

CARPET - HARD FLOORS RESTORATION 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 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 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.

Personal Protective Equipment (PPE)											
FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
											<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
JOB TASK	HAZARDS	IR	CONTROL MEASURES							RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>								
1. Arrival on-site & risk assess on-site conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> 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 Identify and obey all safety-related signage (check site entry requirements) Report to Site Supervisor or homeowner and liaise to determine whether: <ul style="list-style-type: none"> Excess clutter can be removed (if applicable) Any machinery is kept in a safe condition (not able to be accidentally turned on, safety guards in place etc.) Check electrical devices, power points, switchboards etc. are in a safe condition Ensure site-specific induction undertaken (commercial premises) Assess mobile phone reception The worksite is exactly as detailed in Terms of Agreement or contract Complete a JSA specifying the control measures for unanticipated hazards. 							2M	Supervisor to check the site and conduct JSA where necessary
	Possible biological contamination	3H	<ul style="list-style-type: none"> Perform a risk assessment of the carpet condition. If carpet is found to be wet for longer than 48 hours or contaminated with pathogens or other harmful agents, i.e., sewage, then an alternative to this restoration method should be considered. 							2M	
2. Environment	Environmental impact	3H	<ul style="list-style-type: none"> 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. Fuels, oils & chemicals - ensure that a spill response kit is available at all times and clean up spills immediately Follow instructions in SDS for clean-up requirements 							2M	Supervisor and workers to ensure control measures followed

JOB TASK	HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
	Unauthorised access to the work area	3H	<ul style="list-style-type: none"> 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 Maintain awareness of unauthorised people 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. 	2M	
6. Water extraction & cleaning affected areas	Muscular stress	3H	<ul style="list-style-type: none"> Pre-inspect all equipment before use, do not use damaged equipment Ensure equipment is suitable for the task. Examples: <ul style="list-style-type: none"> Lightweight cleaners with adjustable handles and not excessively hard to push/steer Low vibration power equipment Long-handled tools with swivelling heads Use adjustable handles on equipment correctly to ensure upright posture as much as possible. Avoid bending and over-reaching. 	2M	Supervisors and workers ensure controls are followed
	Steam burns	3H	<ul style="list-style-type: none"> Wear heat resistant footwear Do not place hands or any body parts near steam. 	2M	
	<ul style="list-style-type: none"> Heat stress Damp atmosphere 	3H	<ul style="list-style-type: none"> Ensure workers can recognise heat stress symptoms: <ul style="list-style-type: none"> <u>Mild heat stress:</u> <ul style="list-style-type: none"> Tired/weak Muscle cramps Feeling sick or vomiting <u>Severe heat stress:</u> <ul style="list-style-type: none"> Headache Rapid pulse Profuse sweating Irritability or confusion Blurred vision <u>More severe symptoms:</u> can include loss of consciousness Increasing air movement using fans Using local exhaust ventilation Air conditioners or coolers Light clothing that still provides adequate protection Providing extra rest breaks in a cool area Using mechanical aids to reduce physical exertion Ensure adequate drinking water supplied. Relevant workers should be encouraged to drink a cup of water (about 200 mL) every 15 to 20 minutes when working in hot environments. 	2M	
9. Sanitising, anti-browning & antimicrobial treatment	Contact with hazardous chemicals	3H	<ul style="list-style-type: none"> Follow directions of use for <i>(specify the chemicals)</i> Consult SDS for the product Use PPE as per the SDS - <i>specify</i> Use with adequate ventilation Chemical resistant gloves for prolonged exposure 	2M	Supervisors and workers ensure controls are followed