SAFE WORK METHOD STATEMENT – Part 1

Company details			
Company Name:	VISCOUNT PROPERTY SOLUTIONS	Contact Name, Position and phone number:	Craig Kennedy Handyman/Operations 0422 276 266
ABN:	69 310 851 798		
Address:	68-72 YORK ST SOUTH MELBOURNE 3205		

Project details			
Project:	JLL 818 BOURKE	Area: ALL AREAS	
Job Address:	818 BOURKE ST DOCKLANDS		
Job Description:	SUPPLY TRADES AND HANDYMAN SERVICES		

Activity: Handyman Services-Building Maintenance-general

This SWMS has been developed in consultation with:				SWMS Approved by: Name: Signature: Date:	Page 1 of 18
Name:	Signature:	Job Title:	Date:		
Craig Kennedy Robert Dusting		Handyman/Operations Senior manager OHS	27/7/2011 27/7/2011		

Personnel responsible for monitoring and managing activity: Craig Kennedy & Robert Dusting	Overall Risk Rating After Controls	**4 A**cute	**3 H**igh
		2 Moderate	**1 L**ow

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

- Regular inspections and observations will be conducted by Craig Kennedy 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 Robert Dusting and communicated to all affected workers before work resumes.

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Personal Protective Equipment

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection
								

Day Operations – Normal Requirements:

Safety footwear, hearing protection, high visibility shirt or vest, hard hat and sun protection if required eye/face protection (goggles) face protection (shield), hand protection (gloves), overalls, breathing protection

Safety Notes

This SWMS deals with general hazards associated with building and property maintenance. Where tasks involve high risk work, such as operation of machinery, falls risks of 2m or more, work in confined spaces, asbestos or lead paint removal, A/C gassing, etc, a site and task-specific SWMS must be developed for that activity.

Main hazards:

- Exposure to hazardous atmosphere (asbestos, lead, chemicals)
- Exposure to biological contaminants
- Electric shock
- Manual handling
- Falls from height
- Fire/burns/welding flash

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Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.					
Planning	Personal Injury: - Exposure to hazardous atmosphere - Fire /explosion - Burns - Exposure to radiation - Eye Injury - Struck by moving vehicle - Manual Handling - Electric shock - Animal attack - Physical or verbal abuse/ violence	**3H**	Ensure all persons are qualified, licensed and adequately trained to perform the tasks as required. Ensure suitable lifting/transport equipment is provided. Provide transport vehicle equipped with ramps/hydraulic tailgate to allow safe removal of heavy materials as required. Ensure sufficient persons available for task. Assess intended workplace. Gather information on the following (if possible): - Presence of potentially aggressive persons - Dangerous animals - Presence of asbestos - Presence of lead/lead based paints - Condition of electrical wiring - Age of residence - Maintenance condition - Presence of biological contamination (waste, debris, animal or human waste, syringes etc) - Space to conduct work and access/egress points - Existing lighting - Disposal requirements for materials (example: lead and asbestos containing materials) If hazards are observed, ensure suitable risk controls are implemented for type of hazard. Ensure Material Safety Data Sheets are suitable (within 5 year issue date) and accessible for hazardous chemicals.	**2M**	

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Planning - continued	Personal Injury: - Exposure to hazardous atmosphere - Fire /explosion - Burns - Exposure to radiation - Eye Injury - Struck by moving vehicle - Manual Handling - Electric shock - Animal attack - Physical or verbal abuse/ violence	**3H**	Liaise with client to determine whether: - Excess clutter can be removed (if applicable) - Any machinery is kept in a safe condition (not able to be accidentally turned on, safety guards in place) - Electrical devices, power-points, switchboards etc are in a safe condition and RCD protected. - Building security available when working alone, especially at night. Ensure equipment is suitable for task. Examples: - Light weight vacuums (back pack or hip-mounted) - Low-noise power equipment (hearing protection may be required) - Light-weight bucket/mops (with adjustable handle) - Small sized equipment carts, well-maintained - Small rubbish bins and bags - Long handled tools with swiveling heads - Step-ladders/ladders are industrial, sturdy and in good condition In consultation with employees,: - Identify potentially hazardous manual handling tasks - Conduct risk assessments for identified tasks, taking into account postures, task duration, forces exerted, environmental conditions and any previous injuries reported from that task. - Implement suitable controls Ensure suitable communication procedures and equipment provided (especially when working alone).	**2M**	

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Planning - continued	Personal Injury: - Exposure to hazardous atmosphere - Fire /explosion - Burns - Exposure to radiation - Eye Injury - Struck by moving vehicle - Manual Handling - Electric shock - Animal attack - Physical or verbal abuse/ violence	**3H**	Develop and implement Hot Works Permit system. Include, at least: - Exact details of job - Exact location - Valid time/date - Permit for each day required - Equipment to be used - Fire protection equipment available - Responsible persons (including sign-off by suitably trained persons) - Work environment assessment - Ventilation requirements - Spotters (names, training etc) if required - Name of all workers - Gas testing equipment (if required) - All safety precautions required - A system to audit/monitor permits for completion. Ensure: - Appropriate equipment: o Welding gear o PPE (shield and/or respiratory protection) o Screens o Gas testing equipment (if required) o Mechanical ventilation (if required) o Flameproof/explosion proof rated electrical equipment o Communication equipment o Non-synthetic barricading equipment and signage (if required)	**2M**	

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Preparation	Personal Injury: - Exposure to hazardous atmosphere - Fire /explosion - Burns - Exposure to radiation - Eye Injury - Struck by moving vehicle - Manual Handling - Electric shock - Animal attack - Falls	**3H**	Ensure: - Sufficient room for delivery of any materials - Located away from traffic/vehicles/pedestrians (develop appropriate traffic management plan if required – include physical barriers, caution signs, etc) Ensure workers have access to: - First aid kit/supplies - Communication devices (check mobile phones will have service in area) - MSDS onsite (glues, paints, welding gases etc) - Drinking water, clean-up and toilet facilities - PPE as required - Adequate lighting - Sufficient clean air/ventilation. Ensure water, gas, electricity is turned off to the property as required and Lock Out /Tag Out procedures are followed. Discuss with owner/resident beforehand so they are aware of the duration of time required without utilities. Ensure area is free of non-essential persons, pets and items that may obstruct work or create hazards. Assess suitable travel pathway to enter/exit residence when carrying materials, ladders and other equipment.	**2M**	

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Preparation - continued	Personal Injury: - Exposure to hazardous atmosphere - Fire /explosion - Burns - Exposure to radiation - Eye Injury - Struck by moving vehicle - Manual Handling - Electric shock - Animal attack - Falls	**3H**	Ensure suitable equipment for job. Examples: - Work at heights: o Ensure scissor-lift or step platforms are used. If ladders are only option, ensure they are industrial, good condition, set-up correctly and secured both top and bottom. o Where a roof pitch exceeds 35 degrees, do not stand on the roof. Work from a cherry picker, scaffold or travel restraint system. o If using travel restraint or fall arrestors, ensure harness and clips are compatible, anchor points have been assessed by qualified persons, training undertaken and emergency plan in place for rescue. - Manual handling o Use hand trucks, cable trolleys to move materials (such as a/c units) o Use smaller sized cable drums - Hazardous Materials o If cutting/drilling into structures, determine material type. Provide suitable personal protective equipment for short term works – example: o Non-Friable Asbestos: Protective clothing, P1 or P2 half face (can be either disposable or cartridge) o Silica: P1 or 2 half face with particle cartridge	**2M**	

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Preparation - continued	Personal Injury: - Exposure to hazardous atmosphere - Fire /explosion - Burns - Exposure to radiation - Eye Injury - Struck by moving vehicle - Manual Handling - Electric shock - Animal attack - Falls	**3H**	For Hot Works: Check: - Confined Space (Note: Do not undertake Hot Works in confined spaces unless Confined Space Entry Permit and SWMS is followed) - Ventilation requirements (indoor or outdoor). Provide mechanical ventilation if required. - Ensure not within 15m of: o Grass/vegetation/timber and other combustibles (if not practicable, grass can be wetted sufficiently). o Flammables storages o Gas maintenance access points o Storm water drains o Rivers or sensitive environmental areas o Pressure vessels and tanks (including pipelines, flanges, vents and valves) Check weather requirements. Do not conduct Hot Works in high temperatures, high winds or on days of Total Fire Bans. Ensure cylinders are fitted with correct flashback arresters. Example: - For hoses 3m or less, flashback arrestors fitted to each gas line at the regulator outlet - Hoses longer than 3m, two flashback arrestors fitted to each gas line; one at the blowpipe connection and one at the regulator outlet Note: Incorrect flashback arresters can reduce flow capacity, cause flame instability and increase risk of flashback	**2M**	

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Preparation - continued	Personal Injury: - Exposure to hazardous atmosphere - Fire /explosion - Burns - Exposure to radiation - Eye Injury - Struck by moving vehicle - Manual Handling - Electric shock - Animal attack - Falls	**3H**	Ensure fire protection equipment provided and accessible: - Dry Chemical or CO2 fire extinguishers in immediate vicinity of cylinders (ensure fire extinguishers tested and tagged). Ensure appropriate PPE (cotton clothing, leather or welding type gloves, goggles with side shields or welding mask with filter lens as required for voltage used). Ensure Operator does not have matches or a lighter on them Note: PPE may include respirators depending on the type of ventilation provided and materials to be welded. Some alloys and coatings produce harmful fumes – ensure Material Safety Data Sheets (MSDS) are obtained for fumes and suitable PPE selected using MSDS. Ensure all flammable materials (including waste, rags, solvents, empty drums etc) are removed from area.	**2M**	

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Preparation - continued	Personal Injury: - Exposure to hazardous atmosphere - Fire /explosion - Burns - Exposure to radiation - Eye Injury - Struck by moving vehicle - Manual Handling - Electric shock - Animal attack - Falls	**3H**	Set up of portable ladders: Ensure: - A set-up angle no greater than 4 in 1 - Flat ground (check manufacturer's limits for side and back slopes). - Solid, stable base (free of oil, mess, leaf litter or loose materials). - Top of ladder projects 1m or more from landing point - Secure/Tie top and bottom (ties should be attached to stiles, not rungs. If ladder is used on a pole, ensure strap or chain at top. Ensure 2nd person holds ladder during tie-down process) - If unable to tie, ensure 2nd person foots ladder. - Not set-up within No Go zones of power lines - Close to work area to prevent overreach - No persons working underneath - Not in doorways, or other areas where it could be knocked over (if necessary, secure doors in open position, and barricade/place signage) - Not in close proximity to unprotected stairs, voids etc A spreader board is used across top of stiles to distribute load if ladder resting against weak, brittle or plastic surfaces. - Sufficient height to ensure person can reach working area whilst remaining 900mm from top, or 2nd tread or below from top plate of step ladder. - No make-shift foundations (such as drums, boxes, pallets, blocks etc) are used to gain height - Step ladders and trestles are spread to fullest extent – if in place, ensure locking mechanisms engaged - Ladder is not close to live electrical wiring or against operational piping (steam, sprinkler etc)	**2M**	

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Pre-Operational Inspection	Personal Injury: - Electric shock - Falls - Laceration - Entanglement - Fire / explosion	**3H**	Inspect all equipment. Ensure: - Power tools are in good condition and power cords are not damaged or have exposed wires - Guards in place - Blades sharp and free of damage - Ladders: If using ladders, ensure: - Suitable type and height for task - Footing is firm, stable and surrounding floor is free of obstacles - Ladder is undamaged, in good condition and rates as industrial - 3 points of contact - Aluminium/metal ladders are not used for electrical works Ensure all electrical leads and equipment are - Undamaged (inspect entire length of lead and plug) - Tested and Tagged - Safety switches (RCD's) used	**2M**	

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Pre-Operational Inspection - continued	Personal Injury: - Electric shock - Falls - Laceration - Entanglement - Fire / explosion	**3H**	Welder and equipment: - Ensure cylinders are securely strapped to trolley - Check for gas leaks (use bubble test) – apply soapy water to valves and if bubbles appear – there is a leak. - Ensure no oil/grease on fittings. - Suitable pressure, pressure valves functional - Regulator maintained as required - Correct colour and type of hoses. (Do not use copper on acetylene lines – explosion risk) - Hoses are free of damage and secured - MSDS obtained for gas and possible contaminants - Welding masks have suitable lens rating - Gas detecting equipment (if used) calibrated, working and batteries fully charged - Fire protection equipment is within test date, functional and accessible to intended location. - Ensure screens are undamaged, sufficient size and placed in a correct manner to prevent persons being exposed to welding flash, hot sparks, slag etc. If any equipment is damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTE (Lock-Out / Tag-Out) procedures.	**2M**	
Operation			Conduct work as required. Ensure specific SWMS are developed for dealing with other hazards (such as mould, lead and biological contaminants).		

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Operation - continued	Personal Injury: - Exposure to hazardous atmosphere - Fire /explosion - Burns - Exposure to radiation - Manual Handling - Electric shock	**3H**	Repair walls, wiring and plumbing as needed. Ensure appropriate license (electrician or plumber) obtained as required for relevant work activities. Follow manufacturers' instructions for installation of new cabinets, flooring, windows, appliances etc. Make use of power points in area. Use caution to avoid tripping over extension cords. Use power equipment as per manufacturer's instructions Ensure adequate ventilation for glues, silicon or welding and painting. Check for Reconnect services as required. Clean area upon completion. Dispose of waste as agreed. Ensure tasks are undertaken following manual handling risk controls and using the equipment provided. Ensure regular breaks are taken where employees can stand up/stretch (especially if working in awkward/cramped positions). Position work between shoulder and knee height wherever possible. Limit time spent on knees – use knee-pads. Allow sufficient time for tasks.	**2M**	

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Operation - continued	Personal Injury: - Exposure to hazardous atmosphere - Fire /explosion - Burns - Exposure to radiation - Manual Handling - Electric shock	**3H**	When using team lifts, they must be coordinated and practiced. Ensure adequate communication and continue to check for obstacles during lift. Move slowly. Ensure employees are not required to work in awkward positions when exerting force, or for more than 30 minutes at a time, or 2 hours over entire shift. Implement controls, such as job rotation for long duration tasks. Ensure completed Hot Work Permit is available at site. Ensure safe entry/exit is maintained. Barricade area as needed. Ensure signage/barricading is positioned to prevent persons entering area. Follow safety precautions on Hot Work Permit. Note: Do not conduct work that is not listed on Hot Work Permit. If other Hot Works are required, obtain Hot Work Permit for that task before commencement. Monitor atmosphere if required – insufficient ventilation (stop work immediately if gas levels reach 5% of UEL or LEL). Note: UEL = Upper Explosive Limit. LEL = Lower Explosive Limit). Do not weld on coated materials, such as galvanized, lead, or cadmium plated steel unless using airline respirators. Check continuously for sparks or fire outbreak. Use Spotter if required.	**2M**	

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Clean-up and Maintenance	Personal Injury: - Exposure to hazardous atmosphere - Fire /explosion - Burns - Exposure to radiation - Manual Handling - Electric shock	**3H**	When complete: - Shut off all equipment - Check for sparks/smouldering - Remove all scrap metal (use gloves), waste or debris Ensure all power to plant and equipment is isolated before cleaning or repairs/maintenance. Inspect all equipment for damage. If damage is detected, follow Lock Out/Tag Out procedure and remove from service. If electrical components / fittings were damaged, do not turn on power. Seek advice from qualified persons, such as a licensed electrician. Ensure all equipment is serviced/maintained as per manufacturer's instructions.	**1L**	
Emergency Procedures	Personal Injury: - Fire /explosion - Burns - Manual Handling - Electric shock	**3H**	Develop and implement an emergency response plan for the site. Include: - Assembly points - Communication - Responsible persons - Emergency contacts (including nearest medical facility) - Use of fire protection equipment	**2M**	

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References:

OHS Legislation in all States
WorkSafe Victoria Code of Practice for Manual Handling
AS/NZS 1716:2003 Respiratory protective device
WorkSafe Victoria – Compliance Code – Removing Asbestos in Workplaces
NOHSC:2018 (2005) – Code of Practice for Management and Control of Asbestos in Workplaces
Worksafe WA Department of Commerce (2008). Manual Handling and Plumbers (Water, Drainage, Gas, Sanitary and Maintenance).
AS/NZS 1892.1 – 1996 Portable ladders Part 1: Metal
AS 1892.2 – 1992 Portable ladders Part 2: Timber,
AS/NZS 1892.3 – 1996 Portable ladders Part 3: Reinforced plastic
AS/NZS 1892.5 – 2000 Portable ladders Part 5: Selection, safe use and care.
WorkSafe Victoria (2005). Prevention of Falls - Ladders
HSE (2005). Safe Use of Ladders and Step Ladders – An Employers Guide
ACT WorkCover (2007). Portable Ladders
WorkSafe Victoria – Prevention of falls – Working on roofs 2005
Safe Work Australia - National Code of Practice for the Prevention of Musculoskeletal Disorders Caused From Performing Manual Tasks (2007)

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SAFE WORK METHOD STATEMENT – Part 2

Personal Qualifications and Experience required for the job:	Duties and Responsibilities of those employees undertaking the task:	Training Required to Complete the Work: (All employees must be trained in relevant procedures.)
No license required generally, however operators must demonstrate competency. Licenses may be required for particular tasks. Example: Licensed plumber required for plumbing work as defined by Plumbing Regulations 2008.		Include:Task specific SWMS - Traffic Management - MSDS Instructions - Emergency Procedures - First Aid - Dealing with potentially aggressive people - Use of Fire Protection Equipment - Site induction

Details of regulatory permits/licenses required:	Engineering Details/Certificates/WorkCover Approvals:	Codes of Practice, Legislation:
	Plant to comply with RTA requirements PPE to comply with relevant Australian Standards	Occupational Health and Safety Act Occupational Health and Safety Regulations Codes of practice

Plant/Tools/Equipment: (List plant and equipment to be used on the job.)	Maintenance Details: (Include maintenance on cranes, forklifts, electrical equipment etc.)

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Employee Sign-off

This SWMS has been developed through consultation with employees. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including safe work instructions and Personal Protective Equipment described.

Name	Qualifications	Signature	Date	Time	Employer

Review No.	1	2	3	4	5	6	7	8	9
Name and initials									
Date									

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