

SAFE WORK METHOD STATEMENT FOR: Maintlink PTY LTD		51 SYLVAN RIDGE DR ILLAWONG NSW 2212, Australia www.maintlink.com.au Tel: 02-9543 6058 Fax: 02-9543 9400																				
Task: GENERAL SWMS		SWMS No. 001	Page 1 of 9																			
Tasks included in SWMS; General works in construction		Site Manager: Michael Wehbe: 0414 544 445 Email: michael@maintlink.com.au Antoine: 0414 331 382 Email: antoine@maintlink.com.au Date 1 November 2013 Signature:																				
Personal protective equipment (PPE) to be worn at all times; Steel capped boots (No Steel capped sandshoes); Safety glasses; Hard hat; Hi visibility clothing	Personal protective equipment (PPE) to be worn as required; P2 Dust mask Hard hat Hi visibility clothing Sturdy gloves	Plant and equipment that may be used in this task to lower the risk to personnel; 240 litre Wheelie Bins Broom Pallet trolley Shovel																				
<table border="1"> <thead> <tr> <th rowspan="2">Consequence</th> <th colspan="3">Likelihood/ Probability</th> </tr> <tr> <th>Likely</th> <th>Moderate</th> <th>Unlikely</th> </tr> </thead> <tbody> <tr> <td>High</td> <td style="background-color: red; color: white;">1</td> <td style="background-color: red; color: white;">1</td> <td style="background-color: orange;">2</td> </tr> <tr> <td>Medium</td> <td style="background-color: red; color: white;">1</td> <td style="background-color: orange;">2</td> <td style="background-color: yellow;">3</td> </tr> <tr> <td>Low</td> <td style="background-color: orange;">2</td> <td style="background-color: yellow;">3</td> <td style="background-color: lightyellow;">3</td> </tr> </tbody> </table> Risk Ranking Matrix.	Consequence	Likelihood/ Probability			Likely	Moderate	Unlikely	High	1	1	2	Medium	1	2	3	Low	2	3	3	Training required prior to commencement of task; General Construction Induction (Green Card) Site Specific Induction SWMS induction Manual Handling competency PPE correct use training	SWMS has been developed using the hierarchy of controls to reduce the risk and likely hood of an incident/injury occurring. The use of <i>Elimination, Substitution, Engineering/isolation, Administrative and PPE</i> measures will be used in the above order of preference where ever practicable.	
Consequence		Likelihood/ Probability																				
	Likely	Moderate	Unlikely																			
High	1	1	2																			
Medium	1	2	3																			
Low	2	3	3																			

Legislation used in the development of this SWMS;

OHS ACT 2000, OHS Regulations 2001, NOHSC 1016 2005; National standard for construction work. CIDA 09 1994; Building best practice in the construction industry an overview for clients, Consultants and contractors. Code of Practice; Amenities in construction. Code of Practice; Consultation 2001. Code of Practice; Induction for construction work. Code of Practice; Violence in the work place. COP Electrical works in construction 2007, NOHSC Manual Handling 2007.

All injuries/incidents must be reported to a foreman/manager as soon as possible. The injury reporting procedure is to be followed. This procedure is located on the site notice board

Operation	Hazard	Risk Level	Controls to be implemented	New Risk Level	Person who will ensure the best option will be used
<p>1. Materials handling, loading / unloading materials.</p> <p>-Lengths shorter than 1.8m and weigh more than 20kg</p>	<p>Back injuries, Abdominal hernia, Muscle and joint injuries</p>	<p>1</p>	<p>Confirm with foreman or manager the task, including amounts and weight at hand and the way in which it should be handled.</p> <p>Always use mechanical lifting where applicable. Use a forklift on site for your use if possible; contact a foreman to use it. There are pallet trolleys, wheel barrows on site for your use to minimise manual handling.</p> <p>Foreman or manager should make the decision on the best use of mechanical lifting equipment to be used and this should be explained to the operator.</p> <p>All loads above 20kg are to be lifted by at least 2 persons. Care must be taken to establish the weight/load prior to lift.</p> <p>Dependant on the required amount of movements (repetition/fatigue), rotation of task/personnel must be considered.</p> <p>The shortest possible distance between material movement and storage area should be taken into account before undertaking the task.</p> <p>When positioning/delivering loads;</p> <ul style="list-style-type: none"> ○ Deliver/store loads at height where bending is reduced ○ Good communication and eye contact between lifting team to be clearly understood before starting task. ○ Positioning of persons to be clarified before lifting ○ Lifting between persons should be sequential e.g. in steps ○ Route of travel to be established before lifting occurs ○ Ensure area of movement/path is clear of obstacles ○ Bend your knees ○ Keep your back straight ○ Keep your chin up/eyes straight ○ Keep load as close as possible to body ○ Limit the amount of twisting/turning of body ○ Keep load as balanced and even as possible between lifters ○ Keep route as direct as possible ○ Place the load as close as possible to chest height <p>The use of gloves should be used to reduce the likely hood of material slipping in hand.</p>	<p>R2</p>	<p>Maintlink</p>

2. Plastering	Working at heights from mobile scaffolding with possible fall from heights.	1	<p>The mobile scaffolding equipment must not have any visible signs of wear; cracks, nicks, excessive dents.</p> <p>Isolate persons from work area using fencing, barriers and barricades to separate workers from erection of plant.</p> <p>All mobile scaffolding to have the castor wheels locked in place whilst persons are operating from them.</p> <p>All mobile scaffolding exceeding 2 metres must have kickboards and mid rails in place.</p> <p>Any work off step ladders will require the person to have three points of contact at all times and to be working three rungs down from the top of the step ladder.</p> <p>Areas to be kept clean and materials removed ASAP</p> <p>All hand held power tools to be tagged on a monthly basis by a qualified person.</p>	2 2 2 2 3 3 3	Maintlink
3. Use of various hand tools	Cut and minor abrasions	2	<p>All leads and tools to be tagged by a competent person with a minimum of a testing and tagging certification, a record of which is to be recorded in electrical testing register.</p> <p>Leads must not be "piggy backed" to each other, eg 32 metre lead plugged into another 32mtr lead to make it reach longer. If this is viewed a risk assessment (or re evaluation of the current risk assessment) must be completed on the correct amount of temporary power boards required at this site.</p> <p>Hand tools only to be operated by competent, trained and qualified personnel.</p> <p>Areas to be kept clean and materials removed ASAP</p>	3 3 3 3	Maintlink
4. Partioning	Materials handling and hand held tool use	2	<p>All loads above 20kg are to be lifted by at least 2 persons. Care must be taken to establish the weight/load prior to lift.</p> <p>Dependant on the required amount of movements (repetition/fatigue), rotation of task/personnel must be considered.</p> <p>The shortest possible distance between material movement and storage area should be taken into account before undertaking the task.</p> <p>Areas to be kept clean and materials removed ASAP</p> <p>All hand held power tools to be tagged on a monthly basis by a qualified person.</p>	3 3 3 3	Maintlink
5. Concrete works	Injury to personnel or workers	2	<p>Maintlink will be responsible for ensuring that all work shall be carried out by a competent operator whilst operating hand held tools.</p> <p>Operator will wear eye protection and the appropriate PPE at all times whilst operating hand held tools.</p> <p>If stated necessary by Maintlink the area will be barricaded and the appropriate signage installed to make persons aware of the work that will be happening in that area.</p> <p>Areas to be kept clean and materials removed ASAP</p> <p>All hand held power tools to be tagged on a monthly basis by a qualified person.</p>	3 3 3 3	Maintlink

6. Painting	Back injury and damage to property	2	<p>All painters will barricade their work area if deemed necessary by Maintlink.</p> <p>All trade waste will be disposed off in accordance with local council and EPA requirements.</p> <p>All works will be carried out in such a way as to not infringe or put at risk any others at site, including members of the public.</p> <p>Areas to be kept clean and materials removed ASAP.</p> <p>All hand held power tools to be tagged on a monthly basis by a qualified person.</p>	3 3 3 3 3	Maintlink
7. Tiling	Injury to others or damage to property	1	<p>All areas of work will be barricaded off and the correct signage installed to ensure that all persons or members of the public are aware of the risks in that area and that there are physical barricades to stop any general access.</p> <p>All substances or chemicals will require an MSDS to be present for each product and held at site.</p> <p>All personnel will be required to use good manual handling techniques as described in section One of this SWMS.</p> <p>Any incidents or near misses are to be reported to Maintlink ASAP</p> <p>Areas to be kept clean and materials removed ASAP</p> <p>All hand held power tools to be tagged on a monthly basis by a qualified person.</p>	2 3 3 3 3 3	Maintlink
8. Wall and ceiling lining	Working at heights and injuries to others	2	<p>All work where possible will be completed from a mobile scaffolding with hand rails and kickboards (where required) to reduce the risk of falls from heights.</p> <p>Any work off step ladders will require the person to have three points of contact at all times and to be working three rungs down from the top of the step ladder.</p> <p>Materials handling to be completed in conjunction with Section One of this SWMS and to be monitored by Maintlink.</p> <p>Areas to be kept clean and materials removed ASAP</p> <p>All hand held power tools to be tagged on a monthly basis by a qualified person.</p>	3 3 3 3	Maintlink

9. Glass and aluminium installation	Cuts, abrasions, injury to others and manual handling.	1	Materials handling to be completed in conjunction with Section One of this SWMS and to be monitored by Maintlink.	2	Maintlink
			Persons to use the appropriate PPE (Gloves), and to use suction cups to move the glass panels.	3	
			The glass panels are to be secured on a trolley whilst being moved around site.	2	
			Areas of installation of the aluminium frames will have barricades in place to ensure public and others protection from that work area.	3	
			All mobile scaffolding to have the castor wheels locked in place whilst persons are operating from them.	3	
			All mobile scaffolding exceeding 2 metres must have kickboards and mid rails in place.	3	
			Any work off step ladders will require the person to have three points of contact at all times and to be working three rungs down from the top of the step ladder.	3	
			All loads above 20kg are to be lifted by at least 2 persons. Care must be taken to establish the weight/load prior to lift.	3	
			Dependant on the required amount of movements (repetition/fatigue), rotation of task/personnel must be considered.	3	
			The shortest possible distance between material movement and storage area should be taken into account before undertaking the task.	3	
Areas to be kept clean and materials removed ASAP	3				
All hand held power tools to be tagged on a monthly basis by a qualified person.	3				

10. Various carpentry tasks	Cuts, abrasions, injury to others and manual handling.	2	Maintlink will be responsible for ensuring that all work shall be carried out by a competent operator whilst operating hand held tools.	3	Maintlink
			Operator will wear eye protection and the appropriate PPE at all times whilst operating hand held tools.	3	
			If stated necessary by Maintlink the area will be barricaded and the appropriate signage installed to make persons aware of the work that will be happening in that area.	3	
			All mobile scaffolding to have the castor wheels locked in place whilst persons are operating from them.	3	
			All mobile scaffolding exceeding 2 metres must have kickboards and mid rails in place.	3	
			Any work off step ladders will require the person to have three points of contact at all times and to be working three rungs down from the top of the step ladder.	3	
			All loads above 20kg are to be lifted by at least 2 persons. Care must be taken to establish the weight/load prior to lift.	3	
			Dependant on the required amount of movements (repetition/fatigue), rotation of task/personnel must be considered.	3	
			The shortest possible distance between material movement and storage area should be taken into account before undertaking the task.	3	
			Areas to be kept clean and materials removed ASAP	3	
All hand held power tools to be tagged on a monthly basis by a qualified person.	3				
11. Basic cleaning	Work with chemicals	2	All chemicals and materials (where required) are to have the appropriate MSDS held at site.	3	
			All manual handling to be in conjunction with Section One of this SWMS.	3	
			Areas to be kept clean and materials removed ASAP.	3	
			All hand held power tools to be tagged on a monthly basis by a qualified person.	3	

Your comments are incredibly valuable to the development of the above SWMS. These comments will be put forward at the next review of the above SWMS which will be at no later intervals than 3 months.

NAME	DATE	COMMENTS

Training Register for SWMS No. 1, AGS Office fit-out.

By signing the register underneath, you are acknowledging that the above SWMS is achievable and will be practiced by you on site. Maintlink Site Labour have developed the above SWMS through consultation. Your inputs are just as important, if you are comfortable with notifying site management, please do so, if you would prefer to write it down, please do so in the above "comments column".

Name	Qualifications & Training	Position / Role on Site	Signature	Date
Michael Webbe	<i>Work Cover Induction Site Specific Induction SWMS training in Manual Handling 18 years Manual Handling exp. PPE exp. 18 years Construction Industry Exp.</i>	Site Manager		
Antoin Azar	<i>Work Cover Induction Site Specific Induction SWMS training in Manual Handling 18 years Manual Handling exp. PPE exp. 18 years Construction Industry Exp.</i>	Site Manager		

Note: A copy of this work method statement will be placed on file and signed by each employee. Project Supervisor and / or Site Safety officer are responsible for training all employees with regard to this SWMS.