

**SITE SAFETY MANGEMENT PLAN FOR  
J A CONSTRUCTIONS PTY LTD**

**MAY 2012**



**PRE START CHECKLIST FOR SITE SAFETY MANAGEMENT PLAN**

**SITE DETAILS**

**SITE ADDRESS:**

**NEAREST CROSSROAD:**

**PERSON CARRING OUT CHECK:**

**LIST SITE SPECIFIC HAZARDS AND CONTROL MEASURES REQUIRED**

**Answers require more than a “Yes” or “No” response**

**What demolition will be required? Extent**

**What retaining walls are required? Extent**

**What is the danger of falling into a swimming pool/canal/river/estuary?**

**Are there any overhead power lines to cause a hazard? Where?**

**Is this a “tight” site requiring special management of materials etc?**

**What schools are near by?**

**What public safety requirements are needed?**

**Will a verge permit be required? What area?**

**Will vehicle control be required? Where?**

**What other hazards or potential for hazards do you see on this site?**



**SITE SAFETY MANAGEMENT PLAN**

**INCIDENT REPORT FORM**

<b>DATE</b>	<b>INCIDENT DETAILS</b>	<b>TRADE DETAILS</b>	<b>REPORTED TO</b>



## **SITE PLAN**

Sketch the site layout / map and showing assembly points and any relevant hazards

**SITE SAFETY MANAGEMENT PLAN**

**COMPANY DETAILS**

Company Name :

Company Address :

Company Phone :

Company Fax :

ABN Number :

**CONTACT NUMBERS**

Proprietor :

Site Supervisor :

**SITE DETAILS**

Site Address :

Site Contact :

**SEE LAST PAGE FOR EMERGENCY CONTACT DETAILS**

**GENERAL SAFETY RULES, SITE SPECIFIC HAZARDS, SAFE WORK METHOD STATEMENTS, RULES OR OTHER INFORMATION AND CONTROL MEASURE/S REQUIRED**

**SITE SPECIFIC HAZARDS**

**This section is for site specific hazards as identified during the pre start site inspection and noted on checklist**





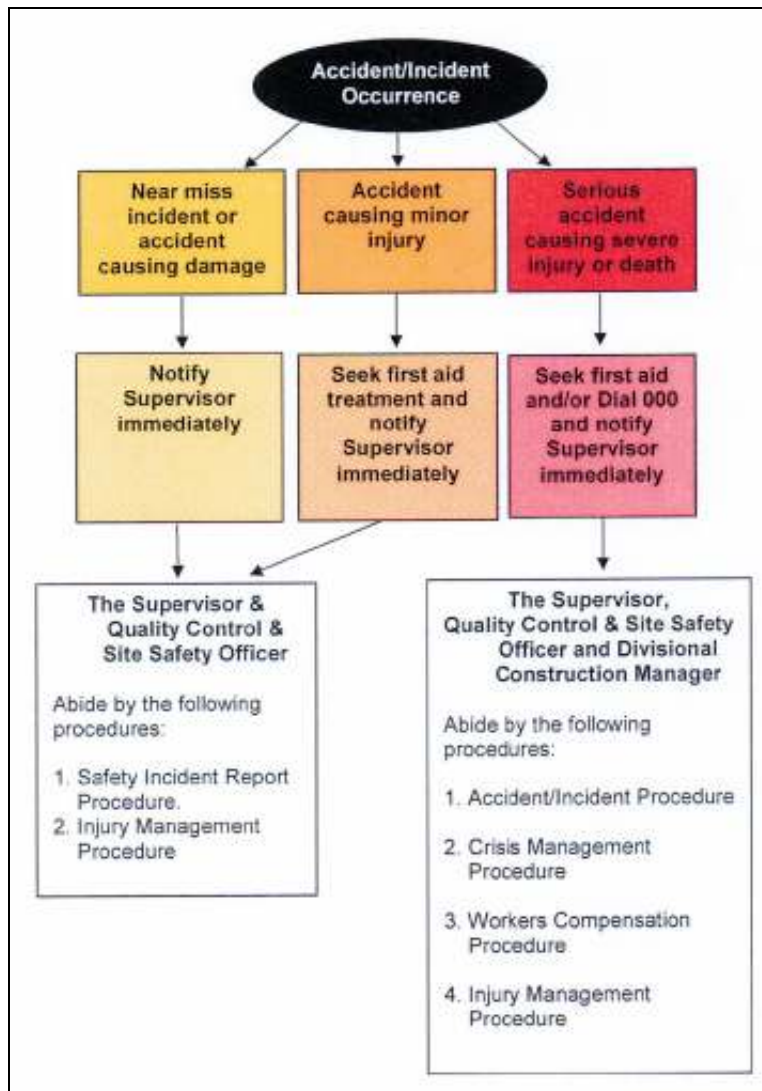



## GENERAL SAFETY RULES

### Accident/Hazard Reporting

Accidents and hazards, no matter how minor they may appear, must be reported to your immediate Supervisor :

The process for reporting accidents and incidents is best represented by the flow chart below:



## Intoduction

This handbook is provided for the guidance of all employees, visitors and subcontractors.

It must be noted that no handbook can cover all situations or answer all your Occupational Heath & Safety (OH&S) questions, however, it provides you with a minimum standard for safe and healthy working performance. So, if you have any questions, ask your supervisor.

Management is obliged to provide a healthy and safe workplace, systems of work, information, training, supervision and to consult with employees on matters of OH&S.

Since it is your right to expect a healthy and safe workplace, it is your responsiblilty to work safely and follow these basic procedures so that your health and safety, and that of your fellow workers and others in the workplace are not put at risk.

The relevant Acts, Regulations and MSDS's are available for your perusal, please contact the Supervosor for access to these.

## Important

If you do not read English well enough to understand the handbook properly, please get a fellow national to translate it for you.



## Occupational Health & Safety Policy

J A Constructions Pty Ltd understands Occupational Health & Safety is an integral part of its business operations. We believe no business priorty comes before safety.

We will strive to continually improve our systems and processes. This will be done by continually monitoring our business activities and implementing beneficial changes when needed.

J A Constructions Pty Ltd business is committed to health and safety of all employees and our management is actively involved in the management and planning of Occupational Health and Safety.

We encourage our employees to be active in observing and recommending changes in the workplace to reduce exposure to any risk and hazards.

J A Constructions Pty Ltd expect all our employees to accept responsibility for their actions, to report unsafe acts and working conditions, and behave in a manner that reflects safe work practices and standards.

If at any time illness or injury results in a disability to our employees, J A Constructions Pty Ltd will manage the Injury Management process to facilitate their safe return to gainful and meaningful employment.

John Coyne  
Proprietor

Date : 5/05/12



## Occupational Health & Safety Policy

J A Constructions Pty Ltd is a company firm in its own belief that the Health and Safety of its employees is of primary importance in the successful pursuit of its business activities.

The company therefore has a basic commitment to conduct its operations in a manner that will not cause people to be hurt, or put their health at risk

In doing so, it embraces the management objective to be pursued with similar vigour to other management objectives.

It further recognizes that the benefits to be gained from successful OH&S programmes are significant in both human and monetary terms and fully justifies the pursuit of the highest standards of OH&S at all times.

To support its commitment the company will implement the following policies as the basis for developing a strategic safety programme:

- J A Constructions Pty Ltd will comply with all applicable laws and regulations related to OH&S in all areas of its business activities. The company recognizes that compliance with statutory requirement represents only the minimum standard acceptable.
- The company will continually review all aspects of its operations for the purpose of further enhancing Health & Safety Standards over the above any legal requirements where the benefits of such improvements bear a reasonable relationship to their cost.
- All levels of management are responsible for preventing injury and illness. Management is also responsible for :
  - Providing a safe and healthy working environment
  - Training employees in safe working practices
  - Providing effective supervision
  - Providing information to employees on potential hazards in the work place and potential exposures that may affect their health.
- All employees have responsibility to work safely by:
  - Following nominated safe working practices
  - Wearing required personal protective clothing and equipment (PPE)
  - Caring for the safety and health of fellow employees.

J A Constructions Pty Ltd encourages all employees to actively contribute towards the development of the company's OH&S programmes.

**“Acceptance of these policy statements is a condition of employment”**

John Coyne  
Proprietor

Date : 5/05/12

## **Employer's Responsibility**

It is the responsibility of the employer to, as far as practicable:

- Provide and maintain workplace plant and systems of work so its employees, contractors and visitors are not exposed to hazards.
- Provide appropriate information instruction, training and supervision to enable you to work without being exposed to hazards.
- Consult and cooperate with employees and OH&S representatives.
- Ensure appropriate personal protective equipment is used as far as is practicable.
- Make arrangement for the safe use, cleaning, maintenance and disposal of plant. Equipment and substances.

Your management accepts these responsibilities and will make every attempt to reduce the possibility of accidents, injuries and damage.

## **Employee Responsibilities**

### General

The organizations OH&S Policy, Procedures and Systems have been developed specifically to provide you with a healthy and safe work environment and with safe systems of work.

Failure to follow our safety requirements may result in you or fellow workers being injured, damage to equipment or disruption of our processes.

Therefore, following all the health and safety rules, procedures and work practices, is a non-negotiable requirement of your employment with this organization, and will enable you to work safely and improve your personal performance.

### Specific

You are required by law to take reasonable care to:

Ensure your own health and safety.

Ensure that you do not adversely affect the health or safety of your fellow workers or any other person in the work place through any act or omission.

In addition, you are required to cooperate with your employer in matters of health and safety and:

- Comply with the organisation's OH&S policy, procedures and rules
- Wear, use and look after personal protective equipment.
- Maintain/care for personal protective clothing/equipment
- Report all personal injuries promptly
- Correct hazards, and report those which you cant correct
- Cooperate with management on matters of OH&S
- Actively involving yourself in all OH&S programs and activities.

Accidents, injury and damage can be eliminated or minimized by following laid-down procedures. Cooperation and communication between you and management are essential in achieving a safe, healthy and satisfying working environment.

A person who at a site/workplace, is :

An employer.

- The main contractor
- A self employed person
- A person having control of the site/workplace
- A person having control of access to the site/workplace, must, as far as practicable-
  1. identify each hazard to which a person at the site/workplace is likely to be exposed to:
  2. assess the risk of injury or harm to a person resulting from each hazard (as identified at item 1 above)
  3. consider the means by which the risk may be reduced.

### **Subcontractors and Visitors**

Whenever any subcontractor or visitors are on site they are required to observe the OH&S procedures contained in this handbook.

The supervisor of the site in which a subcontractor or visitors are present is responsible for their activities and to ensure that they follow your organization OH&S procedures.

Subcontractors and visitors must be made aware of the hazards in the workplace and the restricted areas and procedures to be followed before being allowed to start work.

If you observe a contractor failing to follow safe work practices, raise the matter with your supervisor immediately who will take appropriate action.

### **Drug & Alcohol**

Unprescribed drugs and alcohol shall not be brought onto or consumed in a working environment. Coming to work under the influence of drugs or alcohol is strictly prohibited.

### **Individuals**

It is the responsibility of all individuals to ensure their own health and safety at work and to avoid adversely affecting the health and safety of any other person. In order to fulfil this responsibility, each individual has the following obligations:

- Report for work in a fit condition
- Notify your supervisor of any actual or potential impairment of fitness for work
- Use medication correctly
- Notify your supervisor of any breaches of the policy

The policy requires you to report :

- Any situations in which other individuals may be unfit for work
- Non prescription or illicit drugs on the worksite or during the work period
- Any other apparent breach of the policy

All such information will be dealt within the strictest confidence.

## **Violence and Bullying**

Violence and bullying of anyone in the workplace is strictly prohibited. If you are subjected to any form of violence or bullying, or are aware of it happening to others, you are required to report it to your supervisor immediately.

Your supervisor will issue you a copy of the J A Constructions Pty Lt Equal Employment Opportunity Policy, if you require further details on preventing violence and bullying in the workplace.

## **Cause of Accidents**

An accident is by definition “an unexplained or uncontrolled event which results in the interruption of normal activity resulting in, or having the potential to cause personal injury or damage to property”

Remember an injury is not an accident but the result of an accident. Accidents may result in personal injury, damage to property or a “near miss” that has the POTENTIAL to cause injury or damage especially if the same sort of accident is allowed to happen again.

All accidents, regardless of their outcome, must be reported to your supervisor.

## **Accident Reporting**

All injuries sustained at work, no matter how small, must be reported to your supervisor at the earliest opportunity. You must also report any accidents involving plant, equipment, materials, subcontractors, members of the public and their property.

Cuts, scratches and other minor injuries may develop into something serious if neglected and must be referred to your supervisor for attention.

Failure to report personal injuries promptly may jeopardise your claim for workers compensation.

## **Hazards Near Miss Reporting**

If you become aware of any hazard in your workplace which is likely to affect either your or someone else’s health or safety you are required, by law, to report it to your supervisor if you can’t correct it yourself

You are also required to report any near miss which occurs which involves, health, safety, or damage to plant equipment or materials. Verbally report it to your supervisor so action can be taken to correct the hazard or to prevent a re-occurrence.

So if you see something wrong which you can’t fix yourself – REPORT IT.

## **Penalties and Fines**

Under the Occupational Safety & Health Act 1984, employees can be prosecuted and personally fined by Worksafe WA.

The maximum amount a person can be fined for a first offence is \$250, 000, and for subsequent offence, \$312,500 plus imprisonment for 2 years.

The OS&H Act makes provision for a range of fines relating to breaches of the Act that result in death, serious injury, endangering life, gross negligence and for less serious breaches such as failing to wear personal protective equipment or failing to follow safety instructions.

### ***Personal Management***

#### **Eye Protection**

You must always wear eye protection where the danger of flying particles, flash or splash hazards exist.

If anything enters your eye seek medical attention promptly – do not try to remove it yourself and do not let a fellow worker try.

- Correct eye protection must be worn when :
- Welding and burning – electric or oxy-acetylene
- Chipping – steel, concrete, brick etc
- Grinding and buffing
- Riveting
- Operating any metal working machine, saw, drill etc
- Operating any portable power tool
- Operating any explosive power tool
- Operating any compressed air tool
- Using compressed air
- Pouring any chemical substance
- Using or handling any acid or caustic solution
- Working sheet metal
- Hammering occurs as part of any operation
- There is a risk of airborne particles, sand, dust etc.

If you are assisting in any of these operations, you too, must wear the correct protection.

#### **First Aid**

First Aid boxes are provided to each supervisor and some are qualified first aiders. It is a requirement that all sub contractors must carry a First Aid Kit.

All injuries and sicknesses must be reported to your supervisor and treated promptly.

If you are not a trained first aider, take the following steps if anyone is injured.

- Raise the alarm, if necessary phone 000 for an ambulance.
- Is there a possibility of further danger to you, to others, to the casualty? If so, move the person to a safe position, this is the only occasion in which you are authorized to move an injured person.
- If there is any bleeding, use a clean pad and apply pressure to the injury. If there is no clean pad hold the wound against the bone to stop or reduce the blood flow.
- Make the person comfortable, keep them warm and reassure them.
- Do not move any limb which is broken



- When medical assistance arrives be prepared to give assistance as required.

Employees are encouraged to attend First Aid training courses.

### **Foot Protection**

- Fully enclosed footwear is required on all sites
- You must wear such footwear at all times whilst on any site
- Your footwear must also be in good condition.

### **Hand Protection**

Hand injuries are one of the most common workplace accidents.

Always wear the correct gloves when handling:

- Rough, splintered or sharp objects
- Acids, chemical and solvents
- Steel and metal sheeting

Never wear gloves when :

- Grinding and using portable power tools.

### **Head Protection**

You must observe the head protection signs by wearing a safety helmet in designated areas.

Wear a helmet where working :

- On any construction site where overhead work is being performed
- With or near suspended loads
- Under scaffolding, catwalks, gantries
- In tunnels, trenches and confined spaces
- Where there is a risk of head injury from falling objects

If your helmet has been subjected to a severe impact or is badly damaged, have it replaced.

### **Hot Weather**

In hot weather drink sufficient water to replace the fluid you lose through sweating.

Dress sensible, wear loose fitting, absorbent clothing – man made fibres should generally be avoided

Cover up, wear a hat and 30+ sunscreen lotion.

## **Noise and Hearing Conservation**

Regular exposure to excessive noise will cause permanent hearing loss. Noise also interfered with the ability to concentrate and therefore may be a direct cause of accidents.

A person who at a site/workplace is :

- An employer
- A main contractor
- A self employed person

Must as far as practicable, ensure that noise to which a person is exposed to at the site/workplace does not exceed the exposure standard for noise.

If it is not possible to reduce workplace noise levels you must wear protection:

Earmuffs of the correct rating provided the best protection – wear them, look after them and keep them clean.

Earplugs are available but you should change them regularly

Hearing loss is permanent and irreversible – wear the right gear at the right time

## **Personal Protective Equipment**

Personal protective equipment (PPE) is for your protection and must be worn as necessary. You are responsible for the supply and maintenance of your own PPE.

A variety of PPE is available to protect different parts of your body.

**Remember : all site safety signs must be obeyed**

## **Respiratory Protection**

If you are exposed to nuisance or toxic dust, mist, or vapours you must wear the appropriate respiratory protection – particularly where brick saws etc are used.

When handling chemicals always read the label first and follow the advise given

Disposable masks, canisters and filters should be changed regularly according to the manufacturers instructions.

## **Smoking**

A person who at an enclosed site/workplace, is an employer, a self employed person or an employee must not smoke in the enclosed workplace.

## **Site Conditions**

### **Asbestos**

Should there be evidence of asbestos on site, do not touch it and advise your supervisor. The supervisor will arrange for a licenced asbestos removalist to remove it.

## **Chemical Spills**

All chemical spills should be treated with extreme care.

Some chemicals have the potential to create more hazards such as injury to the personnel from fumes, potential for explosion as well as damage to environment.

Take these things into consideration when confronted with a chemical spill:

Remember:

- Raise the alarm
- Alert fellow employees of the situation
- Evacuate the area
- Notify your supervisor

## **Edge Protection**

Edge protection must be provided and kept in place whenever there is a risk that a person could fall 2 or more meters from the edge of a scaffold, fixed stair, landing, suspended slab, formwork or falsework at the workplace, and comply with the following:

A top rail positioned not less than 900mm and not more than 1100mm above the working surface.

Is capable of withstanding a force of 0.55kn applied to any point of the guard rail system and either

A midrail and a toe board or

A toe board and a mesh panel that comprises wire that is not less than 3mm in diameter and apertures not greater than 75mm x 50mm and that fills the space between the top rail and the toe board.

A fall injury prevention system must be used whenever there is risk that a person could fall 3 or more meters from an edge other than edge as referred to above.

- If the fall injury prevention system is not designed to be attached to a person, the person who is at risk of falling must ensure that the system that has been provided is in operation before ascending the structure.

## **Electrical Equipment**

Only electricians are authorized to repair electrical equipment.

No other employee is authorized to carry out electrical repairs.

- When working with or near electrical equipment:
- Always assume that electrical conductors are live.
- Inspect electrical tools and equipment before use
- Report any frayed wires, damaged cables or faulty switches to your supervisor.
- When using an extension lead across a traffic area protect it from damage by placing boards on either side of the lead.
- Do not allow electric leads to lie in wet areas
- If you receive a shock, even a small one, you must report it to your supervisor immediately

## **Electrical Inspection Tags**

Each portable electrical tool or appliance, such as extension leads and power boards etc should be fitted with an inspection tag which shows the:

- Owner
- Test Date
- Equipment Type
- License number of the electrician
- Plant number if applicable
- Signature of the electrician

The inspection tag should be fitted to the power cord of the tool or appliance.

## **Fire**

In the event of a fire:

Raise the alarm.

Notify your supervisor.

Attend to human life in danger, if it is safe to do so.

Attempt to extinguish the fire.

## **Fire Prevention**

The risk of fire is preset in most work activities and everyone has a vital role to play in its prevention.

Observe 'No Smoking' signs.

Don't accumulate rubbish. Keep work and storage areas clean and tidy.

Put rubbish in the metal bins where provided.

Handle and store flammable liquids safely – keep naked lights and sparks away.

Keep electrical fittings in good order

Avoid the use of adaptors and long or damaged power cables

If you are welding or cutting, clear the area of combustible materials first. Keep your extinguisher handy. When you have finished work, check again.

Report all fires, no matter how small, to your supervisor immediately

## **Gas Cylinders**

Gas cylinders have the potential to cause serious injury, damage, fire, or explosion if not handled correctly

- Only cylinders approved for use and carrying current test stamps shall be used.
- Use a trolley to move cylinders or get help. Do not lift or secure round the valve
- Do not drop, drag or allow cylinders to strike each other
- Always consider cylinders as full and handle them carefully
- Cylinders
- Must be stored upright and chained in a well ventilated place
- Prevent cylinders rolling about in the back of vehicles – secure them upright.
- Do not store cylinders in the same area as flammable substances, oil, grease etc.
- Never use oil or grease on valves, hoses or attachments of oxygen cylinders, as there is a possibility of an explosion.

- Acetylene must always be stored and used in an upright position
- If a cylinder is leaking, vacate the area and tell your supervisor

### **Gas Leak**

- Upon discovering the gas leak:
- Remain calm and raise the alarm
- Shut the gas valve if possible
- Isolate electricity
- Notify the supervisor of the leak
- Extinguish all cigarettes and naked flames
- Turn off machinery off

### **Hoists**

Ensure that plant at the workplace is used only for the purpose for which it was designed, unless a competent person has determined and assessed, that a proposed change in use does not increase the risk of harm or injury occurring.

### **Holes & Openings – Protection**

Ensure that all holes and openings are adequately covered with a material strong enough to walk on and are fixed down.

All covers must be marked in clear and tidy. Tidying up and removal of scrap, waste and other unnecessary material should be carried out regularly.

In particular, you should:

Keep all access ways, aisles, passages and stairs free of material.

Wind up hoses, leads and cables when not in use.

Remove all combustible waste, scrap and off cuts regularly and if necessary, sweep up.

Use waste bins if provided or the designated waste area

Be careful with the storage of chemicals and flammable materials and take the correct precautions.

Stack and store material safely

Prevent rubbish from blowing around on site

Maintain cleanliness of the site toilet

### **Ladders**

You must not use a metal ladder or one reinforced with wire near any electrical equipment.

Ensure that the ladder is:

Placed so that the distance from the ladder base to the base of the support wall is about a quarter of the working length of the ladder;

Is located on a firm footing

Is secured into position so as to prevent slipping or sideways movement;

If being used to approach a platform, protrudes at least 900mm beyond the landing for the platform;  
and

If being used at a construction site, is not suspended from a parapet hook.

Do not use a ladder as scaffolding or to support a plank on which people work.

## Lifting and Manual Handling

Take care of your back as heavy, awkward or frequent lifting may cause muscle or back strain. Use your leg and thigh muscles for lifting because they are much stronger than your back.

Follow these simple rules for all lifting work.

- Size up the job
- Wear suitable clothing, footwear and hand protection as necessary. Remove any obstructions from the route you will travel make sure you have enough space in which to work.
- Check the load
- Before lifting, check out the weight first by gently lifting a corner.
- Straight Back.
- Keep your back as straight as possible – it may not be vertical but it should not be arched.
- Lifting
- Lift with the thigh and leg muscles, pull the load in close to the body and straighten up. Lift smoothly, don't twist or jerk
- Lowering
- This is the same as lifting, but in reverse – back straight, load close in, use the leg and thigh muscles to lower the load

### **IF IN DOUBT – GET HELP**

## **MSDS**

A current register listing each hazardous substance used in the workplace, and the MSDS for each hazardous substance, is kept in the J A Constructions Office. The register and MSDS are readily available on request for those persons who are or who might be exposed to a hazardous substance at the workplace.

## **Nail Guns**

The following list will help reducing accidents associated with air operated nail guns and should be observed at all times.

- Do not attempt to use a nail gun unless you have first received instructions on safe use.
- Read printed instructions provided with the tool for its safe use. Remember the rules and stick to them
- Wear Safety glasses
- Do not point the tool towards yourself or others, no matter how far away they are.
- Clearly display one or more warning signs
- When leaving the tool unattended, turn off the air supply and disconnect the aire hose.
- Do not use the nail gun in a congested area.
- Do not use a defective nail gun – ensure all nail guns are regularly maintained
- Maintain a safe, well balanced position to prevent misalignment of the nail gun during use.
- Do not work above other trades. Always be aware of the possible danger to your workmates, and take whatever precautions are required.
- Do not use any nail that is not of a type suited to the nail gun and the purpose for which it is being used.

## **Portable Power Tools**

Before use, check the tool is not defective, that the controls operate correctly and the power cable and plugs are in good condition.

Wear eye protection when using portable power tools

## **Practical Jokes**

Practical jokes, horseplay and sky larking in the workplace is dangerous and is strictly forbidden employees 'racing' each other is also strictly forbidden. Do not distract other employees whilst they are working.

## **Robbery / Assault / Threats of Violence**

In the event of a robbery, an assault or acts of violence, there are some things to remember that will help you through the situation.

- Remain calm – do not offer any resistance
- Remain passive – show as little emotion as possible
- Obey any instruction given
- Observe and take note of details that will assist the police with their identification (i.e. speech, accent, physical features, clothing, tattoos etc)
- Notify the supervisor after the event

## **Safe Working at Heights**

- Assess for hazards and report any problems to the supervisor
- Ensure all access opening gates or barriers are used correctly (not wired open)
- Maintain clear pathways to and from the work area
- All safety rails and kickboards to remain in place

## **Scaffolds**

Report any sub-standard scaffold to the supervisor – DO NOT tamper with the scaffold

- A person must not remove or alter a scaffold or any part of a scaffold construction site without authorization from the main contractor
- Penalty for a person who commits the offence as an employee is \$5000 for a first offence, and \$6250 for a subsequent offence
- Penalty in any other case is as per regulation 1.16 of the Occupational Safety & Health Regulations 1996

## **Welding and Cutting**

If you are working above people, equipment or material, erect the appropriate protection so that if hot slag, sparks or equipment fall, damage will not be caused.

Wear the correct personal protective equipment. Check your gear before you start work. Handle all cylinders carefully, make sure they are secured upright.

Do not allow hoses or cables to interfere with other employees or cause trip hazards.

When the job is finished, clear up – remove all your equipment, empty cylinders, off cuts, welding rod stubs etc.

Check the area for the possibility of fire breaking out later – if in doubt set a watch or check the area at intervals after the job is finished.

## **Welding Flash**

Welding and electric arc flash can seriously affect your eyes.

Do not watch welders or expose your eyes to welding or electric arcs unless you are wearing the correct eye protection equipment.

If you are assisting in any welding operation, you too must wear correct eye protection.

If a flash has affected your eyes get first aid treatment immediately.



## **EMERGENCY CONTACT NUMBERS**

**AMBULANCE    POLICE    FIRE SERVICE**  
**000 or 112(mobile)**

**(both numbers are accessible whilst mobile key pads are locked)**

### **MEDICAL CENTRE**

Name :

Address :

Phone Number :

Operating Hours :

### **LOCAL INFORMATION**

Poisons Information Centre – 13 11 26

EPA Pollution Hotline – 9222 7123

A/H 1800 018 800

Local Council –

Electrical Emergency – 13 13 51

Gas Emergency – 13 13 52

Water Emergency – 13 13 75

HIA Safety Services – 1300 650 620

### **SITE PLAN**

**(Insert the site layout / map and assembly point/s or attach to this document)**

## **SAFE WORK METHOD STATEMENTS (JSA)**

**INSERT EACH SWMS OR JSA ON A SEPARATE PAGE HERE AS REQUIRED FOR THE SPECIFIC SITE.**

### Safe Work Method Statement for Earthworker

STEP	JOB SEQUENCE <small>Out line each task to do the job</small>	HAZARD IDENTIFICATION <small>What can affect safety</small> <b>ASSESS THE RISK</b> <small>What could happen?</small>	RISK  <small>Rate each risk →</small>	CONTROLS THAT MUST BE USED <small>Safe work procedures</small>	RISK  <small>New risk rating →</small>
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1	Use bobcat/front end loader to clear site (site scrape)	Bobcat reversing and colliding with co-worker or member of the public	15	Secure the site, adequate communication between co-worker and operator. Post a lookout	4
2	Load spoil/overburden onto a truck parked on the street	1. Collision between bobcat/loader and passing traffic.	16	Place warning signs in the street, position a 'spotter'.	1
		2. Bobcat tip over at the kerb	12	Place trafficable planks at kerb edge to reduce drop off.	4
3	General operation of bobcat/loader	Hearing loss due to engine noise.	20	Ensure correct type of muffler/silencer is fitted to the machine, ensure adequate maintenance of the machine and wear adequate hearing protection.	1

SEVERITY\LIKELIHOOD	Extremely rare	Unlikely	Possible	Very high	Almost certain
Minor injury no lost time	1	2	3	4	5
Non-permanent disability <3 days lost time	2	4	6	8	10
Non-permanent disability >3 days lost time	3	6	9	12	15
Permanent disability	4	8	12	16	20
1 or more fatalities	5	10	15	20	25

Red scores 12 and above must be reduced before work can proceed.

Green scores 5-10 inclusive are to be reduced if practicable

Scores of 4 and below are acceptable.

## Safe Work Method Statement for Retaining Walls

STEP	JOB SEQUENCE <small>Out line each task to do the job</small>	HAZARD IDENTIFICATION <small>What can affect safety</small> <b>ASSESS THE RISK</b> <small>What could happen?                      Rate each risk →</small>	RISK	CONTROLS THAT MUST BE USED <small>Safe work procedures</small>	RISK
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1	Mix mortar in a mechanical mixer loaded by hand	1. Back strain from lifting mixer from vehicle to working position. 2. Back strain from shoveling. 3. Eye injury from 'blow back' when loading mixer.	16 12 12	1. Use ramp planks to roll mixer off the vehicle. 2. Position mixer to minimize lifting/twisting action and wear a back brace. 3. Operator to load mixer whilst standing to one side and wear eye protection glasses.	1 4 2
2	Lifting limestone blocks	1. Back strain from lifting heavy loads. 2. Hand injury from manual handling.	16 16	1. Use 2 person lift at all times where manual handling is required. Use mechanical lifting device where ever possible. Use correct lifting gear and wear the appropriate PPE. 2. Workers to minimize manual handling at all times and to wear the correct PPE.	4 4
3	General labouring work in exposed conditions.	Exposure to sun, heat, cold and rain.	12	Ensure adequate rest breaks, adequate drinking water, wear protective clothing as required including	4

SEVERITY\LIKELIHOOD	Extremely rare	Unlikely	Possible	Very high	Almost certain
Minor injury no lost time	1	2	3	4	5
Non-permanent disability <3 days lost time	2	4	6	8	10
Non-permanent disability >3 days lost time	3	6	9	12	15
Permanent disability	4	8	12	16	20
1 or more fatalities	5	10	15	20	25

Red scores 12 and above must be reduced before work can proceed.

Green scores 5-10 inclusive are to be reduced if practicable

Scores of 4 and below are acceptable.

## Safe Work Method Statement for Concrete Set Out, Footings and Slab

STEP	JOB SEQUENCE <small>Out line each task to do the job</small>	HAZARD IDENTIFICATION <small>What can affect safety</small> <b>ASSESS THE RISK</b> <small>What could happen?</small> <span style="float: right;"><small>Rate each risk →</small></span>	RISK	CONTROLS THAT MUST BE USED <small>Safe work procedures</small> <span style="float: right;"><small>New risk rating →</small></span>	RISK
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1	Set out and dig footing trenches.	Back injury.	12	Use the correct equipment for the job, take frequent rest breaks and wear a back brace (PPE)	4
2	Pour concrete, screed to levels and finish the concrete surface.	1. Eye injury from concrete splash. 2. Back injury	9	1. Use a safe technique to move and place concrete, wear eye protection. 2. Use the correct equipment for the job, take frequent rest breaks and wear a back brace (PPE)	2
			16		4

<b>SEVERITY\LIKELIHOOD</b>	Extremely rare	Unlikely	Possible	Very high	Almost certain
Minor injury no lost time	1	2	3	4	5
Non-permanent disability <3 days lost time	2	4	6	8	10
Non-permanent disability >3 days lost time	3	6	9	12	15
Permanent disability	4	8	12	16	20
1 or more fatalities	5	10	15	20	25

**Red** scores 12 and above must be reduced before work can proceed.

**Green** scores 5-10 inclusive are to be reduced if practicable

Scores of 4 and below are acceptable.

## Safe Work Method Statement for Drainer and Prelay

STEP	JOB SEQUENCE <small>Out line each task to do the job</small>	HAZARD IDENTIFICATION <small>What can affect safety</small> <b>ASSESS THE RISK</b> <small>What could happen? Rate each risk ***</small>	RISK	CONTROLS THAT MUST BE USED <small>Safe work procedures</small>	RISK <small>New risk rating ***</small>
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1	Operate machinery (backhoe/excavator/bobcat)	Bobcat reversing and colliding with co-worker or member of the public	<b>15</b>	Secure the site, adequate communication between co-worker and operator. Post a lookout	4
		1. Collision between bobcat/loader and passing traffic.	<b>16</b>	Place warning signs in the street, position a 'spotter'.	1
		2. Bobcat tip over at the kerb	<b>12</b>	Place trafficable planks at kerb edge to reduce drop off.	4
		3. Hearing loss due to engine noise.	<b>20</b>	Ensure correct type of muffler/silencer is fitted to the machine, ensure adequate maintenance of the machine and wear adequate hearing protection.	1
2	Working in a deep trench laying pipe.	'Cave in' of trench wall causing worker to be buried.	<b>15</b>	Provide shoring to trench where deemed necessary, work in pairs at all times and be aware of the potential hazard.	2
3	General labouring work in exposed conditions.	Exposure to sun, heat, cold and rain.	<b>12</b>	Ensure adequate rest breaks, adequate drinking water, wear protective clothing as required including	4

SEVERITY/LIKELIHOOD	Extremely rare	Unlikely	Possible	Very high	Almost certain
Minor injury no lost time	1	2	3	4	5
Non-permanent disability <3 days lost time	2	4	6	8	10
Non-permanent disability >3 days lost time	3	6	9	12	15
Permanent disability	4	8	12	16	20
1 or more fatalities	5	10	15	20	25

**Red** scores 12 and above must be reduced before work can proceed.

**Green** scores 5-10 inclusive are to be reduced if practicable

Scores of 4 and below are acceptable.



## Safe Work Method Statement for Site Level and Clean

STEP	JOB SEQUENCE <small>Out line each task to do the job</small>	HAZARD IDENTIFICATION <small>What can affect safety</small> <b>ASSESS THE RISK</b> <small>What could happen?</small>	RISK  <small>Rate each risk →</small>	CONTROLS THAT MUST BE USED <small>Safe work procedures</small>	RISK  <small>New risk rating →</small>
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1	Use bobcat/front end loader to clear site (site scrape)	Bobcat reversing and colliding with co-worker or member of the public	<b>15</b>	Secure the site, adequate communication between co-worker and operator. Post a lookout	4
2	Load spoil/overburden onto a truck parked on the street	1. Collision between bobcat/loader and passing traffic. 2. Bobcat tip over at the kerb	<b>16</b>	Place warning signs in the street, position a 'spotter'.	1
			<b>13</b>	Place trafficable planks at kerb edge to reduce drop off.	4
3	General operation of bobcat/loader	Hearing loss due to engine noise.	<b>20</b>	Ensure correct type of muffler/silencer is fitted to the machine, ensure adequate maintenance of the machine and wear adequate hearing protection.	1

SEVERITY\LIKELIHOOD	Extremely rare	Unlikely	Possible	Very high	Almost certain
Minor injury no lost time	1	2	3	4	5
Non-permanent disability <3 days lost time	2	4	6	8	10
Non-permanent disability >3 days lost time	3	6	9	12	15
Permanent disability	4	8	12	16	20
1 or more fatalities	5	10	15	20	25

**Red** scores 12 and above must be reduced before work can proceed.

**Green** scores 5-10 inclusive are to be reduced if practicable

Scores of 4 and below are acceptable.

*Version Oct 08*

### Safe Work Method Statement for Scaffolder

<b>STEP</b>	<b>JOB SEQUENCE</b> <small>Out line each task to do the job</small>	<b>HAZARD IDENTIFICATION</b> <small>What can affect safety</small> <b>ASSESS THE RISK</b> <small>What could happen?                      Rate each risk →</small>	<b>RISK</b>	<b>CONTROLS THAT MUST BE USED</b> <small>Safe work procedures</small>  <small>New risk rating →</small>	<b>RISK</b>
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#### JSA FROM SUPPLIERS

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<b>SEVERITY</b>	<b>LIKELIHOOD</b>				
	Extremely rare	Unlikely	Possible	Very high	Almost certain
Minor injury no lost time	1	2	3	4	5
Non-permanent disability <3 days lost time	2	4	6	8	10
Non-permanent disability >3 days lost time	3	6	9	12	15
Permanent disability	4	8	12	16	20
1 or more fatalities	5	10	15	20	25

Red scores 12 and above must be reduced before work can proceed.

Green scores 5-10 inclusive are to be reduced if practicable

Scores of 4 and below are acceptable.



## Safe Work Method Statement for Bricklayer 1st Floor

STEP	JOB SEQUENCE <small>Out line each task to do the job</small>	HAZARD IDENTIFICATION <small>What can affect safety</small> <b>ASSESS THE RISK</b> <small>What could happen?                      Rate each risk →</small>	RISK	CONTROLS THAT MUST BE USED <small>Safe work procedures</small>	RISK
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1	Assess site and set up for work.	1. Back injury from lifting mixer and equipment from the vehicle.	16	a. Use ramps or lifting equipment	1
		2. Electrocution from damaged and/or wet extension cord.	15	b. Position electrical cable on stands or fencing to reduce damage and elevate from moisture. Ensure ELCB is fully operational.	1
		3. Falls from height (retaining walls)	12	c. Provide fall protection railing and/or havis bunting.	4
		4. Trip/fall from building rubble including soil piles and excess sand remaining on site.	12	d. Provide 'house clean'. Previous trades to remove rubble to the designated spot.	4
2	Mixing of mortar	1. Injury from unguarded machinery	16	a. Correct guards in place with adequate maintenance.	1
		2. Eye injury from 'blow back' of materials out of the mixer.	12	b. Operator to load mixer whilst standing to one side and wear eye protection glasses.	4
		3. Back injury/strain from shoveling.	16	c. Position mixer to minimize lifting/twisting action and wear a back brace.	2
		4. Trip/fall/strain hazard from operating full barrow in a confined space close to the mixer.	16	d. Locate mixer with access in mind and make worker aware of limitations for barrow access.	4

SEVERITY\LIKELIHOOD	Extremely rare	Unlikely	Possible	Very high	Almost certain
Minor injury no lost time	1	2	3	4	5
Non-permanent disability <3 days lost time	2	4	6	8	10
Non-permanent disability >3 days lost time	3	6	9	12	15
Permanent disability	4	8	12	16	20
1 or more fatalities	5	10	15	20	25

Red scores 12 and above must be reduced before work can proceed.

Green scores 5-10 inclusive are to be reduced if practicable

Scores of 4 and below are acceptable.

### Safe Work Method Statement for Roof Carpenter Ground Floor and 1<sup>st</sup> Floor

		2. Backstrain/personal injury	12	<ul style="list-style-type: none"> <li>a. Use mechanical aids (crane) when required. 4</li> <li>b. When manual handling beams use adequate manpower. 4</li> <li>c. Use the correct personal lifting technique. 4</li> <li>d. Wear a back brace and gloves (PPE). 4</li> </ul>
4.	Construction of general roof frame components including trusses	1. Falls from height	15	<ul style="list-style-type: none"> <li>a. Ensure good work practices 4</li> <li>b. Provide work platforms wherever possible as opposed to working off the roof frame. 1</li> <li>c. Inspect scaffold daily and satisfy yourself that adequate fall protection is maintained/not removed and entire scaffold is safe for your use before using. 1</li> </ul>
5.	Installing roof battens over rafters	1. Falls from height	15	<ul style="list-style-type: none"> <li>a. Ensure good work practices. 1</li> <li>b. Install lowest battens first and work up the roof progressively. 8</li> </ul>
6.	General roof work on site	1. Slips, trips & falls	16	<ul style="list-style-type: none"> <li>a. Provide good housekeeping by cleaning up periodically at least once per day and then at the end of the job. Place rubbish in designated place. 4</li> </ul>

SEVERITY\LIKELIHOOD	Extremely rare	Unlikely	Possible	Very high	Almost certain
Minor injury no lost time	1	2	3	4	5
Non-permanent disability <3 days lost time	2	4	6	8	10
Non-permanent disability >3 days lost time	3	6	9	12	15
Permanent disability	4	8	12	16	20
1 or more fatalities	5	10	15	20	25

Red scores 12 and above must be reduced before work can proceed.

Green scores 5-10 inclusive are to be reduced if practicable

Scores of 4 and below are acceptable.

### Safe Work Method Statement for Plumbing & Electrical Tube

STEP	JOB SEQUENCE <small>Out line each task to do the job</small>	HAZARD IDENTIFICATION <small>What can affect safety</small> <b>ASSESS THE RISK</b> <small>What could happen?</small> <span style="float: right;"><small>Rate each risk →</small></span>	RISK	CONTROLS THAT MUST BE USED <small>Safe work procedures</small>	RISK
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1.	Chasing walls	1. Eye and hearing damage 2. Back injury	<span style="color: red;">12</span> <span style="color: green;">9</span>	a. Use suitable PPE a. Take adequate breaks and use suitable work methods b. Wear a back brace	4 4 4
2.	Running cables & pipes in roof space	1. Fall from height	<span style="color: red;">13</span>	a. Employ a suitable work platform where practicable b. Work in a safe manner	1 4

SEVERITY\LIKELIHOOD	Extremely rare	Unlikely	Possible	Very high	Almost certain
Minor injury no lost time	1	2	3	4	5
Non-permanent disability <3 days lost time	2	4	6	8	10
Non-permanent disability >3 days lost time	3	6	9	12	15
Permanent disability	4	8	12	16	20
1 or more fatalities	5	10	15	20	25

Red scores 12 and above must be reduced before work can proceed.

Green scores 5-10 inclusive are to be reduced if practicable

Scores of 4 and below are acceptable.

### Safe Work Method Statement for Roof Cover Sheets

STEP	JOB SEQUENCE <small>Out line each task to do the job</small>	HAZARD IDENTIFICATION <small>What can affect safety</small> <b>ASSESS THE RISK</b> <small>What could happen? Rate each risk →</small>	RISK	CONTROLS THAT MUST BE USED <small>Safe work procedures</small>	RISK  <small>New risk rating →</small>
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1.	Cutting of steel roofing sheets	1. Cuts from sheet edges	12	a. Wear protective clothing & clothes, minimize cutting of sheets	4
		2. Falling from height	15	a. Do majority of cutting at ground level wherever possible b. Wear adequate non-slip footwear for roof work	5
		3. Eye injury	16	c. Use suitable fall protection apparatus when necessary a. Use suitable protective eye wear	1
2.	Installing roof sheets	1. Falls from height	15	a. Be aware and use appropriate work practices b. Wear suitable anti-slip footwear c. Install fall protection to roof perimeter where appropriate	1

SEVERITY/LIKELIHOOD	Extremely rare	Unlikely	Possible	Very high	Almost certain
Minor injury no lost time	1	2	3	4	5
Non-permanent disability <3 days lost time	2	4	6	8	10
Non-permanent disability >3 days lost time	3	6	9	12	15
Permanent disability	4	8	12	16	20
1 or more fatalities	5	10	15	20	25

Red scores 12 and above must be reduced before work can proceed.

Green scores 5-10 inclusive are to be reduced if practicable

Scores of 4 and below are acceptable.



### Safe Work Method Statement for Wall Plastering Internal & External – Ground floor & 1<sup>st</sup> floor

STEP	JOB SEQUENCE <small>Out line each task to do the job</small>	HAZARD IDENTIFICATION <small>What can affect safety</small> <b>ASSESS THE RISK</b> <small>What could happen?</small>	RISK  <small>Rate each risk →</small>	CONTROLS THAT MUST BE USED <small>Safe work procedures</small>	RISK  <small>New risk rating →→</small>
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1	Complete operation of mixing material, applying to surface and finishing surface	1. Back strain	9	a. Use suitable work methods	4
		2. Eye injury	8	b. Wear a back brace	4
		3. Skin irritation	9	a. Wear eye protection	1
				a. Wear protective clothing and suitable skin creams	1
				b. Wash product from skin periodically	1
2	Moving materials to upper level	1. Injury from incorrect use/riding on materials hoist	12	a. Training in correct use of materials hoist.	1
3	Working at height	1. Head injury from falling objects and hitting head against objects (scaffold).	16	a. Keep work area clean to minimize falling bricks and rubble.	4
			4	b. Training of personnel.	4
		4	c. Wear hard hat.	4	
		4	a. Training in safe work practices	4	
		4	b. Inspect scaffold daily and satisfy yourself that adequate fall protection is maintained/not removed and entire scaffold is safe for your use before using.	4	
	2. Falling from height	20	c. Keep work area clean and clear.	4	

SEVERITY\LIKELIHOOD	Extremely rare	Unlikely	Possible	Very high	Almost certain
Minor injury no lost time	1	2	3	4	5
Non-permanent disability <3 days lost time	2	4	6	8	10
Non-permanent disability >3 days lost time	3	6	9	12	15
Permanent disability	4	8	12	16	20
1 or more fatalities	5	10	15	20	25

Red scores 12 and above must be reduced before work can proceed.

Green scores 5-10 inclusive are to be reduced if practicable

Scores of 4 and below are acceptable.

