

CONCRETE CHASING SAFE WORK METHOD STATEMENT (SWMS)

Business Contact: Ryan Martin

Phone #: 6559 8059

Principal Contractor (PC): N/A

Responsible person (for monitoring SWMS and work): Site Supervisor

Job address: All sites

Revision Date: 10th of December 2023

PC Phone #: N/A

Date SWMS provided to PC: N/A

Contact Phone #: 6559 8059

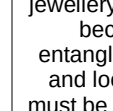
Contact Phone #: N/A

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

- | | | | | |
|---|---|--|--|--|
| ☒ Electrical equipment | ☒ Elevated levels | ☒ Slips, trips and falls | ☒ Hazardous substances | ☒ Silica dust |
| ☐ Hot Work | ☒ Hazardous manual tasks | ☐ Outdoor work | ☐ Remotely &/or isolated work | ☐ ? |
| ☒ Noise and vibration | ☒ Native vegetation & weeds | ☒ Air quality | ☒ Waste | ☒ Vehicle movement |
| ☒ Fuels, oils & chemicals | ☒ Terrestrial fauna | ☒ Waterways & soils | ☐ Cultural heritage | ☐ ? |

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

- | | | | |
|--|--|--|---|
| ☐ Confined spaces | ☐ Mobile plant movement | ☐ Demolition of a load-bearing structure | ☐ Asbestos disturbance |
| ☐ Using explosives | ☐ Diving work | ☐ Artificial extremes of temperature | ☐ Tilt-up or pre-cast concrete |
| ☐ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services | | | |
| ☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse | | | |
| ☐ Involves a risk of a person falling from 2m or more, including work on telecommunications towers | | | |
| ☐ Working at depths greater than 1.5 Metres, including tunnels or mines | | ☒ Work in an area that may have a contaminated or flammable atmosphere | |
| ☐ Work carried out adjacent to a road, railway or shipping lane, traffic corridor | | ☐ In or near water or other liquid that involves the risk of drowning | |

- | FOOT PROTECTION | HEARING PROTECTION | HIGH VISIBILITY | HEAD PROTECTION | EYE PROTECTION | FACE PROTECTION | HAND PROTECTION | PROTECTIVE CLOTHING | BREATHING PROTECTION | SUN PROTECTION | SAFETY HARNESS | |
|---|---|---|---|---|--|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |  |  |
| ☒ | ☒ | ☒ | ☐ | ☒ | ☒ | ☒ | ☒ | ☒ | ☐ | ☐ | ☒ |

Planning/Preparation	• Liaise with Principal Contractor to identify on-site safety systems and procedures • Establish supervisory and communication arrangements • Principal contractor to confirm emergency response procedures are in place.
Hold Points	• Hold points identified and signed off before continuing work.
Training/Licence	• All workers to have a General Construction Induction Card • Relevant workers have relevant certificates of competency, licenses, and training. • Trained First Aider on site • All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets • <i>If working on an EWP, for this task, ensure there are separate, dedicated SWMS and that all workers have relevant training and licensing.</i>
Worker duties and responsibilities	• Fit condition for work, i.e. no signs of fatigue, alcohol or drugs • Attend all site inductions/briefings • Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP) • Only carry out work related to the contract • Inspect completed work and report possible safety, environmental and quality matters to the supervisor.
Monitor/Review	• All persons involved in the task must have this SWMS communicated to them before work commences • SWMS to be reviewed and amended if necessary, in consultation with relevant persons after any near miss or incident • If additional site hazards identified, review this SWMS and amend control measures to suit • People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP • Give the principal contractor a copy of the revised SWMS • The site supervisor to monitor works against the controls stated in this SWMS • SWMS must be kept on-site and made available for inspection or review • Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident • Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.
Site-Specific Notes: Refer to Job Pack for details	Act, Regulations, Codes of Practice References: ✓ Work Health and Safety Act ✓ Work Health and Safety Regulation ✓ First Aid in the workplace code of practice ✓ Hazardous manual tasks code of practice ✓ How to manage work health and safety risks code of practice ✓ Managing electrical risks in the workplace code of practice ✓ Managing noise and preventing hearing loss at work code of practice ✓ Managing the risk of falls at workplace code of practice ✓ Managing the work environment and facilities code of practice ✓ Managing risks of hazardous chemicals in the workplace code of practice ✓ Managing the risks of plant in the workplace code of practice ✓ Work health and safety consultation, co-ordination, and co-operation code of practice ✓ Construction work code of practice ✓ Cutting and drilling concrete and other Masonry products code of practice

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION		
ALMOST CERTAIN	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4 - ACUTE				
LIKELY	2 - MODERATE	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4A - ACUTE	DO NOT PROCEED.		
POSSIBLE	1 - Low	2 - MODERATE	3 - HIGH	4 - ACUTE	4 - ACUTE	3H - HIGH	Review before commencing work.		
UNLIKELY	1 - Low	1 - Low	2 - MODERATE	3 - HIGH	4 - ACUTE	2M - MODERATE	Maintain control measures.		
RARE	1 - Low	1 - Low	2 - MODERATE	3 - HIGH	3 - HIGH	1L - Low	Record and monitor.		
HIERARCHY OF CONTROLS		MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE
JOB TASK	HAZARDS	RISK	CONTROL MEASURES					RESPONSIBLE PERSON	
1. Provide training on the health effects associated with respirable crystalline silica dust	Exposure to silica dust	4A	• Training and Information provided to workers on respirable crystalline silica (RCS) should include: ○ Information on the health effects associated with respirable crystalline silica dust (Provide workers with a copy of 'Health Monitoring for Exposure to Hazardous Chemicals - Guide for workers': Safe Work Australia) ○ Identification of RCS dust through Material/Safety Datasheet (M/SDS) or labels ○ Dust exposure prevention ○ Checking controls are working and using them ○ When and how to use any respiratory protective equipment provided and what to do if something goes wrong (Including worker respirator fit and check processes)					Supervisor to undertake all planning processes	
2. Working outdoors	Extreme weather	3H	• Check weather conditions – do not work in extreme conditions • Reschedule works to work in more moderate temperatures.					Supervisor to maintain awareness of weather conditions Operator to follow controls	
	Hyperthermia Hypothermia	3H	• Ensure that workers trained to recognise the symptoms of hyperthermia and hypothermia • <u>Hot conditions. Ensure:</u> ○ Suitable protective clothing ○ Sun brim on hard hats ○ Safety glasses - UV rated ○ Use 30+ sunscreen on exposed skin ○ Adequate drinking water ○ Access to shade on breaks ○ Adequate breaks. • <u>Cold conditions. Ensure:</u> ○ Schedule warm-up breaks ○ Hold breaks inside ○ Dress warmly in layers ○ Stay dry (wet clothing chills the body rapidly) ○ Workers must get out of the cold as soon as they can if starting to feel symptoms ○ Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold.						
3. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or	3H	• The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) • Do not park illegally • Identfy and obev all safety-related signage (check site entry requirements)					Supervisor to check the site and conduct	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	environmental incident		- Report to Site Supervisor - Ensure site-specific induction undertaken - Assess mobile phone reception - The worksite is exactly as detailed in Terms of Agreement or contract - Complete a JSA specifying the control measures of unanticipated hazards.	JSA where necessary
4. Work area set-up	Unauthorised access to the work area	3H	- Establish an exclusion zone for other workers and the public. I.e. those not associated with the activity. This zone should be clearly defined by signage and hazard marking tape or flagging - Maintain awareness of unauthorised persons attempting to enter or entering the work area - If members of the public or unauthorised personnel enter the exclusion zone, stop work until removed from the work zone.	Supervisor and workers to follow control measures
5. Environment	Environmental impact	3H	Noise & vibration - Be aware of maximum noise levels at the site - The plant is maintained to minimise noise - No noise produced outside council approved hours of operation - Engineering controls fitted to equipment (e.g. silencers) Air quality - Water sprays or dust suppressants methods are in place - Clean up any slurry produced to prevent the slurry from drying and releasing silica dust into the air. Clean wet slurry using shovels or a wet vacuum equipped Waste - Place all wastes and rubbish in bins or other appropriate containers - Separate recycle waste from general waste - Do not mix waste with spoil - Place all silica waste in approved containers, e.g. slurry, disposable clothing or PPE, rags - All silica waste containers identified, e.g. the label must identify the substance as 'Silica dust hazard.' Fuels, oils & chemicals - Minimum amounts of hazardous substances kept on site - Labelled and securely stored - Refuelling of vehicles/equipment undertaken at least 6m from drains and waterways - Follow SDS directions for disposal of chemicals in approved waste containers - A spill kit is available at all times & spills cleaned up immediately follow SDS directions Waterways & soils - Do not wash out plant, equipment or containers where residue can enter waterways or drains - All necessary precautions are taken to prevent slurry residue flowing into stormwater drains - Disposal of residue should also be following the current Environment Protection Authority requirements Vehicle movement - Follow any traffic management plans, only travel on established tracks and roads - Use designated entry and exit points Terrestrial fauna - No domestic animals are to be taken on-site	Supervisor and workers to ensure control measures followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			Ensure all food scraps placed in lidded bins.	
6. House keeping	- Slips - Trips - Falls	3H	- Maintain housekeeping throughout the shift & clean-up - Ensure sufficient lighting to detect changes in level (using temporary lighting as required) - Do not jump from elevated edges >180mm, step carefully and use prepared access areas - The work area is clean and uncluttered as possible - Do not place equipment where it could become a trip hazard - Check for stored items, corners or other obstructions that could cause tripping - Ensure there is room to manoeuvre and no obstacles in the way - Check the end destination is prepared correctly for placement of the materials/equipment - Clean spills immediately - Air hoses/leads not placed across walkways, roadways, thoroughfares - Leads should be as short as possible & placed not to become a tripping hazard - Footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, oily soles, or caked with mud or other contaminants.	Supervisor and workers to ensure control measures followed
7. Manual tasks	Musculoskeletal (MSD) injuries	3H	- Materials/equipment placed as close to the work area as possible - Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight - Do not use extreme force to move items - Hold lifted items close to the body whenever possible: - Keeping knees bent and back straight and lift, unload keeping knees bent - Use team lifts and mechanical means for heavy items - Schedule regular breaks and practice job rotation - Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending.	Supervisor and workers to ensure control measures followed
8. HRCW Working with powered & non-powered tools	- Electrocution - Injury - Fire - Asphyxiation	4A	- Use tools only for the purpose specified by the manufacturer - Wear PPE as recommended by the manufacturer - Pre-inspect and operate tools following the manufacturer's instructions. If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures - The tool operations manual is available, read and understood - Fire protection equipment accessible - Use mechanical ventilation as required <u>Electrical:</u> - All electric power tools and leads are Tested, Tagged and are current - Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices - Switchboards have appropriately rated circuit breaker - Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Do not overload power outlets <u>Diesel/petrol-powered tools</u> - Do not run a diesel/petrol-powered tools inside a building (e.g. shed), or where ventilation is limited.	
9. Hazardous substance /chemical use	Contact with hazardous substance /chemical	3H	- Follow directions of use - Consult SDS for the product - Use PPE as per the SDS - Use with adequate ventilation - Chemical resistant gloves for prolonged exposure ⚠ DO NOT: <i>Eat or drink when handling chemicals</i> <i>Eat or drink without washing hands thoroughly first</i> <i>Take food into the work area where chemicals are being used or stored</i> <i>Wear contaminated PPE in areas outside the work zone, such as eating areas.</i>	Supervisor and workers to ensure control measures followed
10. HRCW Working at height on ladders, trestles, mobile scaffold, fixed scaffold & openings	- Fall from height - Falling objects - Impact injuries - Fatality	4A	- Perform as much of the task as possible on the ground or a solid structure - Protect all edges where a person can fall - Erect and inspect all height access equipment following manufacturers' instructions - If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures <u>Trestle scaffold:</u> - Guardrails, toe board sides & ends are in place - Purpose-designed pins - Min 2 planks or 450mm wide - A suitable span of planks (based on thickness). Example: Thickness of 38mm = 1.5m span, thickness of 50mm = 2m span, thickness of 63mm = 2.5m span) <u>Mobile scaffold:</u> - Level, plumb - Casters locked before accessing, not moved when persons on a scaffold - Accessed by internal ladder only, do not climb on the scaffold - Clear of penetrations or floor edges (by at least 1metre where possible) <u>Fixed scaffold:</u> - Undertake a handover for all scaffolds where a person could fall more than 4 metres - The scaffold not used until sighted proof that the scaffold has been inspected and signed off as completed, by a competent person, at the following times: - After construction - After any repairs to the scaffold - After any incident that may have affected the stability of the scaffold - Use only access ladders provided, do not climb on railings or other scaffolding components	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			• Do not use step ladders to gain extra height • Remove ground level ladder when unattended to prevent unauthorised access • Only competent scaffolder to make changes to the scaffold: ▪ Do not remove any scaffold ties or another component, e.g. handrails or boards • Maintain awareness of other people on scaffold • Guards kept in position on scaffold lifts • Waste materials removed from scaffolding and placed in the provided waste receptacle • Do not exceed the specified Safe Working Load of the scaffold • Stack items to prevent sliding or toppling • Keep tools and other equipment away from edges • Determine where items may fall (in case of uncontrolled release) and ensure all personnel are clear of that area • Never work directly below other workers or where unsecured equipment placed above • Kickboards are installed on elevated work areas to prevent items from falling off • <u>Ladders:</u> ○ Ladders set up on a level area on a firm footing ○ Correct size and length for the job ○ Load rating of at least 120kg ○ Extension ladders: ▪ Set up with the base located approximately a quarter of the vertical height of the ladder from the wall ▪ The ladder extends at least 1 m above the place of landing ▪ Secured against movement (base & top) • ONLY use extension ladders for access, ALWAYS use platform ladders for working on, ensure the base is fully open and the spreaders are locked • 3 points of contact on the ladder at all times • Always maintain the majority of your bodyweight inside the perimeter of the platform or stiles • When on a ladder, do not over-reach. Descend ladder & re-position as required • Do not carry materials when ascending/descending a ladder • Always face the ladder when using • <u>Falls in openings:</u> ○ All holes or openings are protected/closed from falls (e.g. platform ladder hatches) ○ Covers are secured to prevent movement ○ Use signage or another marked hazard alert to identify the hazard • Wear tool belts, use tool lanyards to pass tools to persons at height and use tethers on tools/equipment where appropriate • All workers must wear a hard hat and high visibility clothing	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			Ensure that footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud or other contaminants.	
11. HRCW Concrete Chasing	Contact with utilities	4A	- Ensure the exact location of the cut or penetration of the structure is clearly marked - Ensure any services such as electricity, gas, and water are identified and clearly marked.	Supervisor and workers to ensure control measures followed
	Exposure to silica dust	3H	- Remove non-essential persons from the area - Ensure all persons that remain in the area provided with respiratory protection - Cover sensitive areas (power outlets, food storages) - Wear eye and respiratory protection, e.g. P1/P2 face mask minimum with the correct cartridge for contaminant (see SDS for flammable vapour / concrete dust) - Wear disposable or washable protective clothing - Wet cut where possible: - Make sure there is sufficient water to reduce dust - Work only with a connected water system - Ensure that your water system always works correctly - Dry cutting: - Ensure the dust collection bag is fitted correctly to the machine - Never dry cut materials unless an extraction system is used to capture all generated dust - Ensure that all settings of the dust collection equipment per the instruction manuals of the tool and extraction unit - Visually check the tool and extraction unit for signs of damage before use - Wash hands before eating, drinking, smoking or applying cosmetics in areas where crystalline silica is present.	
	- Kickback - Projectile	3H	- Stay alert – concentrate on what you are doing at all times and be aware of kickback - Kickback occurs more often with small workpieces - Perform cuts in a straight line. Twisting the blade while chasing can lead to the blade fracturing - Ensure the blade securely positioned. Should the engine stall, raise blade out of cut before restarting - Never attempt to use the chaser one-handed - Ensure PPE is worn to protect from flying debris (eye protection, gloves, long sleeve shirt and pants, steel cap boots).	
	- Cuts - Laceration - Amputation	4A	- Ensure guards are fitted - Always ensure that the chaser is switched off and power isolated before the pre-start check, adjusting, changing set-ups or repairing - The blade is in good working condition and is free from crack and deterioration	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Allow the blade to reach full speed before chasing, do not force the blade and always start the cut gently - Release the pressure on the chaser as you reach the end of the cut. Too much pressure may cause the operator to lose control of the chaser when the blade completes the cut. Ensure: - The blade has fully stopped turning before placing the chaser down - The lower guard has retracted to the closed position - Never operate the chaser with the retractable guard tied back or the trigger tied on - Never place hands under the workpiece being cut - Never plug in before ensuring the switch is in the "off" position to avoid accidental starting. ⚠ Stay alert – concentrate on what you are doing at all times ⚠ You must keep your off hand out of the path of the chaser in any case ⚠ Always turn off the chaser when not in use - Ensure safety boots and gloves are worn.	
	Slips, trips & falls on the same level	3H	- Remove rubble and slurry clear from work area and maintain housekeeping - A method of collecting residue from the chasing operations should be put in place to prevent surfaces from becoming a slip hazard - Be vigilant about the build-up of slurry in the work area to reduce slip/trip risks.	
	Vibration Knee injury Muscular stress	3H	- Shock-absorbing gloves are worn - Chasing floors is hard on both your knees and your back. Correct manual handling techniques used. In general: - Frequent stretching to relieve muscle tension - Limit time spent on knees - Use kneepads at all times when kneeling - Implement job rotation where required and ensure regular rest breaks.	
	Noise	3H	Ensure hearing protection is worn, ensure worn by all persons throughout exposure to noise.	
12. HRCW On completion	Unauthorised access	3H	If acceptable, remove or add barricades.	Supervisor to confirm all workers have signed out Workers to comply with controls
	Inhalation of silica	3H	- Carefully roll or fold any plastic sheeting used to cover any surface within the Silica work area - If necessary, use damp rags or a HEPA vacuum cleaner to clean any remaining visibly contaminated sections of the work area - If possible, fully dismantle tools and decontaminate in a controlled environment - Personal hygiene: - Use HEPA vacuum cleaner to remove obvious signs of contaminated material - Wipe coveralls, shoes, eye protection with a damp cloth - Wipe respirator with a damp cloth – but do not remove - Remove coveralls, shoes and any other PPE	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON	
			- Remove respirator after clean-up and PPE removal - Wash face and hands with soapy water. Pay attention to under the fingernails.		
	Cuts / lacerations	3H	Blades are removed and stored in a safe, dry place.		
	Contact with electricity	3H	- Disconnect power tool/extension leads from power point before winding up so that you don't get a shock if the lead is damaged - Inspect leads and power equipment for damage.		
	Security breach	3H	All personnel sign-out on Site Register.		
	Vehicle/people impact	4A	- Stay to designated access and egress routes - Maintain awareness of surroundings at all times.		
13. HRCW Emergency response	- Injury - Fatality - Environmental damage	4A	For police, fire or ambulance call '000.' - Follow site emergency and evacuation procedures - A communication system is available, e.g. a mobile phone or radio - Check for dangers to self before helping others - Maintain control of the area and stabilise the situation - Apply first aid to the injured worker - Complete an incident report.	Refer to your SWMS implementing instructions for further specific emergency responses.	Supervisors and workers ensure controls followed
OVERALL RISK RATING AFTER CONTROLS			☐ 1 - Low ☒ 2 - MODERATE ☐ 3 - High ☐ 4 - ACUTE		
PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES		SUPERVISORY ARRANGEMENTS	
☒ Electrical tools and leads	Tested and tagged quarterly	1. Refer to Job Pack for details		☒ Audits	
☒ Hand tools - Meet AS/NZS	Regular visual inspection			☒ Spot Checks	
☒ Ladders - Meet AS/NZS	Inspected and tagged out if damaged			☒ Reporting systems	
☐ Mobile plant	Inspected and tagged out if damaged			☐ Suitably qualified supervisors for job	
☐ _____				☐ Direct on-site supervision	
☐ _____				☐ Remote site: communication systems/schedule	
PERMITS		☒ Not applicable ☐ Hot Work ☐ Confined Space ☐ Local council ☐ _____			
SITE MANAGEMENT PLAN		Is the work associated with a Construction Project? ☐ Yes ☒ No <i>If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.</i>			

SWMS SIGN-OFF

This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. I have read the above SWMS, and I understand its contents. 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 risk control measures, safe work instructions, and PPE described.

WORKERS' NAME	JOB ROLE / POSITION E.G. SUPERVISOR, WORKER, TRAINEE	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
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