

# Sydney Waste & Property Services

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## Safe Work Method Statement

version 1.1

Activity / Task: **Demolition - Manual**

Project / Location: All Jobs

Company: Sydney Waste & Property Services

Signed by: Jamie Ross

Date: 21/06/2017

Principal Contractor: Cape Cod

Accepted by: Tara Antonioli

Date: 22/06/2017

Steps	Potential Hazards	Controls / Responsible Person(s)
1. Access to site	<ul style="list-style-type: none"><li>● Slips, trips, falls and accessibility.</li><li>● UV light / weather exposure.</li></ul>	<ul style="list-style-type: none"><li>● Site specific induction. <b>By: Sydney Waste &amp; Property Services</b></li><li>● All "workers" to register before entering the site; to read the General Construction Safety Plan signage; and to read the Site Specific Risk Assessment form. <b>By: Sydney Waste &amp; Property Services</b></li><li>● Tool box talk to highlight any WHS concerns relative to the site <b>By: Sydney Waste &amp; Property Services</b></li><li>● Ensure that site and work place access is unobstructed. <b>By: Sydney Waste &amp; Property Services</b></li><li>● Ensure all weather access to work areas. <b>By: Sydney Waste &amp; Property Services</b></li><li>● Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible. <b>By: Sydney Waste &amp; Property Services</b></li><li>● Provision of designated waste areas. <b>By: Principal Contractor</b></li><li>● Storage of materials in designated areas <b>By: Sydney Waste &amp; Property Services</b></li><li>● Regular site clean ups. <b>By: Sydney Waste &amp; Property Services</b></li></ul>
2. Unloading plant, equipment and tools	<ul style="list-style-type: none"><li>● Manual task injuries</li><li>● Slips, trips and falls.</li><li>● Proximity of other "workers".</li><li>● Public access.</li></ul>	<ul style="list-style-type: none"><li>● Team lifting and carrying. <b>By: Sydney Waste &amp; Property Services</b></li><li>● Training of "workers" in correct lifting and carrying methods. <b>By: Sydney Waste &amp; Property Services</b></li><li>● Unload and move the equipment to designated area to keep footpath / work place access clear. <b>By: Sydney Waste &amp; Property Services</b></li></ul>
3. Setting up equipment	<ul style="list-style-type: none"><li>● Manual task injuries</li><li>● Slips, trips and falls.</li><li>● Proximity of other "workers".</li><li>● Public access.</li></ul>	<ul style="list-style-type: none"><li>● Set up in a clear area and maintain a clear travel path. <b>By: Sydney Waste &amp; Property Services</b></li><li>● Training of "workers" in setting up of electrical leads and power tools and pneumatic tools. <b>By: Sydney Waste &amp; Property Services</b></li><li>● Ensure proper use of all safety guards provided. <b>By: Sydney Waste &amp; Property Services</b></li><li>● Ensure that all power tools and electrical leads have current tagging. <b>By: Sydney Waste &amp; Property Services</b></li><li>● Ensure that all power tools are attached to a residual current device [RCD]. <b>By: Sydney Waste &amp; Property Services</b></li></ul>
4. Stripping of external cladding	<ul style="list-style-type: none"><li>● Slips, trips, falls and accessibility</li><li>● UV light / weather exposure</li><li>● Electrocutation</li><li>● Hazardous materials</li><li>● Exposure to dust</li><li>● Exposure to noise</li><li>● Manual task injuries</li><li>● Cuts and abrasions.</li><li>● Proximity of other "workers".</li><li>● Public access.</li></ul>	<ul style="list-style-type: none"><li>● Assess the site conditions and conduct a Site Specific Risk Assessment before commencing. <b>By: Principal Contractor</b></li><li>● Identify that the electrical service has been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing installation work. <b>By: Principal Contractor</b></li><li>● Provide "Demolition in Progress" and "Restricted Access" warning signage. <b>By:</b></li><li>● Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a 'spotter' where necessary. <b>By: Sydney Waste &amp; Property Services</b></li><li>● Identify any products or materials that may contain asbestos [ACM]. <b>By: Sydney Waste &amp; Property Services</b></li><li>● Ensure that the scaffolding is safe and erected by a qualified Scaffolder before commencing. <b>By: Principal Contractor</b></li><li>● Ensure that the scaffolding and edge protection is in place before commencing. <b>By: Sydney Waste &amp; Property Services</b></li><li>● Correct use of ladder. <b>By: Sydney Waste &amp; Property Services</b></li></ul>

		<ul style="list-style-type: none"> <li>● Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Training of "workers" in the safe use of hand tools and power tools <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Systematic safe removal of materials. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Team lifting and carrying. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Storage of materials in designated waste areas <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Regular site clean ups. <b>By:</b></li> <li>● Ensure materials are not stored on roof surface or scaffold. <b>By: Sydney Waste &amp; Property Services</b></li> </ul>
5. Demolishing of ground floor by hand	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility.</li> <li>● UV light / weather exposure.</li> <li>● Hazardous materials.</li> <li>● Identification of services.</li> <li>● Electrocutation.</li> <li>● Gas explosions.</li> <li>● Falling objects.</li> <li>● Exposure to dust.</li> <li>● Exposure to noise.</li> <li>● Manual task injuries</li> <li>● Heavy lifting.</li> <li>● Cuts and abrasions.</li> <li>● Proximity of other "workers".</li> <li>● Public access.</li> </ul>	<ul style="list-style-type: none"> <li>● Assess the site conditions and conduct a Site Specific Risk Assessment before commencing. <b>By:</b></li> <li>● Identify any products or materials that may contain asbestos [ACM]. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Identify services and make sure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Use Licensed Electrician and Plumber to isolate, disconnect and relocate existing services. <b>By: Principal Contractor</b></li> <li>● Provide "Demolition in Progress" and "Restricted Access" warning signage. <b>By:</b></li> <li>● Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Monitor air quality. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Ensure that all exposed openings and voids in the floor are guard railed or covered. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Use appropriate PPE – safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves, and hard hats. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Training of "workers" in the safe use of pneumatic and electrical power tools. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Systematic safe removal of materials. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Team lifting and carrying. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Provide shade cloth around work area and wet down dust as required to prevent wind borne dust. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Storage of materials in designated waste areas <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Regular site clean ups. <b>By:</b></li> <li>● Ensure all exposed nails are removed. <b>By: Sydney Waste &amp; Property Services</b></li> </ul>
6. Demolishing brickwork by hand	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility.</li> <li>● Hazardous materials.</li> <li>● Identification of services.</li> <li>● Electrocutation.</li> <li>● Gas explosions.</li> <li>● Falling objects.</li> <li>● Exposure to dust.</li> <li>● Exposure to noise.</li> <li>● Manual task injuries</li> <li>● Heavy lifting.</li> <li>● Cuts and abrasions.</li> <li>● Proximity of other trades.</li> </ul>	<ul style="list-style-type: none"> <li>● Assess the site conditions and conduct a Risk Assessment before commencing. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Provide "Demolition in Progress" and "Restricted Access" warning signage. <b>By: Principal Contractor</b></li> <li>● Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Identify any products or materials that may contain asbestos [ACM]. <b>By:</b></li> <li>● Identify services and ensure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing. <b>By:</b></li> <li>● Use Licensed Electrician and Plumber to isolate, disconnect and relate existing services. <b>By: Principal Contractor</b></li> <li>● Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves, and hard hats. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Training of "workers" in safe use of pneumatic and electrical power tools. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Systematic safe removal of materials. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Team lifting and carrying <b>By: Sydney Waste &amp; Property Services</b></li> <li>● To upper floor areas provide a chute for materials into designated waste area as required. Provide a spotter where necessary. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Monitor air quality. Provide shade cloth around work area and wet down dust as required to prevent wind borne dust. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Storage of materials in designated waste areas <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Regular site clean ups. <b>By:</b></li> </ul>
7. Stripping of existing roof frame and covering	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility.</li> <li>● UV light / weather exposure.</li> <li>● Fall from height.</li> <li>● Hazardous materials.</li> </ul>	<ul style="list-style-type: none"> <li>● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Identify any products or materials that may contain asbestos. <b>By:</b></li> <li>● Identify services and ensure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing. <b>By:</b></li> <li>● Use Licensed Electrician and Plumber to isolate, disconnect and relate existing services. <b>By: Principal Contractor</b></li> </ul>

- Identification of services.
- Electrocutation.
- Gas explosions.
- Falling objects.
- Exposure to dust.
- Exposure to noise.
- Manual task injuries
- Heavy lifting.
- Cuts and abrasions.
- Proximity of other trades
- Training of “workers” in safe working at heights. **By: Sydney Waste & Property Services**
- Provide “Demolition in Progress” and “Restricted Access” warning signage. **By: Principal Contractor**
- Establish a “No access area” below overhead work areas by barricading to prevent access to the area of work. Provide a ‘spotter’ where necessary. **By: Sydney Waste & Property Services**
- Ensure that the scaffolding and edge protection is in place before commencing. **By: Sydney Waste & Property Services**
- Correct use of ladder **By: Sydney Waste & Property Services**
- Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats. **By: Sydney Waste & Property Services**
- Training of “workers” in the safe use of hand tools and power tools. **By: Sydney Waste & Property Services**
- Systematic safe removal of materials. **By: Sydney Waste & Property Services**
- Team lifting and carrying. **By: Sydney Waste & Property Services**
- Provide a chute for materials into designated waste area as required. Provide a spotter where necessary. **By: Principal Contractor**
- Provide shade cloth / mesh around work area and wet down dust as required to prevent wind borne dust. **By:**
- Storage of materials in designated waste areas **By: Sydney Waste & Property Services**
- Regular site clean ups. **By: Principal Contractor**
- Ensure all roof tarps are tied down and not weighted with tiles. **By: Sydney Waste & Property Services**
- Ensure materials are not stored on the roof or scaffold. **By:**

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| 8. Site clean up on completion of work | <ul style="list-style-type: none"> <li>● Manual task injuries</li> <li>● Exposure to dust</li> <li>● Exposure to hazardous substances</li> </ul> | <ul style="list-style-type: none"> <li>● Remove any temporary barricades if no longer required <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Place all rubbish / debris in designated waste storage area <b>By: Sydney Waste &amp; Property Services</b></li> <li>● Leave site / work area in a clean and tidy condition <b>By: Sydney Waste &amp; Property Services</b></li> </ul> |
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Person responsible for ensuring compliance with SWMS:	Jamie Ross
Person responsible for reviewing SWMS control measures:	Jamie Ross