

## Safe Work Method Statement – SWMS 8216

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.

<b>Name of PCBU/Employer</b>	Bay Building	<b>Name of Principal Contractor</b>	Bay Building	
<b>Work Activity:</b>	Window Installation	<b>Work Location:</b>	As Specified in Purchase Order	
<b>High Risk Construction Work:</b>	Hazards : Work at Heights, Scaffold, Mobile Equipment, Electrocutation, Manual Handling	<b>Date</b>	01/06/2023	
		<b>Emergency Contact:</b>		<b>Contact Number</b>
<b>Have workers been consulted about the SWMS?</b>	All workers are required to be consulted with regards to the SWMS and control measures contained in the SWMS.			
<b>Person Responsible</b> 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.			
<b>Person(s) Responsible</b> (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			
<b>Work Step</b>	<b>Hazard for Works</b>	<b>Control Measures for the Hazards</b>		
<b>Pre-Start Check at Site</b>	Site hazards may impair works	<ul style="list-style-type: none"> <li>Undertake pre-site inspection verify conditions on site will enable works to be carried out in accordance with the SWMS.</li> <li>Discuss site specific works with the Site Supervisor reviewing site signage, Safety Management Plan, for site specific hazards</li> <li>Ensure all employees/workers are made aware of any site specific hazards to works and SWMS</li> <li>If SWMS are to be changed site supervisor is to be notified</li> <li>Construction Inducted employees and contractors are only allowed to undertake construction works</li> <li>Only certified and/or licensed personnel are to operate mobile equipment</li> <li>Construction Inducted employees and contractors are only allowed to undertake construction works</li> <li>Inspect meter box RCD and activate tripping device verifying working condition if using power equipment</li> <li>Ensure all leads tagging &amp; testing are up to date.</li> <li>Only certified and/or licensed personnel are to operate mobile equipment</li> </ul>		

Unloading Equipment	<p>Fall from vehicle Manual handling injury's</p> <p>Being struck by equipment Crush hands Cuts</p> <p>Slips, trips &amp; falls</p>	<p>Training employees in manual handling Team lifting</p> <p>Unload window on level clear area</p> <p>If using hiab crane to unload windows ensure crane does not penetrate no-go zone around power lines. Engage a spotter if within 3m of lines</p>
Lifting moving windows	<p>Crush hands, cuts Slips, trips &amp; falls</p>	<p>Sharing the load and using the correct lifting techniques are to be carried out to prevent back injuries. Mechanical aid shall be used to lift materials to upper levels. Qualified crane drivers and dogmen to raise and direct windows into position if required.</p>
Fixing windows from external position	<p>Fall from height Internal falls</p>	<p>All work over 2 metres must be carried out with the use of scissor lift or boom. Safety harness to be worn when in boom. All plant must undergo pre start up inspection. Window opening guard rail is only to be removed when the window has been installed. Safety harness can be used when it can effectively be anchored.</p>
Fitting windows internally	<p>Fall from height over 2m</p> <p>Public/trades walking under plant or installation</p>	<p>If scaffolding, external guard railing or perimeter screens are fitted, windows can be installed internally with no risk of a fall. If temporary handrails are fitted to window openings that need to be removed prior to the installation of windows, a travel restraint system (harness) is to be used. The lanyard is to be connected to a suitable anchorage point or static line. The lanyard is to be set up in a way that will prevent the worker from going beyond the unprotected edge. When harnesses are used, there should be at least one person on site who has been trained and can rescue the harnessed worker in case they do go over the edge. There should also be a spotter or partner with them so that if they go over the edge, the rescue plan can be put into immediate effect and minimise the effect of suspension trauma.</p> <p>Area below to be isolated with bollards and/or parawebbing to prevent access. Traffic controller may be required if working in the street.</p>