



## Safe Work Method Statement

133 Mitford Street  
Elwood  
Victoria  
3184

incorporating a Site Specific Risk Assessment (JSA)

Customer Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Contact Number: \_\_\_\_\_

Activity: \_\_\_\_\_  
Picking Slip Number: \_\_\_\_\_

Likelihood	Consequence				
	1-Negligible	2-Minor	3-Moderate	4-Major	5-Catastrophic
A-Almost Certain	Low	Moderate	High	Extreme	Extreme
B- Likely	Low	Low	Moderate	High	Extreme
C Possible	Very Low	Low	Moderate	High	Extreme
D-Unlikely	Very Low	Low	Low	Moderate	Extreme
E- Rare	Very Low	Very Low	Very Low	Moderate	High

Risk Rating Table: - Risk Rating (RR) = Likelihood (L) x Consequence (C)  
Refer to WIS's Risk Management

### Person Completing this Statement

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Signature:

### Work Supervised by

Position: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Number: \_\_\_\_\_

Signature:

**Details of staff completing work:**  
**Name/Training/Qualifications**  
General Construction Induction/ Competency Based LDWP training Site Inductions  
**Plant and Equipment used:**  
Hand Tools Prefabricated Aluminium and steel  
**Service Vehicle components**

**Legislation, Codes of Practice. Australian Standard, etc.**  
**applicable:** Vic OHS Act 2004  
Vic OHS Reg 2008  
Code of Practice for Prevention of Falls from Housing Construction  
Relevant standards  
Installation Guide/Training manual

Minimum standard of PPE to be worn at all times when on site is hard hat, safety vest, steel capped boots, appropriate gloves & safety glasses.



Key steps	Possible hazards	Risk Rating (Refer to calculator)	Safety controls	Risk Rating (Of the risk following corrective action)	Person Responsible (Initial)
Arrival on site	Lack of awareness of site hazards Collision with other vehicles	High	Report to Site Supervisor/Security/Office Undertake Site Specific Safety Induction if applicable Adhere to site traffic management plan Adhere to site rules and signage Wear any site specific PPE as outlined in induction Obey all instructions of Principle Contractor Location of specific services on site and isolation exclusion zones identified.	Low	<div>Team Supervisor</div>
	Lack of awareness of specific hazards of job	High	Conduct toolbox talk Undertake site inspection to identify possible hazards <b>Complete, Read and sign SWMS</b>	Low	<div>Installers</div>
Assess and Secure work areas	Slips, trips, falls, falling objects, property damage	High	Signage / barriers / spotter to be used to create exclusion Zone underneath elevated working areas. Exclusion zone to adequately contain all tools, materials and components which may fall. Access to elevated areas to be restricted to authorised installers only.	Low	<div>Team Supervisor</div>
	Electrocution	High	Existing electrical services to be identified with the Principal Contractor prior to commencement The 5.0m clearance from the top of the guardrail on the scaffolding be maintained from electrical hazards until these have been isolated or otherwise controlled by the principal contractor.	Low	<div>Installers</div>
Work in Sun	UV Radiation, Dehydration	High	SPF 30+ sunscreen to be applied before and during outdoor work. Use hats, sunglasses and where UV protective clothing Regular intake of water and rest breaks No singlet's and bare tops on site at any time.	low	<div>Team Supervisor</div> <div>Installers</div>
Use of Personal Protective Equipment	Multiple	Moderate	Use PPE where it is not practical to control risk by other means Steel cap foot wear to be worn on site Slip resistant rubber soled footwear to be worn when working on elevated surfaces  Gloves worn when handling hot of sharp objects High visibility vests to be worn at all times on site		<div>Team Supervisor</div> <div>Installers</div>
Unloading Plank, Rail, Kwik Stage and Frames Components from Truck	Manual Handling – Back injury	High	Avoid bending and twisting whilst unloading. Use team lifting for heavy items. Utilise forklift or other mechanical aids if available	Low	<div>Team Supervisor</div>
	Unsafe storage of Materials can lead to injury to workers on site or damage to equipment	Medium	Materials stored in designated areas. Storage of materials must not present a risk of trip or slip injuries or risk of falling onto workers. Barricade area using safety tape if applicable	Very Low	<div>Installers</div>
Correct installation and structural soundness of components	Falls, falling objects, property damage	High	All products, systems and components installed according to engineered specifications and installation manuals Install Manuals to be readily available Installers to have appropriate training, skills and where necessary hold the appropriate WIS Level of Proficiency and or (Basic Scaffold).	Low	<div>Team Supervisor</div> <div>Installers</div>
	Electrical issues	High	Visual inspection to ensure there are no overhead power Lines and/or electrical leads lying in work area. Isolation of electrical system required where necessary.		<div>Team Supervisor</div> <div>Installers</div>
Installing LDWP, Kwik Stage, Foil and Pitch Platform	Falling objects	High	Ground staff to ensure unauthorized personnel do not enter erection zone. Crew members working below must wear Hard hats		<div>Team Supervisor</div> <div>Installers</div>
Installing LDWP, Kwik Stage, Foil and Pitch Platform	Falls, falling objects, property damage	High	Inspect frame and identify any areas that are unsuitable for brackets or that requires strengthening. Set up post and brackets so as to be at correct height and to comply with standards. Set brackets around structure supported timber frames off upper floor Level Set up Kwik Stage external and internal standards to comply with scaffolding codes of practice and installation manual.	Medium	<div>Team Supervisor</div> <div>Installers</div>
Installing foil damp coarse	Staple injury	Moderate	Avoid staple injury to fingers and hands by keeping clear when hammer staple is used.	Low	<div>Team Supervisor</div> <div>Installers</div>
Installing foil	Staple injury	Moderate	Avoid staple injury to fingers and hands by keeping clear when hammer staple is used.	Low	<div>Team Supervisor</div> <div>Installers</div>
Installing foil damp coarse blade work	Cut injury	High	Avoid blade cutting towards the body fingers and hands	Low	<div>Team Supervisor</div> <div>Installers</div>
Installing foil blade work	Cut injury	High	Avoid blade cutting towards the body fingers and hands	Low	<div>Team Supervisor</div> <div>Installers</div>
Using a ladder	Falls, unstable ground, faulty ladder, property damage	High	Ladder <ul style="list-style-type: none"><li>Is manufactured for industrial use and is load rated for at least 120kg</li><li>Is used for its designed purpose</li><li>Is not overloaded</li></ul> Maximum length does not exceed. <ul style="list-style-type: none"><li>6.1 Single ladder</li><li>7.5 Extension ladder</li><li>9.2 Extension ladder used for electrical work</li></ul> Ladder set up <ul style="list-style-type: none"><li>On level and stable surface</li><li>Extended at least 1m above the level being accessed (If being used for access/egress)</li><li>At 70-80 degree (1 in 4 rule)</li><li>Secure Top &amp; bottom</li></ul>	Medium	<div>Team Supervisor</div> <div>Installers</div>
Installing Foil LDWP and Pitch Platform From ladder	Fall from ladder & sustaining an injury	High	Risk assessed and rated: (Use Risk rating table) Maintain 3 points of contact with ladder at all times.  When performing "permitted work ensure: <ul style="list-style-type: none"><li>Size, weight &amp; shape of equipment or material being carried will not restrict movement or cause loss of balance</li><li>Installer's trunk is centred between stiles.</li><li>Equipment can be used with one hand</li><li>Harness and Pole strap (Lanyard) used.</li></ul> Portable ladders: <ul style="list-style-type: none"><li>Must be industrial rated. Comply with AS/NZS1892</li><li>On level and solid base</li><li>Secured at all times.</li><li>Angled at ratio 1.4</li><li>Three points of contact on the ladder at all times.</li></ul> Fixed access points and fixed ladders: <ul style="list-style-type: none"><li>Access systems provided not to be altered</li><li>Check effective before use.</li><li>If defective do not use and request rectification</li></ul>	Medium	<div>Team Supervisor</div> <div>Installers</div>
Installing brackets frames Pitch platform, Kwik Stage, LDWP and Foil from heights	Fall from heights	High	When possible the bracket should be installed from inside the frame. Where this is not possible, the installer will install from a ladder. The installer will follow the process as stated in training manual and installation Guide. A Full Travel Restraint harness to be used if the bracket has to be installed from the top of building, where possible.	Low	<div>Team Supervisor</div> <div>Installers</div>
Install Guard rail from LDWP and Pitch Platform	Fall from heights	High	The first rail can be installed when standing behind the protruding ladder(1M above roof line). The remaining rails can be installed from behind the initial rail.	Low	<div>Team Supervisor</div> <div>Installers</div>
Install Access points	Fall from heights	High	Access points to be installed as close as possible to pre determined points.	Low	<div>Team Supervisor</div> <div>Installers</div>
	Falling objects	High	Ground staff to ensure unauthorized personnel do not enter erection zone. Crew members working below must wear Hard hats	Low	<div>Team Supervisor</div> <div>Installers</div>
Dismantling installation	All hazards identified above	High	Park vehicle as close as possible to the site This process is the reverse procedure to the installation process.  Follow all controls listed above. <ul style="list-style-type: none"><li>Do not throw items down – either pass or drop in a controlled manner, drop zone.</li><li>Ensure drop zone area is isolated or clearly communicated to any other workers</li></ul> Ensure dismantle procedure is carried out as per the LDWP, Pitch and Guardrail installation manual. Ensure correct dismantle sequences Dismantle Kwik Stage external and internal standards to comply with scaffolding codes of practice and installation manual.	Medium	<div>Team Supervisor</div> <div>Installers</div>
Completion		low	Crew leader to complete final inspection, complete hand over certificate where required.	low	<div>Team Supervisor</div> <div>Installers</div>
Leaving site	Loading of truck – Manual Handling Objects falling from truck striking other workers Tidy work area	High  Medium Low	Avoid bending and twisting whilst loading. Use team lifting for heavy items. Utilise forklift or other mechanical aids if available Load is to be properly secured before moving truck offsite All foil, rolls, tape, brackets and scaffolding accessories to be removed from site. No items are to be placed in the bins provided on site.	Low  Very Low low	<div>Team Supervisor</div> <div>Installers</div>

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

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

Hazard	Potential Incident	Uncontrolled Risk Score	Current Controls	Controlled Risk Score	Further controls required	Responsible Person
		Very Low (1)		Very Low (1)		Team Supervisor
		Low (2)		Low (2)		_____
		Moderate (3)		Moderate (3)		Installers
		High (4)		High (4)		_____
		Extreme (5)		Extreme (5)		_____
		Very Low (1)		Very Low (1)		Team Supervisor
		Low (2)		Low (2)		_____
		Moderate (3)		Moderate (3)		Installers
		High (4)		High (4)		_____
		Extreme (5)		Extreme (5)		_____
		Very Low (1)		Very Low (1)		Team Supervisor
		Low (2)		Low (2)		_____
		Moderate (3)		Moderate (3)		Installers
		High (4)		High (4)		_____
		Extreme (5)		Extreme (5)		_____
		Very Low (1)		Very Low (1)		Team Supervisor
		Low (2)		Low (2)		_____
		Moderate (3)		Moderate (3)		Installers
		High (4)		High (4)		_____
		Extreme (5)		Extreme (5)		_____
		Very Low (1)		Very Low (1)		Team Supervisor
		Low (2)		Low (2)		_____
		Moderate (3)		Moderate (3)		Installers
		High (4)		High (4)		_____
		Extreme (5)		Extreme (5)		_____
		Very Low (1)		Very Low (1)		Team Supervisor
		Low (2)		Low (2)		_____
		Moderate (3)		Moderate (3)		Installers
		High (4)		High (4)		_____
		Extreme (5)		Extreme (5)		_____

**This SWMS has been developed through consultation with our employees. Any changes to above work process will be discussed at a toolbox talk with all affected employees. This SWMS will be reviewed every 6 months to ensure that it is current and effective in controlling the risks of the task being carried out.**

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

[illegible]

## TO BE FILLED OUT BY FAST WRAP SUPERVISORS ONLY

[illegible]