



Safe Work Method Statement (SWMS)

Work Activity – Task:

Site Cleaner Manual

Project Name:

Codes/Standards Applicable:

New South Wales Work Health and Safety Act 2011, Work Health and Safety Regulation 2011, Workers Compensation Act 1987, Workplace Injury Management and Workers Compensation Act 1998, Workers' Compensation (Dust Diseases) Act 1942, OHS Amendment (Dangerous Goods) Act 2003, Supporting OHS Amendment (Dangerous Goods) Regulation 2005

Principal Contractor:

Cape Cod Australia P/L
ABN: 54 000 605 407

Prepared By:

Warren Klomp

Representative:

Appointed Cape Cod Supervisor

Signature:

Sub Contractor: High Performance Constructions P/L
Contact Name: Warren Klomp **Ph No:** 0401679665
ABN: 76 805 643 678

NOTE: Sign off to be provided at Tool Box Talk

Principal Contractor Signature:

Date:

17/9/15

Responsibilities:


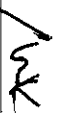
The principal contractor and/or sub-contractor (or person doing the work) is responsible for carrying out a particular action, as listed in this SWMS. The supervisor is responsible to ensure that the sub-contractor or person doing the work is competent and satisfied with the procedures listed. The supervisor is required to provide supervision to the extent necessary, to make sure the SWMS is being followed and to take immediate corrective action if it is not.



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SWMS No 4- Site Cleaner Manual

Level	Description of Consequence or Impact	Likelihood/Probability		
		L Likely	M Moderate	U Unlikely
H (1) (High level of harm)	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	1	1	2
M (2) (Medium level of harm)	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	1	2	3
L (3) (Low level of harm)	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.	2	3	3
Level				
Likely	Could happen frequently			
Moderate	Could happen occasionally			
Unlikely	May occur only in exceptional circumstances			

Item	Job Steps	Hazards	Risk Class/ Ranking	Controls	Name of persons responsible for work
1.	Entry to site	<ul style="list-style-type: none"> Slips, Trips, Falls UV Exposure 	3	<ul style="list-style-type: none"> Site Specific Induction All workers to read the General Construction Safety Plan signage and to read and sign Cape Cod's Site Specific Risk Assessment form before entry to site. Tool Box talk to highlight any OHS concerns Wear appropriate PPE – Hat, Sunscreen, Sunglasses, drink fluids and reduce exposure where possible Ensure entry to site is unobstructed Ensure all weather access to work areas Provision of designated waste area Storage of materials in designated areas Provide and maintain barricades to all 	Cape Cod  Warren Klomp Warren Klomp Cape Cod Warren Klomp Cape Cod 

				<ul style="list-style-type: none"> materials stored on footpath and on site Regular site clean ups 	Cape Cod
2.	Unloading Equipment	<ul style="list-style-type: none"> Manual Handling Injuries Slips, Trips and Falls Proximity of other "workers" Public access 	3	<ul style="list-style-type: none"> Identify traffic management requirements Provide as a minimum, low level basic requirements signage and barriers/witches hats Team lifting Team Carrying Training employees in correct lifting and carrying methods Unload and move equipment to designated area to keep pathways clear. 	Cape Cod Cape Cod / WSK Warren Klomp
3.	Setting Up Equipment	<ul style="list-style-type: none"> Slips, Trips and Falls Struck by Equipment Crushed Hands, Cuts Electrocution Proximity of others "workers" Public access 	3	<ul style="list-style-type: none"> Set up in a clear area Maintain a clear travel path Avoid difficult terrain Training of employees in the setup of electrical leads, power tools and nail guns Ensure all power tools and electrical leads have current tagging Ensure all power tools have working safety guards Ensure the proper use of all safety guards provided to plant and equipment Ensure all power tools are attached to a residual current device (RCD) Plant to be fully maintained and serviced 	Warren Klomp
4.	Site Clean	<ul style="list-style-type: none"> Slips, Trips and Falls UV Exposure Electrocution Exposure to Dust Exposure to Noise Cuts and Abrasions Manual Handling Working at Height Proximity of "workers" Public access 	1	<ul style="list-style-type: none"> Identify services and make sure all electrical, gas, water, and sewerage services have been isolated or safely relocated Use licensed Electrician and Plumber to isolate, disconnect and/or relocate Identify that electrical services have been isolated and that "tiger tails" are in place as protection from overhead wires and points of attachment before commencing Identify any products or materials that may contain asbestos (ACM) Use of PPE equipment – Gloves, Safety 	Cape Cod Cape Cod Warren Klomp / WSK



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SWMS No 4-Site Cleaner Manual

This SWMS has been developed through consultation with our employees and has been read, understood and signed by all employees undertaking the works:

Job Address:	Print Names:	Signatures:	Dates:
	Warren Klomp		
	Jacob Ferguson		
	Frances Peloe		
	Timothy Peacock		

Review No	01	02	03	04	05	06	07	08	09
Initial:	KK	KK	KK	KK	KK	KK			
Date:	26/01/2012	19/11/2012	10/03/2013	29/10/2013	03/02/2014	17/09/14			