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:	Working From Height			
Personnel involved in SWMS Development:				
Matthew Roach	Will Scott			
Supervisor Name:			**Signature:**	
Authorising Person:			**Signature:**	
Date:				

SWMS Checklist:				
Specific Plant, Equipment, Tools	Ladders & Scaffolds			
Hired Plant, Equipment, Tools				
Sub-contractors				
Licensed Trades	High Risk Work Licence required for Scaffold constructed above 4 meters from the deck height.			
Hazardous Chemicals Used				
Permits / Authorisations / DBYD				
Personal Protective Equipment				
Hazards to Consider	**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 and ladder erection for the job	Housekeeping – loose materials on ground creating slip/trip hazards. Ground surface soft, unstable. Ladder too short for job requiring person to overreach. Other works being undertaken in immediate area of ladder work. No clear access/egress of work area. Dropping tools & materials.	2	Ladder must be Industrial rated, in good condition and fit for purpose. Loose materials removed from immediate area of ladder set-up. Ladder placed on firm stable ground surface, if using extension ladder to be placed at a slope of 4 (vertical) to 1 (horizontal) footed or tied off at top – ladder extends at least 1.0M past point where possible. Clear zone to be maintained below the immediate area.	4	Site Supervisor Worker
Using materials and tools	Dropping materials and or tools onto ground and or workers below. Damage to property or worker suffers injury. Electrical shock	2	Equipment such as Quick cut saws primarily designed to be used with two hands must not to be operated from ladders. Tools and materials not to be thrown from elevated surfaces. Aluminium ladders must not be used for electrical install works. All electrical tools must be used through a residual current device (RCD).	4	Worker

Working at height from a Ladder	Falls from height Overhead hazards, services/objects nearby	2	When working from ladders maintain three points of contact where practically possible. Do not over reach, centre of the body not to go outside the styles of the ladder. Plan the work tasks from the ground and asses "objects/services" in the area prior to working at height.	4	Worker

Work Sequence	Associated Hazards	Initial Risk	Controls Required	Residual Risk	Responsibility
Setup and use of scaffolding	Scaffold Incorrectly constructed Falls from height Poor house keeping Housekeeping – loose materials on ground creating slip/trip hazards. Ground surface soft, unstable. No clear access/egress of work area. Dropping tools & materials.	2	High Risk Work Licence required for Scaffold constructed above 4 meters. (from the deck height). Scaffold to be constructed as per manufactures requirements and out riggers in place when specified. All parts to be in good sound condition. Clear zone to be maintained below the immediate area. All work to be conducted from the scaffold decks and no overreaching. Minimal tools and equipment to be on the scaffold as reasonable practical. Ensure to assess the weight of workers and equipment to not over load scaffold.	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

2006	Managing the Risk of Falls in the Construction Industry (Safework Australia)
2008	National Code of Practice – Prevention of Falls in the Construction Industry

SWMS RISK MATRIX

CONSEQUENCE		LIKELIHOOD/			
		Very Likely	Likely	Unlikely	Very Unlikely
	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.
Control levels
1. **Eliminate** any risk to health or safety associated with construction work. 2. **Reduce** the risk to health or safety by any one or any combination of the following: • **Substituting** a new activity, procedure, plant, process or substance • **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or • **Using engineering controls**, such as mechanical or electrical devices. 3. **Use administrative controls**, such as changing the way the work is done. 4. **Provide appropriate personal protective equipment.**