

**SCAFFWISE****SAFE WORK METHOD STATEMENT (SWMS) PART 1**

ACTIVITY:	JOB #:	
BUSINESS NAME: SCAFFWISE PTY LTD	ABN: 55 626 770 750	
BUSINESS ADDRESS: UNITS 5-6 / 18-20 CESSNA DRIVE, CABOOLTURE QLD 4510		
BUSINESS CONTACT:	PHONE #: 0409 883 053	
<b>SWMS APPROVED BY: EMPLOYER / PCBU / DIRECTOR / OWNER.</b>		
NAME:		
SIGNATURE:	DATE: 26/6/18	
<b>PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS:</b>		
<b>PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS:</b>		
<b>RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.</b>	<b>ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.</b>	
NAME                      SIGNATURE                      DATE	Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.	
	Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.	
	Amendments must be approved by _____ and communicated to all affected workers before work resumes.	
	SWMS must be made available for inspection or review as required by WHS legislation.	
	Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).	
<b>PRINCIPAL CONTRACTOR DETAILS <i>(The builder or the organisation you are working for.)</i></b>		
PRINCIPAL CONTRACTOR (PC):	PROJECT NAME:	DATE SWMS PROVIDED TO PC:
PROJECT ADDRESS:		
PROJECT MANAGER (PM):	PM SIGNATURE:	CONTACT PH. #:

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**SWMS SCOPE:** This SWMS covers general hazards associated with the erection, dismantling and use of fixed scaffold.

This SWMS does not cover the specific setup of height access equipment. Unless otherwise mentioned in this SWMS a separate, dedicated SWMS will be required for the set-up/erection of height access equipment such as Mobile Elevated Work Platforms etc.

## THIS WORK ACTIVITY INVOLVES THE FOLLOWING “HIGH RISK CONSTRUCTION WORK”

- Confined Spaces
- Mobile Plant
- Demolition
- Asbestos
- Using explosives
- Diving work
- Artificial extremes of temperature
- Tilt up or pre-cast concrete
- Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services
- Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse
- Involves a risk of a person falling more than 2m, including work on telecommunications towers
- Working at depths greater than 1.5 Metres, including tunnels or mines
- Work in an area that may have a contaminated or flammable atmosphere
- Work carried out adjacent to a road, railway or shipping lane, traffic corridor
- In or near water or other liquid that involves risk of drowning

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	<b>HIERARCHY OF CONTROLS</b> 	MOST EFFECTIVE ↑ ↓ LEAST EFFECTIVE
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE				
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	<b>DO NOT PROCEED.</b>		
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.		
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.		
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.		

**PERSONAL PROTECTIVE EQUIPMENT (PPE):** ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.



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FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	FALL ARREST	
											Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS MAY BE PURCHASED AT [HTTP://WWW.SAIGLOBAL.COM](http://www.saiglobal.com)



# SCAFFWISE

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i><b>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</b></i>					
1. Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> <li>• Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of:               <ul style="list-style-type: none"> <li>○ Health and Safety rules</li> <li>○ Induction for all workers – site specific and toolbox meetings</li> <li>○ Supervisory arrangements</li> <li>○ Communication arrangements</li> <li>○ All relevant workers are appraised for required competencies &amp; for any pre-existing medical conditions if working in remote or isolated locations</li> <li>○ PPE required</li> <li>○ Site plans – showing no go zones for pedestrians</li> <li>○ Traffic Management Plan</li> <li>○ Exclusion Zones</li> <li>○ Risk Assessments</li> <li>○ SWMS and JSA's</li> <li>○ Injury reporting procedures</li> <li>○ Hazard reporting procedures.</li> </ul> </li> </ul>	2M	
2. Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> <li>⚠ <b>Check workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs.</b></li> <li>• Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include:               <ul style="list-style-type: none"> <li>○ Reporting procedures for incidents</li> <li>○ Construction sites - General Construction Induction Card (white card)</li> <li>○ Correct use of height access equipment including selecting, fitting, use, care of and maintenance</li> <li>○ Correct use of all tools used</li> <li>○ Use of supervision where required (e.g. new starters or new equipment)</li> <li>○ Ensure supervisors, foremen etc. are suitably experienced in the type work to be conducted</li> <li>○ All workers are trained in this SWMS.</li> </ul> </li> <li>⚠ <i>Where there is a risk that a person or object could fall more than 4 metres from the platform or the structure a licensed scaffolder is required for the erection, alteration and dismantling of the scaffold</i></li> <li>⚠ <i>Scaffolds exceeding four metres in height need to be inspected and tagged by a competent person (such as a licensed scaffolder) before use, after any alteration or repair, and at intervals of not more than 30 days.</i></li> </ul>	2M	
3. Transporting	Collision /	4A	<ul style="list-style-type: none"> <li>• Ensure Driver's Licence is current</li> </ul>	2M	



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& delivery of scaffold	breakdown		<ul style="list-style-type: none"> <li>• Vehicle should be compliant with registration requirements</li> <li>• Carry out the pre-operational checks specified in the manufacturers operating instructions</li> <li>• Ensure logbook of service and maintenance history is up-to-date</li> <li>• Drive safely and comply with statutory speed limits and road rules at all times</li> <li>• Ensure vehicles equipped with emergency equipment:               <ul style="list-style-type: none"> <li>○ Spare tyre and procedures for changing tyres</li> <li>○ Traffic management cones, flashing lights, warning signs, high visibility clothing etc.</li> <li>○ Communication equipment</li> <li>○ First Aid kits, fire extinguisher and emergency contact information</li> </ul> </li> <li>⚠ <i>DO NOT drive fatigued, under the influence of drugs or alcohol</i></li> <li>⚠ <i>DO NOT use electronic devices while driving:</i> <ul style="list-style-type: none"> <li>○ If you must use a device e.g. mobile phone or GPS pull over and park in a safe area. Don't stop where you could be a hazard to other vehicles, pedestrians, or yourself</li> </ul> </li> </ul>		
	Loss of load	3H	<ul style="list-style-type: none"> <li>• Ensure transport vehicle suitable Safe Working Load (SWL) and dimensions for load</li> <li>• Tie-down equipment in good condition and available before loading</li> <li>• No person's works from truck tray during loading or tie-down. Inspect load to determine stability (from safe location) before securing – from ground level where practicable.</li> </ul>	2M	
4. Arrival & unloading scaffold at site	Contact with overhead power lines	3H	<ul style="list-style-type: none"> <li>• Ensure work is not conducted in close proximity to electrical power lines. Check for:               <ul style="list-style-type: none"> <li>○ Overhead power lines (including high and low voltage distribution conductors)</li> <li>○ Single wire earth return (SWER)</li> <li>○ Service cables to premises</li> <li>○ Communications cables</li> <li>○ Electrical transformers (mounted lower than cables)</li> </ul> </li> <li>• Identify maximum range of equipment and how close equipment or load can come to asset (known as design envelope) The following dimensions are taken from the closest point of any extended component of the machine e.g. extended long reach boom. In general, for up to and including 132,000 volts:               <ul style="list-style-type: none"> <li>○ 3m above, either side and below power lines is No Go Zone</li> <li>○ Between 3-6.4m of power lines a Spotter is required</li> <li>○ Further than 6.4m of power lines is open area</li> <li>○ No work to be conducted within 10m radius of SWER transformer.</li> </ul> </li> </ul>	2M	



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			<p><b>⚠️ No work to be conducted within Minimum Clearance Zones without written permission from power supplier.</b></p> <p><b>⚠️ Approach distances will vary based on the voltage level of the live electrical apparatus. Always contact your local power asset owner for information prior to commencing crane operations if unsure.</b></p>		
	Adjacent to road, injury to public powered mobile plant movement	4A	<ul style="list-style-type: none"> <li>• Follow traffic management plan requirements</li> <li>• Vehicle parked in safe location, clear of overhead hazards, firm, flat ground with sufficient room and a high level of visibility. Apply park brake, chock/block wheels if required and remove keys from ignition</li> <li>• Remove all non-essential persons before loading/unloading. Provide safe waiting area for delivery driver where possible</li> <li>• Forklift operator maintains visual and verbal contact with all ground personnel</li> <li>• Upon arrival at site, follow traffic management plan for site</li> <li>• If only option is roadside delivery, ensure suitable traffic management plan implemented, ensure:               <ul style="list-style-type: none"> <li>○ Permits where required</li> <li>○ High visibility clothing</li> <li>○ Traffic cones</li> <li>○ Caution signs</li> <li>○ Stop /Go baton operators (as relevant)</li> <li>○ Safe re-direction for public/pedestrians/cyclists etc.</li> </ul> </li> <li>• Determine safe unloading sequence and procedures before unloading begins</li> <li>• Operators stand clear of potential fall zones during unloading. No persons should work from truck tray or stand on load at any time.</li> <li>• Ground workers - check constantly for changing hazards while working and monitor work position at all times. Ensure:               <ul style="list-style-type: none"> <li>○ High visibility clothing worn at all times</li> <li>○ Do not stand behind reversing vehicles</li> <li>○ Allow sufficient distance from plant during operation (allow sufficient room for equipment failure – such as arm/boom failure or plant rollover)</li> <li>○ No work is conducted in established “no go zones” for pedestrians</li> <li>○ Alertness at all times. Listen for                   <ul style="list-style-type: none"> <li>▪ Reversing alarms/beepers</li> <li>▪ Calls from Plant Operators</li> </ul> </li> <li>○ Safety/warning signs, Spotters, traffic barriers etc. must be obeyed as required</li> </ul> </li> </ul>	2M	

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			<p><i><b>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</b></i></p> <ul style="list-style-type: none"> <li>○ Work positions should be in clear sight of plant operators</li> <li>○ NOTE: Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Make visual and verbal contact with plant operator as required.</li> </ul>				
	Personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> <li>• Assess conditions at site on arrival. Ensure:               <ul style="list-style-type: none"> <li>○ Site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, communication, contact persons etc.)</li> <li>○ Assess mobile phone reception</li> <li>○ Work site is exactly as detailed in Terms of Agreement or contract</li> <li>○ Suitable access for all equipment required</li> <li>○ Suitable space for operation of equipment</li> </ul> </li> <li>• Identify all hazards that may arise from the activity. Consider:               <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>○ Ground surface condition and pitch (e.g. wet slippery, sloping surfaces)</li> <li>○ Unprotected edges</li> <li>○ Where surfaces may change level</li> <li>○ Weather conditions (rain, wind, fog, dew)</li> </ul> </td> <td style="vertical-align: top;"> <ul style="list-style-type: none"> <li>○ Lack of training (new starters)</li> <li>○ Equipment to be used or installed</li> <li>○ Power lines or electrical cables in close proximity.</li> </ul> </td> </tr> </table> </li> </ul>	<ul style="list-style-type: none"> <li>○ Ground surface condition and pitch (e.g. wet slippery, sloping surfaces)</li> <li>○ Unprotected edges</li> <li>○ Where surfaces may change level</li> <li>○ Weather conditions (rain, wind, fog, dew)</li> </ul>	<ul style="list-style-type: none"> <li>○ Lack of training (new starters)</li> <li>○ Equipment to be used or installed</li> <li>○ Power lines or electrical cables in close proximity.</li> </ul>	2M	
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	Crush injuries	3H	<ul style="list-style-type: none"> <li>• Use caution when undoing restraint, check the load has not shifted or, may slide off vehicle</li> <li>• Lower material to ground in a controlled manner.</li> </ul>	2M			
	Hazardous manual tasks - musculoskeletal disorder (MSD)	3H	<ul style="list-style-type: none"> <li>• Remove scaffolding using suitable lifting equipment as required for size/number of load</li> <li>• Where manual unloading and storage is necessary:               <ul style="list-style-type: none"> <li>○ Ensure the access route is clear of hazards</li> <li>○ Ensure materials/equipment is stored as close to work area as possible</li> <li>○ Use team-lifts where possible                   <ul style="list-style-type: none"> <li>▪ As much as possible, team members are of similar height and capability</li> <li>▪ Team members know their responsibilities during the lift</li> </ul> </li> </ul> </li> </ul>	2M			



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			<p><i><b>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</b></i></p> <ul style="list-style-type: none"> <li>○ The floor loading design of the building or platform should be carefully considered and, if necessary, the material evenly distributed</li> <li>○ Consider storing the scaffold material in a raised position e.g. on dunnage to allow for future access of trolleys or other mechanical aids if required and, to reduce manual handling from ground level.</li> </ul>		
5. Work area set up / pre start	Scaffold collapse	3H	<ul style="list-style-type: none"> <li>• Inspect scaffolding components as per manufacturers' instructions. Ensure:               <ul style="list-style-type: none"> <li>○ Clearly marked with name/type, manufacturer, make/model</li> <li>○ Members do not have cracks, splits, rust or dents</li> <li>○ No signs of corrosion, damage, wear or faults in welding</li> <li>○ Members are straight</li> <li>○ Pins are in available and undamaged. Only original pins are used</li> <li>○ Do not use mixed components i.e. different systems/manufacturers or incompatible connection points</li> <li>○ Suitable certification, inspection and tags</li> <li>○ Ensure sole plates and any other components are correct types, good condition and available on site</li> <li>○ Ensure components are exactly those types as outlined in the engineering / design specifications</li> <li>○ If any components are damaged or do not have required identification, take out of service immediately. Follow lockout/tag out system to ensure they are not used.</li> </ul> </li> </ul>	2M	
	Falling objects	3H	<ul style="list-style-type: none"> <li>• All workers must wear hard hat during assembly, working on and disassembling scaffolding</li> <li>• Ensure work area is clear of non-essential people</li> <li>• Erect barriers and signs indicating fall zone</li> <li>• Inspect lifting equipment. Ensure:               <ul style="list-style-type: none"> <li>○ Undergone regular servicing / maintenance</li> <li>○ In good condition</li> <li>○ Mechanical aids functional and suitable for loads. Inspect gin wheels, straps, ropes etc. to identify any maintenance needs</li> <li>○ Ropes used to be free of cuts or signs of external wear:                   <ul style="list-style-type: none"> <li>▪ Hand-lines to be minimum 12mm</li> <li>▪ Rope used for Gin wheels to be minimum 16mm.</li> </ul> </li> </ul> </li> </ul>	2M	





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	Slips, trips & falls	3H	<ul style="list-style-type: none"> <li>• Safety boots worn at all times</li> <li>• Ensure tools and components are not placed in areas where they be a trip hazard.</li> </ul>	2M	
6. Erecting Scaffold	Contact with electricity	4A	<ul style="list-style-type: none"> <li>• Check for overhead wires or other electrical installations before erecting scaffold.</li> </ul>	2M	
	Scaffold collapse (unstable base)	3H	<ul style="list-style-type: none"> <li>• Scaffold groundwork. Ensure:               <ul style="list-style-type: none"> <li>○ Clear surface of any debris and prepare ground if necessary (i.e. if not on concrete slab or other flat hard surface)</li> <li>○ If ground is uneven, sloping or soft make level and use soleplates under baseplates</li> <li>○ Do not use bricks or other offcut construction material for soleplates</li> <li>○ Soleplates should be at least equal in strength and size to scaffold planks and be long enough to span two standards (see design specs in plan for details)</li> <li>○ Soleplate is fully bedded</li> <li>○ Standard/baseplate is loaded centrally over soleplate.</li> </ul> </li> </ul>	2M	
	Falls	4A	<ul style="list-style-type: none"> <li>• Scaffold Erection. Ensure:               <ul style="list-style-type: none"> <li>○ Construct as per scaffold plan/instructions</li> <li>○ When components are securely constructed and fixed enough to support a platform, fit a platform at least 450mm wide the entire length of the scaffold section.</li> <li>○ Always work from full deck of planks where possible</li> <li>○ Limit number of people on scaffold</li> <li>○ Attached edge protection between the uprights of the outer framework including ends (if there is a gap greater than 225mm on the inside of the scaffold install edge protection or fall arrest platform)</li> <li>○ Edge protection at heights greater than two (2) metres to be fitted, mesh panels and toe-boards or top rails, mid rail and toe-boards</li> <li>○ Top guard rail to be between 900mm and 1100mm high</li> <li>○ Fit and attach internal temporary stairs or ladder to this level</li> <li>○ Continue erecting scaffold in this manner ensuring a full width platform is always in place no more than two metres below working level</li> <li>○ When two levels above the lowest platform the lower platform may be removed, and used in a higher level</li> </ul> </li> <li>• Ladder access. Ensure:</li> </ul>	2M	



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			<p><i><b>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</b></i></p> <ul style="list-style-type: none"> <li>○ Industrial grade single ladders</li> <li>○ All ladders secured to prevent movement in any direction</li> <li>○ Ladder landings are provided at base and head of ladder (ensure at least 450mm wide platform available for entire length of platform)</li> <li>○ Ladder extends at least 900mm past base of landing</li> <li>○ Keep ladder opening as small as possible</li> <li>○ Use gates or trapdoor covers to prevent accidental access to ladder opening</li> <li>○ Offset ladders at each level to prevent one continuous line of ladders.</li> </ul> <p><b>⚠ Never climb on outside of scaffold structure.</b></p>		
	Hit by falling object	3H	<ul style="list-style-type: none"> <li>• Install guardrails, mid-rails and toe-boards. Toe-boards minimum 150mm high</li> <li>• Brick guards or mesh panels should be fitted where bricks are being stacked and laid</li> <li>• Lifting/raising equipment. Ensure:               <ul style="list-style-type: none"> <li>○ If passing equipment from one level to the next and handrails are not yet fixed brace/anchor against standard leaving two hands to pass item (maintain communication with team member to know when passing and when to release item)</li> <li>○ If using handlines and edge protection not in place, anchor leg to standard ensuring items is tied to hang vertically to limit snagging</li> <li>○ If using gin wheels, load does not exceed 50kg</li> <li>○ When working on a ladder, do not over reach. Descend ladder &amp; re-position</li> <li>○ Do not carry materials when ascending/descending a ladder.</li> </ul> </li> </ul>	2M	
	Hazardous manual tasks - MSD	3H	<ul style="list-style-type: none"> <li>• Provide a suitable number of people to lift and assemble scaffold safely</li> <li>• Use at least two people to safely lift platforms onto frames</li> <li>• Lay scaffold out to identify components to minimise double handling</li> <li>• Use mechanical aid where possible e.g. trolley or pallet jack to move scaffold components</li> <li>• Avoid long periods of repetitive movements</li> <li>• Avoid awkward and sustained positions</li> <li>• Use mechanical lifting aids when possible</li> <li>• Use two or more people for lifting &amp; moving heavy/awkward equipment</li> <li>• Regular breaks</li> <li>• Wear close fitting leather gloves, hand tools:               <ul style="list-style-type: none"> <li>○ Maintain visual contact with work piece / tools</li> </ul> </li> </ul>	2M	



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			<ul style="list-style-type: none"> <li>○ Ensure grip and footing is secure</li> <li>○ Ensure tools are not carried in pockets or clothing (use sheaths, tool belts, etc.)</li> <li>○ Tool handles:               <ul style="list-style-type: none"> <li>▪ Non-slip, good grip</li> <li>▪ No sharp edges</li> </ul> </li> <li>▪ Guards or stoppers</li> <li>▪ Clean, grease-free grips/handles.</li> </ul>		
7. Working on scaffold	Scaffold collapse	3H	<ul style="list-style-type: none"> <li>• Never exceed the maximum load capacity of the scaffold</li> <li>• Do not overload platform, be aware of load limits &amp; spread load evenly to distribute weight.</li> </ul>	2M	
	Falls / falling objects	3H	<ul style="list-style-type: none"> <li>• <i>Do not:</i> <ul style="list-style-type: none"> <li>○ <i>Over reach</i></li> <li>○ <i>Stand on hand rails</i></li> <li>○ <i>Remove any part</i></li> </ul> </li> <li>○ <i>Store items in areas that may pose tripping hazard, fall or overload bay</i> Do not carry items in hand when using scaffold ladders</li> <li>• <i>Ensure:</i> <ul style="list-style-type: none"> <li>○ Isolate the area below scaffold wherever there is any danger of people being struck by falling material or tools</li> <li>○ Maintain awareness of other people on scaffold</li> <li>○ Stack items to prevent sliding or toppling.</li> <li>○ Use tether on tools /equipment where appropriate to prevent object falling.</li> <li>○ Keep tools and other equipment away from edges.</li> <li>○ Light tools are securely fixed on tool belt or shoulder bag</li> <li>○ Use mechanical means to lower or raise heavier items</li> <li>○ If using hand lines, ensure item is tied to hang vertically to limit snagging</li> <li>○ If using gin wheels, load does not exceed 50kg</li> <li>○ If passing equipment from one level to the next use two hands to pass item (maintain communication with team member to know when passing and when to release item)</li> <li>○ <i>Do not drop items from scaffold or work on platform levels that are not fully boarded.</i></li> </ul> </li> </ul>	2M	
	Falls in openings	3H	<ul style="list-style-type: none"> <li>• Holes or other openings through which a person can fall. Ensure:               <ul style="list-style-type: none"> <li>○ All holes or openings are protected/closed from falls immediately after creating e.g. platform ladder hatches</li> <li>○ Ensure the cover is secured to prevent movement</li> <li>○ Use signage or other clearly marked hazard alert to identify hazard.</li> </ul> </li> </ul>	2M	
	Contact with	4A	<ul style="list-style-type: none"> <li>• Locate and maintain awareness aware of any power lines when working on scaffold</li> </ul>	2M	



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JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
	electricity		<ul style="list-style-type: none"> <li>• Locate and maintain awareness aware of any extension leads.</li> </ul>		
	Hit by moving plant	3H	<ul style="list-style-type: none"> <li>• Do not position scaffold too close to plant operating area</li> <li>• Use 'Spotter' to supervise plant where necessary (short term only)</li> <li>• For longer-term position use barricades and signage as necessary.</li> </ul>	2M	
8. Dismantling scaffold	Hit by falling objects	3H	<ul style="list-style-type: none"> <li>• Follow all controls for assembly</li> <li>• The method and process of dismantling components is pre-planned and understood by all workers</li> <li>• Dismantling is carried out in a systematic and progressive manner</li> <li>• Immediate area should be cordoned off</li> <li>• <b>Scaffold components are not to be dropped or thrown</b></li> <li>• Remain alert to any potential hazards or changed working conditions during dismantling</li> <li>• Wear a hard hat when dismantling scaffold</li> <li>• Wear close fitting leather gloves that do not restrict movements if required</li> <li>• Surrounding persons are made aware that dismantling operations are about to commence</li> <li>• The number of workers needed for the breakdown process is determined</li> <li>• Maintain stability of the scaffold at all times:               <ul style="list-style-type: none"> <li>○ Removal all materials, debris and equipment from the working platforms</li> <li>○ Starting at the top and working down small clips, connectors, screws &amp; nails should be placed in a container and lowered to the ground</li> <li>○ Bracing should be secured before releasing from form end and safely lowered to the ground/floor:                   <ul style="list-style-type: none"> <li>▪ Only remove bracing to the section being immediately removed</li> <li>▪ Leave other bracing in place until ready to remove the associated section</li> </ul> </li> <li>○ Leave edge protection in place until last possible stage when dismantling</li> <li>○ Leave 450mm wide platform in place until last possible stage when dismantling</li> <li>○ As per erection method, that a full width platform is in place no more than 2metres below current working platform (a small section may be left open in this safety platform to allow equipment to be lowered through)</li> <li>○ Scaffolding remains tied and secured at levels below dismantling work level.</li> </ul> </li> </ul>	2M	
9. On completion	Slips, trips, falls (disassembled)	3H	<ul style="list-style-type: none"> <li>• Stack scaffold components in secure location for pickup and removal</li> <li>• Do not place in pedestrian or mobile plant traffic area</li> </ul>	2M	



# SCAFFWISE

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
	scaffold)		<ul style="list-style-type: none"><li>• Ensure the access route is clear of hazards.</li></ul>		
	Crush injuries	3H	<ul style="list-style-type: none"><li>• Stack and place scaffold in a manner that prevents components shifting/sliding.</li></ul>	2M	
	Public safety	3H	<ul style="list-style-type: none"><li>• If acceptable, remove or add barricades and signage, contact supervisor and return as agreed.</li></ul>	2M	



# SCAFFWISE

**EMERGENCY RESPONSE - CALL 000 IMMEDIATELY.**

<p>If work is to be conducted on a construction site (or a site controlled by another Employer / PCBU) follow the site-specific Emergency Management Plan. Ensure:</p> <ul style="list-style-type: none"> <li>• Adequate numbers of first aid trained staff are on site</li> <li>• First aiders are trained &amp; competent in managing injuries until emergency services arrive</li> <li>• All rescue equipment is in good condition, available for use and in close proximity to the work site.</li> </ul>	<p>Ensure workers have access to:</p> <ul style="list-style-type: none"> <li>• First aid kit/supplies</li> <li>• First Aid trained personnel familiar with resuscitation and emergency response for electric shock</li> <li>• M/SDS</li> <li>• Communication devices (check mobile phones will have service in area)</li> <li>• Suitable fire protection equipment.</li> </ul>
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REVIEW NO.	1	2	3	4	5	6	7	8	9	10
NAME:										
INITIAL:										
DATE:										

**PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB** *(include Type, Make Model, SWL/Capacity)*


<b>Relevant Legislation &amp; Codes of Practice</b>	<ol style="list-style-type: none"> <li>1. <a href="#">Download the OHS Legislation and Codes of Practice Reference List 31105-1</a> from your tax invoice or go to <a href="#">OHS References</a>.</li> <li>2. Copy and paste your <i>State specific</i> references relevant to your scope.</li> </ol>
<b>Act &amp; Regulations</b> <i>(paste here)</i>	<b>Codes</b> <i>(paste here)</i>



# SCAFFWISE

## SAFE WORK METHOD STATEMENT (SWMS) PART 2

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and PPE described.

<b>OVERALL RISK RATING AFTER CONTROLS</b>	<input type="checkbox"/> 1 Low	<input checked="" type="checkbox"/> 2 MODERATE	<input type="checkbox"/> 3 High	<input type="checkbox"/> 4 ACUTE
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WORKERS' NAME	JOB ROLE / POSITION	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				

DOCUMENT #:

VERSION #: 1

AUTHORISED BY:

REVIEW #:

ISSUE DATE:

REVISION DATE:



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WORKERS' NAME	JOB ROLE / POSITION	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				





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