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| Work activity: |  | **WMS No.** |  | **Revision No.** |  |
| Project: |  | **Project No.** |  | **ITP Ref.** |  |
| **ABN:** |  | | |

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| Date: |  | **Date work method prepared:** | |  | | **Date work to be commenced:** | | |  |

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| Actions before work commences – *e.g. traffic signage, road permit, hot works permit, energy isolation:* |  |
| Action during work – *e.g. traffic management:* |  |
| Actions after work is complete – *e.g. reinstate services, hand back permits, notify authorities:* |  |
| Personnel qualification & experience required: |  |
| Engineering details/certificates/authority approval required: |  |
| Supervision: |  |
| Permits – *e.g. confined spaces, hot work etc.:* |  |
| Plant, equipment & materials to be used and the maintenance checks to be completed: |  |
| Warning signs and control measures: |  |
| Training and instruction: |  |
| Personal protective equipment requirements: |  |
| Legislation, codes of practice, standards applicable: |  |
| List of attachments – *e.g. material safety data sheets, diagrams etc.:* |  |

**Note: Raw and Residual Risks shall be evaluated using Risk Analysis Table.**

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| **Level** | **Description of Consequence** | | |
| **High (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. | | |
| **Medium (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. | | |
| **Low (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. | | |
| **Level** | **Likelihood / Probability** | | |
| **Likely** | Could happen frequently | | |
| **Moderate** | Could happen occasionally | | |
| **Unlikely** | May occur only in exceptional circumstances | | |
| **Consequence** | **Likelihood / Probability** | | |
| **Likely** | **Moderate** | **Unlikely** |
| **High (1)** | Extreme | High | Medium |
| **Medium (2)** | High | Medium | Low |
| **Low (3)** | Medium | Low | Low |
| **Class / Ranking** | **Description / Requirements** | | |
| **Extreme** | Will require detailed pre-planning. Avoid task if possible. Actions will be recorded on a Safe Work Method Statement. | | |
| **High** | Will require detailed pre-planning. Actions will be recorded on a Safe Work Method Statement. | | |
| **Medium** | Will require operational planning. Actions will be recorded on a Safe Work Method Statement. | | |
| **Low** | Will require localised control measures. | | |

| Item | What are the basic steps?  *(List steps in logical sequence & include materials, equipment etc.)* | Potential hazards  *(What may cause an injury/illness to occur)* | Raw risk ranking  *E.g. E,H,M,L*  *(Refer WHS43)* | Hazard controls  *(What controls will be put in place to prevent an injury/illness) N.B. Control measures must not raise or create an increased risk* | Residual risk ranking  *E.g. E,H,M,L* | Who will monitor & ensure that this is done? |
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| 1 | Induction into SWMS |  | H | All persons involved in the process of installing Speedpanels must be inducted into SWMS for speed panels. Any workers operating plant must be deemed competent in a Competency and hold a license for the machinery. | L |  |
| 2 | Delivery trucks to site | Plant damage, persons struck by moving trucks, | M | Builder to be notified of all deliveries at least 24hrs before trucks arrive.  Ensure the designated spotter guides vehicles on site. Ensure loads are pre slung, no one to enter the truck tray without adequate Fall protection.  Materials to be removed from truck with forklift or trucks crane where possible. | L |  |
| 3 | Site investigation | Caps missing from Reo bars, uncovered holes, unsafe power cables, excessive clutter and/rubbish, WH&S issues. | H | Fit missing caps on reo bars, cover holes, organized power cables in accordance with WH&S regulations, clear excessive clutter and/or rubbish, remedy any WH&S breeches, REPORT any WH&S breeches. | L |  |
| 4 | General Planning of task | Inadequate Training for task, walls built unsafely, and critical steps missed. | H | Competent worker to control task,  Competent workers to undertake task.  Dailey task talks, WMS followed | L |  |
| 5 | Setting up task | Poor work access,  Slips Trips Falls, Manual handling incidents | M | Ensure safe access is maintained,  Ensure work area is not cluttered with other stores – correct manual handling training as per GMR 6.2. Green flagging to be used to define access around exclusion zone. Sign exclusion zones with Red/Orange flags. Ensure GMR’s 1.1 and 1.4 are followed. | L |  |
| 6 |  | Insufficient lighting, Slips trips falls | H | Ensure work area has safe task lighting  Ensure access ways have safe lighting  if less than 160 Lux. Ensure GMR’s 1.1, 1.4 and 5.4 are followed. | L |  |
| 7 |  | Lack of ventilation  Breathing difficulties | H | Ensure there is adequate ventilation at all times.  Forced air ventilation (FAN) when required. | L |  |
| 8 |  | Working at height or near exposed edges | H | Handrails to be installed by licensed scaffolder, If working at height ensure screening is in place to prevent falling objects, Only work on completed scaffold | L |  |
| 9 |  | Working near penetrations | H | Ensure any penetrations found prior to works commencing are reported to the PC, All floor openings to be protected with robust, securely fixed (screwed or bolted, not nailed) and clearly marked covers. Covers should be constructed so that they don’t present a tripping hazard. Penetrations to be covered in accordance with GMR 1.5. | L |  |
| 10 |  | UV Hazards & Heat Stress | H | Ensure Sunscreen is available for worker  Workers to wear sleeved shirts and hard hats  Ensure cool drinking water is reasonably available for workers. Foremen are to organize worker rotations to limit time in direct sun as much as possible. Temporary Sun shades are to be erected if rotating staff is not sufficient or not possible. Workers to report to first aide if any symptoms of heat stress occur. | L |  |
| 11 | Loading Speedpanel into area | Struck by forklift, | H | Use Pallet Jack where possible, Ensure forklift isn’t overloaded, Operator to hold a current forklift ticket and be deemed competent, load and unload forklift at designated areas, Be aware of surrounding, use spotter at all times whilst loaded i.e. long lengths of panels, always drive with tines close to ground if forklift is not loaded, travel in designated access paths only. | L |  |
| 12 |  | Manual handling injury | M | Use correct manual handling techniques as per GMR 6.2 as per GMR 6.2 | L |  |
| 13 | Install Channel Guides along floor and roof | Falling objects, fall from EWP. | H | Ensure EWP has appropriate edge protection, EWP basket to be closed while raised, ensure area around EWP is setup as an exclusion zone, and ensure GMR 1.1 and 1.4 are followed. | L |  |
|  |  | Eye injury from fixing of track, cuts and abrasions, manual handling, | H | Full PPE to be worn at all times including glasses and gloves, correct manual handling techniques to be used as per GMR 6.2, competent workers to be used at all times. | L |  |
| 14 | Working from Scissor Lift | Fall from platform,  Tip machine over, Collision / injury, Objects fall from machine, operated by  unauthorized /  unqualified person(s) | H | Carry out daily inspection / checks as per manufacturers operating manual and Operator Daily Safety Checks, Check and familiarize yourself with the operation of platform emergency descent and/or operator retrieval system at ground controls, Read all manufacturers safety decals, ensure EWP has appropriate edge protection, EWP basket to be closed while raised, ensure area around EWP is setup as an exclusion zone and only required workers to be in area, competent persons only. Ensure GMR 1.1 and 1.4 are followed. | L |  |
| 15 | Using Saber saw | Struck by concrete pieces flung out from the saw,  Hearing loss  Eye injury, abrasions cuts and amputations. | H | Full PPE to be worn at all times including Ear muffs, glasses and face shield. Visual inspection of plant before use, check for damage. Keep other people clear from work area. Performed only in areas with lighting 160Lux or better. Competent workers only. Ensure all workers have been inducted into contractor power tools SWMS. | L |  |
| 16 | Cut Panels to correct size | Inhalation of dust from saw | H | Cut panels in ventilated area if possible, Respirator to be worn while cutting panels, Barricade area including warning sign. Use wet-saw or dust extraction system. | L |  |
| 17 |  | Manual handling injuries Abrasions, Cuts and amputations | H | Ensure correct manual handling techniques are used as per GMR 6.2, ensure panels are being cut on a stable surface, appropriate saw being used, and competent workers. | L |  |
| 18 | Cutting of metal track | Facial injuries, abrasions cuts and amputations, eye injury. | H | Ensure tracks are being cut on a stable surface, appropriate saw being used, and competent workers. Only use grinder to trim track in-situ to allow for installation of last panel. If grinding use double face shield i.e. glasses plus face shield. | L |  |
| 19 | Install Channel guides | Fall from EWP, Manual handling injuries, falling object from EWP, channel guides falling before they are secured into place. | H | Ensure manual handling techniques are used, ensure EWP has appropriate edge protection, EWP basket to be closed while raised, ensure area around EWP is setup as an exclusion zone and only required workers to be in area. Competent workers. Ensure GMR 1.1 and 1.4 are followed. | L |  |
| 20 | Place one end of panels in channel guide on floor. | Manual handling injuries, falling object from EWP, panel falling before its secured into place. | H | Ensure manual handling techniques are used, ensure EWP has appropriate edge protection, EWP basket to be closed while raised, ensure area around EWP is setup as an exclusion zone and only required workers to be in area. Competent workers. Ensure GMR 1.1 and 1.4 are followed. | L |  |
| 21 | Pushing panel up to receiving person in EWP in order to place other end of panel in roof channel guide. | Fall from EWP, Manual handling injuries, falling object from EWP, panel falling before its secured into place. | H | Ensure manual handling techniques are used, ensure EWP has appropriate edge protection, EWP basket to be closed while raised, ensure area around EWP is setup as an exclusion zone and only required workers to be in area. Competent workers. Ensure GMR 1.1 and 1.4 are followed. | L |  |
| 22 | Interlock panels together | Jamming fingers | M | Communication, visually check that other parties are ready and have fingers etc. clear of interlocking systems. | L |  |
| 23 | Fixing panels to roof and floor channel guides, and fixing to previous panels. | Fall from EWP, falling object from EWP, panel falling before it’s secured into place, injury from drill, fixing. | H | Ensure EWP has appropriate edge protection, EWP basket to be closed while raised, ensure area around EWP is setup as an exclusion zone and only required workers to be in area. Ensure each panel is screwed into previous panel with 16mm internal flat top screws, prior to next panel being installed. Competent workers, unsure all workers are signed into and are following BBL’s Power Tools SWMS. Ensure GMR 1.1 and 1.4 are followed. | L |  |
| 24 |  | Wall failure due to incorrect fixing. | H | On one side fix panel to previous panel every 1.5m for wall height less than 4.5m high and at 1m intervals for walls greater than 4.5m. On one side fix every second panel to floor and roof channel guide. Ensure each panel is screwed into previous panel with 30 mm internal flat top screws, prior to next panel being installed. | L |  |
| 25 | Installing final 4 panels | Fall from EWP, Manual handling injuries, falling object from EWP, panel falling before its secured into place. | H | Ensure manual handling techniques are used, ensure EWP has appropriate edge protection, EWP basket to be closed while raised, ensure area around EWP is setup as an exclusion zone and only required workers to be in area. Competent workers. Ensure GMR 1.1 and 1.4 are followed. | L |  |
| 26 | Installation of fire rated Joint Sealant | Fall from EWP, falling object from EWP, skin allergies, eye insult. | H | Ensure EWP has appropriate edge protection, EWP basket to be closed while raised, ensure area around EWP is setup as an exclusion zone and only required workers to be in area, ensure all workers have signed into, read and understood SWMS for Hazardous Substances. Full PPE at all times including Glasses and gloves. Ensure GMR 1.1 and 1.4 are followed. | L |  |
| 27 |  |  |  |  |  |  |
| 28 |  |  |  |  |  |  |
| 29 | *Note: controls to be reviewed weekly utilising a tool box talk.* |  |  | *All workers to read, understand, sign and date – work activity briefing.* |  |  |

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