA gloves of superior quality. • Eye protection: <ul style="list-style-type: none"> • Safety Glasses • First Aid Measures: <ul style="list-style-type: none"> • Immediately remove any clothing soiled by the product. • After inhalation: 	Site Supervisor during regular site inspections	M9

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Supply fresh air. If required, provide artificial respiration. Keep patient warm. Consult doctor if symptoms persist. In case of unconsciousness, place patient stably inside position for transportation. After skin contact Immediately wash with water and soap and rinse thoroughly. After eye contact Rinse opened eye for several minutes under running water. Then consult a doctor. 		
Application of Liquid Nails	<ul style="list-style-type: none"> Slips, trips, falls, cuts, abrasions, fumes 	Moderate	Possible	13	<ul style="list-style-type: none"> Ensure adequate ventilation is provided when using gloss paints or during sanding activities i.e. natural ventilation or mechanical extraction fans etc. Ensure MSDS for the paints are on site and readily available Ensure the work area is free of obstacles PPE to be worn as recommended by the MSDS for the paint being used 	Site Supervisor during regular site inspections	M9
Mixing Sand and Cement	<ul style="list-style-type: none"> Hazardous substances coming into contact with skin, eyes, inhalation 	Moderate	Likely	H 17	<ul style="list-style-type: none"> Always carry MSDS for all hazardous substances Wear PVC gloves Wash hands with soap and water after use 	Site Supervisor during regular site inspections	L 6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A PROCEDURE / ACTIVITY (Break the job down into steps)	B POTENTIAL HAZARDS (What can go wrong)	C RISK ASSESSMENT (Refer to risk matrix at end of document)			D CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	E MONITOR & REVIEW (Who, how and when)	F Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Ensure good ventilation of work area Dispose of all packaging in general waste bin 		
Installation of tiles	<ul style="list-style-type: none"> Manual Handling Musculoskeletal injuries (working on knees). 	Moderate	Possible	M 13	<ul style="list-style-type: none"> If possible, use mechanical means to transport tiles to the work areas, i.e. trolley or wheelbarrow. Use PPE including kneepads and safety footwear. Ensure good posture when kneeling and getting up. 	Site Supervisor during regular site inspections	L6
Cutting of tiles with grinder or other power tile cutting saw.	<ul style="list-style-type: none"> Electrocution, shocks, burns Lung, skin and eye irritation from exposure to silica dust. Cuts & other injuries from blade / cutting wheel. Noise and Eye injuries 	Critical	Likely	VH 24	<ul style="list-style-type: none"> Ensure cutting equipment has current test tag. Ensure RCD protection at the power source All leads to have current test tags and to be elevated using insulated stands if possible Use wet-cutting where possible. Ensure enough water/coolant is supplied to the work area to suppress dust. Ensure P2 respirators are provided where there is still a likelihood of exposure. Check for smooth sliding operation of cutter. Ensure the cutting blade is not loose. Ensure that the tile is properly supported and won't slide or move. Ensure the cut-off will fall safely or will be supported. Check floor is clear of obstructions and debris. Remove any off-cuts at the end of the working day. 	Site Supervisor during regular site inspections	M 10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A PROCEDURE / ACTIVITY (Break the job down into steps)	B POTENTIAL HAZARDS (What can go wrong)	C RISK ASSESSMENT (Refer to risk matrix at end of document)			D CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	E MONITOR & REVIEW (Who, how and when)	F Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					Operator position must be comfortable, no reaching or working off balance. Keep hands/fingers well clear of cutting blade. • Wear the correct PPE – Hearing protection and safety glasses.		
Mixing Adhesive and grouts	<ul style="list-style-type: none"> • Electrocution • Lung, skin and eye irritation from exposure to silica dust. 	Critical	Likely	VH 24	<ul style="list-style-type: none"> • Ensure mixing drill has current test tag. Ensure RCD protection at the power source. All leads to have current test tags and to be elevated using insulated stands. • Open containers of adhesive in a well-ventilated area. Wear dust mask and safety glasses. 	Site Supervisor during regular site inspections	M 10
Grouting of tiles	<ul style="list-style-type: none"> • Musculoskeletal injuries (working on knees). • Skin irritation to hands • Splashing into eyes 	Mod	Likely	H 17	<ul style="list-style-type: none"> • Use PPE including kneepads and safety footwear. Ensure good posture when kneeling and getting up. • Wear rubber or latex gloves when washing off grout. • Wear safety glasses. 	Site Supervisor during regular site inspections	M 9
Use of Hazardous Substances and Chemicals	<ul style="list-style-type: none"> • Fire • Explosion • Spills • Environmental damage 	Critical	Possible	H 22	<ul style="list-style-type: none"> • Ensure that a material safety data sheet is available and that recommendations are followed. • Switch off motors when refuelling welder/generator. Do not smoke when refuelling. • Store in appropriately labelled fuel containers. 	Site Supervisor during regular site inspections	L 5

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A PROCEDURE / ACTIVITY (Break the job down into steps)	B POTENTIAL HAZARDS (What can go wrong)	C RISK ASSESSMENT (Refer to risk matrix at end of document)			D CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	E MONITOR & REVIEW (Who, how and when)	F Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Store in a well-ventilated area free of sources of ignition and with danger - no smoking signs. Spill kit to be available for use Clean up and contain any spills and dispose correctly. Dispose of empty containers correctly 		
Painting set up	<ul style="list-style-type: none"> Fall from Heights 	Major	Possible	H 18	<ul style="list-style-type: none"> Use suitable Trestles (and brace planks) in preference to ladders Do not use non-compatible components Never sit on handrails Do not climb framework 	Site Supervisor during regular site inspections	M9
Painting work	<ul style="list-style-type: none"> Eye Contamination Skin Contamination Inhalation of Fumes 	Major	Possible	H 18	<ul style="list-style-type: none"> For advice, contact a Poisons Information Centre (e.g. phone Australia 131 126; New Zealand 0800 764 766) or a doctor. Inhalation: <ul style="list-style-type: none"> Remove victim from area of exposure - avoid becoming a casualty. Remove contaminated clothing and loosen remaining clothing. Allow patient to assume most comfortable position and keep warm. Keep at rest until fully recovered. Seek medical advice if effects persist. Skin Contact: <ul style="list-style-type: none"> If skin or hair contact occurs, immediately remove any 	Site Supervisor during regular site inspections	M9

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>contaminated clothing and wash skin and hair thoroughly with running water. If swelling, redness, blistering or irritation occurs seek medical assistance.</p> <ul style="list-style-type: none"> • Eye Contact: <ul style="list-style-type: none"> • If in eyes, hold eyelids apart and flush the eye continuously with running water. Continue flushing until advised to stop by a • Poisons Information Centre or a doctor, or for at least 15 minutes. • Ingestion: <ul style="list-style-type: none"> • Rinse mouth with water. If swallowed, do NOT induce vomiting. Give a glass of water. Seek medical advice. • Engineering controls: <ul style="list-style-type: none"> • Ensure ventilation is adequate • PPE: • Wear long sleeved clothing, chemical goggles and impervious gloves. Avoid generating and inhaling dusts. Always wash hands before smoking, eating, drinking or using the toilet. Wash contaminated clothing and other protective equipment before storage or re-use. 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A PROCEDURE / ACTIVITY (Break the job down into steps)	B POTENTIAL HAZARDS (What can go wrong)	C RISK ASSESSMENT (Refer to risk matrix at end of document)			D CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	E MONITOR & REVIEW (Who, how and when)	F Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Avoid breathing in fumes Wear P1 or P2 respirator if necessary Read SDS Ensure adequate ventilation (open doors and windows where feasible) 		
Painting manual tasks	<ul style="list-style-type: none"> Person Injury Manual Handling Sprains Strains Musculoskeletal 	Moderate	Likely	M 12	<ul style="list-style-type: none"> Use correct manual handling practices & techniques Use material rope to hoist paint tins and equipment Use assisted lifts 	Site Supervisor during regular site inspections	M9
Working outside	<ul style="list-style-type: none"> Effects of UV Rays Effect of adverse weather conditions – storms / lightning / floods & cyclones causing flooding / damage / personal injury 	Moderate	Possible	M13	<ul style="list-style-type: none"> Apply Sunscreen, Hat, Glasses, Shade as often as possible. Drink Water up to 10 litres per day. If you are feeling overheated, you need to take a 5 min rest in the shade. If there is a storm approaching, take cover and ensure plant is free from the potential for water rush or being bogged. Personnel to take shelter in buildings or vehicles not under trees. 	Site Supervisor during regular site inspections	M8
Pruning of trees	<ul style="list-style-type: none"> Manual handling injuries Cuts & abrasions Eye Injuries 	Moderate	Possible	M13	<ul style="list-style-type: none"> Ensure that tools are in good working order and suited to the task being performed. Warn workers that using hand tools incorrectly can cause strains or back injury. Workers to always wear correct PPE for the task (gloves, glasses) 	Supervisor in Monthly Site Inspection	L5

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-001

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Use wheelbarrow if load greater then 15kg when removing off cuts. • Ensure a tidy work area free of tripping hazards do not allow off cuts to build up in such a manner as tripping becomes a risk. • Be aware of hand location in relation secateurs. • Secure tools properly when not in use – i.e. tool pouch. • Ensure fall zone is clear prior to falling. • Use of shovel and rake to hold the tool as close to body as possible before lifting. • Avoid twisting back during lifting or when moving the rake and shovel. • Turn with your feet. • Rotate workers. • Gloves to be worn while manual handling. • Workers to wear long sleeve protective clothing, wide brim hat and sunscreen to be made available for use. Workers to maintain hydration levels throughout shift and take regular breaks if they are feeling the effects of heat exposure. • Wear the correct PPE for use of power saw Hearing and Eye protection. 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A PROCEDURE / ACTIVITY (Break the job down into steps)	B POTENTIAL HAZARDS (What can go wrong)	C RISK ASSESSMENT (Refer to risk matrix at end of document)			D CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	E MONITOR & REVIEW (Who, how and when)	F Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Ensure test and tag for power tools is current and leads out of the cutting path. • Use portable RCD 		
Placing Soils	<ul style="list-style-type: none"> • Plant and machinery impact injuries. • Manual handling injuries. 	Major	Possible	H 18	<ul style="list-style-type: none"> • Keep clear of machinery when operating in the area. Wear high visibility clothing. • Ensure operator is aware of site personnel. • Training in manual handling. 	Supervisor in Monthly Site Inspection	L5
Mulching & Graveling	<ul style="list-style-type: none"> • Manual handling – back and muscle strain. • Eye damage, cuts, dust, inhalation, irritation. • Sun burn. 	Moderate	Likely	H 17	<ul style="list-style-type: none"> • Use correct tools for the task. Stockpile mulch/gravel close to work area. • Do not overload wheelbarrow and ensure load is even. • Keep path clear. • The use of P.P.E such as sunscreen cream, hats & protective clothing 	Supervisor in Monthly Site Inspection	L5
Raking up and stockpiling of old mulch, rubbish or trees.	<ul style="list-style-type: none"> • Limb or back injuries (Muscle strain) • Hand injuries (blisters, lacerations) • Exposure to outdoor elements: UV, Dehydration, heat exhaustion 	Mod	Possible	M 13	<ul style="list-style-type: none"> • Use of shovel and rake to hold the tool as close to body as possible before lifting. • Avoid twisting back during lifting or when moving the rake and shovel. • Turn with your feet. • Rotate workers. • Gloves to be worn while manual handling. • Workers to wear long sleeve protective clothing, wide brim hat and sunscreen 	Supervisor All workers	M 9

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					to be made available for use. Workers to maintain hydration levels throughout shift and take regular breaks if they are feeling the effects of heat exposure.		
Hedging	<ul style="list-style-type: none"> Cuts and amputation 	Major	Likely	H 21	<ul style="list-style-type: none"> Carry out hedging works as planned and discussed at start. Ensure hedger is operated at safe distance from body. When hedging vertical faces of hedges, operate hedger at a safe distance from operator – minimum clearance to be 300mm (forearm length) from body, arms and legs. Do not operate hedgers for extended periods of time at full reach and above chest height. If hedging in difficult locations, awkward spaces or hedges with heights above chest revise procedure and consider using extended reach hedge unit. 	Operator	M 10
Fuel Powered Equipment Operation (blowers, whipper snippers, hedgers etc.)	<ul style="list-style-type: none"> Faulty equipment may cause injuries Trip hazards and collisions with other workers 	Major	Likely	M 21	<ul style="list-style-type: none"> Users of equipment are required to visually inspect, prior to use, all equipment and any damage or suspected damage must be checked, replaced or repaired prior to use. Personnel using equipment shall inspect all fuel levels for suitability and damage 	Operator	L 5

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
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	<ul style="list-style-type: none"> Grazes, trips, falls and manual handling 				<p>prior to use and ensure switches are off before starting.</p> <ul style="list-style-type: none"> When refuelling, ensure the task is done in a well-ventilated area and in compliance with the owner's manual recommendations. Do not smoke while operating or refuelling the equipment. Should any equipment fail, be damaged or not operate correctly during its use, it is to be "tagged out" with an Out of Service Tag and not used again until inspected and/or repaired by a competent person. Use of equipment should be restricted to: Personnel who have been trained and are proficient in the operation of the tools or equipment and who have a sound knowledge of the necessary safety procedures associated with those tools or equipment; or Other personnel required to undertake straightforward tasks, provided they are under the direct supervision of a competent operator. Prepare / check work area. Ensure work area is clear from obstructions and/or debris. 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-001

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Ensure appropriate signage/safety barricades are in place if required. i.e. eye protection to worn is this area. • Do not operate equipment above shoulder height. • All guards and handles as supplied the manufacturer must be fitted and be in good working order. • Only attachments and fittings designed for the task and equipment are to be used. • All equipment must be switched off before attachments etc. are to be removed or changed. • Never touch a potentially hot part unless the equipment has been switched off and allowed to cool. • Always use the correct fitting tools to change or inspect the centre plug. • Maintain a clean and safe work area. • Never place equipment anywhere and walk away from it whilst switched on and running. • The immediate area around the task must be checked to ensure it is a safe environment to operate the equipment and all personnel are protected from injury due to dust, flying debris etc. Shields, barriers etc. must be utilised 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>whenever there is a risk to other personnel.</p> <ul style="list-style-type: none"> • Check weather conditions prior to commencing work. Never work in excessive windy conditions. • Ensure you have a good footing; use two hands and be prepared to release the power trigger. Be prepared for jamming – the circular or rotating motion of the equipment may result in a twisting motion. • Do not leave any tools or equipment in an unsafe position on work benches, vehicles or in an overhead position where there is a chance the tool or equipment could fall and injure personnel below or damage the tool or equipment. • When not in use, ensure that the tool or equipment is placed in a safe position where it cannot fall or be tripped over 		
Mower Operation	<ul style="list-style-type: none"> • Trip hazards, sun burn, moving parts and flying objects • Faulty equipment may cause injuries. • Fuel fires. • Unskilled operator 	Major	Likely	M 21	<ul style="list-style-type: none"> • Prepare / check work area. • Always wear the right clothing – work boots, long pants, long sleeved shirt, sunscreen and a wide brimmed hat. • Remove any rocks, sticks and other debris that could be flung by the mower. • Ensure appropriate signage/safety barricades are in place if required. 	Supervisor Operator	L 6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
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		Consequence	Likelihood	Rating (1 – 25)			
	<ul style="list-style-type: none"> Injuries from moving parts 				<ul style="list-style-type: none"> Check over the mower for debris stuck in it / damage/wear to blades etc. Never use a mower that is damaged. If damaged contact your supervisor. Disconnect the centre plug lead and remove any debris from under the mower. (Wear your gloves and use the provided wire brush and scrapers as necessary). Set up signage, witches' hats and barricades as necessary around the work site to warn and exclude people from entering. (unless you are working in an isolated area where there are no other people) Appropriate Personal Protective Equipment must be worn where and when required. ((e.g. eye protection, steel capped footwear, clothing, hearing protection (ear plugs or muffs) etc.)) Users of equipment are required to visually inspect, prior to use, all equipment and any damage or suspected damage must be checked, replaced or repaired prior to use. Personnel using equipment shall inspect all fuel levels prior to use and ensure switches are off before starting. 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Should any equipment fail, be damaged or not operate correctly during its use, it is to be "tagged out" with an Out of Service Tag and not used again until inspected and/or repaired by a competent person. • Use of equipment should be restricted to: <ul style="list-style-type: none"> • Personnel who have been trained and are proficient in the operation of the mowers or equipment and who have a sound knowledge of the necessary safety procedures associated with those tools or equipment; or • Other personnel required to undertake straightforward tasks, provided they are under the direct supervision of a competent operator. (as in point above) • All guards and handles as supplied by the manufacturer must remain fitted to all equipment and be in good working order. • Only attachments and fittings designed for the task and the equipment are to be used. • Manufacturer's instructions as supplied with the equipment are to form part of 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>this SWMS and must be always adhered to. E.g. replacement cutting blades.</p> <ul style="list-style-type: none"> •The immediate area around the task must be checked to ensure it is a safe environment to operate the equipment and all personnel are protected from injury due to flying debris etc. Shields, barriers etc. must be utilised whenever there is a risk to other personnel. •Check weather conditions prior to commencing work. Never work in excessive windy conditions. •When fuelling the mower: <ul style="list-style-type: none"> •Always wear safety glasses, goggles or face shield. •Ensure you are in a well-ventilated area. •Do not smoke. •Use a funnel or hose to minimise spills. •Ensure caps are replaced on both the mower and fuel drum. •Store the fuel drum in a safe place (in the shade if possible). •Always wear safety glasses and hearing protection when mowing. 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Keep an eye out for other people – stop the mower (or disengage the clutch) if someone approaches. • Always attempt to operate forwards when mowing and not backwards. • Do not operate the mower up and down slopes – operate left and right across the slope and do not operate the mower on a slope if you believe there is a chance the mower may roll over. • Use a line trimmer on very steep slopes. • Before removing the grass catcher, if fitted, turn off the engine. (or disengage the clutch) • Never remove the catcher when the blades are turning. • Never reach under the mower unless the engine is stopped and the sCentre plug lead is disconnected. • If you hit a rock / branch / debris, turn off the engine and check the mower and blades for damage. • Never use a mower that is damaged. Contact your supervisor if damaged. 		
Plant Movement on Site	• Uncontrolled and Unauthorised access and egress	Critical	Possible	H 22	• Supervisor to conduct and communicate movement of pedestrian and plant.	Supervisor All Workers Daily	M 10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
	by persons and / or mobile plant				<ul style="list-style-type: none"> Erect barricading and signage as required and where necessary. Monitor work area for unauthorised persons. External parties allowed access should read, sign and understand the work process and be escorted by a Project representative whilst on site. All visitors to sign Visitors Register at site office 		
Spraying Herbicides and pesticides Fertilizing	<ul style="list-style-type: none"> Exposure to hazardous substances 	Major	Possible	H 18	<ul style="list-style-type: none"> Always check if a less hazardous substances can be used Follow instructions on label or MSDS, PPE must be worn as per the MSDS, Inform people in proximity of what is being used and how to avoid exposure 	Supervisor All workers	L 5
Clean-up of paths and roadways -	<ul style="list-style-type: none"> Run off into storm water and hazard 	Minor	Likely	M12	<ul style="list-style-type: none"> Remove all debris from road environments and other areas where debris is likely to enter a storm water or water cause 	Supervisor All workers	L6
Placing and securing ladders to complete general maintenance tasks, cleaning tasks.	<ul style="list-style-type: none"> Ladder could fall if not secure, falls from ladder, falling objects 	Moderate	Possible	M 13	<ul style="list-style-type: none"> Barricade work area or work with spotter to control access to work area. Ensuring first that the lights are switched off when performing this task. Ladders to be placed on flat surface. All ladders are to be marked Industrial and with the appropriate weight and site approved. 	Supervisor All workers	L 6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • All ladders and steps need to be inspected prior to use to ensure no damage to runs or frame. • All work above 1.8m requires a working at heights permit. • Ladder could fall if not secure. • Secure ladder to structure before climbing onto steps, if it is not possible to secure, obtain assistance to hold the ladder securely. • Maintain the 4:1 ratio for the ladder angle. • If using for access, the ladder must overhang the access area by at least one metre. • Do not allow children near ladder. • Have another staff member near the ladder, supervising the area and to support the ladder when necessary 		
Ascending descending & using ladder + perform light work.	<ul style="list-style-type: none"> • Fall from ladder. • Falling objects 	Moderate	Possible	M 13	<ul style="list-style-type: none"> • Wear appropriately footwear when climbing ladders. • Always have three limbs on the ladder. • Never at any stage use hands to carry items on ladder. • Do not use ladder when broken, patched, oily or cracked rails, damage rungs or steps Only one person stands on or works from a standard ladder. 	Supervisor All workers	L 6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none">• Perform light work only.• Establish drop zone below.		
Planning for Plastering Works	<ul style="list-style-type: none">• Unauthorised Personnel entering site• Untrained or unlicenced workers may access site• Inappropriate tool and equipment allocation may lead to injury	Moderate	Unlikely	M9	<ul style="list-style-type: none">• Arrange access to work area via owner or facility manager.• If you see a hazard present itself, an unsafe act or the site conditions change use your STOP Right Authority to prevent an injury or incident.• Complete a Pre-Start Hazard Risk Assessment Form for low frequency tasks• Review site risk register• Consider any heritage contents within site• All workers to complete site induction prior to commencement• Where induction is not available workers to liaise with site controller about site hazards, emergency procedures and any other site requirements• All workers to be trained in and sign safe work method statement• All workers to be qualified/licenced/ticketed/trained as required for activities performed• Competent person to supervise all new workers	Supervisor in Site Inspection	L1

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Toolbox talk to be conducted prior to commencement of works • Workers to be in a fit state to commence work and be of zero blood alcohol concentration and must not be suffering from fatigue or under the influence of drugs • Risk assessment of site to be carried out prior to commencement of work and changes made to SWMS where necessary • Site supervisor to review the site prior to commencement of work • Appropriate equipment must be used, and correct procedures must be in place for the works being completed 		
Cutting materials to length	• Cuts to fingers or body parts	Major	Unlikely	M14	<ul style="list-style-type: none"> • Workers must wear safety glasses, leather gloves and long sleeve shirts • All waste materials to be collected and placed into rubbish immediately, not left in work area 	Supervisor in Site Inspection	L5
Install Plasterboard	<ul style="list-style-type: none"> • Fall from ladder • Fall from heights • Contact with services or live parts • Manual handling 	Major	Possible	H18	<ul style="list-style-type: none"> • Use a platform ladder where possible • Perform visual check on ladder for obvious faults and defects prior to use • Damaged ladders are to be removed from use, tagged not for use and repaired • Erect ladder on clean level surface 	Supervisor in Site Inspection	L3

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
	<ul style="list-style-type: none"> Harm due to Dust Emissions Skin Irritation 				<ul style="list-style-type: none"> Do not place a ladder in front of the doorway unless locked or guarded Secure work area around the ladder Clean mud grass etc. from boots to prevent slippage Use a tool pouch to carry tools Do not leave tools and equipment on ladder rungs Do not over-reach while on ladder Only one person on a ladder at one time Face the ladder at all times Ensure legs are fully extended and latch is in place to secure Maintain three points of contact on ladder Do not step above the third step from the top Select appropriate fall protection equipment where a worker can fall from one level to another Site supervisor must implement the use of either a work platform, physical barrier or physical restraint (in that order) for all work at heights Site supervisor to inspect roof for any hazards and inform workers of dangers Isolate power, water and other services where necessary Lock out/tag out all services 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Do not work near live services • Steel capped work boots to be worn • Insulated tools to be used • Check services to ensure dead before working on them • If fuses removed keep with you • Materials to be delivered directly to site where possible • Correct manual handling procedures are to be followed: <ul style="list-style-type: none"> • Use mechanical lifting devices and trolleys where possible • Only lift objects within your safe lifting limit • Use team lifts where needed • Clear a path, assess the load, get a good grip, ensure a wide stance, bend the knees, keep the spine strait, use the legs to lift, do not twist the trunk, use a smooth action, brace the stomach muscles and lower safely • Ensure dust emissions are kept under control • Ensure dust masks are worn when operating tools and equipment that cause dust to be emitted • Ensure correct use of PPE - safety glasses. • Wash eyes/hands in event of adverse reaction 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
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		Consequence	Likelihood	Rating (1 – 25)			
Opening Bags of Insulation	<ul style="list-style-type: none"> • Harm / injury to workers from cutting implements when opening bags of insulation. • Harm / injury to workers from inhalation of fibres when opening bags of inhalation. • Slips / trips / falls 	Moderate	Likely	H17	<ul style="list-style-type: none"> • Ensure full and appropriate PPE is worn at all times including face masks & gloves when working with insulation • Ensure safety knives are used when opening bags • Maintain good housekeeping when opening bags and tidy up and dispose of rubbish while working 	Supervisor in Site Inspection	L3
Install insulation	<ul style="list-style-type: none"> • Slip trip or fall • Harm / injury / death to workers while placing insulation in trusses • Fire • Fall from heights • Contact with services or live parts • Cuts and abrasions 	Major	Likely	H21	<ul style="list-style-type: none"> • Take care to avoid all trip hazards • Do not run cables or hoses on the ground and keep tools out of walking paths • Ensure full and appropriate PPE is worn at all times including disposable overalls, face coverings and gloves. • Ensure the electricity to the property is switched off prior to the installation of the insulation to avoid electrocution of workers. • Workers should be certified with confined spaces experience or under the guidance of a supervisor with confined spaces certification. • Ensure to leave the required distance around light and other electrical fixtures 	Supervisor in Site Inspection	M9

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					as per manufacturer's recommendations <ul style="list-style-type: none"> • Select appropriate fall protection equipment where a worker can fall from one level to another • Site supervisor must implement the use of either a work platform, physical barrier or physical restraint (in that order) for all work at heights • Site supervisor to inspect roof for any hazards and inform workers of dangers • Isolate power, water and other services where necessary • Lock out/tag out all services • Do not work near live services • Steel capped work boots to be worn • Insulated tools to be used • Check services to ensure dead before working on them • If fuses removed keep with you 		
Installing Bricks and Blocks	<ul style="list-style-type: none"> • Pinch / harm / injury when installing bricks / blockwork • Harm / Injury / Death from falling bricks / blockwork 	Major	Likely	H21	<ul style="list-style-type: none"> • Only trained bricklayers to install bricks / blockwork. • Ensure all hand and power tools are in good working order prior to work commencing. • Ensure correct manual handling techniques are used at all times 	Supervisor in Site Inspection	M9

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
	<ul style="list-style-type: none"> • Fall from ladder • Fall from heights • Contact with services or live parts • Manual handling 				<ul style="list-style-type: none"> • All bricks / blockwork to be installed as per manufacturers guidelines • Only trained bricklayers to install bricks / blockwork • Ensure no worker lifts above their capabilities. • Ensure correct manual handling techniques are used at all times. • When installing heavy objects ensure two or more workers or mechanical aids are used • Ensure all hand and power tools are in good working order prior to work commencing. • Ensure all necessary equipment is on hand prior to work commencing • Ensure reinforcing rods are secured in place prior to placing bricks/ blockwork • Use a platform ladder where possible • Perform visual check on ladder for obvious faults and defects prior to use • Damaged ladders are to be removed from use, tagged not for use and repaired • Erect ladder on clean level surface • Do not place a ladder in front of the doorway unless locked or guarded • Secure work area around the ladder 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-001

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Clean mud grass etc. from boots to prevent slippage • Use a tool pouch to carry tools • Do not leave tools and equipment on ladder rungs • Do not over-reach while on ladder • Only one person on a ladder at one time • Face the ladder at all times • Ensure legs are fully extended and latch is in place to secure • Maintain three points of contact on ladder • Do not step above the third step from the top • Select appropriate fall protection equipment where a worker can fall from one level to another • Site supervisor must implement the use of either a work platform, physical barrier or physical restraint (in that order) for all work at heights • Site supervisor to inspect roof for any hazards and inform workers of dangers • Isolate power, water and other services where necessary • Lock out/tag out all services • Do not work near live services 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Steel capped work boots to be worn • Insulated tools to be used • Check services to ensure dead before working on them • If fuses removed keep with you • Materials to be delivered directly to site where possible • Correct manual handling procedures are to be followed: • Use mechanical lifting devices and trolleys where possible • Only lift objects within your safe lifting limit • Use team lifts where needed • Clear a path, assess the load, get a good grip, ensure a wide stance, bend the knees, keep the spine strait, use the legs to lift, do not twist the trunk, use a smooth action, brace the stomach muscles and lower safely 		
Receiving concrete by mixer truck	<ul style="list-style-type: none"> • Electricity (overhead power lines) Traffic and moving plant - impact and crushing injuries 	Major	Possible	H18	<ul style="list-style-type: none"> • Make sure that the area where the mixer truck (and pumping truck where relevant) will unload is stable, clear of rubbish, debris and other trip hazards • Make sure that all holes and services are clearly marked • Make sure a minimum clearance of 3m is maintained between mixer truck and 	Supervisor in Site Inspection	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					pump boom from overhead power lines		
Pouring Concrete	<ul style="list-style-type: none"> Injury due to mechanical failure Eye or hearing damage Harm / Injury / death to workers / personnel from concrete pouring from agitator truck Burns from wet concrete Trip / falls while walking over steel to place wet concrete 	Major	Possible	H18	<ul style="list-style-type: none"> Have emergency stop at the ready for quick shutdown in emergency Do not put hands, body parts or hair near equipment Look, listen and observe closely for any abnormalities and shut off immediately if problems noted Workers must wear hearing and eye protection in all plant rooms and areas where plant is running Ensure only authorised workers in work area. Ensure work zone clearly sign posted. Use of spotter with truck at all times if necessary Wear full appropriate PPE at all times Ensure all workers are alert to wet concrete moving down chute Be aware and pro-active when stepping through wet concrete. Only workers required to place concrete over steel to be working in that area 	Supervisor in Site Inspection	M10
Pumping concrete	<ul style="list-style-type: none"> Traffic and moving plant - impact and crushing injuries 	Moderate	Possible	M13	<ul style="list-style-type: none"> Make sure contractor is proficient at his/her job 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A PROCEDURE / ACTIVITY (Break the job down into steps)	B POTENTIAL HAZARDS (What can go wrong)	C RISK ASSESSMENT (Refer to risk matrix at end of document)			D CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	E MONITOR & REVIEW (Who, how and when)	F Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
	<ul style="list-style-type: none"> Impact injuries 				<ul style="list-style-type: none"> Warn all workers before starting or recommencing the pour Keep delivery hose and joints in good working order Train 'Tbar' operator in its use Secure connecting pipes with safety pins on lever couplings Support pipe where there is a change in direction or a reducer 		
Use of auger or post hole digger	<ul style="list-style-type: none"> Equipment – Injured operator particularly hands and feet Services / Utilities Burns - heated fittings/equipment Noise - hearing damage Manual Handling – strains, sprains and back injury Vibrations - soft tissue damage 	Moderate	Likely	H17	<ul style="list-style-type: none"> Always use the posthole digger on reasonably level ground, as digging on an incline is dangerous. Check the work area prior to using the machine and clear all hazardous obstructions, such as stones, bricks, wire, glass etc. Check for underground services – dial before you dig 1100. Always stop the engine before cleaning or moving the machine to another location Keep hands, feet, body and clothing away from rotating parts whilst the engine is running, and also from exhaust muffler during or soon after operation. Keep hair, jewellery and loose clothing etc. away from moving parts. Never clear the auger with hands or feet 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A PROCEDURE / ACTIVITY (Break the job down into steps)	B POTENTIAL HAZARDS (What can go wrong)	C RISK ASSESSMENT (Refer to risk matrix at end of document)			D CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	E MONITOR & REVIEW (Who, how and when)	F Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Never insert any tools or equipment into the hole while the digger is operating 		
Use of portable concrete mixer	<ul style="list-style-type: none"> Equipment – Injured operator Burns - heated fittings/equipment Noise - hearing damage. Manual Handling – strains, sprains and back injury 	Moderate	Likely	H17	<ul style="list-style-type: none"> Position the concrete mixer on a firm stable surface. After positioning the concrete mixer, the operator must give a clear verbal signal before mixing commences. During operation, the operator must be satisfied that no person is within 2m of the concrete mixer at all times. Keep hands, feet, body and clothing away from rotating parts whilst the equipment is running. Keep hair, jewellery and loose clothing etc. away from moving parts. Consult manufacturer's SDS. Make sure manufacturer's instructions are followed when using concrete products. Wear recommended Personal Protective Equipment (PPE) including a P1 dust mask, waterproof gloves, long sleeved shirt, full length trousers and approved eye protection when working with concrete products. Separate the workers from the noise where possible. Maintain equipment or install noise suppressors. 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A PROCEDURE / ACTIVITY (Break the job down into steps)	B POTENTIAL HAZARDS (What can go wrong)	C RISK ASSESSMENT (Refer to risk matrix at end of document)			D CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	E MONITOR & REVIEW (Who, how and when)	F Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Wear hearing protection - earplugs or earmuffs • 		
Mixing cement render by hand	<ul style="list-style-type: none"> • Manual Handling - strains, sprains and back injuries Flying debris – eye injuries Dust – lung damage 	Moderate	Possible	M13	<ul style="list-style-type: none"> • Use 20kg bags of cement when possible. • Make sure sand stockpile nearby. • Wear eye protection, gloves and respirator or dust mask • Do not overload wheelbarrow, keep load even and route clear 	Supervisor in Site Inspection	L6
Concrete handling	Hazardous Substances – skin, eye, lung damage and illness Flying debris – eye injuries Burns <ul style="list-style-type: none"> • Dust – lung damage 	Moderate	Likely	H17	<ul style="list-style-type: none"> • Wear a dust mask or half or full face respirator • Consult manufacturer's SDS. Make sure manufacturer's instructions are followed when using concrete products • Wear recommended Personal Protective Equipment (PPE) including a P1 dust mask, waterproof gloves, long sleeved shirt, full length trousers and approved eye protection when working with concrete products • Make sure regular wetting down and/or sweeping of dusty areas is carried out to minimise dust • Minimise cutting, drilling, sawing, chasing, sanding, grinding or breaking concrete which may release silica dust • When standing in wet concrete, always wear gumboots or similar to prevent contact with wet concrete 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Immediately wash concrete products from your skin after use • If concrete products come into contact with your eyes, immediately flush eyes with clean water • Rinse clothing if they are affected by concrete products as indirect contact through clothing may be as hazardous as direct contact. 		
Operating 'Tbar' and 'Jhook'	Manual Handling – strains, sprains and back injury	Moderate	Possible	M13	<ul style="list-style-type: none"> • Train 'Tbar' and 'Jhook' operators in the correct use of the equipment • Rotate tasks between workers to prevent repetitive strain injuries • Keep clear of machinery at all times • Wear high visibility clothing when working with or near equipment 	Supervisor in Site Inspection	L6
Using concrete vibrator	Hand and arm vibrations can cause White Finger Syndrome or Reinhold Syndrome Manual Handling – strains, sprains and back injury Flying debris – eye injuries Noise – hearing damage	Moderate	Possible	M13	<ul style="list-style-type: none"> • Get assistance to move vibrator into position • Wear hearing and eye protection • Keep water nearby for flushing eyes where required • Make sure machine is maintained and engine is muffled • Make sure operator is adequately trained • Where required train the operator in the correct use of the machine • Wear thick cotton gloves • Rotate tasks to prevent prolonged use of vibrating equipment 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

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SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Exercising and massage hands to encourage blood circulation 		
Use of concrete helicopter float	Manual Handling – strains, sprains and back injury Equipment - cuts from blades Noise – hearing damage Vibration Hazardous Substances – skin, eye, lung damage and illness Fumes – lung damage	Moderate	Possible	M13	<ul style="list-style-type: none"> Get assistance to lift or move float Train the operator in the correct use of the machine Make sure machine is maintained and engine is muffled Make sure the machine has guards attached Wear hearing protection and thick gloves with cotton lining Wear a half or full-face respirator with chemical filters 	Supervisor in Site Inspection	L6
Sealing concrete/ curing	Chemicals – skin, eye, lung damage and illness Hazardous Substances – skin, eye, lung damage and illness Flying debris – eye injuries Burns	Moderate	Possible	M13	<ul style="list-style-type: none"> Follow the manufacturers recommendations on label and SDS Prevent skin and eye contact, inhalation of fumes or ingestion of substance by using PPE recommended by the manufacturer Make sure suitable first aid and a spill kit are available Wash hands after use and before eating, smoking or using toilet Wear the appropriate PPE 	Supervisor in Site Inspection	L6
Rendering walls	<ul style="list-style-type: none"> Fall from heights. Manual Handling - strains, sprains and 	Major	Likely	H21	<ul style="list-style-type: none"> Make sure guard rail is in place for all platforms when working at heights. 	Supervisor in Site Inspection	M10

Relevant to:

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 Department: All
 Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
	back injuries Hazardous Substances – skin, eye and lung damage				<ul style="list-style-type: none"> Overhand work is not to take place unless adequate scaffolding is erected on both sides of the wall. Wear eye protection, gloves and respirator or dust mask 		
Lowering tools, equipment, debris and off-cuts from height	<ul style="list-style-type: none"> Hit by falling objects Sharp edges - cuts 	Major	Likely	H21	<ul style="list-style-type: none"> Provide safe means of lowering tools, equipment, debris and off- cuts. Make sure all debris is collected in suitable containers, such as hessian bags, so they can be safely lowered to the ground. Wear gloves when handling bags or other containers to avoid cuts from any protruding metal off-cuts 	Supervisor in Site Inspection	M10
Use of shovel	<ul style="list-style-type: none"> Manual Handling – strains, sprains and back injury Slips, trips and falls 	Moderate	Possible	M13	<ul style="list-style-type: none"> Check and repair shovel as necessary (remove splinters from handle etc.) Wear appropriate gloves, safety boots and any other appropriate PPE Make sure a wheelbarrow or other appropriate shifting equipment is used to move materials that cannot be reasonably shifted by throwing with the shovel Where possible, avoid using a shovel in difficult terrain Use correct stance - keep back straight, position one hand near shovel head, the other hand should be near the end of the handle 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Before engaging material - bend knees and move the head of shovel towards the material. Use your body weight (not arms) to step forward and push shovel into material • To lift material - the hand closest to the shovel head should be relocated further down to take the additional load of the material whilst lifting. Straighten your knees to lift the loaded shovel (avoid using your back and avoid twisting the body) • To move the material - move feet to the correct position for dumping or placing the load 		
Use of wheelbarrow	• Manual Handling – strains, sprains and back injury Slips, trips and falls	Moderate	Possible	M13	<ul style="list-style-type: none"> • Check tyre pressure and repair as necessary • Use suitable gloves, safety boots and any other appropriate PPE • Make sure load is distributed evenly and as far forward as possible • Limit contents to an amount suitable for worker and conditions • Keep pace even and steady, keep back and arms straight and chin in • At your destination, prepare to move weight of load forward over the wheel to use momentum for dumping • If load is staying in the wheelbarrow, bend your knees (not back) to lower 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					wheelbarrow legs to ground. Make sure ground is sufficiently level so the wheelbarrow is stable <ul style="list-style-type: none"> • Make sure rubbish, rubble and debris within the work area is cleared prior to commencement of work • Make sure any access ramps and planks are secure • Always make sure wheelbarrow is facing forward in the direction of travel 		
Placing formwork– hammering in pegs and nails.	<ul style="list-style-type: none"> • Manual Handling – strains, sprains and back injury Slips, trips and falls Impact / crushing injuries 	Moderate	Possible	M13	<ul style="list-style-type: none"> • Get assistance to carry long, heavy and awkward formwork • Use the correct tools for the task • Train workers in the correct use of the tools and techniques for the task • Check tools are in good working order 	Supervisor in Site Inspection	L6
Cutting steel reinforcement bar and mesh	<ul style="list-style-type: none"> Sharp edges – cuts Electric tools – cuts • Electricity (power tools / other) Machine / equipment guarding Flying debris – eye injuries 	Major	Possible	H18	<ul style="list-style-type: none"> • Make sure workers are trained in the safe work procedures of electric nibblers and grinders • Use tools and fittings to manufacturers recommendations • Wear the appropriate PPE such as hearing and eye protection and gloves • Make sure equipment is in good working condition before use • Carry out basic housekeeping regularly, keeping access ways and the work area clear of materials, tools and debris 	Supervisor in Site Inspection	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Placing steel reinforcement bar and mesh	• Manual Handling – strains, sprains and back injury Cuts and abrasions	Moderate	Possible	M13	<ul style="list-style-type: none"> • Make sure sufficient workers are available on site to lift and place steel reinforcement bars • Make sure all workers are adequately trained in the carrying and placing of steel reinforcement bars • Make sure the steel used for reinforcement is not greasy • Always use caution as to where your feet are placed whilst walking over steel bars already laid • On completion, check the reinforcement and make sure there are enough chairs and ties in place 	Supervisor in Site Inspection	L6
Fixing steel reinforcement bar and mesh	• Manual Handling – strains, sprains and back injury Cuts and abrasions	Moderate	Possible	M13	<ul style="list-style-type: none"> • Make sure all workers have sufficient breaks from repetitious bending, twisting and cutting nips • Make sure starter bars and end bars are fitted with caps to prevent cuts • Turn down tie wire into reinforcement cage • Make sure sufficient training is provided for all workers involved in tying off steel reinforcement and avoid working too fast • Always wear gloves when handling sharp objects 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Installation of floor coverings	<ul style="list-style-type: none"> Dust – lung damage Flying debris – eye injuries Manual Handling - strains, sprains and back injuries Tools – Cuts 	Moderate	Possible	M13	<ul style="list-style-type: none"> Use tools and equipment to manufacturers recommendations Check tools are in good working condition Wear eye protection, gloves and respirator or dust mask Use correct lifting techniques, lifting equipment and rotate tasks Use the correct tool for the task and train workers in its correct use 	Supervisor in Site Inspection	L6
Lifting joinery to install to wall	<ul style="list-style-type: none"> Manual Handling Risks 	Moderate	Possible	M13	<ul style="list-style-type: none"> Use Mechanical means where possible (trolleys) to assist in lifting. Bend knees and hold heavy loads close to body. Vary tasks. Use spotter and planned lifts for large or awkward items. Ensure areas are cordoned off when required Make others aware of any hazard that maybe created Use spotters where required when moving large items/cabinetry 	Supervisor in Site Inspection	L6
Set up survey equipment, Interaction with other work groups plant/ machinery	<ul style="list-style-type: none"> Equipment damaged 	Moderate	Possible	M13	<ul style="list-style-type: none"> All workers required to wear site PPE. Notify working operators in working area. Place Barricades if necessary. Place vehicle near setup with flashing light on 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Placing and hammering surveying pegs and operating nail gun.	<ul style="list-style-type: none"> • Strike underground services • Injury to Eyes and hearing damage • General injury from operating i.e. Nailing finger, other extremities • Slips, Trip or Falls and Debris in public areas 	Major	Possible	H18	<ul style="list-style-type: none"> • Dial Before You Dig & service drawings to be obtained. • Underground services are to be identified and clearly marked. • Competent, Authorised and qualified personnel completing the job. • Right Tool, for the job • Whilst operating always wear eye/ear protection (Full face, high impact face shield recommended). • Never carry tool with trigger depressed. • Do not point at own body or others. • Remove all nails that are exposed more than 10mm. • Operator to read and understand operator manual/safety procedures prior to use. • Competent, Authorised, personnel to use equipment. • Gloves to be worn. • Exclusion zone to protect other workers • Keep work areas tidy and access ways clear. • No materials to be stored in public areas. • All materials to be stacked and stored in a safe manner. • No loose materials to be left lying around. • Place all rubbish in the industrial bins. • Inspect area regularly. 	Supervisor in Site Inspection	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A PROCEDURE / ACTIVITY (Break the job down into steps)	B POTENTIAL HAZARDS (What can go wrong)	C RISK ASSESSMENT (Refer to risk matrix at end of document)			D CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	E MONITOR & REVIEW (Who, how and when)	F Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Clean up after shift	<ul style="list-style-type: none"> • Tripping –falling over items. 	Minor	Possible	M8	<ul style="list-style-type: none"> • Keep work areas tidy and access ways clear. • No materials to be stored in public areas. • All materials to be stacked and stored in a safe manner. • No loose materials to be left lying around. • Place all rubbish in the industrial bins. 	Supervisor and WHSE Manager in regular site inspections	L5
Pressure Cleaning	<ul style="list-style-type: none"> • Compressed air towards body or compressed air hoses hitting persons. • Eye and hand injuries • Slip on wet concrete. • Slip trips and falls over leads and hoses. • Eye and hand injuries • Slip on wet concrete. • Slip trips and falls over leads and hoses. 	Moderate	Possible	M13	<ul style="list-style-type: none"> • Consult operator's manual. • Toolbox re safe use for all workers • Checks all hoses and connection prior to use ensure secure fitting for all connections to reduce risk of blow outs. • Always have air blowing away from all persons • Direct air into hole and only have operational when required. • Use of P2 dusk mask for workers in area • May need to supply to workers if they are in immediate area. • Use goggles while operating pressure cleaner and buffer. • Barricade work area so only those who are involved in spraying can access that area. • Keep hands well clear at all times of pressurised water. 	Supervisor and WHSE Manager in regular site inspections	L5

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Ensure Safety glasses are always worn. • Wear no-slip steel capped work boots or steel capped gum boots and always spray the ground in a manner that the worker will be standing on dry ground until at end of concrete base. • Always have leads well clear of operations ahead of worker and do not roll over cords with machine. 		
Sweeping	<ul style="list-style-type: none"> • Sprains and strains; • Flying particles; • Slips, Trips and falls; • Bruises and lacerations; • Repetitive movement; • Dust inhalation 	Moderate	Possible	M13	<ul style="list-style-type: none"> • Eye protection must be worn; • Ensure good housekeeping is maintained to provide clear access ways; • Employ the use of Exhaust Fans to redirect airborne contaminants out of the area; • Task lighting to be provided when in dark areas / rooms; • Wear appropriate PPE including; non-slip rubber soled safety boots, hard hat, gloves and glasses; 	Supervisor and WHSE Manager in regular site inspections	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Erect barricade i.e. signage, tape etc. to direct unauthorised people around the immediate work area; All personnel are required to provide their site supervisor with all relevant information if any of the symptoms exist; Personnel expected to remove overstretching to reach certain areas. Where practicable move all necessary tools and position the body as close as possible to all areas where work is to be performed; Personnel required to perform repetitious activities should decrease the likelihood of RSI by performing; warm up exercises, stretching the muscles prior to undertaking each task, using proper body mechanics, taking regular short breaks during repetitive activities and looking at ways to perform strengthening exercises 		
Mopping	<ul style="list-style-type: none"> Slips, trips and falls Bruises and lacerations Sprains and strains Repetitive movement Chemical splashes whilst decanting 	Moderate	Possible	M13	<ul style="list-style-type: none"> Wear rubber soled non-slip safety boots and maintain good balance when walking on slippery, wet floors; Ensure standing water is removed by using a squeegee or broom to relocate water to drain; Personnel required to perform repetitious activities should decrease the likelihood of RSI by performing; warm up exercises, stretching the 	Supervisor and WHSE Manager in regular site inspections	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>muscles prior to undertaking each task, using proper body mechanics, taking regular short breaks during repetitive activities and looking at ways to perform strengthening exercises;</p> <ul style="list-style-type: none"> • Personnel expected to remove overstretching to reach certain areas. • Where practicable move all necessary tools, and position the body as close as possible to all areas where work is to be performed; • Ensure after using / decanting chemicals into appropriate vessels that all chemicals or items are stored correctly. • Do not leave items in walkways or in areas where you are working; • Maintain vigilance when working on wet, potentially slippery surfaces. • Do not overreach and maintain balance; • When working with chemical agents ensure the use of PPE including; long sleeve shirt and pants to cover exposed skin, safety glasses and gloves; • Wash affected area of skin immediately should contact occur 		
Vacuum	<ul style="list-style-type: none"> • Slips, trips and falls • Airborne dust • Back injury or muscle strain 	Major	Possible	H18	<ul style="list-style-type: none"> • Have all vacuum cleaners fitted with H.E.P.A. filters. • Empty and clean regularly; 	Supervisor and WHSE Manager in	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
	caused by repetitive movement • Electrocuting				• Wear dust mask, glasses, gloves and long sleeve shirts. • Damp wipe where possible; • Apply good housekeeping techniques; do not leave vacuum cleaner hoses or attachments laying in walkways, roll up and store items neatly out of the way when not in use; • Personnel required to perform repetitious activities should decrease the likelihood of RSI by performing; warm up exercises, stretching the muscles prior to undertaking each task, using proper body mechanics, taking regular short breaks during repetitive activities and looking at ways to perform strengthening exercises;	regular site inspections	
Clean Wet	• Dust • Sprains and strains; • Slip, trip and fall; • Bruises and lacerations; • Damage to equipment;	Moderate	Possible	M13	• Vacuum areas where possible or damp wipe; • Wear appropriate PPE; dust mask, safety glasses, gloves and long sleeve shirts to avoid dust from getting onto the skin, into eyes, mouth and respiratory system; • Wear rubber soled non-slip safety boots and maintain vigilance when walking on wet slippery surfaces; • Remove standing water with squeegee or broom to eliminate puddles etc.;	Supervisor and WHSE Manager in regular site inspections	L6

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 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



A	B	C			D	E	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Use long handled dusters /scrubbers / or squeegees to minimise the need to use a ladder or EWP in all instances; • Ensure all wet areas are cordoned off with signage to warn unauthorised personnel / pedestrians to keep clear due to wet, slippery floors; • Personnel required to perform repetitious activities should decrease the likelihood of RSI by performing; warm up exercises, stretching the muscles prior to undertaking each task, using proper body mechanics, taking regular short breaks during repetitive activities and looking at ways to perform strengthening exercises; • Personnel expected to limit overstretching to reach certain areas. Where practicable move all necessary tools and position the body as close as possible to all areas where work is to be performed 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-001

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



INSTRUCTIONS TO COMPLETE THE WORK METHOD STATEMENT

PREPARATION OF SWMS

Select the relevant persons to develop the SWMS

Ensure all sections are completed

Column A – Identify, in working sequence, each activity step. (In consultation with workers involved)

Column B – Identify the Hazards associated with each step.

Column C – Refer to Risk Assessment Tables to determine Likelihood, Consequences and Risk Rating

Column D – Determine appropriate Control Measures in accordance with the 'Hierarchy of Controls'.

Column E – Allocate the responsibility. (e.g. - By supervisor daily)

Submit the SWMS to the relevant person/s for approval.

Relevant person/s to evaluate the SWMS for approval. Any changes required must be made before approval. Any changes after approval will be indicated by a Revision Number and must be re-submitted for approval.

Conduct a specific training meeting or toolbox talk to train all persons involved in the SWMS activities and have them sign the Training/Toolbox Record. If the SWMS is revised (Rev. No.), then repeat this process.

RISK MATRIX

A hazard is anything
that has the potential

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	M (11)	H (16)	H (20)	VH (23)	VH (25)

HIERARCHY OF CONTROL

Elimination

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-001

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



to cause harm or damage.

Likely	M (7)	M (12)	H (17)	H (21)	VH (24)
Possible	L (4)	M (8)	M (13)	H (18)	H (22)
Unlikely	L (2)	L (5)	M (9)	M (14)	H (19)
Rare	L (1)	L (3)	L (6)	M (10)	H (15)
H18 - VH25	Unacceptable: Immediate action required to manage the risk.				
M13 - H17	Issue: Action required to manage the risk.				
L5 - M12	Monitor: Action advisable if cost beneficial.				
L1 - L4	Tolerable: Manage using routine procedures.				

Substitution
Engineering
Administration
PPE

TOOLBOX / TRAINING RECORD – I have read and understood SWMS -

Toolbox/Training Conducted by:	Name:		Signature:	
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We, the undersigned, confirm that this Safe Work Method Statement has been explained to us and that we understand its contents. We are able to comply with these requirements.

We also confirm that we understand its purpose of reducing, as far as possible, the chance of incidents occurring. We will report any non-compliance of this SWMS to a relevant person/supervisor.

ALL PERSONS INVOLVED IN THE WORKS MUST COMPLETE THE FOLLOWING, PRIOR TO START OF WORKS.

Name	Roles	Signature

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-001

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



Name	Roles	Signature

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-001

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – GENERAL CONSTRUCTION



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Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



Task / Activity:	RESPIRABLE CRYSTALLINE SILICA DUST – High Risk Construction Work		SWMS Number:	002
			Revision Number:	003
			Next Review Date:	12/12/2025
Purpose:	<p>The purpose of this statement is to eliminate (or reduce as far as practicable) the possibility of an incident occurring where persons may suffer injury or work-related illness, or where property may be damaged. The Hierarchy of Controls must govern the choice of controls adopted. A consultative process will be used to complete this statement. The person(s) carrying out the work activities in this SWMS shall be involved in the SWMS preparation and be trained in the relevant procedures, processes, and requirements.</p> <p>ALL PERSONS INVOLVED IN CARRYING OUT THE NOMINATED TASK / ACTIVITY MUST FOLLOW THIS SAFE WORK METHOD STATEMENT.</p>			
Project:	4163 Albany Creek Library		Date Prepared:	25/08/2025
Project Address:	16 Ferguson St, Albany Creek QLD 4035			
Company Address:	15 Nicol Way, Brendale, QLD, 4500			
Personnel responsible for implementing, monitoring and ensuring compliance with SWMS	Craig Fever			
Personnel Involved in Developing SWMS:	Zane Taylor (Owner/Director)			
	Adam Henricks (WHSE Manager)			

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-002

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



Legislative Act / Regulation:	Code(s) of Practice:	Australian / NZ Standards, Other:
Work Health and Safety Act 2011 (Qld & NSW) Work Health and Safety Regulation 2011 (Qld & NSW)	Hazardous Manual Tasks CoP 2021 (Qld & NSW) How to Manage Work Health and Safety Risks CoP 2021, (Qld & NSW) Managing the risks of plant in the workplace CoP 2021 (Qld & NSW) Managing risks of Hazardous Chemicals in the workplace CoP 2021 (Qld & NSW) Electrical safety CoP 2020 –Managing electrical risks in the workplace (Qld & NSW) First aid in the workplace CoP 2021 (Qld & NSW) Managing noise and preventing hearing loss at work CoP 2021 (Qld & NSW) Managing the risk of falls at workplaces CoP 2021 (Qld & NSW) Managing the work environment and facilities CoP 2021 (Qld & NSW) Work health and safety consultation, co-operation and coordination CoP 2021 (Qld & NSW)	(AS1966) (AS3195) (AS1674.2) (AS1674.2) (AS/NZS 3100) (AS1674.2) (AS1674.2) (AS1995) (AS2826) (AS1674.2)
Competencies/Training Required to undertake Activities:	Specific Plant Required to Undertake Task:	Hazardous Substances Required for Task:
General Safety Induction Fit Test Certification	RPE Dust Extractors Vacuums Hoses Safety Signage Barricading	Nil

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

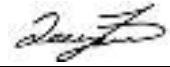
Change Control: Level 1

Ref. No.: HSE-SWMS-002

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



AUTHORISATION			
We hereby request acceptance of this statement and confirm that the documented precautions / control measures will be complied with.			
Company Name:	Tallan Group	Work Area/ Task Location:	All Areas
ABN.:	22 649 005 096	Onsite supervisor/person responsible for actioning controls:	All Staff
Responsible Director			
Zane Taylor	Director		12/06/2025
Name	Position	Signature	Date

Note: All relevant signatures must be obtained prior to the commencement of work.

REVIEW								
Review Number	1	2	3	4	5	6	7	8
Name	Adam Henricks	Adam Henricks	Adam Henricks					
Date	12/06/2024	12/12/2024	12/06/2025					
Review to be undertaken on a 6 monthly basis or when there is any change that will require the SWMS to be updated to reflect those changes.								

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Training	<ul style="list-style-type: none"> Exposure to respirable crystalline silica (RCS) Inexperienced workers 	Major	Likely	H21	<ul style="list-style-type: none"> Training and information provided to workers on respirable crystalline silica (RCS) should include the following: <ul style="list-style-type: none"> Information on RCS through Safety Datasheet (SDS) or labels Risk management process Work practices, procedures and control measures How to fit, use, maintain and clean personal protective equipment (PPE) Emergency procedures, including any special decontamination procedures or PPE failures First aid and incident reporting procedures The purpose and results of air monitoring, including the types of health tests that may be required Checking controls are working and using them Waste collection and disposal. Supervision provided to inexperienced or new workers, e.g. Cutting stone or concrete for 	Supervisor and WHSE Manager in regular Site Inspections	M10

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					the first time or using new machinery.		
Worker consultation	<ul style="list-style-type: none"> Exposure to RCS 	Major	Likely	H21	<ul style="list-style-type: none"> Ensure workers have been consulted and allowed the opportunity to express their views on the safety controls Workers and Employers must be satisfied that the controls are sufficient for the task before the work commences If an HSR represents employees, the consultation must involve that HSR. 	Supervisor and WHSE Manager in regular Site Inspections	M10
Health monitoring	<ul style="list-style-type: none"> Exposure to RCS 	Major	Likely	H21	<ul style="list-style-type: none"> Identify if any materials and work practices on-site will lead to the generation of respirable crystalline silica dust (Identify silica through the SDS, a label or other source) Silica-containing materials supplied and brought into workplaces need to be accompanied by both the SDS and the label Determine if exposure to dust containing RCS exceeds the minimum workplace exposure standards The workplace exposure standard is generally 0.05 	Supervisor and WHSE Manager in regular Site Inspections	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					milligrams per cubic metre (mg/m ³) averaged over eight hours (8-h time-weighted average or TWA) <ul style="list-style-type: none"> • Employees must not be exposed to levels above 0.02 mg/m³ as an eight-hour TWA. • Based on the exposure levels, determine if air monitoring is required for workers. • Ensure health monitoring is provided to workers if there is a significant risk to the worker's health because of exposure to RCS • In addition to the ongoing schedule, conduct air monitoring: <ul style="list-style-type: none"> • When there are changes to working practices • Changes to the materials used or the work environment • A worker health monitoring report indicates an adverse change in health status which may be related to silica exposure • If an HSR requests a review of control measures 		

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> When changes are made to the workplace exposure standard. 		
Work area setup	<ul style="list-style-type: none"> Exposure to RCS 	Major	Likely	H21	<ul style="list-style-type: none"> An exclusion zone should be set up and maintained to exclude workers and other people who are not wearing RPE. Warning signs should be located so that they are clearly visible before entering the area. 	Supervisor and WHSE Manager in regular Site Inspections	M10
General workplace dust control – High Risk Construction Work	<ul style="list-style-type: none"> Exposure to RCS 	Major	Likely	H21	<ul style="list-style-type: none"> Remove non-essential personnel from the dust-producing area Ensure all people that remain in the area are provided with respiratory protection Regularly undertake inspections of controls Use the highest level of control available. Use water sprays or dust suppressants whenever possible. Do not use compressed air to clean in areas where silica dust may be present. Do as much work as possible under controlled conditions instead of on-site, or perform work outdoors or in well-ventilated areas. 	Supervisor and WHSE Manager in regular Site Inspections	M10

Relevant to:

Division: All
Department: All
Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Cover sensitive areas (power outlets, food storage) • Separate indoor RCS processes from other work areas by enclosing the immediate area. • Working indoors or in enclosed areas: <ul style="list-style-type: none"> • Keep silica exposures low using extra ventilation, i.e., portable exhaust fans. • Ensure airflow is not impeded by workers' movements during work or by opening or closing doors and windows. Position the ventilation to move contaminated air away from the workers' breathing zones. • Rotate workers to reduce exposure • Maintain good housekeeping, including: <ul style="list-style-type: none"> • Regular cleaning of work areas and equipment • Never use compressed air for cleaning or personal decontamination • Restrict housekeeping practices, such as the use of compressed air without a 		

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SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



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		Consequence	Likelihood	Rating (1 – 25)			
					ventilation system and dry brushing or sweeping. • Place warning signs to identify silica dust hazard areas and required PPE/RPE.		
Respiratory PPE	• Exposure to RCS	Major	Likely	H21	• Undertake daily checks of guards, PPE, and exhaust ventilation equipment • Wear respiratory protective equipment (RPE) such as a half-face negative respirator or powered air-purifying respirator (PAPR). • Respiratory protection, e.g. P1/P2 face mask minimum: <ul style="list-style-type: none"> • people medically fit to wear the face mask • Issued to individuals • A competent person conducts fit testing • Complete facial seal (no facial hair) • Correct cartridge for contaminant (see SDS for flammable vapour / concrete dust) • Wear disposable or washable coveralls and eye protection • Maintain a daily check of PPE and equipment.	Supervisor and WHSE Manager in regular Site Inspections	M10

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SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



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PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
<ul style="list-style-type: none"> Using powered saws/grinder Brick or tile saws Handheld saws Walk-behind saws Floor and handheld grinders – High Risk Construction Work 	<ul style="list-style-type: none"> Exposure to RCS 	Major	Likely	H21	<ul style="list-style-type: none"> Never cut materials unless the use is controlled Minimise dust emissions by operating and maintaining tools according to the manufacturer's instructions Only use equipment that has an integrated water delivery system or a HEPA- filtered dust collection system Check guards have no visible damage before use Water delivery control method: <ul style="list-style-type: none"> The equipment must utilise a water delivery system that continuously supplies water to the working surface: <ul style="list-style-type: none"> Check water is flowing to the cutting area before making contact with the material Ensure spray guards are in place before commencing work 	Supervisor and WHSE Manager in regular Site Inspections	M10

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



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PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Regularly clean the work area and surrounding areas Manage slurry to prevent it from drying out (cover or remove) Dust control method: <ul style="list-style-type: none"> The equipment must use an integrated HEPA-filtered dust collection system or a commercially available dust collection system with a dust collector rated to either M or H-Class per AS/NZS 60335.2.69. System to have a filter-cleaning mechanism When operating a grinder, ensure an airflow of ≥ 25 cubic feet per minute (cfm) per inch/ ~700 litres per 25mm of wheel diameter. 		
Using Drills – High Risk Construction Work	<ul style="list-style-type: none"> Exposure to RCS 	Major	Likely	H21	<ul style="list-style-type: none"> Never drill materials unless the use is controlled. Minimise dust emissions by operating and maintaining tools according to the manufacturer's instructions. 	Supervisor and WHSE Manager in regular Site Inspections	M10

Relevant to:

Division: All
Department: All
Site: All

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SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Drills equipped with a commercially available shroud with a dust collection system: <ul style="list-style-type: none"> Ensure the dust collection system provides sufficient airflow as recommended by the tool manufacturer. The drill must use an integrated HEPA-filtered dust collection system or a commercially available dust collection system with a dust collector rated to either M or H-Class per AS/NZS 60335.2.69. If using a vacuum to clean holes, ensure the vacuum is rated to either M or H-Class per AS/NZS 60335.2.69 when cleaning holes. 		
Operating cab-mounted plant and vehicles that generate or are adjacent to silica dust – High Risk Construction Work	<ul style="list-style-type: none"> Exposure to RCS 	Major	Likely	H21	<ul style="list-style-type: none"> Operate equipment from within an enclosed cabin: <ul style="list-style-type: none"> Ensure windows are always closed. Ensure the cabin remains at positive pressure. Ensure door jambs, window grooves, power line entries and other joints are tightly sealed. 	Supervisor and WHSE Manager in regular Site Inspections	M10

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



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PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Use high-efficiency air filtering system (e.g. HEPA filters) for air intakes (Use an intake air filter with a minimum MERV16 rating (at least 95 per cent efficient in the 0.3-10.0 µm range)) Keep the area free of settled dust by regular cleaning and maintenance to prevent dust from becoming airborne inside the enclosure. Do not exit the cab unless clear of the dust generation area or dust suppressants are used to minimise dust emissions. 		
On completion – High Risk Construction Work	<ul style="list-style-type: none"> Exposure to RCS Personal contamination 	Major	Likely	H21	<ul style="list-style-type: none"> Respiratory protective equipment used until all contaminated disposable coveralls and clothing has been removed and bagged for disposal, and personal washing completed Clean up any slurry produced to prevent the slurry from drying & releasing silica dust into the air 	Supervisor and WHSE Manager in regular Site Inspections	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Use damp rags to wipe down RCS-contaminated areas and equipment • Carefully roll or fold any plastic sheeting used to cover any surface within the RCS work area, so as not to spill any collected dust or debris • If necessary, use damp rags or a HEPA vacuum cleaner to clean any remaining visibly contaminated sections of the RCS work area • If possible, fully dismantle tools and decontaminate using the appropriate method in a controlled environment. • <i>Never use compressed air for cleaning.</i> • Ensure contaminated clothing is removed before leaving the work area (to ensure dust not transferred to other workplace areas). • Use a HEPA vacuum cleaner to remove apparent signs of contaminated material • Wipe coveralls, shoes, eye protection with a damp cloth • Wipe the respirator with a damp cloth – but do not remove 		

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-002

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none">• Remove coveralls, boots and any other PPE• Remove respirator• Wash face and hands with soapy water. Pay attention to under the fingernails• <i>Never use compressed air for personal decontamination.</i>		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



INSTRUCTIONS TO COMPLETE THE WORK METHOD STATEMENT

PREPARATION OF SWMS

Select the relevant persons to develop the SWMS

Ensure all sections are completed

Column A – Identify, in working sequence, each activity step. (In consultation with workers involved)

Column B – Identify the Hazards associated with each step.

Column C – Refer to Risk Assessment Tables to determine Likelihood, Consequences and Risk Rating

Column D – Determine appropriate Control Measures in accordance with the 'Hierarchy of Controls'.

Column E – Allocate the responsibility. (e.g. - By supervisor daily)

Submit the SWMS to the relevant person/s for approval.

Relevant person/s to evaluate the SWMS for approval. Any changes required must be made before approval. Any changes after approval will be indicated by a Revision Number and must be re-submitted for approval.

Conduct a specific training meeting or toolbox talk to train all persons involved in the SWMS activities and have them sign the Training/Toolbox Record. If the SWMS is revised (Rev. No.), then repeat this process.

RISK MATRIX

A hazard is anything that has the potential to cause harm or damage.

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	M (11)	H (16)	H (20)	VH (23)	VH (25)
Likely	M (7)	M (12)	H (17)	H (21)	VH (24)
Possible	L (4)	M (8)	M (13)	H (18)	H (22)
Unlikely	L (2)	L (5)	M (9)	M (14)	H (19)
Rare	L (1)	L (3)	L (6)	M (10)	H (15)

HIERARCHY OF CONTROL
Elimination
Substitution
Engineering
Administration
PPE

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-002

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



H18 - VH25	Unacceptable:	Immediate action required to manage the risk.
M13 - H17	Issue:	Action required to manage the risk.
L5 - M12	Monitor:	Action advisable if cost beneficial.
L1 - L4	Tolerable:	Manage using routine procedures.

TOOLBOX / TRAINING RECORD – I have read and understood SWMS -			
Toolbox/Training Conducted by:	Name:		Signature:
<p>We, the undersigned, confirm that this Safe Work Method Statement has been explained to us and that we understand its contents. We are able to comply with these requirements.</p> <p>We also confirm that we understand its purpose of reducing, as far as possible, the chance of incidents occurring. We will report any non-compliance of this SWMS to a relevant person/supervisor.</p> <p>ALL PERSONS INVOLVED IN THE WORKS MUST COMPLETE THE FOLLOWING, PRIOR TO START OF WORKS.</p>			
Name	Roles		Signature

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-002

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



Name	Roles	Signature

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-002

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – RESPIRABLE CRYSTALLINE SILICA DUST



Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-004

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – HAZARDOUS CHEMICALS



Task / Activity:	HAZARDOUS CHEMICALS – High Risk Construction Work		SWMS Number:	004
			Revision Number:	003
			Next Review Date:	12/12/2025
Purpose:	<p>The purpose of this statement is to eliminate (or reduce as far as practicable) the possibility of an incident occurring where persons may suffer injury or work-related illness, or where property may be damaged. The Hierarchy of Controls must govern the choice of controls adopted. A consultative process will be used to complete this statement. The person(s) carrying out the work activities in this SWMS shall be involved in the SWMS preparation and be trained in the relevant procedures, processes, and requirements.</p> <p>ALL PERSONS INVOLVED IN CARRYING OUT THE NOMINATED TASK / ACTIVITY MUST FOLLOW THIS SAFE WORK METHOD STATEMENT.</p>			
Project:	4163 Albany Creek Library		Date Prepared:	25/08/2025
Project Address:	16 Ferguson St, Albany Creek QLD 4035			
Company Address:	15 Nicol Way, Brendale, QLD, 4500			
Personnel responsible for implementing, monitoring and ensuring compliance with SWMS	Craig Fever			
Personnel Involved in Developing SWMS:	Zane Taylor (Owner/Director)			
	Adam Henricks (WHSE Manager)			

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-004

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – HAZARDOUS CHEMICALS



Legislative Act / Regulation:	Code(s) of Practice:	Australian / NZ Standards, Other:
Work Health and Safety Act 2011 (Qld & NSW) Work Health and Safety Regulation 2011 (Qld & NSW)	Hazardous Manual Tasks CoP 2021 (Qld & NSW) How to Manage Work Health and Safety Risks CoP 2021, (Qld & NSW) Managing the risks of plant in the workplace CoP 2021 (Qld & NSW) Managing risks of Hazardous Chemicals in the workplace CoP 2021 (Qld & NSW) Electrical safety CoP 2020 –Managing electrical risks in the workplace (Qld & NSW) First aid in the workplace CoP 2021 (Qld & NSW) Managing noise and preventing hearing loss at work CoP 2021 (Qld & NSW) Managing the risk of falls at workplaces CoP 2021 (Qld & NSW) Managing the work environment and facilities CoP 2021 (Qld & NSW) Work health and safety consultation, co-operation and coordination CoP 2021 (Qld & NSW)	(AS1966) (AS3195) (AS1674.2) (AS1674.2) (AS/NZS 3100) (AS1674.2) (AS1674.2) (AS1995) (AS2826) (AS1674.2)
Competencies/Training Required to undertake Activities:	Specific Plant Required to Undertake Task:	Hazardous Substances Required for Task:
General Safety Induction	PPE MSDS	Nil

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director


Change Control: Level 1

Ref. No.: HSE-SWMS-004

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – HAZARDOUS CHEMICALS



AUTHORISATION			
We hereby request acceptance of this statement and confirm that the documented precautions / control measures will be complied with.			
Company Name:	Tallan Group	Work Area/ Task Location:	All Areas
ABN.:	22 649 005 096	Onsite supervisor/person responsible for actioning controls:	All Staff
Responsible Director			
Zane Taylor	Director		12/06/2025
Name	Position	Signature	Date

Note: All relevant signatures must be obtained prior to the commencement of work.

REVIEW								
Review Number	1	2	3	4	5	6	7	8
Name	Adam Henricks	Adam Henricks	Adam Henricks					
Date	12/06/2024	12/12/2024	12/06/2025					
Review to be undertaken on a 6 monthly basis or when there is any change that will require the SWMS to be updated to reflect those changes.								

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director
Change Control: Level 1

SAFE WORK METHOD STATEMENT – HAZARDOUS CHEMICALS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Emergency Response	<ul style="list-style-type: none"> Failure to have emergency response procedure in place 	Critical	Possible	H22	<ul style="list-style-type: none"> Establishment of Emergency Response Plan Emergency Response Training 000 to be called when emergency services required. Call over radio channel "Emergency, Emergency, Emergency" in event of emergency. Ensuring effective communication means in all work groups and supervisors 	Supervisor in Site Inspection	H15
Public Safety	<ul style="list-style-type: none"> Public being exposed to construction activities 	Critical	Possible	H22	<ul style="list-style-type: none"> Fenced area / compound Visitor induction where required. Traffic control establishment and monitoring of controls (where applicable) Applicable signs and barricades 	Supervisor in Site Inspection	H15
Prior to using a hazardous substance / dangerous good on site	<ul style="list-style-type: none"> Failing to identify the risks associated with a particular hazardous substance / dangerous good 	Critical	Possible	H22	<ul style="list-style-type: none"> Conduct risk assessment and purchase/use a less hazardous/dangerous substance where possible. A current SDS (within 5 years) is to be obtained and kept on site. A hazardous substance/dangerous goods risk assessment is to be completed prior to use Where a Risk Assessment for a hazardous 	Supervisor in Site Inspection	H15

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

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PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					substance/dangerous good determines a 'Significant Level of Risk' a SWMS specific for the use of that substance is to be developed and workers suitably trained. • All containers in which hazardous substances and dangerous goods are stored and transferred are to be suitably labelled (e.g. full product name, safety & risk phrases etc.).		
Transport of a hazardous substance / dangerous goods – High Risk Construction Work	• Spills	Moderate	Possible	M13	• Appropriate spill containment (spill kit, absorbing material, kitty litter etc.) is to be transported with the hazardous substance to contain spills (Refer to SDS).	Supervisor in Site Inspection	L6
	• Incompatibility with other substances	Moderate	Possible	M13	• Incompatible substances are not to be transported together unless adequate separation can be maintained in accordance with the SDS.	Supervisor in Site Inspection	L6
	• Fire/ explosion	Major	Possible	H18	• All containers in which hazardous substances and dangerous goods are stored are to be suitably labelled (e.g. full product name, safety & risk phrases etc.).	Supervisor in Site Inspection	M10

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Change Control: Level 1

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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Separation of goods from sources of ignition • Suitable fire extinguisher to be located near any area where a substance shows a significant fire risk. • Where incompatible classes of dangerous goods are required to be stored within the same area, the following minimum exclusion zones are to be observed: • Incompatible goods stored at least 5m apart. • For other goods 3m • Designated smoking area clear of bunded / locked chemical storage area 		
Using / Handling hazardous substances / dangerous goods – High Risk Construction Work	• Physical contact and specific effects	Major	Possible	H18	• Hazardous substances / dangerous goods are to be used in accordance with relevant SDS, hazardous substance risk assessments and work method statement (where applicable, Risk assessments utilized, including using required PPE	Supervisor in Site Inspection	M10
	• Appropriate emergency	Moderate	Possible	M13	• Ensure required emergency equipment is readily available (e.g. eye wash etc.)	Supervisor in Site Inspection	L6

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SAFE WORK METHOD STATEMENT – HAZARDOUS CHEMICALS



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PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
	equipment not available				<ul style="list-style-type: none"> HSE inspections to ensure equipment is readily available. Equipment inspected prior to set up 		
	<ul style="list-style-type: none"> Environmental contamination / spills 	Moderate	Possible	M13	<ul style="list-style-type: none"> Appropriate spill containment (spill kit, absorbing material, kitty litter, etc.) is to be made available close to location where work is being conducted to contain spills (Refer appropriate clean up from SDS) Appropriately stored with locked and ventilated, bunded areas, (designated chemical storage area) Appropriately stored in original containers or labelled and marked containers specified as per manufacturer recommendations as appropriate for use 	Supervisor in Site Inspection	L6
	<ul style="list-style-type: none"> Person not competent in the use of hazardous substance / dangerous good 	Major	Possible	H18	<ul style="list-style-type: none"> All persons using a hazardous substance and dangerous good/s are to have received adequate training / instruction and are to be familiar with the relevant SDS, hazardous substance risk assessment and the safe work method statement (where applicable). 	Supervisor in Site Inspection	M10

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Department: All
Site: All

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Change Control: Level 1

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		Consequence	Likelihood	Rating (1 – 25)			
	Exposure to chemicals due to spray drift, off target exposure	Moderate	Possible	M13	<ul style="list-style-type: none"> • Ensure appropriate training. • Check weather and wind conditions. • Complete risk assessment (where applicable) • Plant and machinery to be used with windows closed. • Check tank, hoses, connections, filters, spray rig, spray bottles and nozzles for leaks. • If faults found DO NOT proceed with works • Appropriate PPE (refer SDS for any chemical specific PPE) • Where applicable health assessments, fit testing masks, health monitoring and surveillance / monitoring e.g. air monitoring, gas monitoring or volatile organic compound monitoring is to be used 	Supervisor in Site Inspection	L6
	• Discarding disused packaging and/ container and flammable liquid	Minor	Possible	M8	<ul style="list-style-type: none"> • Before placing containers of hazardous substance/ dangerous goods into rubbish skips or bins ensuring: • Container is marked Do not Use or • Remove or mark the label illegible. • Ensure all substances are in original containers. 	Supervisor in Site Inspection	L3

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SAFE WORK METHOD STATEMENT – HAZARDOUS CHEMICALS



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PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Waste flammable liquids may be collected in a clean metal drum. The drum shall be kept in a well-ventilated area at least 3m away from any ignition sources. Wastes containing flammable or combustible liquids, even at low concentrations, shall not be poured down to the stormwater drain or included with general waste. 		
Storage of hazardous substances / dangerous goods – High Risk Construction Work	<ul style="list-style-type: none"> Incompatible substance storage 	Moderate	Possible	M13	<ul style="list-style-type: none"> All hazardous substances/dangerous goods are to be stored in accordance with specific SDS requirements and AS 1940 Where incompatible classes of dangerous goods are required to be stored within the same area, the following minimum exclusion zones are to be observed: <ul style="list-style-type: none"> Incompatible goods stored at least 5m apart. For other goods 3m Appropriately stored with locked and ventilated, bunded areas, (designated chemical storage area) 	Supervisor in Site Inspection	L6

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – HAZARDOUS CHEMICALS



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PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Appropriately stored in original containers or labeled and marked containers specified as per manufacturer recommendations as appropriate for use. • Where relevant; dangerous goods storage areas are to comply with relevant additional Australian Standards 		
	<ul style="list-style-type: none"> • Environmental contamination / spills 	Moderate	Possible	M13	<ul style="list-style-type: none"> • Appropriately stored with locked and ventilated, bunded areas, (designated chemical storage area) • Appropriately stored in original containers or labelled and marked containers specified as per manufacturer recommendations as appropriate for use. • Appropriate spill containment (spill kit, absorbing material, kitty litter, etc) is to be made available close to location where chemicals are stored. • Contain chemicals as per manufacturer requirements and SDS 	Supervisor in Site Inspection	L6

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – HAZARDOUS CHEMICALS



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		Consequence	Likelihood	Rating (1 – 25)			
	• Fire / explosion	Major	Possible	H18	<ul style="list-style-type: none"> • All containers in which hazardous substances and dangerous goods are stored are to be suitably labelled (e.g. full product name, safety & risk phrases etc.). • Separation of goods from sources of ignition • Suitable fire extinguisher to be located near any area where a substance shows a significant fire risk. • Where incompatible classes of dangerous goods are required to be stored within the same area, the following minimum exclusion zones are to be observed: <ul style="list-style-type: none"> • Incompatible goods stored at least 5m apart. • For other goods 3m • Designated smoking area clear of bunded / locked chemical storage area 	Supervisor in Site Inspection	M10
Clean up site. Pack up materials and tools – High Risk Construction Work	• Housekeeping	Moderate	Possible	M13	<ul style="list-style-type: none"> • All waste to be disposed at designated waste disposal area. • Storage area and waste disposal area to have appropriate barricading and signage to ensure public do not access 	Supervisor in Site Inspection	L6

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Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – HAZARDOUS CHEMICALS



INSTRUCTIONS TO COMPLETE THE WORK METHOD STATEMENT

PREPARATION OF SWMS

Select the relevant persons to develop the SWMS

Ensure all sections are completed

Column A – Identify, in working sequence, each activity step. (in consultation with workers involved)

Column B – Identify the Hazards associated with each step.

Column C – Refer to Risk Assessment Tables to determine Likelihood, Consequences and Risk Rating

Column D – Determine appropriate Control Measures in accordance with the 'Hierarchy of Controls'.

Column E – Allocate the responsibility. (e.g. - By supervisor daily)

Submit the SWMS to the relevant person/s for approval.

Relevant person/s to evaluate the SWMS for approval. Any changes required must be made before approval. Any changes after approval will be indicated by a Revision Number and must be re-submitted for approval.

Conduct a specific training meeting or toolbox talk to train all persons involved in the SWMS activities and have them sign the Training/Toolbox Record. If the SWMS is revised (Rev. No.), then repeat this process.

RISK MATRIX

A hazard is anything that has the potential to cause harm or damage.

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	M (11)	H (16)	H (20)	VH (23)	VH (25)
Likely	M (7)	M (12)	H (17)	H (21)	VH (24)
Possible	L (4)	M (8)	M (13)	H (18)	H (22)
Unlikely	L (2)	L (5)	M (9)	M (14)	H (19)
Rare	L (1)	L (3)	L (6)	M (10)	H (15)
H18 - VH25	Unacceptable: Immediate action required to manage the risk.				

HIERARCHY OF CONTROL
Elimination
Substitution
Engineering
Administration
PPE

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Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-004

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – HAZARDOUS CHEMICALS



M13 - H17	Issue:	Action required to manage the risk.
L5 - M12	Monitor:	Action advisable if cost beneficial.
L1 - L4	Tolerable:	Manage using routine procedures.

TOOLBOX / TRAINING RECORD – I have read and understood SWMS -			
Toolbox/Training Conducted by:	Name:		Signature:
<p>We, the undersigned, confirm that this Safe Work Method Statement has been explained to us and that we understand its contents. We are able to comply with these requirements.</p> <p>We also confirm that we understand its purpose of reducing, as far as possible, the chance of incidents occurring. We will report any non-compliance of this SWMS to a relevant person/supervisor.</p> <p>ALL PERSONS INVOLVED IN THE WORKS MUST COMPLETE THE FOLLOWING, PRIOR TO START OF WORKS.</p>			
Name	Roles		Signature

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-004

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – HAZARDOUS CHEMICALS



Name	Roles	Signature

Relevant to:

Division: All
Department: All
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Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-004

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – HAZARDOUS CHEMICALS



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Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director
Change Control: Level 1

Ref. No.: HSE-SWMS-005

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



Task / Activity:	WELDING & HOTWORKS – High Risk Construction Work		SWMS Number:	005
			Revision Number:	003
			Next Review Date:	12/12/2025
Purpose:	<p>The purpose of this statement is to eliminate (or reduce as far as practicable) the possibility of an incident occurring where persons may suffer injury or work-related illness, or where property may be damaged. The Hierarchy of Controls must govern the choice of controls adopted. A consultative process will be used to complete this statement. The person(s) carrying out the work activities in this SWMS shall be involved in the SWMS preparation and be trained in the relevant procedures, processes, and requirements.</p> <p>ALL PERSONS INVOLVED IN CARRYING OUT THE NOMINATED TASK / ACTIVITY MUST FOLLOW THIS SAFE WORK METHOD STATEMENT.</p>			
Project:	4163 Albany Creek Library		Date Prepared:	25/08/2025
Project Address:	16 Ferguson St, Albany Creek QLD 4035			
Company Address:	15 Nicol Way, Brendale, QLD, 4500			
Personnel responsible for implementing, monitoring and ensuring compliance with SWMS	Craig Fever			
Personnel Involved in Developing SWMS:	Zane Taylor (Owner/Director)			
	Adam Henricks (WHSE Manager)			

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-005

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



Legislative Act / Regulation:	Code(s) of Practice:	Australian / NZ Standards, Other:
Work Health and Safety Act 2011 (Qld & NSW) Work Health and Safety Regulation 2011 (Qld & NSW)	Hazardous Manual Tasks CoP 2021 (Qld & NSW) How to Manage Work Health and Safety Risks CoP 2021, (Qld & NSW) Managing the risks of plant in the workplace CoP 2021 (Qld & NSW) Managing risks of Hazardous Chemicals in the workplace CoP 2021 (Qld & NSW) Electrical safety CoP 2020 –Managing electrical risks in the workplace (Qld & NSW) First aid in the workplace CoP 2021 (Qld & NSW) Managing noise and preventing hearing loss at work CoP 2021 (Qld & NSW) Managing the risk of falls at workplaces CoP 2021 (Qld & NSW) Managing the work environment and facilities CoP 2021 (Qld & NSW) Work health and safety consultation, co-operation and coordination CoP 2021 (Qld & NSW)	(AS1966) (AS3195) (AS1674.2) (AS1674.2) (AS/NZS 3100) (AS1674.2) (AS1674.2) (AS1995) (AS2826) (AS1674.2)
Competencies/Training Required to undertake Activities:	Specific Plant Required to Undertake Task:	Hazardous Substances Required for Task:
General Safety Induction Welding Certification	Hand Tools Power Tools Barricading Safety Signage	Fuels & Gasses

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

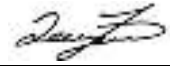
Change Control: Level 1

Ref. No.: HSE-SWMS-005

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



AUTHORISATION			
We hereby request acceptance of this statement and confirm that the documented precautions / control measures will be complied with.			
Company Name:	Tallan Group	Work Area/ Task Location:	All Areas
ABN.:	22 649 005 096	Onsite supervisor/person responsible for actioning controls:	All Staff
Responsible Director			
Zane Taylor	Director		12/06/2025
Name	Position	Signature	Date

Note: All relevant signatures must be obtained prior to the commencement of work.

REVIEW								
Review Number	1	2	3	4	5	6	7	8
Name	Adam Henricks	Adam Henricks	Adam Henricks					
Date	12/06/2024	12/12/2024	12/06/2025					
Review to be undertaken on a 6 monthly basis or when there is any change that will require the SWMS to be updated to reflect those changes.								

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Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



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PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Work area set-up – High Risk Construction Work	<ul style="list-style-type: none"> • Unauthorised access to the work area • Fire • Hazardous atmosphere 	Critical	Possible	H22	<ul style="list-style-type: none"> • Establish an exclusion zone for other workers and the public clearly defined by signage and hazard marking tape or flagging. • Screens (if used) are undamaged. • Maintain awareness of unauthorised people attempting to enter or entering the work area. • If members of the public or unauthorised personnel enter the exclusion zone, stop work until removed from the work zone. • Screens (if used) are undamaged. • Ensure completed Hot Work Permit available at the site. • Follow safety precautions on Hot Work Permit • Note: Do not conduct work that is not listed on the Hot Work Permit. If other Hot Works are required, obtain Hot Work Permit for that task before starting work. • Ensure: <ul style="list-style-type: none"> • Fire protection equipment provided and accessible - Dry Chemical or CO2 fire extinguishers in the immediate vicinity of 	<p>Supervisor and WHSE Manager in regular Site Inspections</p> <p>Workers in personal risk assessments</p>	M14

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Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



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		Consequence	Likelihood	Rating (1 – 25)			
					<p>cylinders (ensure fire extinguishers tested and tagged)</p> <ul style="list-style-type: none"> Remove all flammable materials (including waste, rags, solvents, empty drums etc.) Screens are of sufficient size and placed in a manner to prevent hot sparks, slag and hot metal pieces rolling underneath or penetrating any openings. Do not weld/grind within 15m of: <ul style="list-style-type: none"> Grass/vegetation/timber and other combustibles (if not practicable, grass should be wetted sufficiently) Adequate flammables storage Gas maintenance access points Pressure vessels and tanks (including pipelines, flanges, vents and valves). Check weather requirements: <ul style="list-style-type: none"> Do not conduct Hot Works in high temperatures, high winds or on days of Total Fire Bans 		

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Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Ensure appropriate trolley provided for oxy-acetylene kit: <ul style="list-style-type: none"> • Must enable cylinders to remain upright and secure. • Made of non-combustible materials (such as steel) • Undamaged, designed for the purpose. • Ensure current Safety Data Sheets (SDS) are obtained for all hazardous chemicals and accessible on-site. • Ventilation requirements (indoor or outdoor). Provide mechanical ventilation if required. • Welding equipment secured, in good condition, no gas leaks and correct for the task (voltage, current) • Gas detecting equipment (if used) calibrated, working and batteries fully charged. • Check gas cylinders are free from leaks or dents. • Check gas cylinder fittings, hoses and connections are not damaged or in poor condition. • Secure gas cylinders to prevent dislodgement. 		

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 Department: All
 Site: All

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Change Control: Level 1

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		Consequence	Likelihood	Rating (1 – 25)			
House keeping	<ul style="list-style-type: none"> • Slips • Trips • Falls 	Moderate	Likely	H17	<ul style="list-style-type: none"> • Maintain housekeeping throughout the shift & clean-up • Ensure sufficient lighting to detect changes in level (using temporary lighting as required) • Do not jump from elevated edges >180mm, step carefully and use prepared access areas • The work area is clean and uncluttered as possible • Locate equipment where it will not become a tripping hazard: <ul style="list-style-type: none"> • Run cords/hoses overhead if possible • Place cords/hoses to the side of the walkways and tape down • Avoid running cords/hoses through stairways and ladders • Check for stored items, corners or other obstructions that could cause tripping • Ensure there is room to manoeuvre the signs and no obstacles in the way • Check the end destination is prepared correctly • Clean spills immediately • Ensure footwear is suitable. Snug-fitting shoes/boots with flat, non- 	<p>Supervisor and WHSE Manager in regular Site Inspections</p> <p>Workers in personal risk assessments</p>	L6

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 Department: All
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Change Control: Level 1

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		Consequence	Likelihood	Rating (1 – 25)			
					slip soles, no loose soles, long laces, oily soles, or caked with mud or other contaminants.		
Manual tasks	<ul style="list-style-type: none"> Musculoskeletal (MSD) injuries 	Moderate	Likely	H17	<ul style="list-style-type: none"> Materials/equipment placed as close to the work area as possible Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight Do not use extreme force to move items Lifted items should be held close to the body whenever possible: <ul style="list-style-type: none"> Keeping knees bent and back straight and lift, unload keeping knees bent Use team lifts and mechanical means for heavy items Schedule regular breaks and practice job rotation Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending Provide trestles/benches to place workpieces on to reduce manual handling risks (between shoulder and knee height). 	<p>Supervisor and WHSE Manager in regular Site Inspections</p> <p>Workers in personal risk assessments</p>	L6

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Department: All
Site: All

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		Consequence	Likelihood	Rating (1 – 25)			
Carrying out Hot Work – High Risk Construction Work	<ul style="list-style-type: none"> Burns Fire Explosion 	Critical	Possible	H22	<ul style="list-style-type: none"> Ensure that the appropriate PPE is worn for the type of hot work e.g. Welding (Welding Mask, Leather Apron) Grinding (Double Eye Protection) Ensure no combustibles are within the work area. Continually monitor work area for signs of fire, smouldering etc. 	<p>Supervisor and WHSE Manager in regular Site Inspections</p> <p>Workers in personal risk assessments</p>	M14
Welding – High Risk Construction Work	<ul style="list-style-type: none"> Fire / explosion Handling LPG / OXY / Acetylene Burns Exposure to a toxic atmosphere Energised equipment Electric shock Electrocution Eye trauma Air under pressure Noise Heat stress 	Critical	Possible	H22	<ul style="list-style-type: none"> Use Spotter as required Always use a striker to ignite, not matches/lighter Ensure welding hoses or cylinders do not come into contact with torch flame or sparks Ensure: <ul style="list-style-type: none"> Monitor atmosphere as required, stop work immediately if gas levels reach 5% of UEL or LEL Note: UEL = Upper Explosive Limit. LEL = Lower Explosive Limit) Check continuously for sparks or fire outbreak Gas cylinders: <ul style="list-style-type: none"> Keep the gas cylinder valve closed when the cylinder is not being used 	<p>Supervisor and WHSE Manager in regular Site Inspections</p> <p>Workers in personal risk assessments</p>	M14

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Keep all sources of heat and ignition away from gas cylinders, even if the cylinders do not contain flammable material • Ensure cylinders are fitted with correct flashback arresters. Example: <ul style="list-style-type: none"> • For hoses 3m or less, flashback arrestors fitted to each gas line at the regulator outlet • Hoses longer than 3m, two flashback arrestors fitted to each gas line; one at the blowpipe connection and one at the regulator outlet • Incorrect flashback arresters can reduce flow capacity cause flame instability and increase the risk of flashback • An appropriate fire extinguisher to be ready for immediate use. • Prevent contacting electrodes or welding wire with bare hands when in the holder or welding gun (wear dry welding gloves), and ensure that holders/welding 		

Relevant to:

Division: All
Department: All
Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>guns are never held under the armpits</p> <ul style="list-style-type: none"> • Mark or label as 'hot' equipment, metals, plates or items likely to be hot in the welding area to minimise accidental burns • PPE: <ul style="list-style-type: none"> • Ensure appropriate PPE (cotton clothing, leather or welding type gloves, goggles with side shields or welding mask with filter lens as required). Ensure operator does not have matches or a lighter on them • Avoid clothing that has the potential to capture hot sparks and metal debris, e.g. pockets or other folds • Picking up debris – use gloves. • Do not weld on coated materials, such as galvanised, lead, or cadmium plated steel unless using airline respirators • Fluxes: <ul style="list-style-type: none"> • Welding to be performed in well-ventilated areas • SDS read and understood 		

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SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



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PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Avoid hand, clothing, food, and drink contact with metal fume or powders • Acids: <ul style="list-style-type: none"> • Keep the work area well ventilated • Wear goggles, rubber gloves and rubber aprons when handling acids and solutions • Do not inhale fumes • If spilled on the body or clothing, wash immediately with large quantities of cold water. Seek medical attention where required. • Never pour water into acid when preparing solutions; instead, pour acid into water. Always mix acid and water slowly. • Do not weld in wet or rainy conditions without effective cover • All electrical equipment and leads are tested and tagged and are current • Pre-inspect all electrical equipment. If the equipment is damaged, do not use. Take out 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-005

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>of service, apply Lock-out/tag-out (LOTO)</p> <ul style="list-style-type: none"> • Install an RCD as required • Use fully insulated electrode holders. The holder should never be dipped into water to cool or be placed on conductive surfaces. • Never ignore a blown a fuse, it is a warning that something is wrong • Never attempt to connect or change welding cables before disconnecting from the main power supply • Ensure welding cables that are fully insulated throughout their entire length • Never attempt to use pipes or other infrastructure as part of the welding circuit. (Shocks to others may occur) • If welder stops working or requires maintenance always turn off the power and disconnect from main power before removing panels or accessing welder. (Contacting a lead inside the welding set with the power still on can result in a serious electric shock) 		

Relevant to:

Division: All
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Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Where possible, work on an insulated floor • Wear rubber insulated shoes. • Always wear a welding mask when welding, cutting or grinding • Ensure welding masks have suitable lens rating • Instruct other people in the area that welding operations will be occurring, and not to look at the flash • Ensure an opaque screen is used to protect the eyes of others within the vicinity of welding operations. (Use non-flammable screens and partitions) • Use PPE including: <ul style="list-style-type: none"> • Filter shades for goggles and face shields to protect the eyes from radiation. • Protect uncovered skin by wearing gloves and other protective clothing. • Never use Oxygen or fuel gas to blow dirt or dust-off clothing or equipment. • Hearing Protection for operators is required and ensure it is worn by the operator throughout exposure to noise. 		

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



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PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> In a hot environment, allowing the workers to work for a limited time followed by a suitable rest and cooling-off period Workers should drink cool drinking water during regularly scheduled rest breaks Avoid working alone in hazardous working environments Ensure workers can recognise heat stress symptoms: Mild heat stress: <ul style="list-style-type: none"> Tired/weak Muscle cramps Feeling sick or vomiting Severe heat stress: <ul style="list-style-type: none"> Headache Rapid pulse Profuse sweating Irritability or confusion Blurred vision Loss of consciousness Ensure adequate drinking water is supplied. Workers should be encouraged to drink a cup of water (about 200 mL) every 15 to 20 minutes when working in hot environments. 		
On Completion – High Risk Construction Work	<ul style="list-style-type: none"> Unauthorised access Fire 	Critical	Possible	H22	<ul style="list-style-type: none"> If acceptable, remove or add barricades. Check for sparks/smouldering 	Supervisor and WHSE	M14

Relevant to:

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 Department: All
 Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



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PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
	<ul style="list-style-type: none"> • Hazardous vapours • Burns • Contact with electricity • Security breach • Vehicle/people impact 				<ul style="list-style-type: none"> • Sign off of Hot Work Permit by the responsible person. • Check gas cylinder valves are turned off & cylinders secure. • Remove debris – use gloves. • Disconnect power tool/extension leads from power point before winding up so that you don't get a shock if the lead is damaged • Inspect leads and power equipment for damage • If safe to do so, remove isolation locks/tags and test appliance for function. • All personnel sign-out on Site Register. • Stay to designated access and egress routes • Maintain awareness of surroundings. 	<p>Manager in regular Site Inspections</p> <p>Workers in personal risk assessments</p>	

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 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



INSTRUCTIONS TO COMPLETE THE WORK METHOD STATEMENT

PREPARATION OF SWMS

Select the relevant persons to develop the SWMS

Ensure all sections are completed

Column A – Identify, in working sequence, each activity step. (in consultation with workers involved)

Column B – Identify the Hazards associated with each step.

Column C – Refer to Risk Assessment Tables to determine Likelihood, Consequences and Risk Rating

Column D – Determine appropriate Control Measures in accordance with the 'Hierarchy of Controls'.

Column E – Allocate the responsibility. (e.g. - By supervisor daily)

Submit the SWMS to the relevant person/s for approval.

Relevant person/s to evaluate the SWMS for approval. Any changes required must be made before approval. Any changes after approval will be indicated by a Revision Number and must be re-submitted for approval.

Conduct a specific training meeting or toolbox talk to train all persons involved in the SWMS activities and have them sign the Training/Toolbox Record. If the SWMS is revised (Rev. No.), then repeat this process.

RISK MATRIX

A hazard is anything that has the potential to cause harm or damage.

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	M (11)	H (16)	H (20)	VH (23)	VH (25)
Likely	M (7)	M (12)	H (17)	H (21)	VH (24)
Possible	L (4)	M (8)	M (13)	H (18)	H (22)
Unlikely	L (2)	L (5)	M (9)	M (14)	H (19)
Rare	L (1)	L (3)	L (6)	M (10)	H (15)
H18 - VH25	Unacceptable: Immediate action required to manage the risk.				
M13 - H17	Issue: Action required to manage the risk.				

HIERARCHY OF CONTROL
Elimination
Substitution
Engineering
Administration
PPE

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-005

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



L5 - M12	Monitor:	Action advisable if cost beneficial.
L1 - L4	Tolerable:	Manage using routine procedures.

TOOLBOX / TRAINING RECORD – I have read and understood SWMS -			
Toolbox/Training Conducted by:	Name:		Signature:
<p>We, the undersigned, confirm that this Safe Work Method Statement has been explained to us and that we understand its contents. We are able to comply with these requirements.</p> <p>We also confirm that we understand its purpose of reducing, as far as possible, the chance of incidents occurring. We will report any non-compliance of this SWMS to a relevant person/supervisor.</p> <p>ALL PERSONS INVOLVED IN THE WORKS MUST COMPLETE THE FOLLOWING, PRIOR TO START OF WORKS.</p>			
Name	Roles		Signature

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-005

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



Name	Roles	Signature

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-005

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – WELDING & HOTWORKS



Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-006

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – DEMOLITION



Task / Activity:	DEMOLITION – High Risk Construction Work		SWMS Number:	006
			Revision Number:	003
			Next Review Date:	12/12/2025
Purpose:	<p>The purpose of this statement is to eliminate (or reduce as far as practicable) the possibility of an incident occurring where persons may suffer injury or work-related illness, or where property may be damaged. The Hierarchy of Controls must govern the choice of controls adopted. A consultative process will be used to complete this statement. The person(s) carrying out the work activities in this SWMS shall be involved in the SWMS preparation and be trained in the relevant procedures, processes, and requirements.</p> <p>ALL PERSONS INVOLVED IN CARRYING OUT THE NOMINATED TASK / ACTIVITY MUST FOLLOW THIS SAFE WORK METHOD STATEMENT.</p>			
Project:	4163 Albany Creek Library		Date Prepared:	25/08/2025
Project Address:	16 Ferguson St, Albany Creek QLD 4035			
Company Address:	15 Nicol Way, Brendale, QLD, 4500			
Personnel responsible for implementing, monitoring and ensuring compliance with SWMS	Craig Fever			
Personnel Involved in Developing SWMS:	Zane Taylor (Owner/Director)			
	Adam Henricks (WHSE Manager)			

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-006

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – DEMOLITION



Legislative Act / Regulation:	Code(s) of Practice:	Australian / NZ Standards, Other:
Work Health and Safety Act 2011 (Qld & NSW) Work Health and Safety Regulation 2011 (Qld & NSW)	Hazardous Manual Tasks CoP 2021 (Qld & NSW) How to Manage Work Health and Safety Risks CoP 2021, (Qld & NSW) Managing the risks of plant in the workplace CoP 2021 (Qld & NSW) Managing risks of Hazardous Chemicals in the workplace CoP 2021 (Qld & NSW) Electrical safety CoP 2020 –Managing electrical risks in the workplace (Qld & NSW) First aid in the workplace CoP 2021 (Qld & NSW) Managing noise and preventing hearing loss at work CoP 2021 (Qld & NSW) Managing the risk of falls at workplaces CoP 2021 (Qld & NSW) Managing the work environment and facilities CoP 2021 (Qld & NSW) Work health and safety consultation, co-operation and coordination CoP 2021 (Qld & NSW)	(AS1966) (AS3195) (AS1674.2) (AS1674.2) (AS/NZS 3100) (AS1674.2) (AS1674.2) (AS1995) (AS2826) (AS1674.2)
Competencies/Training Required to undertake Activities:	Specific Plant Required to Undertake Task:	Hazardous Substances Required for Task:
Fit Testing Certification Demolition License	RPE Hand Tools Power Tools Acro Props Skip Bins	Nil

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

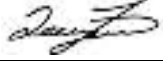
Change Control: Level 1

Ref. No.: HSE-SWMS-006

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – DEMOLITION



AUTHORISATION			
We hereby request acceptance of this statement and confirm that the documented precautions / control measures will be complied with.			
Company Name:	Tallan Group	Work Area/ Task Location:	All Areas
ABN.:	22 649 005 096	Onsite supervisor/person responsible for actioning controls:	All Staff
Responsible Director			
Zane Taylor	Director		12/06/2025
Name	Position	Signature	Date

Note: All relevant signatures must be obtained prior to the commencement of work.

REVIEW								
Review Number	1	2	3	4	5	6	7	8
Name	Adam Henricks	Adam Henricks	Adam Henricks					
Date	12/06/2024	12/12/2024	12/06/2025					
Review to be undertaken on a 6 monthly basis or when there is any change that will require the SWMS to be updated to reflect those changes.								

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Work area set-up	<ul style="list-style-type: none"> • Unauthorised access to the work area • Contact with utilities • Property damage • Fire 	Moderate	Possible	M13	<ul style="list-style-type: none"> • The immediate area should be cordoned off and signs displayed. • Establish an exclusion zone for other workers and the public. i.e., those not associated with the activity. This zone should be clearly defined by signage and hazard marking tape or flagging. • Maintain awareness of unauthorised people attempting to enter or entering the work area. • If members of the public or unauthorised personnel enter the exclusion zone, stop work until removed from the work zone. • Identify, locate and disconnect all services. Confirm: <ul style="list-style-type: none"> • Sewerage, electricity, water, gas, steam, overhead fire sprinkler system or other services in the demolition process have been taken out of service, e.g. capped or shut off • Ensure that all services are de-commissioned by licensed, qualified personnel 	Supervisor and WHSE Manager in regular Site Inspections	L6

Relevant to:

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 Department: All
 Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • A scanning report is mandatory before removal or cutting masonry. The scan is to be carried out just before disturbance where possible • Electrical Hazard Identification Record V3 (EHI) and Electrical Clearance Certificate (ECC) required before de-fit. • Ensure equipment not placed in areas where they may be run over, damaged or exposed to water (unless rated for wet environments). Keep power leads up off the ground & out of the way. • Do not disturb or adjust hoarding. • Protect and cover surfaces against damage throughout the project, e.g. cover floors, fixtures and fittings. • Ensure completed Hot Work Permit available at the site. • Follow safety precautions on Hot Work Permit • Do not conduct work not listed on the Hot Work Permit. If other 		

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 Site: All

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SAFE WORK METHOD STATEMENT – DEMOLITION



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PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					Hot Works are required, obtain Hot Work Permit for that task before the commencement. <ul style="list-style-type: none"> • Ensure no ignition sources in the area. • Do not interfere with, or alter, any existing sprinklers, detectors or other fire services equipment without the consent of the primary contractor and tenanted building authority. • Do not obstruct access to firefighting equipment or exit ways with any tools or equipment. • Do not use any flammable materials or carry out any "hazardous works" in contravention of the restrictions stated in the Hot Work Permit • Ensure fire protection equipment provided and accessible. Dry Chemical or CO2 fire extinguishers near cylinders (ensure fire extinguishers tested and tagged). 		
Allocate a suitable area for Materials Management Site	<ul style="list-style-type: none"> • Uncontrolled waste management 	Moderate	Possible	M13	<ul style="list-style-type: none"> • The Materials Management Site is to have: <ul style="list-style-type: none"> • Suitable access/egress • As close to the worksite as possible 	Supervisor and WHSE Manager in	L6

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 Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Large, flat, open space • Space for salvage and waste • ONLY transfer waste outside trading hours if working in commercial premises • Determine safe travel routes - mark out pedestrian exclusion zones using barricades/signs • Use skip bins: <ul style="list-style-type: none"> • If required (such as roadside work) provide adequate traffic management (barricades, witches hats, caution signs, stop-go controllers) • Ensure adequate provision is made for the disposal of contaminated waste and the facility/site is capable of facilitating correct disposal methods • Ensure correct disposal requirements for materials are available – (see local council for appropriate waste disposal sites). 	regular Site Inspections	
House keeping	<ul style="list-style-type: none"> • Slips • Trips • Falls 	Moderate	Likely	H17	<ul style="list-style-type: none"> • Maintain housekeeping throughout the shift & clean-up • Where practicable provide ramps over steps 	Supervisor and WHSE Manager in	L6

Relevant to:

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 Department: All
 Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Small changes in levels (less than 100mm) often present the greatest trip hazard. In these cases, provide ramping wherever possible • Ensure sufficient lighting to detect changes in level (using temporary lighting as required) • Provide warning strips and signs to alert others about changed or uneven ground/floor surfaces • Adequate handrails on stairs and ramps • Do not jump from elevated edges >180mm (concrete slabs)-step carefully and or use prepared access area • The work area is clean and uncluttered as possible • Locate equipment: <ul style="list-style-type: none"> • To not become a tripping hazard • Do not place air hoses and power leads across walkways, roadways, thoroughfares • Electric leads should be as short as possible • Do not run leads along ground/floor, near sharp edges, across doorways or hang them 	regular Site Inspections	

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Division: All
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Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



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		Consequence	Likelihood	Rating (1 – 25)			
					over metal structures. Use pendants, lead stand or insulated cable hangers • Check for stairs, stored items, corners or other obstructions that could cause tripping • Clean up the work area and remove rubbish and obstructions regularly • Do not climb or jump over loose materials • Do not store materials in walkways • Stack materials neatly • Stay alert - be aware of your surroundings and others • Always ensure that you have a firm footing • When not in use ensure equipment stowed safely • Check there is room to manoeuvre and no obstacles in the way • Check the end destination is prepared correctly for placement of the materials/equipment • Clean spills immediately • Footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces,		

Relevant to:

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 Department: All
 Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



A PROCEDURE / ACTIVITY (Break the job down into steps)	B POTENTIAL HAZARDS (What can go wrong)	C RISK ASSESSMENT (Refer to risk matrix at end of document)			D CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	F MONITOR & REVIEW (Who, how and when)	F Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					oily soles, or caked with mud or other contaminants.		
Manual Tasks	<ul style="list-style-type: none"> Musculoskeletal Disorder (MSD) injuries 	Moderate	Likely	H17	<ul style="list-style-type: none"> Ensure materials/equipment is as close to the work area as possible Ensure sufficient people available for the task Adequate lighting Sufficient room for delivery of equipment and removal of materials Check for stairs, stored items, corners or other obstructions that could cause crushing of fingers, or awkward postures when carrying the loads When unloading equipment and tools from work vehicle: <ul style="list-style-type: none"> Ensure the access route is clear of hazards Use hand trucks (trolley), to move heavy materials where practicable Use team-lifts where possible As much as possible, team members are of similar height and capability Team members know their responsibilities during the lift 	Supervisor and WHSE Manager in regular Site Inspections	L6

Relevant to:

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Site: All

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SAFE WORK METHOD STATEMENT – DEMOLITION



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PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Build a ramp for access where necessary - planks placed and secured where required. • Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight • Do not use extreme force to move items • Hold lifted items close to the body whenever possible: <ul style="list-style-type: none"> • Keeping knees bent and back straight and lift, unload keeping knees bent • To reduce risks from manual handling: <ul style="list-style-type: none"> • Select order of removal to eliminate double handling • Break loads down into lighter loads where possible • Use appropriate mechanical aids and trolleys. • Use equipment as per manufacturer's manual and safety guides • Do not obscure vision with load • Always hold the appropriate equipment 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					firmly with both hands, use a firm grip with thumb and fingers encircling the handles <ul style="list-style-type: none"> • Remove clutter • Limit time spent on knees • Use kneepads at all times when kneeling • Implement job rotation where required and ensure regular rest breaks • Provide tools with anti-vibration or anti-kickback features where possible • Select a suitable size, weight, type of handle, grip • Use vibration-absorbing gloves as required (particularly in cold weather) • Suspend/ support heavier tools if used repetitively • Ensure triggers are long enough (approx. 5cm long) to allow activation by several fingers • Use triggers that can lock into place for use over longer periods (more than 30 seconds at a time) • Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending. 		

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Working with powered & non-powered tools	<ul style="list-style-type: none"> • Electrocution • Injury • Fire • Asphyxiation 	Major	Possible	H18	<ul style="list-style-type: none"> • Use tools only for the purpose specified by the manufacturer • Wear PPE as recommended by the manufacturer • Pre-inspect and operate tools following the manufacturer's instructions. If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures • The tool operations manual is available, read and understood • Fire protection equipment accessible • Electrical: <ul style="list-style-type: none"> • All electric power tools and leads are Tested, Tagged and are current • Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices • Switchboards have appropriately rated circuit breaker • Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing • Do not overload power outlets • <u>Diesel/petrol-powered tools</u> - Do not run a diesel/petrol-powered 	Supervisor and WHSE Manager in regular Site Inspections	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					tool inside a building (e.g. shed), or where ventilation is limited • Use mechanical ventilation as required.		
Remove non-fixed items – i.e., furnishings, cabinets, rugs, appliances, motors, mobile partitions etc.	• Electric shock / electrocution • Burns • Falling objects	Major	Possible	H18	• Do not remove energised electrical equipment Ensure de-energised equipment cannot be inadvertently re-energised • Before removal, equipment must be tested to ensure it has been isolated from the power source • The tester must understand testing procedures and be competent in the use of the testing equipment and process • Check test equipment and PPE, consult with all workers involved • Ensure all equipment has been switched off and allowed to cool down before removal • Do not touch hot equipment • Ensure PPE is worn when working near hot surfaces, e.g. gloves, long sleeve shirt, pants • Ensure there is an exclusion zone below with barricading • Use lanyards with tools when working externally to EWP platform (i.e., outside of handrails with the risk of falling equipment) • Workers must wear hard hats.	Supervisor and WHSE Manager in regular Site Inspections	M10

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Glazing/ mirror removal	<ul style="list-style-type: none"> • Hazardous manual tasks – MSD • Falling Glass • Cuts • Lacerations 	Moderate	Likely	H17	<ul style="list-style-type: none"> • Assess the size of the glass and frame • Gloves and glass suction lifting aids used • Always carry glass panels vertically and avoid twisting • Use vacuum lifters or specialist lifting equipment where necessary: <ul style="list-style-type: none"> • Glass to be carried by use of suctioned glass lifter where pieces of glass are over 1.5m long • Where suction lifting pads are used their ability to lift the glass tested close to the ground • Use carry clamps with handles • Team lifts, if required, must be coordinated and practised • Ensure adequate communication and continue to check for obstacles when moving panels around on site • Move carefully when handling glass panels – do not rush. • Systems must be in place to prevent glass sheets and panes from falling on people 	Supervisor and WHSE Manager in regular Site Inspections	L6

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Get help if the glass needs to be secured while rubbers are being removed • Check the end destination is prepared and correct for placement of glass panel • All removed items placed in the allocated area • Glass stored in dry conditions, on its edge. Whether storage is on the short or the long edge is dependent on size, substance, availability of space • Storage against the wall: <ul style="list-style-type: none"> • Protection must be placed between glass panels and wall when leaning against a wall • The angle of inclination of glass panels is between 30- 50 from the vertical • Flooring should be of adequate strength to support the weight of the stack • If location is windy – keep glass panels tied to prevent them from being blown over • NEVER leave glass panels unattended unless properly 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					racked, secured and isolated from unauthorised access. • Never attempt to catch a falling glass panel. • Use laceration-resistant gloves • Remove glass surrounds with hand tools • Glass panels not to be carried over the carrier's head. Must always be carried to the side of person/s • Properly equipped first aid kits must be close to the work area at all times • NEVER leave broken glass lying around the work area or not properly disposed of, especially when the work area is unattended. Clean up regularly during the shift • Check for glass chips and clean using materials provided (use laceration-resistant gloves and dustpan/brush or equipment as provided).		
Carpet, vinyl, timber floor covering removal	• Exposure to asbestos • Powered mobile plant movement – floor scraper • Mould	Major	Possible	H18	• Asbestos - If structures were installed or constructed before 31 December 2003. Ensure: <ul style="list-style-type: none"> Obtain a copy of the Asbestos register for the structure 	Supervisor and WHSE Manager in regular Site Inspections	M10

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
	<ul style="list-style-type: none"> • Biological Hazard • Cuts • Lacerations • Punctures • Hazardous manual tasks - MSD 				<ul style="list-style-type: none"> • If no register is present. Ensure: <ul style="list-style-type: none"> • No work undertaken until the existence or absence of asbestos is confirmed • Use a competent person to determine the existence or absence of asbestos • Asbestos Identification • Flooring products such as Polyvinyl chloride (PVC or vinyl) tiles, black and brown thermoplastic tiles, sheet floor coverings contain chrysotile • Some underfelt, i.e., hessian underlays for carpets and linoleum contain asbestos • Adhesives used to bond the floor covering to the surface, could also contain asbestos • Some hardwearing composite floors (for example, magnesium oxychloride) also contain about 2 per cent of mineral fibres, which could be asbestos • If there is a presence of asbestos, for this task, ensure there are separate, dedicated SWMS and 		

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-006

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>that all workers/employees have relevant training and licensing.</p> <ul style="list-style-type: none"> • Remove all non-essential workers from the area • Pre-inspect and operate ride-on floor scraper as per manufacturer's instructions • Operator and everyone in the work area should wear safety goggles or glasses, hearing protection during extended use and a dust mask for dusty operations. Hard hats, face shields, safety shoes, worn when specified or necessary • Provide barriers or shields as needed to protect others from debris • Do not force machine - excessive force only causes operator fatigue, increased wear and reduced control • Keep hands away from sharp edges and moving parts • Wear gloves when changing accessories • Follow traffic management plan requirements • Check constantly for changing hazards while working and monitor work position at all times 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Ensure: <ul style="list-style-type: none"> • High visibility clothing worn at all times • Do not stand behind reversing vehicles • Allow sufficient distance from the plant during operation (allow sufficient room for equipment failures – such as arm/boom failure or plant rollover) • No work conducted in established “no go zones” for pedestrians • Alertness at all times. Listen for reversing alarms/beepers and calls from Plant Operators • Safety/warning signs, Spotters, traffic barriers must be obeyed as required • Work positions should be in clear sight of plant operators • NOTE: Some traffic management plans may say that pedestrians have the right-of-way. Never assume this. Make visual and verbal contact with the plant operator as required. 		

Relevant to:

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Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



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PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Take precautions if the old carpet has been wet or contaminated by mould or other biological substances as that may be hazardous to your health - wear PPE such as face masks/breathing apparatus as required. • Ensure hand protection is worn (cut resistant gloves) • Use caution to avoid sharp objects, protruding nails or tack strips • Exercise caution when using blade – always cut away from the body • Use automatically retracting blade if possible. If not ensure the blade is retracted after use • Utility knives are in good condition; blades are retractable type and sharp • Sharps Disposal Unit is available for disposal of broken or blunt blades. • Carpet/vinyl removal is hard on both your knees and your back. Correct manual handling techniques used. 		

Relevant to:

Division: All
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Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



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PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Request assistance when moving/lifting carpet/vinyl/heavy items Coordinate when using team lifts Maintain adequate communication and continue to check for obstacles during transport. 		
Tile, concrete flooring removal	<ul style="list-style-type: none"> Exposure to silica dust Struck by a projectile Struck by the chisel/pick Cuts Lacerations Hearing loss 	Major	Likely	H21	<ul style="list-style-type: none"> Task control Never cut materials unless the use is controlled Consider the most appropriate control e.g. water delivery or dry dust control Equipment Minimise dust emissions by operating and maintaining tools according to the manufacturer's instructions. Only use equipment that has an integrated water delivery system or a HEPA- filtered dust collection system Visually check the tool and extraction unit for signs of damage before use Respiratory PPE Wear respiratory protective equipment (RPE) such as a half-face negative respirator or 	Supervisor and WHSE Manager in regular Site Inspections	M10

Relevant to:

Division: All
Department: All
Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>powered air-purifying respirator (PAPR):</p> <ul style="list-style-type: none"> • Respiratory protection, e.g. P1/P2 face mask minimum • People medically fit to wear the face mask • A competent person conducts fit testing • Complete facial seal • Correct cartridge for contaminant • Area Control • Remove non-essential people from the area • Ensure all people that remain in the area are provided with respiratory protection • Cover sensitive areas (power outlets, food storage) • Wash hands before eating, drinking, smoking, or applying cosmetics in areas where crystalline silica is present • Water delivery control method • The equipment must utilise a water delivery system that continuously supplies water to the working surface • check water is flowing to the cutting area before contacting the material 		

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • ensure spray guards are in place before commencing work • Regularly clean the work area and surrounding areas • Manage slurry to prevent it from drying out (cover or remove) • Dry dust control method • The equipment must use an integrated HEPA-filtered dust collection system or a commercially available dust collection system with a dust collector rated to either M or H-Class per AS/NZS 60335.2.69. • System to have a filter-cleaning mechanism • When operating a grinder, ensure an airflow of ≥ 25 cubic feet per minute (cfm) per inch/~700 litres per 25mm of wheel diameter • Drills equipped with a commercially available shroud with a dust collection system • Ensure the dust collection system provides sufficient airflow as recommended by the tool manufacturer • The drill must use an integrated HEPA-filtered dust collection system or a commercially available dust collection system 		

Relevant to:

Division: All
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 Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					with a dust collector rated to either M or H-Class per AS/NZS 60335.2.69. • If using a vacuum to clean holes, ensure the vacuum is rated to either M or H-Class per AS/NZS 60335.2.69 when cleaning holes. • Wear safety glasses, long-sleeved shirts and long trousers • Concrete saw/grinder: <ul style="list-style-type: none"> • Perform cuts in a straight line. Twisting the blade while cutting can lead to the blade fracturing • Should the engine stall while cutting, raise blade out of cut before restarting • Kickback: <ul style="list-style-type: none"> • Stay alert – concentrate on what you are doing at all times and be aware of kickback • Kickback occurs more often with small workpieces • Check to make sure the tool is functioning properly • Never attempt to use the concrete saw one-handed. • Keep feet clear of the hammer at all times		

Relevant to:

Division: All
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 Site: All

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SAFE WORK METHOD STATEMENT – DEMOLITION



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PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Do not angle/aim equipment toward the operator Do not guide with foot or "ride" drill with one leg Do not leave unattended Never start when unit lying down. Wait until unit has finished any movement before resting down. Use gloves when handling blades or sharp items Maintain visual contact with workpiece/tools Direct pry bar/jackhammer away from the body Ensure grip and footing is secure Ensure tools not carried in pockets or clothing (use sheaths, tool belts). Hearing protection worn by all people throughout exposure to noise. 		
Removal ceiling fittings, ceiling, wall lining, redundant cabling	<ul style="list-style-type: none"> Lack of consultation Cuts, lacerations, puncture wounds Struck by falling objects 	Major	Likely	H21	<ul style="list-style-type: none"> Before stripping ceiling components ensure: <ul style="list-style-type: none"> Surrounding people are made aware that stripping operations are about to commence The number of workers needed for the stripping process is determined 	Supervisor and WHSE Manager in regular Site Inspections	M10

Relevant to:

Division: All
 Department: All
 Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • The method and process of stripping and lowering ceiling components to the ground is pre-planned and understood by all workers • Stripping removed systematically and progressively. • Ensure stripped components are de-nailed • Wear gloves when handling. Be aware of damaged components • Be aware of damaged components with sharp edges. • Ensure PPE worn (hard hat, boots, safety glasses, gloves) • Follow developed stripping and reshoring process • Dismantle in an orderly sequence (Generally, the reverse of the erection process) • Control lowering of all components • Be aware of other person movements • Strip, remove and stack materials progressively to ensure clear access: <ul style="list-style-type: none"> • Use lanyards to pass tools to people at height 		

Relevant to:

Division: All
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Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Ensure tools cannot fall onto workers below. 		
Removing structural walls or supporting framework – High Risk Construction Work	<ul style="list-style-type: none"> Unauthorised access Structural collapse Contact with electricity Falling objects 	Critical	Likely	VH24	<ul style="list-style-type: none"> Remove all non-essential people from the area Provide barricades to ensure people cannot re-enter while props/bracing in place Inform relevant people of the location of the props and any precautions that must be taken while props are in service. Do not disturb or damage any existing support structure if it is to remain in place Prop or brace following the manufacturer's instructions and engineering specs/drawings If any deviation from specifications is required, seek advice from competent people (design engineer). Remain alert to overhead wires or extension leads Do not raise prop where contact with wires or leads is possible. Hard hats to be worn at all times Steel cap safety boots are worn. 	Supervisor and WHSE Manager in regular Site Inspections	M14
On completion	<ul style="list-style-type: none"> Unauthorised access Inhalation of silica 	Major	Likely	H21	<ul style="list-style-type: none"> If acceptable, remove or add barricades 	Supervisor and WHSE Manager in	M10

Relevant to:

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Department: All
Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
	<ul style="list-style-type: none"> • Security breach • Vehicle/people impact 				<ul style="list-style-type: none"> • Ensure machine is parked in a safe, level area, clear of unstable or sloping ground • Store the key in a safe place (restrict unauthorised access). • Carefully roll or fold any plastic sheeting used to cover any surface within the Silica work area • If necessary, use damp rags or a HEPA vacuum cleaner to clean any remaining visibly contaminated sections of the work area • If possible, fully dismantle tools and decontaminate in a controlled environment • Personal hygiene: <ul style="list-style-type: none"> • Use HEPA vacuum cleaner to remove obvious signs of contaminated material • Wipe coveralls, shoes, eye protection with a damp cloth • Wipe respirator with a damp cloth – but do not remove • Remove coveralls, shoes and any other PPE • Remove respirator after clean-up and PPE removal 	regular Site Inspections	

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-006

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – DEMOLITION



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none">• Wash face and hands with soapy water. Pay attention to under the fingernails.• All personnel sign-out on Site Register.• Stay to designated access and egress routes• Maintain awareness of surroundings.		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – DEMOLITION



INSTRUCTIONS TO COMPLETE THE WORK METHOD STATEMENT

PREPARATION OF SWMS

Select the relevant persons to develop the SWMS

Ensure all sections are completed

Column A – Identify, in working sequence, each activity step. (In consultation with workers involved)

Column B – Identify the Hazards associated with each step.

Column C – Refer to Risk Assessment Tables to determine Likelihood, Consequences and Risk Rating

Column D – Determine appropriate Control Measures in accordance with the 'Hierarchy of Controls'.

Column E – Allocate the responsibility. (e.g. - By supervisor daily)

Submit the SWMS to the relevant person/s for approval.

Relevant person/s to evaluate the SWMS for approval. Any changes required must be made before approval. Any changes after approval will be indicated by a Revision Number and must be re-submitted for approval.

Conduct a specific training meeting or toolbox talk to train all persons involved in the SWMS activities and have them sign the Training/Toolbox Record. If the SWMS is revised (Rev. No.), then repeat this process.

RISK MATRIX

A hazard is anything that has the potential to cause harm or damage.

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	M (11)	H (16)	H (20)	VH (23)	VH (25)
Likely	M (7)	M (12)	H (17)	H (21)	VH (24)
Possible	L (4)	M (8)	M (13)	H (18)	H (22)
Unlikely	L (2)	L (5)	M (9)	M (14)	H (19)
Rare	L (1)	L (3)	L (6)	M (10)	H (15)
H18 - VH25	Unacceptable: Immediate action required to manage the risk.				
M13 - H17	Issue: Action required to manage the risk.				
L5 - M12	Monitor: Action advisable if cost beneficial.				
L1 - L4	Tolerable: Manage using routine procedures.				

HIERARCHY OF CONTROL
Elimination
Substitution
Engineering
Administration
PPE

Relevant to:

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Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-006

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – DEMOLITION



TOOLBOX / TRAINING RECORD – I have read and understood SWMS -

Toolbox/Training Conducted by:

Name:

Signature:

We, the undersigned, confirm that this Safe Work Method Statement has been explained to us and that we understand its contents. We are able to comply with these requirements.

We also confirm that we understand its purpose of reducing, as far as possible, the chance of incidents occurring. We will report any non-compliance of this SWMS to a relevant person/supervisor.

ALL PERSONS INVOLVED IN THE WORKS MUST COMPLETE THE FOLLOWING, PRIOR TO START OF WORKS.

Name	Roles	Signature

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT –
DEMOLITION



Name	Roles	Signature

Relevant to:
Division: All
Department: All
Site: All

Document Owner: Managing Director
Change Control: Level 1

Ref. No.: HSE-SWMS-006

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – DEMOLITION



Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director
Change Control: Level 1

Ref. No.: HSE-SWMS-007

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT WORKING ON PLATFORMS



Task / Activity:	WORKING ON PLATFORMS - High Risk Construction Work		SWMS Number:	007
			Revision Number:	003
			Next Review Date:	12/12/2025
Purpose:	<p>The purpose of this statement is to eliminate (or reduce as far as practicable) the possibility of an incident occurring where persons may suffer injury or work-related illness, or where property may be damaged. The Hierarchy of Controls must govern the choice of controls adopted. A consultative process will be used to complete this statement. The person(s) carrying out the work activities in this SWMS shall be involved in the SWMS preparation and be trained in the relevant procedures, processes, and requirements.</p> <p>ALL PERSONS INVOLVED IN CARRYING OUT THE NOMINATED TASK / ACTIVITY MUST FOLLOW THIS SAFE WORK METHOD STATEMENT.</p>			
Project:	4163 Albany Creek Library		Date Prepared:	25/08/2025
Project Address:	16 Ferguson St, Albany Creek QLD 4035			
Company Address:	15 Nicol Way, Brendale, QLD, 4500			
Personnel responsible for implementing, monitoring and ensuring compliance with SWMS	Craig Fever			
Personnel Involved in Developing SWMS:	Zane Taylor (Owner/Director)			
	Adam Henricks (WHSE Manager)			

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-007

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT

WORKING ON PLATFORMS



Legislative Act / Regulation:	Code(s) of Practice:	Australian / NZ Standards, Other:
Work Health and Safety Act 2011 (Qld & NSW) Work Health and Safety Regulation 2011 (Qld & NSW)	Hazardous Manual Tasks CoP 2021 (Qld & NSW) How to Manage Work Health and Safety Risks CoP 2021, (Qld & NSW) Managing the risks of plant in the workplace CoP 2021 (Qld & NSW) Managing risks of Hazardous Chemicals in the workplace CoP 2021 (Qld & NSW) Electrical safety CoP 2020 –Managing electrical risks in the workplace (Qld & NSW) First aid in the workplace CoP 2021 (Qld & NSW) Managing noise and preventing hearing loss at work CoP 2021 (Qld & NSW) Managing the risk of falls at workplaces CoP 2021 (Qld & NSW) Managing the work environment and facilities CoP 2021 (Qld & NSW) Work health and safety consultation, co-operation and coordination CoP 2021 (Qld & NSW)	(AS1966) (AS3195) (AS1674.2) (AS1674.2) (AS/NZS 3100) (AS1674.2) (AS1674.2) (AS1995) (AS2826) (AS1674.2)
Competencies/Training Required to undertake Activities:	Specific Plant Required to Undertake Task:	Hazardous Substances Required for Task:
Working at Heights Certification General Safety Induction	Hand Tools Ladder Trestles Working at Heights Equipment	Nil

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director


Change Control: Level 1

Ref. No.: HSE-SWMS-007

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT WORKING ON PLATFORMS



AUTHORISATION			
We hereby request acceptance of this statement and confirm that the documented precautions / control measures will be complied with.			
Company Name:	Tallan Group	Work Area/ Task Location:	All Areas
ABN.:	22 649 005 096	Onsite supervisor/person responsible for actioning controls:	All Staff
Responsible Director			
Zane Taylor	Director		12/06/2025
Name	Position	Signature	Date

Note: All relevant signatures must be obtained prior to the commencement of work.

REVIEW								
Review Number	1	2	3	4	5	6	7	8
Name	Adam Henricks	Adam Henricks	Adam Henricks					
Date	12/06/2024	12/12/2024	12/06/2025					
Review to be undertaken on a 6 monthly basis or when there is any change that will require the SWMS to be updated to reflect those changes.								

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT

WORKING ON PLATFORMS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Work on a platform supported by trestle ladders or scaffolding where a person or object could fall less than 2m.	<ul style="list-style-type: none"> Falls and falling objects 	Moderate	Likely	H17	<ul style="list-style-type: none"> Ensure the platform has an unobstructed surface that is: <ul style="list-style-type: none"> if the work is light work—at least 225mm wide along the length of the platform; or if the work is not light work—at least 450mm wide along the length of the platform. Light work means work that is light having regard to the following: <ul style="list-style-type: none"> the amount of physical exertion involved. the range of movement involved. The weight or bulk of materials or equipment involved. Examples of light work: <ul style="list-style-type: none"> painting installing a metal fascia or lighting placing pine roof trusses in position on the roof of a low-set house performing inspections or tests installing an electrical connection 	Supervisor, WHSE Manager and workers in regular inspections and risk assessments	L6

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT

WORKING ON PLATFORMS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Examples of work that is not light work: <ul style="list-style-type: none"> fixing plaster board sheeting to an internal stairwell void fixing cladding to a gable end of a roof using a medium or heavy-duty angle grinder or circular saw. A suitable means of access to areas of work is to be provided and used (e.g. appropriately placed / secured ladder, stairs) Under no circumstances are workers to climb on or otherwise position themselves where they are at risk of falling Where there is a risk of objects falling onto workers / persons below, a suitable means of restraining tools, equipment and any other materials is to be used (e.g. lanyards / wrist straps, toe boards (min 150mm high) etc Exclusion zone(s) to be established below (where relevant). Tools, equipment and any other objects / materials are not to be positioned where they could fall. 		

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT

WORKING ON PLATFORMS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Large tools and materials being hand carried onto the platform from ground level must: <ul style="list-style-type: none"> Be carried in a manner that aligns with safe manual handling practices (see manual handling SWMS) Be carried in a secure stable manner. Travel a path that does not put other workers at risk of falling from platform. Have surrounding workers aware of the lift. When using hand and power tools on the platform: <ul style="list-style-type: none"> Ensure the most suitable tool is chosen for each task Ensure the tool and its leads and components are not stored or set out in a manner that will cause an additional hazard such as a trip hazard. Before each task take a moment to ensure you are positioned in a level, stable position. Before moving from task to task, take time to plan your 		

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT

WORKING ON PLATFORMS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					route along the platform to ensure safe passage. • Be aware of how your work may affect other workers and vice versa.		
Work on a platform supported by trestle ladders or scaffolding that could cause a fall of at least 2m. – High Risk Construction Work	Falls and falling objects	Major	Possible	H 18	<ul style="list-style-type: none"> Trestles will be approved and used in accordance with WH&S Regulations. Each trestle ladder must be secured to prevent it moving. Examples of how a trestle ladder must be secured— <ul style="list-style-type: none"> tying the ladder to a sturdy wall bracing the ladder to the ground applying weights to the bottom of the ladder Edge protection must be erected along the outer edge of the length of the platform if a worker could fall at least 2m. Ladders are NOT to be used as trestles. Use plank clamps Do not store tools or materials on planks Establish an exclusion zone below trestles and planks A suitable means of access to areas of work is to be provided and used 	Supervisor in Site Inspection	M8

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT

WORKING ON PLATFORMS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					(e.g. appropriately placed / secured ladder, stairs) • Under no circumstances are workers to climb on or otherwise position themselves where they are at risk of falling • Where there is a risk of objects falling onto workers / persons below, a suitable means of restraining tools, equipment and any other materials is to be used (e.g. lanyards / wrist straps, toe boards (min 150mm high) etc • Exclusion zone(s) to be established below (where relevant). • Tools, equipment and any other objects / materials are not to be positioned where they could fall. • Large tools and materials being hand carried onto the platform from ground level must: • Be carried in a manner that aligns with safe manual handling practices (see manual handling SWMS) • Be carried in a secure stable manner. • Travel a path that does not put other workers at risk of falling from platform.		

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-007

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT

WORKING ON PLATFORMS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Have surrounding workers aware of the lift. • When using hand and power tools on the platform: <ul style="list-style-type: none"> • Ensure the most suitable tool is chosen for each task • Ensure the tool and its leads and components are not stored or set out in a manner that will cause an additional hazard such as a trip hazard. • Before each task take a moment to ensure you are positioned in a level, stable position. • Before moving from task to task, take time to plan your route along the platform to ensure safe passage. • Be aware of how your work may affect other workers and vice versa. 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT WORKING ON PLATFORMS



INSTRUCTIONS TO COMPLETE THE WORK METHOD STATEMENT

PREPARATION OF SWMS

Select the relevant persons to develop the SWMS

Ensure all sections are completed

Column A – Identify, in working sequence, each activity step. (In consultation with workers involved)

Column B – Identify the Hazards associated with each step.

Column C – Refer to Risk Assessment Tables to determine Likelihood, Consequences and Risk Rating

Column D – Determine appropriate Control Measures in accordance with the 'Hierarchy of Controls'.

Column E – Allocate the responsibility. (e.g. - By supervisor daily)

Submit the SWMS to the relevant person/s for approval.

Relevant person/s to evaluate the SWMS for approval. Any changes required must be made before approval. Any changes after approval will be indicated by a Revision Number and must be re-submitted for approval.

Conduct a specific training meeting or toolbox talk to train all persons involved in the SWMS activities and have them sign the Training/Toolbox Record. If the SWMS is revised (Rev. No.), then repeat this process.

RISK MATRIX

A hazard is anything that has the potential to cause harm or damage.

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	M (11)	H (16)	H (20)	VH (23)	VH (25)
Likely	M (7)	M (12)	H (17)	H (21)	VH (24)
Possible	L (4)	M (8)	M (13)	H (18)	H (22)
Unlikely	L (2)	L (5)	M (9)	M (14)	H (19)
Rare	L (1)	L (3)	L (6)	M (10)	H (15)
H18 - VH25	Unacceptable: Immediate action required to manage the risk.				
M13 - H17	Issue: Action required to manage the risk.				
L5 - M12	Monitor: Action advisable if cost beneficial.				

HIERARCHY OF CONTROL
Elimination
Substitution
Engineering
Administration
PPE

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-007

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT WORKING ON PLATFORMS



L1 - L4

Tolerable: Manage using routine procedures.

TOOLBOX / TRAINING RECORD – I have read and understood SWMS -

Toolbox/Training Conducted by:

Name:

Signature:

We, the undersigned, confirm that this Safe Work Method Statement has been explained to us and that we understand its contents. We are able to comply with these requirements.

We also confirm that we understand its purpose of reducing, as far as possible, the chance of incidents occurring. We will report any non-compliance of this SWMS to a relevant person/supervisor.

ALL PERSONS INVOLVED IN THE WORKS MUST COMPLETE THE FOLLOWING, PRIOR TO START OF WORKS.

Name	Roles	Signature

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT

WORKING ON PLATFORMS



Name	Roles	Signature

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director
Change Control: Level 1

Ref. No.: HSE-SWMS-007

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT WORKING ON PLATFORMS



Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director
Change Control: Level 1

Ref. No.: HSE-SWMS-020

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



Task / Activity:	ELECTRICAL, SOLAR, AIRCON & DUCTING – HIGH RISK CONSTRUCTION WORK		SWMS Number:	020
			Revision Number:	003
			Next Review Date:	12/12/2025
Purpose:	<p>The purpose of this statement is to eliminate (or reduce as far as practicable) the possibility of an incident occurring where persons may suffer injury or work-related illness, or where property may be damaged. The Hierarchy of Controls must govern the choice of controls adopted. A consultative process will be used to complete this statement. The person(s) carrying out the work activities in this SWMS shall be involved in the SWMS preparation and be trained in the relevant procedures, processes, and requirements.</p> <p>ALL PERSONS INVOLVED IN CARRYING OUT THE NOMINATED TASK / ACTIVITY MUST FOLLOW THIS SAFE WORK METHOD STATEMENT.</p>			
Project:	4163 Albany Creek Library		Date Prepared:	25/08/2025
Project Address:	16 Ferguson St, Albany Creek QLD 4035			
Company Address:	15 Nicol Way, Brendale, QLD, 4500			
Personnel responsible for implementing, monitoring and ensuring compliance with SWMS	Craig Fever			
Personnel Involved in Developing SWMS:	Zane Taylor (Owner/Director)			
	Adam Henricks (WHSE Manager)			

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-020

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



Legislative Act / Regulation:	Code(s) of Practice:	Australian / NZ Standards, Other:
Work Health and Safety Act 2011 (Qld & NSW) Work Health and Safety Regulation 2011 (Qld & NSW)	Hazardous Manual Tasks CoP 2021 (Qld & NSW) How to Manage Work Health and Safety Risks CoP 2021, (Qld & NSW) Managing the risks of plant in the workplace CoP 2021 (Qld & NSW) Managing risks of Hazardous Chemicals in the workplace CoP 2021 (Qld & NSW) Electrical safety CoP 2020 –Managing electrical risks in the workplace (Qld & NSW) First aid in the workplace CoP 2021 (Qld & NSW) Managing noise and preventing hearing loss at work CoP 2021 (Qld & NSW) Managing the risk of falls at workplaces CoP 2021 (Qld & NSW) Managing the work environment and facilities CoP 2021 (Qld & NSW) Work health and safety consultation, co-operation and coordination CoP 2021 (Qld & NSW)	(AS1966) (AS3195) (AS1674.2) (AS1674.2) (AS/NZS 3100) (AS1674.2) (AS1674.2) (AS1995) (AS2826) (AS1674.2)
Competencies/Training Required to undertake Activities:	Specific Plant Required to Undertake Task:	Hazardous Substances Required for Task:
Electrical Licence General Safety Induction EWP Certification Scissor Certification	Hand Tools Voltmeter Lock out equipment Ladders EWP	Nil

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

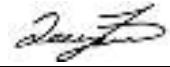
Change Control: Level 1

Ref. No.: HSE-SWMS-020

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



AUTHORISATION			
We hereby request acceptance of this statement and confirm that the documented precautions / control measures will be complied with.			
Company Name:	Tallan Group	Work Area/ Task Location:	All Areas
ABN.:	22 649 005 096	Onsite supervisor/person responsible for actioning controls:	All Staff
Responsible Director			
Zane Taylor	Director		12/06/2025
Name	Position	Signature	Date

Note: All relevant signatures must be obtained prior to the commencement of work.

REVIEW								
Review Number	1	2	3	4	5	6	7	8
Name	Adam Henricks	Adam Henricks	Adam Henricks					
Date	12/06/2024	12/12/2024	12/06/2025					
Review to be undertaken on a 6 monthly basis or when there is any change that will require the SWMS to be updated to reflect those changes.								

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Planning	<ul style="list-style-type: none"> •Electrocution •Working alone •Regulation and/or plan breach 	Major	Possible	H18	<ul style="list-style-type: none"> •All workers who work on or near electrical mains and apparatus must be trained and appropriately qualified with correct licence endorsements for the task •During the previous 12 months (where it is relevant to the work), all workers must have demonstrated competence in approved procedures for release, rescue and resuscitation. •Avoid people working alone, use a buddy system to provide immediate support •Have a reliable communication system in place and test regularly •Mobile phones are to be kept on the worker at all times and switched on. •All electrical work complies with AS/NZS 3000 and applicable regulations •All applicable plans, drawings, diagrams and instructions are available and on-site for work crews •All written material is current. 	Supervisor and WHSE Manager in Site Establishment Checklist and regular Site Inspections	M10
Work area set-up – High Risk Construction Work	<ul style="list-style-type: none"> •Unauthorised access to the work area •Electrocution •Fire 	Critical	Possible	H22	<ul style="list-style-type: none"> •Establish an exclusion zone for other workers and the public. I.e. those not associated with the activity. This zone should be clearly defined by 	Supervisor and WHSE Manager in Site	M14

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
	<ul style="list-style-type: none"> Gas leak 				signage and hazard marking tape or flagging <ul style="list-style-type: none"> Ensure signage /barricading is placed in appropriate locations when working in public areas (Remove signs as soon as the area is safe) Maintain awareness of unauthorised persons attempting to enter or entering the work area If members of the public or unauthorised personnel enter the exclusion zone, stop work until removed from the work zone Do not leave equipment unattended. Ensure tools and materials are within sight at all times when the public is present Keep equipment near the wall of walkways allowing space for the public to pass. Notify other trades in the immediate area Communicate task clearly with all team members and ensure an understanding of task procedures and outcomes A hand-held fire extinguisher appropriate for electrical fires will be in the vicinity of the work area. 	Establishment Checklist and regular Site Inspections	

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Qualified plumbers, gas fitters must undertake all gas connection/ disconnection. Where gas hazards are identified, a qualified gas fitter should be engaged to eliminate or control this risk. 		
Hand tool preparation - Hand Tools	<ul style="list-style-type: none"> • Sprains and strains • Cuts and abrasions • Electrocution 	Major	Possible	H18	<ul style="list-style-type: none"> • Ensure tools are in good working condition. • Limit timing of repetitive work (swapping of employees to break up the job). • Ensure the power tools are tested & tagged. • Safeguards are kept on at all times and in good condition. • Ensure all safety components remain on the tools (such as double handle grips for hammer drills etc.) • Limit timing of repetitive work (swapping of employees to break up the job). L Use tools correctly i.e. using the appropriate safety components i.e. double handle grips for hammer drills etc). 	Supervisor – Regular site inspections	M10
Use of battery-operated hand tools	<ul style="list-style-type: none"> • Sprains and strains 	Moderate	Possible	M13	<ul style="list-style-type: none"> • Limit timing of repetitive work (swapping of employees to break up the job). • Use tools correctly i.e. using the appropriate safety components i.e. 	Supervisor – Regular site inspections	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					double handle grips for hammer drills etc.		
Visually inspect equipment	<ul style="list-style-type: none"> • Eye or hearing damage • Slip trip or fall • Contact with overhead pipes 	Moderate	Possible	M13	<ul style="list-style-type: none"> • Workers must wear hearing and eye protection in all plant rooms and areas where plant is running • Take care to avoid all pipes and trip hazards • Do not run cables or hoses on the ground • Take care to avoid all pipes and overhead hazards • Wear hardhat where necessary • Place indicators on pipes and overhead hazards where possible 	Supervisor in Site Inspection	L6
Check new materials for compliance to spec and standards	<ul style="list-style-type: none"> • Inappropriate materials 	Moderate	Unlikely	M9	<ul style="list-style-type: none"> • Inspect all materials to ensure that they are the correct type, quantity, labelled correctly and are not damaged • Check all materials purchased comply with spec and that they meet relevant Australian Standards 	Supervisor in Site Inspection	L1
Cut materials to length	<ul style="list-style-type: none"> • Cuts to fingers or body parts 	Major	Unlikely	M14	<ul style="list-style-type: none"> • Workers must wear safety glasses, leather gloves and long sleeve shirts • All waste materials to be collected and placed into rubbish immediately, not left in work area 	Supervisor in Site Inspection	L5
Isolate Power – High Risk Construction Work	<ul style="list-style-type: none"> • Electrocution 	Critical	Possible	H22	<ul style="list-style-type: none"> • Ensure all switchboards: <ul style="list-style-type: none"> • Are well-constructed and weatherproof • Securely fixed to a structure 	Supervisor and WHSE Manager in	M14

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> •The door will not damage flexible extension cords •Have an isolating switch •All electrical conductors & parts, including neutral and earthing conductors, shall be treated as energised until proven de-energised. TEST BEFORE YOU TOUCH. •Circuits to be modified MUST be clearly identified and isolated from the electrical supply: <ul style="list-style-type: none"> •Turn off the relevant circuit protective devices and lockout. If the electrical installation is complex, the isolation procedures must be verified by another competent person. •Use locks or suitable temporary securing devices (that cannot be disrupted) •Use lockout hasp for multiple padlocks. (Alternatively, remove and tie back connections) •Remove fuses •Fit danger label to isolated control/component •Verify Circuit is dead before commencing work. Prove electrical testing equipment is 	regular Site Inspections	

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					working correctly on a known alternative supply before proving apparatus is de- energised.		
Use of ladders and Scissor – High Risk Construction Work	<ul style="list-style-type: none"> •Cuts and abrasions •Falls •Falling objects 	Major	Possible	H18	<ul style="list-style-type: none"> •Ensure your PPE is in good working order. •Ensure Worker is trained and licensed. •Carry out pre-start checklist. •Ensure trained correctly for climbing on/off the ladder i.e. 3 points of contact. L Ensure feet of platforms, trends, rungs, handles, hinges are in good condition. 	Supervisor – Regular site inspections	M10
Fall arrest systems on roof – High Risk Construction Work	<ul style="list-style-type: none"> •Falls from Heights •Hit by Falling Objects •Cuts and Abrasions 	Major	Possible	H18	<ul style="list-style-type: none"> •Use caution when working on slippery, brittle or fragile roofing materials. •Make sure all workers working on the roof are wearing suitable non-slip footwear. •For construction roofing activities where the roof edge is greater than 2 metres for commercial and 3 metres for housing above the ground, the following controls must be used to reduce the risk of falling and injury: <ul style="list-style-type: none"> •Conduct a site-specific risk assessment considering the type of roof surface, the 	Supervisor - regular onsite inspections	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>pitch and the length of the roof</p> <ul style="list-style-type: none"> • Make sure a stable and adequately fenced work platform is installed or • Make sure perimeter screens, fencing, handrails or other forms of physical. • barriers are installed; or • Implement other safety controls such as safety harnesses anchored to roof that are capable of arresting the fall of a worker, and checked by competent person/ supervisor; and • Fall arrest systems should comply with the relevant part of AS/NZ5 1891.4: 2009 Industrial fall arrest systems and devices and be used in accordance with Part 4: selection, use and maintenance. 		
Entry and working in ceiling spaces	<ul style="list-style-type: none"> • Falls from ladders. • Falls through ceiling panels. • Cramped conditions • High temperatures • Low lighting levels • Dust inhalation 	Major	Possible	H18	<ul style="list-style-type: none"> • Use ladders in accordance safe practices. • Remove roof cladding if necessary to allow easier access and egress, as well as air flow. Provide drinking water and outline work/rest regime to allow for staff rotation and drinks breaks. • Provide sufficient temporary lighting. 	Supervisor - regular onsite inspections	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Utilize three points of contact when moving and identify ceiling joist and safe foothold Have a method of checking the welfare of lone workers in ceiling spaces. 		
Working with thermal insulation (Rockwool, Fibreglass batts, etc)	<ul style="list-style-type: none"> Skin irritation Inhalation of dust and fibres 	Moderate	Likely	H17	<ul style="list-style-type: none"> Provide employees with dust masks. Clothing policy of long sleeves and long pants to minimise skin irritation. Provide ventilation, natural or forced if necessary. Make employees aware of the effects of thermal insulation on installed components such as down lights and thermal rating of cables. Provide washing facilities 	Supervisor - regular onsite inspections	L6
Working amongst bird detritus and other vermin	<ul style="list-style-type: none"> Contact with faecal contamination 	Moderate	Possible	M13	<ul style="list-style-type: none"> Provide wash up facilities. Provide Dust masks, gloves and protective clothing such as disposable overalls. Educate employees as to health effects of working in or around vermin habitats. 	Supervisor - regular onsite inspections	L6
Working on or near Energised Electrical Installations or Services – High Risk	<ul style="list-style-type: none"> Electrocution Fire 	Critical	Possible	H22	<ul style="list-style-type: none"> A hand-held fire extinguisher appropriate for electrical fires shall be in the vicinity of the work area. Ensure the area is adequately barricaded off at least 1m from work. (Signage to be prominently displayed) 	Supervisor and WHSE Manager in regular Site Inspections	M14

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Construction Work					<ul style="list-style-type: none"> • Notify other trades in the immediate area. • If removing pillar-box covers to run mains conduit, remount pillar-box covers as soon as possible. NEVER leave open and unattended. • Fit "Out of Service Tags" to any incomplete work • Locks & Danger Tags only removed by a competent person who placed & signed the tags • Where work assessment has determined that bonding is necessary, ensure: <ul style="list-style-type: none"> • Conductors are bonded together and connected to earth at the worksite • Conductors are of sufficient size to carry the current • PPE must be applicable and specific to the site and task. At minimum wear: <ul style="list-style-type: none"> • Long-sleeved cotton shirt • Cotton drill trousers • Clear safety glasses (anti-flash) • Wear low voltage insulating gloves • DO NOT wear metal jewellery - neck chains or bracelets, rings, watches, earrings or other body piercings and metal-rimmed glasses. 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
General repairs & installations – High Risk Construction Work	<ul style="list-style-type: none"> •Electrocution •Fire •Contact with utilities/ services •Unsanitary Conditions •Silica dust exposure •Reduced mobility •Cuts & abrasions 	Critical	Possible	H22	<ul style="list-style-type: none"> •Conduct visual inspection; examine: <ul style="list-style-type: none"> •Basic protection (protection against direct contact with live parts) •Fault protection (protection against indirect contact with exposed conductive parts) •Protection against hazardous parts (guarding/screening) •Protection against the spread of fire •The general condition of the equipment •Note: Any visual defects should be rectified before carrying out work. •Cutting and removing cables - before decommissioning any existing cables, ensure: <ul style="list-style-type: none"> •Cables positively identified •Disconnected from all energy sources •Proven to be de-energised •LV rated insulation is applied to exposed conductors and cable ends •All electrically hard-wired appliances & fixtures installed as per manufactures instruction: <ul style="list-style-type: none"> •Check the electrical requirements and make sure 	Supervisor and WHSE Manager in regular Site Inspections	M14

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
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		Consequence	Likelihood	Rating (1 – 25)			
					<p>you have the correct electrical supply and that the appliance is properly grounded</p> <ul style="list-style-type: none"> • Turn on the power supply to the appliance • Check power at the junction box wires using a voltmeter having a range of 0-250 VAC • Where electrical hazards are identified with an appliance, eliminate or control this risk by repairing (if minor) or returning the appliance for repair/replacement • Do not pinch or trap electrical cables when installing. • Use site drawings, scanners, or stud locators to identify other services such as gas and water are identified and clearly marked • Ensure water, gas, electricity is turned off to the property if required • Ensure the exact location of the cut or penetration of the structure is clearly marked • Follow Lock-out/Tag-out procedures • Discuss with site supervisor beforehand, so they are aware of the duration of time required without utilities. 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • If power cannot be isolated, ensure the location of any cables, pipes are identified and labelled before drilling. • Wear leather gloves, clear safety glasses • Immunise workers - hepatitis "B" & tetanus • Use disinfectant to wash hands as per label requirements • If an injury such as a cut occurs when operating in unsanitary conditions, seek immediate medical attention. • Drilling/cutting: <ul style="list-style-type: none"> • Local exhaust extraction is provided (if required) • Vacuum attachment/bag fitted • Wear eye protection and RPE. • Take extra care when working in areas of reduced mobility due to restriction of movement and the inability to readily escape from the area E.g. <ul style="list-style-type: none"> • Enclosed or tight areas, i.e. roof and underfloor spaces • On ladders or in EWP • Near switchboards 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Near where a doorway may be opened (restrain/lock the door if near work). • Wear gloves • Maintain visual contact with workpiece/tools • Direct cuts away from the body • Ensure grip and footing is secure • Ensure tools not carried in pockets or clothing (use sheaths, tool belts) • Cutting conduit to length. Ensure: <ul style="list-style-type: none"> • Use conduit cutters where possible • Sound surface and stable footing • The workpiece secured before cutting. 		
Roof and wall penetrations	<ul style="list-style-type: none"> • Striking of electrical circuits • Asbestos • Dust • Noise 	Major	Possible	H18	<ul style="list-style-type: none"> • Locate and identify any concealed services within ceilings and walls. Identify the roof and wall material. • Identify Asbestos Containing Material • Provide eye, ear and respiratory protection 	Supervisor - regular onsite inspections	M10
Install equipment	<ul style="list-style-type: none"> • Fall from heights • Fall from heights • Contact with services or live parts • Manual handling 	Major	Possible	H18	<ul style="list-style-type: none"> • Use a platform ladder where possible • Perform visual check on ladder for obvious faults and defects prior to use 	Supervisor in Site Inspection	M9

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Damaged ladders are to be removed from use, tagged not for use and repaired • Erect ladder on clean level surface • Do not place a ladder in front of the doorway unless locked or guarded • Secure work area around the ladder • Clean mud grass etc. from boots to prevent slippage • Use a tool pouch to carry tools • Do not leave tools and equipment on ladder rungs • Do not over-reach while on ladder • Only one person on a ladder at one time • Face the ladder at all times • Ensure legs are fully extended and latch is in place to secure • Maintain three points of contact on ladder • Do not step above the third step from the top • Select appropriate fall protection equipment where a worker can fall from one level to another • Site supervisor must implement the use of either a work platform, physical barrier or physical restraint (in that order) for all work at heights 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
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		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Site supervisor to inspect roof for any hazards and inform workers of dangers • Isolate power, water and other services where necessary • Lock out/tag out all services • Do not work near live services • Steel capped work boots to be worn • Insulated tools to be used • Check services to ensure dead before working on them • If fuses removed keep with you • Materials to be delivered directly to site where possible • Correct manual handling procedures are to be followed: • Use mechanical lifting devices and trolleys where possible • Only lift objects within your safe lifting limit • Use team lifts where needed • Clear a path, assess the load, get a good grip, ensure a wide stance, bend the knees, keep the spine straight, use the legs to lift, do not twist the trunk, use a smooth action, brace the stomach muscles and lower safely 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
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		Consequence	Likelihood	Rating (1 – 25)			
Remove Airconditioning guards – High Risk Construction Work	<ul style="list-style-type: none"> Contact with services or live parts 	Major	Unlikely	M14	<ul style="list-style-type: none"> Ensure equipment is locked out and tagged out as indicated above Workers must wear safety glasses, and gloves Ensure equipment has stopped moving prior to removal of guard Avoid contact with sharp edges Correct manual handling procedures to be followed: Use mechanical lifting devices and trolleys where possible Only lift objects within your safe lifting limit Use team lifts where needed Clear a path, assess the load, get a good grip, ensure a wide stance, bend the knees, keep the spine straight, use the legs to lift, do not twist the trunk, use a smooth action, brace the stomach muscles and lower safely 	Supervisor in Site Inspection	L5
Check belts	<ul style="list-style-type: none"> Amputation, cuts and abrasions 	Moderate	Unlikely	M9	<ul style="list-style-type: none"> Always check belt tension with palm of hand on outside of belt do not place fingers or hands inside ring of belt Workers to wear gloves when inspecting belts Avoid contact with sharp edges Replace guards after check 	Supervisor in Site Inspection	L5

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
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		Consequence	Likelihood	Rating (1 – 25)			
Reinstate all Airconditioning guards and make safe	<ul style="list-style-type: none"> • Amputation, cuts and abrasions • Manual handling • Injury due to mechanical failure 	Major	Unlikely	M14	<ul style="list-style-type: none"> • Always check belt tension with palm of hand on outside of belt do not place fingers or hands inside ring of belt • Workers to wear gloves when inspecting belts • Avoid contact with sharp edges • Replace guards after check • Materials to be delivered directly to site where possible • Correct manual handling procedures are to be followed: • Use mechanical lifting devices and trolleys where possible • Only lift objects within your safe lifting limit • Use team lifts where needed • Clear a path, assess the load, get a good grip, ensure a wide stance, bend the knees, keep the spine strait, use the legs to lift, do not twist the trunk, use a smooth action, brace the stomach muscles and lower safely • Complete a thorough visual inspection of all equipment prior to test run to ensure all components are in place and secure • Do not proceed if components are not assembled correctly 	Supervisor in Site Inspection	L5

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Preparation of materials for installation of duct work	<ul style="list-style-type: none"> • Tripping • Strains & Sprains 	Moderate	Possible	H13	<ul style="list-style-type: none"> • Minimise quantity/length of ductwork for lifting/lowering (if awkward use 2 people) If using 2 or people ensure lifting/lowering commands are clear and precise. Ensure pathway is clear of all hazards i.e. holes, unstable ground, obstacles etc. • Ensure you are wearing PPE for the task-Gloves should be worn when handling ductwork at all times and making sure you are wearing the appropriate PPE for the weather conditions. 	Supervisor – Regular site inspections	L6
Duct Lifter	<ul style="list-style-type: none"> • Cuts and abrasions • Falls • Falling objects • Strains and sprains • Crushing injuries • Electrocution 	Major	Possible	H18	<ul style="list-style-type: none"> • Barricade area with Tape around area to eliminate to area and install signage. • Assess the pathway to ensure all clear from obstacles, gaps, holes & overhead objects. Choose the appropriate size duct lifter regarding height ensure duct lifter does not go above its maximum height. • Choose the appropriate size duct lifter regarding weight - check the capacity. • Ensure duct lifter has logbook & maintenance and is checked for the currency dates prior to use. • Use gloves when handling duct work. 	Supervisor – Regular site inspections	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Review the load and evaluate the weight and handling of load to ensure no straining occurs. Use additional personnel if required. Ensure load is placed evenly on duct lifter and is secure. DO NOT OVERLOAD the duct lifter. Be aware of overhead obstructions. Ensure base wheels brakes are still in place. Turn crank slowly to raise and lower. Ensure there are no cables etc that duct lift may catch on when lifting or lowering. 		
Installation of ductwork to shaft/ penetrations – High Risk Construction Work	<ul style="list-style-type: none"> Electrocution Crushing Injuries 	Major	Possible	H18	<ul style="list-style-type: none"> Replace and secure duct and penetration coverings at any time work has STOPPED. Check prior to lowering duct that shaft is clear of obstructions, the shaft is the correct size, there is not one standing directly below the duct. Head injuries from services above. Check ground is clear & stable to give installers stable base to lower duct. Ensure wearing the appropriate PPE being your hard hat, glasses, earmuffs, gloves & dust mask 	Supervisor – Regular site inspections	M10
Installation of ductwork concrete or	<ul style="list-style-type: none"> Falls from heights (EWP) Head injuries. 	Major	Possible	H18	<ul style="list-style-type: none"> Ensure placement of EWP is in position where you are not required to overreach. 	Supervisor – Regular site inspections	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
ceiling – High Risk Construction Work	<ul style="list-style-type: none"> Sprains, strains, cuts and abrasions 				<ul style="list-style-type: none"> Keep all limbs and body parts within the EWP. Check prior to operating EWP for clearance of heights and widths. Check ground is clear & stable for EWP. Ensure wearing the appropriate PPE being your hard hat, glasses, earmuffs, gloves & dust mask 		
Manual handling - Lifting of solar panels	<ul style="list-style-type: none"> Strains Back Injuries Crushing Injuries 	Moderate	Likely	H17	<ul style="list-style-type: none"> Train workers in correct lifting techniques - bend the knees to lift and lower, use thighs (DO NOT bend over to lift), head up, chin in and keep elbows close to body - never twist while lifting, lowering or carrying a load. Make sure load is stable before lifting. Heavy and awkward items get help or use lifting equipment. Rotate tasks to prevent repetitive strain injuries. 	Supervisor - regular onsite inspections	L6
Installing and terminating PV solar AC cabling	<ul style="list-style-type: none"> Manual handling Electric shock Arc Burns 	Major	Possible	H18	<ul style="list-style-type: none"> De-energise, lock out and tag switchboard and or circuits before access and connection Use Electrical test equipment. Personnel must be competent and suitably trained for task. Suitable trained assistant must be on hand. 	Supervisor - regular onsite inspections	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Installing and terminating PV solar DC cabling	<ul style="list-style-type: none"> • Manual handling • Electric shock • Arc Burns 	Major	Possible	H18	<ul style="list-style-type: none"> • Tag out, lock out procedure. • Use Electrical test equipment. • Personnel must be competent and suitably trained for task 	Supervisor - regular onsite inspections	M10
Cutting steel or aluminium frame members and cutting tiles using angle grinder	<ul style="list-style-type: none"> • Electrocution • Machine/equipment guarding. • Hot work • Eye injuries • Noise - hearing damage • Dust inhalation • Cuts and abrasions • Burns. • 	Major	Possible	H18	<ul style="list-style-type: none"> • Use tools and fittings to manufacturers recommendations. • Make sure equipment is in good working condition before use. • Make sure all wheels /discs (new or used) are visually inspected for any cracks and/or abnormalities. • Make sure the grinding wheel/disc is the correct size and speed. • Fit wheel to spindle and avoid over tightening. • Check guards are in place before operating machine. • Make sure power is turned off before adjusting wheel or discs Immediately dispose of any faulty wheels/ or discs. • Cut all materials on level ground where possible. • Make sure steel, aluminium or tile to be cut is clamped secure and won't move during cutting. • Make sure the grinding wheel is the correct speed for the grinder. • Make sure workers are trained in the safe work procedures of angle grinders and electric nibblers. 	Supervisor - regular onsite inspections	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Wear appropriate PPE. • Carry out basic housekeeping regularly, keeping access ways; and the work area clear of materials, tools and debris. 		
Lifting solar panels	<ul style="list-style-type: none"> • Manual handling • Slips, trips and falls • Falling objects • Crush injuries 	Major	Possible	H18	<ul style="list-style-type: none"> • Barricade off "drop zones". • Use mechanical lift where possible. • Two person lift where appropriate • Good housekeeping. • Eyes on path • Secure panels during lifting and laying 	Supervisor - regular onsite inspections	M10
Installing solar panels	<ul style="list-style-type: none"> • Falls from heights. • Falling objects • Electrical shock-discharge from uninstalled panels • Slips, trips and falls • Cuts and abrasions • Strains and sprains 	Major	Possible	H18	<ul style="list-style-type: none"> • Make sure persons not involved in the work are kept clear of the work area by installing warning signs, barricades or restricting access and providing an alternative route when required. • Follow the solar panel manufacturer's installation instructions and observe additional safety precautions as required. • Identify foreseeable hazards, assess their risks and take action to eliminate or control these risks. • Assess the condition of the roof, pitch and the types of roofing material, such as Colorbond material and glazed tiles. Also 	Supervisor - regular onsite inspections	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<p>ensure that the roof is dry before performing tasks.</p> <ul style="list-style-type: none"> • Make sure all workers can safely access and work safely on the roof and control the risk of workers falling as well as falling objects. • Provide safe means of raising and lowering tools, equipment, debris and off-cuts from the ground to the roof. • Make sure manufacturer's instructions are followed when installing mounting points for the solar panel framing. • Consider the highest wind speeds for the region (refer to AS/NZS1170.2: 2002 Structural design actions -wind actions) • Make sure all external wiring is protected from UV rays. • Make sure mechanical protection of cables is provided in accordance with AS/NZS 3000 Australian/New Zealand wiring rules and AS/NZS 3008.1.1: 2009 Electrical installations-selection of cables. • Make sure that your tools and PPE are suitable for the tasks to be completed and that they are properly maintained. 		

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Only consider using a ladder if other alternatives such as scaffolding or elevated work platforms are not reasonably practicable. A ladder is primarily used for workers gaining access to the roof. Only start work once all the above is completed and you are satisfied that the system of work and working environment is safe and without risk to health. 		
Installation of inverter	<ul style="list-style-type: none"> Manual handling Sprains and strains Slips, trips and falls Drilling and cutting Debris and noise 	Moderate	Possible	M13	<ul style="list-style-type: none"> Use correct lifting techniques. Two person lift where appropriate. Eyes on path Good housekeeping Personnel must be competent with suitably training. Use power tools in accordance with safe practices. 	Supervisor - regular onsite inspections	L6
Making switchboard connection	<ul style="list-style-type: none"> Electric shock Hand injuries 	Major	Possible	H18	<ul style="list-style-type: none"> De-energised before commencing work Lock-out and tag. Follow safe work practices. Test before re-energising. 	Supervisor - regular onsite inspections	M10
Complete test run on equipment	<ul style="list-style-type: none"> Injury due to mechanical failure Eye or hearing damage 	Moderate	Possible	M13	<ul style="list-style-type: none"> Stand well clear of equipment when completing test run Have emergency stop at the ready for quick shutdown in emergency Do not put hands, body parts or hair near equipment 	Supervisor in Site Inspection	L6

Relevant to:

Division: All
Department: All
Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> Look, listen and observe closely for any abnormalities and shut off immediately if problems noted Workers must wear hearing and eye protection in all plant rooms and areas where plant is running 		
On Completion – High Risk Construction Work	<ul style="list-style-type: none"> Unauthorised access Contact with electricity Contact with Hazardous materials 	Critical	Possible	H22	<ul style="list-style-type: none"> If acceptable, remove or add barricades Ensure machine is parked in a safe, level area, clear of unstable or sloping ground Store the key in a safe place (restrict unauthorised access). Disconnect power tool/extension leads from power point before winding up so that you don't get a shock if the lead is damaged Inspect leads and power equipment for damage If safe to do so, remove isolation locks/ tags and check all appliances & fittings are in good condition & operational. Clean debris and ensure offcuts removed from the area Observe good personal hygiene including washing hands before eating Remove protective equipment before entering eating areas. 	Supervisor and WHSE Manager in regular Site Inspections	M14

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



A	B	C			D	F	F
PROCEDURE / ACTIVITY (break the job down into steps)	POTENTIAL HAZARDS (what can go wrong)	RISK ASSESSMENT (refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Ensure all tools are stored away properly when not in use. • Removal of excess materials from site using correct techniques and facilities Place/store equipment in approved storage area or back in work vehicle Ensure work area is left in clean and tidy condition. 		

INSTRUCTIONS TO COMPLETE THE WORK METHOD STATEMENT

PREPARATION OF SWMS

Select the relevant persons to develop the SWMS

Ensure all sections are completed

Column A – Identify, in working sequence, each activity step. (in consultation with workers involved)

Column B – Identify the Hazards associated with each step.

Column C – Refer to Risk Assessment Tables to determine Likelihood, Consequences and Risk Rating

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



Column D – Determine appropriate Control Measures in accordance with the 'Hierarchy of Controls'.

Column E – Allocate the responsibility. (e.g. - By supervisor daily)

Submit the SWMS to the relevant person/s for approval.

Relevant person/s to evaluate the SWMS for approval. Any changes required must be made before approval. Any changes after approval will be indicated by a Revision Number and must be re-submitted for approval.

Conduct a specific training meeting or toolbox talk to train all persons involved in the SWMS activities and have them sign the Training/Toolbox Record. If the SWMS is revised (Rev. No.), then repeat this process.

RISK MATRIX

A hazard is anything that has the potential to cause harm or damage.

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	M (11)	H (16)	H (20)	VH (23)	VH (25)
Likely	M (7)	M (12)	H (17)	H (21)	VH (24)
Possible	L (4)	M (8)	M (13)	H (18)	H (22)
Unlikely	L (2)	L (5)	M (9)	M (14)	H (19)
Rare	L (1)	L (3)	L (6)	M (10)	H (15)
H18 - VH25	Unacceptable: Immediate action required to manage the risk.				
M13 - H17	Issue: Action required to manage the risk.				
L5 - M12	Monitor: Action advisable if cost beneficial.				
L1 - L4	Tolerable: Manage using routine procedures.				

HIERARCHY OF CONTROL
Elimination
Substitution
Engineering
Administration
PPE

TOOLBOX / TRAINING RECORD – I have read and understood SWMS -

Toolbox/Training Conducted by:	Name:		Signature:	
<p>We, the undersigned, confirm that this Safe Work Method Statement has been explained to us and that we understand its contents. We are able to comply with these requirements.</p> <p>We also confirm that we understand its purpose of reducing, as far as possible, the chance of incidents occurring. We will report any non-compliance of this SWMS to a relevant person/supervisor.</p> <p>ALL PERSONS INVOLVED IN THE WORKS MUST COMPLETE THE FOLLOWING, PRIOR TO START OF WORKS.</p>				

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Issue Date: 12/06/2025

Change Control: Level 1

Ref. No.: HSE-SWMS-020

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – ELECTRICAL, SOLAR, AIRCON & DUCTING



Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-021

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – INSTALL PLUMBING WORKS



Task / Activity:	INSTALL PLUMBING WORKS		SWMS Number:	021
			Revision Number:	003
			Next Review Date:	12/12/2025
Purpose:	<p>The purpose of this statement is to eliminate (or reduce as far as practicable) the possibility of an incident occurring where persons may suffer injury or work-related illness, or where property may be damaged. The Hierarchy of Controls must govern the choice of controls adopted. A consultative process will be used to complete this statement. The person(s) carrying out the work activities in this SWMS shall be involved in the SWMS preparation and be trained in the relevant procedures, processes, and requirements.</p> <p>ALL PERSONS INVOLVED IN CARRYING OUT THE NOMINATED TASK / ACTIVITY MUST FOLLOW THIS SAFE WORK METHOD STATEMENT.</p>			
Project:	4163 Albany Creek Library		Date Prepared:	25/08/2025
Project Address:	16 Ferguson St, Albany Creek QLD 4035			
Company Address:	15 Nicol Way, Brendale, QLD, 4500			
Personnel responsible for implementing, monitoring and ensuring compliance with SWMS	Craig Fever			
Personnel Involved in Developing SWMS:	Zane Taylor (Owner/Director)			
	Adam Henricks (WHSE Manager)			

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

Ref. No.: HSE-SWMS-021

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – INSTALL PLUMBING WORKS



Legislative Act / Regulation:	Code(s) of Practice:	Australian / NZ Standards, Other:
Work Health and Safety Act 2011 (Qld & NSW) Work Health and Safety Regulation 2011 (Qld & NSW)	Hazardous Manual Tasks CoP 2021 (Qld & NSW) How to Manage Work Health and Safety Risks CoP 2021, (Qld & NSW) Managing the risks of plant in the workplace CoP 2021 (Qld & NSW) Managing risks of Hazardous Chemicals in the workplace CoP 2021 (Qld & NSW) Electrical safety CoP 2020 –Managing electrical risks in the workplace (Qld & NSW) First aid in the workplace CoP 2021 (Qld & NSW) Managing noise and preventing hearing loss at work CoP 2021 (Qld & NSW) Managing the risk of falls at workplaces CoP 2021 (Qld & NSW) Managing the work environment and facilities CoP 2021 (Qld & NSW) Work health and safety consultation, co-operation and coordination CoP 2021 (Qld & NSW)	(AS1966) (AS3195) (AS1674.2) (AS1674.2) (AS/NZS 3100) (AS1674.2) (AS1674.2) (AS1995) (AS2826) (AS1674.2)
Competencies/Training Required to undertake Activities:	Specific Plant Required to Undertake Task:	Hazardous Substances Required for Task:
General Safety Induction Plumbing Certification	Hand Tools	Glues Primers Cleaning Solvents Waste

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director


Change Control: Level 1

Ref. No.: HSE-SWMS-021

Issue Date: 12/06/2025

SAFE WORK METHOD STATEMENT – INSTALL PLUMBING WORKS



AUTHORISATION			
We hereby request acceptance of this statement and confirm that the documented precautions / control measures will be complied with.			
Company Name:	Tallan Group	Work Area/ Task Location:	All Areas
ABN.:	22 649 005 096	Onsite supervisor/person responsible for actioning controls:	All Staff
Responsible Director			
Zane Taylor	Director		12/06/2025
Name	Position	Signature	Date

Note: All relevant signatures must be obtained prior to the commencement of work.

REVIEW								
Review Number	1	2	3	4	5	6	7	8
Name	Adam Henricks	Adam Henricks	Adam Henricks					
Date	12/06/2024	12/12/2024	12/06/2025					
Review to be undertaken on a 6 monthly basis or when there is any change that will require the SWMS to be updated to reflect those changes.								

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – INSTALL PLUMBING WORKS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
Set-up/ Pack-up	<ul style="list-style-type: none"> • Manual handling injuries • Slips, trips and falls 	Moderate	Possible	M13	<ul style="list-style-type: none"> • Carry tools and equipment the shortest possible distance. • Park the vehicle close to the working location. • Use team lifting for electrical wet saw set up. • Eliminate the need for manual handling where possible by having the supplier deliver the product onto the work site. • Deliver product as close to the site as possible, safely parking to avoid collisions and impacting on other plant and pedestrian movement. • If materials are to be collected from supplier, have the supplier load heavier materials (>20kg) onto vehicle by mechanical means or use team lifting. • Confirm workers are trained in manual handling and lifting techniques. • Limit each load to a minimum and seek assistance where necessary. • Wear PPE of safety footwear and eyewear, and high visibility clothing and other PPE where displayed signage requires it. • Plan location of saw and route to be walked. 	Supervisor and WHSE Manager in regular Site Inspections	L6
Internal Drainage	<ul style="list-style-type: none"> • Trips, slips & falls 	Major	Possible	H18	<ul style="list-style-type: none"> • Check that the working path has been cleared prior to using. 	Supervisor and WHSE	M10

Relevant to:

Division: All
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Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – INSTALL PLUMBING WORKS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
	<ul style="list-style-type: none"> • Manual handling injuries when carrying tool equipment and materials • Hit by bobcat or excavator • Exposure to substances classified as hazardous. 				<ul style="list-style-type: none"> • Ensure clear access to work area. • Ensure trenches have been filled or fall protection and barricades are in place. Avoid rough terrain. • When moving onto building pad walk directly up the side of the pad and move along on the flat surface of the pad, do not walk along the sloped edge of the pad as this increases the risk of slipping. • Ensure workers are trained in the correct manual handling techniques. • Use team lifting techniques or mechanical means for manual handling where possible. • Ensure manual handling is minimised as much as possible. Use wheelbarrows or similar to move tools and parts around site. • When carrying long lengths of pipe on site ensure that they do not strike other persons when changing direction. • Maintain an exclusion zone around all operating plant. • Plant shall only be used by competent persons. • Pre-starts shall be conducted on the plant daily. • All persons inducted on site. 	Manager in regular Site Inspections	

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – INSTALL PLUMBING WORKS



A PROCEDURE / ACTIVITY (Break the job down into steps)	B POTENTIAL HAZARDS (What can go wrong)	C RISK ASSESSMENT (Refer to risk matrix at end of document)			D CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	F MONITOR & REVIEW (Who, how and when)	F Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Positive means of communication shall be maintained for those required to work in close proximity or line of fire of the mobile plant. • Provide Safety Data Sheet (SDS). Provide training in the use of hazardous substances and P.P.E equipment required. • Ensure good ventilation when using pipe cleaning solvent and Type N Pipe Glue, do not use in a confined space or inside of a trench where workers are present without a forced ventilation system in place. • Ensure workers are trained in the safe use of chemicals. 		
Installation of Downpipe	<ul style="list-style-type: none"> • Impact with other trades • Falls from height when installing. • Sunburn • Manual handling injuries. • Electrocution. 	Major	Possible	H18	<ul style="list-style-type: none"> • Check access to work area. Ensure that any trenches in proximity are either filled or boarded over. • If drilling into wall, ensure that wind does not blow dust towards other workers. • Use suitable access system for works at height. Do not work off ladders. If work is above 2m use scissor lift, temporary scaffold, boom lift. Maintain an exclusion zone around work area to prevent access to others. Workers must have completed a course in working safety at heights if they are going to be 	Supervisor and WHSE Manager in regular Site Inspections	M10

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – INSTALL PLUMBING WORKS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					using a travel restraint or fall arrest harness system. • Take heat stress precautions wear long sleeved shirts, use sunscreen and maintain intake of fluids to prevent dehydration. Monitor urine colour and cease work if colour is dark yellow or orange. Maintain hydration by drinking 1.5 litres of water per hour • Keep out of the sun where possible. • When carrying long lengths of pipe on site ensure that they do not strike other persons when changing direction. • Do not attempt to position long lengths of downpipe during high winds • If using mains voltage tools, ensure each tool and lead is correctly tested and tagged and that a Residual Current Device is used. • Ensure tools are in good working order. • Ensure workers have been trained and are competent in the safe use of electrical tools.		
Installation of External Drainage & Sewer	• Hit by plant and equipment when excavating trenches backfilling and installation of pips.	Critical	Possible	H22	• All personnel should be trained in working in close proximity to mobile plant including how to safely approach plant. (From a safe distance in front of the plant signal operator to shut down plant. Approach only when plant engine is stopped)	Supervisor and WHSE Manager in regular Site Inspections	M14

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – INSTALL PLUMBING WORKS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
	<ul style="list-style-type: none"> • Tripping, falling into open trenches. • Collapse/ Entrapment. • Contact with substances classified as hazardous • Asbestos • Injury from hitting underground services such as gas, electricity and water mains 				<ul style="list-style-type: none"> • All persons working in proximity to the excavation area must wear high visibility clothing. • Place suitable signage and fencing around excavation site. • Only competent personnel are to operate plant. • Conduct daily prestart if not already completed. • All spoil from trench is to be placed a minimum of 1m away from sides of trench. • The trench must be fenced or barricaded. At NO time should the trench or excavation ever be left open when unattended. • Prepare emergency plan in event of accident, plan should detail actions to be taken in case of cave in or medical emergency within the confines of the trench • Trench works in excess of 30cm wide and more than 1.5m deep must be shored, benched or battered. • Ladders shall be positioned at 9m intervals within the trench. • Provide Material Safety Data Sheet (MSDS). Provide training in the use of hazardous substances and P.P.E equipment required. 		

Relevant to:

Division: All
Department: All
Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – INSTALL PLUMBING WORKS



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PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Ensure good ventilation when using pipe cleaning solvent and Type N Pipe Glue, do not use in a confined space or inside of a trench where workers are present without a forced ventilation system in place. • Ensure infection controls are used when working with an open sewer. High possibility of exposure to faecal coliforms. Wear safety glasses, rubber gloves and a P1 mask. • When connecting into an existing sewer check condition of sewer. Sewers installed prior to December 2003 may be made of Asbestos Piping. If asbestos use wet cutting technique. No asbestos licence is required if amount of bonded asbestos is under 10m2. Cutout section must be disposed of as Hazardous Waste, e.g. double wrapped in an approved bag and taken to the landfill site. No EPA certificates are required for small amounts of asbestos. • Complete excavation permit if required. Dial before you dig. At a minimum all services should be identified. Where actual position of service is not known, pothole until service is located and direction is 		

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Site: All

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SAFE WORK METHOD STATEMENT – INSTALL PLUMBING WORKS



A PROCEDURE / ACTIVITY (Break the job down into steps)	B POTENTIAL HAZARDS (What can go wrong)	C RISK ASSESSMENT (Refer to risk matrix at end of document)			D CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	F MONITOR & REVIEW (Who, how and when)	F Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					established. (Minimum 3 locations along length of service to ensure that it does not change direction within proposed excavation area.		
Laying Pipes and Other Services	<ul style="list-style-type: none"> • Earthworks collapsing • Being struck by moving Plant and equipment • Manual handling of PVC pipes and other materials using cranes • Welding 	Critical	Possible	H22	<ul style="list-style-type: none"> • Trench must be dug in line with the foregoing procedure for digging trenches. • Do not allow workers to enter any excavations over 1500mm deep unless accompanied by another worker at ground level as a lookout and to provide support. • Workers must not enter the trench until Plant has ceased movement. • Where Plant is required to move piping or other materials into excavations ensure that workers are clear of Plant movement. Use guide ropes to position pipe • Loads must not be unslung until Plant has ceased movement and the load is securely placed on the floor of the trench. • Slings, chains and harnesses used to move heavier piping must be in good order and have been tested within the preceding 12 months. Damaged slings, harnesses or chains with more than 10% wear must be disposed of. 	Supervisor and WHSE Manager in regular Site Inspections	M14

Relevant to:

Division: All
Department: All
Site: All

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Change Control: Level 1

SAFE WORK METHOD STATEMENT – INSTALL PLUMBING WORKS



A PROCEDURE / ACTIVITY (Break the job down into steps)	B POTENTIAL HAZARDS (What can go wrong)	C RISK ASSESSMENT (Refer to risk matrix at end of document)			D CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	F MONITOR & REVIEW (Who, how and when)	F Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Use two workers to move and placed pipes into trenches. • If using substances or welding within a trench control ventilation and exposure. • Wear PPE, including welding goggles, caps, work boots, spats, flame-retardant clothing (long-sleeved shirts, long trousers and gloves), safety glasses with side shields, earmuffs or earplugs. 		
Use of PVC Pipe Cement	<ul style="list-style-type: none"> • Fire • Poisoning • Eye contact • Skin Contact • Inhalation 	Moderate	Likely	H17	<ul style="list-style-type: none"> • PVC glues must be used in accordance with MSDS controls. Refer to MSDS prior to use. Use in well-ventilated areas and wear gloves and safety glasses. • Clean end of pipe and fittings with cleaning solution and allow to fully dry. Apply cement with brush supplied by manufacturer. • Ensure ventilation is adequate to maintain air concentrations below Exposure Standards. If inhalation risk exists: Use with local exhausts ventilation or while wearing organic vapour respirator. Vapour heavier than air - prevent concentration in hollows or sumps. DO NOT use in or enter confined spaces where vapour may have collected. Keep containers closed when not in use. 	Supervisor and WHSE Manager in regular Site Inspections	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – INSTALL PLUMBING WORKS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
					<ul style="list-style-type: none"> • Wear overalls, safety glasses and impervious gloves. Always wash hands before smoking, eating, drinking or using the toilet. Wash contaminated clothing and other protective equipment before storage or re-use. • If risk of inhalation exists, wear organic vapour respirator meeting the requirements of AS/NZS 1715 and AS/NZS 1716. • Avoid skin and eye contact and breathing in vapour. Use away from sources of heat and ignition. • These glues can be highly flammable take precautionary measures against static discharges. Ensure a fire extinguisher is in close proximity of the work. • Storage advice: Store in a cool, dry, well-ventilated place and out of direct sunlight. Store away from incompatible materials described in MSDS. Store away from sources of heat or ignition. Keep containers closed when not in use - check regularly for leaks. 		
Internal Installation of Plumbing Including Fit Off	<ul style="list-style-type: none"> • Incorrect use of power tools • Working from heights 	Major	Possible	H18	<ul style="list-style-type: none"> • Workers must be competent in using power tools and equipment. • All mains powered tools and leads must be tested and tagged and run through 	Supervisor and WHSE Manager in regular Site Inspections	L6

Relevant to:

Division: All
Department: All
Site: All

Document Owner: Managing Director

Change Control: Level 1

SAFE WORK METHOD STATEMENT – INSTALL PLUMBING WORKS



A	B	C			D	F	F
PROCEDURE / ACTIVITY (Break the job down into steps)	POTENTIAL HAZARDS (What can go wrong)	RISK ASSESSMENT (Refer to risk matrix at end of document)			CONTROL MEASURE (Control Measure to be in place in order to manage potential hazards)	MONITOR & REVIEW (Who, how and when)	Residual Risk
		Consequence	Likelihood	Rating (1 – 25)			
	<ul style="list-style-type: none"> • Use of Oxy acetylene or soldering equipment 				a RCD portable power distribution board. <ul style="list-style-type: none"> • Conduct a site-specific risk assessment using a generic checklist. • Only competent and trained operators are to use EWP and Scissor lifts. Top and mid-rails must be fitted to EWP and Scissor lifts. Note. Workers must remain wholly inside the confines of both to complete work. • Harnessing must be worn and attached when working at heights greater than 2 metres. • Wear PPE, including welding goggles, caps, work boots, spats, flame-retardant clothing (long-sleeved shirts, long trousers and gloves), safety glasses with side shields, earmuffs or earplugs. Other PPE as indicated by displayed signage should also be worn. • Ventilation must be maintained in the work area when using pipe cement • Flashback arrestors must be fitted to all Oxy acetylene equipment (two flashback arrestors are desirable). Hoses, fittings and couplings must be in good order without cracking or repairs. • Remove all flammable and combustible materials from the work area prior to welding or silver soldering 		

Relevant to:

Division: All
 Department: All
 Site: All

Document Owner: Managing Director

Change Control: Level 1

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INSTRUCTIONS TO COMPLETE THE WORK METHOD STATEMENT

PREPARATION OF SWMS

Select the relevant persons to develop the SWMS

Ensure all sections are completed

Column A – Identify, in working sequence, each activity step. (in consultation with workers involved)

Column B – Identify the Hazards associated with each step.

Column C – Refer to Risk Assessment Tables to determine Likelihood, Consequences and Risk Rating

Column D – Determine appropriate Control Measures in accordance with the 'Hierarchy of Controls'.

Column E – Allocate the responsibility. (e.g. - By supervisor daily)

Submit the SWMS to the relevant person/s for approval.

Relevant person/s to evaluate the SWMS for approval. Any changes required must be made before approval. Any changes after approval will be indicated by a Revision Number and must be re-submitted for approval.

Conduct a specific training meeting or toolbox talk to train all persons involved in the SWMS activities and have them sign the Training/Toolbox Record. If the SWMS is revised (Rev. No.), then repeat this process.

RISK MATRIX

A hazard is anything that has the potential to cause harm or damage.

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Critical
Almost Certain	M (11)	H (16)	H (20)	VH (23)	VH (25)
Likely	M (7)	M (12)	H (17)	H (21)	VH (24)
Possible	L (4)	M (8)	M (13)	H (18)	H (22)

HIERARCHY OF CONTROL
Elimination
Substitution
Engineering

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Unlikely	L (2)	L (5)	M (9)	M (14)	H (19)
Rare	L (1)	L (3)	L (6)	M (10)	H (15)
H18 - VH25	Unacceptable: Immediate action required to manage the risk.				
M13 - H17	Issue: Action required to manage the risk.				
L5 - M12	Monitor: Action advisable if cost beneficial.				
L1 - L4	Tolerable: Manage using routine procedures.				

Administration
PPE

TOOLBOX / TRAINING RECORD – I have read and understood SWMS -		
Toolbox/Training Conducted by:	Name:	Signature:
<p>We, the undersigned, confirm that this Safe Work Method Statement has been explained to us and that we understand its contents. We are able to comply with these requirements.</p> <p>We also confirm that we understand its purpose of reducing, as far as possible, the chance of incidents occurring. We will report any non-compliance of this SWMS to a relevant person/supervisor.</p> <p>ALL PERSONS INVOLVED IN THE WORKS MUST COMPLETE THE FOLLOWING, PRIOR TO START OF WORKS.</p>		
Name	Roles	Signature

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SAFE WORK METHOD STATEMENT – INSTALL PLUMBING WORKS



Name	Roles	Signature

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SAFE WORK METHOD STATEMENT

TOOLBOX / TRAINING RECORD - I have read and understood SWMS -

Toolbox/Training Conducted by:

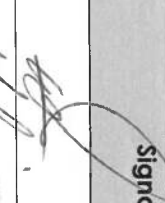










Name: Adam Henricks

Signature:

We, the undersigned, confirm that this Safe Work Method Statement has been explained to us and that we understand its contents. We are able to comply with these requirements.

We also confirm that we understand its purpose of reducing, as far as possible, the chance of incidents occurring. We will report any non-compliance of this SWMS to a relevant person/supervisor.

ALL PERSONS INVOLVED IN THE WORKS MUST COMPLETE THE FOLLOWING, PRIOR TO START OF WORKS.

Name	Roles	Signature
Ashley Davis	LATHER	
Ashley Byrne	Carpenter	
AARON BORELS	CARPENTER	
Tom Sellers	Labourer	
Tim Southward	Handy man.	
Matt Gibson	HANING man	
JAMES LEE	CARPENTER	
Yane LIANTAR	labouer	
Junior Mi	labouer	
S. TULLOCH	TRADE ASSISTANT	
ANDREW WALL	TRADE ASSISTANT	

Relevant to:

Division:

Department:

Site:

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SAFE WORK METHOD STATEMENT

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Document Owner: Managing Director

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All

All