PROJECT- PRINCIPAL CONTRACTOR:

SITE ADDRESS-

TRADE ACTIVITY- Vinyl Installation

SCOPE OF WORK- Sanding of Floor including Preparing floor

SWMS PREPARED BY: Ben Fitzgerald SIGNED: DATE: 4/1/2012

SWMS REVIEWED BY: SIGNED: DATE:

SUPERVISOR Ben Fitzgerald SIGNED: CONTACT: 0409 255 200

RESPONSIBILITY:

TO INSPECT ,APPROVE AND MONITOR ALL WORK AREAS, METHODS, TOOLS AND MATERIALS AND ENSURE THAT THE WORKS ARE CARRIED OUT SAFELY AND TO CONSULT WITH ANY INSTALLERS PRIOR TO ANY CHANGES.

PERMITS TO WORK: ☐ Confined Space ☐ Hot Work

PPE:  Hard Hat  Hi- Visibility Garment  Glasses

  Safety Boots ☐ Gloves  Mask

LEGISLATION: VICTORIA Occupational Health and Safety Act 2004

 Occupational Health and Safety Regulations 2007

CODES OF PRACTISE: Electrical Safety on Construction Sites 2006

 Manual Handling 2000

 Control of hazardous Substances 1999

 Mobile Plant on Constructions Sites 2008

 AS 18845 Resilient Sheet and Tile Installation Practices 2004

QUALIFICATIONS:

PLANT & EQUIPMENT:

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| TYPE | MAINTENANCE | FREQUENCY |
| Floor Sander | As per Kennard’s Hire | To be tagged |
| Tools | Tagged  | Monthly  |
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ATTACH ANY RECORDS FOR POWERED MOBILE PLANT

RISK ASSESSMENT MATRIX

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| LIKELIHOOD-How likely could someone be harmed? | CONSEQUENCEHow severely could someone be harmed? |
| CLASS 3Medical Treatment or First Aid Injury | CLASS 2Lost Time Injury | CLASS 1Permanent Disability or Death |
| Certain-Could happen frequently | Medium | High | High |
| Possible- Could happen occasionally | Low | Medium | High |
| Unlikely- May occur in extreme circumstances | Low | Low | Medium |

HIERARCHY OF RISK CONTROL

Preferred Order to Eliminate or reduce the risk of injury

* **Elimination-** Redesigning the job to design out risks altogether is the most effective method of risk control.
* **Substitution-** Materials, chemicals, equipment or processes can be replaced with less hazardous ones.
* **Isolation-** Enclosing or isolating the hazard from employees can eliminate or reduce the risk of injury or disease.
* **Engineering Control-** If a hazard can not be eliminated, substituted or isolated, an engineering control is the next **preferred** measure. Engineering controls may involve the provision of mechanical aids, barriers, guarding, ventilation or insulation to prevent employees being exposed to a hazard.
* **Administrative Control-** This may involve establishing policies, procedures and work practices designed to reduce an employee’s exposure to a risk. It may also relate to the provision of specific training and supervisory practices.
* **Personal Protection Equipment-** This may involve using appropriate protective clothing eg. Masks, respirators, fall arrest equipment. This control should be considered when only other control measures are not practicable, or to increase protection from risk of injury.

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| **ITEM** | **JOB STEP****(Break the job down into steps)** | **POTENTIAL HAZARD****(What can harm you?)** | **Inherent Risk****(1 Low- 3High)** | **CONTROLS****(What are you going to do to make the job as safe as possible?)** | **PERSON****(who will ensure this happens)** |
| **1** | **Site Induction** | Injury or Harm | * 1 (class 3 x possible = Low 1)
 | * Complete Site Induction before entering site
 | Site Manager/ Installer |
| **2** | **Unload tools from vehicle** | Traffic problems.  | * 1 (class 3 x unlikely= Low 1)
 | * Unload from kerb side
* Provide “warning signs” if unloading from road
* Move vehicles immediately after goods are unloaded to car park.
 | Installers |
|  |  | Public interference.  | * 1 (class 3 x unlikely= Low 1)
 | * Protect public while unloading by providing a barrier to area.
* Use designated access areas
 | Installers |
|  |  | Trip hazards. | * 1 (class 3 x possible= Low 1)
 | * Do not store tools or carpet rolls etc on public footpath
 | Installers |
|  |  | Manual Handling Injury | * 3 (class 2 x certain = high 3)
 | * Ensure materials are delivered in smallest possible lengths.
* Ensure proper manual handling techniques are used.
* Make sure there is enough help to minimise weight lifted.
* Use trolley
 | Installers |
| **3** | **Run Leads** | Electric shock.  | * 3 (class 1 x possible = High 3)
 | * Provide Earth Leakage breaker
* Do not use piggyback plugs
* Ensure leads are tagged and valid
 | Installers |
|  |  | Trip Hazards | * 2 (class 3 x certain= medium 2)
 | * Suspend leads 1.8mm min. from ground if leads are being extended across multiple work areas on hook stands to keep leads off the ground.
* Keep leads on floor area along walls
 | Installers |
| **4** | **Establishment of work area** | Trip Hazards | * 1 (class 3 x possible= low 1)
 | * Principal contractor to provide open clear level work area.
* Barrier off work areas to other trades
 | Installers |
| **5** | **Establishment of personal protective wear** | Hand or body damage, skin problems | * 1 (class 3 x unkiley= low 1)
 | * Wear correct P.P.E at all times
* Consult and adhere to material safety data sheets
 | Installers |
| **6** | **Loading of Sander to work area** | Trip Hazards | * 2 (class 2 x possible= Medium 2)
 | * Establish a storage area with site manager
* Keep walkways clear
* Keep clear of props and “no go areas”
 | Installers |
|  |  | Manual handling e.g. back damage. | * 3 (class 2 x certain = High 3)
 | * Use correct manual handling procedures
 | Installers |
| **7** | **Floor preparation installation** | Inhalation  | * 2 (class 3 x certain= Medium 2)
 | * Wear correct P.P.E.
* Provide ventilation as required
* Provide barrier to other trades
* Consult and Adhere to MSDS
 | Installers |
|  |  | Back Injury | * 1 (class 3 x possible = Low 1)
 | * Use correct bending techniques
 | Installers |
|  |  | Eye Injury | * 1 (class 3 x possible = Low 1)
 | * Wear gloves and glasses
 | Installers |
| **8** | **Sanding of Floor** | Back injury | * 2 (class 2 x possible = Medium 2)
 | * Use correct bending techniques
* Provide signs showing trip hazard
* Provide barrier when laying close to void
* Provide signs showing trip hazard
 | Installers |
|  |  | Inhalation | * 3 (class 2 x certain = High 3)
 | * Provide ventilation as required
* Wear correct P.P.E.
* Consult and Adhere to MSDS’s
 | Installers |
|  |  | Skin Contact | * 1 (class 3 x possible = Low 1)
 | * Wear correct P.P.E
* Clean Up any spills immediately
* Barrier off areas to other trades.
 | Installers |
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| **9** | **Place rubbish and dust in bins** | Laceration by nail and sharp objects | * 1 (class 3 x unlikeyly= Low 1)
 | * Clean up Work area every hour.
* Wear gloves
 | Installers |
|  |  | Dust inhalation | * 1 (class 3 x possible = Low 1)
 | * Wear Dust Mask
 | Installers |

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| **Safe Work Method Statement (Part 2)** |
| **Workers name, qualifications and experience** | **Workers duties and responsibilities** | **Training required to complete work** |
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Reviewed By: / / Representative Position Signature Date

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| **Safe Work Method Statement (Part 3)** |
| **The following people have read/had explained to them this safe work method statement and agree to abide by it.** |
| **NAME** | **SIGNATURE** | **DATE** | **NAME** | **SIGNATURE** | **DATE** |
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This work method statement has been approved to be true and accurate by …………………………………………………………………………………………………………………

Director of ………………………………………………………………………………………………………………………………………………………………………………………………………………………

Signed………………………………………………………………………….. Date……………………………………………………………