

## Safe Work Method Statement

version 1.1

Activity / Task: **Internal Linings Installer**

Project / Location: All Jobs

**Company:** Gyprock Professional Pty Ltd

Signed by: Sean Jones

Date: 27/06/2017

**Principal Contractor:** Cape Cod

Accepted by: Tara Antonioli

Date: 09/08/2017

Steps	Potential Hazards	Controls / Responsible Person(s)
1. Access to site	<ul style="list-style-type: none"><li>Slips, trips, falls and accessibility.</li><li>UV light / weather exposure</li></ul>	<ul style="list-style-type: none"><li>Site specific induction. <b>By: Gyprock Professional Pty Ltd</b></li><li>All "workers" to register before entering the site; to read the General Construction Safety Plan signage; and to read the Site Specific Risk Assessment form. <b>By: Gyprock Professional Pty Ltd &amp; Worker</b></li><li>Tool box talk to highlight any WHS concerns relative to the site. <b>By: Gyprock Professional Pty Ltd</b></li><li>Ensure that the site and work place access is unobstructed. <b>By:</b></li><li>Ensure all weather access to work areas. <b>By: Principal Contractor &amp; Gyprock Professional Pty Ltd &amp; Worker</b></li><li>Provision of designated waste areas. <b>By: Principal Contractor</b></li><li>Storage of materials in designated areas. <b>By: Principal Contractor &amp; Gyprock Professional Pty Ltd</b></li><li>Regular site clean ups. <b>By: Principal Contractor &amp; Gyprock Professional Pty Ltd</b></li></ul>
2. Unloading of tools and materials.	<ul style="list-style-type: none"><li>Manual task injuries</li><li>Slips, trips and falls.</li><li>Proximity of other "workers".</li><li>Public access.</li></ul>	<ul style="list-style-type: none"><li>Team lifting and carrying. <b>By: Gyprock Professional Pty Ltd &amp; Worker</b></li><li>Training of "workers" in correct lifting and carrying methods. <b>By: Gyprock Professional Pty Ltd</b></li><li>Unload and move the tools and materials to a designated area to keep footpath / work place access clear. <b>By: Gyprock Professional Pty Ltd</b></li></ul>
3. Setting up equipment	<ul style="list-style-type: none"><li>Manual task injuries</li><li>Slips, trips and falls.</li><li>Proximity of other "workers".</li><li>Public access.</li></ul>	<ul style="list-style-type: none"><li>Set up in a clear area and maintain a clear travel path. <b>By: Gyprock Professional Pty Ltd</b></li><li>Training of "workers" in the setting up of ladders / trestles, electrical leads and power tools. <b>By: Gyprock Professional Pty Ltd</b></li><li>Ensure the proper use of all safety guards provided. <b>By: Gyprock Professional Pty Ltd</b></li><li>Ensure that all power tools and electrical leads have current tagging. <b>By: Gyprock Professional Pty Ltd</b></li><li>Ensure that power tools are attached to a residual current device [RCD]. <b>By: Gyprock Professional Pty Ltd</b></li></ul>
4. Ground floor installation	<ul style="list-style-type: none"><li>Slips, trips, falls and accessibility.</li><li>Electrocution.</li><li>Fall from height.</li><li>Hazardous substances.</li><li>Exposure to noise</li><li>Exposure to dust.</li><li>Manual task injuries</li><li>Sprains and strains.</li><li>Cuts and abrasions.</li><li>Proximity of other "workers".</li><li>Public access.</li></ul>	<ul style="list-style-type: none"><li>Assess the site conditions and conduct a Site Specific Risk Assessment before commencing. <b>By: Principal Contractor &amp; Gyprock Professional Pty Ltd</b></li><li>Identify location of the electrical and water services. <b>By: Principal Contractor</b></li><li>Identify that the electrical service has been isolated or safely recommissioned before commencing work. <b>By: Principal Contractor</b></li><li>Ensure that all exposed openings and voids in the floor are guard railed or covered. <b>By: Principal Contractor &amp; Gyprock Professional Pty Ltd &amp; Worker</b></li><li>Team lifting and carrying of large flat sheets of plasterboard. <b>By: Gyprock Professional Pty Ltd &amp; Worker</b></li><li>Reduce team lifting and positioning of ceiling sheets by use mechanical panel lifter. <b>By: Gyprock Professional Pty Ltd &amp; Worker</b></li><li>Training of employees in correct lifting and carrying methods. <b>By: Gyprock Professional Pty Ltd</b></li><li>Ensure that the correct lifting and carrying techniques are used at all times. <b>By: Gyprock Professional Pty Ltd &amp; Worker</b></li><li>Rotate "workers" and vary tasks performed. <b>By: Gyprock Professional Pty Ltd</b></li><li>Training of "workers" in safe working from ladders. <b>By: Gyprock Professional Pty Ltd</b></li></ul>

- Check the ladder / trestles for damage / defect before use. **By: Gyprock Professional Pty Ltd & Worker**
- Check that the trestle work platform is stable before use. **By: Gyprock Professional Pty Ltd**
- Limit the use of ladders as work platforms. **By: Gyprock Professional Pty Ltd & Worker**
- Provide MSDS for hazardous substances - plasterboard adhesives, insulation, and setting plaster. **By: Gyprock Professional Pty Ltd**
- Training of “workers” in the safe handling and use of plasterboard adhesives, insulation, setting plaster. **By: Gyprock Professional Pty Ltd**
- Use appropriate PPE - safety glasses, footwear, noise and dust protection [disposable] and gloves. **By: Gyprock Professional Pty Ltd & Worker**
- Wear disposable dust protection when mixing powders, sanding or sweeping. **By: Gyprock Professional Pty Ltd & Worker**
- Use disposable dust protection and power sander with vacuum attachment and dust bags to reduce air borne dust. **By: Gyprock Professional Pty Ltd & Worker**
- Monitor dust when sanding is being undertaken. **By: Gyprock Professional Pty Ltd & Worker**
- Use scaffolding for void and raked ceilings. **By: Gyprock Professional Pty Ltd & Worker**
- Storage of materials in designated areas. **By: Principal Contractor & Gyprock Professional Pty Ltd & Worker**
- Maintain a clean and tidy work area by removing off cuts of plaster to designated waste area. **By: Gyprock Professional Pty Ltd & Worker**
- Provide “Restricted Access” warning signage and establish a “No access area” to designated waste area by barricading to prevent access to the area of work. Provide a spotter where necessary. **By: Principal Contractor & Gyprock Professional Pty Ltd & Worker**

5. Carry tools and materials up ramp/ scaffold or across roof surface. - External access to upper floor	<ul style="list-style-type: none"> <li>● UV light / weather exposure</li> <li>● Slips, trips, falls and accessibility.</li> <li>● Electrocution.</li> <li>● Fall from height.</li> <li>● Hazardous substances.</li> <li>● Exposure to noise.</li> <li>● Exposure to dust.</li> <li>● Manual task injuries</li> <li>● Sprains and strains.</li> <li>● Cuts and abrasions.</li> <li>● Proximity of other “workers”.</li> </ul>	<ul style="list-style-type: none"> <li>● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing work. <b>By: Gyprock Professional Pty Ltd &amp; Worker</b></li> <li>● Identify that the electrical service has been isolated and that ‘tiger tails’ are in place as protection from overhead wires and points of attachment before commencing. <b>By: Principal Contractor &amp; Gyprock Professional Pty Ltd &amp; Worker</b></li> <li>● Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. <b>By: Principal Contractor &amp; Gyprock Professional Pty Ltd &amp; Worker</b></li> <li>● Ensure that the perimeter protection is in place [scaffolding and edge protection] and level walk platforms are in place before accessing work from roof surface. <b>By: Principal Contractor &amp; Gyprock Professional Pty Ltd &amp; Worker</b></li> <li>● Ensure that the edge protection to the roof surface [roof rail] and level work platforms are in place before accessing the upper floor level from roof surface. <b>By: Principal Contractor &amp; Gyprock Professional Pty Ltd</b></li> <li>● Ensure that the perimeter protection [temporary guard rail] is in place to balconies before commencing. <b>By: Principal Contractor &amp; Gyprock Professional Pty Ltd &amp; Worker</b></li> <li>● Training of “workers” in safe working at heights and movement on scaffolding and roof surfaces. <b>By: Gyprock Professional Pty Ltd</b></li> <li>● Training of “workers” in safe working at heights including over internal stairwell voids and from external balcony decks. <b>By: Gyprock Professional Pty Ltd</b></li> <li>● Ensure that all exposed openings and voids in the floor are guard railed or covered. <b>By: Principal Contractor &amp; Gyprock Professional Pty Ltd &amp; Worker</b></li> <li>● Provide scaffolding or platform cover to the stairwell void. <b>By: Principal Contractor &amp; Gyprock Professional Pty Ltd &amp; Worker</b></li> <li>● Use of ladder and plank over stairwell voids is not permitted. <b>By: Principal Contractor &amp; Gyprock Professional Pty Ltd &amp; Worker</b></li> <li>● Ensure that temporary guard rails and scaffolding is in place over stairwell void before commencing work and that the temporary guard rail is reinstalled when plastering is complete and scaffolding has been removed. <b>By: Principal Contractor &amp; Gyprock Professional Pty Ltd &amp; Worker</b></li> <li>● Identify location of electrical and water services. <b>By: Principal Contractor &amp; Gyprock Professional Pty Ltd &amp; Worker</b></li> <li>● Identify that the electrical service has been isolated or safely recommissioned before commencing work. <b>By: Principal Contractor</b></li> <li>● Team lifting and carrying of large flat sheets of plasterboard. <b>By: Gyprock Professional Pty Ltd &amp; Worker</b></li> <li>● Cut sheets at ground level before carrying to upper level. <b>By: Gyprock Professional Pty Ltd &amp; Worker</b></li> <li>● Reduce team lifting and positioning of ceiling sheets by use mechanical panel lifter. <b>By: Gyprock Professional Pty Ltd &amp; Worker</b></li> <li>● Training of “workers” in correct lifting and carrying methods. <b>By: Gyprock Professional Pty Ltd</b></li> <li>● Ensure that the correct lifting and carrying techniques are used at all times. <b>By: Gyprock Professional Pty Ltd &amp; Worker</b></li> </ul>
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6. Site clean up on completion of work	<ul style="list-style-type: none"> <li>● Manual task injuries</li> <li>● Exposure to dust</li> <li>● Exposure to hazardous substances</li> </ul>	<ul style="list-style-type: none"> <li>● Remove any temporary barricades if no longer required <b>By: Principal Contractor</b></li> <li>● Place all rubbish / debris in designated waste storage area <b>By: Gyprock Professional Pty Ltd &amp; Worker</b></li> <li>● Leave site / work area in a clean and tidy condition <b>By:</b></li> </ul>
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Person responsible for ensuring compliance with SWMS:	Sean Jones
Person responsible for reviewing SWMS control measures:	SEan Jones