


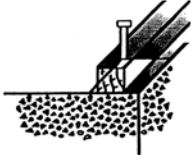
Safe Work Method Statement – SWMS 81213

This safe work method statement is generic in nature. It documents the risks and hazards associated with each step of a task and the control measures in place to minimise the risk to personnel, members of the public, environment, and property. This SWMS forms part of the consultation process at site and needs to be reviewed against site conditions in order for it become site specific. Where site conditions prevent works to be carried out in accordance with this SWMS than another is to be written and Site Supervisor notified.

Name of PCBU/Employer			Name of Principal Contractor		Bay Building Services
Work Activity:		Use of Power Tools (nail guns, angle grinders, power saws, drills, explosive power tools, sanders, brick saws)	Work Location:		As Specified in Purchase Order
High Risk Construction Work:		Hazard ID From HIRAC		Date	11/05/2018
		Emergency Contact:		1399 766 216	Contact Number Located on Site Sign
Have workers been consulted about the SWMS?		All workers are required to be consulted with regards to the SWMS and control measures contained in the SWMS.			
Person Responsible for ensuring compliance with SWMS		Different PCBU's/Employers and Contractors will encounter different High Risk activities. All PCBU's/Employers are responsible for reviewing this SWMS against site conditions and ensure work occurs in accordance with the SWMS.			
Person(s) Responsible (for reviewing the SWMS)		PCBU's/Employers should review this SWMS and apply the control measures outlined for the various High Risk activities that they may undertake. Where works can not occur in accordance with the SWMS contact is to be made with the Site Supervisor			
Work Step	Tool	Hazard for Works	Control Measures for the Hazards		
Pre-Start Check at Site		Site hazards may impair works	<ul style="list-style-type: none"> Undertake pre-site inspection verify conditions on site will enable works to be carried out in accordance with the SWMS. Discuss site specific works with the Site Supervisor reviewing site signage, Safety Management Plan, for site specific hazards Ensure all employees are made aware of any site specific hazards to works and these SWMS If SWMS are to be changed copy is to be provided to site supervisor Construction Inducted employees and contractors are only allowed to undertake construction works Inspect meter box RCD and activate tripping device verifying working condition if using power equipment Ensure all leads tagging & testing are up to date. Only certified and/or licensed personnel are to operate mobile equipment 		

Cutting, grinding, & sanding	Drop saw, planner, hand power saw, sander, angle grinders, hand tools	Unstable saw bench, uneven ground/slippery surface under foot, debris off cuts, slips trips & falls	Ensure saw and bench are stable Ensure fences and extensions on bench are adequate for the lengths of timber to be cut. Get help to hold long lengths Ensure surface underfoot is clear of debris, and work surface is stable. Avoid working on slippery slopes conditions on
		Noise, Dust, eye damage. Falling off cuts	Use PPE including eye protection, hearing protection, and safety footwear. Guidance for use of the hearing protection can be found on the packaging.
		Flying obstacles from rotating blade	Before activating the tool ensure that you are standing to one side of the rotating blade, be ready to drop the tool. When satisfied that the blade is clear to run without problems, start the tool.
		Hands being close to blade, jamming of the blade, item moving during cutting, sever cuts, loss of fingers	Ensure that all pencil markings is done away from the blade and not during operations. Pre-mark item to be cut & cease use if re-marking is required. Secure item to be cut or prevent slippage by placing on a firm flat surface & secure. If using a bench the work should be hard against the bench at the cutting point. Consider if the off-cut needs to be supported Make sure your hand is no closer than 150mm from the blade and hold the largest part of the work firmly on the bench or supporting surface.
		Cuts, loss of fingers, eye injuries during the cutting of work	Make sure your hand is no closer than 150mm from the blade and hold the largest part of the work firmly on the bench or supporting surface. Stance should be relaxed but alert and to one side of the cutting blade. Operate the saw with firm steady pressure, speed should not be fast. When cutting has been completed it has to be brought back to the resting position. Be aware of what has happened to the off-cut Keep one hand holding the work until the cutting blade stops running. Do not pass hands under the blade while it is running
Using Electrical Hand Tools	All electrical hand tools	Electrocution	All electrical leads should be intact with no damage to insulation All leads should be tested & tagged in accordance with legislation Locate excess electrical cord away from work area Leads should be running to a tested RCD device either at the switchboard or a portable device.
Powered tools with discs	Angle Grinders	Incorrect disc or fragmented disc resulting in flying parts striking people	Ensure disc is correctly speed rated to the tool being used. Incorrect discs can result in the disc shattering Fibre composite discs are not recommended for cutting roof tiles. Fragmented discs are more likely to kick back into the worker

Using power drills	Drills	Tripping, cuts, eye injury's, hair & clothing caught in drill mechanism	<p>Ensure area is clear of rubbish and obstacles prior to setting up.</p> <p>Keep hands clear of drill bit at all times</p> <p>Tie or secure long hair. Secure loose clothing to prevent it being caught by the drilling bit</p> <p>Wear appropriate safety goggles/glasses where there is a risk of foreign objects entering the eye</p>
Using Nail Gun	Pneumatic and gas nail guns	Misfire,	<p>Ensure all nail gun safety devices are operable</p> <p>Never dislodge jammed nails or components whilst the compressed source is connected to the nail gun</p> <p>Never tamper or modify a safety device fitted to the nail gun</p> <p>Always use the correct air pressure or gas volume as specified in the operating manual</p> <p>Ensure all hose pipes and couplings are in serviceable condition</p> <p>Never change position or carry the nail gun with your finger depressing the trigger</p>
		Persons below operating area, nails passing through timber	<p>Ensure the area around or below the work site is clear of personnel</p> <p>Do not point the tool towards yourself or others, no matter how far away they are</p>
		Projectile Hazard	<p>Maintain a safe, well balanced position to prevent misalignment of the nail gun during use. Ensure hands and fingers are not in the firing path.</p> <p>Be aware of the airline so that it does not become a trip hazard to you or others</p> <p>Always wear safety glasses when using a nail gun</p> <p>Inspect the timber that the nail is being fired into for knots or metal backing as this may cause the nail to ricochet</p> <p>Be wary of gang nails and speed bracing that may cause the nail to skew out of the timber or break.</p> <p>Apprentices are not to use nail guns in bump fire mode</p>
Using Explosive-Powered Tool (Not Nail Guns)	Fastening timber to concrete, brick or steel.	Projectile hazards, Noise, explosive charges	<p>Explosive Powered Tools (EPT's) are to have the manufacturers name, serial number, model number and misfire warning. Operators are to only use EPT for the purpose for which was intended and are to be trained in their use.</p> <p>EPT's should only be loaded at the place it is intended to be used and when ready for immediate use. Charges should be secured</p> <p>Never point an EPT loaded or unloaded towards yourself or others no matter the distance</p> <p>Fasteners used (pin, stud, dowel, screw, rivet, spike) should be as per stipulated by the manufacturer of the EPT</p> <p>During firing the operator and others in the area should wear suitable eye and hearing protection</p> <p>Ensure EPT is perpendicular to the work surface. Never fire an EPT on an angle.</p>

			<p>Firing</p> <p>Before firing fasteners, clear the surface of all loose particles. Check that no pipes or electrical wiring is concealed within the material into which you will be firing.</p> <p>For steel or concrete, check the maker's fastening tables for the correct fastener type and size to use.</p> <p>Fire fasteners no closer than:</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p>13 mm from the edge of steel</p> </div> <div style="text-align: center;">  <p>75 mm from the edges of concrete, pre-cast slabs or panels or other masonry building materials.</p> </div> </div> <p>Each fastener should be fired at least</p> <ul style="list-style-type: none"> * 25 mm apart for steel * 75 mm apart for concrete. <p>When firing into brickwork determine the exact location of any mortar joints. An EPT can fire a fastener through the mortar and strike people on the other side.</p> <p>If misfire occurs wait 10 seconds (or the manufacturers recommended time frame) and try again with the same charge. If it fails again release the EPT from its activated position and remove from the work surface keeping the EPT pointed in the same direction. Remove the charge.</p> <p>After each firing, examine the EPT and remove any fragments of the explosive charge that may have accumulated</p> <p>Have an assistant posted at a safe spot on the other side of to keep away all persons who may enter at the line of fire while fixing is in progress. The assistant must call "all clear" to let the operator know that the EPT can be fired. Before firing the operator must call "firing". Repeat for each shot until the fixings are completed.</p>
<p>Cutting, Sanding, Abrasion of cement type products – slabs, brick work, cement sheeting</p>	<p>Grinders, drills, Brick Saws, routers, sanders</p>	<p>Exposure to hazardous substance</p>	<p>Risks arise when carrying out works such as cutting or drilling which creates dusts which exposes workers to <i>Crystalline Silica</i> which can be hazardous to health.</p> <p>Dust suppression (wetting down or dry cutting) or dust extraction principles are implemented to avoid the inhalation of silica dust. Where this is not practicable the use of PPE respirators or dusts masks fitted in accordance with the product guidelines are to be used.</p>

<p>Cutting, Sanding, Abrasion of MDF products</p>	<p>Grinders, Sanders, Saws, Drills</p>	<p>Exposure to hazardous substances</p>	<ul style="list-style-type: none"> • Dust Creation to be Minimised where Practicable Wherever practicable the cutting and machining of MDF shall be carried out prior to being brought on site. • Cutting and Machining MDF on Site Where cutting and machining has to be carried out on site as in fixing carpentry the following procedures will be implemented. <p>Segregation Wherever practicable cutting and machining of MDF will be performed in an area of the site, as far away from other trade activities as possible.</p> <ul style="list-style-type: none"> • Dust Collection Where cutting and machining operations are carried out with powered tools, eg. saws, sanders etc, such equipment will be fitted with effective dust collection devices. Such devices shall be fitted and used at all times during cutting and machining operations. Dust collection bags will be regularly emptied to ensure they remain effective <p>Housekeeping All waste MDF off-cuts, dust from dust collection bags and dust collected from sweeping or vacuum cleaning shall be placed into sealable bags and either deposited safely into receptacles provided on site or removed from site to be disposed of by the subcontractor. Areas where cutting and machining is carried out are to be cleaned at regular intervals to remove all dust and offcuts. A final clean-up is to be carried out at the end of every working day. Where a vacuum cleaner is used it must be an approved type (eg. HEPA).</p> <ul style="list-style-type: none"> • Personal Protective Equipment (PPE) When cutting or machining MDF all workers shall wear suitable, effective and well-maintained PPE. This shall include, as a minimum, protection from inhalation of dust through the nose and mouth and protection for the eyes. Facemasks may be suitable paper-type (eg P1 for low volume exposure or P2 for high volume exposure) or a half mask canister respirator-type face mask fitted with disposable filters that can filter dust particles of the specific size for MDF. All respirator/dust PPE shall be correctly maintained, properly fitted and comply with the Australian Standards AS/NZS 1715 and 1716. Eye protection is required to be worn when cutting or machining so that eyes are protected from MDF dust and flying particles. Eye protection must conform with AS/NZS 1337 • Ventilation Areas where MDF is cut and/or machined shall be adequately ventilated by having one or more windows open at all times.
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