

## TILING 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:	

<b>SITE MANAGEMENT PLAN</b>	Is the work associated with a Construction Project? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.
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**THIS WORK ACTIVITY INVOLVES THE FOLLOWING “HIGH-RISK CONSTRUCTION WORK” (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)**

<input type="checkbox"/> Confined spaces	<input checked="" type="checkbox"/> Mobile plant movement	<input type="checkbox"/> Demolition of a load-bearing structure	<input type="checkbox"/> Asbestos disturbance
<input type="checkbox"/> Using explosives	<input type="checkbox"/> Diving work	<input type="checkbox"/> Artificial extremes of temperature	<input type="checkbox"/> Tilt-up or pre-cast concrete
<input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services			
<input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse			
<input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers		<input type="checkbox"/> Work in a ceiling space (W.A. Only)	
<input type="checkbox"/> Working at depths greater than 1.5 metres, including tunnels or mines		<input checked="" type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere	
<input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor		<input type="checkbox"/> 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:

<input type="checkbox"/> L 1: Work on the ground or solid construction	<input type="checkbox"/> L 4: Use a fall arrest system e.g., safety harness, catch platforms
<input type="checkbox"/> L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP	<input type="checkbox"/> L 5: Implement administrative controls e.g., signage, or instruction
<input type="checkbox"/> L 3: Use a work positioning system e.g., travel restraint, rope access	<input type="checkbox"/> 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		RR	RESPONSIBLE PERSON
			INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS			
10. Mixing & working with levelling compounds, cement, glues, grout etc.	Contact with hazardous substance /chemical	3H	<ul style="list-style-type: none"> <li>Follow directions of use for all products/chemicals</li> <li>Consult SDS for the product</li> <li>Use PPE as per the SDS – <i>specify</i></li> <li>Use with adequate ventilation</li> <li>Chemical resistant gloves for prolonged exposure</li> <li> <ul style="list-style-type: none"> <li>△ DO NOT:                             <ul style="list-style-type: none"> <li>× Eat or drink when handling chemicals</li> <li>× Eat or drink without washing hands thoroughly first</li> <li>× Take food into the work area where chemicals are being used or stored</li> <li>× Wear contaminated PPE in areas outside the work zone, such as eating areas.</li> </ul> </li> </ul> </li> </ul>		2M	<p><b>Supervisors</b> to check all controls in place and followed</p> <p><b>Workers</b> to follow controls and make supervisor aware of any issues</p>
	Dust	3H	<ul style="list-style-type: none"> <li>Ensure breathing protection is worn</li> <li>Wet down materials as soon as possible to reduce dust.</li> </ul>		2M	
11. HRCW Working at height on ladders, trestles, mobile scaffold	<ul style="list-style-type: none"> <li>Fall from height</li> <li>Falling objects</li> <li>Impact injuries</li> <li>Fatality</li> </ul>	4A	<ul style="list-style-type: none"> <li>Perform as much of the task as possible on the ground or a sold structure</li> <li>Protect all edges where a person can fall</li> <li>Erect and inspect all height access equipment following manufacturers' instructions</li> <li>If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures</li> <li><u>Trestle scaffold:</u> <ul style="list-style-type: none"> <li>Guardrails, toe board sides &amp; ends are in place</li> <li>Purpose-designed pins</li> <li>Min 2 planks or 450mm wide</li> <li>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)</li> </ul> </li> <li><u>Mobile scaffold:</u> <ul style="list-style-type: none"> <li>Level, plumb</li> <li>Casters locked before accessing, not moved when people on a scaffold</li> <li>Accessed by internal ladder only, do not climb on the scaffold</li> <li>Clear of penetrations or floor edges (by at least 1metre where possible)</li> </ul> </li> <li>Do not exceed the specified Safe Working Load of the scaffold</li> <li>Stack items to prevent sliding or toppling</li> <li>Keep tools and other equipment away from edges</li> <li>Determine where items may fall (in case of uncontrolled release) and ensure all personnel are clear of that area</li> <li>Never work directly below other workers or where equipment is being placed above</li> <li>Kickboards are installed on elevated work areas to prevent items from falling off</li> <li><u>Ladders:</u></li> </ul>		2M	<p><b>Supervisors</b> to check all controls in place and followed</p> <p><b>Workers</b> to follow controls and make supervisor aware of any issues</p>

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			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
			<ul style="list-style-type: none"> <li>○ Ladders are set up on a level area on a firm footing</li> <li>○ Correct size and length for the job</li> <li>○ Load rating of at least 120kg</li> <li>• ALWAYS use platform ladders for working on, ensure the base is fully open and the spreaders are locked</li> <li>• 3 points of contact on the ladder at all times</li> <li>• Always maintain the majority of your bodyweight inside the perimeter of the platform or stiles</li> <li>• When on a ladder, do not over-reach. Descend ladder &amp; re-position as required</li> <li>• Do not carry materials when ascending/descending a ladder</li> <li>• Always face the ladder when using</li> <li>• Wear tool belts, use tool lanyards to pass tools to people at height and use tethers on tools/equipment where appropriate</li> <li>• All workers must wear a hard hat and high visibility clothing</li> <li>• Ensure 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.</li> </ul>			
12. Cutting and laying tiles	Exposure to silica dust <ul style="list-style-type: none"> <li>○ Cutting</li> <li>○ Grinding</li> <li>○ Drilling</li> </ul>	4A	<ul style="list-style-type: none"> <li>• <u>Task control</u> <ul style="list-style-type: none"> <li>○ Never cut materials unless the use is controlled</li> <li>○ Consider the most appropriate control e.g water delivery or dry dust control</li> </ul> </li> <li>• <u>Equipment</u> <ul style="list-style-type: none"> <li>○ Minimise dust emissions by operating and maintaining tools according to the manufacturer's instructions.</li> <li>○ Only use equipment that has an integrated water delivery system or a HEPA- filtered dust collection system</li> <li>○ Visually check the tool and extraction unit for signs of damage before use</li> </ul> </li> <li>• <u>Respiratory PPE -</u> Wear respiratory protective equipment (RPE) such as a half-face negative respirator or powered air-purifying respirator (PAPR):               <ul style="list-style-type: none"> <li>○ Respiratory protection, e.g. P1/P2 face mask minimum</li> <li>○ People medically fit to wear the face mask</li> <li>○ A competent person conducts fit testing</li> <li>○ Complete facial seal</li> <li>○ Correct cartridge for contaminant</li> </ul> </li> <li>• <u>Area Control</u> <ul style="list-style-type: none"> <li>○ Remove non-essential people from the area</li> <li>○ Ensure all people that remain in the area are provided with respiratory protection</li> <li>○ Cover sensitive areas (power outlets, food storage)</li> <li>○ Wash hands before eating, drinking, smoking, or applying cosmetics in areas where crystalline silica is present</li> </ul> </li> </ul>		2M	<p><b>Supervisors</b> to check all controls in place and followed</p> <p><b>Workers</b> to follow controls and make supervisor aware of any issues</p>