Safe Work Method Statement

Business Name:	Evexis Group				
Task/Activity:	Stand Build for Rexroth at Auspack 2022	**Date Developed:**	18/04/2022	**ABN:**	55 3314 160 683
Office Address:	8C Adina court, Tullamarine VIC 3043	**Date of Last Review:**	25/04/2022	**Approved by:**	Francesco Guarna
Site Address:	**MCEC**	**Required permits:**	**N/A**	**Position:**	Project Manager

RISK TABLE
How bad is the hazard likely to be?
If a hazard is rated Level 1 [Extreme], Level 2 [High] or Level 3 [Moderate]
Do not start work until the revised risk rating is either 4, 5 or 6

WHAT DAMAGE COULD IT CAUSE?	VERY LIKELY *Could happen anytime.*	LIKELY *Could happen sometimes.*	UNLIKELY *Could happen, but only rarely.*	VERY UNLIKELY *Could happen, but probably never will*
Death or permanent disability.	1	1	2	3
Long-term illness or serious injury.	1	2	3	4
Medical attention or several days off work.	2	3	4	5
First Aid Needed	3	4	5	6

1, 2 & 3 Indicates unacceptable hazard/risk that must be eliminated
4, 5 & 6 Indicates acceptable hazard/risk

How to complete this safe work method statement

1) Adjust all details on the front page
2) Consult with the workers who are going to use this SWMS and make the necessary adjustments
3) “Risk Assessment Hazard Identification” - Inspect the site, identify the hazards that may be present and add to this SWMS
4) Job Steps- List the job steps in sequence of tasks required to carry out the work
5) Hazard Identification- List the potential hazards associated with each Job Step
6) Initial Risk- Using the “Risk Table”, rate the identified risks.
7) Control Measures Implemented- List the controls you will implement to reduce the risks to the lowest possible level
8) Revised Risk- Using the “Risk Table”, rate the level of risk once the controls have been implemented. If the revised risk rating is still 1, 2 or 3 do not start work until better control measures are implemented and the revised risk rating is 4, 5 or 6.
9) Person Responsible- List the name or position of the person or persons responsible for ensuring the controls are implemented
10) Ensure this safe work method statement is reviewed and revised if relevant control measures are revised.

ALL PROJECT/SITE & SWMS INDUCTIONS MUST BE COMPLETED PRIOR TO ANY PROJECT WORKS TAKING PLACE.

Required PPE to carry out activities:	Helmet	Boots	Eye	Vest	Gloves	Hearing	Respirator	Harness	

	WORK ACTIVITY (Steps in the activity/task)	HAZARDS PRESENT (What could cause injury)	RISK SCORE	RISK CONTROL MEASURES (What can be done to minimise the risk of injury)	RESIDUAL RISK SCORE	WHO IS RESPONSIBLE
1	**Material handling, loading / unloading materials.**	Personal injuries- Abdominal hernia, muscle and joint injuries, cuts and abrasions	Likely LTI 3	• Confirm with project manager the task, including amounts and weight at hand and the way in which it should be handled. • Always use mechanical lifting where applicable. Use a forklift on site for your use if possible; contact a foreman to use it. If there are pallet trolleys, wheel barrows on site this will need to be utilised to minimise manual handling. • Project Manager or the responsible person should make the decision on the best use of mechanical lifting equipment to be used and this should be explained to the operator. • 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. • Dependent on the required amount of movements (repetition/fatigue), rotation of task/personnel must be considered. • The shortest possible distance between material movement and storage area should be considered before undertaking the task.		MANAGER, SUPERVISOR AND WORKERS

	WORK ACTIVITY (Steps in the activity/task)	HAZARDS PRESENT (What could cause injury)	RISK SCORE	RISK CONTROL MEASURES (What can be done to minimise the risk of injury)	RESIDUAL RISK SCORE	WHO IS RESPONSIBLE
	Material handling, loading / unloading materials (cont)	Back injuries		When positioning/delivering loads; • 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 The use of gloves should be used to reduce the likely hood of material slipping in hand.		MANAGER, SUPERVISOR AND WORKERS

	WORK ACTIVITY (Steps in the activity/task)	HAZARDS PRESENT (What could cause injury)	RISK SCORE	RISK CONTROL MEASURES (What can be done to minimise the risk of injury)	RESIDUAL RISK SCORE	WHO IS RESPONSIBLE
2	**Use of power tools and electrical equipment**	Electrocution Personal injuries	Likely LTI 1	• 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. • 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. • Hand tools only to be operated by competent, trained and qualified personnel. • Areas to be kept clean and materials removed ASAP		MANAGER, SUPERVISOR AND WORKERS

	WORK ACTIVITY (Steps in the activity/task)	HAZARDS PRESENT (What could cause injury)	RISK SCORE	RISK CONTROL MEASURES (What can be done to minimise the risk of injury)	RESIDUAL RISK SCORE	WHO IS RESPONSIBLE
3	**Various carpentry and joinery installation tasks**	Inexperienced casual labour staff can cause harm to self and others	Likely LTI 2	• Ensure all staff have undergone a general safety induction • All staff engaging in construction work must hold a White card and relevant documents to run certain tasks • All staff to wear correct and appropriate PPE • Site areas to be kept clean and tidy from trip hazards		MANAGER, SUPERVISOR AND WORKERS
		Falls from working at heights	Likely LTI 2	• All mobile scaffolding exceeding 2 metres must have kickboards and mid rails in place. • 3 points of contact must be maintained when ascending and descending the ladder • ladders must always be positioned securely on a flat surface • Avoid using the top 3 rungs of the ladder to improve stability		MANAGER, SUPERVISOR AND WORKERS
		Cuts and abrasions	Likely LTI 4	• Project manager and staff are responsible for work to be carried out by a competent operator whilst operating hand held tools • Staff to wear appropriate and correct PPE at all times • All manual handling to be in conjunction with Section One of this SWMS.		MANAGER, SUPERVISOR AND WORKERS
4	**Basic cleaning**	Work with chemicals	Likely LTI 3	• All chemicals and materials (where required) are to have the appropriate MSDS held at site. • Labels should be clear, easy to read and visible on each cleaning bottle • Areas to be always kept clean and tidy • Hazards to be reported immediately to appropriate person/s		MANAGER, SUPERVISOR AND WORKERS

List plant, equipment and tools to be used e.g. Hand tools, Electrical tools, Ladders and any other equipment to be used in the task	RELEVANT LEGISLATION, CODES OF PRACTICE & AUSTRALIAN STANDARDS
• **Hand tools**	• Work Health and Safety Act 2011
• **Electrical tools**	• Work Health and Safety Legislation 2011
• **Ladders**	• Workplace Injury Management & Workers Compensation Act 1998
• **Scaffold**	• Workplace Injury Management & Workers Compensation Act 1998
• **Scissor Lift**	• Workplace Injury Management & Workers Compensation Act 1998
• **Chemicals (general cleaning products)** **- AJAX SPRAY AND WIPE** **- WATER BASED METHYLATED SPIRITS**	• How to Manage Work Health and Safety Risks
• **Electrical equipment**	• Hazardous Manual Tasks
	• Work Health and Safety Consultation Cooperation and Coordination
	• Managing the Work Environment and Facilities
	• Construction Work
	• Managing electrical risks in at the workplace

	• **AS 1319-1994** - Safety signs for the occupational environment
	• **AS 2397-1993** - Safe use of lasers in building and construction industry
	• **AS 2211.12:2006** - Safety of laser products – Safety of free space optical communication
	• **AS 3760:2010/Amdt 1:2011** - In service safety inspection & testing of electrical equipment
Maintenance:	All tools and equipment to be serviced in accordance with the manufacturer's instructions and visually inspected prior to use each day. All electrical leads and tools to be tested and have a current test tag fitted.

CONSULTATION & SIGN OFF

Declaration by Workers:

1. I have been consulted with and have assisted in the development of this Safe Work Method Statement.
2. I have been given the opportunity to comment on the content of this Safe Work Method Statement.
3. I have read and understand how I am to carry out the job steps listed,and will abide by the control measures outlined in this Safe Work Method Statement.
4. I have been supplied with the personal protective equipment identified in this SWMS and I have been given training in the safe use of this equipment.
5. I have read and understand the requirements set out in the mateial safety data sheets for the hazardous substances identified in this Work Method Statement.
6. I will ensure that this safe work method statement is reviewed and revised if relevant control measures are revised.

NAME	OCCUPATION, QUALIFICATIONS, DUTIES, RESPONSIBILITIES	SIGNATURE	DATE	SIGNATURE	REVISED DATE	SIGNATURE	REVISED DATE	SIGNATURE	REVISED DATE

Francesco Guarna	- Project Manager								
Adam Lawson	- Site supervisor - Cabinet Maker - White card - Installation of joinery								
Nicolo Caravante	- Painter - White card - Installation of joinery								
Tony Nguyen	- Painter - White card Installation of joinery								
Orkeeno Marouki	- Labourer - White card Installation of joinery								