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| **SAFE WORK METHOD STATEMENT (SWMS)** | | | | | | | | |
| **PROJECT DETAILS:** | | | | | | | | |
| Project: | | | | Area: | | | | |
| Job Address: | | | | | | | | |
| Job Description: | | | | | | | | |
| **WORK ACTIVITY:** | Demolition | | | | | | | |
| **Consult relevant workers during development, approval and communication of this SWMS** | | | | | SWMS Approved by: | | Page 1 of 10 | |
| Name: (Include names of workers who were consulted in relation to this SWMS) | | Signature: | Job Title: | Date: | Name: | | | |
| Signature: | | | |
| Date: | | | |
| Personnel responsible for monitoring and managing activity: | | | | | Overall Risk Rating After Controls | **4 A**cute | | **3 H**igh |
| **2 M**oderate | | **1 L**ow |
| **COMMUNICATE THIS SWMS TO ALL PERSONS INVOLVED IN TASK PRIOR TO WORK COMMENCING**   * \_\_\_\_\_\_\_\_\_\_\_\_will conduct regular inspections and observations to ensure SWMS is being complied with. * Hold Daily Tool Box Talks to identify, control and communicate additional site hazards. * Cease work immediately if incident or near miss occurs. Amend the SWMS in consultation with relevant persons. * \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will approve and communicate amendment to all affected workers before work resumes. * As required by WHS legislation, make the SWMS available for inspection or review. * As required by WHS legislation, keep record of SWMS (until job is complete or for 2 years if involved in a notifiable incident). | | | | | | | | |

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| **IMPORTANT NOTES:** |
| Check local government standards, codes of practice, regulations and legislation for any training requirements before use.  Apprentices and Trainee Personnel are usually permitted to operate certain machinery and equipment provided they are guided and supervised by an experienced and qualified person, while also recording the hours of use in an approved logbook.  WorkCover National Certificates of Competency are nationally recognised and these specific certificates do not have to be changed over to work interstate.    1. Use excavators for high risk construction activities / prescribed activities.  2. Make sure that this SWMS is reviewed and monitored by a responsible and competent person. |

| **Task Steps** | **Potential Hazards/Risks of Each Step** | **RB** | **Control Measures - Steps To Follow  Safety Checks & PPE** | **RA** | **Responsible Officer** |
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| **NOTE: RB** = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented. | | | | | |
| 1. Arrival on site – Structural stability and & engineering details | Structural collapse, building integrity |  | Make sure that the Principal Contractor is using the services of a qualified Structural Engineer for arranging an Engineering review, a dilapidation survey and report of adjoining properties.  Make sure that this SWMS is reviewed and monitored by a responsible and competent person. |  |  |
| 2. Mechanical demolition structural/suspended floor slabs | Falling objects |  | For mechanical demolition, use an excavator fitted with a breaker attachment. Allow the demolished material to fall to the ground.  Provide engineering details for floor loadings of permissible equipment size and movements.  For demolishing a suspended slab, place an excavator, with a rock breaker attachment, on the floor level. Allow the plant to remove the slab systematically, so that waste material fall to the area below. Establish an exclusion zone for project workers. |  |  |
| 3. Strip out of fixtures & fittings | Work at heights – fall of people/objects, manual handling |  | Use hand removal techniques of salvaging fixtures and fittings – use hand held tools and equipment.  During this initial work phase, make sure no load bearing components of the structure are demolished.  Wherever possible, provide access for workers above floor level by way of an approved internal staircase or a suitably restrained ladder. Follow strictly all procedures for working at heights. (Refer below) |  |  |
| 4. Roof system removal (Sheeting, Trusses). Also see Working at Heights Procedure | Work at heights – fall of people/objects, manual handling |  | Prevent fall of workers by using Travel Restraint Systems to structural beams.  Follow strictly all procedures for working at heights. (Refer below) |  |  |
| 5. Public protection | Falling objects, struck by plant |  | Wherever required, make sure the Principal Contractor has provided the following;   * A free standing structural hoarding meeting the minimum legislative requirements. * A heavy duty scaffold that is fully sheeted with shade cloth & mesh. In accordance with Australian Standards, only certified personnel can erect scaffolds. * Signs installed at various locations on the barricades denoting: “Demolition in progress – Keep Out”   Plant movement:   * Do not go beyond specified speed limits. * Make sure the flashing light/beeper is on. * Use a spotter wherever practical/available. * High visibility PPE is being worn at all times. * Check the work area for other plant before commencing work/movement. |  |  |
| 6. Working at heights | Falling persons and objects |  | In situations where a worker could fall a distance of 2M or more, make sure that the Principal Contractor is using one or more of the following precautions for the workers:   * Maintaining a permanent (structural) guardrail or other edge protection. * An approved work platform (Cherry picker, Scissor lift, mobile scaffold, etc.) * A fall prevention device for travel restrain such as safety harness, length restriction lanyard with anchorage to the structure. |  |  |
| 7. Services | Electrocution, fire, gases |  | Before any demolition work commences, make sure that the Principal Contractor has located and terminated all services or has arranged for identification and disconnection of services.  Do not allow work to commence until it is confirmed that disconnection has been carried out. Obtain a written confirmation, if possible. |  |  |
| 8. Plant & equipment | General safety issues |  | Make sure all plant and equipment used on site are maintained in proper working conditions and in accordance with the specifications of the manufacturers and relevant Australian standards.  Maintain service records for major items of the plant.  Use excavators for mechanical demolition techniques. |  |  |
| 9. Supervisor/Key personnel | Procedure non-compliance resulting in injury/litigation |  | Let a competent person be present on site during demolition work, to oversee and co-ordinate work activities. |  |  |
| 10. Personal protective equipment (PPE) | General safety issues |  | Make sure that all workers accessing the site are wearing safety footwear and head wear. This is mandatory.  Specific PPE for demolition work:   * Hearing protective device for excessive noise * Hand protection during handling/cutting materials * Eye protection during cutting, chipping and jack hammer work * Safety harness when working at heights where work platforms and /or edge protection is not practically possible * Respiratory devices for dust work environment including A/C sheet and SMF removal (if applicable) * Necessary protective clothing (such as leather aprons for hot work) |  |  |
| 11. Dust | Inhalation of dust |  | Implement dust control measures, such as water. |  |  |
| 12. Noise – Neighbouring properties/Site workers | Potential hearing problems / Noise pollution |  | Restrict the hours of work to comply with Regulatory Authority such as Council, Government, etc.  When using excessive noise generating activities such as excavators, rock brakers, jack hammers, etc., make sure workers are using hearing protective devices. |  |  |
| 13. Housekeeping | Slips & falls |  | Remove all waste material generated by workers from site and / or control it in a manner so as not to limit access to work areas. |  |  |
| 14. Manual handling | Strains, muscle injury |  | Make sure all work activities involving manual handling utilises mechanical assistance such as hand-held concrete crusher tools, wheelbarrows, etc. Where this is not practical, workers must initiate team work. |  |  |

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| PERSONAL PROTECTIVE EQUIPMENT |
| Personal Protective Equipment Requirements |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Foot Protection** | **Hearing Protection** | **Protective Clothing** | **Head Protection** | **Eye Protection** | **Hand Protection** | **Sun Protection** | **Safety Harness** | | C:\Users\Virtual\Desktop\Safety PPE Signs\Boots.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Ear Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Apron.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Hard Hat.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Eye Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Gloves.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Sun Protection.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Safety Harness1.jpg |   **PPE Notes:** The above PPE Requirements are the minimum requirements for all personnel involved in this task. Be sure to conduct a Risk Assessment for other factors that may influence the work environment such as Temperatures – Hot/Cold, Working in the Sun, Night Work etc. Be sure that all PPE used is approved by Australian Standards. |
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| References: |  |
| **Codes of Practice**  **Codes of Practice**  **Codes of Practice** | Demolition Work  Hazardous Manual Tasks  Managing Work Health and Safety Risks |

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| **SIGN OFF** |
| Workers and relevant Persons Conducting Business or Undertaking (PCBU) were consulted for developing this SWMS. I have read the above SWMS and I understand its contents. I confirm that I have the necessary training and skills, including any relevant certifications to undertake the related tasks contained in this SWMS. I agree to comply with any safety guidelines, requirements and recommendations as set forth by the responsible officer within this SWMS including safety instructions and use of recommended Personal Protective Equipment. |

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| **Name** | **Qualifications** | **Signature** | **Date** | **Time** | **Employer** |
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| **RISK ASSESSMENT** |
| References: 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? **Step 2 Determine Consequence –** Expected Consequences

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|  | **Likelihood** | **Definition** |
| **Almost certain** | Expected to happen in most circumstances. | A common and very possible result |
| **Likely** | Will probably occur in most circumstances. | Known to have occurred and has happened before |
| **Possible** | Might occur at some time | Could occur and is likely it has happened before |
| **Unlikely** | Could occur at some time | Not likely to occur |
| **Rare** | May occur only in exceptional circumstances | Very unlikely |

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| **Level of Consequence** | **Examples** |
| **Insignificant/Acceptable** | No consequence – so minor that the consequence is manageable |
| **Minor** | First aid treatment only; manageable and contained. |
| **Moderate** | Medical treatment; manageable with 3rd party assistance. |
| **Major** | Serious injuries; Down time and loss of productivity |
| **Catastrophic** | Death; Very serious consequences |

**Step 3 Determine the risk score Step 4 Record risk score** (**Note** – Risk scores are only estimated and should not be

Solely relied upon)

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|  | **CONSEQUENCE** | | | | |
| **LIKELIHOOD** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Almost certai**n | 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 |

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| **Score** | **Action** |
| **4**  **A: Acute** | URGENT – Act on and lower the risks immediately. Demands immediate attention. |
| **3**  **H: High** | Decisions required urgently by Management. |
| **2**  **M: Moderate** | Follow instructions given by management. |
| **1**  **L: Low** | Manageable. Review regularly, and if any conditions of work change. |

DISCLAIMER

BlueSafe Australia Pty Ltd supplies a generic template system of word documents that helps the employer to get a head start by providing them with a foundation to build a Work Health & Safety system for their business. BlueSafe Australia Pty Ltd templates are generic in nature and are not designed to be relied solely upon without the customisation of specific tasks.

Acquiring or creating & implementing an WHS System can greatly reduce the risks which are associated with your business, however having a complete WHS System does not 100% insulate a business from accidents or injuries in a workplace, and it does not guarantee that a Compensation Claim won’t be filed, however it significantly reduces the probability or likelihood by creating, adjusting and refining your systems as much as possible and ensuring that staff follow them.

The documents provided by BlueSafe Australia Pty Ltd are designed to help the employers’ awareness to safety in the workplace, and helping them with the first step to meeting their legislative obligations as an employer. Not only this, but it also creates an awareness for the employee in helping them be aware of their legislative obligations in the workplace, by taking responsibility for their actions, be ‘Safety Minded’ and helping the employer to create and maintain a safe workplace which also significantly reduces the possibilities and risks of an injury while at work.

The obligation rests with the employer to ensure that all systems in the workplace are applicable, practical and safe for their employees while ate work.

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