







Safe Work Method Statement

System Scaffold and Mobile Scaffold (0006)







To be used in conjunction with SWMS 0001 General Site Activities and System Scaffold and Mobile Scaffold Installation Manuals.

JOB DETAILS			
Principal Contractor		ABN	
Project		Site Manager	
Job Address			
Job Description			

SWMS developed in consultation with Buildsafe Installers and:

Grant Edwards	Director		SWMS documented by Bo Cernja
Peter Horton	Director		
Chris Maddick	Construction Manager		National Safety and Compliance Manager
Steven Gibbs	Compliance Manager		Feb 2019
Oliver Brett	Quality Systems Officer		

PERSONNEL RESPONSIBLE FOR MONITORING AND MANAGING ACTIVITY			
Name		Contact	
Signature			

PERSONAL PROTECTIVE EQUIPMENT		
	Safety Footwear	Enclosed safety footwear with steel toe caps shall be worn AT ALL TIMES onsite, in the warehouse, factory and yard or where plant and machinery are being used.
	High Visibility Clothing	Buildsafe issued high visibility clothing or vests shall be worn AT ALL TIMES onsite, in the warehouse, factory and yard or where plant and machinery are being used.
	Head Protection	Hard hats shall be worn AT ALL TIMES whilst onsite (including whilst loading and unloading of trucks onsite) and/or where there is a danger of falling objects. Hard hats are not required when installing temporary fence. Sun hats (and SPF 30+ sunscreen lotion) shall be worn when working outside.
	Eye Protection	Eye protection shall be worn when in designated areas, whilst operating saws, grinders or in other situations where there is a risk of injury to the eyes or where recommended by a supplier of goods or tools.
	Hand Protection	It is strongly recommended that Gloves be worn when handling equipment, tools or material that may be of extreme temperatures or contain sharp or dangerous edges or where recommended by a supplier of goods or materials.
	Hearing Protection	Hearing protection in the form of ear plugs or ear muffs shall be used when operating saws, grinders, drills or in other situations where the noise level is excessive or where recommended by a supplier of plant or tools.

This SWMS covers general safety aspects associated with the installation and dismantling of Buildsafe proprietary System Scaffold and Mobile Scaffold. It does not contain detailed information in relation to plant and equipment (such as Truck mounted cranes, Forklifts, etc.) as these require a dedicated SWMS.

Main hazards: Manual tasks, Gravity, Electricity, Machinery & Equipment, Extreme Temperatures, Noise.

METHOD OF IDENTIFYING, ASSESSING & MANAGING WORK HEALTH & SAFETY RISKS

For each potential hazard identified, a risk level will be determined by referring to the Risk Matrix below. The Hierarchy of Control will be used to manage the risks identified.

Step 1 Determine Likelihood – What is the possibility that the effect will occur?

Step 2 Determine Consequence - What will be the expected effect?

Step 3 Determine The Risk Level

Step 4 Hazard Elimination or Risk Control

RISK MATRIX

		STEP 1: Likelihood				
		Certain to occur	Very Likely	Possible	Unlikely	Rare
STEP 2: Consequences	Fatality	1H	1H	1H	2M	2M
	Permanent disability	1H	1H	1H	2M	2M
	Lost time injury	1H	2M	2M	3L	3L
	Medical treatment injury	2M	2M	3L	3L	3L
	First aid injury	3L	3L	3L	3L	3L

Risk Level	Likelihood/Consequence
1H: High Risk	Has the potential to: <ul style="list-style-type: none"> permanently disable or kill cause major damage to the structure have significant impact on the surrounding population and environment
2M: Medium Risk	Has the potential to: <ul style="list-style-type: none"> temporarily disable or seriously injure cause minor damage to the structure breach the site boundary and pollute local environment
3L: Low Risk	Has the potential to: <ul style="list-style-type: none"> cause minor injury be contained within the site boundary

HAZARD ELIMINATION & RISK CONTROL

The risk levels are ranked from highest to lowest using the following control measures.

Control measures should be considered and implemented in the following order with Level 1 the highest level of protection and level 3 the lowest:

Level	Preference of Control	Hierarchy of Control	Example of Control Measures to Implement
Level 1	Highest level of protection	<ul style="list-style-type: none"> Eliminate the hazard 	<ul style="list-style-type: none"> The most effective control involves eliminating the hazard and associated risk. e.g. eliminating the risk of fall from height by working from the ground
Level 2	Acceptable level of protection if Level 1 is not reasonably practicable	<ul style="list-style-type: none"> Substitute the hazard with a safer option Isolate the hazard from people Reduce the risk through engineering controls 	<ul style="list-style-type: none"> Use a different, less dangerous piece of equipment or replace chemicals with safer materials. Separate noisy equipment by soundproofing or install guard rails to exposed edges and hole in floors Add machine guarding or use trolleys or hoists to move heavy loads
Level 3	Lowest level of protection and should only be used as a last resort or in conjunction with other levels of control	<ul style="list-style-type: none"> Reduce exposure to the hazard using administrative actions Use personal protective equipment 	<ul style="list-style-type: none"> Establish work methods or safe work procedures for tasks or erect signage to warn people of the hazard Limit the exposure to the hazard by implementing PPE such as; gloves, protective eyewear, UV protection and train people in their use.

TASK	HAZARD	RB	CONTROL MEASURE	RA	PERSON RESPONSIBLE
RB: Risk Rating before controls implemented. RA: Risk Rating after controls are implemented.					
Site Planning	Structural Failure	1H	1. Inspect all structures and ground areas where Scaffold is to be installed: <ol style="list-style-type: none"> Ensure structure is braced and propped sufficiently. If not structurally secure, inform site supervisor and Branch Manager and DO NOT install. Ensure Scaffold is not built within any designated no go zones for unsupported trenches or holes. Refer to the <i>System and Mobile Scaffold Installation Manual</i> and <i>Roof and First Floor Training Manual</i> 	3L	Buildsafe: <ul style="list-style-type: none"> Installer Assistant Site Supervisor (PC)
Preparation of Site	Electrocution through exposure to power lines	1H	1. There are clear NO GO or EXCLUSION ZONES when working around power lines. These are: <p>VICTORIA Domestic/low voltage power lines – Less than 4.6m horizontally and 5m vertically Industrial/high voltage power lines – Less than 8m all round</p> <p>QUEENSLAND Domestic/low voltage power – Less than 3m all round Industrial/high voltage power lines – Less than 6m all round</p> <p>NSW Any work within 4m of ALL power lines need referral to the network operator for any special conditions which need to be complied with.</p> 2. Prior to commencing work, check for overhead power lines including domestic service and lead in power lines. 3. If the works, including unloading the truck, installation of system or client use of the system will be within the NO GO ZONE then DO NOT COMMENCE WORK . Advise your Branch Manager or the office.	3L	Buildsafe: <ul style="list-style-type: none"> Installer Assistant Supervisor Truck Driver Site Supervisor (PC)

TASK	HAZARD	RB	CONTROL MEASURE	RA	PERSON RESPONSIBLE
			<ol style="list-style-type: none"> 4. The principal contractor must then put in place control measures and obtain a permit from the power supplier. 5. A Site Specific SWMS must also be created by the Branch Manager. 6. Buildsafe employees must familiarise themselves with these control measures, the Permit and the Site Specific SWMS before commencing work. 		
Installing System	Falling objects	1H	<ol style="list-style-type: none"> 1. Inform other trades people on site of works being performed at an elevated level and to keep clear. 2. Use assistant to spot and warn others if required when installing and dismantling. 3. When setting out base components do not lean equipment up against structures where they could slip and fall striking others. 4. Do not install scaffold components working directly above others. 	3L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant
	Fall from Heights		<ol style="list-style-type: none"> 1. When installing On Roof Scaffold edge protection must be in place. 2. Ensure ground under sole boards is level and compacted. 		Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant
Set Out and Installation of basing Components	Mobile Scaffold Failure resulting in a fall	1H	<ol style="list-style-type: none"> 1. Sole boards are to be used under all castors except on finished surfaces (eg concrete) 2. Level mobile frames/braces before moving to next lift. 3. Ensure all braces are installed before moving to next lift. 4. Refer to the <i>System & Mobile Scaffold Installation Manuals</i> for step by step install procedure as well as legislative and engineering install requirements, tolerances and fixings. 	3L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant
	System Scaffold Failure resulting in a fall	1H	<ol style="list-style-type: none"> 1. For On Roof Scaffold use 1500 long sole boards to distribute the load across the supporting structural members. 2. Level ledgers/transoms bay by bay when “basing out”. 3. Ensure end and face braces are installed where required before installing the next lift. 4. Refer to the <i>System & Mobile Scaffold Installation Manuals</i> for step by step install procedure as well as legislative and engineering install requirements, tolerances and fixings. 	3L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant


TASK	HAZARD	RB	CONTROL MEASURE	RA	PERSON RESPONSIBLE
Installing Additional Lifts	Falls from Heights	1H	<ol style="list-style-type: none"> 1. Install ledgers in a systematic way to the lift above prior to installing above working platforms and accessing the above level. 2. The system must be fully completed for the purpose of systematic erection prior to commencing additional lifts. 3. Ensure any gaps present in ledgers are closed off with tubes and couplers; these must be fitted standing behind previously secured ledgers. 4. Install lap boards from below before accessing the lift above. 5. Where required lap boards are to be installed on corners and kept to a minimum on straight runs. 	3L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant
	Scaffold Failure resulting in a fall	1H	<ol style="list-style-type: none"> 1. Ensure hop up decks and lap boards are secured. 	3L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant
Installing Outriggers, Tying and Bracing Scaffold	Failure of unsupported scaffold due to lack of ties/ outriggers	1H	<ol style="list-style-type: none"> 1. Outriggers/ ties must be installed where the working height exceeds three times the minimum base dimension. 2. Outriggers/ties are to be fitted to all 700mm wide scaffolds regardless of height. 3. Outriggers must be fitted to all open sides (sides that aren't up against the structure). 4. Ensure scaffold is tied to structurally sound member of the building every 2nd lift and at no more than three bays apart. 5. Tie tubes must run off two standards and not ledgers. 	3L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant
Installing Ladder Access	Ladder Falling	1H	<ol style="list-style-type: none"> 1. Couplers or fixed ladder clamps are to be used at the top to secure ladder and prevent movement. <p>Refer <i>Buildsafe Safe Operating Guidelines for Use of Ladders</i></p>	3L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant
Dismantling Scaffold	All hazards outlined above	1H	<ol style="list-style-type: none"> 1. Dismantle system systematically in reverse order to installation using the control measures above for all hazards. 2. When dismantling ensure equipment is passed down. 	3L	Buildsafe: <ul style="list-style-type: none"> • Installer • Assistant

References:

- Work Health and Safety Act (Qld) 2011
- Work Health and Safety Regulation (Qld) 2011
- Work Health and Safety Act (NSW) 2011
- Work Health and Safety Regulation (NSW) 2017
- Occupational Health and Safety Act (Vic) 2004
- Occupational Health and Safety Regulations (Vic) 2017
- AS/NZS 1576 and AS/NZS 4576
- Buildsafe SWMS 0001 General Site Activities
- Buildsafe System Scaffold Installation Manual
- Buildsafe Mobile Scaffold Installation Manual
- Buildsafe Mobile and System Scaffold Maintenance Manual
- Buildsafe Safe Operating Guidelines for Use of Ladders
- Buildsafe Manual Handling Training Manual

ADDITIONAL HAZARDS IDENTIFIED ON THIS SITE					
TASK	HAZARD	RB	CONTROL MEASURE	RA	PERSON RESPONSIBLE
RB: Risk Rating before controls implemented. RA: Risk Rating after controls are implemented.					

EMPLOYEE SIGN OFF			
Name	Qualifications	Signature	Date

REVIEWS			
Review No	Name	Signature	Date
1	Tony Lavin		31/07/2012
2	Grant Edwards		11/11/2012
3	Grant Edwards		28/02/2013
4	Anthony Young		5/02/2014
5	Bo Cernja		4/02/2015
6	Bo Cernja		4/02/2016
7	Bo Cernja		4/02/2017
8	Bo Cernja		1/02/2018
9	Bo Cernja		28/02/2019