

SAFE WORK METHOD STATEMENT

DEMOLITION

Prepared for

Client:	Mark Toma	Project No:	6
Site:	110-112 Mt Vernon Rd, Mt Vernon NSW 2178	Date Prepared:	02/05/2018

1. RESPONSIBILITIES

Austar Civil will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the Austar Civil office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities*.

All Austar Civil workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. No glass containers will be allowed on site (except in meal rooms). The consumption of illegal drugs and alcohol is prohibited.

2. DESCRIPTION OF WORK

1. Demolition of existing house less than 40 m2

2.

3.

4.

5.

UNDERGROUND SERVICES AFFECTED BY THE WORKS: Yes No If YES, complete table below:

Underground Service	Affected? (Y/N)	Located? (Y/N)	Marked? (Y/N)
Electricity			
Gas			
Water			
Phone / Cable			

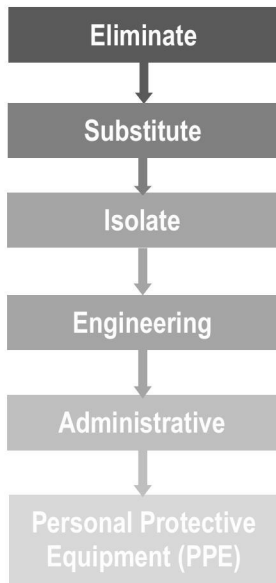
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3. RISK ASSESSMENT

Risk Assessment Table

Consequence or Impact of Hazard	Level of harm	A	P	U	Likelihood/Probability	Risk Rating
H-Potential death, permanent or long term disability or illness, significant detrimental environmental impact	H-High	1	1	2	A-Almost certain could happen at any time	1-Immediate action is required
M-Potential temporary disability or illness requiring medical attention, short term environmental impact	M-Medium	1	2	3	P-Possible risk could happen occasionally	2-Control the risks/ hazards a.s.a.p.
L-Potential minor injury requiring first aid or minimal environmental impact	L-Low	2	3	3	U-Unlikely may happen rarely	3-Control risks with routine procedures

Hierarchy of Controls



Most Effective

Least Effective

Eliminate – ‘Design out’ the hazard when new materials, equipment and work systems are being purchased for the workplace;

Substitute - Substitute less hazardous materials, equipment or substances and use smaller sized containers;

Isolate – separate the workers from hazards using barriers, enclosing noisy equipment and providing exhaust or ventilation systems;

Engineering – use engineering controls to reduce the risks such as guards on equipment, hoists or other lifting and moving equipment;

Administrative – Minimise the risk by adopting safe working practices or providing appropriate training, instruction or information.

Personal Protective Equipment – Make sure that appropriate PPE is available and used correctly.

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The Work Process

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
1	Risk Assessment	Workplace / worksite hazards Unlicensed / untrained workers	L	<ul style="list-style-type: none"> Do a Risk Assessment prior to commencing work and review the Principal Contractor's Site Safety Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS); Identify additional safety controls where required using the Risk Assessment Worksheet and Hazard Report Form; Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury; Obtain approvals from the supply authorities where required; Make sure workers are trained, qualified or experienced to carry out the specified tasks; and Request appropriate licences or certification when required before allowing work to commence, including local council approval where required. 	Supervisor
2	Site induction	Uninformed workers – unaware of the hazards and dangers	L	<ul style="list-style-type: none"> All workers including subcontractors must have completed the General Construction Induction Training and hold a current card or certification; Advise workers and other persons on site of work to be carried out. Conduct a site specific induction for all project workers and have them sign a Site Induction Register including but not limited to: <ul style="list-style-type: none"> Hazards specific to the site and work activities to be carried out; Safety controls and revised Safe Work Method Statements (SWMS); Use and maintenance of Personal Protective Equipment (PPE); Emergency and evacuation procedures; and Location of amenities and first aid facilities. 	Supervisor
3	Personal Protection Equipment (PPE)	Injury, illness, permanent disability and in extreme cases death.	L	<ul style="list-style-type: none"> Where applicable, check condition of harnesses, ropes, shackles and fixing points for fall arrest system; Check condition of hard hats - brim or neck flaps, gloves, safety boots, sunscreen, high visibility reflective clothing or vests, ear 	Supervisor
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				<p>plugs or ear muffs and any other Personal Protective Equipment (PPE) appropriate for this work;</p> <ul style="list-style-type: none"> • PPE is to be used only when no other control can reduce or eliminate the hazard / risk; • Inspect all PPE prior to use making sure it is suitable for use; • Make sure all workers are issued with and wear the recommended PPE as required for safety on the worksite and specific to the activities and tasks; and • Train workers in the correct use, maintenance and storage of PPE. 	
4	Loading trucks and utes	Impact or crushing injuries by falling objects, dust, vehicle or property damage and fines.	L	<ul style="list-style-type: none"> • Load vehicle, evenly and never overload; • Adjust vehicle's tyre pressure – increase for load, decrease for unloaded. See vehicles manual for recommended pressure; • Make sure the load is secure using rope and / or tarpaulin; and • Make sure load material is compatible for example if fertilizer and petrol mix it can cause an explosion. 	Supervisor
5	Manual handling – lifting, carrying, pushing, pulling and holding	Strains, sprains and soft tissue damage Back injuries Crushing injuries	L	<ul style="list-style-type: none"> • Train workers in correct lifting techniques – bend the knees to lift and lower, use thighs (DO NOT bend over to lift), head up, chin in and keep elbows close to body - never twist while lifting, lowering or carrying a load; • Make sure load is stable before lifting; • Heavy and awkward items get help or use lifting equipment; • Rotate tasks to prevent repetitive strain injuries; and • Refer to: <i>SWMS – Manual Handling</i>. 	Supervisor
6	Housekeeping Moving on stairs, uneven, steep and slippery surfaces, obstacles and cluttered work areas	Slips, trips and falls can cause cuts, abrasions, breaks, strains and sprains and back injuries to workers and others.	L	<ul style="list-style-type: none"> • Carry out basic housekeeping regularly, keeping access ways and the work area clear of materials, tools and debris; • Wear appropriate footwear; • Make sure cables and other equipment do not cause a trip hazard; • Barricade or restrict areas where the hazard can't be eliminated. 	Supervisor
7	Working at height	Falls from heights Hit by falling objects Powerlines - electrocution	M	<ul style="list-style-type: none"> • Check ladders or working platforms are in good condition and placed on stable ground; 	Supervisor

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				<ul style="list-style-type: none"> • Make sure workers are trained or experienced in the correct use of the equipment; • Make sure fall arrest systems are in place when working at heights; • Make sure, so far as is reasonably practicable, that any work involving the risk of a fall is carried out on the ground; • All workers on the ground must wear hard hats and maintain constant awareness of overhead work; • Erect signage below the overhead work warning of potential Hit by Falling Objects; • Make sure all access ladders, steps and ramps are safe and secure; • Make sure edge protection and handrails are in place and secure where required; • Provide safe means of raising, lowering and storing tools, plant, materials and debris; • Always wear appropriate footwear, hardhats when working below work at heights; • Barricade or restrict areas where there is a risk of being hit by falling objects; and • Make sure the entry, exits and access ways in the workplace are kept clean and clear of materials and waste; and • Check for any items that may cause slips, trips and falls and remove or secure them as required. • Refer to: <i>SWMS - Working at Height;</i> <i>SWMS - Ladders</i> 	
8	Prepare area to be demolished	Dust – lung damage Access and egress Slips, trips and falls	L	<ul style="list-style-type: none"> • Define and enclose the demolition area and prevent access. • Restrict access to the work area to only those involved in the demolition works. • Erect approved fences or barricades to make sure that other persons are kept at a safe distance at all times. • Erect warning signs to warn others of demolition works and the associated risks. 	Supervisor

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				<ul style="list-style-type: none"> Establish a taped off waste stockpile area (unless using waste bins) and make sure a clear, level path is provided from the demolition area to the waste stockpile area and/or waste bins. Make sure all workers are aware of emergency and evacuation procedures. If asbestos materials are to be removed or demolished, undertake a separate risk assessment and prepare a SWMS for the removal of asbestos. 	
9	Notify others of demolition works	Dust – lung damage Access and egress Slips, trips and falls	L	<ul style="list-style-type: none"> Make sure others in the vicinity are advised of work to be undertaken and the importance that they remain clear of the work area for their own safety. 	Supervisor
10	Carry out demolition works	Dust – lung damage Access and egress Slips, trips and falls Flying debris – eye injuries Noise – hearing damage Dust – lung damage Fall from height Hit by falling objects Manual Handling - strains, sprains and back injuries	L	<ul style="list-style-type: none"> All workers are to wear hard hats and safety boots at all times during the demolition works. Demolition works should commence from the top of the structure to be demolished to reduce the chance of falling objects or structural collapse during demolition. Supporting structures such as load-bearing walls, columns, beams or bracing are to be removed last to avoid collapse of materials being supported by these structures. Ensure materials are removed in manageable loads. Make sure two or more workers are available to assist with lifting heavy loads. All workers must observe correct manual handling techniques. 	Supervisor
11	Electricity and power tool use	Electricity /tools - electrocution Impact injuries Cuts and abrasions Amputations Noise – hearing damage Flying debris – eye injuries Dust – lung damage Untrained workers – tasks / tools	L	<ul style="list-style-type: none"> Train workers in the correct use of the equipment and supervise until they demonstrate they can operate the tool safely; Use tools and fittings to manufacturers recommendations; Check equipment is tested and tagged and are in good condition, especially power / ext. cords, repair or replace as required; Use Earth Leakage Circuit Breaker (ELCB) or Residual Current Device (RCD) to prevent electrocution; Use stands and hooks to raise power cords off the ground in wet or high traffic areas; 	Supervisor

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				<ul style="list-style-type: none"> • Wear the appropriate PPE such as safety boots, hearing protection, dust mask or half or full-face respirator, gloves etc. and • Keep hair, jewellery and loose clothing etc away from moving parts. • Refer to: <i>SWMS - Electricity and Power Tool Safety</i>. 	
12	Use of cordless power tools	Impact injuries Tools – Cuts / amputation Noise – hearing damage Flying debris – eye injuries Untrained workers – tasks / tools	L	<ul style="list-style-type: none"> • Always use cordless power tools to manufacturers recommendations; • Train workers in the correct use of cordless power tools and supervise until they demonstrate they can operate the tool safely; • Make sure workers use appropriate PPE for tasks being performed; • Make sure correct attachments are used and secured tightly before using; and • Refer to: <i>SWMS – Cordless Power Tools</i>. 	Supervisor
13	Dust	Dust – lung damage	L	<ul style="list-style-type: none"> • Wet down area to reduce dust or provide ventilation; • Use tools with water attachment to reduce dust; and • Wear a dust mask or half or full face respirator. 	Supervisor
14	Removal and storage of demolished materials	Manual Handling - strains, sprains and back injuries Slips, trips and falls	L	<ul style="list-style-type: none"> • All demolished materials to be placed in the designated waste bins or waste stockpile area immediately after being demolished. • Make sure a clear path to the waste stockpile area or waste bins is always maintained throughout the demolition works. • All workers must observe correct manual handling techniques. 	Supervisor
15	Disposal of demolished materials	Manual Handling - strains, sprains and back injuries	L	<ul style="list-style-type: none"> • Make sure all removed materials are disposed of as per the Waste Management Plan at an approved recycling or waste station. • Make sure all receipts are obtained and given to the Site Supervisor. • Make sure vehicle and containers are cleaned prior to leaving the waste station. 	Supervisor
16	Completion of work or end of work day	Electricity /tools - electrocution Manual handling - strains sprains and back injuries	L	<ul style="list-style-type: none"> • Turn off the isolating switch when the work is complete and disconnected the machine from the power source; 	Supervisor

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		Slips, trips and falls Cuts and abrasions		<ul style="list-style-type: none"> • Remove any excess materials from the site using correct manual handling techniques; • Wear gloves when handling sharp objects; • Place equipment in approved storage area or back in work vehicle; • Make sure the work area is left clean and tidy; and • Lock / secure storage areas and / or site as required. 	
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Site Specific Requirements - To be completed by the PCBU or Site Supervisor if site-specific hazards are identified (attach additional pages if necessary):

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?

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4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

Minimum number of workers required to complete this work	4
Trade licence required to complete this work	Licence No: AD211949 Held By: Austar Civil Pty Ltd
Additional qualifications, permits and/or experience required to complete this work	
Additional training required to complete this work	Site Specific Induction and SWMS review required for all workers

5. SAFETY RESPONSIBILITIES

The **Officer** for this project is **Jamil Sinjer**. He can be contacted on 0498022244

The **Site Supervisor** for this project is **Jamil Sinjer**. He can be contacted on 0498022244

The **Health and Safety Representative (HSR)** for this project is **Jamil Sinjer**. He can be contacted on 0498022244.

All Austar Civil workers:

- **WILL** be required to have relevant trade experience.
- **WILL** be required to attend regular site inductions, project and task specific induction training and possess the current General Construction Induction Training card.

Work Health and Safety - Responsibilities

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- a) **Jamil Sinjer** will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.
- b) **Jamil Sinjer** will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.
- c) **Jamil Sinjer** will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.
- d) **Jamil Sinjer** will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.
- e) **Jamil Sinjer** will be responsible for preparing, maintaining and making accessible the register of hazardous substances.
- f) **Jamil Sinjer** will be responsible for maintaining first-aid stocks.
- g) **Jamil Sinjer** will be responsible for managing accident and emergency procedures.
- h) **Jamil Sinjer** will be responsible for keeping WHS records.
- i) **Jamil Sinjer** will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.
- j) **Jamil Sinjer** will be responsible for workplace injury management and rehabilitation.
- k) **Jamil Sinjer** will be responsible for managing communication between Health and Safety Committees (where applicable).
- l) **Jamil Sinjer** will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.

6. TRAINING RESPONSIBILITIES

The HSR will:

- a) identify the WHS training needs of management, supervisors and workers on site;

- b) make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;
- c) make sure that all personnel attend general construction WHS induction training before starting work;
- d) make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;
- e) conduct induction training, task training and refresher safety training for everyone working on site; and
- f) keep appropriate records of WHS training at the Austar Civil office.

7. INCIDENT MANAGEMENT

The HSR will:

- a) be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and
- b) make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

8. PLANT AND EQUIPMENT

Plant and Equipment used on site includes but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required
Electrical plant, power tools, leads and ELCB's	Tested and tagged monthly. Visual inspection prior to use
Portable ladders	Visual inspection prior to use and check monthly
Scaffold (mobile or fixed)	Visual inspection prior to use and as per installers recommendations
Fire Extinguisher	Check Bi-annually

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

1	Hard hats / sun hats	6	High visibility clothing / vests
2	Safety Boots	7	Sun protection

3	Respiratory masks	8	Hearing protection
4	Sunglasses / safety glasses	9	
5	Protective gloves	10	



10. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.

11. LEGISLATION, REGULATIONS, CODES AND STANDARDS

The following reference documents have been identified as relevant to this project and a copy is kept at the Austar Civil office. This list is a guide only and is not necessarily all the relevant documentation:

- a) Work Health and Safety Act 2011
- b) Work Health and Safety Regulations 2011
- c) COP Managing Risks in Construction Work
- d) COP First Aid
- e) COP How to Prevent Falls at Workplaces
- f) COP Hazardous Manual Tasks
- g) COP How to Manage Work Health and Safety Risks
- h) COP Managing the Work Environment and Facilities
- i) COP Managing Noise and Preventing Hearing Loss
- j) COP Demolition Work

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12. SIGNOFF

The representatives of Austar Civil listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Worker on site	Role (e.g. worker, supervisor)	Signature	Date

Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:

Signed: _____ Date: _____

Name: _____ Position: _____

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