

# COASTAL HIRE



## SAFE WORK METHOD STATEMENT (SWMS) PART 1

ACTIVITY: PREVENTION OF SLIPS TRIPS & FALLS			SWMS #:
BUSINESS NAME: Coastal Hire And Sales Pty Ltd			ABN: 70114481408
BUSINESS ADDRESS: 33 Jindalee rd, Port Macquarie, NSW 2444			
BUSINESS CONTACT:			PHONE #: 0429810200
<b>SWMS APPROVED BY: EMPLOYER / PCBU / DIRECTOR / OWNER.</b>			
NAME:			
SIGNATURE:			DATE:
PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS:			
PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS:			
<b>RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.</b>			<b>ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.</b>
NAME	SIGNATURE	DATE	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 _____ and communicated to all affected workers before work resumes.
			SWMS must be made available for inspection or review as required by WHS legislation.
			Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).
<b>PRINCIPAL CONTRACTOR DETAILS</b> <i>(The builder or the organisation you are working for.)</i>			
PRINCIPAL CONTRACTOR (PC):		PROJECT NAME:	DATE SWMS PROVIDED TO PC:
PROJECT ADDRESS:			
PROJECT MANAGER (PM):		PM SIGNATURE:	CONTACT PH. #:
<b>SWMS SCOPE: (TO BE FILLED IN ACCORDING TO ON-SITE SPECIFICS)</b>			

## THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK"

- Confined Spaces
- Mobile Plant
- Demolition
- Asbestos
- Using explosives
- Diving work
- Artificial extremes of temperature
- Tilt up or pre-cast concrete
- Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services
- Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse
- Involves a risk of a person falling more than 2m, including work on telecommunications towers
- Working at depths greater than 1.5 Metres, including tunnels or mines
- Work in an area that may have a contaminated or flammable atmosphere
- Work carried out adjacent to a road, railway or shipping lane, traffic corridor
- In or near water or other liquid that involves risk of drowning

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	MOST EFFECTIVE
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	4A ACUTE	<b>DO NOT PROCEED.</b>		↑ ↓
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	<b>DO NOT PROCEED.</b>		
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.		
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.		
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.		

### PERSONAL PROTECTIVE EQUIPMENT (PPE): ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.

<b>FOOT PROTECTION</b> <input type="checkbox"/>	<b>HEARING PROTECTION</b> <input type="checkbox"/>	<b>HIGH VISIBILITY</b> <input type="checkbox"/>	<b>HEAD PROTECTION</b> <input type="checkbox"/>	<b>EYE PROTECTION</b> <input type="checkbox"/>	<b>FACE PROTECTION</b> <input type="checkbox"/>	<b>HAND PROTECTION</b> <input type="checkbox"/>	<b>PROTECTIVE CLOTHING</b> <input type="checkbox"/>	<b>BREATHING PROTECTION</b> <input type="checkbox"/>	<b>SUN PROTECTION</b> <input type="checkbox"/>	<b>FALL ARREST</b> <input type="checkbox"/>	Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.
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AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS MAY BE PURCHASED AT [HTTP://WWW.SAIGLOBAL.COM](http://www.saiglobal.com)

# COASTAL HIRE



JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
			<i><b>INHERENT RISK-RATING (IR)</b></i> <i><b>RESIDUAL RISK-RATING (RR)</b></i>		
1. Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.		Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of: <ul style="list-style-type: none"> <li>- Health and Safety rules</li> <li>- Induction for all workers – site specific and toolbox meetings</li> <li>- Supervisory arrangements</li> <li>- Emergency plans</li> <li>- All relevant workers are appraised for required competencies &amp; for any pre-existing medical conditions if working in remote or isolated locations.</li> <li>- Communication arrangements</li> <li>- Hazard reporting procedures</li> <li>- Injury reporting procedures</li> <li>- Ensure Work Safe notification for deep excavations prior for planned work (where applicable)</li> <li>- PPE required</li> <li>- Site plans – showing no go zones for pedestrians</li> <li>- Traffic Management Plan detailing movement of vehicles during work</li> <li>- Exclusion Zones</li> <li>- Risk Assessments, SWMS and JSA's</li> <li>- Ensure relevant guidance material for electrical NO GO ZONES is on site and consulted before work commences.</li> <li>- Underground essential services - including gas, water, sewerage, telecommunications, and electricity.</li> </ul>		

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2. Training and Capabilities	<p>Lack of training or the assessment of capability may lead to personal injury, property damage &amp;/or environmental incident.</p> <p>Powered mobile plant</p>		<p>Ensure all persons entering site have a General Construction Induction Card (white card).</p> <p>Check that plant operators are appropriately qualified with correct licence endorsements for the applicable item of plant.</p> <p>Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include:</p> <ul style="list-style-type: none"> <li>- Instructed on the use of this SWMS</li> <li>- Reporting procedures for incidents</li> <li>- Correct use of equipment including selecting, fitting, use, care of and maintenance</li> <li>- Correct use of all tools used</li> <li>- Emergency plans</li> <li>- Use of supervision where required (e.g. new starters or new equipment)</li> <li>- Conduct a pre-start toolbox talk to ensure that all workers have been made fully aware of the scope of work to be performed</li> </ul> <p><b>NOTE: Check workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs.</b></p> <p><b>IMPORTANT: If operating powered mobile plant e.g. excavator, skid steer etc., for this task, ensure there are separate, dedicated SWMS for the plant and that all workers/employees have relevant training and licensing</b></p>		
3. Assess onsite conditions	Lack of a clear assessment may lead to personal injury, property damage &/or environmental incident.		<p>Assess conditions at site on arrival. Ensure:</p> <ul style="list-style-type: none"> <li>- Ensure site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons etc.)</li> <li>- Assess mobile phone reception (alternative emergency communications procedures in place if no reception available)</li> <li>- Work site is exactly as detailed in Terms of Agreement or contract</li> <li>- Suitable access for all equipment required</li> </ul>		

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			<p><i>INHERENT RISK-RATING (IR)</i>      <i>RESIDUAL RISK-RATING (RR)</i></p> <ul style="list-style-type: none"> <li>- Suitable space for operation of equipment</li> <li>- Suitable lighting, including night-works (include flood lighting and operator head lamps as applicable)</li> <li>- Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task</li> <li>- If represented by an elected health and safety representative, the representative should be included in any consultation</li> <li>- Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made</li> </ul> <p>Conduct risk assessment to identify potential hazards e.g.</p> <ul style="list-style-type: none"> <li>- Changes in levels</li> <li>- Underground/overhead electrical services</li> <li>- Mobile plant</li> <li>- Hot conditions.</li> </ul>		
4. Set up work area	Contact with electricity		<p>Ensure work is not conducted in close proximity to electrical power lines. Check for:</p> <ul style="list-style-type: none"> <li>- Overhead power lines (including high and low voltage distribution conductors)</li> <li>- Single wire earth return (SWER)</li> <li>- Service cables to premises</li> <li>- Communications cables</li> <li>- Electrical transformers (mounted lower than cables)</li> </ul> <p>Identify maximum range of equipment and how close equipment or load can come to asset (known as design envelope) the following dimensions are taken from the closest point of any extended component of the machine e.g. extended long reach boom</p> <p>In general, for up to and including 132,000 volts</p>		

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			<p><i>INHERENT RISK-RATING (IR)</i>      <i>RESIDUAL RISK-RATING (RR)</i></p> <p>- 3m above, either side and below power lines is No Go Zone.</p>		
	Underground services		<ul style="list-style-type: none"> <li>- Between 3-6.4m of power lines a Spotter is required.</li> <li>- Further than 6.4m of power lines is open area</li> <li>- No work to be conducted within 10m radius of SWER transformer.</li> </ul> <p><b>NOTE: No work to be conducted within Minimum Clearance Zones without written permission from power supplier.</b></p> <p><b>IMPORTANT: Approach distances will vary based on the voltage level of the live electrical apparatus. Always contact your local power asset owner for information prior to commencing crane operations if unsure.</b></p> <p>Ensure underground services have been identified and marked accurately for depth and position:</p> <ul style="list-style-type: none"> <li>- Contact Dial before you dig</li> <li>- Use accredited cable locator contractor to test the area</li> <li>- Contact relevant authorities/companies for 'as constructed' plans if necessary</li> <li>- Hand excavate using a shovel to locate services and mark out prior to any trenching or battering works</li> </ul> <p>Use "Pot holing" techniques if required:</p> <ul style="list-style-type: none"> <li>- Use extreme care when working near gas mains</li> <li>- When using hand prodders to locate pipes do not use hammers or other implements</li> </ul> <p>Mark all exposed services with flags or devices that can be readily seen</p> <p>Ensure all marked services continue to be visible for the duration of the work.</p>		
	Slips, trips and falls		<p>Be aware of ground condition including changes in level</p> <p>Wear appropriate thick soled covered footwear - NEVER wear thongs or similar footwear</p>		

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			<p><i>INHERENT RISK-RATING (IR)</i>      <i>RESIDUAL RISK-RATING (RR)</i></p> <p>Use high visibility string lines (to avoid tripping hazards)</p> <p>Do not climb or jump over loose building material</p>		
	<p>Environmental conditions</p> <p>Cuts, abrasions</p> <p>Hearing loss/damage</p>		<p>Do not jump from elevated edges &gt;180mm (concrete slabs etc.)- step carefully and or use prepared access area.</p> <p>Obey any barriers &amp; signage - Be aware of excavations</p> <p>Follow clearly defined detours for pedestrians around hazards</p> <p>Do not walk near top edge of excavations; maintain safe distance from edges, voids &amp; pits.</p> <p><b>NOTE:</b> Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Make visual and verbal contact with plant operator as required.</p> <p>Working outdoors. Ensure:</p> <ul style="list-style-type: none"> <li>- Suitable protective clothing</li> <li>- Sun brim on hard hat</li> <li>- Safety glasses - UV Rated</li> <li>- Use 30+ sunscreen</li> <li>- Adequate drinking water</li> <li>- Access to shade during breaks</li> <li>- Adequate breaks</li> <li>- Check weather conditions – do not work in extreme weather – If temperatures extreme (very hot or very cold) undertake risk assessment and establish protocols e.g. frequent rest periods</li> <li>- Ensure sufficient lighting and visibility.</li> </ul> <p>Wear gloves when handling sharp tools, rocks and other materials.</p> <p>Wear hearing protection, ensure it is:</p>		





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			<p><i>INHERENT RISK-RATING (IR)</i>      <i>RESIDUAL RISK-RATING (RR)</i></p> <ul style="list-style-type: none"> <li>- If alternative route is immediately adjacent to the road, concrete or water filled barriers to protect pedestrians from road traffic should be used</li> <li>- Pedestrians will be directed by defined walking paths clearly marked with using appropriate measures (e.g. barriers, fencing hazard netting)</li> <li>- Signage must be appropriate and easily seen</li> <li>- Temporary pathways must have no trip hazards and the ground/pavement should be free of holes, dips, mud or debris</li> </ul>		
			<ul style="list-style-type: none"> <li>- Mobility impaired e.g. wheelchair access, pram ramps, handrails must be considered in respect to widths, surface and grade</li> <li>- Barrier fencing flagging or other acceptable method must be erected to prevent the public from entering hazardous areas of the work site</li> <li>- Access should be monitored through a single-entry point.</li> </ul>		
6. Delivery of materials and equipment	Hit by mobile plant/vehicle		<p>Alertness at all times. Listen for:</p> <ul style="list-style-type: none"> <li>- Reversing alarms/beepers</li> <li>- Calls from Plant Operators</li> <li>- Safety/warning signs, Spotters, traffic barriers etc. must be obeyed as required</li> <li>- Work positions should be in clear sight of plant operators</li> <li>- Follow traffic management plan requirements.</li> </ul> <p>Reversing trucks, ensure:</p> <ul style="list-style-type: none"> <li>- Never stand between truck and another structure when vehicle is reversing</li> <li>- Always maintain visual contact with driver's mirrors (<b>Remember: if you can't see the driver – he can't see you!</b>)</li> <li>- Use a spotter where practicable to direct trucks on site.</li> </ul> <p>When unloading ensure:</p> <ul style="list-style-type: none"> <li>- Within Safe working load (SWL) if using hoisting machinery</li> </ul>		

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			<p><i>INHERENT RISK-RATING (IR)</i>      <i>RESIDUAL RISK-RATING (RR)</i></p> <ul style="list-style-type: none"> <li>- Suitable ground and sufficient room for operation</li> <li>- Delivery driver and other personnel are removed from area (use physical barriers to maintain exclusion zone)</li> </ul> <p>If Driver is unloading – establish and enforce exclusion zone</p> <ul style="list-style-type: none"> <li>- Persons do not stand on or beside delivery vehicle during unloading</li> <li>- Loads are secure and will not free-fall</li> <li>- Use lifting equipment for larger packs.</li> </ul>		
7. Risk Assessment	Inspection Assessment Recording		<p>Identify all slip, trip and fall hazards in the workplace by conducting inspections.</p> <p>Use the standard risk assessment calculator to assess the risk from each hazard.</p> <p>Use the hazard report log to record results of assessments and inspections.</p> <p>For the inspection, use the checklist.</p> <p>Use the risk score to prioritize the hazards.</p>		
8. General precautions	Material flow Waste reduction		<p>Identify the stages or operations that could result into waste or scrap being produced, by analysing the materials and workflow processes.</p> <p>For effective and adequate waste and scrap production, provide resources at such points and apply measures to reduce scrap and waste.</p> <p>Reduce amount of scrap and waste packing material by liaising with the suppliers.</p> <p>During the manufacturing process, minimize the production of waste.</p> <p>Wherever possible, recycle material and waste product.</p> <p>Superfluous packaging must be avoided.</p>		
9. Environment and lighting	Provision of lighting Maintenance of lighting		<p>Make sure levels of lighting conforms to Australian Standard AS1640 Interior and Workplace Lighting for illumination at the workplace.</p> <p>For maintaining adequate levels of lighting, make sure the lighting and fittings</p>		

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			<p>are cleaned and maintained regularly.</p> <p>Travel and pathways must be adequately lighted.</p> <p>Cleaning of lighting and fittings must be at least an annual process.</p>		
10. Workplace housekeeping	<p>Work procedures</p> <p>Provision of receptacles</p> <p>Instruction of workers</p> <p>Monitoring and review</p>		<p>Work plans must include waste control and this must be ensured by the work procedures.</p> <p>All waste produced within a cleaning cycle, must be controlled by providing adequate and suitable receptacles.</p> <p>Methods of waste reduction and control must be instructed to all workers.</p> <p>Monitor workplaces to make sure all specified procedures are being followed and to ensure that controls are functioning correctly.</p> <p>For reducing waste, plan the work properly.</p> <p>Make sure the system provides adequate supply of waste bins.</p> <p>Controls must be advised and promoted.</p> <p>For monitoring control effectiveness, conduct regular inspections.</p>		
11. Entry and access	<p>External pathways</p> <p>Steps and stairs</p> <p>Ramps</p> <p>Aisles and passageways</p>		<p>All external pathways must be maintained clear of debris and rubbish, free from bumps and holes, and in a safe condition.</p> <p>Steps and stairways must always conform to the Australian Standard AS1657 SAA Code for Fixed Platforms, Walkways, Stairways and Ladders.</p> <p>Stairs must be inspected regularly to make sure they remain clean and free from spills and rubbish that could cause a person to slip and fall.</p> <p>Wear and damage to nosings and treads must be inspected regularly.</p> <p>Non-slip treatment must be applied to access-ways and stairs that may become adversely affected or wet, during work operations.</p> <p>For normal use, make sure the slope of the ramp does not exceed 1 in 8. Where people with disabilities will need to use the ramp, the slope must not exceed 1 in 14.</p>		

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			<p><i>INHERENT RISK-RATING (IR)</i>      <i>RESIDUAL RISK-RATING (RR)</i></p> <p>Passageways and aisles must be inspected regularly to make sure they are kept clear.</p> <p>Yellow lines of 50mm width must be used to delineate edges of passageways and aisles.</p> <p>Means must be provided to run hoses and leads over aisles in preference to over floors.</p> <p>Services, which must run over floors, must use highlighted safety covers.</p> <p>For preventing aisles from being crowded, provide adequate storage areas.</p> <p>Inspect and maintain all roadways and pathways regularly.</p> <p>Make sure the stair treads are proportional and consistent in each flight.</p> <p>Stairs and stairwells must be provided with adequate illumination.</p> <p>Damaged and worn steps must be repaired immediately.</p> <p>Non-slip surfaces must be maintained.</p> <p>The start and end of the ramp must be marked.</p> <p>Surface on the ramp must be maintained non-slip.</p> <p>Obstructions must be cleared immediately.</p> <p>For marking, use non-slip paint.</p> <p>For reducing the lengths used, retractable hoses and leads may be used. These could be suspended as leads from the ceiling or dropped from the ceiling.</p>		
12. Guardrails and edge protection	Instability		<p>Toe boards, mid-rails and guardrails must be stable and securely attached.</p> <p>Top rails must be constructed of 70x45 timber, 38mm OD steel or 50mm OD aluminium and must be 900mm to 1100mm above the standing level.</p> <p>To prevent persons from falling, etc., mesh infills or mid-rails, etc., must be fitted.</p> <p>Width of toe boards must be at least 100mm.</p>		

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			<p><i>INHERENT RISK-RATING (IR)</i>      <i>RESIDUAL RISK-RATING (RR)</i></p> <p>Mid rail must be 450mm from the top rail or toe board or 560mm from the floor if there is no toe board.</p>		
13. Floors and surfaces	<p>“Slippery” surface</p> <p>Wet floors and surfaces</p> <p>Uneven floor surface</p> <p>Uneven floor heights</p> <p>Loose or uneven coverings</p>		<p>Clean floors regularly to keep them clear of contaminants such as varnish, etc.</p> <p>In wet areas, provide adequate drainage for floors, and avoid spilling liquids.</p> <p>Avoid spilling liquids and clean up ice patches on floors in freezers.</p> <p>To prevent loss of balance, patch holes and grind off protrusions on the floor</p> <p>Achieve leveling by eliminating sudden height changes and refinishing floors.</p> <p>Torn or worn coverings, mats and carpets must be replaced, removed or repaired.</p> <p>Surfaces must be treated with non-slip finish.</p> <p>For dry floors, use duckboards and mats.</p> <p>Floors must be monitored for damage.</p>		
14. Storage and handling	<p>Use of bins and containers</p> <p>Packing and waste</p>		<p>Provide adequate receptacles for rubbish and waste. Make sure they are serviced regularly, to prevent them overflowing to the floor.</p> <p>Bins must be provided for packing waste. Floors must be swept regularly to prevent slipping hazards from plastic and paper debris.</p> <p>Maintain adequate cleaning cycles and monitor the use of bins.</p> <p>Less wasteful packaging and packing methods must be investigated.</p>		
15. Spills and leaks	<p>Prevention of spillages</p> <p>Bunding of storages</p> <p>Clean up procedures</p>		<p>For allowing safe handling of liquids, use the smallest size of container practicable for the task.</p> <p>For handling larger containers of liquids, suitable methods must be provided.</p> <p>For containing spread of spilt material, provide bunding of storage areas.</p> <p>Wherever liquids are stored, handled and used, adequate spill control stations and materials must be provided.</p> <p>Safer methods of delivery may be considered, such as by piping, etc.</p>		

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			<p>Risk of spills must be minimized.</p> <p>For minor storages, banded pallets may be used.</p> <p>Suitable spill controls must be provided.</p>		
16. Rubbish and waste control	Monitoring of receptacles		<p>The disposal cycle must ensure that receptacles are available for waste.</p> <p>Waste receptacles that are removed for emptying, damaged or unsuitable for the task, must be replaced immediately.</p> <p>Suitable and adequate receptacles must be available.</p> <p>Replace or repair if faulty.</p>		
17. Cleaning of floors and surfaces	<p>Sweeping and cleaning</p> <p>Wet surfaces</p> <p>Contaminants and residue</p> <p>Scrap and waste</p>		<p>For removing waste and rubbish, and for preventing a build-up of loose material on the floor, a programmed regime of sweeping and cleaning of floors must be provided.</p> <p>For allowing water and liquids to be removed from floors, suitable brooms, mops and squeegees must be provided.</p> <p>Workstations, which can become wet because of spray of water or liquids on to floor, must be provided with duckboards and or non-slip mats.</p> <p>To remove residue and contaminants from floors, especially from powders and other highly mobile substances, clean up and removal systems must be provided.</p> <p>Wherever scrap material is used, especially bar, wire, etc., floors must be swept regularly.</p> <p>To prevent material falling onto floor, guards may be placed around areas of machinery that ejects scrap or swarf.</p> <p>The cleaning method must address the types of contaminants likely to be encountered.</p> <p>Wherever spillage is likely, the condition of floors in such areas must be monitored.</p> <p>Scrap and swarf build up must be prevented by containing and disposing.</p>		

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18. On Completion	<p>Slips, trips, falls causing injury</p> <p>Mobile plant</p> <p>Cuts, laceration, puncture wounds</p> <p>Contact with electricity</p> <p>Muscular stress / musculoskeletal disorder (MSD)</p> <p>Public safety</p>		<p>Clean up tools and any waste, and make sure the site is clean and tidy condition</p> <p>Store materials to minimise manual tasks hazards, trip hazards, and the potential for falling objects.</p> <p>If mobile plant is to be left onsite make sure:</p> <ul style="list-style-type: none"> <li>- It is left/parked in a secure and safe manner</li> <li>- All keys are removed</li> <li>- It is locked to prevent unauthorised use.</li> </ul> <p>Always wear gloves to avoid sharp edges</p> <p>Never use bare hands to clean equipment (use clean water and stiff brush or other appropriate method).</p> <p>Disconnect power tool/extension leads from power point before winding up to prevent a shock if the lead is damaged</p> <p>Inspect leads and power equipment for damage</p> <p>If safe to do so, remove isolation locks/tags and test appliance for function.</p> <p>Where manual loading/unloading and storage is necessary:</p> <ul style="list-style-type: none"> <li>- Make sure the access route is clear of hazards</li> <li>- Use hand trucks (trolley) to move heavy materials, where practicable</li> <li>- Use team-lifts where possible.</li> </ul> <p>If acceptable, remove or add barricades as necessary, contact supervisor and notify job completion.</p>		

## EMERGENCY RESPONSE - CALL 000 IMMEDIATELY.

If work is to be conducted on a construction site (or a site controlled by another Employer / PCBU) follow the site-specific Emergency Management Plan. Ensure:

- Adequate numbers of first aid trained staff are on site when working at heights occurs
- First aiders are trained and competent in managing injuries associated with demolition until emergency services arrive
- All rescue equipment is in good condition, available for use and in close proximity to the work site.

Ensure workers have access to:

- First aid kit/supplies
- First Aid trained personnel familiar with Resuscitation and emergency response for electric shock
- M/SDS
- Communication devices (check mobile phones will have service in area)
- Suitable fire protection equipment.

## SAFE WORK METHOD STATEMENT (SWMS) PART 2

### FORMAL TRAINING, LICENCES REQUIRED FOR WORKERS UNDERTAKING THIS TASK:

*Delete or add as relevant*

Licence to Perform High Risk Work (operating certain plant, equipment)  
TAFE or other recognised training organisation  
Construction Induction Card (or equivalent)  
Competent in operation of make/model of plant  
Emergency procedures – emergency response  
PPE  
Traffic Management Plans

### DETAILS OF SUPERVISORY ARRANGEMENTS FOR WORKERS UNDERTAKING THIS TASK:

*Delete or add as relevant*

Suitably qualified supervisors for job  
Direct on-site supervision  
Remote site – communication systems/ schedule  
Audits  
Spot Checks, etc.  
Reporting systems

### DETAILS OF: REGULATORY PERMITS/LICENCES ENGINEERING DETAILS/CERTIFICATES/WORKCOVER. APPROVALS:

*Delete or add as relevant*

Local council permits  
Authorisation to work  
Confined Space Permit  
Building Approvals  
EPA approvals/permits  
Certain plant to be registered with State Authority  
PPE to comply with relevant Australian Standards

### RELEVANT LEGISLATION & CODES OF PRACTICE

*Retain only the legislation references applicable to your state of operation for this SWMS.*

#### Commonwealth, NSW, QLD, ACT

Work Health and Safety Act 2011  
Work Health and Safety Regulations 2011

#### Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011  
Work Health and Safety (National Uniform Legislation) Regulations

#### SA, Tasmania

Work Health and Safety Act 2012  
Work Health and Safety Regulations 2012

#### Codes of Practice: Safe Work Australia (2011):

*Construction Work*  
*First Aid in the Workplace*  
*Managing the Risk of Falls at Workplaces*  
*Managing the Risk of Plant in the Workplace*  
*Managing Noise and Preventing Hearing Loss in the Workplace*  
*How to Manage Work Health and Safety Risks*  
*Hazardous Manual Tasks*  
*Managing Risks of Hazardous Chemicals*  
*Managing Electrical Risks in the Workplace*  
*Managing the Work Environment and Facilities*  
*WHS Consultation, Cooperation & Coordination (2005) Excavation Work*

#### Victoria:

Occupational Health & Safety Act 2004  
Occupational Health & Safety Regulations 2007

**Compliance Codes:** WorkSafe Victoria (2008): Compliance Code:

*Communicating OHS Across Languages*  
*First Aid in the Workplace*  
*Prevention of Falls in General Construction*  
*Workplace Amenities and Work Environment*

**Codes of Practice:** WorkSafe Victoria

(1990): No. 13: *Building and Construction Workplaces*  
(2000): No. 25: *Manual Handling*  
(1995): No. 19: *Plant*  
(1998): No. 23: *Plant (Amendment No. 1)*  
(2004): No. 29: *Prevention of Falls in Housing Construction*  
(2000): No. 24: *Hazardous Substances*

#### Western Australia

Occupational Safety & Health Act 1984  
Occupational Safety & Health Regulations 1996

**Codes of Practice:**

### PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB.

*(Make & Model)*

### REFERENCE DOCUMENTS





## SAFE WORK METHOD STATEMENT (SWMS) PART 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. 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 risk control measures, safe work instructions and Personal Protective Equipment described.

OVERALL RISK RATING AFTER CONTROLS	<input type="checkbox"/> 1 Low	<input type="checkbox"/> 2 MODERATE	<input type="checkbox"/> 3 High	<input type="checkbox"/> 4 ACUTE	
EMPLOYEE/WORKER NAME	JOB ROLE / POSITION	SIGNATURE	DATE	TIME	EMPLOYER/PCBU/ SUPERVISOR

**REVIEW:** Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.

**MONITOR:** To ensure controls are implemented and monitored effectively:

- Toolbox /pre-work meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
  - \* Spot checks      \* Consultation      \* Scheduled audits

Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons).

REVIEW NO.	1	2	3	4	5	6	7	8	9	10
NAME:										
INITIAL:										
DATE:										