**DAVIS CONTRACTING - Safe Work Method Statement (SWMS)**

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| **ORGANISATION DETAILS** |
| **Principal Contractor:**  | DAVIS CONTRACTING | **Contact number:** | 0488 029 342 |
| **Project Manager or Supervisor:**  |  | **Contact number:** |  |
| **Other PCBU’s:** |  | **Contact number:** |  |
| **Person(s) completing the SWMS:****Position:****Date prepared:** |  | **Contact number:** |  |
|  | **Reviewed by:** |  |
|  | **Review date:** |  |
| **PROJECT DETAILS** |
| **What is the scope of the work** |  |
| **Who else was consulted/involved in preparing this SWMS** |  |
| **What High risk work activities are covered by this SWMS***(tick if applicable – the list is not complete but reflects most common to be faced by Davis Contracting)* | [ ] Falling more than 2 metres [ ] Disturbance of asbestos [ ] Movement of powered mobile plant[ ] Demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure[ ] Structural alterations or repairs that require temporary support to prevent collapse[ ] Carried out in or near a confined space [ ] Involves tilt-up or precast concrete[ ] Carried out in or near a shaft or trench with an excavated depth of 1.5 metres, or a tunnel[ ] Carried out on or near pressurized gas distribution mines of piping[ ] Carried out on or near chemical, fuel or refrigerant lines[ ] Carried out on or near energized electrical installations or services [ ] Use of explosives[ ] Carried out in an area that may have a contaminated or flammable atmosphere[ ] Carried out adjacent to a road or other traffic corridor in use by traffic other than pedestrians[ ] – Other *(List – includes new or unusual work )*  |

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| **References: Legislation, Australian Standards, Codes of Practice, MSDS & SOP’s***(tick if applicable – the list is not complete but reflects most common to be faced by Davis Contracting)* | WH&S Act & Regulations 2012[ ] CoP – Managing the Risk of Falls at Workplaces [ ] CoP – Preventing Falls in Housing Construction[ ] CoP – Hazardous Manual Tasks [ ] CoP – Construction Work [ ] DC SOP - Ladders[ ] DC SOP – EWPs [ ] DC SOP – Trestles [ ] DC SOP - Scaffold[ ] DC SOP – Fall Restraint & Fall Arrest Systems [ ] DC SOP Working Near Overhead Powerlines with Ladders / Handtools[ ] DC “Look up Look out” [ ] – Other *(List)* |
| **Plant and equipment involved in the scope of work***(tick if applicable – the list is not complete but reflects most common to be used by Davis Contracting)* | [ ] EWP – Boom type [ ] EWP – Scissor Lift [ ] Fixed Scaffold [ ] Mobile Scaffold[ ] Temporary Work Platforms or guardrails [ ] Work Positioning System – Fall Restraint with Harness[ ] Fall arrest – Harness [ ] Mobile Crane [ ] Hand held powered tools & leads [ ] Hand held tools [ ] – Other *(List)* |
| **What “High Risk” Licence classes / other training will be required to do the work** | [ ] Scaffold (SB minimum) [ ] Boom (11 metres + WP)) [ ] Dogging (DG)[ ] Basic Rigging (RB) [ ] Non Slew Mobile Crane (CN) [ ] Slewing Mobile Crane, 20t (C2)[ ] Work at Height [ ] - Other *(List)*  |

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| **Activity / Description of Task** | **Potential Hazard** | **What are the hazards / risks?** | **Risk Control Measures** | **Responsible Person** |
| Insert task being performed. If there is a tick box then tick only if applicable. | Tick potential hazards associated with the task | If new or unusual work then also give risk score using risk matrix. | Use hierarchy of controls to identify control measures. Tick applicable risk control measures. List as many as possible. Make notes where applicable that provide sufficient detail for this job at this site | Insert persons responsible for following, implementing or maintaining control measures |
| Preparing work site |  | Other people coming into area on the ground where objects might fall on them (e.g. broken tiles, roof sheeting, tools) | - Where possible set up physical barriers- Otherwise witches hats and bunting- Display “Danger – Construction Site” signs |  |

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| **Activity / Description of Task** | **Potential Hazard** | **What are the hazards?** | **Risk Control Measures** | **Responsible Person** |
| Insert task being performed. If there is a tick box then tick only if applicable. | Tick potential hazards associated with the task | If new or unusual work then also give risk score using risk matrix. | Use hierarchy of controls to identify control measures. Tick applicable risk control measures. List as many as possible. Make notes where applicable that provide sufficient detail for this job at this site | Insert persons responsible for following, implementing or maintaining control measures |
| Ascending / descending roof (assumes using a ladder for small job) |  | Fall from ladder or fall as getting or/off ladderLadder falling | - Refer safe work instruction on “Working at Heights” in OH&S Handbook, in particular the section on ladders.- Use sufficiently long ladder that allow 1 in 4 angle and extends at least 1m above roof edge. |  |
| Working on roof |  | Fall from unprotected roof edge. | - Use a fall restraint system. DC has a fall restraint kit bag. For sheet iron the kit has a T piece that fits in the gutter on the opposite side of the roof where the worker is standing. For roof tile will remove a couple of tiles and put strap around the roofing timber.- Refer the safe work instruction “Working at Height” in the OH&S Handbook, in particular the section on fall restraint systems. |  |
|  |  | Fall through unguarded opening (e.g. from missing sheeting) | - Use a fall restraint system. DC has a fall restraint kit bag. For sheet iron the kit has a T piece that fits in the gutter on the opposite side of the roof where the worker is standing. For roof tile will remove a couple of tiles and put strap around the roofing timber.- Refer the safe work instruction “Working at Height” in the OH&S Handbook, in particular the section on fall restraint systems.- If there is more than one opening then set up barriers around the opening. If a fairly flat roof this could be a barrier such as rails. For steeper slopes it might be use of witches hats an bunting |  |
|  |  | MSD from manual handling of sheeting | - To remove broken tiles or roof sheeting throw over side (assuming steps have been made to secure site as above)- For small sheets or a few tiles just manual handle lift. Could park work vehicle beside and lift from there.- For larger lengths or multiple sheets requiring mechanical lifting then would sub contract. |  |
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| **This SWMS has been developed in consultation and has been read, understood and signed by all workers undertaking the scope of works:** |
| **Print Name** | **Signature** | **Dates** |  | **Print Name** | **Signature** | **Dates** |
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| ADDITIONAL NOTES – use this section to record any safety or environmental issues that arise during the job.  |
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###### **RISK ASSESSMENT MATRIX**

##### Table: Qualitative measures of consequence or impact

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| **Level** | **Descriptor** | **Example detail description** |
| 1 | Insignificant | No injuries, no financial loss |
| 2 | Minor | First aid treatment, on-site release immediately contained, medium financial loss |
| 3 | Moderate | Medical treatment required, on site release contained without outside assistance, high financial loss |
| 4 | Major | Extensive injuries, loss of production capability, off site release with no detrimental effects, major financial loss |
| 5 | Catastrophic | Death, toxic release off site with detrimental effect, huge financial loss |

##### Table – Qualitative measures of likelihood

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| **Level** | **Descriptor** | **Example detail description** |
| A | Almost certain | Is expected to occur in most circumstances |
| B | Likely | Will probably occur in most circumstances |
| C | Possible | Might occur at some time |
| D | Unlikely | Could occur at some time |
| E | Rare | May occur only in exceptional circumstances |

##### Table – Qualitative risk analysis matrix – level of risk

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| Likelihood | **Consequences** |
| Insignificant1 | Minor2 | Moderate3 | Major4 | Catastrophic5 |
| A (almost certain) | S | S | H | H | H |
| B (likely) | M | S | S | H | H |
| C (Moderate) | L | M | S | H | H |
| D (unlikely) | L | L | M | S | H |
| E (rare) | L | L | M | S | S |

**Legend**

H: high risk; immediate action required

S: significant risk; senior management attention needed

M: moderate risk; management responsibility must be specified

L: low risk; manage by routine procedures

**HIERARCHY OF CONTROL**

1. **ELIMINATE** the hazard - remove it from the workplace
2. **SUBSTITUE** or **MODIFY** the hazard - eg. replace a ladder with a scissor lift
3. **ISOLATE** the hazard - erect a barricade
4. **ENGINEERING** methods - eg. installation of reversing beepers
5. **ADMINISTRATIVE** controls - training, signage
6. **PPE** controls - personal protective equipment

**Note:** Appropriate control measures are to be established for all identified hazards, in accordance with the hierarchy of controls. In some cases it may be necessary to use multiple control methods; however the highest ranked control measure/s practicable must be explored and adopted where possible.