SAFE WORK METHOD STATEMENT 0002 (Void Platforms) – Part 1

(To be used in conjunction with SWMS 0001 General Site Activities)

Contractor Company Details: BUILDSAFE			
Additional information (if required):			
Principal Contractor:		**ABN:**	
Project:		Project/Site Manager:	
Job Address:			
Job Description:			

Activity: Install / Dismantle Void Platforms

This SWMS has been developed in consultation with Buildsafe installers and:

Name:	Signature:	Job Title:	Date:
Grant Edwards		Director (Buildsafe QLD)	Feb 2018
Peter Horton		Director (Buildsafe Australia)	Feb 2018
Chris Maddick		Field Operations Officer	Feb 2018
Steven Gibbs		Compliance Manager	Feb 2018

SWMS documented by:

Bo Ceprnja
Date Feb
2018

Personnel responsible for monitoring and managing activity: Buildsafe Installers/Assistants Name: Contact no:	Overall Risk Rating Level After Controls:	Level **1** Level **2** Level **3**	**H**igh **M**edium **L**ow

Personal Protective Equipment

Safety Footwear and/or Non-Slip Footwear	Hearing Protection (where req.)	High Visibility Clothing	Head Protection (Hard Hat/Sun Hat)	Eye Protection (Safety/UV)	Hand Protection
					

Day Operations – Normal Requirements:

Safety footwear, hearing protection (where required), high visibility shirt or vest, head protection (hard hats), sun protection (wide brimmed hat and SPF 30+ sunscreen lotion), eye/face protection (goggles/safety glasses/sun glasses), hand protection (gloves) as required. Any other site specific PPE requirements (to be supplied by Principal Contractor)

Safety Notes

The SWMS covers general safety aspects associated with the installation and dismantling of Buildsafe proprietary Void Platform system.

Main hazards:

- Manual tasks, Gravity, Electricity, Machinery & Equipment, Extreme Temperatures, Noise

Plant/Tools/Equipment required for this activity:	Maintenance Details for this activity:	Materials used for this activity	
• Buildsafe Truck • Cordless Impact Driver • Reciprocating Saw • Non powered hand tools • PPE	• Prestart weekly checklist for Buildsafe vehicles • 3 monthly testing and tagging of electrical tools and equipment • Checking of void components prior to install	• Buildsafe proprietary materials • Industrial rated ladder, platform ladder and ladder brackets • Poles (various lengths and sizes)	• Void Platform Decks • Brackets (various Types) Screw Jacks, • Various Powers Brand Fixings

Method of identifying, assessing and managing work health and 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**				
Step 2: Consequences	**Certain to occur**	**Very Likely**	**Possible**	**Unlikely**	**Rare**
Fatality	**1 H**	**1 H**	**1 H**	**2 M**	**2 M**
Permanent disability	**1 H**	**1 H**	**1 H**	**2 M**	**2 M**
Lost time injury	**1 H**	**2 M**	**2 M**	**3 L**	**3 L**
Medical treatment injury	**2 M**	**2 M**	**3 L**	**3 L**	**3 L**
First aid injury	**3 L**	**3 L**	**3 L**	**3 L**	**3 L**

Risk Rating: Likelihood / Consequence	**Risk Level**
This Risk Level 1 hazard has the potential to: • permanently disable or kill • cause major damage to the structure • have significant impact on the surrounding population and environment	Level 1: High Risk
This Risk Level 2 hazard has the potential to: • temporarily disable or seriously injure • cause minor damage to the structure • breach the site boundary and pollute local environment	**Level 2: Medium Risk**
This Risk Level 3 hazard has the potential to: • cause minor injury • be contained within the site boundary	**Level 3: Low Risk**

Hazard Elimination and 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:

Risk Rating Level	Preference of Control	Hierarchy of Control	Example of Control Measures to implement
Level 1	Highest level of protection	• Eliminate the hazard	• 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	• Substitute the hazard with a safer option • Isolate the hazard from people • Reduce the risk through engineering controls	• 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	• Reduce exposure to the hazard using administrative actions • Use personal protective equipment	• 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.

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.					
Arrival on site	Collisions with other equipment, workers and pedestrians	**1 H**	1. Access site as per principal contractor's sign posted traffic management. 2. Observe site "No Go Zones". 3. Use Hazard lights as per site requirements if applicable. 4. Ensure access around site is confined to designated road ways if applicable. 5. Buildsafe assistant to spot when reversing or when blind spots are evident on site. 6. Witches hats are recommended if in high trafficable areas	**3 L**	Buildsafe: • Installer • Assistant Installer • Truck Driver
Site planning / general planning	Workers not site inducted, non-conformance to site procedures	**1 H**	1. Report to site office on arrival if applicable 2. Installers / assistants may need to complete a site specific induction before work commences if applicable. 3. Installer/assistants to provide General Construction Induction cards upon arrival if requested. 4. Any other high risk work licenses are to be provided if requested and applicable.	**3 L**	Buildsafe: • Installer • Assistant Installer • Site Supervisor (PC) • Truck Driver
	No consultation and poor planning	**1 H**	1. Ensure adequate consultation with relevant Buildsafe Supervisors / Sales staff and with Principal contractor / builder is completed prior to the commencement of installation. 2. Ensure documentation is accurate in respect to layout of void platform installation.	**3 L**	Buildsafe: • Installer • Assistant Installer • Sales staff • Site Supervisor (PC) • Truck Driver
Preparation of site	Slips, Trips and Falls	**1 H**	1. Prior to commencing of works an assessment of additional hazards not contained in this SWMS is to be performed. 2. Items assessed may include location of electrical hazards, site conditions, as well as the identification of any additional site-specific hazards not addressed in this SWMS. 3. Control measures for any additional hazards are to be documented (prior to starting works or within the JSA) by using the area in Part 2 of the SWMS or on a separate Pre-start risk assessment/safety analysis sheet. 4. Ensure work area is clear of debris and ongoing housekeeping is maintained throughout install as per contractor's plan if applicable.	**3 L**	Buildsafe: • Installer • Assistant Installer • Truck Driver

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.					
	Structural failure	**1 H**	1. Inspect all structures where the void platform is to be installed, making sure all floor joists/framing/tilt panels/pool edges etc. are adequately fitted, stable and secured. 2. If not structurally secure, inform site supervisor and Buildsafe sales staff of problem and DO NOT install void platform to open void until safe to do so.	**3 L**	Buildsafe: • Installer • Assistant Installer • Site Supervisor (PC)
	Working on site/Falling objects	**1 H**	1. Inform other trades people on site of works being performed at an elevated level in void area if applicable. 2. Use installation assistant to spot if required when installing and dismantling void platform(s). 3. Ensure debris that could potentially be knocked into void is cleared away.	**3 L**	Buildsafe: • Installer • Assistant Installer • Truck Driver

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
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	Electrocution through exposure to power lines	I H	1. Conduct visual inspection for the presence of overhead power lines including domestic service and lead in power lines. 2. If the works, including unloading, erection or proposed purpose of use of completed system encroaches the **"NO GO / EXCLUSION ZONE"** **DO NOT COMMENCE WORK**. Advise your supervisor or the office who will contact the principal contractor. 3. The principal contractor must then put in place control measures and obtain relevant permit from power supplier **prior to works commencing.** 4. **Permit and conditions for works must be sighted, read and familiarised by Buildsafe site personnel. Site Specific SWMS must be created once Permit is obtained in order for work to commence.** **NO GO / EXCLUSION ZONES** **VICTORIA** Domestic/low voltage power lines – Less than 4.6m horizontally and 5m vertically Industrial/high voltage power lines – Less than 8m all round **QUEENSLAND** Domestic/low voltage power – Less than 3m all round Industrial/high voltage power lines – Less than 6m all round **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.	3 L	Buildsafe: • Installer • Assistant Installer • Supervisor • Truck Driver • Site Supervisor (PC)
Unloading and loading of transport (truck)	Manual handling injuries	**1 H**	1. Correct manual handling techniques are to be used *(refer SWMS 0001 General Site Activities - Correct manual handling techniques).* 2. Position truck as close to work area, to minimise manual handling. 3. Gloves may need to be worn when handling equipment, tools or material that may be of extreme temperatures or contain sharp or dangerous edges.	**3 L**	Buildsafe: • Installer • Assistant Installer • Truck Driver

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
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Installing poles / brackets	Falling from heights into void space	**1 H**	1. Installation of poles to be done from a suitable ladder for the task. 2. Only industrial rated platform ladder/ladder to be used when installing poles.	**3 L**	Buildsafe: • Installer • Assistant Installer
	Falling off ladder or ladder slipping resulting in fall	**1 H**	1. Ladders used for access, will have a check performed to ensure the ladder provided is: a) Rated industrial standard and in good condition b) On a level and solid base c) Footed to prevent movement if applicable d) Extends a minimum of 1m above the area being accessed e) Placed at a ratio of 4:1 from the structure f) When using a ladder three (3) points of contact must be maintained at all times g) A gutter guard or proprietary non slip ladder bracket (i.e. Laddermate) must be used at all times to secure the ladder and prevent ladder movement.	**3 L**	Buildsafe: • Installer • Assistant Installer
Installing decks	Void platform system failure	**1 H**	1. Inspect all components before installing them, using Buildsafe “lock out” procedures if damaged/unsatisfactory for installing. 2. Ensure all brackets are fixed in place by relevant fixings as per installation manual. 3. Ensure minimum 20mm overlap of pole is running past saddle and securing bolt is tightened to pole as per installation manual. 4. Ensure any hook over bracket bolts are tightened to pole as per install manual. 5. Ensure all brackets that sit on flooring are positioned above and are fixed to floor joists. 6. If flooring joists not positioned to support bracket/pole then a timber block must be used as per installation manual. 7. All maximum pole spans to be adhered to as per installation manual. 8. Support poles and screw jacks to be fitted and secured as per installation manual specifications.	**3 L**	Buildsafe: • Installer • Assistant Installer
	Falling into void area	**1 H**	1. Installation of decks to be done from a suitable ladder. 2. Larger heavier decks to be team lifted into place if applicable.	**3 L**	Buildsafe: • Installer • Assistant Installer

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
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	Platform failure	**1 H**	1. When installing decks, ensure maximum gaps to walls/floors are adhered to as per installation manual specifications (wall: 225mm, floor 100mm) 2. Maximum span of decks to be adhered to as per installation manual. 3. If maximum span is to be exceeded a support pole is to be installed.	**3 L**	Buildsafe: • Installer • Assistant Installer
	Falling decks/objects striking others and eye damage	**1 H**	1. Ensure assistant and other trades stand clear when decks are being lifted and installed/dismantled.	**3 L**	Buildsafe: • Installer • Assistant Installer
Installing ladder	Ladder tipping Ladder unstable	**1 H**	1. Ensure ladder is fixed at top with ladder brackets. 2. Ensure ladder is installed at a ratio of 4:1 3. Ensure ladder extends a minimum of 900 mm above deck. 4. Ensure ladder is in good working order and rated for industrial purpose.	**3 L**	Buildsafe: • Installer • Assistant Installer
Fixing signs to void platform	Unauthorised workers altering set up Potential trip hazards	**1 H**	1. Install Void Platform sign to top of ladder as a deterrent for system being altered by others. 2. If the system is installed pre wall framing fix “tripping hazard” sign in full view to warn others to take care when around platform. 3. Capture photos of signs in electronic report.	**3 L**	Buildsafe: • Installer • Assistant Installer
Leaving incomplete setup	Access to incomplete void platform resulting in falling from height	**1 H**	1. Do not install ladders to incomplete set ups to restrict access to incomplete void platform. 2. Fix “Incomplete Scaffold” sign in full view as close to access deck as practicable to act as a deterrent to others accessing platform. 3. Complete a report detailing incomplete sections of void platform.	**3 L**	Buildsafe: • Installer • Assistant Installer

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.					
Dismantling of Void Platforms	All hazards outlined above	**1 H**	1. Park truck as close as practicable to job site to avoid long distances of manual handling. 2. Let other trades on site know of intention to remove void platform. 3. Dismantle void platform in reverse order to installation procedures using all control measures above. 4. Ensure when dismantling that works have been completed above void platform to ensure removal doesn't put others in danger of working unsafely.	**3 L**	Buildsafe: • Installer • Assistant Installer • Truck Driver

References:

Code of Practice: How to manage Work Health and Safety Risks – Safe Work Australia 2011
Code of Practice: Hazardous Manual Tasks – Safe Work Australia 2011
Code of Practice: Managing the Risks of Falls at Workplaces – Safe Work Australia 2011
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) 2011
Occupational Health and Safety Act (Vic) 2004
Occupational Health and Safety Regulations (Vic) 2017
Relevant Australian Standards
Buildsafe Induction
Buildsafe Void Platform Installation Manual
Buildsafe Site Safety Management Plan
Buildsafe SWMS 0001 General Site Activities

SAFE WORK METHOD STATEMENT – Part 2
Additional Hazards Identified on this site

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.					

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.					

SAFE WORK METHOD STATEMENT – Part 3

Personal Qualifications, Training and Experience required for the job:
• General Construction Induction Card • Installer: Scaffolder Ticket – Minimum Basic Scaffold, Completion of Buildsafe Training in Void Platform installation and competency. • Assistant Installer: Completion of Buildsafe Induction • Truck Driver: Recognised state issued License for vehicle class.

Employee Sign-off

This SWMS has been developed through consultation with Employees. I have read the above SWMS and I understand its content. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including safe work instructions and Personal Protective Equipment described.

Name	Qualifications	Signature	Date

Review No.	1	2	3	4	5	6	7	8	9
Name and initials	Tony Lavin	Grant Edwards	Grant Edwards	Anthony Young	Bo Ceprnja	Bo Ceprnja	Bo Ceprnja	Bo Ceprnja	
Date	July 31, 2012	Nov 11, 2012	Feb 28, 2013	Feb 05, 2014	Feb 05, 2015	Feb 05, 2016	Feb 07, 2017	Feb 01, 2018	