SafetyDocs by SafetyCulture

Company Name:
Company Address:
ABN/NZBN:

INSULATION - BATTS INSTALLATION SAFE WORK METHOD STATEMENT (SWMS)

Business Contact: Phone #:	Principal Contractor (PC):
Responsible person *(for monitoring SWMS and work):*	PC Address:
Signature: Date:	PC Phone #: Date SWMS provided to PC:
Contact Phone #:	Job Site Address:

SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? ☐ **Yes** ☐ **No**	*If yes* – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.

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 ☒ Work in a ceiling space (W.A. Only)

☐ 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

WORKING WITH A RISK OF A FALL OVER 2 METRES. Select the fall from height 'hierarchy of control level' considered when establishing controls:

☐ L 1: Work on the ground or solid construction	☐ L 4: Use a fall arrest system e.g., safety harness, catch platforms
☐ L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP	☐ L 5: Implement administrative controls e.g., signage, or instruction
☐ L 3: Use a work positioning system e.g., travel restraint, rope access	☐ Other?

More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes). Please describe why it is not reasonably practicable to use higher-order control measures. E.g. The job is less than 5 minutes on a ladder.

JOB TASK	HAZARDS	IR	CONTROL MEASURES *INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS*	RR	RESPONSIBLE PERSON
	Cuts, lacerations & punctures	3H	• Assign a suitable cutting area if required • Exercise caution when using blade – always cut away from the body • Use caution to avoid sharp objects, protruding nails or materials • Use automatically retracting blade if possible. If not possible, ensure the blade is retracted after use.	2M	make supervisor aware of any issues
	Dust & fibre ingestion & inhalation	3H	• Wear a head-covering and goggles, to avoid eye irritation • Long-sleeved clothing and gloves, to minimise skin irritation • Disposable dust masks are worn • Handle the insulation with care to minimise the release of fibres & dust.	2M	

9. HRCW
Entering & exiting the ceiling space
	• Fall from height
	• Impact injuries
	• Fatality
		4A	• Locate the manhole/access area and ensure appropriate ladder access is available ladder must be for Industrial purposes and comply with relevant Australian Standard
			• Consult site plan/map of building identify cables, down-lights, or recessed lights, chimneys/flues, electrical appliances, skylights, or other potential hazards
			• Identify the location of joists. Consider installation of joist locators. Ensure joists can support the weight of installers (seek advice from competent people)
			• Place boards of suitable strength to span at least 2 joists while placing batts between joists
			⚠ ***Do not enter ceiling space if working alone.***
			• Perform as much of the task as possible on the ground or a sold 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>Ladders:</u>
			  ○ Ladders are 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
				2M	**Supervisors** to check all controls in place and followed
					
					Workers to follow controls and make supervisor aware of any issues

JOB TASK	HAZARDS	IR	CONTROL MEASURES *INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS*	RR	RESPONSIBLE PERSON
			• 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 • Wear tool belts, use tool lanyards to pass tools to people at height and use tethers on tools/equipment where appropriate • All workers must wear a hard hat and high visibility clothing • 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.		

10. HRCW
Installation
	Contact with electricity	4A	⚠ ***Follow lock-out/tag-out procedures and obtain advice from a suitable person (such as a licensed electrician) that power is isolated (if required)***
			⚠ ***Where electrical hazards are identified, a qualified electrical contractor should be engaged to eliminate or control this risk***
			• Certificate of electrical safety is obtained if required
			• All electrical cables/equipment are identified and marked
			• Fixing points are clear of cables/equipment
			• Install non-conductive collars around down-lights/recessed light fittings
			• Metal fasteners are not used in-ceiling installation
			• Non-conductive, manually operated tools are used
			• Metallic, wire-reinforced or conductive ladders should be avoided around live electrical equipment
			• Locate and maintain awareness of any electrical cables while trimming or cutting
			• Be aware of metallic conduits or other coverings and, damaged or exposed wiring.
			• Ensure cables are not totally enclosed. Example:
			  ○ Do not allow the cable to sink into loose-fill
			  ○ Place batts over cables lying on a ceiling sheet, or lay the cable on top of batts
			  ○ Place batts beside a cable that is fixed to a structural member/joist.
				2M	**Supervisors** to check all controls in place and followed
					
					Workers to follow controls and make supervisor aware of any issues

	• Fall from height • Impact injuries • Fatality	4A	• Maintain constant contact with someone outside the roof cavity • Step on the roof beams only – not the ceiling • Don't stand on fragile areas – such as plasterboard • Walk along planks and crawl if required • Use boards to span beams where appropriate • Use sufficient lighting for the task.	2M	
	Asbestos disturbance	4A	• Presence of ACM - provide suitable PPE for short term works – for example:	2M	