

Fresh Start

Safe Work Method Statement

version 1.0

Activity / Task: **Scaffold - Erection**

Project / Location: All Jobs

Company: Fresh Start

Signed by: Chris Moerman

Date: 09/11/2015

Principle Contractor: Cape Cod

Accepted by: Jo Moerman

Date: 28/08/2016

| Steps | Potential Hazards | Controls / Responsible Person(s) |
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| 1. Access to site. | <ul style="list-style-type: none">● Slips, trips, falls and accessibility.● UV / weather exposure. | <ul style="list-style-type: none">● Site specific induction. By: Fresh Start● All "workers" to read the General Construction Safety Plan signage and Risk Assessment form before entering site. By: Fresh Start● Tool box talk to highlight any WHS concerns relative to the site. By: Fresh Start● Ensure that the site and work place access is unobstructed. By: Principle Contractor & Fresh Start● Ensure all weather access to work areas. By: Principle Contractor● Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses, and fluids and reduce exposure where possible. By: Fresh Start● Storage of materials /plant in designated areas. By: Fresh Start● Provide and maintain barricades to all materials stored on footpath and on site. By: Fresh Start● Regular site clean ups. By: Principle Contractor |
| 2. Unloading tools, ladders and scaffold components | <ul style="list-style-type: none">● Manual handling injuries.● Slips, trips and falls.● Proximity of other "workers".● Public access. | <ul style="list-style-type: none">● Team lifting and carrying. By: Fresh Start● Training of "workers" in correct lifting and carrying methods. By: Fresh Start● Unload and move the tools, ladders and scaffold components to a designated area to keep footpath / work place access clear. By: Fresh Start |
| 3. Setting up | <ul style="list-style-type: none">● Manual handling injuries.● Slips, trips and falls.● Falls from height.● Uneven site.● UV / weather exposure.● Proximity of other "workers".● Public access. | <ul style="list-style-type: none">● Assess the site conditions including the weather and conduct a Risk Assessment before commencing. By: Fresh Start● Set up in a clear area and maintain a clear travel path. By: Fresh Start● Identify the location of the electrical, sewer and stormwater services. By: Fresh Start● Identify that the electrical service has been isolated or safely recommissioned before commencing work. By: Principle Contractor● All scaffolding is to be erected by WorkCover NSW certified Scaffolders. By: Fresh Start● Training of "workers" in the setting up of ladders, electrical equipment and use of safety harnesses. By: Fresh Start● Ensure the proper use of all safety guards and systems provided. By: Principle Contractor & Fresh Start● Ensure that all power tools and electrical leads have current tagging. By: Fresh Start● Ensure that power tools are attached to a residual current device [RCD]. By: Fresh Start● Provide "Restricted Access" warning signage. By: Fresh Start● Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. By: Fresh Start |
| 4. Erection of scaffold to 2.0m. Passing scaffolding components from building level or ground. | <ul style="list-style-type: none">● Slips, trips, falls and accessibility.● Fall from heights.● Manual handling injuries.● Sprains and strains.● Cuts and abrasions.● Electrocution.● Exposure to noise. | <ul style="list-style-type: none">● Assess the site conditions and conduct a Risk Assessment before commencing. By: Fresh Start● Identify the location of the electrical, sewer and stormwater services. By: Fresh Start● 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. By: Principle Contractor & Fresh Start● Provide "Restricted Access" warning signage. By: Fresh Start● Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. By: Fresh Start● Training of "workers" in correct lifting and carrying methods. By: Fresh Start |

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| | <ul style="list-style-type: none"> ● Exposure to dust. ● UV / weather exposure. ● Proximity of other "workers". ● Public access. | <ul style="list-style-type: none"> ● Ensure correct lifting and carrying techniques are used at all times. By: Fresh Start ● Rotate "workers" and vary tasks performed. By: Fresh Start ● Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. By: Fresh Start ● Training of "workers" in the safe use of power tools and equipment. By: Fresh Start ● Ensure that all power tools have working safety guards. By: Fresh Start ● Storage of surplus scaffold components in designated areas so not to endanger the public or other "workers". By: Fresh Start ● Maintain a clean and tidy work area. By: Fresh Start ● Clearly display "Scaffold incomplete" sign to incomplete scaffold at all times prior to sign off of the scaffold. By: Fresh Start |
| 5. Work from two [2] plank width working platform | <ul style="list-style-type: none"> ● Manual handling injuries. ● Sprains and strains. ● Cuts and abrasions. ● Electrocution. ● Exposure to noise. ● Exposure to dust. ● UV / weather exposure. ● Proximity of other "workers". ● Public access. | <ul style="list-style-type: none"> ● 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. By: Fresh Start ● Provide "Restricted Access" warning signage. By: Fresh Start ● Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. By: Fresh Start ● Training of "workers" in correct lifting and carrying methods. By: Fresh Start ● Ensure correct lifting and carrying techniques are used at all times. By: Fresh Start ● Rotate "workers" and vary tasks performed. By: Fresh Start ● Training of "workers" in the setting up of ladders and use of safety harnesses. By: Fresh Start ● Ensure workers have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. By: Fresh Start ● Training of "workers" in the safe use of power tools and equipment. By: Fresh Start ● Ensure that all power tools have working safety guards. By: Fresh Start ● Storage of surplus scaffold components in designated areas so not to endanger the public or other "workers" By: Fresh Start ● Maintain a clean and tidy work area. By: Fresh Start ● Clearly display "Scaffold incomplete" sign to incomplete scaffold at all times prior to sign off of the scaffold. By: Fresh Start |
| 6. Continue to erect scaffold top out. Access to be built up with scaffold. Access to scaffold by ladder, balcony deck internal stair or ladder. | <ul style="list-style-type: none"> ● Slips, trips, falls and accessibility. ● Fall from heights ● Manual handling injuries. ● Sprains and strains. ● Cuts and abrasions. ● Electrocution. ● Exposure to noise. ● Exposure to dust ● UV / weather exposure. ● Proximity of other "workers". ● Public access. | <ul style="list-style-type: none"> ● Assess the site conditions and conduct a Risk Assessment before commencing. By: Fresh Start ● 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. By: Principle Contractor & Fresh Start ● Provide "Restricted Access" warning signage. By: Principle Contractor ● Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. By: Fresh Start ● Training of "workers" in correct lifting and carrying methods. By: Fresh Start ● Ensure correct lifting and carrying techniques are used at all times. By: Fresh Start ● Rotate "workers" and vary tasks performed. By: Fresh Start ● Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. By: Fresh Start ● Training of "workers" in the safe use of power tools and equipment. By: Fresh Start ● Ensure that all power tools have working safety guards. By: Fresh Start ● Storage of surplus scaffold components in designated areas so not to endanger the public or "workers". By: Fresh Start ● Maintain a clean and tidy work area. By: Fresh Start ● Clearly display "Scaffold incomplete" sign to incomplete scaffold at all times prior to sign off of the scaffold. By: Fresh Start |

Person responsible for ensuring compliance with SWMS:
Person responsible for reviewing SWMS control measures: