

Master Services Pty Ltd

### SAFE WORK METHOD STATEMENT – Part 1

Company Details		
Company Name: Master Services Pty. Ltd		ABN: 73151 827 799
Contact Name, Position and Phone number: Joseph Saliba, Director, 0419427455		
Address: 7 Sixth Ave , Condell Park, NSW 2200		
Project Details		
Project: Wall and floor tiling		Area:
Job Address: Cape Cod construction sites		
Job Description:Tiling		
Wall & Floor Tiling - Preparation and laying		
Relevant workers must be consulted in the development, approval and communication of this SWMS		
Name:	Signature:	Date:
Robert Issa		Tiler
Kristifor Dimovski		Laborer
Personnel responsible for monitoring and managing activity: Joseph Saliba		
Overall Risk Rating After Controls		4 Acute 3 High 2 Moderate 1 Low
REVIEW NO: DATE: 6/08/14		

**ALL PERSONS INVOLVED IN TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORK COMMENCING**

- Regular inspections and observations will be conducted by Joseph Saliba to ensure SWMS is being complied with.
- Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.
- Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.
- Amendments must be approved by Joseph Saliba and communicated to all affected workers before work resumes.
- SWMS must be made available for inspection or review as required by WHS legislation.
- Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).

Foot Protection	Hearing Protection	High Visibility	Eye Protection	Hand Protection	Breathing Protection

**General:**

Safety footwear, eye protection, gloves & knee protectors. Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

**Where required:**

Hearing protection, high visibility shirt or vest & breathing protection.

**Cement:**

Cement is classified as a hazardous chemical according to the Australian Safety and Compensation Council (ASCC) formerly (NOHSC) and is not classified as a dangerous good according to Australian Code for the Transport of Dangerous Goods by Road or Rail.

Efforts should be made to avoid inhalation of cement dust and avoid direct skin contact. Minimise generation of cement dust – Mix outside and/ or wear a P1 respirator. Cement has a very powerful caustic effect on skin due to its alkaline content and has the potential to cause burns and dermatitis. Rubber or PVC gloves should be worn when working with cement and cement based products (concrete, mortar, mud)

**Sand:**

Sand is classified as a hazardous chemical according to the ASCC and is not classified as a dangerous good according to Australian Code for the Transport of Dangerous Goods by Road or Rail.

Sand (crystalline silica) has the potential to cause damage to the lungs (scarring). Efforts should be made to keep sand wet to avoid dust generation and inhalation of particles. Safety goggles & dust mask should be worn when generating dusts through machining (grinding).

**Adhesives (Floor & Wall) & Levelling Compounds:**

The majority of cement based adhesives (all powders) are classified as hazardous chemical according to the ASCC and are not classified as a dangerous goods

according to Australian Code for the Transport of Dangerous Goods by Road or Rail.

Generation of dusts should be avoided. Mixing powders should be performed outside and respiratory protection is advised. Eye protection should be worn when mixing / stirring. Gloves (rubber / PVA / neoprene) should be worn when mixing. Seek further clarification from specific product SDS where required.

**Grouts:**

The majority of grouting compounds (all powders) are classified as a hazardous chemical according to the ASCC and are not classified as a dangerous goods according to Australian Code for the Transport of Dangerous Goods by Road or Rail.

Continued handling of grouting compounds is known to cause dermatitis. To reduce risk PVC gloves should be worn when handling. Safety glasses are advised when mixing grouts. Seek further clarification from specific product SDS where required.

<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>				
<b>Personnel Requirements</b> Before commencing any work on site	Injury may occur from personnel not trained in the correct use of equipment and are unaware of Site Specific Conditions that may affect working procedures.	<b>2M</b>  <b>Training:</b> Should include:  Safe work procedures Fitting of personal protective equipment Manual handling, plant safety (grinders)	<b>1L</b>	
	Legislation breach	<b>Induction:</b>  Where required, all persons carrying out tiling activities should participate in relevant training including:  <ul style="list-style-type: none"> <li>• Construction Induction</li> <li>• Site Specific Induction</li> <li>• Safe Work Procedures;</li> <li>• Hazard identification processes;</li> <li>• Control measures including PPE;</li> <li>• Manual handling, machinery &amp; height safety.</li> </ul>		
<b>Preparation</b>	Personal injury - slips, trips and falls Electrocution Damage to equipment Out of Date Test Tags Manual handling Exposure to dusts Exposure to noise	<b>2M</b>  <b>Ensure:</b>  <ul style="list-style-type: none"> <li>• The floor or working area is free from rubbish and debris, and that clear access is available for all workers.</li> <li>• Erect any barriers &amp; signage</li> <li>• Keep power leads up off the ground and out of the way and all power tools and leads are Tested and Tagged and are current.</li> <li>• Use correct manual handling techniques (wheelbarrows) when handling adhesives, tiles, cement</li> <li>• Work area is set up to avoid manual handling risks, slip trips and falls and that an adequate area is available (external) for mixing &amp; cutting activities</li> </ul>	<b>1L</b>	
<b>Operation</b>		<b>3H</b>  <b>Manual handling:</b>  <ul style="list-style-type: none"> <li>• Where possible have builder position tiles into</li> </ul>	<b>1L</b>	

<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>			
Mixing & spreading Sand / Cement & Adhesives	<p>Personal injury</p> <ul style="list-style-type: none"> <li>- sprains and strains</li> <li>- skin rash/dermatitis</li> <li>- concrete burns</li> </ul> <p>Fatigue</p> <p>Electric shock</p> <p>Struck by objects</p> <p>Entanglement</p> <p>Noise exposure</p> <p>Dusts exposure</p>	<ul style="list-style-type: none"> <li>• Accessible location using crane / forklift</li> <li>• Use wheelbarrows to transfer boxes of tiles, cements, adhesives, grout to the work area</li> <li>• Instruct relevant workers to only handle loads within limitations or ask for assistance.</li> </ul> <p><b>Mixing and applying:</b></p> <ul style="list-style-type: none"> <li>• When mixing powders ensure that relevant PPE is worn (respiratory protection, gloves, eye protection)</li> <li>• When using cement mixer for mortar, ensure mixer is positioned on level stable ground, leads positioned clear of water and cement / sand positioned in close proximity</li> <li>• Conduct mixing tasks outside to enable air movement to disperse dusts – Add powder to water to reduce dust generation</li> <li>• When using electric drill to mix powders tuck in loose clothing and tie back hair.</li> <li>• Ensure that the tool and leads are tested and tagged with correct date and that all leads are protected from water immersion and other damage.</li> <li>• Keep all non essential personnel clear of mixing activities</li> <li>• Use appropriate Tool (Trowel / shovel) to evenly spread product - avoiding unnecessary splattering</li> <li>• Wash up all tools / skin with water whilst still wet to aid in removal of product</li> </ul>	
Laying and Cutting of Tiles	<p>Personal injury</p> <ul style="list-style-type: none"> <li>- cuts and scratches</li> <li>- eye injury</li> </ul>	<p><b>Cutting &amp; Laying Tiles:</b></p> <ul style="list-style-type: none"> <li>• Prior to the laying tiles ensure that knee pads are fitted</li> </ul>	<p>2M</p> <p>1L</p>
DOCUMENT NO: S812.0267	ACTIVITY: Wall & Floor Tiling Preparation and Laying	REVIEW NO: _____	DATE: 31/7/2013

Risk Assessment		Control Measures		Implementation Status	
Activity	Risk Rating Before Controls Implemented	Control Measure	Risk Rating After Controls Implemented	Control Implemented	Control Not Implemented
<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>					
	- hearing damage	<ul style="list-style-type: none"> <li>When cutting tiles with 4" grinder (fitted with diamond blade) only do so outside clear of other personnel – Place barriers / signage to keep non essential personnel clear of the work area</li> <li>Check condition of tool, integrity of blade &amp; placement of lead</li> <li>Wear safety glasses, hearing protection and respiratory protection when using grinder</li> <li>Place all off cuts in a safe position to avoid clutter and creation of untidy work area</li> <li>When using Tile Cutter (Sigma Cutter) ensure that the tool is placed on a stable / level surface take caution when handling cut tiles as sharp edges may be present <ul style="list-style-type: none"> <li>wear gloves when handling</li> </ul> </li> <li>Position tiles to reduce manual handling risks / reduce distances travelled and double handling</li> </ul>			
				<b>Tiling at Height:</b>	
				<ul style="list-style-type: none"> <li>Where tiles (wall) are required to be positioned at height, ensure that suitable platform ladders or trestle (No &gt;2.0m) are used.</li> <li>Ensure ladders are suitable to task, industrial rated and adequately restrained from falling</li> <li>When tiling at height – a second person should be present to provide assistance and expedite task.</li> </ul>	
<b>Grouting</b>	Personal injury - sprains and strains - skin rash / dermatitis - concrete burns	3H	<b>Manual handling:</b> • Use wheelbarrows to transfer boxes / containers of grout to the work area	1L	

Risk Assessment		Control Measures	
Control Measure	Description	Control Measure	Description
<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>			
Fatigue Electric shock Struck by objects Entanglement Noise exposure Dusts exposure	<ul style="list-style-type: none"> <li>Instruct relevant workers to only handle loads within limitations or ask for assistance</li> </ul> <p><b>Mixing and applying:</b></p> <ul style="list-style-type: none"> <li>When mixing powders ensure that relevant PPE is worn (respiratory protection, gloves, eye protection)</li> <li>Conduct mixing tasks outside to enable air movement to disperse dusts – Add grout to water to reduce generation of dust</li> <li>When using electric drill to mix grout (if in powder form) tuck in loose clothing and tie back hair.</li> <li>Ensure that the tool and leads are tested and tagged with correct date and that all leads are protected from water immersion and other damage.</li> <li>Keep all non essential personnel clear of mixing activities</li> <li>Use appropriate tool / applicator to evenly spread product - avoiding unnecessary splattering</li> <li>Wear gloves and eye protection to avoid contact with wet product</li> <li>Wash up all tools / skin with water whilst still wet to aid in removal of product</li> <li>Remove excess grout with wet sponge – Wear gloves</li> </ul>		
On Completion Clean up	<p><b>Personal injury</b> - contact with grout / cement based products</p> <p><b>2M</b></p>	<p><b>Personal Hygiene:</b> Wash all exposed skin with water. The use of soap will also assist with the removal of cement based products</p> <p><b>1L</b></p>	

<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>			
	<ul style="list-style-type: none"> <li>- cuts and scratches</li> <li>- eye injury</li> </ul> <p>Manual Handling</p>	<p><b>Tools:</b> Wash all tools with water</p> <p><b>Excess cement / sand / mortar / adhesive /grout:</b> Must not be allowed to enter any drain or storm water system. Place in small stacks (about a shovel full) and allow to dry for safe removal. Place in bin provided by Builder</p> <p><b>Other:</b> Remove any barricades if no longer required. Place all rubbish in the appropriate bins. Site to be left in clean and tidy condition ready for handover to Builder / Contract Manager who is to be advised upon completion of works</p>	

#### References:

- Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011  
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Authorised by: Joseph Saliba	Date: 31/7/2013	DATE
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## Part 2- RISK ASSESSMENT

Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines

### Step 1 Determine Likelihood – What is the possibility that the effect will occur?

	Very Low	Low	Medium	High	Very High
Almost certain	Expected in most circumstances.	Effect is a common result			
Likely	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened			
Possible	Might occur at some time	Effect could occur at the site or I've heard of it happening			
Unlikely	Could occur at some time	Effect is not likely to occur at the site or I have not heard of it happening			
Rare	May occur only in exceptional circumstances	Effect is practically impossible.			

### Step 2 Determine Consequence - What will be the expected effect?

	Very Low	Low	Medium	High	Very High
Insignificant/Acceptable	No effect – or so minor that effect is acceptable				
Minor	First aid treatment only; spillage contained at site.				
Moderate	Medical treatment; spillage contained but with outside help.				
Major	Extensive injuries; loss of production				
Catastrophic	Death; toxic release of chemicals				

### Step 3 Determine the risk score

	Very Low	Low	Medium	High	Very High
Very Low	Very Low	Low	Medium	High	Very High
Very High	Very High	High	Medium	Low	Very Low
Low	Very Low	Low	Medium	High	Very High
Medium	Very Low	Low	Medium	High	Very High
High	Very Low	Low	Medium	High	Very High
Very High	Very Low	Low	Medium	High	Very High

### Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)

	Very Low	Low	Medium	High	Very High
Very Low	Very Low	Low	Medium	High	Very High
Very High	Very Low	Low	Medium	High	Very High
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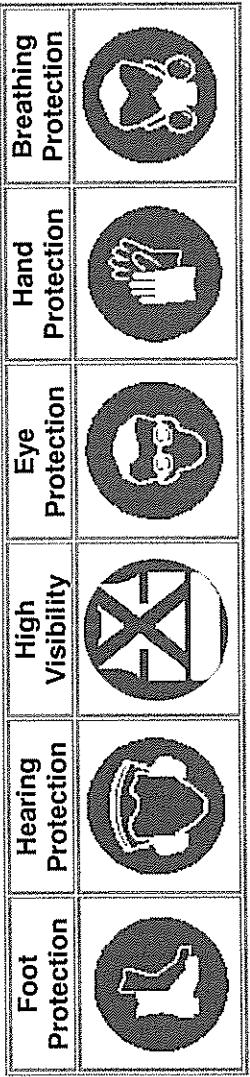
# Master Services Pty Ltd

## SAFE WORK METHOD STATEMENT – Part 1

Activity				Relevant workers must be consulted in the development, approval and communication of this SWMS	SWMS Approved by:	Page 1 of 11
Name:	Signature:	Job Title:	Date:	Name: Joseph Saliba Signature: <i>Joseph Saliba</i> Date: 31/7/2013		
Robert Issa		Tiler				
Kristifor Dimovski		Laborer				
Personnel responsible for monitoring and managing activity: Joseph Saliba				Overall Risk Rating After Controls	4 Acute	3 High
				2 Moderate	1 Low	
DOCUMENT NO: S812.0267			ACTIVITY: Wall & Floor Tiling – Preparation and Laying	REVIEW NO:	DATE	
Authorised by: Joseph Saliba			Date: 31/7/2013	Page 1	Page 1	

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<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>				
<b>Personnel Requirements</b> Before commencing any work on site	Injury may occur from personnel not trained in the correct use of equipment and are unaware of Site Specific Conditions that may affect working procedures.  Legislation breach	<b>2M</b>  <b>Training:</b> Should include: Safe work procedures Fitting of personal protective equipment Manual handling, plant safety (grinders)	<b>1L</b>  <b>Induction:</b> Where required, all persons carrying out tiling activities should participate in relevant training including: <ul style="list-style-type: none"><li>• Construction Induction</li><li>• Site Specific Induction</li><li>• Safe Work Procedures;</li><li>• Hazard identification processes;</li><li>• Control measures including PPE;</li><li>• Manual handling, machinery &amp; height safety.</li></ul>	
<b>Preparation</b>	Personal injury <ul style="list-style-type: none"><li>- slips, trips and falls</li></ul> Electrocution Damage to equipment Out of Date Test Tags Manual handling Exposure to dusts Exposure to noise	<b>2M</b>  <b>Ensure:</b> <ul style="list-style-type: none"><li>• The floor or working area is free from rubbish and debris, and that clear access is available for all workers.</li><li>• Erect any barriers &amp; signage</li><li>• Keep power leads up off the ground and out of the way and all power tools and leads are Tested and Tagged and are current.</li><li>• Use correct manual handling techniques (wheelbarrows) when handling adhesives, tiles, cement</li><li>• Work area is set up to avoid manual handling risks, slip trips and falls and that an adequate area is available (external) for mixing &amp; cutting activities</li></ul>	<b>1L</b>	
<b>Operation</b>		<b>3H</b>  <b>Manual handling:</b> <ul style="list-style-type: none"><li>• Where possible have builder position tiles into</li></ul>	<b>1L</b>	

<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>			
Mixing & spreading Sand / Cement & Adhesives	<p>Personal injury</p> <ul style="list-style-type: none"> <li>- sprains and strains</li> <li>- skin rash/dermatitis</li> <li>- concrete burns</li> </ul> <p>Fatigue</p> <p>Electric shock</p> <p>Struck by objects</p> <p>Entanglement</p> <p>Noise exposure</p> <p>Dusts exposure</p>	<p>accessible location using crane / forklift</p> <ul style="list-style-type: none"> <li>• Use wheelbarrows to transfer boxes of tiles, cements, adhesives, grout to the work area</li> <li>• Instruct relevant workers to only handle loads within limitations or ask for assistance.</li> </ul> <p><b>Mixing and applying:</b></p> <ul style="list-style-type: none"> <li>• When mixing powders ensure that relevant PPE is worn (respiratory protection, gloves, eye protection)</li> <li>• When using cement mixer for mortar, ensure mixer is positioned on level stable ground, leads positioned clear of water and cement / sand positioned in close proximity</li> <li>• Conduct mixing tasks outside to enable air movement to disperse dusts – Add powder to water to reduce dust generation</li> <li>• When using electric drill to mix powders tuck in loose clothing and tie back hair.</li> <li>• Ensure that the tool and leads are tested and tagged with correct date and that all leads are protected from water immersion and other damage.</li> <li>• Keep all non essential personnel clear of mixing activities</li> <li>• Use appropriate Tool (Trowel / shovel) to evenly spread product - avoiding unnecessary splattering</li> <li>• Wash up all tools / skin with water whilst still wet to aid in removal of product</li> </ul>	
Laying and Cutting of Tiles	<p>Personal injury</p> <ul style="list-style-type: none"> <li>- cuts and scratches</li> <li>- eye injury</li> </ul>	<p><b>2M</b></p> <p><b>Cutting &amp; Laying Tiles:</b></p> <ul style="list-style-type: none"> <li>• Prior to the laying tiles ensure that knee pads are fitted</li> </ul>	<p><b>1L</b></p>
DOCUMENT NO: S812/0267	ACTIVITY : Wall & Floor Tiling – Preparation and Laying	REVIEW NO:	DATE
Authorised by: Joseph Saliba	Date: 31/7/2013	Page 6	

Risk Assessment		Control Measures		Review / Date	
Activity	Risk Rating Before Controls Implemented (RB)	Risk Rating After Controls Implemented (RA)	Control Measures	Review No:	Date:
<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>					
	- hearing damage		<ul style="list-style-type: none"> <li>• When cutting tiles with 4" grinder (fitted with diamond blade) only do so outside clear of other personnel – Place barriers / signage to keep non essential personnel clear of the work area</li> <li>• Check condition of tool, integrity of blade &amp; placement of lead</li> <li>• Wear safety glasses, hearing protection and respiratory protection when using grinder</li> <li>• Place all off cuts in a safe position to avoid clutter and creation of untidy work area</li> <li>• When using Tile Cutter (Sigma Cutter) ensure that the tool is placed on a stable / level surface take caution when handling cut tiles as sharp edges may be present <ul style="list-style-type: none"> <li>– wear gloves when handling</li> </ul> </li> <li>• Position tiles to reduce manual handling risks / reduce distances travelled and double handling</li> </ul> <p><b>Tiling at Height:</b></p> <ul style="list-style-type: none"> <li>• Where tiles (wall) are required to be positioned at height, ensure that suitable platform ladders or trestle (No &gt;2.0m) are used.</li> <li>• Ensure ladders are suitable to task, industrial rated and adequately restrained from falling</li> <li>• When tiling at height – a second person should be present to provide assistance and expedite task.</li> </ul>	1L	

<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>			
	Fatigue Electric shock Struck by objects Entanglement Noise exposure Dusts exposure	<ul style="list-style-type: none"> <li>Instruct relevant workers to only handle loads within limitations or ask for assistance</li> </ul> <p><b>Mixing and applying:</b></p> <ul style="list-style-type: none"> <li>When mixing powders ensure that relevant PPE is worn (respiratory protection, gloves, eye protection)</li> <li>Conduct mixing tasks outside to enable air movement to disperse dusts – Add grout to water to reduce generation of dust</li> <li>When using electric drill to mix grout (if in powder form) tuck in loose clothing and tie back hair.</li> <li>Ensure that the tool and leads are tested and tagged with correct date and that all leads are protected from water immersion and other damage.</li> <li>Keep all non essential personnel clear of mixing activities</li> <li>Use appropriate tool / applicator to evenly spread product - avoiding unnecessary splattering</li> <li>Wear gloves and eye protection to avoid contact with wet product</li> <li>Wash up all tools / skin with water whilst still wet to aid in removal of product</li> <li>Remove excess grout with wet sponge – Wear gloves</li> </ul>	
<b>On Completion Clean up</b>	Personal injury - contact with grout / cement based products	<b>2M</b>  <b>Personal Hygiene:</b> Wash all exposed skin with water. The use of soap will also assist with the removal of cement based products	<b>1L</b>

<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>			
	<ul style="list-style-type: none"> <li>- cuts and scratches</li> <li>- eye injury</li> </ul> <p>Manual Handling</p>	<p><b>Tools:</b> Wash all tools with water</p> <p><b>Excess cement / sand / mortar / adhesive /grout:</b> Must not be allowed to enter any drain or storm water system. Place in small stacks (about a shovel full) and allow to dry for safe removal. Place in bin provided by Builder</p> <p><b>Other:</b> Remove any barricades if no longer required. Place all rubbish in the appropriate bins. Site to be left in clean and tidy condition ready for handover to Builder / Contract Manager who is to be advised upon completion of works</p>	

#### References:

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## Part 2- RISK ASSESSMENT

Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines

### Step 1 Determine Likelihood – What is the possibility that the effect will occur?

Likelihood	Description	Possibilities
Almost certain	Expected in most circumstances.	Effect is a common result
Likely	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened
Possible	Might occur at some time	Effect could occur at the site or I've heard of it happening
Unlikely	Could occur at some time	Effect is not likely to occur at the site or I have not heard of it happening
Rare	May occur only in exceptional circumstances	Effect is practically impossible.

### Step 2 Determine Consequence – What will be the expected effect?

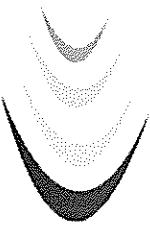
Consequence	Description	Severity
Insignificant/Acceptable	No effect – or so minor that effect is acceptable	Low
Minor	First aid treatment only; spillage contained at site.	Medium
Moderate	Medical treatment; spillage contained but with outside help.	High
Major	Extensive injuries; loss of production	Very High
Catastrophic	Death; toxic release of chemicals	Critical

### Step 3 Determine the risk score

RISK SCORE					
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Medium	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Medium	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Medium	3 High	4 Acute
Rare	1 Low	1 Low	2 Medium	3 High	3 High

### Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)

Risk Score	Description	Action
4	A: Acute	ACT NOW – Urgent - do something about the risks immediately. Requires immediate attention.
3	H: High	Highest management decision is required urgently.
2	M: Moderate	Follow management instructions.
1	L: Low	OK for now. Record and review regularly, and if any equipment/ people/ materials/ work processes or procedures change.



## Master Services Pty Ltd

### SAFE WORK METHOD STATEMENT – Part 1

Project: Wall and floor tiling			
Area:			
Job Address: Cape Cod construction sites			
Job Description: Tiling			
<b>Relevant workers must be consulted in the development, approval and communication of this SWMS</b>			
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Authorised by: Joseph Saliba		Date: 31/7/2013	Page 1

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- Regular inspections and observations will be conducted by Joseph Saliba to ensure SWMS is being complied with.
- Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.
- Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.
- Amendments must be approved by Joseph Saliba and communicated to all affected workers before work resumes.
- SWMS must be made available for inspection or review as required by WHS legislation.
- Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).

Foot Protection	Hearing Protection	High Visibility	Eye Protection	Hand Protection	Breathing Protection

#### General:

Safety footwear, eye protection, gloves & knee protectors. Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

#### Where required:

Hearing protection, high visibility shirt or vest & breathing protection.

#### Cement:

Cement is classified as a hazardous chemical according to the Australian Safety and Compensation Council (ASCC) formerly (NOHSC) and is not classified as a dangerous good according to Australian Code for the Transport of Dangerous Goods by Road or Rail.

Efforts should be made to avoid inhalation of cement dust and avoid direct skin contact. Minimise generation of cement dust – Mix outside and/ or wear a P1 respirator. Cement has a very powerful caustic effect on skin due to its alkaline content and has the potential to cause burns and dermatitis. Rubber or PVC gloves should be worn when working with cement and cement based products (concrete, mortar, mud)

#### Sand:

Sand is classified as a hazardous chemical according to the ASCC and is not classified as a dangerous good according to Australian Code for the Transport of Dangerous Goods by Road or Rail.

Sand (crystalline silica) has the potential to cause damage to the lungs (scarring). Efforts should be made to keep sand wet to avoid dust generation and inhalation of particles. Safety goggles & dust mask should be worn when generating dusts through machining (grinding).

#### Adhesives (Floor & Wall) & Levelling Compounds:

The majority of cement based adhesives (all powders) are classified as hazardous chemical according to the ASCC and are not classified as a dangerous goods

according to Australian Code for the Transport of Dangerous Goods by Road or Rail.

Generation of dusts should be avoided. Mixing powders should be performed outside and respiratory protection is advised. Eye protection should be worn when mixing / stirring. Gloves (rubber / PVA / neoprene) should be worn when mixing. Seek further clarification from specific product SDS where required.

**Grouts:**

The majority of grouting compounds (all powders) are classified as a hazardous chemical according to the ASCC and are not classified as a dangerous goods according to Australian Code for the Transport of Dangerous Goods by Road or Rail.

Continued handling of grouting compounds is known to cause dermatitis. To reduce risk PVC gloves should be worn when handling. Safety glasses are advised when mixing grouts. Seek further clarification from specific product SDS where required.

<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>			
<b>Personnel Requirements</b> Before commencing any work on site	Injury may occur from personnel not trained in the correct use of equipment and are unaware of Site Specific Conditions that may affect working procedures.  Legislation breach	<p><b>2M</b></p> <p><b>Training:</b> Should include: Safe work procedures Fitting of personal protective equipment Manual handling, plant safety (grinders)</p> <p><b>Induction:</b> Where required, all persons carrying out tiling activities should participate in relevant training including:</p> <ul style="list-style-type: none"> <li>• Construction Induction</li> <li>• Site Specific Induction</li> <li>• Safe Work Procedures;</li> <li>• Hazard identification processes;</li> <li>• Control measures including PPE;</li> <li>• Manual handling, machinery &amp; height safety.</li> </ul>	<b>1L</b>
<b>Preparation</b>	<p>Personal injury</p> <ul style="list-style-type: none"> <li>- slips, trips and falls</li> </ul> <p>Electrocution</p> <p>Damage to equipment</p> <p>Out of Date Test Tags</p> <p>Manual handling</p> <p>Exposure to dusts</p> <p>Exposure to noise</p>	<p><b>2M</b></p> <p><b>Ensure:</b></p> <ul style="list-style-type: none"> <li>• The floor or working area is free from rubbish and debris, and that clear access is available for all workers.</li> <li>• Erect any barriers &amp; signage</li> <li>• Keep power leads up off the ground and out of the way and all power tools and leads are Tested and Tagged and are current.</li> <li>• Use correct manual handling techniques (wheelbarrows) when handling adhesives, tiles, cement</li> <li>• Work area is set up to avoid manual handling risks, slip trips and falls and that an adequate area is available (external) for mixing &amp; cutting activities</li> </ul>	<b>1L</b>
<b>Operation</b>		<p><b>3H</b></p> <p><b>Manual handling:</b></p> <ul style="list-style-type: none"> <li>• Where possible have builder position tiles into</li> </ul>	<b>1L</b>

<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>			
Mixing & spreading Sand / Cement & Adhesives	Personal injury <ul style="list-style-type: none"> <li>- sprains and strains</li> <li>- skin rash/dermatitis</li> <li>- concrete burns</li> </ul> Fatigue Electric shock Struck by objects Entanglement Noise exposure Dusts exposure	<ul style="list-style-type: none"> <li>• accessible location using crane / forklift</li> <li>• Use wheelbarrows to transfer boxes of tiles, cements, adhesives, grout to the work area</li> <li>• Instruct relevant workers to only handle loads within limitations or ask for assistance.</li> </ul> <p><b>Mixing and applying:</b></p> <ul style="list-style-type: none"> <li>• When mixing powders ensure that relevant PPE is worn (respiratory protection, gloves, eye protection)</li> <li>• When using cement mixer for mortar, ensure mixer is positioned on level stable ground, leads positioned clear of water and cement / sand positioned in close proximity</li> <li>• Conduct mixing tasks outside to enable air movement to disperse dusts – Add powder to water to reduce dust generation</li> <li>• When using electric drill to mix powders tuck in loose clothing and tie back hair.</li> <li>• Ensure that the tool and leads are tested and tagged with correct date and that all leads are protected from water immersion and other damage.</li> <li>• Keep all non essential personnel clear of mixing activities</li> <li>• Use appropriate Tool (Trowel / shovel) to evenly spread product - avoiding unnecessary splattering</li> <li>• Wash up all tools / skin with water whilst still wet to aid in removal of product</li> </ul>	
Laying and Cutting of Tiles	Personal injury <ul style="list-style-type: none"> <li>- cuts and scratches</li> <li>- eye injury</li> </ul>	<b>2M</b> <b>Cutting &amp; Laying Tiles:</b> <ul style="list-style-type: none"> <li>• Prior to the laying tiles ensure that knee pads are fitted</li> </ul>	<b>1L</b>
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<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>			
	- hearing damage	<ul style="list-style-type: none"> <li>• When cutting tiles with 4" grinder (fitted with diamond blade) only do so outside clear of other personnel – Place barriers / signage to keep non essential personnel clear of the work area</li> <li>• Check condition of tool, integrity of blade &amp; placement of lead</li> <li>• Wear safety glasses, hearing protection and respiratory protection when using grinder</li> <li>• Place all off cuts in a safe position to avoid clutter and creation of untidy work area</li> <li>• When using Tile Cutter (Sigma Cutter) ensure that the tool is placed on a stable / level surface take caution when handling cut tiles as sharp edges may be present <ul style="list-style-type: none"> <li>– wear gloves when handling</li> </ul> </li> <li>• Position tiles to reduce manual handling risks / reduce distances travelled and double handling</li> </ul> <p><b>Tiling at Height:</b></p> <ul style="list-style-type: none"> <li>• Where tiles (wall) are required to be positioned at height, ensure that suitable platform ladders or trestle (No &gt;2.0m) are used.</li> <li>• Ensure ladders are suitable to task, industrial rated and adequately restrained from falling</li> <li>• When tiling at height – a second person should be present to provide assistance and expedite task.</li> </ul>	
<b>Grouting</b>	<p>Personal injury</p> <ul style="list-style-type: none"> <li>- sprains and strains</li> <li>- skin rash / dermatitis</li> <li>- concrete burns</li> </ul>	<b>3H</b>	<p><b>Manual handling:</b></p> <ul style="list-style-type: none"> <li>• Use wheelbarrows to transfer boxes / containers of grout to the work area</li> </ul> <b>1L</b>

<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>			
	<p>Fatigue</p> <p>Electric shock</p> <p>Struck by objects</p> <p>Entanglement</p> <p>Noise exposure</p> <p>Dusts exposure</p>	<p><b>Mixing and applying:</b></p> <ul style="list-style-type: none"> <li>• Instruct relevant workers to only handle loads within limitations or ask for assistance</li> </ul>	<p>When mixing powders ensure that relevant PPE is worn (respiratory protection, gloves, eye protection)</p> <ul style="list-style-type: none"> <li>• Conduct mixing tasks outside to enable air movement to disperse dusts – Add grout to water to reduce generation of dust</li> <li>• When using electric drill to mix grout (if in powder form) tuck in loose clothing and tie back hair.</li> <li>• Ensure that the tool and leads are tested and tagged with correct date and that all leads are protected from water immersion and other damage.</li> <li>• Keep all non essential personnel clear of mixing activities</li> <li>• Use appropriate tool / applicator to evenly spread product - avoiding unnecessary splattering</li> <li>• Wear gloves and eye protection to avoid contact with wet product</li> <li>• Wash up all tools / skin with water whilst still wet to aid in removal of product</li> <li>• Remove excess grout with wet sponge – Wear gloves</li> </ul>
<b>On Completion Clean up</b>	<p>Personal injury</p> <ul style="list-style-type: none"> <li>- contact with grout / cement based products</li> </ul>	<b>2M</b>	<p><b>Personal Hygiene:</b></p> <p>Wash all exposed skin with water. The use of soap will also assist with the removal of cement based products</p>

RISK ASSESSMENT OF AND CONTROL MEASURES		RISK ASSESSMENT OF AND CONTROL MEASURES		RISK ASSESSMENT OF AND CONTROL MEASURES	
<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>					
- cuts and scratches - eye injury  Manual Handling	<b>Tools:</b> Wash all tools with water  <b>Excess cement / sand / mortar / adhesive /grout:</b> Must not be allowed to enter any drain or storm water system. Place in small stacks (about a shovel full) and allow to dry for safe removal. Place in bin provided by Builder  <b>Other:</b> Remove any barricades if no longer required. Place all rubbish in the appropriate bins. Site to be left in clean and tidy condition ready for handover to Builder / Contract Manager who is to be advised upon completion of works				

#### References:

- Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011  
Safe Work Australia- Hazardous Manual Tasks Code of Practice  
Safe Work Australia- Labelling of Workplace Hazardous Chemicals

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Authorised by: Joseph Saliba	Date: 31/7/2013	DATE

## Part 2- RISK ASSESSMENT

Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines

### Step 1 Determine Likelihood – What is the possibility that the effect will occur?

	1 Low	2 Medium	3 High	4 Acute	5 Catastrophic
Almost certain	Expected in most circumstances.	Effect is a common result	Effect is known to have occurred at this site or it has happened	Effect could occur at the site or I've heard of it happening	Effect is not likely to occur at the site or I have not heard of it happening
Likely	Will probably occur in most circumstances.	Might occur at some time	Could occur at some time	May occur only in exceptional circumstances	Effect is practically impossible.
Possible					
Unlikely					
Rare					

### Step 2 Determine Consequence - What will be the expected effect?

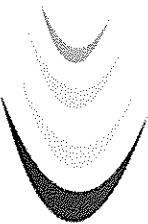
	1 Low	2 Medium	3 High	4 Acute	5 Catastrophic
Insignificant/Acceptable	Effect is a common result	Effect is known to have occurred at this site or it has happened	Effect could occur at the site or I've heard of it happening	Effect is not likely to occur at the site or I have not heard of it happening	Effect is practically impossible.
Minor	Effect is a common result	Effect is known to have occurred at this site or it has happened	Effect could occur at the site or I've heard of it happening	Effect is not likely to occur at the site or I have not heard of it happening	Effect is practically impossible.
Moderate	Effect is a common result	Effect is known to have occurred at this site or it has happened	Effect could occur at the site or I've heard of it happening	Effect is not likely to occur at the site or I have not heard of it happening	Effect is practically impossible.
Major	Effect is a common result	Effect is known to have occurred at this site or it has happened	Effect could occur at the site or I've heard of it happening	Effect is not likely to occur at the site or I have not heard of it happening	Effect is practically impossible.
Catastrophic	Effect is a common result	Effect is known to have occurred at this site or it has happened	Effect could occur at the site or I've heard of it happening	Effect is not likely to occur at the site or I have not heard of it happening	Effect is practically impossible.

### Step 3 Determine the risk score

	1 Low	2 Medium	3 High	4 Acute	5 Catastrophic
1 Low					
2 Medium					
3 High					
4 Acute					
5 Catastrophic					

### Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)

	4 A: Acute	3 H: High	2 M: Moderate	1 L: Low
1 Low	ACT NOW – Urgent - do something about the risks immediately. Requires immediate attention.	Highest management decision is required urgently.	Follow management instructions.	OK for now. Record and review regularly, and if any equipment/ people/ materials/ work processes or procedures change.
2 Medium	A: Acute	H: High	M: Moderate	L: Low
3 High				
4 Acute				
5 Catastrophic				



Master Services Pty Ltd

## SAFE WORK METHOD STATEMENT – Part 1

Company Name: Master Services Pty. Ltd			
ABN: 73151 827 799			
Contact Name, Position and Phone number: Joseph Saliba, Director, 0419427455			
Address: 7 Sixth Ave , Condell Park, NSW 2200			
Project: Wall and floor tiling			
Area:			
Job Address: Cape Cod construction sites			
Job Description:Tiling			
Relevant workers must be consulted in the development, approval and communication of this SWMS			
Name: Robert Issa Kristifor Dimovski	Signature:	Job Title: Tiler Laborer	Date:  Date:31/7/2013
Personnel responsible for monitoring and managing activity: Joseph Saliba			
Overall Risk Rating After Controls		4 Acute 2 Moderate	3 High 1 Low
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DOCUMENT NO: S812-0267	ACTIVITY: Wall & Floor Tiling – Preparation and Laying	REVIEW NO: DATE
Authorised by: Joseph Saliba	Date: 31/7/2013	Page 1

**ALL PERSONS INVOLVED IN TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORK COMMENCING**

- Regular inspections and observations will be conducted by Joseph Saliba to ensure SWMS is being complied with.
- Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.
- Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.
- Amendments must be approved by Joseph Saliba and communicated to all affected workers before work resumes.
- SWMS must be made available for inspection or review as required by WHS legislation.
- Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).


**General:**

Safety footwear, eye protection, gloves & knee protectors. Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

**Where required:**

Hearing protection, high visibility shirt or vest & breathing protection.

**Cement:**

Cement is classified as a hazardous chemical according to the Australian Safety and Compensation Council (ASCC) formerly (NOHSC) and is not classified as a dangerous good according to Australian Code for the Transport of Dangerous Goods by Road or Rail.

Efforts should be made to avoid inhalation of cement dust and avoid direct skin contact. Minimise generation of cement dust – Mix outside and/ or wear a P1 respirator. Cement has a very powerful caustic effect on skin due to its alkaline content and has the potential to cause burns and dermatitis. Rubber or PVC gloves should be worn when working with cement and cement based products (concrete, mortar, mud)

**Sand:**

Sand is classified as a hazardous chemical according to the ASCC and is not classified as a dangerous good according to Australian Code for the Transport of Dangerous Goods by Road or Rail.

Sand (crystalline silica) has the potential to cause damage to the lungs (scarring). Efforts should be made to keep sand wet to avoid dust generation and inhalation of particles. Safety goggles & dust mask should be worn when generating dusts through machining (grinding).

**Adhesives (Floor & Wall) & Levelling Compounds:**

The majority of cement based adhesives (all powders) are classified as hazardous chemical according to the ASCC and are not classified as a dangerous goods

according to Australian Code for the Transport of Dangerous Goods by Road or Rail.

Generation of dusts should be avoided. Mixing powders should be performed outside and respiratory protection is advised. Eye protection should be worn when mixing / stirring. Gloves (rubber / PVA / neoprene) should be worn when mixing. Seek further clarification from specific product SDS where required.

**Grouts:**

The majority of grouting compounds (all powders) are classified as a hazardous chemical according to the ASCC and are not classified as a dangerous goods according to Australian Code for the Transport of Dangerous Goods by Road or Rail.

Continued handling of grouting compounds is known to cause dermatitis. To reduce risk PVC gloves should be worn when handling. Safety glasses are advised when mixing grouts. Seek further clarification from specific product SDS where required.

<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>			
<b>Personnel Requirements</b> Before commencing any work on site	Injury may occur from personnel not trained in the correct use of equipment and are unaware of Site Specific Conditions that may affect working procedures.  Legislation breach	<p><b>2M</b>    <b>Training:</b> Should include: Safe work procedures Fitting of personal protective equipment Manual handling, plant safety (grinders)</p> <p><b>Induction:</b> Where required, all persons carrying out tiling activities should participate in relevant training including:</p> <ul style="list-style-type: none"> <li>• Construction Induction</li> <li>• Site Specific Induction</li> <li>• Safe Work Procedures;</li> <li>• Hazard identification processes;</li> <li>• Control measures including PPE;</li> <li>• Manual handling, machinery &amp; height safety.</li> </ul>	<b>1L</b>
<b>Preparation</b>	Identify work area, preparation & setup  Personal injury - slips, trips and falls Electrocution Damage to equipment Out of Date Test Tags Manual handling Exposure to dusts Exposure to noise	<p><b>2M</b>    <b>Ensure:</b></p> <ul style="list-style-type: none"> <li>• The floor or working area is free from rubbish and debris, and that clear access is available for all workers.</li> <li>• Erect any barriers &amp; signage</li> <li>• Keep power leads up off the ground and out of the way and all power tools and leads are Tested and Tagged and are current.</li> <li>• Use correct manual handling techniques (wheelbarrows) when handling adhesives, tiles, cement</li> <li>• Work area is set up to avoid manual handling risks, slip trips and falls and that an adequate area is available (external) for mixing &amp; cutting activities</li> </ul>	<b>1L</b>
<b>Operation</b>		<p><b>3H</b>    <b>Manual handling:</b></p> <ul style="list-style-type: none"> <li>• Where possible have builder position tiles into</li> </ul>	<b>1L</b>

<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>			
Mixing & spreading Sand / Cement & Adhesives	Personal injury - sprains and strains - skin rash/dermatitis - concrete burns  Fatigue  Electric shock  Struck by objects  Entanglement  Noise exposure  Dusts exposure	<ul style="list-style-type: none"> <li>accessible location using crane / forklift</li> <li>Use wheelbarrows to transfer boxes of tiles, cements, adhesives, grout to the work area</li> <li>Instruct relevant workers to only handle loads within limitations or ask for assistance.</li> </ul> <p><b>Mixing and applying:</b></p> <ul style="list-style-type: none"> <li>When mixing powders ensure that relevant PPE is worn (respiratory protection, gloves, eye protection)</li> <li>When using cement mixer for mortar, ensure mixer is positioned on level stable ground, leads positioned clear of water and cement / sand positioned in close proximity</li> <li>Conduct mixing tasks outside to enable air movement to disperse dusts – Add powder to water to reduce dust generation</li> <li>When using electric drill to mix powders tuck in loose clothing and tie back hair.</li> <li>Ensure that the tool and leads are tested and tagged with correct date and that all leads are protected from water immersion and other damage.</li> <li>Keep all non essential personnel clear of mixing activities</li> <li>Use appropriate Tool (Trowel / shovel) to evenly spread product - avoiding unnecessary splattering</li> <li>Wash up all tools / skin with water whilst still wet to aid in removal of product</li> </ul>	
Laying and Cutting of Tiles	Personal injury - cuts and scratches - eye injury	<b>2M</b>  <b>Cutting &amp; Laying Tiles:</b> <ul style="list-style-type: none"> <li>Prior to the laying tiles ensure that knee pads are fitted</li> </ul>	<b>1L</b>
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<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>			
	- hearing damage	<ul style="list-style-type: none"> <li>• When cutting tiles with 4" grinder (fitted with diamond blade) only do so outside clear of other personnel – Place barriers / signage to keep non essential personnel clear of the work area</li> <li>• Check condition of tool, integrity of blade &amp; placement of lead</li> <li>• Wear safety glasses, hearing protection and respiratory protection when using grinder</li> <li>• Place all off cuts in a safe position to avoid clutter and creation of untidy work area</li> <li>• When using Tile Cutter (Sigma Cutter) ensure that the tool is placed on a stable / level surface take caution when handling cut tiles as sharp edges may be present <ul style="list-style-type: none"> <li>– wear gloves when handling</li> </ul> </li> <li>• Position tiles to reduce manual handling risks / reduce distances travelled and double handling</li> </ul> <p><b>Tiling at Height:</b></p> <ul style="list-style-type: none"> <li>• Where tiles (wall) are required to be positioned at height, ensure that suitable platform ladders or trestle (No &gt;2.0m) are used.</li> <li>• Ensure ladders are suitable to task, industrial rated and adequately restrained from falling</li> <li>• When tiling at height – a second person should be present to provide assistance and expedite task.</li> </ul>	<p><b>Grouting</b></p> <p>Personal injury</p> <ul style="list-style-type: none"> <li>- sprains and strains</li> <li>- skin rash / dermatitis</li> <li>- concrete burns</li> </ul> <p><b>3H</b></p> <p><b>Manual handling:</b></p> <ul style="list-style-type: none"> <li>• Use wheelbarrows to transfer boxes / containers of grout to the work area</li> </ul> <p><b>1L</b></p>

<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>			
	Fatigue Electric shock Struck by objects Entanglement Noise exposure Dusts exposure	<ul style="list-style-type: none"> <li>Instruct relevant workers to only handle loads within limitations or ask for assistance</li> </ul> <p><b>Mixing and applying:</b></p> <ul style="list-style-type: none"> <li>When mixing powders ensure that relevant PPE is worn (respiratory protection, gloves, eye protection)</li> <li>Conduct mixing tasks outside to enable air movement to disperse dusts – Add grout to water to reduce generation of dust</li> <li>When using electric drill to mix grout (if in powder form) tuck in loose clothing and tie back hair.</li> <li>Ensure that the tool and leads are tested and tagged with correct date and that all leads are protected from water immersion and other damage.</li> <li>Keep all non essential personnel clear of mixing activities</li> <li>Use appropriate tool / applicator to evenly spread product - avoiding unnecessary splattering</li> <li>Wear gloves and eye protection to avoid contact with wet product</li> <li>Wash up all tools / skin with water whilst still wet to aid in removal of product</li> <li>Remove excess grout with wet sponge – Wear gloves</li> </ul>	
<b>On Completion Clean up</b>	Personal injury - contact with grout / cement based products	<b>2M</b> <b>Personal Hygiene:</b> Wash all exposed skin with water. The use of soap will also assist with the removal of cement based products	<b>1L</b>

<b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b>			
	<p><b>Tools:</b> - cuts and scratches - eye injury</p> <p><b>Manual Handling</b></p>	<p><b>Tools:</b> Wash all tools with water</p> <p><b>Excess cement / stand / mortar / adhesive /grout:</b> Must not be allowed to enter any drain or storm water system. Place in small stacks (about a shovel full) and allow to dry for safe removal. Place in bin provided by Builder</p> <p><b>Other:</b> Remove any barricades if no longer required. Place all rubbish in the appropriate bins. Site to be left in clean and tidy condition ready for handover to Builder / Contract Manager who is to be advised upon completion of works</p>	

#### References:

Work Health and Safety Act 2011 and Work Health and Safety Regulations 2011  
Safe Work Australia- Hazardous Manual Tasks Code of Practice  
Safe Work Australia- Labelling of Workplace Hazardous Chemicals

## Part 2- RISK ASSESSMENT

Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines

### Step 1 Determine Likelihood – What is the possibility that the effect will occur?

	Almost certain	Likely	Possible	Unlikely	Rare
Effect	Expected in most circumstances.	Will probably occur in most circumstances.	Might occur at some time	Could occur at some time	May occur only in exceptional circumstances
Effect is a common result	Effect is known to have occurred at this site or it has happened	Effect could occur at the site or I've heard of it happening	Effect is not likely to occur at the site or I have not heard of it happening	Effect is practically impossible.	

### Step 2 Determine Consequence - What will be the expected effect?

	Insignificant/Acceptable	Minor	Moderate	Major	Catastrophic
Effect	No effect – or so minor that effect is acceptable	First aid treatment only; spillage contained at site.	Medical treatment; spillage contained but with outside help.	Extensive injuries; loss of production	Death; toxic release of chemicals

### Step 3 Determine the risk score

	Insignificant	Minor	Moderate	Major	Catastrophic
Effect	3 High	4 Acute	4 Acute	4 Acute	4 Acute
Likelihood	2 Medium	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Medium	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Medium	3 High	4 Acute
Rare	1 Low	1 Low	2 Medium	3 High	3 High

### Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)

	4 A: Acute	3 H: High	2 M: Moderate	1 L: Low
Effect	ACT NOW – Urgent - do something about the risks immediately. Requires immediate attention.	Highest management decision is required urgently.	Follow management instructions.	OK for now. Record and review regularly, and if any equipment/ people/ materials/ work processes or procedures change.