Fresh Start Projects

Safe Work Method Statement (SWMS)

Organisational Details

Business Undertaking the Work:	Fresh Start Projects	ABN:	98 765 432 109
Business Address:		Business Phone #:	98 765 432 109

Project and Principal Contractor Details

Scope of the Work:	New residential building construction		
Project Address:		Principal Contractor:	98 765 432 109

SWMS | JSEA Details

Develped By:	Fresh Start Projects	Contact #:	98 765 432 109
Date Developed:		Email:	ryan.slater@droneanalytics.com.au
Approved for Use By:	Jane Smith	Contact #:	ryan.slater@droneanalytics.com.au
Approval Date:		Signature:	ryan.slater@droneanalytics.com.au
Date Last Reviewed:		Reviewed & Approved for Use by::	ryan.slater@droneanalytics.com.au
Signature:	ryan.slater@droneanalytics.com.au	Next Review Date:	

Monitoring and Review:	Visual monitoring of control measures will be undertaken and reviewed if circumstances change. The SWMS | JSEA will be amended if there is a change in the activity.
Consultation:	Relevant personnel (including HSR's where established) have been consulted in the development, and where required, review and amending of this SWMS | JSEA.

No	Task | Activity	Potential Hazards	Risk Scores (before)	Control Measures	Risk Score (After)	Responsible Person
1 Arrival at site. Unloading and Set-Up.						
1.1	• Unload vehicle	• Musculoskeletal strains • Slips, trips and falls	3	• Planning, Consultation, Adherence to Manual Handling Techniques ◦ When unloading the vehicle we will ensure that we are as close as possible to the area where the equipment will be set up. If required we will seek out assistance in unloading heavy items, however our normal work does not include heavy items. ◦ We will use sensible manual handling techniques making sure our backs are straight and bending with the knees.	5	Ryan
1.2	• Working in the sun Dangerous UV Rays	• Exposure to UV radiation. • Heat stress • De-hydration • Collapse • Nauseated • Skin Cancer • Bodily Injury • Infection • Death	1	• Planning and Consultation ◦ Work health and safety legislation in each Australian state requires your employer or PCBU (person conducting a business undertaking) to provide a safe working environment. ◦ Skin cancer is a preventable disease and will actively promote, encourage and support skin protection in all work activities with which they are associated. ◦ All employees or Contractors must wear clothing to protect from the harmful UV Rays. ◦ Best options to avoid skin cancer when working outside ◦ Shirts or tops which have longer sleeves and a collar. ◦ Longer legged shorts where appropriate. ◦ Wide brimmed or legionnaire hats whenever practical. ◦ Eye protection tinted safety glasses. ◦ Actively encourage all employees to routinely apply broad spectrum water resistant 30+ sunscreen and stress the importance of regular re-application. ◦ Advise all workers, about the UV Protection Policy and encourage them to comply with it. ◦ Work and take breaks in the shade. Where no shade exists, use temporary portable shade. ◦ If possible, Plan to work indoors or in the shade during the middle of the day when UV radiation levels are strongest. ◦ Plan to do outdoor work tasks early in the morning or later in the afternoon when UV radiation levels are lower. ◦ Share outdoor tasks and rotate staff so the same person is not always out in the sun. ◦ Choose shade that has extensive overhead and side cover and is positioned away from highly reflective surfaces.	2	Ryan
2 General Construction						
2.1	• Use of hand and power tools	• Electrocution	1	• Safety Glasses, Ear Protection and RCD.	4	Ryan

No	Task | Activity	Potential Hazards	Risk Scores (before)	Control Measures	Risk Score (After)	Responsible Person
		• Cuts and abrasions • Eye and hearing damage		• All Electrical leads and tools will be tested and tagged every 3 months in accordance with AS/NZS 3012:2010. A test register will also be available for inspection • Guards on tools and equipment will be maintained and working effectively before being used on site. • Guarding on tools will not be removed to perform any work activity.		
2.2	• Use of hand and power tools (cont.)	• Exposure to UV radiation. • Heat stress • De-hydration • Collapse • Nauseated • Skin Cancer • Bodily Injury • Infection • Death	2	• All tools and equipment will be inspected prior to work activity for any faults or defects. If a fault or defect is found the item will be removed from services, and reported to the supervisor as soon as practicable. • All persons performing work where there is a risk of a foreign object striking the eye, should consider wearing eye protection. If an item of plant or equipment creates excessive noise, that is where you need to raise your voice to talk, we will wear appropriate hearing protection and if there is a risk of injury to the head by falling objects then we will wear hard hats. • When we use plant, equipment or power tools we will also follow the manufacturer's instructions for the correct PPE to be worn and the safe use instructions. We will be competent in the use of the PPE and risk assessments must be undertaken prior to using PPE to show that the hierarchy of control was used in determining whether or not to use PPE.	2	Ryan
2.3	• Using Ladders	• Falling	1	• Tie Offs, Base Support, Gutter Anchors, Levellers ◦ All ladders used on site will be rated 'Industrial' with 120kg (minimum) load rating. A single and extension ladders must be secured at the top, bottom or both. Persons using the ladder must have 3 points of contact at all times (i.e. 2 hands and 1 foot or 2 feet and 1 hand or be holding a stable object e.g. gutter, wall frame). Ladders are to be maintained in a sound working condition and be appropriate for the task to be undertaken. Tools requiring two handed operation or a high degree of leverage force should not be used while on ladders. A ladder is not a work platform.	4	Ryan
3 Working with Silica						
3.1	• Concrete Floor Grinding • Concrete Cutting • Removal & cutting wall/Floor Tiles. • Sanding Plaster Board • Grinding Villa Board • Cutting	• Dust – silicosis (RCS) • Lung cancer • Chronic obstructive pulmonary disease • Kidney disease	1	• Where possible, work will be undertaken off-site. (such as pre-cutting to size, pre-drilling etc) • Relevant safety data sheet (SDS) will be obtained for products. If silica presence is uncertain, will assume it is. ◦ All workers must familiarise themselves with the information supplied on the safety data sheet (SDS) that silica is likely to be present and comply with the requirements within. • Discussion with other trades in the affected areas. ◦ Other trades present on site that may be impacted by the work will be notified of the work to be undertaken. Work area to be delineated (bunting) where required. • Respirators, eye wear, gloves, protective clothing ◦ Fit testing process AS/NZS 1715 (respiratory protection)	4	Ryan

No	Task | Activity	Potential Hazards	Risk Scores (before)	Control Measures	Risk Score (After)	Responsible Person
	• Grinding Masonry Bricks/Blocks			◦ Before commencing the task or activity, workers must wear appropriate fit tested RPE. The minimum P2 mask for silica exposure. ◦ PCBU's must provide respiratory protective equipment (RPE) that has been fit tested for the wearer. • Wetting down area. ◦ Engineering controls such as a wet method must be used when cutting, sawing or grinding of materials that contain silica. • RCS dust should not be disturbed by use of compressed air, blowers or sweeping. • Local exhaust ventilation (LEV) • Engineering Controls -Dust extraction. • Workers will wash any exposed parts of their body (i.e. Face and hands) before eating or drinking and before leaving site.		
3.3	• Using Ladders	• Falling	1	• Tie Offs, Base Support, Gutter Anchors, Levellers ◦ All ladders used on site will be rated 'Industrial' with 120kg (minimum) load rating. A single and extension ladders must be secured at the top, bottom or both. Persons using the ladder must have 3 points of contact at all times (i.e. 2 hands and 1 foot or 2 feet and 1 hand or be holding a stable object e.g. gutter, wall frame). Ladders are to be maintained in a sound working condition and be appropriate for the task to be undertaken. Tools requiring two handed operation or a high degree of leverage force should not be used while on ladders. A ladder is not a work platform.	4	Ryan
3.4	• Sweeping	• Dust – silicosis (RCS) •	1	• Dust Mask, Eye Protection, Wet Down Area ◦ We will assess whether to wet down areas to reduce dust emission form works conducted. Where the risk of dust production is high, worker will wear appropriate PPE and refer to Engineering Controls that will reduce Silica Dust exposure. • RCS dust should not be disturbed by use of compressed air, blowers or sweeping. • Training Consultation & Supervision ◦ Frequent job rotation ◦ Avoid twisting ◦ Correct posture at all times ◦ Use electric floor sweeper where possible	4	Ryan
4 Manual Handling						
4.1	• Manual handling / locations of the loads and distances to be moved	• Back, shoulder strain • Fatigue	3	• Training Consultation & Supervision ◦ Use mechanical handling equipment	4	Ryan

No	Task | Activity	Potential Hazards	Risk Scores (before)	Control Measures	Risk Score (After)	Responsible Person
				◦ Team lifting ◦ Modify work place layout so materials will not be carried long distances ◦ Ensure clear access and egress		