


Safe Work Method Statement

Company Name: 	Site Address:	Other Details:
Contractor:	Activity/Trade: Concreter	Date:

TASKS List the tasks required to perform the activity in sequence carried out.	HAZARDS & RISKS What can harm you - Hazards? What can happen – Risks?	RISK CONTROL MEASURES List the control measures required to eliminate or reduce the risk of injury and detail how the control measures will be put in place.	WHO IS RESPONSIBLE Individual/s responsible to implement the control measures identified.
Entry to Site.	Entry to unsafe areas. Movement of site personnel vehicles, plant & Equipment.	Undertake NESSIS Developments site induction prior to arriving on site. Risk assessment of site conditions. Training of all employees.	All personnel associated with this task.
Unloading Equipment.	Fall from vehicle. Manual handling injuries. Being struck by equipment. Crush hands. Cuts, splinters & abrasions. Slips, trips & falls	Training employees in manual handling. Team lifting. Training employees in manual handling. The use of PPE equipment such as gloves. Unload equipment on level clear area.	All personnel associated with this task.
Setting Up.	Trips & falls. Manual handling injuries.	Ensure site is clear of any debris & obstructions. Define & barricade work area & fall areas. Secure ramps or planks. Training employees in manual handling.	All personnel associated with this task.
Drilling Piers	Hit by auger or bobcat excavator.	Only suitable trained personnel to work within plant. Plant & equipment to be maintained, operator to be licensed. The training & use of PPE equipment such as high visibility vest, hard hats. Personnel to be trained on relevant works.	All personnel associated with this task.

	Falls in holes.	Open holes to be barricaded.	
Placing Concrete in Piers.	Run over by concrete pump or trucks.	Truck driver to be made aware of site entry, driver to be aware of the whereabouts of the offsider. Reverse siren to be in working order on all vehicles. Relevant personnel to be in sight of driver at all times. Vehicle & plant operators to maintain maintenance checklist & log books.	All personnel associated with this task.
Installing Pegs for Edge Boards.	Back injury from using a sledgehammer. Missing the target when using a sledge hammer. Cuts, splinters & abrasions. Arm & shoulder injuries	All relevant personnel to be trained in the use & correct procedure in using a sledgehammer. The use of PPE equipment. Training in manual handling and the correct use of sledgehammer.	All personnel associated with this task.
Installation of Formwork.	Back & shoulder injuries. Injury from nail gun. Personnel hit by materials.	Training in manual handling. Keep hands & limbs out of range. Workers to keep other personnel in sight.	All personnel associated with this task.
Benching / Fill Slab.	Hit by machines, plant & equipment. Back & shoulder injury. Eye injury from dust. Sunburn.	Training in the use of shovels & wheelbarrows. The use of PPE eye protection. Sun protection, PPE equipment such as sunscreen, hats & long sleeve shirts.	All personnel associated with this task.
Lying of Plastic Membrane.	Slips & trips.	Clear waste materials from work area. Care taken when walking on plastic.	All personnel associated with this task.
Carrying Steel.	Back & shoulder injuries. Cuts & abrasions.	Training provided in manual handling of steel. The use of PPE equipment.	All personnel associated with this task.
Cutting & Placing Steel.	Back & shoulder injuries. Cuts & abrasions from trips & slipping on steel. Cuts from cut ends of steel.	Training provided in cutting & placing steel. Care taken when stepping over formwork and onto steel or plastic. The use of PPE equipment. Eg. Gloves and work boots.	All personnel associated with this task.
Set Up of Electrical Leads.	Tripping over leads.	Training in the set up of electrical leads. Keep leads elevated off the ground by at least 2.1m whenever possible.	All personnel associated with this task.
Grinder Use.	Pieces of metal penetrating into eyes. Electrocution.	The use of PPE equipment. Eg eye & ear protection. Training in the use of a grinder. Electrical testing & tagging & register of all equipment done quarterly. Training in the use	All personnel associated with this task.

		of a grinder.	
Using Oxy Acetylene	Burns. Sparks penetrating into eyes. Explosion & fire.	The use of PPE equipment. Eg gloves & glasses. Flammable high visibility vests to be removed prior to using oxy acetylene equipment. The use of PPE eye equipment such as safety glasses or face shield. All oxy acetylene equipment to have flash back arrestors and have working fire extinguishers accompanying them. Competent, trained and supervised personnel only to use equipment.	All personnel associated with this task.
Installing Bar Chairs.	Back injury. Slips & trips.	Bend knees when placing chairs under reo. All relevant personnel to be trained in manual handling techniques. Clear all waste materials from work area.	All personnel associated with this task.
Set Up of Concrete Pump.	Concrete pump/boom/line not stable & tipping over. Machine failure.	Truck drivers/operators to be made aware of site entry, driver to be aware of the whereabouts of the offsider & site personnel. Reverse siren to be in working order on all vehicles. Vehicle & plant operators to maintain maintenance checklist & log books. Concrete pumps must be set up in accordance to the Code of Practice. Concrete pumps must be registered with WorkCover.	All personnel associated with this task.
Placing Concrete.	Hit by concrete. Back injury from shovelling. Concrete burns. Sun burn, skin cancer, eye damage. Run over by concrete pump or other vehicles.	No personnel to be standing in front of concrete hose. Relevant personnel shown correct posture of shovelling techniques. Avoid contact to skin, wash skin & clothing after. Sun protection, PPE equipment such as sunscreen, hats, long sleeve shirts & glasses. Truck drivers to be made aware of site entry. Relevant personnel to be in sight of drivers at all times. Personnel to be trained in the use of hazardous substances. Eg. Cement.	All personnel associated with this task.

<p>Packing Up, Cleaning Up.</p>	<p>Falls, cuts, manual handling injuries from dismantling work platforms & extra bracing.</p> <p>Sunburn, eye & ear damage.</p> <p>Dust inhalation from sweeping up.</p> <p>Personnel hit by vehicle & plant movement around site.</p>	<p>Remove work platforms and extra bracing in the reverse order that they were erected.</p> <p>Work from adequately required ladders set up as per training techniques.</p> <p>Training in the use of PPE such as safety glasses, hearing protection and sunscreen and long sleeve clothing.</p> <p>Training in the use of PPE such as dust masks.</p> <p>Ensure driver is aware of personnel on site, use vehicle spotter to aid driver vision.</p>	<p>All personnel associated with this task.</p>
			

- I have read and understood the content of this Safe Work Method Statement (SWMS), have inducted and trained my employees and contractors in its implementation, and all agree to work in accordance with it.

Approved by:	Company Position:	Signature:	Date:



Worker Name:	Worker Signature:	Worker Name:	Worker Signature:

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