# High Risk Construction Work Safe Work Method Statement

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| **NOTE:** Work must be performed in accordance with this SWMS. This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept.If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident. |
|  APEX Labour | **Principal Contractor (PC)** |  |
| **Works Manager:** **Contact phone:** |  | **Date SWMS provided to PC:** |  |
| **Work activity:** | General labour | **Workplace location:** |  |
| **High risk construction work:**  | ⬜ Risk of a person falling more than 2 metres (*Note:* in some jurisdictions this is 3 metres) | ⬜ Work on a telecommunication tower | ⬜ Demolition of load-bearing structure |
| ⬜ Likely to involve disturbing asbestos | ⬜ Temporary load-bearing support for structural alterations or repairs | ⬜ Work in or near a confined space |
| ⬜ Work in or near a shaft or trench deeper than 1.5 m or a tunnel | ⬜ Use of explosives | ⬜ Work on or near pressurised gas mains or piping |
| ⬜ Work on or near chemical, fuel or refrigerant lines | ⬜ Work on or near energised electrical installations or services | ⬜ Work in an area that may have a contaminated or flammable atmosphere |
| ⬜ Tilt-up or precast concrete elements | ⬜ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians | ⬜ Work in an area with movement of powered mobile plant |
| ⬜ Work in areas with artificial extremes of temperature | ⬜ Work in or near water or other liquid that involves a risk of drowning | ⬜ Diving work |
| **Person responsible for ensuring compliance with SWMS:** |  | **Date SWMS received:** |  |
| **What measures are in place to ensure compliance with the SWMS?** |  |
| **Person responsible for reviewing SWMS control measures:** |  | **Date SWMS received by reviewer:** |  |
| **How will the SWMS control measures be reviewed?** |  |
| **Review date:** |  | **Reviewer’s signature:** |  |

| **What are the tasks involved?**  | **What are the hazards and risks?** | **What are the control measures?** |
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| List the work tasks in a logical order. | Identify the hazards and risks that may cause harm to workers or the public.  | Describe what will be done to control the risk. What will you do to make the activity as safe as possible?  |
| General planning | Task specific injuries due to inexperience, inadequate consultation or failure to provide appropriate equipment. | All employees, prior to commencing work on site will complete:* Construction Industry Induction
* All competencies for the tasks they will perform
* Read and be consulted on this Safe Work Method Statement
* The site specific induction

At all times you must follow the directions of the site management and safety committee. |
| Hazard reporting | Persons at risk | All hazards on site must be reported to your supervisor it is everyone’s responsibility to ensure no one is injured at the work place.If you identify a hazard you must immediately provide details and assistance to your supervisor to ensure no person is harmed.If you are unhappy with the response you receive you must report the hazard to either the site manager or a WHS committee member, if the situation has still not been resolved you must phone your supervisor and/or WorkCover NSW on 13 10 50 for advice and assistance.  |
| PPE Equipment | Injury due to provide appropriate equipment | Personal protection equipment is available from your supervisor and the site office “FREE OF CHARGE”All employees are required to wear safety equipment as required by the work task.The minimum requirements are noted in the site-specific induction  |
| Outdoors Work | Exposure to Ultra Violet Light, glare. Skin cancer; sunburn, eye damage. | Workers to wear company clothing issue, sun glasses and sun screen are available from the site office. |
| Services | Electrocution, burns and impact injuries | Do not operate or remove any lock out system on servicesAll services including wiring and pipes are to be treated as live.Electrical, gas and pressure lines can cause serious injury and only a trained professional should move, disconnect or work on all services. For power lines the minimum approach distances are:Up to 132,000V 3mAbove 132,000V up to 330,000V 6mAbove 330,000V 8m |
| Work on public thoroughfare and roads | Vehicle injuries | Any work external to the site boundary must ensure the public is excluded from the area by the use of fencing, barriers or safety tape.If the work is on the footpath a traffic plan must be prepared to ensure the public is protectedNo work is to be undertaken on a road way without traffic control to ensure you are not at risk of vehicle impact |
| Unusual work, work that you are unsure of or requiring a permit | New or unusual work causing injury due to lack of training or supervision | Any non-routine task which you believe has the potential to adversely affect the safety or health of people, or the environment, must not be performed without training, supervision or a Work Permit. You are not permitted to enter any confined space are such as pits and tanks or use fall arrest equipment without the approval of the compliance manager.You must alert your supervisor and or site manager for assistance. |
| Operate plant and equipment | Injury or death due to operator error | Do not operate or remove any lock out system on plantOnly persons who have been training and hold competencies are permitted to operate any plant.The operator is to ensure compliance with the competencies tested within their training and complete all daily inspections ensuring maintenance requirements are reported to your supervisor.The movement of plant on site must be identified and persons must remain out of the work area by delineating the exclusion zone with safety tape.Only operate petrol or diesel equipment in well ventilated areas to avoid fumes and carbon monoxide poisoningIt is important that mobile plant such as forklifts are registered with the RMS and is fitted with a license plate to provide you coverage under the personal injury insurance scheme. |
| Identify mechanical problems and perform basic mechanical adjustments | Possible death or injury from incorrect maintenance by untrained personnel | Only trained personnel are to perform basic mechanical adjustments following lockout procedures to safeguard against possible injuries or death |
| Use of hazardous material | Workers using and exposing themselves and the public to risk | All sites are provided with a MSDS library you are urged to read the MSDS prior to use of all chemicals or substance. Some chemicals cause serious harm to health including cancer do not underestimate the common chemicals on your siteStore all dangerous material in safe storage area.Follow all safety recommendations on the package and wear the PPE identified on the packaging and in the MSDS at all times, i.e. gloves, goggles  |
| Storage hazardous material | Fire, explosion or impact damage | All flammable material must be stored away from naked flames and in a location to ensure the impact on personnel is minimised, do not store within 10m of sheds, lunch areas and path ways.Gas cylinders and fuels must be stored in well ventilated areasNo vehicles carrying flammable gas or fuel are to be allowed to park in the basement areas, vehicles must be vented  |
| Traffic Control | Traffic congestion and movement of vehicles on/off site could result in vehicle accident | All persons conducting traffic controller are to hold current NSW RMS Blue Card.All signage for the traffic control plan is to be established by a holder of NSW RMS Red Card prior to road occupation.Traffic controllers will wear NSW RMS Authorised Traffic Controllers Vest. |
| Concrete placement | Death or injury caused by machinery | Only the concrete truck driver is to operate the offloading of the vehicle.Only pump operators are to operate pump.Do not standing under a placement boom.Do not stand on pipes and hosesAll pipe collars are to be fitted with pins to stop accidental openingThe site management will ensure all concrete pumps will have the following and be inspected prior to use on the site.* Daily inspection book
* Monthly pipe thickness
* Yearly log book
* Six year maintenance records

Repair log |
| Use of ladders for access  | Falls, Ladder shifts causing a fall when stepping from the ladder onto frame/working planks | * Use only strong, unpainted, undamaged ladders long enough for the job
* The base of the ladder is to be approximately one fourth of the ladder's length from verticals
* The ladder should extend a minimum of one metre beyond the landing place
* Make sure the ladder is tied — off and cannot slip
* Face the ladder and hold onto the side rails when climbing up or down.

Do not carry tools or materials in your hands when climbing up or down. |
| Use of ramps | Slips and falls | All ramps will have the surfaces battened  |
| Perform heavy physical labour including continuous arm and leg movements.  | Strains and sprains; injuries such as back damage. Insufficient rest periods between jobs.Repetitious  | Stack material closer to job area.Swap about at repetitious tasks Ensure sufficient rest periods between jobs.See your supervisor for assistance with heavy loads to use a forklift or crane |
| Use barrow and trolleys | Strains and sprains; injuries such as back damage. Insufficient rest periods between jobs.Repetitious | Barrow and trolleys must be in good condition with tyres inflated.Worker must be fit and physically capable of operating the trolleys and barrows.The barrow and trolleys must not be overloaded, a barrow of concrete is 250kg. |
| The use of hand and power tools | Electric shock or electrocution, | All equipment will be checked and tagged.Equipment faulty or damaged will not be used. |
| Use of power saw | Serious cuts from contact with saw blade Eye damage from sharp plywood splinters | All Power saw blade must have guard’s and blades in good working condition All employees must wear appropriate PPE for the task |
| Angle grinder | Serious cuts, Sparks causing burning and eye damage | The Angle grinder disk must be guarded and the cutting disk must not be overly worn or damaged, Wear PPE |
| Operating steel tipped tools e.g. jackhammer. | Steel splinters flung out from shattered tool striking worker/s or pick punctures work boot. | Appropriate PPE is to be worn for the required task ie boots, eye wear, earmuffs.Jackhammer will be inspected for * spick breaks or shatters.
* Pick worn or damaged.
* Jammed jackhammer controls resulting in loss of control.

The work area for sufficient room to workThe operator must read the operators handbookDo not use a foot to guide the jackhammer pick. |
| Oxyacetylene equipment | Burns or fire | You must be experienced in the use of Gas welding and cutting equipment prior to use.Regulators, hoses, torches and bottles must be in good working condition.All equipment must be fitted with gas fuses located on the regulators.Bottles must be secured in a truck and fire extinguisher must be present.PPE including goggles, gloves.Hot work must be isolated from persons accidentally making contact and sustaining burns.Use long guns (extended nozzles) for constrained work areas.Ensure no damage to hoses or equipment.Exercise caution from blow back from rust and concrete. |
| Use of chemset | Chemical splashes in eyes | Do not over fill holeProtective eyewear must be worn |
| Noise | Hearing damage | Wear ear plugsAttend hearing tests every two years to ensure your hearing is not deteriorating, see your supervisor to arrange for your testing |
| Lighting | Insufficient lighting to see hazards  | All workers are to ensure appropriate lighting for the work areaAccess lighting, task lighting and emergency lighting is required for all undercover work areas.Contact your supervisor for assistance. |
| Work at Height & scaffold | Persons falling or dropping tools and equipment causing injuries or death | Work above 2m is classified as high risk you are not authorised to work in any area of fall hazards.To prevent falls or objects dropping hand rails, mid rails & kick boards must be fitted.The hand rails must be installed prior to the risk of falling exists such as before excavation.The posts must span no more than 2.4m and be secured to resist the impact of a person falling against themPenetrations must be covered and the covers must be fixed with dynabolts and marked with paintYou are to remain behind the leading deck chain of all formwork Only competent persons are to erect, move or alter scaffold.Do not climb scaffold frames always use the stairsScaffold is rated for 450kg per bay & 225kg per hop up do not overload with materialThe maximum scaffold gap is 175mm (regs are 225mm)Scaffold ties must be no more than 4m apartBricks and loose material must not be stored on scaffold without brick guards or mesh.Do not throw tools and materials always ensure area below is secured from persons entering any potential “drop” areas |
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| **Name of Worker(s)** | **Worker signature(s)** | **Date** |
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