



**SAFE WORK METHOD STATEMENT 0002 (Void Platform Stairs) – Part 1**  
 (To be used in conjunction with SWMS 0001 General Site Activities & SWMS 0002 Void Platform)

**Contractor Company Details: BUILDSAFE**

|                                       |  |
|---------------------------------------|--|
| Additional Information (if required): |  |
|---------------------------------------|--|

|                              |  |             |  |
|------------------------------|--|-------------|--|
| <b>Principal Contractor:</b> |  | <b>ABN:</b> |  |
|------------------------------|--|-------------|--|

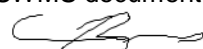




|          |  |                       |  |
|----------|--|-----------------------|--|
| Project: |  | Project/Site Manager: |  |
|----------|--|-----------------------|--|

|              |  |
|--------------|--|
| 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:    | SWMS documented by:<br><br>Bo Ceprnja<br>Date Feb 2018 | Page 1 of 13 |
|---------------|---|--------------------------------|----------|---|--------------|
| 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 |   |              |

|  |   |                                      |                              |
|--|---|--------------------------------------|------------------------------|
| Personnel responsible for monitoring and managing activity:<br>Buildsafe Installers/Assistants<br><br>Name:<br><br>Contact no: | Overall Risk Rating Level After Controls: | Level 1<br>Level 2<br><b>Level 3</b> | High<br>Medium<br><b>Low</b> |
|--|---|--------------------------------------|------------------------------|

## Personal Protective Equipment

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

### 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 Stairs system. 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

| Plant/Tools/Equipment required for this activity:   | Maintenance Details for this activity:  | Materials used for this activity   |  |
|---|---|--|--|
| <ul style="list-style-type: none"> <li>• Buildsafe Truck</li> <li>• Cordless Impact Driver</li> <li>• Reciprocating Saw</li> <li>• Non powered hand tools</li> <li>• PPE</li> </ul> | <ul style="list-style-type: none"> <li>• Prestart weekly checklist for Buildsafe vehicles</li> <li>• 3 monthly testing and tagging of electrical tools and equipment</li> <li>• Checking of void components prior to install</li> </ul> | <ul style="list-style-type: none"> <li>• Buildsafe proprietary materials</li> <li>• Industrial rated ladder, platform ladder and ladder brackets</li> <li>• Poles (various lengths and sizes)</li> </ul> | <ul style="list-style-type: none"> <li>• Void Platform Stairs</li> <li>• Brackets (various Types)</li> <li>• Screw Jacks,</li> <li>• Various Powers Brand Fixings</li> </ul> |

## 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 |             |          |          |                             |
|--|--------------------|-------------|----------|----------|-----------------------------|
|  | Certain to occur   | Very Likely | Possible | Unlikely | Rare                        |
| Step 2: Consequences   |                    |             |          |          |                             |
| 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                         |
| <b>Risk Level: Likelihood / Consequence</b>  |                    |             |          |          | <b>Risk Level</b>           |
| This Risk Level 1 hazard has the potential to: <ul style="list-style-type: none"> <li>permanently disable or kill</li> <li>cause major damage to the structure</li> <li>have significant impact on the surrounding population and environment</li> </ul> |                    |             |          |          | <b>Level 1: High Risk</b>   |
| This Risk Level 2 hazard has the potential to: <ul style="list-style-type: none"> <li>temporarily disable or seriously injure</li> <li>cause minor damage to the structure</li> <li>breach the site boundary and pollute local environment</li> </ul>    |                    |             |          |          | <b>Level 2: Medium Risk</b> |
| This Risk Level 3 hazard has the potential to: <ul style="list-style-type: none"> <li>cause minor injury</li> <li>be contained within the site boundary</li> </ul>   |                    |             |          |          | <b>Level 3: Low Risk</b>    |



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



| Procedure (in steps):  | Possible Safety or Environmental Hazards                      | RB         | Control Measures to Reduce risk   | RA         | Responsible Officer  |
|--|---|------------|---|------------|--|
| <b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b> |   |            |   |            |  |
| <b>Arrival on site</b>   | Collisions with other equipment, workers and pedestrians      | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Access site as per principal contractor's sign posted traffic management.</li> <li>2. Observe site "No Go Zones".</li> <li>3. Use Hazard lights as per site requirements if applicable.</li> <li>4. Ensure access around site is confined to designated road ways if applicable.</li> <li>5. Buildsafe assistant to spot when reversing or when blind spots are evident on site.</li> <li>6. Witches hats are recommended if in high trafficable areas – parked on roads.</li> </ol>  | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>• Installer</li> <li>• Assistant Installer</li> <li>• Truck Driver</li> </ul>  |
| <b>Site planning / General planning</b>  | Workers not site inducted, non-conformance to site procedures | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Report to site office on arrival if applicable</li> <li>2. Installers / assistants may need to complete a site specific induction before work commences if applicable.</li> <li>3. Installer/assistants to provide General Construction Induction cards upon arrival if requested</li> <li>4. Any other high risk work licenses are to be provided if requested and applicable.</li> </ol>  | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>• Installer</li> <li>• Assistant Installer</li> <li>• Site Supervisor (PC)</li> <li>• Truck Driver</li> </ul>                        |
|  | No consultation and poor planning                             | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Ensure adequate consultation with relevant Buildsafe Supervisors / Sales staff and with Principal contractor / builder is completed prior to the commencement of installation.</li> <li>2. Ensure Paper work is accurate in respect to layout of Void Platform Stairs installation.</li> </ol>  | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>• Installer</li> <li>• Assistant Installer</li> <li>• Sales staff</li> <li>• Site Supervisor (PC)</li> <li>• Truck Driver</li> </ul> |
| <b>Preparation of Site</b>   | Slips, Trips and Falls  | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Prior to commencing of works a pre start risk assessment of additional hazards not contained in this SWMS is to be performed.</li> <li>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.</li> <li>3. Control measures for any additional hazards are to be documented (prior to starting works) by using the area in Part 2 of the SWMS or on a separate Pre-start risk assessment/safety analysis sheet.</li> <li>4. Ensure work area is clear of debris and ongoing housekeeping is maintained throughout install as per contractor's plan if applicable.</li> </ol> | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>• Installer</li> <li>• Assistant Installer</li> <li>• Truck Driver</li> </ul>  |



| Procedure<br>(in steps):   | Possible Safety or<br>Environmental Hazards | RB         | Control Measures to Reduce risk   | RA         | Responsible Officer   |
|--|---|------------|---|------------|---|
| <b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b> |   |            |   |            |   |
|  | Structural Failure                          | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Inspect all structures where the Void Platform Stairs are to be installed, making sure all floor joists/floor sheeting and Void Platform is structurally secure.</li> <li>2. If not structurally secure, inform site supervisor and Buildsafe sales staff of problem and DO NOT install Void Platform Stairs</li> </ol>     | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>Installer</li> <li>Assistant Installer</li> <li>Site Supervisor (PC)</li> </ul> |
|  | Falling Objects                             | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Inform other trades people on site of works being performed at an elevated level in void area if applicable.</li> <li>2. Use installation assistant to spot if required when installing and dismantling void platform(s).</li> <li>3. Ensure debris that could potentially be knocked into void is cleared away.</li> </ol> | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>Installer</li> <li>Assistant Installer</li> <li>Truck Driver</li> </ul>         |

| Procedure<br>(in steps):   | Possible Safety or<br>Environmental Hazards    | RB         | Control Measures to Reduce risk   | RA         | Responsible Officer   |
|--|--|------------|---|------------|---|
| <b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b> |  |            |   |            |   |
|  | Electrocution through exposure to power lines  | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Conduct visual inspection for the presence of overhead power lines including domestic service and lead in power lines.</li> <li>2. If the works, including unloading, erection or proposed purpose of use of completed system encroaches the <b>“NO GO / EXCLUSION ZONE” DO NOT COMMENCE WORK.</b> Advise your supervisor or the office who will contact the principal contractor.</li> <li>3. The principal contractor must then put in place control measures and obtain relevant permit from power supplier <b>prior to works commencing.</b></li> <li>4. <b>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.</b></li> </ol> <p><b><u>NO GO / EXCLUSION ZONES</u></b></p> <p><b>VICTORIA</b><br/>Domestic/low voltage power lines – Less than 4.6m horizontally and 5m vertically<br/>Industrial/high voltage power lines – Less than 8m all round</p> <p><b>QUEENSLAND</b><br/>Domestic/low voltage power – Less than 3m all round<br/>Industrial/high voltage power lines – Less than 6m all round</p> <p><b>NSW</b><br/>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> | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>• Installer</li> <li>• Assistant Installer</li> <li>• Supervisor</li> <li>• Truck Driver</li> <li>• Site Supervisor (PC)</li> </ul> |
| <b>Unloading and Loading of Transport (Truck)</b>  | Manual Handling<br>Injuries – General Controls | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Correct manual handling techniques are to be used (<i>refer SWMS 0001 General Site Activities - Correct manual handling techniques</i>).</li> <li>2. Position truck as close to work area, to minimise manual handling.</li> <li>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.</li> </ol>   | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>• Installer</li> <li>• Assistant Installer</li> <li>• Truck Driver</li> </ul>   |

| Procedure (in steps):  | Possible Safety or Environmental Hazards   | RB         | Control Measures to Reduce risk   | RA         | Responsible Officer   |
|--|--|------------|---|------------|---|
| <b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b> |  |            |   |            |   |
| <b>Installing Void Stair Components – Installing Handrail</b>  | Manual Handling Injuries, injuries from power tools, non-structural installation | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Installation of the Handrail is to be done from the ground</li> <li>2. Installation assistant may be utilised to assist with the Upper Stair Flight Handrail installation.</li> <li>3. If Installation Assistant is utilised then Installation assistant is to position the Handrail in the correct position and the Installer is to secure the handrail using an impact wrench. (Power tools are only to be used in accordance with manufacturer's specifications).</li> <li>4. Hand rail must be secured using a 75 mm M12 bolt and a nut plate.</li> </ol>   | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>• Installer</li> <li>• Assistant Installer</li> </ul> |
|  | Unsecured Handrail resulting in Handrail failure                                 |            | <ol style="list-style-type: none"> <li>1. All handrail must be continuously secured.</li> <li>2. Handrail is secured using Rail Clamps on either end where Handrails from Upper Stair Handrail meet Landing Handrail.</li> <li>3. Rail Clamps must be secured</li> </ol>  |            |   |
| <b>Installing Upper Stair Flight</b>   | Manual Handling Injury / system collapse injuring person                         | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Installation of the upper stair flight is a two person procedure</li> <li>2. Adjust the Landing Stair Stand to correct height</li> <li>3. Installers to stand at the either end of the Upper Stair Flight facing each other.</li> <li>4. Once in position, grab firm hold of the Upper Handrail and using correct manual handling techniques lift the Upper Stair Flight</li> <li>5. Position the Upper Stair flight so that it can be secured to Void Steel Pole or to the floor of the structure.</li> <li>6. Once the Upper Stair Flight is in position one of the installers is to move to the front of the Upper Stair Flight Landing and support it while the other installer gets the Stair Stand</li> <li>7. The installer grabbing the Stair Stand needs to position the Stair Stand in the middle of the Upper Stair Flight Landing</li> <li>8. Once the Stair Stand is in position the Installer supporting the upper Stair Stand needs to continue to spot/support the Upper Stair Flight while the other installer locks and secures the Stair Stand to the Upper Stair Flight Landing.</li> </ol> | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>• Installer</li> <li>• Assistant Installer</li> </ul> |
|  | System Failure - Pole Connector  | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Installer must assess if the Void Platform is structurally capable of supporting the Void Platform Stairs as per the Void Platform Installation manual specification of minimum supporting structure</li> <li>2. Both Pole Connector Hooks need to be sitting flush over the Void Pole Steel</li> </ol>   | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>• Installer</li> <li>• Assistant Installer</li> </ul> |



| Procedure (in steps):  | Possible Safety or Environmental Hazards  | RB         | Control Measures to Reduce risk  | RA         | Responsible Officer   |
|--|---|------------|--|------------|---|
| <b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b> |   |            |  |            |   |
|  | System Failure - Floor Connector  | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Installer must assess the structural capability of the frame and where the Floor Connector will attach to ensure the attaching point can support the Void Stair Installation</li> <li>2. Once the Floor Connector is placed on the floor, the installer must prepare to secure the Floor Connector. To allow the installer to prepare, the Assistant must support the Upper Stair Flight at the base of the Landing and have constant pressure keeping the Floor Connector sitting correctly on the floor until secured.</li> <li>3. The installer prior to securing the Floor Connector must install the Stair Stand, Stair Stand must be locked and secured.</li> <li>4. Floor connector must be secured using 2x 50mm screws in each Floor Connector Foot/Plate.</li> <li>5. Installation of the Floor Connector may be done off the ladder utilising 3 points of contact.</li> <li>6. If installation off the ladder is not practical additional risk assessment must be completed to ensure a safe process of work, installer is advised to contact their branch for additional support.</li> </ol> | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>• Installer</li> <li>• Assistant Installer</li> </ul> |
|  | Falling decks/objects striking others<br>And eye damage                             | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Ensure other trades stand clear when decks/stair flights are being lifted and installed/dismantled.</li> </ol>   | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>• Installer</li> <li>• Assistant Installer</li> </ul> |
| Securing Components  | Use of incorrect fixings leading to system failure                                  | <b>1H</b>  | <ol style="list-style-type: none"> <li>1. All fixings used in the installation of the Void Platform Stairs must be in accordance with the instructions given in the Void Platform Installation Manual.</li> </ol>  | <b>3L</b>  |   |
| <b>Installing Lower Flight Tread handrail</b>  | Manual Handling Injuries and injuries from power tools, non-structural installation | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Ref previous manual handling controls regarding installation of Stair Void Handrail</li> <li>2. Install the Handrail to the Lower Flight Tread Landing from the ground, prior to lifting and positioning onto Stair Stand.</li> <li>3. To secure use 75mm M12 bolt and a nut plate</li> <li>4. Secure Handrail to Lower Flight Tread Landing using impact driver.</li> <li>5. Ensure handrail is tight and secure prior to lifting and installing the Lower Flight Tread</li> </ol>  | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>• Installer</li> <li>• Assistant Installer</li> </ul> |

| Procedure<br>(in steps):   | Possible Safety or<br>Environmental Hazards                          | RB         | Control Measures to Reduce risk   | RA         | Responsible Officer   |
|--|--|------------|---|------------|---|
| <b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b> |  |            |   |            |   |
| <b>Installing Lower Flight Stair Tread onto Stair Stand</b>  | Unsecured Stair Stands Leading to Structural Failure                 | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Position the Stair Stand in close proximity to the actual installation spot where the Stair Stand will be installed</li> <li>2. Using a two man lift and utilising correct manual techniques ,lift and carry the Lower Flight Tread over to the Stair Stand</li> <li>3. Position the Lower Flight Stair Tread Landing so that the Stair Stand in in the middle of the Lower Flight Tread Landing</li> <li>4. Lock and secure the Stair Stand to the Lower Flight Tread Landing</li> </ol> | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>Installer</li> <li>Assistant Installer</li> </ul> |
| <b>Setting height of Upper Stair Flight Landing and Lower Flight Tread Landing</b>                           | Incorrect Landing step height leading to non-compliant installations | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. The maximum distance between the Upper Stair Flight Landing and Lower Flight Landing must be not greater than 225mm</li> <li>2. The distance is measured vertically from the nose of the Upper Landing and to the nose of the Lower Landing.</li> </ol>   | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>Installer</li> <li>Assistant Installer</li> </ul> |
| <b>Securing the Upper Stair Flight Handrail to the Lower Flight Tread landing Handrail</b>                   | Inadequate securing of Handrail leading to non-compliant set up      | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. All handrail must be continuously secured.</li> <li>2. Handrail is secured using Rail Clamps on either end where Handrails meet.</li> <li>3. All Handrail must be secured to Stair flights prior to being installed in position.</li> <li>4. Rail Clamps must be hand tight</li> </ol>  | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>Installer</li> <li>Assistant Installer</li> </ul> |
| <b>Installing/Securing Stair Stands</b>  | Unsecured Stair Stands resulting in system failure                   | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Stair Stand Feet must be secured using 2x40mm screw bolts in each foot</li> </ol>   | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>Installer</li> <li>Assistant Installer</li> </ul> |

| Procedure (in steps):  | Possible Safety or Environmental Hazards  | RB         | Control Measures to Reduce risk  | RA         | Responsible Officer   |
|--|---|------------|--|------------|---|
| <b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b> |   |            |  |            |   |
| <b>Installing/Securing of the tread extension</b>  | Unsecured Connector Foot resulting in system failure – Securing to Ground floor | <b>1 H</b> | <ol style="list-style-type: none"> <li>Connector Foot must be secured using M12 screw bolts in each foot.</li> <li>Only at this point are installers allowed to access the Void Platform Stairs.</li> </ol>  | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>Installer</li> <li>Assistant Installer</li> </ul> |
| <b>Installing/Securing Connector Foot</b>  | Unsecured Connector Foot resulting in system failure – Securing Stair Treads    | <b>1 H</b> | <ol style="list-style-type: none"> <li>Secure additional treads using 2 x 40 x 12mm bolts</li> <li>Ensure a impact driver is used to sufficiently secure additional treads.</li> </ol>   | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>Installer</li> <li>Assistant Installer</li> </ul> |
| <b>Fixing Signs to Void Platform Stairs</b>  | Unauthorised workers altering set up<br>Potential trip hazards                  | <b>1 H</b> | <ol style="list-style-type: none"> <li>Fix “Void Platform Stairs Stair Sign” on the Handrail of the Lower Landing Handrail</li> </ol>  | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>Installer</li> <li>Assistant Installer</li> </ul> |
| <b>Leaving Incomplete Setup</b>  | Access to incomplete Void Platform Stairs resulting in falling from height      | <b>1 H</b> | <ol style="list-style-type: none"> <li>Restrict access to incomplete Void Platform Stairs.</li> <li>Fix “Incomplete Scaffold” sign in full view as close to point of entrance to the Void Platform Stairs as practicable to act as a deterrent to others accessing platform.</li> <li>Complete a System Incomplete Report before leaving the job.</li> </ol> | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>Installer</li> <li>Assistant Installer</li> </ul> |



| Procedure<br>(in steps):   | Possible Safety or<br>Environmental Hazards | RB         | Control Measures to Reduce risk   | RA         | Responsible Officer   |
|--|---|------------|---|------------|---|
| <b>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</b> |   |            |   |            |   |
| Dismantling Of<br>Void Platforms   | All Hazards Outlined Above                  | <b>1 H</b> | <ol style="list-style-type: none"> <li>1. Park truck as close as practicable to job site to avoid long distances of manual handling.</li> <li>2. Let other trades on site know of intention to remove Void Platform Stairs.</li> <li>3. Dismantle Void Platform Stairs in reverse order to installation procedures using all control measures above.</li> <li>4. Ensure when dismantling that works have been completed above Void Platform Stairs to ensure removal doesn't put others in danger of working unsafely.</li> </ol> | <b>3 L</b> | Buildsafe: <ul style="list-style-type: none"> <li>Installer</li> <li>Assistant Installer</li> <li>Truck Driver</li> </ul> |



**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 Stairs Installation Manual  
Buildsafe Site Safety Management Plan  
Buildsafe SWMS 0001 General Site Activities

|               |                |  |              |                       |
|---------------|----------------|--|--------------|-----------------------|
| SWMS NO: 0009 | DATE: Feb 2018 | ACTIVITY: Installation / Dismantle of Void Platform Stairs | REVIEW NO: 2 | NEXT REVIEW: Feb 2019 |
|---------------|----------------|--|--------------|-----------------------|



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



### 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 Stairs 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 |
|------|----------------|-----------|------|
|      |                |           |      |
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| Review No.               | 1              | 2              | 3 | 4 | 5 | 6 | 7 | 8 | 9 |
|--------------------------|----------------|----------------|---|---|---|---|---|---|---|
| <b>Name and initials</b> | Bo Ceprnja<br> | Bo Ceprnja<br> |   |   |   |   |   |   |   |
| <b>Date</b>              | Feb 05, 2016   | Feb 01, 2018   |   |   |   |   |   |   |   |