SafetyDocs by SafetyCulture

Company Name:
Company Address:
ABN/NZBN:

BUILDING MAINTENANCE UNIT BMU 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
	Emergency	4A	• Use a buddy system where the Risk Assessment has identified high-risk tasks, i.e., a second person's presence required at all times • Where serious consequence is probable, do not expose both people to the hazard simultaneously. The second person should be within sight, but safely removed from the immediate area • The 'buddy' must be trained in the specific activities the worker he/she is observing is undertaking. • The buddy should be properly equipped with emergency equipment, and be capable of undertaking pre-planned rescue or emergency operations where needed, and it is safe to do so.	2M	
4. Work area set-up	Falling objects	4A	• Isolate the area below wherever people may be struck by falling material or tools • Provide information to workers and other people on-site advising them of the exclusion zones • Provide supervision so that no unauthorised person enters an exclusion zone • Erect any barriers & signage necessary to keep others safe and aware of the work undertaken • Ensure all areas around anchor points barricaded to prevent impact/tampering from mobile plant/ pedestrians and unauthorised entry • Only those workers engaged in assembling the BMU to be present in the work area • Signs are placed in all anchor point locations to prevent tampering/disturbance.	2M	**Supervisor** and **workers** to ensure control measures followed
	Communication failure	3H	• Effective communication in place between the BMU and other workers to alert others on-site in case of an emergency.	2M	
	Contact with electricity	3H	• Check for obstructions both above and below BMU (such as electric lines) • Do not work within No Go Zones of electric lines unless power is isolated and evidence of on-going isolation obtained from the electrical supplier • Ensure electrical cables from the control box to the hoists remains enclosed for protection from mechanical damage and, securely attached to the cradle • Trailing electrical cables free from being caught in structure or equipment.	2M	
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.) • **Waste** - Place all wastes and rubbish in bins or other appropriate containers • Separate recycle waste from general waste • Do not mix waste with spoil.	2M	**Supervisor** and **workers** to ensure control measures followed

JOB TASK	HAZARDS	IR	CONTROL MEASURES *INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS*	RR	RESPONSIBLE PERSON

	• Electric shock
	• Electrocution
		4A	• During operation ensure main power switch access is isolated from accidental or inadvertent interference. Electrical cables within the BMU area:
			  ○ Securely attached to the BMU
			  ○ Kept as short and tidy as possible
			  ○ Electrical cables from the control box to the hoists must be enclosed and protected
			  ▪ Ensure a residual current device (RCD) installed at power outlets
			  ○ Ensure the RCD labelled with rating load in amps, residual tripping current—not more than 30mA, and power supply in volts.
				2M	

10. HRCW
Working on the BMU
	• Fall from height
	• Impact injuries
	• Fatality
		4A	• Ensure that all workers on the BMU are using safety harnesses with anchorage points
			• Fall restraint/arrest systems:
			  ○ Ensure fall restraint/arrest systems are in place before starting work
			  ○ Inspect harness components before use, use and maintain as per manufacturer's instructions and it's designed purpose. If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures
			  ○ Ensure the correct harness size for weight and height of the operator (use manufacturer sizing chart). It is possible to slide out of a harness that is too big
			  ○ Follow manufacturer's instructions for fitting and use
			  ○ The operator must ensure:
			  ▪ Physically fit and able to withstand possible fall
			  ▪ Within weight limit (including clothing and equipment) of harness
			  ▪ No loose clothing (could become tangled in hooks/prevent hooks from closing properly
			  ▪ No obstructions in potential fall zones
			  ▪ No sharp edges that could damage lines
			  ▪ Plan fall arrest system before set-up to eliminate danger areas such as:
			  ❖ Crossing or tangling of connecting sub-systems
			  ❖ More than one worker
			  ❖ Pepependulum effect
			  ❖ Swing down and swing back (if there is a risk of swing back – swinging back into building/structure – do not use fall arrest system)
			• Ensure anchor points or travel restraint system:
			  ○ Comply with relevant AS/NZS
			  ○ Are tested and approved by a competent person before use
			  ○ Are as high as possible above the work area. Never work above anchor point/travel restraint
			• Ensure the harness is not exposed to chemicals or burn damage while conducting work
			• Check line/lanyard regularly and ensure it does not make contact with sharp edges
				2M	**Supervisor** and **workers** to ensure control measures followed