

# BUTLERS EVENTS & STAGING

## SAFE WORK METHOD STATEMENT (SWMS) – Temporary Structures



<b>Safe Work Method Statement</b>		<b>Signed off:</b> _____
<b>Employer/Contractor:</b> Butlers Events		<b>Date:</b> _____ <b>No:</b> _____
<b>Project:</b>		<b>Accepted:</b> Yes / No
<b>Job:</b> Temporary Structures		<b>Venue:</b> As per job details.
<b>Procedure:</b>	<b>Hazards:</b>	<b>Safety Controls:</b>
<ol style="list-style-type: none"> <li>1. Positioning of stillage and pallets around the worksite ready for build,</li> <li>2. Measuring structure footprint</li> <li>3. Build framework: Layout uprights on ground, connect rafters into ridge insert and into leg knuckle to create first rib. If gable is required add gable fabric and gable uprights.</li> <li>4. Continue building ribs as per above method to the required length.</li> <li>5. Connect diagonal bracing bar between bays with clip</li> <li>6. Connect footplates with r clip</li> <li>7. Lift and raise ribs until vertical.</li> <li>8. Add pegs or weights to footplate.</li> <li>9. Insert gable uprights (if required)</li> <li>10. Add purlins (eave, mid &amp; ridge). Lift one end into rafter bracket then using a purlin fork lift the other end into opposite rafter. Repeat method for each purlin.</li> <li>11. Install Fabrics: Starting with the roof tie 2 x roof ropes to the first roof and throw over to the other side of the structure. Two crew feed roof kadeer into rafter while two crew on the other side of the structure begin pulling roof through until it's even on both sides. Add walls (if required) with two crew on step ladders at either side of the leg and feed wall from the top of the leg and pull downwards.</li> <li>12. Wall bars are then inserted through rings at the top of each wall and pinned to leg, if required. Repeat at the bottom if required.</li> <li>13. Add wall bars to pocketed roof and tension with strap until taunt.</li> <li>14. Tidy Site: Remove empty stillages onto truck or relocated to the site compound. Pickup and dispose of strapping &amp; wrapping in correct manner.</li> </ol>	<ol style="list-style-type: none"> <li>1. Hit by forklift, tripping over objects, insufficient space to work around.</li> <li>2. Spider/snake bites if working outdoors, trip over marking strings.</li> <li>3. Crushes of fingers, cuts, drop of structure piece on foot, tripping over structure segments.</li> <li>4. Cuts, bruises, contusions, concussion due to worker hitting his/her head on structure frame.</li> <li>5. Back strains and spinal disc displacements, muscle fatigue and muscle ligaments strains.</li> <li>6. Falling from ladder</li> <li>7. Slip and fall due to wet surfaces inclement weather,</li> <li>8. Sunburn, eye damage if working in hot and clear days,</li> <li>9. Cold hypothermia if working in wet and cold conditions,</li> <li>10. Hearing damage – sudden and high pitched noise produced by hammering</li> </ol>	<ol style="list-style-type: none"> <li>1. <ul style="list-style-type: none"> <li>- Wear safety vest (day/night use rated) when mobile plant operating near by,</li> <li>- Wear safety boots (toe caps, non-slip etc.),</li> <li>- Assess the area for any natural hazards – uneven surfaces (rocks etc.), spiders, snakes</li> <li>- Only licensed personnel to operate FLT,</li> <li>- Lay-out stillage and pallets so there is sufficient space to work around (1.5m. apart min.).</li> </ul> </li> <li>2. <ul style="list-style-type: none"> <li>- Restrict numbers of crew members around the area of measuring and marking to prevent any worker from tripping over marking strings, tape etc.</li> </ul> </li> <li>3. <ul style="list-style-type: none"> <li>- Wear safety boots (toe caps, non-slip etc.),</li> <li>- Keep clearance between teammates and always assess your walkpath while feet/standards and ledgers are positioned,</li> <li>- Apply team lift/2 person lift for heavy components</li> <li>- Walk slowly and be cautious of the objects in your path as scaffold grid is being built.</li> </ul> </li> <li>4. <ul style="list-style-type: none"> <li>- Wear safety boots (toe caps, non-slip etc.),</li> <li>- Apply 2 person lift for heavy components.</li> <li>- Communicate with your lift-partner so you lift together/simultaneously,</li> </ul> </li> <li>5. <ul style="list-style-type: none"> <li>- Use correct Manual Handling Procedure</li> </ul> </li> <li>6. <ul style="list-style-type: none"> <li>- Issue and mandatory use of PPE</li> <li>- Ensure ladder is in correct working order and on a flat stable surface.</li> </ul> </li> <li>7. <ul style="list-style-type: none"> <li>- Issue and mandatory use of PPE</li> <li>- Tool box talk</li> </ul> </li> <li>8. <ul style="list-style-type: none"> <li>- Issue and mandatory use of PPE</li> </ul> </li> <li>9. <ul style="list-style-type: none"> <li>- Issue and mandatory use of PPE</li> <li>- Issue of water proof clothing</li> </ul> </li> <li>10. <ul style="list-style-type: none"> <li>- Issue and mandatory use of PPE</li> </ul> </li> </ol>

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Personal Qualifications and Experience:	Personnel, Duties & Responsibilities:	Training Required to Complete Work:
<ul style="list-style-type: none"> <li>▪ Senior First Aid (recommended)</li> <li>▪ All: experience in working with temporary event structures</li> </ul>	<ul style="list-style-type: none"> <li>▪ Comply with Butlers Events policies,</li> <li>▪ Comply with this SWMS and other relevant safety guidelines,</li> <li>▪ Report all nearmisses, injuries to your supervisor,</li> <li>▪ Do not consume illicit drugs or alcohol at or before work,</li> <li>▪ Comply with all reasonable instructions/direction from your Supervisor.</li> <li>▪ Use tools and devices for their design-intended purpose and don't improvise.</li> <li>▪ Wear PPE at all times as directed.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Site safety and operations Induction, Site Emergency training (where applicable).</li> <li>▪ Training in this SWMS &amp; manual handling</li> <li>▪ Toolbox talk with Crew Chief</li> </ul>
<b>Engineering Details/Certificates/Work Cover Approvals:</b> Ensure all structural assemblies, dimensions/proportions and equipment handling methods are compliant with manufacturer's and engineer's specifications. All workers engaged with the build must be covered by appropriate Workers Compensation insurance of the Employer as per legislative requirements.	<b>Code of Practice, Legislation:</b> State OH&S Act and Regulation, Australian Standards- AS 4360 'Risk Management', AS1170 'Structural Design Actions', AS1801 & WorkCover Manual Handling Guide etc.	
<b>Plant/Equipment:</b> PPE: <ul style="list-style-type: none"> <li>▪ Protective helmets- AS 1800 industrial helmets for ground work and UIAA-certified helmets for work aloft,</li> <li>▪ Safety vests and/ or high visibility clothing AS- compliant and Day/Night use rated.</li> <li>▪ Protective footwear</li> <li>▪ Sunscreen 30+ rated min,</li> <li>▪ Occupational protective UV- rated glasses, Ear Plugs (disposable type)</li> <li>▪ First Aid Kit Class A (as per NSW OH&amp;S Regulation 2001).</li> </ul>	<b>Maintenance Checks and Regime:</b> All PPE, equipment and plant to be inspected as per manufacturer specifications. All PPE to be inspected before use, during use and upon completion of the job. First Aid Kit to be checked at Butlers Event depot and restocked when necessary. All documents/forms to be available for the job (i.e. OH&S forms, drawings or appropriate size, clarity and colour of print, timesheets for workers etc). Structure Components inspected prior to dispatch.	

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Read and Signed by All Employees on Site:			
Name:	Surname:	Date & Time:	Signature: