S.C.L Services Pty Ltd T/As DISC LANDSCAPES
SAFE WORK METHOD STATEMENT (SWMS) (incorporating JSA)

THIS SWMS IS TO BE UPDATED AS REQUIRED, THROUGHOUT THIS PROJECT

All personnel involved in this task must be instructed in the requirements of this SWMS and sign the register below to attest their understanding of the requirement of this SWMS.

Contractor:	**DISC Landscapes**	**ABN No: 97 622 873 634**		**Principal Contractor:**	**McNab**
Address of Contractor:	3 / 34 Fisherman's Rd, Kuluin, QLD, 4558.			**Received By:**	
Project Name:	**Natures Edge Community Hub**	**Date Developed:**	19/2/2024	**Date:**	
Project No:	J1316	**Review Date:**	19/8/2024	**Sign:**	
JSEA / SWMS No:	**002 REV.1.0**	**Name of Person Responsible for SWMS Implementation:**	**Steve Fraser**		
Brief Description of Work Activity	**Concrete and Formwork**	**Personal Protective Equipment (PPE) to be used on this project:** Hi Vis vests or clothing. Safety Glasses, Steel-cap safety footwear, long sleeved shirt, long sleeve pants, double eye protection when cutting, Wide brim Hard hat, gloves for manual tasks			
Site Location:	**Owen Creek Rd, Forest Glen**				
Responsible Supervisor(s):	**Mitch Finlay**	**0419 947 544**			
Developed by:	**Brendan Wulf**	**High Risk Construction Activity:**	**YES**		

Powered Plant and Equipment required for this Activity: (e.g. EWP / Crane / Forklift / etc)	**Chemical(s) to be Used:** (e.g. Acids/ Resins / etc)	**MSDS immediately available:**	**If "No", explain why:**
Concrete pump	Cement	Y	
Concrete agitators			
Assorted power tools			
Assorted hand tools			

Nominate Specific Permits Required:

Type:	**Permit Required:**	**Permit No:** (Attach to JSEA/SWMS)	**Type:**	**Permit Required:**	**Permit No:** (Attach to JSEA/SWMS)

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Qualifications required for activities: (insert specific licensing requirements e.g. Rigger / Crane driver / Scaffolder)	**Training required for activities:** [insert / delete]	**YES**	**NO**	**Comments:**
· VOC for all operators	Construction Industry Induction card	Y	-	Mandatory
· Appropriate licence for concrete pump	Site Induction	Y	-	Mandatory
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Relevant Legislation / Code of Practice / Standards:

WHS Act 2011; Environmental Protection Act 1994	Formwork COP 2016
WHS Regulations 2011; Environmental Protection Regulations 2019	Managing Noise and Preventing Hearing Loss at Work COP 2021
How to Manage Work Health and Safety Risks COP 2021	Managing the Risk of Falls at Workplaces COP 2021
Hazardous Manual Tasks COP 2021	Traffic Management for Construction or Maintenance Work 2008
Managing the Work Environment and Facilities Code of Practice 2021	MUTCD Part 3
Managing Risks of Plant in the Workplace Code of Practice 2021	AS/NZS 3760:2010 In service Safety Inspection and Testing of Electrical Equipment
Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2021	First Aid COP 2021 Concrete Pumping COP 2019
Excavation Work Code of Practice 2021	Managing respirable crystalline silica dust exposure in construction and manufacturing of construction elements COP 2022
Work Health and Safety Consultation, Co-operation and Co-ordination COP 2021	

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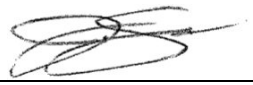
Personnel Consulted on Development of JSEA / SWMS: e.g. Workers / Safety Representative					
Name	**Position**	**Name**	**Position**	**Name**	**Position**

Final Review	**Name**	**Signature**	**Date**
Managing Director	Brendan Wulf		19/2/2024
Project Supervisor / Foreman	Mitch Finlay		19/2/2024
Safety Advisor	Jim Grigor		19/2/2024
How control measures are to be implemented, monitored and reviewed	• SWMS Verification Check• EHS Daily Checks• Pre-Start/Tool Box Talk Forms Control measures will be monitored visually by employees and supervisor daily and reviewed as required at the daily pre-start meeting. SWMS will be kept for duration of project or in the event of a notifiable incident, for a period of 2 years		

Emergency Response Preparedness:					
Nearest Muster Point?	**REFER SITE SAFETY PLAN**				
Nearest Fire Extinguishers?	**SITE VEHICLE**				
Nearest Spill Kit?	**SITE CONTAINER**				
Nearest First Aid Kit?	**SITE VEHICLE**				
Method of communicating an emergency?	Phone	Radio Channel No:	N/A	Phone No:	0419 947 544

NOTE: For all Work at Height / Restricted Access or Confined Space Entry attach Retrieval / Rescue Plan(s)

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Risk Rating (R)	LOW [1-3] Broadly acceptable - Manage by routine procedures	MODERATE [4-6] Tolerable – With identified controls fully implemented	HIGH [8-12] Undesirable - Additional controls required to reduce risk	VERY HIGH [15- 25] Intolerable - Do not start activity

Risk Matrix

			CONSEQUENCE				
			1 = Insignificant	2 = Minor	3 = Moderate	4 = Major	5 = Catastrophic
			PEOPLE - No injuries requiring any treatment. **ENVIRONMENT –** Minor localised environmental harm rectified within hours. No protected habitat or species affected	**PEOPLE -** First aid treatment. **ENVIRONMENT –** Minor transient environmental harm that requires days for recovery. No protected habitat or species affected	**PEOPLE -** Medical treatment required, Restricted Work Case. **ENVIRONMENT –** Significant environmental harm that requires weeks for recovery. Environmental incident involving protected species or habitat	**PEOPLE -** Injuries resulting in; lost time, permanent disability, amputation, or surgery. **ENVIRONMENT –** Very serious long term environmental harm or contamination that takes years to recover. Damage to protected species or habitat as a result	**PEOPLE – Single or multiple fatalities.** **ENVIRONMENT –** Severe environmental harm or contamination resulting in permanent environmental damage. Endangered species and habitat destroyed
LIKELIHOOD	5 =Almost certain	Is expected to occur	M-5	H -10	VH-15	VH-20	VH-25
	4=Likely	Will probably occur in most circumstances	M-4	H-8	H-12	VH-16	VH-20
	3=Possible	Should occur at some time	L-3	M-6	H-9	H-12	VH-15
	2=Unlikely	Could occur at some time	L-2	M-4	M-6	H-8	H-10
	1=Rare	May occur only in exceptional circumstances	L-1	L-2	L-3	M-4	M-5

Likelihood (L) 1 = Rare, 2 = Unlikely, 3 = Possible, 4 = Likely, 5 = Almost Certain

Consequence (C) 1 = Insignificant, 2 = Minor, 3 = Moderate, 4 = Major, 5 = Catastrophic

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Activity (Basic job steps)	**Potential Hazards (**What can go wrong)	**Initial Risk** [L x C=R]			**Control Measures**	**Residual Risk** [L x C=R]			**Hierarchy of Controls applied**						**Persons Responsible**
		L	**C**	**R**		**L**	**C**	**R**	**Elimination**	**Substitution**	**Isolation**	**Engineering**	**Administration**	**PPE**	
• General Planning	• Task specific injuries due to inexperience, inadequate consultation, or failure to provide appropriate equipment	2	2	M4	• All site personnel are inducted and instructed on this SWMS and any other relevant SWMS or safety procedure to be adhered to. •All site personnel have read and comply with the Principal Contractor's (McNab) Health and Safety Management Plan. • Personnel have sufficient skills (competency) to complete the required task • There is adequate consultation with relevant employees • Adequate competent supervision • Planning for required equipment is carried out • Supply of appropriate equipment so there is no need for improvisation using inadequate equipment • Prestart meeting prior to commencing this activity	1	2	L2					✓		Supervisor
Pre-start check	Mobile plant	2	2	M4	• Mobile plant has been inspected and approved for use on site. • Operator is trained and competent and has produced NSA or appropriate licence. • A daily pre-start check shall be undertaken and documented for all mobile plant on site. • Plant is regularly maintained and serviced as per manufacturers' recommendations by competent person. • All warning devices (reversing beeper and flashing light) are fitted and are in operation. • Barricading shall be erected to ensure those not involved in the task at hand are excluded from the work area. • Operators of mobile plant shall wear a seatbelt at all times.	1	2	L2					✓		Supervisor Operator

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		L	**C**	**R**		**L**	**C**	**R**	**Elimination**	**Substitution**	**Isolation**	**Engineering**	**Administration**	**PPE**	
Pre-start check (cont.)	Mobile plant (cont)	2	2	M4	• Operators of mobile plant shall not use a mobile phone whilst operating the plant. • Spotters shall be in place when mobile plant is reversing or if operator's view is obscured. • Communication between operator and spotter via 2 way radio. • Operator to follow site speed limit and rules.	1	2	L2					✓		Supervisor Operator Spotter
Place plastic /formwork/edge boards	Manual handling- Electrocution Hand tools Puncture wound	3	4	H12	• Refer SWMS Manual Handling • All power tools and leads tested and tagged. • Tools and leads inspected prior to use for faults/damage. • Faulty/damaged tools and leads to be tagged out and removed from service. • Wear PPE – gloves • Hand tools are well maintained and in good condition • Steel pegs are capped.	2	3	M6					✓	✓	All workers
Steel fixing/placing sheets of mesh	Manual handling- Cuts/puncture wounds	3	3	H9	• 2 man lift when carrying sheets of mesh – use mechanical lifting aid where possible – refer SWMS Manual Handling. • Wear PPE-gloves at all times • Tie wire to be bent in/down. • All starter bars to be capped.	2	3	M6					✓	✓	All workers

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		L	**C**	**R**		**L**	**C**	**R**	**Elimination**	**Substitution**	**Isolation**	**Engineering**	**Administration**	**PPE**	
Cutting steel reinforcement	Electrocution Fire Eye injury Cuts/lacerations Manual handling Noise	3	3	H9	• All power tools and leads tested and tagged. • Tools and leads inspected prior to use for faults/damage. • Faulty/damaged tools and leads to be tagged out and removed from service. • Hot works permit approved. • All flammable material removed from works area. • Fire extinguisher (in current test date) is located at works area. • Exclusion zone set up where steel is to be cut. • PPE – Safety Glasses and face shield • Refer SWMS Manual Handling • Only competent person is to cut steel reinforcement. • Cutting disc is in good condition and type used is as per manufacturers' recommendations. • Guards and handles to be in place • PPE-Hearing protection • Use battery powered cutting tools.	2	3	M6	✓		✓		✓	✓	Supervisor All workers
Set up concrete pump.	Set up concrete pump- -Unsuitable location -Live electrical lines -Equipment failure	3	3	H9	• Pump is approved for use on site. • Operator has relevant ticket to operate pump. • Set up location is approved. • Pump is set up and operated according to manufacturers' recommendations and specifications – clear of obstructions, power lines and excavations. • Pump is regularly maintained and serviced as per manufacturers' recommendations. • Pre-start checklist is completed and documented.	2	3	M6					✓		Supervisor and operator

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		L	**C**	**R**		**L**	**C**	**R**	**Elimination**	**Substitution**	**Isolation**	**Engineering**	**Administration**	**PPE**	
Delivery of concrete:	Delivery of concrete: -persons being run over -damage to services or structures	3	5	VH 15	• Truck observes site speed limits and site rules. • Warning devices are operational (ie flashing light and reversing beeper) • Organize the direction of truck movements to minimize restrictions to the drivers vision • Spotter to direct truck movements. • Driver is instructed to stop the truck if he cannot see the spotter. • All non –essential workers are removed from works area.	2	3	M6					✓		Driver Spotter
Pour concrete from truck/pump	Exposure to cement	3	3	H9	• SDS for cement is readily available • Wear PPE- gloves and safety glasses at all times • Wash affected areas of skin with clean water	3	2	M6					✓	✓	All workers
	Trip and fall on mesh	3	3	H9	• Wear all mandatory PPE. • Trained and competent concreters.								✓	✓	All workers
	Manual handling-screeding/shovelling	3	3	H9	• Refer SWMS Manual Handling • Rotate work tasks and staff to share the workload. • Take regular breaks								✓		Supervisor
	Hose whip	3	4	H12	• Only pump concrete that is a pumpable mix as specified by the concrete supplier. Other mixes of concrete can block the line and cause hose whip. • Do not let the concrete solidify in the line because this will cause blockages. The concrete needs to remain in its plastic state. • Workers should always wear mandatory personal protective equipment, including hard hats. • Good housekeeping needs to be maintained around the work area to reduce the likelihood of tripping.	3	2	M6				✓	✓	✓	Operator Line hand

Pour concrete from truck/pump (cont.)	Hose whip (cont.)	3	4	H12	• The delivery hose on a boom pump should hang close to vertical and only be guided by the line hand. If the boom is not long enough to reach the concrete pour area, a larger boom should be used or the concrete pump should be moved closer to the job. • Do not let more hose hang from the boom than that allowed by the boom manufacturer Normally a maximum of five metres of 125 mm diameter hose can be suspended from the hose • Do not allow concrete to drop out of the hose when pumping is stopped, as this can allow air to enter the system. The hose can be folded over to prevent this. • Always ensure the line hand has an adequately sized area to stand on (the width of the working surface should be 450 mm or greater). The line hand should not stand on block walls or next to unprotected edges. • Monitor the level of concrete in the hopper to avoid air getting sucked into the pump system. Ensure a separate person to the line hand is in position to view the hopper. This will normally be the pump operator. • Make sure safe work procedures are adopted for clearing blockages. • Preferably clean out the concrete line with water instead of air. • When there are no other options but to clean the pump line out with air, secure the end of the steel line and have an exclusion zone. All reducers and the rubber hose must be removed from the end of the delivery line. A ball catcher should be fitted to the end of the steel pipe. This will contain the blow out plug (i.e. sponge) as it is ejected from the line.	3	2	M6				✓	✓	✓	Operator Line hand

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		L	**C**	**R**		**L**	**C**	**R**	**Elimination**	**Substitution**	**Isolation**	**Engineering**	**Administration**	**PPE**	
Wash out truck, pump and Cleaning Tools. Stripping Formwork with concrete residue	Environmental contamination	3	3	H9	• Only wash out in approved washout areas (or off site at approved recycling area) and dispose of as per site rules.				✓				✓		Supervisor
Manual Tasks	Heat Stress	3	3	H9	• Rotate work tasks and staff where possible and regular breaks	3	2	M					✓		Supervisor
	UV Exposure	4	2	H8	• PPE- shirts, sunscreen, hard hat brims/neck flaps, UV rated safety glasses	2	2	M4						✓	All staff
	Dehydration	3	2	M6	• Provide cool drinking water in close proximity to work area and regular breaks	2	2	M4					✓		Supervisor
	Airborne Contaminants	3	1	L3	• Wear P2 dust mask/respiratory device • Anyone wearing a mask must be fit tested & may need health monitoring under the COP	2	1	L2						✓	All staff

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Person responsible for explaining contents of this JSA / SWMS		
Name: Mitch Finlay	**Signature:** 	**Date: 19/2/2024**
Sign On: I have been consulted and have assisted in the development of this SWMS	**• I have been given the opportunity to comment on the content of this SWMS.**	
• I have read and understood how I am to carry out the activities listed on this SWMS.	**• I have been supplied with the personal protective equipment identified on this SWMS and I have been given training in the safe use of this equipment.**	
JSEA/SWMS NUMBER: _____		

Full Name	Qualification	Signature	Date	Employer