

RAISED TIMBER FLOOR 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? <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)

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| <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:

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| <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
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
			<ul style="list-style-type: none"> * DO NOT eat or drink when handling chemicals * DO NOT eat or drink without washing hands thoroughly first * DO NOT take food into the work area where chemicals are being used or stored * DO NOT wear contaminated PPE in areas outside the work zone, such as eating areas. 			measures followed
11. Working with compressed air	Hazardous process	4A	<ul style="list-style-type: none"> • Follow the pre-operational checklist in the manufacturer's operational manual. Set-up for operation as per manufacturer's instructions • Ensure unit is suitable capacity (size and safe working pressure) for task • Check with the operation manual for each tool in use to determine safe procedure for connecting, checking, re-loading, and disconnecting from pressurised air hoses • Turn off air supply and bleed tool before removal (unless quick disconnecting plugs in use) ⚠ <i>NEVER drag attached tools by the air hose. If the air hose gets caught on something, don't pull on the hose. Go find the problem and release the hose.</i> 		2M	
	Carbon monoxide or hydrocarbons	3H	<ul style="list-style-type: none"> ⚠ <i>Compressed air can contain carbon monoxide, hydrocarbons and/or other poisonous contaminants that can cause death or serious injury. This type of air compressor is not specifically designed, intended or approved for breathing air. Do not use compressed air for breathing air applications without proper treatment. Do not use the Portable Air Compressor for any gas other than air.</i> 		2M	
	Embolism	4A	<ul style="list-style-type: none"> ⚠ <i>High pressure air blown against human skin can force its way into the bloodstream and cause an embolism, tiny air bubbles in the heart which can be fatal. Compressed air blown into an eye or ear can result in permanent loss of function or death</i> ⚠ NEVER point the air hose at people, or use to clean clothing, shoes, or any part of the body. 		2M	
12. HRCW Fixing battens to concrete substrate & laying structural floor sheeting	Injury to other workers	4A	<ul style="list-style-type: none"> • Clear non-essential people from area • Only allow certified operators to work in close proximity to PA tool operator • Ensure eye protection is worn by bystanders • Always point the tool away from people and in a safe direction ⚠ Give a clear verbal alert "fire" to warn others the tool is about to be fired. 		2M	Supervisors to check all controls in place and followed
	Malfunction / projectiles	4A	<ul style="list-style-type: none"> • Inspect PA tool. Check: <ul style="list-style-type: none"> ○ Unloaded ○ Trigger present and free movement ○ Spall guard in place ○ Muzzle shield in place and good condition ○ Damage to housing or any other component ⚠ <i>If damaged, take out of service and follow tag out/lock out procedures</i> 		2M	Workers to follow controls and make supervisor

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			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
			<ul style="list-style-type: none"> • Operate as per manufacturers' instructions • Operators must wear eye protection at all times • Conduct centre punch test. Use fastener as centre punch and apply average hammer blow to intended work surface: <ul style="list-style-type: none"> ○ If fastener flattened = too hard ○ If penetrated easily = too soft ○ If made small indent = suitable • ONLY fasten to acceptable base materials such as: <ul style="list-style-type: none"> ○ Poured concrete ○ Structural steel ○ Masonry joints • Unacceptable base materials are: <ul style="list-style-type: none"> ○ Hard or brittle materials (such as cast iron, tile, glass, or rock of any type) ○ Soft base materials (such as drywall or lumber products) ○ Materials that do not pass the Centre Punch Test • DO NOT use excessive power allowing the fastener to pass completely through the work material, causing serious or fatal injuries Make a test fastening once sure the base material is suitable for the PA fastening • Never set a fastener too close to another fastening or a free edge. This can cause the fastener to ricochet • NEVER place your hand or fingers over the front muzzle of the tool - the fastener or piston can seriously injure your hand in the event of an accidental discharge. 		
	Noise	3H	<ul style="list-style-type: none"> • Operators and bystanders must wear hearing protection at all times and ensure it is worn by all people throughout the period of exposure to noise. 	2M	
	Exposure to lead	3H	<ul style="list-style-type: none"> • Use lead free loads • Ensure adequate ventilation at all time when using the tool to avoid exposure to lead or other substances. 	2M	
	Fire / explosion	3H	<ul style="list-style-type: none"> • Do not operate PA tools in explosive atmospheres (i.e., presence of flammable liquids, gases or dust) • Check that work area is not in close proximity to hot works • Fire extinguisher available. 	2M	
	Misfire causing injury	3H	<ul style="list-style-type: none"> • Follow manufacturer's instructions. General: <ul style="list-style-type: none"> ○ Hold in depressed position for 30 seconds ○ Release but keep in same direction ○ Carefully remove charge and store in can of water for disposal. Never put in rubbish. • If several misfires in one batch – do not use. Return to supplier • If the tool becomes stuck or jammed with a live powder load: 	2M	