

Safe Work Method Statement

SWMS NO

7



SWMS TITLE	Installation of New Dry Systems		
WORK ACTIVITY	Installation of New Detection, OWS, SSIS and Smoke Detection	REVISION DATE	07 August 2018
PROJECT NAME		WORK LOCATION	
WORKS MANAGER		CONTACT NUMBER	
SWMS PREPARED BY	Daniel Knoblauch	IN CONSULTATION WITH	

PRINCIPAL CONTRACTOR	
COMPANY NAME	
CONTACT PERSON	
ADDRESS	
PHONE NUMBER	

RESPONSIBILITIES	NAME	POSITION	SIGNATURE
PERSON RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS	Daniel Knoblauch	Senior Mngt Rep	
PERSON RESPONSIBLE FOR REVIEWING AND APPROVING THIS SWMS	Daniel Knoblauch	Senior Mngt Rep	
SWMS PREPARED BY	Jomar Estrella	OH&S Admin Asst	
HOW SWMS CONTROLS ARE	REVIEWED	Tool Box Meetings	BY Site Foreman
	MONITORED	Site Visits	BY Senior Management

MINIMUM PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS			
<input checked="" type="checkbox"/> Hard Hat	<input checked="" type="checkbox"/> Safety boots	<input type="checkbox"/> Face shield	<input checked="" type="checkbox"/> Safety glasses
<input checked="" type="checkbox"/> Hearing protection	<input checked="" type="checkbox"/> Safety harness	<input checked="" type="checkbox"/> Gloves	<input type="checkbox"/> Long sleeve/trouser
<input type="checkbox"/> Cotton clothing	<input checked="" type="checkbox"/> Hig vis clothing	<input type="checkbox"/> Dust mask	<input type="checkbox"/>



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HIGH RISK CONSTRUCTION WORK - If you are working on an environment described below, complete the separate High Risk Construction Work SWMS.	
Involves a risk of a person falling more than 2 metres	Is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians.
Involves, or is likely to involve, the disturbance of asbestos	
Is carried out in or near a confined space	Is carried out in an area at a workplace in which there is any movement of powered mobile plant.
Is carried out on or near pressurised gas distribution mains or piping,	
Is carried out on or near chemical, fuel or refrigerant lines	Is done in an area in which there are artificial extremes of temperature
Is carried out on or near energised electrical installations or services	Is done in or near water or other liquid that involves a risk of drowning
Involves tilt-up or precast concrete	Involves diving work

SPECIFIC SAFETY LEGISLATIONS / CODES OF PRACTICE / AUSTRALIAN STANDARDS (NSW & NATIONAL)

NSW Legislation – www.legislation.nsw.gov.au	<input type="checkbox"/> Labelling of workplace hazardous chemicals
<input checked="" type="checkbox"/> Workplace Health & Safety Act 2011	<input checked="" type="checkbox"/> Managing electrical risks in the workplace
<input checked="" type="checkbox"/> Workplace Health & Safety Regulations 2011	<input checked="" type="checkbox"/> Managing noise and preventing hearing loss at work
NSW Codes Of Practice – www.workcover.nsw.gov.au	<input checked="" type="checkbox"/> Managing risks of hazardous chemicals in the workplace
<input type="checkbox"/> Abrasive blasting	<input checked="" type="checkbox"/> Managing the risk of falls at workplaces
<input checked="" type="checkbox"/> Confined spaces	<input checked="" type="checkbox"/> Managing the risks of plant in the workplace
<input checked="" type="checkbox"/> Construction work	<input type="checkbox"/> Managing the work environment and facilities
<input type="checkbox"/> Demolition work	<input type="checkbox"/> Preparation of safety data sheets for hazardous chemicals
<input type="checkbox"/> Excavation work	<input type="checkbox"/> Preventing falls in housing construction
<input checked="" type="checkbox"/> First aid in the workplace	<input type="checkbox"/> Safe design of structures
<input type="checkbox"/> Hazardous manual tasks	<input type="checkbox"/> Spray painting and powder coating
<input type="checkbox"/> How to manage and control asbestos in the workplace	<input type="checkbox"/> Welding processes
<input checked="" type="checkbox"/> How to manage work health and safety risks	<input type="checkbox"/> Work health and safety consultation, coordination and cooperation
<input type="checkbox"/> How to safely remove asbestos	<input type="checkbox"/> Work near overhead power lines



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SPECIFIC SAFETY LEGISLATIONS / CODES OF PRACTICE / AUSTRALIAN STANDARDS (NSW & NATIONAL)	
National Codes of Practice – www.safeworkaustralia.gov.au	
<input type="checkbox"/>	National Code of Practice: Management and Control of Asbestos in the Workplace
<input checked="" type="checkbox"/>	National Code of Practice: Induction for Construction Work
<input type="checkbox"/>	National Code of Practice for the Storage and Handling of Dangerous Goods
<input checked="" type="checkbox"/>	National Code of Practice for the Control of Workplace Hazardous Substances
<input type="checkbox"/>	National Code of Practice for the Prevention of Musculoskeletal Disorders Caused From Performing Manual Tasks
<input checked="" type="checkbox"/>	National Code of Practice for Noise Management and Protection of Hearing at Work - 3rd Edition
<input checked="" type="checkbox"/>	National Standard for Construction Work
<input type="checkbox"/>	National Standard for the Storage and Handling of Workplace Dangerous Goods
<input checked="" type="checkbox"/>	National Standard for Licensing Persons Performing High Risk Work
<input checked="" type="checkbox"/>	National Occupational Health and Safety Certification Standard for Users and Operators of Industrial Equipment - 3rd Edition
<input checked="" type="checkbox"/>	National Standard for Occupational Noise
<input type="checkbox"/>	National Standard for Plant
Australian Standards – Global Fire's data base	
<input checked="" type="checkbox"/>	AS/NZS 1891.1:2007 Industrial fall-arrest systems - Harnesses and ancillary equipment
<input checked="" type="checkbox"/>	AS 2397:1993 Safe use of lasers in the building and construction Industry
<input checked="" type="checkbox"/>	AS/NZS 3012:2010 Electrical installations - Construction and demolition sites



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STEP NO	SEQUENCE OF BASIC JOB STEPS	POTENTIAL SAFETY HAZARDS	RISK SCORE	CONTROL MEASURE	WHO
Logical Sequence	Breakdown Job into steps. Each step should accomplish a major task in logical sequence.	Identify the hazards (health & safety) associated with each step, examine each to find all possible risk factors.	Use matrix score risk.	Determine what actions are necessary to eliminate or minimise all hazards that could lead to an accident, injury, illness or environmental incident. The risk must be reduced or controlled to a level that is acceptable before work commences.	Who is responsible for implementing Control Measure
1	Unloading tools and materials from vehicle.	Trip hazard	16	Ensure that travel paths are clear, and be aware of any obstacles.	Tradesman
2	Unloading tools and materials from vehicle.	Vehicle movements in car park.	16	Provide signage to make sure drivers are aware of truck being unloaded. Wear high visibility vest.	Tradesman
3	Unloading tools and materials from vehicle.	Strain injury from lifting.	12	Use correct lifting techniques when removing pipe work/tools/material from truck. Avoid lifting anything beyond your capacity.	Tradesman
4	Unloading tools and materials from vehicle.	Dropping material or tools onto feet.	16	Rubber sole steel cap boots to be worn at all times.	Tradesman/Technician
5	Manual handling of good/s to location of installation on site.	Trip hazard.	16	Ensure immediate area and pathway is clear and free of obstructions and carry good/s in manner to ensure foresight not impeded.	Tradesman
6	Drilling holes for mounting equipment.	Electrocution by drilling into electrical cabling.	12	Liaise with on-site foreman and electrician to ensure proposed location of drill hole will not clash with existing cabling.	Tradesman/Site - foreman/Electrician
7	Drilling holes for mounting equipment.	Masonry/concrete/plasterboard dust in eyes of technician.	17	Wear safety glasses when drilling into masonry/concrete walls and gas mask when drilling above.	Tradesman
8	Drilling holes for mounting equipment.	Noise pollution from drill.	17	Wear earplugs when drilling into masonry or concrete walls.	Tradesman
9	Drilling holes for mounting equipment.	Hitting post tensioning ducts in wall.	12	Liaise with on-site foreman to ensure proposed location of drill hole will not clash with existing reinforcement or post tension ducts.	Tradesman/ Site foreman
10	Installation of new Detection, OWS, SSIS and smoke detection works.	Electrocution.	15	Isolate power circuit before carrying out work. Wear rubber sole steel cap boots.	Tradesman/Electrician
11	Installation of new Detection, OWS, SSIS and smoke detection works.	Falling off ladder.	16	Ensure that the ladder is serviceable and placed on even ground and that non slip footwear is worn. Do not overstretch the capabilities of the ladder.	Tradesman
12	Installation of new Detection, OWS, SSIS and smoke detection works.	Masonry/concrete/plasterboard dust or particles in eyes of technician.	17	Wear safety glasses when drilling into masonry/concrete walls and gas mask when drilling above.	Technician
13	Installation of new Detection, OWS, SSIS and smoke detection works.	Objects and insects that can cause injury.	18	Ensure immediate area is clear and wear sturdy gloves.	Technician
14	Installation of new Detection, OWS, SSIS and smoke detection works.	Cuts from removing/demolishing existing plasterboard.	16	Ensure gloves are worn when removing/demolishing existing plasterboard, and wear eye protection.	Tradesman



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Logical Sequence	Breakdown Job into steps. Each step should accomplish a major task in logical sequence.	Identify the hazards (health & safety) associated with each step, examine each to find all possible risk factors.	Use matrix score risk.	Determine what actions are necessary to eliminate or minimise all hazards that could lead to an accident, injury, illness or environmental incident. The risk must be reduced or controlled to a level that is acceptable before work commences.	Who is responsible for implementing Control Measure
15	Installation of new Detection, OWS, SSIS and smoke detection works.	Hitting head on high level obstructions.	19	Ensure personnel is wearing hard hat.	Tradesman
16	Installation of new Detection, OWS, SSIS and smoke detection works.	Strain injury from working at high level.	19	Correct tools to be used. Personnel must not overreach and take regular breaks to stretch.	Tradesman
17	Installation of new Detection, OWS, SSIS and smoke detection works.	Injury from existing obstacles in the near vicinity.	17	Ensure immediate area is clear and free of obstruction.	Tradesman
18	Commissioning of new Detection, OWS, SSIS and smoke detection works.	Sound annoyance emitted from activated smoke alarm/OWS.	17	No prevention required unless continuous testing in a confined space. Hearing protection are an option if required.	Tradesman



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RISK ASSESSMENT MATRIX

Step 1: Determine Likelihood.
What is the possibility that the effect will occur?

Descriptor		Description
A	Very Likely	Happens frequently
B	Likely	Happens occasionally
C	Unlikely	Could happen but rare
D	Very Unlikely	Could happen but probably never will

Step 2: Determine Consequences related to activities, products and services.
What will be the expected effect?

Descriptor		Description
1	Catastrophic	Death
2	Major	Serious injury or disease. Extended medical treatment required.
3	Moderate	Medical treatment required. Lost time.
4	Minor	Medical treatment required. No lost time.
5	Insignificant	No lost time, report only.

Step 3: Determine the risk score/classes.

Likelihood		1	2	3	4	5
		Catastrophic	Major	Moderate	Minor	Insignificant
A	Very Likely	1	3	6	10	14
B	Likely	2	5	9	13	17
C	Unlikely	4	8	12	16	19
D	Very Unlikely	7	11	15	18	20

 = 1 - 3 or Extreme Risk	 = 4 - 6 or High Risk	 = 7 - 13 or Medium Risk	 = 14 - 20 or Low Risk
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Step 4: Hierarchy of Controls. Record risk score on worksheet.

1	ELIMINATION , can the risk or hazard be totally eliminated?
2	SUBSTITUTION , can the risk or hazard be replaced with a less hazardous method, material or system?
3	ISOLATION , can the hazard or risk be distanced from persons or can it be enclosed to prevent entry/access?
4	ENGINEERING CONTROLS , can the hazard or risk be guarded or made safe by engineering methods?
5	ADMINISTRATIVE CONTROLS , can training, increased supervision, rotation or signage assist?
6	PERSONAL PROTECTIVE EQUIPMENT , can PPE protect the worker from the hazard or risk?



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PLANT AND EQUIPMENT USED FOR THE TASK ADDRESSED BY THIS SWMS		
<input checked="" type="checkbox"/>	PLANT AND EQUIPMENT	A GUIDE TO SAFETY AND MAINTENANCE CHECKS
<input type="checkbox"/>	Bobcat / Terrain Cranes	Service logbook inspected on arrival and at three monthly intervals. Services in accordance with manufacturer's maintenance schedule.
<input type="checkbox"/>	Excavator	Service logbook inspected on arrival and at three monthly intervals. Services in accordance with manufacturer's maintenance schedule.
<input checked="" type="checkbox"/>	Cherry picker	Service logbook inspected on arrival and at monthly intervals. Services in accordance with manufacturer's maintenance schedule.
<input type="checkbox"/>	Oxy Cutting equipment	Inspect on arrival and inspect in accordance with safety procedures.
<input checked="" type="checkbox"/>	Electrical tools and leads	Inspected, tested and tagged each month.
<input checked="" type="checkbox"/>	Hand tools	Inspect prior to use.
<input checked="" type="checkbox"/>	Ladders	Inspect prior to use.
<input type="checkbox"/>	Earth Leakage Circuit Breakers	Trip tested and tagged monthly and calibrated every three months. Trip times are to be recorded.
<input type="checkbox"/>	Generators	Inspected, tested and tagged each month.
<input type="checkbox"/>	Harnesses	Inspect prior to use and ensure harnesses are certified in accordance with WorkCover and OHS Legislation.
<input type="checkbox"/>	Lifting Devices	Inspected and certified in accordance with WorkCover and OHS Legislation.
<input type="checkbox"/>	Other (Specify)	



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TRAINING AND SUPERVISION

Who will conduct SWMS Training?		Qualifications	<input type="checkbox"/>	Certificate II – Train Small Groups (Required if more than 10 people are being trained for this activity)
Conductor: Daniel Knoblauch Contact No.: 0418 477 734			<input checked="" type="checkbox"/>	General Industry OHS Induction
			<input checked="" type="checkbox"/>	Licensed Tradesperson
			<input type="checkbox"/>	OHS Committee / Safety Representative Consultation Training
			<input type="checkbox"/>	Other (Specify)
Who will Supervise the works?		Qualifications	<input type="checkbox"/>	Supervisors / Managers OHS Training
Supervisor: Daniel Knoblauch Title: Service Manager Contact No.: 0418 477 734			<input type="checkbox"/>	Accident Investigation
			<input checked="" type="checkbox"/>	General Industry OHS Induction
			<input checked="" type="checkbox"/>	Licensed Tradesperson
			<input type="checkbox"/>	OHS Committee / Safety Representative Consultation Training
			<input type="checkbox"/>	Senior First Aid Certification
			<input type="checkbox"/>	Laser Safety Officer
			<input type="checkbox"/>	Confined Spaces
			<input type="checkbox"/>	Other (Specify)
Who will inspect and approve work areas, work methods, protective measures, plant, equipment and power tools for use?		Qualifications	<input type="checkbox"/>	Supervisors / Managers OHS Training
Inspector and Approver: Daniel Knoblauch			<input type="checkbox"/>	Accident Investigation
			<input checked="" type="checkbox"/>	General Industry OHS Induction
			<input checked="" type="checkbox"/>	Licensed Tradesperson
			<input type="checkbox"/>	Other (Specify)



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TRAINING AND SUPERVISION - Con't.

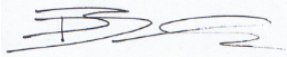




Person(s) to be involved with the work		Qualifications and Experience of Supervisors, Trainers and Workers	
<input checked="" type="checkbox"/>	Electrician	<input checked="" type="checkbox"/>	General Industry OHS Induction
<input type="checkbox"/>	Sprinkler Fitter	<input type="checkbox"/>	Forklift Truck Operation
<input type="checkbox"/>	Asset Maintenance Technician	<input checked="" type="checkbox"/>	Elevated Work Platform (EWP)
<input type="checkbox"/>	Other (specify)	<input checked="" type="checkbox"/>	Licensed Tradesperson
		<input type="checkbox"/>	Excavator Operation
		<input type="checkbox"/>	Extinguisher Agent Handling Licence

TRAINING STATEMENT - The following people have been trained in the work activities described in this SWMS.

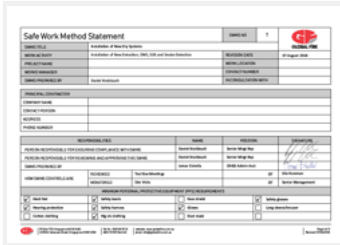
SWMS Induction Training Statement

I, the employee/worker identified below:

1. Have read, had input into and understood this SWMS;
2. Have been consulted and trained in the specific safety requirements of the activity for which I am engaged on this site;
3. I will work in accordance with this SWMS and understand that I am responsible for my own and fellow workers safety;
4. If found necessary to amend this SWMS, I will consult with the Site Manager and help if required in re-issuing this SWMS.

Full Name	Signature	Date	Full Name	Signature	Date
1. Derik Bates		15/08/2018			
2. Micha Springer	 <small>Micha Springer (Sep 2, 2018)</small>	02/09/2018			
3. Simone Gelormino	 <small>simone gelormino (Sep 3, 2018)</small>	03/09/2018			
4. Seth Enstrom	 <small>Seth (Sep 3, 2018)</small>	03/09/2018			
5. Fernando Saada	 <small>Fernando Saada (Sep 3, 2018)</small>	03/09/2018			

















SWMS 07 - Installation of new dry systems


Adobe Sign Document History

09/02/2018

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