

Passive First

Specialists in Fire and Smoke Containment

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SAFE WORK METHOD STATEMENT (SWMS) – SWMS FOR INSTALLING FIRE STOP MATERIALS TO SERVICE PENETRATIONS

Activity/Job Title:	INSTALLING FIRE STOP MATERIALS		Date:	
Address of Works			Principle Contractor	Passive First
Personnel Competency / Certificates required:			Insert Licence Number Here:	Fire Rating Lic: 1196027 Elect Lic: 228411C
Training: (eg, Induction Blue Card)	General Industry Induction (White Card)			
PPE required: Hardhat, Hi-Vis vest, steel cap boots, mask, glasses.	  Sun Hat, Sun glasses, Sun screen OR as site requirements	Minimum signage required or protective barriers to be used	Not applicable to job task	
Site supervisor responsible for the implementation of the SWMS	Rodney Carney	Signature:	Position	Project Manager
SWMS Prepared by	Rodney Carney		Date	
Plant and Equipment used	Cordless Hammer Drill, caulking gun, masonry bolts, ladders, cordless drill, Handsaw, Hammer, Trolley and Wheelbarrow.		Material used	Fire Pillows, L500 or Promasil 110 Super Board, Fire Rated Mastic, Fire Collars, Screws & Fixings, Steel Angles, Rockwool, Fireset Mortar, Backing Rod, Blue Foam
Plant and Equipment Maintenance	Daily visual inspection of equipment. Monthly tagging of electrical equipment		Emergency Planning	Refer to Principal Contractors Emergency Plan at time of induction

Step	Plant / equipment required	Possible Hazards	Initial Risk score See Risk Matrix for details	Control Measures	Control Responsibility	Residual Risk Score See Risk Matrix for details
Establishing on site. Unloading equipment and materials.	Wheelbarrow and trolley.	Back strains and sprains. Pulling of muscles and ligament damage.	M7	Visual inspection to area first, Use mechanical means if over 55kg, team lifting for 20-55kg weights, Manual lift, bend knees, back straight, Use hazard assessment process to identify any at risk lifts, PPE equipment as per MSDS and site requirements.	Passive First Workers	L2
Using platform ladders, "A" ladders or mobile aluminium scaffold perform task	Platform ladders Mobile Scaffold	Falls/slip from ladders Collapse of scaffold whilst working	M13	Platform ladder to be used as per site requirements and to be AS certified, ensure work area is clear, use three points of contact with ladder whilst climbing up and down, scaffold feet are located over solid and stable ground, following manufacturer's instructions when erecting scaffold, adhere to safe working load of scaffold, ensure safety rails are fitted at all times, ensure wheels are locked prior to use, ensure kick boards are used	Passive First Workers	M7
Using Scissor Lift, Boom Lift	Scissor Lift, Boom Lift	Falls, tip over head bumps	M13	Inducted drivers only, clean floor area, bump boards to voids, check overhead clearance, check and look around when moving	Passive First Workers	M7
Use of machinery and tools	hammer drill, cutting saws, grinders	Electrocution Sparks from cutting Eye Injury Hearing loss Body injury	L5 M13	Submit a hot works permit when cutting metal, All machinery and tools to be inspected before use, all tools to be tagged monthly by licensed electrician, operating to wear correct eye and ear protection, remove all flammable material from work zone, ensure all covers and guards are in place before use.	Passive First Workers	L1 M7
Installing fire stopping materials Fire Boards	Cordless drill, hand saw, hammer	Eye and hearing injury, Cuts to hands and legs, bruising, skin abrasions, skin discomfort Lung distress.	M7 M13	Wear appropriate eye and ear protection, wear gloves, team lifting to move material, use hazard assessment process to identify any at risk lifts, cut material in well vented and lit areas.	Passive First Workers	L2 M7
Installing fire stopping material, Fire Spray (Cafco 300)	Spray machine, stud welder.	Heavy lifting, Lung distress, overspray in eyes,	H16	Wear appropriate eye protection, wear gloves, used trolley to transport large bag materials and hazard assessment process to identify any at risk lifts, work to product MSDS, inspect spray machine and welder are electrically tag.	Passive First Workers	M 9
Installing fire stop materials Fire Pillows, Fire Mastic, Fire Mortar, Fire Stop Collars	Cordless drill, hammer drill, caulking gun	Eye and hearing injury, cuts to hand, bruising, skin abrasions, lung distress	L1	Wear appropriate eye protection, wear gloves, used trolley to transport large boxed materials and hazard assessment process to identify any at risk lifts, work to product MSDS, inspect hammer drill and electrical tag, wear hearing protection, work in clear and well lit area.	Passive First Workers	L1

Step	Plant / equipment required	Possible Hazards	Initial Risk score See Risk Matrix for details	Control Measures	Control Responsibility	Residual Risk Score See Risk Matrix for details
Clean up work area.	Broom, shovel.	Damage to environment. Lung distress	M13	Use industrial type vacuum to reduce sweeping area, Bunt or Barricade off area, Sweep slowly Spread water over dust to reduce airborne particles, Follow onsite emergency procedures for spills, wear eye protection and PPE mask as per MSDS recommendations	Passive First Workers	L3
Identify Age of Building & If Asbestos Register is Required	N/A	Lung Distress, Death, Cancer	H18	If asbestos identified then notify supervisor/building/facility manager of potential ACM. DO NOT disturb and/or remove the ACM (must be done by AS1 or AS2 licensed asbestos contractors). Passive First employees <u>MUST not</u> proceed with scheduled works until asbestos tests results are completed and a competent hygiene consultant issues a 'Clearance Certification' to indicate the works area may accessed without the need for asbestos PPE.	Passive First Workers	L1
Safety of other persons – working in public spaces, units, corridors, traffic areas, parking garage	N/A	Possible injury due to equipment and working area location	M7	Provide safe access for persons past work site. Keep pedestrian paths clear of obstacles, trip or slip hazards etc. Ensure that occupants and other persons are clear before allowing entry to work area. Establish and set up Bollards, warning tape or barriers. Notices issued by Management for residents/tenants/customers informing them of date, times of work and limited access to work area. Ensure that all materials are stored in a manner to prevent access to hazardous substances, rough or sharp edges, or falling objects. Securely cover materials where practicable. Set up dust covers to prevent dust generated.	Passive First Workers	L1
Working in low voltage electrical or communications rooms	Plastic or Rubber Tools	Possible electrocution or fire	M12	No opening of switchboards. Use plastic or rubber tools. Use fiberglass ladders only.	Passive First Workers	L5

Control Monitoring Methodology

Control Monitoring will be the responsibility of the person responsible for the job task. On site supervisor to oversee all control measures to ensure personal safety.

ALL WORKERS TO READ AND SIGN THE MATERIAL SAFETY DATA SHEET TO ENSURE THEY UNDERSTAND THE HAZARDS AND MATERIALS THEY ARE USING. THIS IS MANDATORY PRIOR TO COMMENCING ANY WORKS.

AS/NZS Applicable to this Work Process

<input type="checkbox"/>	AS1682.2-1990	Fire dampers Installation	<input type="checkbox"/>	AS/NZS 1337	Personal eye protection
<input type="checkbox"/>	AS1682.1-1990	Fire dampers Specifications	<input type="checkbox"/>	AS1530.4	Fire Resistance Test
<input type="checkbox"/>	AS/NZS 1715, 1716	Respirators	<input type="checkbox"/>	AS4072.1	Service Penetration Standard

Legislative and codes of practice relevant to this work process:-

Work Health and Safety Act 2011 No 10; 301 Code of Practice: Electrical Practices for Construction Work; 9020 National Standard and Code of Practice for Manual Handling; 3001 AS1269 Acoustics Hearing Conservation; 875 What you need to know about Certificates of Competency: Scaffolding, Rigging and Dogging Work; 456.17 Hazardous Substances in the Workplace; 3010 AS1715 Selection, Use and Maintenance of Respiratory Protective Devices; AS1530.4 Fire Resistance Tests; AS4072.1 Components for the Protection of Openings in Fire Resistant Separating Elements; AS37884.1 Guide to Selection and Installation of Sprayed Mineral Coating; AS3600 Concrete Structures Code; AS3700 Masonry Code; AS1668.1 Ventilation; AS1682.1/2 Fire Dampers

Incident & Injury Reports

All Passive First vehicles have blank **Incident Report Forms** and **Injury Report Forms** that must be filled out respectively should the need occur. **For all Incident Report Forms (forms must be completed within 3 days of the incident occurring). For all Injury Report Forms (Forms must be completed within 7 days of the injury occurring)**

More information of Incident Notification is available here:

<http://www.workcover.nsw.gov.au/media/publications/health-and-safety/whs-incident-notification-fact-sheet>

or

http://www.pcansw.org.au/docs/general/80/guide_to_whs_incident_notification.pdf

Safe Work Method Statement - Work Team Sign-on/ Review Register

All workers involved with this activity are listed below, have attended a site induction and understand the changes to the SWMS. It is understood that the SWMS and site rules must be followed. If a risk results from not following these directions, work must stop immediately until the risk is removed or the worker may be excluded from the area managed by Passive First Pty Ltd. Work will not recommence until a safe system is restored. All workers have had an involvement in the development of the SWMS and are understanding of each requirement.

DO NOT SIGN THIS RECORD IF YOU DO NOT UNDERSTAND, DO NOT AGREE OR HAVE NOT READ THE APPROPRIATE SDS SHEETS OR DO NOT INTEND TO COMPLY WITH THE SAFE WORK METHODS PRESCRIBED.

This SWMS covers:			SWMS No:		
Name	Date	Sign	Name	Date	Sign

Risk Rating Matrix

DEVELOPED RISK RATING FROM THE MOST PROBABLE SCENARIO

			Consequence					
			People	Injuries or ailments not requiring medical treatment.	Minor injury or First Aid Treatment Case.	Serious injury causing hospitalisation or multiple medical treatment cases.	Life threatening injury or multiple serious injuries causing hospitalisation.	Death or multiple life threatening injuries.
				INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
	Probability:			1	2	3	4	5
Likelihood ↑	Is expected to occur in most circumstances	5	ALMOST CERTAIN	M (9)	H (16)	E (22)	E (24)	E (25)
	Will probably occur	4	LIKELY	M (6)	M (13)	H (19)	E (21)	E (23)
	Might occur at some time in the future	3	POSSIBLE	L (4)	M (11)	H (15)	H (18)	E (20)
	Could occur but doubtful	2	UNLIKELY	L (2)	M (7)	M (12)	M (14)	H (17)
	May occur but only in exceptional circumstances	1	RARE	L (1)	L (3)	L (5)	M (8)	M (10)

(***) The above matrix has been developed from Australian Standard 4360-2004 Risk Management (***)

Site Risk Assessment Changes/Amendments

Site specific changes to tasks or activities may change the exposure to hazards associated with each task.

Have any of the following items changed? – PLEASE TICK

- | | | |
|--|--|---|
| <input type="checkbox"/> The nature and type of service provided | <input type="checkbox"/> The location and work | <input type="checkbox"/> The materials, chemicals or equipment used |
| <input type="checkbox"/> Access to site/work area | <input type="checkbox"/> The work environment | |

Are any of the following involved that were not previously addressed in SWMS? – PLEASE TICK

- | | | |
|---|---|--|
| <input type="checkbox"/> Working at heights | <input type="checkbox"/> Scaffolding | <input type="checkbox"/> Potential environmental pollution |
| <input type="checkbox"/> Elevated platforms | <input type="checkbox"/> Working on/near roads | <input type="checkbox"/> Electrical work |
| <input type="checkbox"/> Working with naked flames or sparks
(hot work/fire hazards) | <input type="checkbox"/> Unusual or new chemicals | <input type="checkbox"/> Other hazards not listed |

If any of the above are ticked, the SWMS must be reviewed and if any changes are made:

1. The changes are to be listed in the space provided below
2. A site induction must be given to all workers associated with Passive First Pty Ltd
3. All workers must sign off on changes
4. A copy of the changes is provided to the principal contractor

Amendments to SWMS

Item	Activity or change to SWMS	Risk Score	Control	Residual Risk Score

Use safe lifting techniques. Use hazard assessment process to identify any at risk lifts. Use mechanical lifting aids where and when required. Two people to carry long or heavy loads.

