

# SAFE WORK METHOD STATEMENT

MJR - BUILDERS

**This SWMS must be prepared, authorised, and signed by all personnel before undertaking any high-risk construction work**

**Company:** MJR Builders

**Workplace:**

**Workplace Activity:** Use of Power Tools & Electrical Equipment

## Personnel involved in SWMS Development:

Matthew Roach	Will Scott			
<b>Supervisor Name:</b>		<b>Signature:</b>		
<b>Authorising Person:</b>		<b>Signature:</b>		
<b>Date:</b>				

## SWMS Checklist:

<b>Specific Plant, Equipment, Tools</b>	Various, drills, saws, grinders, nail guns and other general hand operated tools used in building construction, i.e. electric plainer, multi tools etc.			
<b>Hired Plant, Equipment, Tools</b>				
<b>Sub-contractors</b>				
<b>Licensed Trades</b>				
<b>Hazardous Chemicals Used</b>				
<b>Permits / Authorisations / DBYD</b>				
<b>Personal Protective Equipment</b>	Safety Glasses, Hearing Protection, Dust Mask & Safety Boots as required.			
<b>Hazards to Consider</b>	Fall from Ladder / Scaffold	✓	Fall from Heights	
	Electricity	✓	Being Struck By	
	Falling Objects		Collapse	
	Exposure to Noise	✓	Manual Handling	✓

	Inhalation of Dust	✓	Cuts / Lacerations	✓
	Welding / Oxy Acetylene		Asbestos	
Other (Specify)				

WORKPLACE ACTIVITY SWMS RISK ASSESSMENT					
Work Sequence	Associated Hazards	Initial Risk	Controls Required	Residual Risk	Responsibility
Site setup	Trip Hazards Incipient access and egress No residual current device (RCD) available for mains power tools (240v). Electric shock.	2	Ensure work area has sufficient clear space to work safely and other trades around are aware of task at hand. Power leads to be kept out of walk ways.  All electrical power tools and equipment must be visually inspected for any damage and be in sound condition prior to use each shift and plugged into a (RCD) prior to use onsite.  All electrical gear must have a current test tag to be used onsite, 3-month test period.	4	Site Supervisor  Worker

Operating all power tools and equipment	Potential injury from failing to use appropriate Personnel Protective Equipment (PPE) Or from improper use, strains, sprains, cuts, and lacerations. Damage to property.	2	PPE to be worn (Safety Glasses, Hearing Protect, dust mask as designated and used as per manufactures requirements and only to be used as designed/intended purpose and not to be modified in any way and all guards' etc. to be in place. Hands and body to be kept clear of rotating/moving parts as far as reasonably practical and not in the line of fire, including bystanders. For any routine maintenance/issues, must be deenergized and follow any manufactures requirements.	4	Worker
---	---	---	---	---	--------

**Declaration by all personnel undertaking the work activity stated on this SWMS.**

I have been given the opportunity to comment on the content of this SWMS.

I have been instructed in the work activity stated on this SWMS and the controls to be adopted.

Where appropriate, I have read and understand the requirements, set out in any material safety data sheets for the hazardous substances identified in this SWMS.

**Names of Personnel Involved in the Workplace Activity:**

Name:	Occupation:	Signature:	Date:


**SWMS RISK MATRIX**


## SWMS RISK MATRIX

		LIKELIHOOD/			
		Very Likely	Likely	Unlikely	Very Unlikely
CONSEQUENCE	Death / Permanent Disability	1	1	2	3
	Long Term Illness Serious Injury	1	2	3	4
	Medical Assistance	2	3	4	5
	First Aid	3	4	5	6

Where 'Initial RISK' levels of '1' are identified for a particular hazard, the resulting controls must specify at least one higher level control (E.G. Isolation, Separation, or Engineering; as well as one or more lower level controls; Administration, Personal Protective Equipment).

If a 'Residual Risk' remains at '1' after all possible controls are in place, then the work activity shall not proceed until a complete review of the work methodology has been undertaken to identify a safer process.

### Steps for Completing this Safe Work Method Statement

Steps for filling out

1. In column one, discuss with all relevant personnel what the work task is, then list the individual steps involved.
2. In the 'Associated Hazards?' column, list the hazards and risks for each work task.
3. In the 'Initial Risk' column refer to the attached 'Risk Matrix' and state an applicable risk level that is likely with no controls in place.
4. In the 'Controls Required?' column, identify the appropriate controls necessary to prevent harm occurring. As far as practicable, always endeavour to use higher level controls.
5. Once all controls have been identified, refer to the attached 'Risk Matrix' and state the 'Residual Risk' level – ie: the risk level which is acceptable to you for the work to commence and be safely undertaken.
6. The last column requires you to state who will do the task and adopt the necessary controls to prevent harm from occurring.
7. Brief all personnel on this SWMS before commencing work. Have all personnel sign onto this SWMS. Ensure all personnel know that work is to immediately stop if the SWMS is not being followed.
8. Observe work being carried out. If controls are not adequate, stop the work, review the SWMS, adjust as required and re-brief the team.
9. Retain this SWMS on site for the duration of the high-risk construction work.
10. Should other personnel join the work team, they will need to be briefed on the tasks, hazards associated and controls required. Once briefed, and they are in agreement with the contents, they must sign on to the SWMS before they commence work.
<b>Control levels</b>
1. <b>Eliminate</b> any risk to health or safety associated with construction work.
2. <b>Reduce</b> the risk to health or safety by any one or any combination of the following:
• <b>Substituting</b> a new activity, procedure, plant, process or substance
• <b>Isolating</b> persons from the hazard, such as barricading, fencing or guardrailing, or
• <b>Using engineering controls</b> , such as mechanical or electrical devices.
3. <b>Use administrative controls</b> , such as changing the way the work is done.
4. <b>Provide appropriate personal protective equipment.</b>