

Safe Work Method Statement – SWMS 81221

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			Name of Principal Contractor	Bay Building Services
Work Activity:		Plasterboard installation		Work Location:
High Risk Construction Work:		<ul style="list-style-type: none"> Working at Height 		
		<ul style="list-style-type: none"> Electrocution 		Site Supervisor:
		01/06/2023		Contact Phone:
Date of SWMS			Review Date of SWMS at Site	SWMS to be reviewed prior to work commencing at site and document (date) this review.
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 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.		
Person(s) Responsible 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		
Work Step	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 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 		

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<p>Prepare Work Area for installation</p>	<p>Slip, trips& falls, Other workers in the area Electrocution Collapse of work area</p>	<p>Unload vehicles in area clear of traffic, plant & equipment.</p> <p>Training employees in manual handling.</p> <p>Inspect and clear area of any obstructing material or debris</p> <p>Use team lifting techniques or mechanical means for manual handling</p> <p>Isolate work zone – erect barricading and signage if multiple workers are on site.</p> <p>Stabilise/compact ground where required</p> <p>Identify any underground services gas, water, electrical.</p> <ul style="list-style-type: none"> • Identify all electrical lines in work area and maintain no- go zones
<p>Delivery of plaster board</p>	<p>Slip, trips falls Electrocution Crush</p>	<p>If using vehicle mounted crane to assist in the delivery of plasterboard follow:</p> <ul style="list-style-type: none"> - Outrigger in place - Isolate work zone from others - Maintain clearance distances of 3m from overhead power lines (engage a spotter if within the spotter zone) - Ensure that clear pathway to house site - Ramps are securely fastened and secure (use team lift if required with personnel located on higher level and plasterboard passed to them) - Plasterboard is preferably not to be stacked on edge (can fall and cause injury) - Flat stacked plasterboard does not over load timber floor minimum 20 sheets (spread across the floor joist) - Vertical stacked maximum stack is 20 sheets per pack, preferably stacked against structural brick work or internal frame wall which has an intersecting wall at 90 degrees, all stacks must be secured and should be capable of having restraint re-applied
<p>Internal passing up of plasterboard through void</p>	<p>Slip, trip fall Crush injury Manual handling</p>	<p>Co-ordinated lifting between pass up & receiving team members. Two operators required on ground floor when passing up long sheets</p> <p>Working at heights risk controls are in place e.g. Harness provided being worn; and team members trained in working at heights</p> <p>If void removal is required to allow delivery in an area where fall from height >2m is possible a risk assessment is to be undertaken to determine the type of fall control measure to be implemented e.g. fall arrest/restraint equipment. Reinstallation of void protection must only be conducted by the licensed scaffolder.</p>

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Installation of wall and ceiling linings.	Back, shoulder injuries.	<p>Training in manual handling. Ensure employees are instructed in the correct method of lifting. Team lifting when required. When carrying loads always ensure good clear passage is available. Ensure job is clear of waste material and debris. Never attempt to lift beyond your capacity. Training in the correct use of P.P.E equipment.</p>
	Falls, slips & trips.	<p>Ensure work area is clear of waste materials. Never jump from heights. Ensure stair void protection is secure and in place. Always use appropriate access to first floor. Training in the use of portable ladders. Ensure employees are aware of fall areas. Training and consultation of all employees in working at heights. Ensure fall areas are barricaded and warning signs are in place when required. Ensure void hatch is closed when working on doubles</p>
	Falls from ladders and tressels.	<p>Training in the use and setup of portable ladders.</p>
	Eye, ear or inhalation damage.	<p>Training and consultation with all employees in the correct use of P.P.E equipment such as eye, ear and dust masks. Training and consultation in the use of protection of hazardous substances.</p>
	Hit by falling materials and tools, foot damage.	<p>Ensure materials are stacked in a clear area. Ensure tools and equipment cannot fall on workers. Train employees in the correct method and use of tools and equipment of task required. Training in the use of P.P.E equipment such as safety footwear and head protection when working below others.</p>
	Injuries from cutting gluing materials.	<p>Provide Material Safety Data Sheet (MSDS). Provide training in the use of hazardous substances and P.P.E equipment required. Provide and wear correct P.P.E equipment required.</p>
Stop and Setting	Falls from ladders or tressels	<p>Training in the use and setup of portable ladders. Ensure ladders, planks, tressels and other equipment has regular maintenance checks and is in good order. Provide adequate supervision for required tasks.</p>
	Cuts, abrasions, eye, ear and damage to feet, overcome by vapours.	<p>Provide Material Safety Data Sheet (MSDS). Provide training in the use of hazardous substances and P.P.E equipment required. Provide and wear correct P.P.E equipment such as ear, eye and safety footwear.</p>

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	Contact with substances classified as hazardous.	
	Slips, trips, falls when carrying tools and materials.	Ensure clear access to work area. Training in manual handling. Stack materials neatly and clear of work areas. Training in the use and set-up of portable ladders.
	Electrocution.	Electrical test, tagging and of all power tools and equipment, training in the set up of extension leads. Ensure earth leakage switch is installed on main supply or portable generators.
	Lack of adequate ventilation in closed rooms. Illness, breathing difficulties, being overcome by fumes, dust particles.	Ensure adequate ventilation of work area. Do not allow fuelled equipment to continuously run in the immediate vicinity of the work area. Ensure employees are properly advised and trained.
	Slip, trip and falls due to insufficient lighting.	Ensure adequate lighting is provided especially in basement and other enclosed areas.
Cornice Installation	Falls from ladders or trestles.	Training in the use and setup of portable ladders. Ensure ladders, planks, trestles and other equipment has regular maintenance checks and is in good order. Ensure work area is clear of waste materials. Never jump from heights. Ensure stair void protection is secure and in place. Always use appropriate access to first floor. Training in the use of portable ladders. Ensure employees are aware of fall areas. Training and consultation of all employees in working at heights.
	Injuries from cutting and fixing cornice.	Provide Material Safety Data Sheet (MSDS). Provide training in the use of hazardous substances and P.P.E equipment required. Provide and wear correct P.P.E equipment required.
Sanding and clean-up.	Falls from ladders or trestles.	Training in the use and setup of portable ladders.
	Falls from ladders or trestles.	Ensure ladders, planks, trestles and other equipment has regular maintenance checks and is in good order.
	Eye or inhalation damage when	Provide Material Safety Data Sheet (MSDS). Provide training in the use of hazardous substances and P.P.E equipment required. Provide & wear correct P.P.E equipment such as dust masks, eye protection.

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