




AUTOLIFT GARAGE DOORS & GATES P/L
 ABN : 17 068 953 560
 Address : 12 Larkin St Riverwood NSW 2210
 Telephone : 0295340444
 Fax : 02 9534 0400

SAFE WORK METHOD STATEMENT

SWMS No: 009 Rev No: V7 Date: 07 Apr 2022

1. PROJECT INFORMATION & RESOURCES

Project:	Southpac Constructions – 88 Christie street St Leonards		Job No:	29195
Activity / Task:	Install Roller shutters		This SWMS has been developed in consultation with the undersigned employees and accepted:	
Location on site:	Carpark entry		Reviewed by:	Darryl Waller
Site Supervisor:	John Jacovides	Mobile Phone No: 0412 974 732	Position:	Operations Manager
Trades Involved:	Installers		Signature:	
Next revision date:	07/09/2022		Date:	23/5/22

2. HAZARD IDENTIFICATION, RISK ASSESSMENT & CONTROL (HIRAC)

Any high risk hazards identified during the works which are not covered in this SWMS should be addressed in Section 10

Item	Procedure List the activities to carry out the task (in steps)	Possible Hazards Identify the hazards associated with each activity	Class of Risk	Control Measures For High (Class 1) or Medium (Class 2) Risks, identify control measure(s) to eliminate the risk or reduce to Low (Class 3) using the Hierarchy of Controls: 1. Elimination 2. Substitution 3. Isolate people from hazard 4. Engineered controls. 5. Administrative Controls 6. PPE	Residual Risk	Person Responsible
1	Set up work area	Unclear work area, poor access – Tripping and falling Other trades working in area - Vehicle traffic – hit by vehicle	2 1 1	Survey work area, ensure builder clears access to work area. Wear safety boots, high vis vest and hard hat Install barriers around the work area to keep other workers away. Wear safety boots, high vis vest and hard hat. Install barriers around the work area to keep other workers away. Wear safety boots, high vis vest and hard hat.	3 3 3	Installer Installer Installer
2	Setting out components for installation	Climbing platform ladders – fall from height Drill for brackets and posts – electrocution, tripping and falling, cuts and bruises	1 1	Ensure ladders on flat level ground, if height exceeds 2m use elevated work platform, mobile scaffold or scissor lift All electrical equipment to be inspected daily and to be tagged, use lead stands to keep leads of the ground, use an earth leakage circuit breaker. Wear safety boots, high vis vest, hard hat and safety glasses	3 3	Installer Installer
3	Welding of brackets (if required)	Welding flash, burns, cuts and bruises (see also SWMS C for use of welding machine)	1	Wear welding helmet and leather gloves, use welding screens to screen of the area, ensure area is barricaded off	3	Installer
4	Lifting shutters into place	Door falling from lifting device – Back and muscle strain, broken limbs, cuts and bruises	1	Use chain block, genie lift, forklift, crane, hiab or other lifting device of a capacity greater than the load. Ensure slings and chains in good working condition, barricade work area off	3	Installer
5	Greasing of guides	Skin contact - allergies	3	Read SDS before commencing work, use gloves and safety	3	Installer

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				glasses		
6	Painting of welds	Skin contact - allergies	3	Read SDS before commencing work, use gloves and safety glasses	3	Installer
				Manual handling, no single person lifts above 20kg		

3. HAZARD IDENTIFICATION & RISK ASSESSMENT CALCULATOR

Likelihood	RISK SCORE CALCULATOR	Consequence					Consequence / Impact	Risk Class
		Significant	Major	Moderate	Minor	Insignificant		
Very Likely		1	1	1	2	2	Potential Death, Permanent Disability, or Major Structural Damage. Off-site release not contained, major remediation required with outside assistance, significant detrimental environmental impact.	1
Likely		1	1	2	2	2	Potential temporary disability/ serious injury or Minor Structural Damage. On site release contained, minor remediation required with outside assistance; short-term detrimental environmental impacts.	2
Possible		1	2	2	2	3	Potential incident that may cause persons to require first aid. On-site release immediately contained; minor level clean up with no short-term environmental impacts.	3
Remotely Possible		2	2	2	3	3		
Very Unlikely		2	2	3	3	3		

4. LEGISLATION, CODES OF PRACTICE & STANDARDS (Relevant to the Activities)

Legislation	Codes of Practice	Standards & Guides
<ul style="list-style-type: none"> NSW WHS Act 2011 NSW Regulation 2011 	<ul style="list-style-type: none"> NOHSC 2005: Manual Handling 1990 NOHSC 2007: Prevention of Musculoskeletal Disorders Caused From Performing Manual Tasks NOHSC 2009: Noise Management & Protection of Hearing at Work NOHSC 2014: NCOP for Storage & Handling of Dangerous Goods 2001 NSW COP 2007 : Control of Workplace Hazardous Substances 1994 	<ul style="list-style-type: none"> National Standard for Manual Tasks 2007 NOHSC 1016: National Standard for Construction Work AS/NZS 1892: Portable Ladders WorkCover NSW: Position Paper Step Ladders Workcover NSW: Guide to Preventing Slips, Trips & Falls AS/ANZ 1269: Occupational Noise Management AS 3012: Electrical installations – Construction and



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- NSW COP: Electrical Practices for Construction Work 2007
- NSW COP: Storage and Handling of Dangerous Goods
- NSW COP: Hazardous Manual Tasks
- NSW COP: How to manage work health and safety risks
- NSW COP: Managing the risks of falls at workplaces
- NSW COP: Labelling of workplace hazardous substances
- NSW COP: Managing noise and preventing hearing loss at work
- Other:

demolition sites

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5. PPE Requirements

Safety boots, High vis vest, hard hat, safety glasses, gloves, welding gloves, welding mask

6. Hazardous Substances to be used

BTX grease, Silver frost top coat



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6. Plant, tools and equipment to be used

Drills, welding machine, grinder, electric saw, earth leakage circuit breaker, extension leads, platform ladders

7. Maintenance checks

Leads to power tools and chargers to be checked and tagged. Visually check all tools and ladders for defects.

9. EMPLOYEE CONSULTATION & SIGN OFF

This SWMS has been developed following a risk assessment of the tasks through consultation with our employees and has been read, understood and signed by all employees undertaking the task. Training has been provided in the work activities described in this Work Method Statement. Significant amendments are communicated to the workforce via Safety Bulletins and to ensure conformity with the SWMS supervisors are to perform jobsite audits.

Name	Employer	Signature	Date



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Supervisor Sign-off: Confirmation that I have checked all qualifications/ licences tendered and verify they are applicable and current. I have ensured that consultation and induction into this SWMS has taken place and that all the plant and equipment listed is properly maintained and safe to use.

Name:	Position:		
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10. SWMS REVISION: (Use this section to revise/ add new tasks in the SWMS)

Item	Procedure List the activities to carry out the task (in steps)	Possible Hazards Identify the hazards associated with each activity	Class of Risk	Control Measures For High (Class 1) or Medium (Class 2) Risks, identify control measure(s) to eliminate the risk or reduce to Low (Class 3) using the Hierarchy of Controls: 1. Elimination 2. Substitution 3. Isolate people from hazard 4. Engineered controls. 5. Administrative Controls 6. PPE	Person Responsible	Residual Risk
	Drilling holes in concrete structure	Dust from drilling holes can be inhaled causing silicosis or cancer	1	Use respirators when drilling holes in concrete structure overhead. Use vacuum cleaners with filters to clean up rather than sweeping floors.	Installer	

SWMS REVISION – EMPLOYEE CONSULTATION & SIGN-OFF

This SWMS has been revised following a risk assessment of the tasks described above through consultation with our employees and has been read, understood and signed by all employees undertaking the tasks. Training has been provided in the revised work activities described in this SWMS review. Work practices are regularly reviewed for continual improvement.

Name	Employer	Signature	Date



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Name: Matthew V.	Position: Senior Management		
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