

 <p>ABN 73 135 025 446 8 Dinsdale Street, Albert Park VIC 3206          Phone 03 9077 2508 Fax 03 9078 1401 Mobile 0420 945 512          daniel@cleanandgone.com.au www.cleanandgone.com.au          Registered Building Practitioner Daniel Mitchell BD-L 34505</p>	<h1 style="margin: 0;">SAFE WORK METHOD STATEMENT</h1>	<p>SWMS Number:</p> <p>Project:</p> <p>Location: <span style="float: right; font-weight: bold; font-size: 1.2em;">SAMPLE</span></p> <p>Client:</p> <p>Date of Commencement:</p> <p>Contact:</p>
---	--	---

## HAZARDS

- Manual Handling  
  Hazardous Substances  
  Potential to Fall From Height  
  Electricity  
  Noise  
  UV  
  Slips/Trips/Falls  
 Dust  
  Asbestos  
  General Public  
  Services  
  Fire Safety  
  Environmental  
  Falling Objects  
  Confined Space  
 Traffic Management  
  Hydration  
  Communication  
  Lighting

- Equipment Checked / Tagged  
  First Aid Kit On Site  
  Familiar with Site Conditions (access/egress/layout)  
  Personal Protective Equipment

NAME	SIGNATURE	NAME	SIGNATURE

\*RISK: HIGH The identified hazard is likely to occur and/or could lead to Class 1 or 2 damage (Death/Disability or TPD)

LOW The identified hazard is unlikely to occur and/or it would not significantly affect people (Class 3 damage)

ACTIVITY STEPS (Break job down into steps)	POTENTIAL HAZARDS (What can harm you?)	RISK*	CONTROL MEASURES (What are you going to do to make the job as safe as possible?)	RESPONSIBILITY (Who is going to ensure this happens?)	SIGNATURE
Services disconnected	Electrocution  Wiring from other tenancies		Electricity isolated to one point by qualified electrician a safety certificate must be obtained Area still live to be taped off and signed to show still live Supervisors to use handheld electricity testers to check all wires through out the job are not live before removing Leads hung off ground <b>IF YOU ARE NOT SURE THEN WIRES TO BE TREATED AS LIVE AND WE WILL CONTACT ELECTRICIAN TO REMOVE.</b>		
	Gas inhalation		Gas disconnected and capped by qualified plumber Safety certificate obtained Area's live or capped made known to all staff during works, signed and area isolated		
	Water		Water disconnected and capped by qualified plumber Safety certificate obtained Area's live or capped made known to all staff during works, signed and area isolated		
	Sprinklers		Capped by a qualified person <b>WATCH OUT FOR SPRINKLERS AT ALL TIMES FOR THE DURATION OF THE JOB.</b>		
	Alarms		Alarms isolated by qualified person <b>CHECK WITH CENTRE MANAGEMENT THAT ALARMS HAVE BEEN ISLOLATED PRIOR TO THE COMMENCMENT OF ANY WORK.</b>		

\*RISK: HIGH The identified hazard is likely to occur and/or could lead to Class 1 or 2 damage (Death/Disability or TPD)

LOW The identified hazard is unlikely to occur and/or it would not significantly affect people (Class 3 damage)

Throughout Job	Dust inhalation		Monitoring of dust, watering down if necessary, ventilation and fans if necessary Masks must worn and filters checked		
	Electrocution		Leads hung off ground Supervisors to use handheld electricity testers to check all wires before removing		
Removal of ceiling	Fall from height		<b>WATCH OUT FOR SPRINKLERS</b> Demolition done using mobile scaffolding or scissor lift at all times. Clear area under where work is taking place Isolate area where work is happening tape off with demolition in progress signs Materials stacked neatly for removal after hours Hard hats gloves & eye protection worn at all times		
	Falling objects		Watch for objects in ceiling ie. Lighting transformers materials left Clear area under where work is taking place and keep clear for duration. Materials placed into bins or on trolleys for removal. Hard hats & eye protection worn at all times		
	Manual handling		Correct lifting techniques used, training provided for all new employees 2 people or more and trolleys used for heavy items Waste stacked neatly ready for removal after hours. Gloves, hard hats & eye protection worn at all times		
Remove internal walls	Falling objects		Check prior for any load bearing walls Clear area around where work is taking place and keep clear for duration Isolate area where work is happening		

\*RISK: HIGH The identified hazard is likely to occur and/or could lead to Class 1 or 2 damage (Death/Disability or TPD)

LOW The identified hazard is unlikely to occur and/or it would not significantly affect people (Class 3 damage)

			tape off with demolition in progress signs Hard hats gloves & eye protection worn at all times		
	Fall from height		Demolition done using mobile scaffolding or scissor lifts at all times. Clear area under where work is taking place and keep clear for duration Hard hats gloves & eye protection worn at all times		
	Manual handling		Correct lifting techniques used 2 people and trolleys used for heavy items Waste stacked neatly ready for removal after hours Gloves, hard hats & eye protection worn at all times		
Walls and ceilings	Sharps Other items in wall or ceiling cavity		Hard hats, gloves, eye protection, long sleeve shirts and long pants worn at all times		
Remove flooring	Manual handling		Correct lifting techniques used 2 people and trolleys used for heavy items Waste stacked neatly ready for removal after hours Gloves, hard hats & eye protection worn at all times		
Tile lifting and grinding  Use of Jackhammers and Tile lifters			Tile lifter and grinder tagged and only used through safety power box leads off the ground  Masks safety glasses and hearing protection to be worn Check leads and equipment for damage report if found Leads of the ground and plugged into a safety power box Alternate operators regularly		

\*RISK: HIGH The identified hazard is likely to occur and/or could lead to Class 1 or 2 damage (Death/Disability or TPD)

LOW The identified hazard is unlikely to occur and/or it would not significantly affect people (Class 3 damage)

	Dust		Masks, goggles and gloves worn dust monitored throughout duration, Fans used if necessary CHECK ALL EQUIPMENTS VACUMES ARE WORKING AND MONITOR DUST AT ALL TIMES Isolate the area from any escaping dust check centre aircon units are not taking in dust Check the whole site is isolated from the rest of the centre prior to any dusty works		
	Noise		Ear muffs worn. Done after hours		
	Extended use of equipment		Alternate operators regularly run shifts		
Remove shopfronts and bulkheads	Heavy glass falling		Take care Glass suckers used to remove glass – extra labourers used Demolition done using mobile scaffolding or scissor lifts for high sections Glass transported on trolleys or in bins no sharp points protruding area isolated Clear area around where work is taking place and keep clear for duration Hard hats, eye protection, masks and gloves worn <b>Complete a JSA prior to the task for the safest method of removal</b>		
	Fall from height		Demolition done using mobile scaffolding at all times Clear area under where work is taking place and keep clear for duration Hard hats & eye protection worn at all times		
	Manual handling		Correct lifting techniques used 2 people and trolleys used for heavy items Waste stacked neatly ready for removal after hours Gloves, hard hats & eye protection worn at all times		

\*RISK: HIGH The identified hazard is likely to occur and/or could lead to Class 1 or 2 damage (Death/Disability or TPD)

LOW The identified hazard is unlikely to occur and/or it would not significantly affect people (Class 3 damage)

Removal of Waste	Injury from incorrect lifting techniques		Correct lifting techniques used Trolley used to walk out heavy objects		
	Manual handling		2 or more people to lift heavy items Trolleys and bins used to transport waste Gloves, dust masks, eye protection, long work pants and steel capped boots worn		
	Cuts		Gloves, dust masks, eye protection, long work pants and steel capped boots worn Stack waste with no sharp objects sticking out. All staff to be aware of possible risks to others		
Protection of Surrounding Areas	Trip hazard		Protect flooring that is remaining with matting. Use striped tape to secure mat to floor. Waste to be taken out after hours		
Protection of General Public	Slips, trips and falls Dust Noise		Hoarding to be closed at all times Demolition in progress signs displayed Waste removal done after hours Dust proofing of shopfront and air con vents Sweep up constantly monitor area for possible hazards to public and ourselves at all times Keep noise to minimum at all times		

\*RISK: HIGH The identified hazard is likely to occur and/or could lead to Class 1 or 2 damage (Death/Disability or TPD)

LOW The identified hazard is unlikely to occur and/or it would not significantly affect people (Class 3 damage)