

SAFE WORK METHOD STATEMENT – Part B

SWMS No.: 01

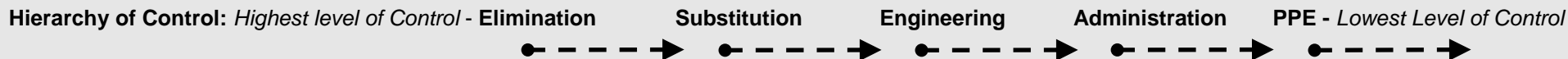
WORK ACTIVITY DESCRIPTION: Door Installation



All FORESEEABLE OHS & ENVIRONMENTAL HAZARDS & RISKS ASSOCIATED WITH THE WORKS MUST BE ASSESSED & ALLOCATED CONTROLS IN THIS SWMS THE PROJECT RISK ASSESSMENT IS TO BE CONSULTED IN THE COMPILATION/REVIEW OF THIS SWMS. ALL PERSONS INVOLVED IN THE WORKS MUST HAVE BEEN CONSULTED IN THE DEVELOPMENT &/OR MODIFICATION OR REVISION OF THIS SAFE WORK METHOD STATEMENT. THIS SWMS TO BE REVIEWED AS REQUIRED WHEN A CHANGE IN ACTIVITY, SYSTEM, DESIGN, VARIATION, PLANT, LEGISLATIVE OR COMPANY REQUIREMENT IS APPARENT OR MINIMUM EVERY 3 MONTHS.

ALL HIGH RISK ACTIVITIES ARE TO BE REVIEWED MINIMUM MONTHLY UTILISING F 0971C TASK OBSERVATION.

Project:		No.	F0971 Part A approved date:		Planned commencement date:	
Senior Employer Representative:		Business Address:			ABN:	26137909758
Personnel Consulted on Development of SWMS:				Approved By Senior Manager – Name & Signature To Be Reviewed By:		
Personnel Responsible for Monitoring this Activity:		Legislation, Aust Standards, Codes of Practice & LOR Minimum Standards Consulted:	OH&S NSW Act 2000, OH&S NSW Regulation 2001, Manual Handling Code of Practice 1991, AS1337:1992 Eye protectors for industrial applications, AS2161:2000 Occupational protective gloves, AS2210.1:1994 Occupational protective footwear, , Electrical practices for construction work, COP Noise, COP Hazardous substances, COP Risk Management, COP Manual Handling LOR Min Stand - #11 Lighting at Work, #13 PPE, #17 Hazardous Substances, # 18 Electircal Safety			
Risk Assessment reviewed:	This is a High Risk Construction Activity:					
Plant and Equipment Required for this Activity: Power saw, plane, drills, sanders, routers, hand tools, caulking guns						
Plant and Equipment Inspections Required: Monthly tagging of all electrical tools and leads						
Materials Used:	Timber, MDF, screws, hinges and misc hardware, paint					
MSDS Required:	Yes					
Personnel Qualifications Required for this Activity: WorkCover General Construction Induction, LOR electronic Induction (eInduct), Site Specific Induction						
Specific Training Required for this Activity: Training in manual handling, the use of electrical equipment and PPE						



NOTE: The above 'Hierarchy of Controls' must be considered and applied as part of the risk assessment process. Where ELIMINATION cannot be reasonably applied then, SUBSTITUTION, ENGINEERING, ADMINISTRATION & PPE can be considered as preferred controls in descending order.

ACCEPTANCE	POSITION ¹	SIGNATURE	DATE
<p>We hereby accept the controls as detailed in this SWMS and confirm / controls will be implemented & complied with.</p>	<p>1 WORK SUPERVISOR Name:</p>		
<p>Accepted by LORAC Representatives</p>	<p>2 Supervisor Name:</p> <hr/>		
	<p>3 Engineer Name:</p> <hr/>		
	<p>4 PSA Name:</p>		

Notes: ¹ All relevant signatures must be obtained prior to the commencement of work. Obtain signatures in the order indicated

Review No.	1	2	3	4	5	6	7	8	9
Name & Initials									
Date									

Probability: 5 = Almost Certain 4 = Probable 3 = Moderate 2 = Unlikely 1 = Rare		Consequence: 5 = Multiple/Singular Fatality 4 = Nonfatal but permanent damage 3 = Damaged no return to work (LTI) 2 = Damaged return to work restricted duties(MTI) 1 = Damaged immediate return to work (FAI)							
1- 6 Acceptable		7 - 12 Acceptable with strict Control Measures or Short Duration					13 - 25 UNACCEPTABLE		
PROCEDURE (break the job down into steps)	POTENTIAL SAFETY AND ENVIRONMENTAL HAZARDS (what can go wrong)	Initial Risk Rating			Control Measures	Residual Risk Rating			PERSON RESPONSIBLE (to ensure management method is applied)
		P X	C =	T		P X	C =	T	
Step 1 - Site Induction, Induction into this safe work method statement (SWMS)	Persons working outside of approved conditions or SWMS	4	3	12	All persons must complete the LOR Electronic Induction, site specific induction, hold an Industry Induction card and signed on to this SWMS. PPE to be worn – Hard Hat, High visibility vest or clothing, Medium Impact eye wear, steel capped boots, long sleeved shirt and long pants; suitable hearing protection & gloves to be worn when required	1	3	3	
Step 2 - Pre – Start meeting with supervisor before commencing each work shift or when commencing a new task which has not been discussed	Persons working outside of approved conditions or SWMS. New risk arising since original risk review.	4	3	12	All operatives must attend a pre-start meeting before each shift; this will be conducted by the supervisor and will discuss any changes to this SWMS and issues, which may have occurred. Ensure all workers involved in this task carry out pre-start checks and visual inspections on all equipment or plant that is being used for this task.	1	3	3	
Step 3 - Training	Untrained / Inexperienced personnel causing harm to themselves and others	4	3	12	Ensure all operatives conducting the work are inducted on this method statement. Conduct any relevant toolbox talks that are deemed necessary. Ensure all operatives have been inducted into the Project. Ensure all operatives have the correct certification on their person. Ensure workers understand that all P.P.E must be worn at all times whilst working on site.	1	3	3	Worker Supervisor

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Step 4 - Locating material and tools to the work area	Manual handling injuries Slip, trips, falls and hitting objects	4	3	12	All material/tools are to be delivered / unloaded at the approved loading area. Where mechanical lifting devices are not available, all lifts are to be broken down into manageable lots for removal from the truck / van to the lay down / work area. Material is to be placed on trolleys and maneuvered to the work area. Walkways and access ways are to be kept clear of slip and trip hazards at all times. Do not store or leave materials in access ways. Adequate task lighting is to be used in dark areas.	1	3	3	Worker supervisor
Step 5 - Preparing work area	Slip, trips and falls Injury to other workers / people Falls from height	3	2	5	Ensure all access ways and work area is clear of material and debris. Work area is to be isolated with either barricades or bunting where necessary. Do not set up work benches in front of electrical boards and access areas All areas identified with a potential fall hazard must be protected by a physical barrier – secured fence. All penetrations must be covered and secured by recommended means and identified.	1	3	3	Worker supervisor
Step 6 – Working with MDF	Exposure to hazardous substances	4	4	8	When cutting MDF a dedicated sealed cutting room is to be established with appropriate signage displayed. Utilise a circular saw with a vacuum attachment All dust is to be removed regularly	1	3	3	

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					and placed in sealed bags then disposed off in the bins provided. All workers to read and review the relevant MSDS Works are to be conducted in accordance with the appropriate Material Safety Data Sheet				
Step 7 – Using drills planers and trimmers	Electrocution Hearing loss Injury from tool - Hand Injury to other workers	4	3	12	Electrical leads & equipment are to be tested/tagged monthly by a competent person. All tools should be visually inspected before use. (Cracks, cuts, damaged) Electrical leads to be maintained 1800mm off the ground with insulated stands or hooks. All electrical leads & equipment must run through an earth leakage device. Hearing protection (plugs/muffs) to be worn. Ensure operatives are wearing dust masks, ear plugs, medium impact safety glasses and all other P.P.E required for the task. When cutting material with an electric/battery operated saw the material must be placed on a work platform, not held in hand. Safety glasses, hard hat, and hearing protection and suitable respiratory protection must be worn at all times. If other workers are working nearby you must inform them that the use of a saw/planer/trimmer is about to commence and it is recommended that hearing protection is to be worn.	1	3	3	Worker supervisor

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Step 8 – Sanding timber	Respiratory and eye injuries due to excess plaster dust build-up Exposure to hazardous substances	4	3	7	Provide dust bags or vacuum cleaners on all sanding machines to minimise dust being created. All operatives to wear suitable respiratory devices when undertaking sanding activities. When completing works in each area all dust is to be removed and placed in the waste bins provided. All workers to read and review the relevant MSDS Works are to be conducted in accordance with the appropriate Material Safety Data Sheet	2	1	3	Supervisor / Worker
Step 9 – Install pressed metal frame by fixing frame to wall	Manual handling injuries – Cuts, sprains and strains	3	3	9	All users of the drill are to be trained in the safe use off. All loose clothing is to be secured and not in the zone of the drill If operative has long hair this must be tied back and covered inside clothing or hair net.	2	3	6	Worker / Supervisor
Step 9 – Install door by screwing hinges to frame	Manual handling injuries – Sprains, strains and crush	3	3	9	Walkways and access ways are to be kept clear of slip and trip hazards at all times. All personnel involved in manual handling task are given appropriate training.	2	3	6	Worker / Supervisor
Step 10 – Install locks, closers seals and misc hardware	Injury from cordless drill	3	3	9	All users of the drill are to be trained in the safe use off. All loose clothing is to be secured and not in the zone of the drill If operative has long hair this must be tied back and covered inside clothing or hair net.	2	3	6	Worker / Supervisor
Step 11 - Cleaning the work area / Housekeeping	Slips, trips and falls	4	3	12	All work areas are to be cleaned and all rubbish placed in bins provided, during and completion of works.	1	3	3	Worker / Supervisor

