

<b>Name of PCBU</b>			<b>Name of Principal Contractor</b>	Bay Building Services
<b>Work Activity:</b>		Fix and Eave Carpentry	<b>Work Location:</b>	
<b>High Risk Construction Work:</b>		<ul style="list-style-type: none"> <li>Exposure to Hazardous Substances</li> </ul>		
		<ul style="list-style-type: none"> <li></li> </ul>	<b>Site Supervisor:</b>	
		<ul style="list-style-type: none"> <li></li> </ul>	<b>Contact Phone:</b>	
<b>Date of SWMS</b>			<b>Review Date of SWMS at Site</b>	01/06/2023
<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 and Contractors will encounter different High Risk activities. All PCBU's 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 should review this SWMS and apply the control measures outlined for the various High Risk activities that they may undertake prior to commencing works at site. 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 are made aware of any site specific hazards to works</li> <li>If SWMS are to be changed copy is to be provided to site supervisor</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	Fall from vehicle	Training employees in manual handling Team lifting		

	Manual handling injurys	
Setting up Equipment	Slips, trips & falls Being struck by equipment Crush hands, cuts	Unload equipment & set up in clear area, clear travel path Training in manual handling The use of P.P.E equipment Team lifting Avoid difficult terrain Training in the set up & use of electrical leads & power tools & nail guns.
Loading materials	Back & shoulder injurys Cuts, abrasions & splinters  Back strains when lifting to upper floors	Training in manual handling The use of P.P.E equipment such as gloves <ul style="list-style-type: none"> <li>• Team lifting where required</li> </ul>
Cutting of Materials	Back injurys	Training in the use of power tools and follow SWMS for Power Tools
	Electrocution	Training in the use of electrical leads & power tools. All tools are to be tagged and tested
	Inhale dust	Training & use of P.P.E. Equipment such as dust mask or dust extractor follow SWMS for Chemicals on Site
Cutting of Materials (continued)	Cuts, splinter, crush hands	The use of P.P.E equipment where required. Training & use of P.P.E. equipment such as eye protection & ear protection.
	Eye injury, hearing damage	Stack material safely <ul style="list-style-type: none"> <li>• Keep materials clear of cutting work area.</li> </ul>
	Hit by falling materials	
	Trips & slips on materials	

<p>Fitting of skirting Architraves</p> <p>Doors &amp; jambs</p>	<p>Injury from nail guns</p> <p>Back injurys from lifting doors</p> <p>Falls from step ladders</p> <p>Eye injury</p> <p>Hit by falling materials</p> <p>Trips &amp; slips on tools &amp; power leads</p>	<p>Keep hands &amp; limbs clear of gun</p> <p>Training in manual handling Team lifting where required</p> <p>Training in the use of portable ladders</p> <p>Use eye protection when required</p> <p>Stack materials clear of work area.</p> <p>Training in the set up of leads Keep tools clear of work area.</p>
<p>Installation of Eaves &amp; Patio linings to Ground Floor</p>	<p>Slip or fall from ladders or tressels Strains to back &amp; shoulders Injury from nail gun Crush hands, cuts</p> <p>Eye damaged from timber &amp; fibre dust, hearing damage</p>	<p>Training in the use of portable ladders Training in manual handling Training in the use of nail guns Keep hands &amp; limbs clear of gun when using Use P.P.E equipment/training in the use of eye, ear protection. Training in hazardous substances</p>
<p>Nailing of wall ties &amp; straighten frames</p>	<p>Fall from stepladder or access ladder to first floor. Hit by falling objects</p> <p>Electrocution</p>	<p>Training in the set up &amp; use of portable ladders. Use platform ladders. Follow SWMS for Works At Height P.P.E equipment such as hard hats to be work when working under others Training in the set up &amp; use of electrical leads &amp; power tools. Electrical test, tag &amp; register of all electrical equipment.</p>
<p>Nailing of wall ties &amp; straighten frames</p>	<p>Injury from nail gun</p>	<p>Keep hands &amp; limbs clear when firing guns follow SWMS for Use of Power Tools Team lifting of materials Training in manual handling</p>

	<p>Hit by materials when lifting to first floor</p> <p>Crush injury, cuts, abrasions, ear, eye protection Slips &amp; trips</p> <p>Inhale dust from timber</p>	<p>P.P.E equipment, gloves, glasses, ears. Follow SWMS for Use of Power Tools Keep work area clear of waste materials. Training in hazardous substances</p>
<p>Installation of posts &amp; balcony posts &amp; eaves</p> <p>Install eaves to first floor</p>	<p>Slip, trips &amp; falls</p> <p>Cuts, crush injury Back &amp; shoulder strains</p> <p>Falls from heights Manual handling injuries Slips, trips &amp; falls</p> <p>Electrocution</p> <p>Injury from nail gun</p> <p>Inhale dust from cutting fibro</p>	<p>Keep work area clear of waste Clear access to work area Training in the use of portable ladders. Follow SWMS for Works at Height Use P.P.E equipment when required Training in manual handling</p> <p>Training in working at heights Training in manual handling Keep work area clear around first floor access Training in the set up &amp; use of electrical equipment. Keep hands &amp; limbs clear of gun when firing Training in hazardous substances.</p>
<p>Use of ladders and trestles</p>	<p>Fall from height</p>	<p><b>Working Platforms on Trestles (with a fall height of less than two metres).</b></p> <p>For work on single-storey dwellings, platforms (eg scaffold planks) on trestles provide a bigger, more stable surface to work from than a ladder. Ensure trestles are of a suitable standard and are erected and used in accordance with the requirements in) the Prevention of Falls Code of Practice.</p>

Trestles and planks must be strong enough to carry the weight of bricks, mud boards and those persons working from them as outlined in AS 1576. Ensure that planks and platforms are in good, sound condition and that trestles are placed on a firm, even surface. All planks are to be checked for signs of wear or deterioration & no planks are to be used on site which are unsafe

### **Ladders**

Ladders are at times a practical tool to gain access to heights for short durations or places where access can not be gained by any other means. General guidelines for the safe use of ladders are as follows:

- A person should always have two hands free to ascend and descend a ladder (i.e. all material and tools which cannot be safely secured from the worker's belt should be independently transferred or hoisted to the work location).
- Ladders are to be secured against movement and are to be supported on a firm level and non-slip surface.
- All work from a ladder should be performed while facing the ladder.
- A person's feet should not be higher than 900mm from the top of a ladder.
- There should be no danger of any plant coming into contact with a ladder.
- No person on a ladder should work over another person.
- Only one person should be on a ladder at any time.
- Ladders should not be used in access areas or within the arc of swinging doors.
- Work involving restricted vision or hot work (such as welding or oxy-cutting) should not be performed from a ladder.
- Ladders should not be setup on scaffolding or elevating work platforms to gain extra height.
- Small, light loads of tools or materials easily handled by one person only may be raised or lowered with a hand line or carried on a waist belt.
- Ladders should not be handled or used where it is possible for the ladder or the user to come into contact with electrical power lines. Metal or metal-reinforced ladders should not be used in the vicinity of live electrical equipment. Such ladders should be permanently marked in a prominent position with "DO NOT USE WHERE ELECTRICAL HAZARDS EXIST", in accordance with Australian Standards. Fiberglass or non conductive ladders are to be used for all electrical work
- The use of power tools on a ladder should be restricted to those which are easily operated one-handed

### *Single and Extension Ladders*

Single and extension ladders are to:

- Be placed at a slope of 1:4,
- Extend 900 mm above the stepping off point.

		<ul style="list-style-type: none"> <li>• Be footed and/or secured at top.</li> </ul> <p><i>Stepladders</i></p> <ul style="list-style-type: none"> <li>• Stepladders should only be used in the fully opened and locked position.</li> <li>• A person's feet should be no higher than the third tread (900 mm) from the top plate.</li> <li>• A stepladder shall not be used near the edge of an open floor or penetration where, if the ladder toppled, a person could fall over that edge.</li> <li>• Work should not be carried out on ladders unless the task is minor</li> </ul>
Clean site	<p>Inhale dust when sweeping up</p> <p>Eye damage</p> <p>Cuts, splinters when removing waste materials</p>	<p>The use of P.P.E equipment such as dust masks &amp; eye protection. Follow SWMS for Chemicals on Site</p> <p>Use &amp; training in the use of P.P.E equipment such as eye gloves.</p> <p>Training in manual handling.</p>
Remove tool & equipment from site	<p>Slips &amp; trips</p> <p>Back &amp; shoulder strain</p> <p>Hit by other vehicles, plant</p>	<p>Ensure travel path is clear</p> <p>Training in manual handling</p> <p>Ensure loading area is clear</p>