

AUSTRALIAN SCAFFOLD

WORK SAFER - FASTER - SMARTER

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SCAFFOLD SWMS & JSA

OHS FORM 05: SAFE WORK METHOD STATEMENT (SWMS)

– also known as job safety analysis worksheet or scope of works

This SWMS has been developed and authorised by: *Scott Butlin* Position: *Manager* Date: *27th February 2009*

DESCRIPTION OF WORK ACTIVITY: Supply and erection of scaffold and accessories



Safety Starts here

This SWMS is submitted to (principal contractor):

COMPANY:

CONTACT NAME:

SITE ADDRESS:

PROJECT DESCRIPTION:

SITE ADDRESS:

This SWMS was reviewed by (principal contractor):

COMPANY:

NAME:

POSITION:

SIGNATURE:

DATE:

PHONE NUMBER:

MOBILE NUMBER:

List plant, equipment and tools to be used	List hazardous substances to be used or handled	MSDS available? (Tick)	List PPE to be used	(Tick)	List hazards to consider	(Tick)
eg Electric generator	eg Unleaded petrol		Hard hat		Fall from ladder	
			Safety boots		Fall from heights	
			High Visy		Fall from scaffold	
			Gloves		Contact with	

			Hearing		Falling objects	
			Safety glasses		Collapse	
			UV cream		Slips, trips & falls	
			Dust masks		Manual handling	
			Other (specify):		Exposure to noise	
					Struck by moving	
					Inhalation of dust	
					Cuts	
					Other (specify):	

RISK TABLE		How likely is it to be serious? NOTE: If a hazard is rated 1, 2 or 3, take action immediately.			
	What damage could it cause?	Very likely (could happen anytime)	Likely (could happen sometimes)	Unlikely (could happen, but only rarely)	Very unlikely (could happen, but probably never will)
	Death or permanent disability	1	1	2	3
	Long term illness or serious injury	1	2	3	4
	Medical attention and several days off work	2	3	4	5
First aid needed	3	4	5	6	

How to complete the following form

- List the step-by-step sequence of tasks required to carry out a work activity from start to finish.
- List the potential hazards associated with each step, and the related OHS risks.
- Using the risk table, rate the identified risks.
- List what controls you will implement to reduce the risks to the lowest possible level.
- Rate the level of risk once those controls have been implemented (must be 4-6 before you can start work).
- List the names or positions of the persons responsible for ensuring that the controls are implemented.

A separate SWMS is required for each work activity

Job Activity (Tasks) <i>Break the activity down into steps. List the steps in this column.</i>	What can harm you (Hazards) <i>Identify any potential hazards associated with each step.</i>	What can Happen (Risks) <i>Detail the risks in this column, and enter the risk rating in the next column.</i>	Initial risk Rating (1 – 6)	Causes which need to be managed (Controlled). <i>Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column. Note: If the risk rating is still 1-3, do not begin work.</i>	Person who will ensure this will happen.
General Planning	Inadequate training, consultation, planning & improvisation.	Task specific injuries due to inexperience, inadequate consultation or failure to provide appropriate equipment.		Sufficient skills to complete the required task correctly. Adequate consultation with relevant employees. Competent person used for scaffold erection up to 4 metres in height. Qualified scaffolder used to erect scaffold in excess of 4 metres in height or where complex configurations are involved.	Sub contractor.
	Unstable scaffold due to lack of competency in erection.	Injury due to scaffold collapse.		Competent person used for scaffold erection up to 4 metres in height. Qualified scaffolder used to erect scaffold where the working platform exceeds 4 metres in height or if the scaffold has cantilevers or outriggers. Foundation or ground suitable for scaffold. Different scaffold systems not mixed together. (Mix & match problems).	Sub contractor.
	Overload of scaffold components.	Collapse causing fall from height.		Appropriate type of scaffold used for the job. Light, medium or heavy duty. Scaffold components not overloaded beyond the design limits. Different scaffold systems not mixed together. (Mix & match problems).	Sub contractor.

	Unstable or incorrect erection of scaffold.	Injury due to scaffold collapse or partial collapse.		Instructions provided to be clear. Scaffold maintained in good condition by supplier. Visual checks for defects on every installation & dismantle. A scaffold inspection every week on continuous hire.	Supplier, sub contractor & workers onsite.
Planning by principal contractor or subcontractor.	Live electricity too close to scaffold erection or completed scaffold is moved too close during use.	Electric shock or electrocution.		Earth leakage switch installed on mains supply or portable generator. No working on or moving scaffold too close to live power lines. No scaffold components or material handled are over 4 meters in length. No scaffold components or material contacts power lines. Tiger tails (insulation) not in place on power lines or wet conditions make them ineffective. Be wary of strong winds that cause power lines to swing closer to work area. No scaffold components being handled striking and shatters unprotected light bulb.	Head contractor, sub contractor & workers onsite.
Erection of base frames, standards and bracing.	Unsupported frames or standards being erected at ground level.	Frames or standards falls over striking person erecting scaffold or other person close to the work area.		Sole boards to be correct length for soft ground. Bracing or team member used to support first frames or standards. Base plates or screw jacks used under all frames and standards. Foundation to be level or screw jacks to be used. Castor wheels locked and fitted correctly.	Sub contractor & workers onsite.
Erection of 2nd level frames, standards and bracing.	Climbing unbraced scaffold during erection.	Scaffold tips over causing fall.		No climbing unbraced scaffold. 2 persons used to assist in scaffold erection. Foundation to be level or screw jacks to be used.	Sub contractor & workers onsite.

	Base frames or standards not adequately braced or supported.	Instability / collapse of scaffold causing fall.		Scaffold to be built square with plan bracing installed. Sufficient and correctly fixed diagonal bracing.	Sub contractor & workers onsite.
	Scaffold exceeds height to base ratio.	Scaffold topples over causing a fall from height.		General height of scaffold not to exceed 3 times the base width unless out riggers are used or the scaffold is tied to a secure structure.	Sub contractor & workers onsite.
Erection of working platforms	Manual handling.	Strains, sprains or injuries such as back damage.		2 persons used to pass materials to higher lifts.	Sub contractor & workers onsite.
	Split (uneven) decks installed.	Step backward off higher deck causing fall from height.		Working decks to be at same height.	Sub contractor & workers onsite.
Erection of edge protection, ladder and toe boards.	Climbing on the outside of scaffold.	Scaffold moves unexpectedly or tips over causing fall.		2 persons to assist in scaffold erection.	Sub contractor & workers onsite.
	Movement of scaffold.	Fall from unprotected working platform.		Scaffold adequately braced to prevent movement whilst edge protection is fixed.	Sub contractor & workers onsite.
	Edge protection incomplete.	Fall from the edge of the working platform.		Handrail positioned not below 900mm and above 1100mm the working platform on all sides. Mid rail to be installed.	Sub contractor & workers onsite.

	Ladder access hatch (trap door) in working deck.	Fall through ladder access hatch		Hatch to be closed whilst working on deck	Sub contractor & workers onsite.
	Inappropriate access to working deck.	Fall whilst gaining access to working platform.		No climbing up or down the outside of the scaffold. Ladder access to be installed. Ladder to be positioned internally for scaffold more than 3 meters in height and at the appropriate angle 1:4 i.e. for every 4 metres in height 1 metre out from the base. Ladder to be secured at the top and bottom. Ladder to project at least 1 metre above the working platform. Ladder to access the working platform through a trap door.	Sub contractor & workers onsite



MELBOURNE - Prahran scaffolding collapse - February 24th, 2009



CHINA - Guangdong province, Dec. 13, 2004.



MIDDLESBROUGH – Odeon Cinema Wednesday 12th July, 2006



Buckinghamshire - Witan Gate 2006

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I the undersigned have read and fully understand the Australian Scaffold Pty Ltd Rubbish Chute Installation SWMS. If at any time I feel that the SWMS is not being adhered to, or that my safety is being compromised, I will bring it to the attention of Australian Scaffold the first practical opportunity and will discuss the matter with the intention of finding a solution to the problem. I will at all times abide by and use this SWMS in carrying out my duties while working at this site. I will help Australian Scaffold Pty and its workers in reviewing any additions to this SWMS by making constructive suggestions at toolbox meetings or any other site meeting regarding safety.



This work method statement was not intended just to meet O.H&S regulations. Its principal design is to ensure the health and safety of workers on site. Please use it as intended.

Declaration by contractors and workers

I have been **consulted** and have assisted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have **read** and **understand** how I am to carry out the activities listed in this SWMS.

I have been supplied with the **personal protective equipment** identified on this SWMS and I have been given **training** in the safe use of this equipment.

I have read and understand the requirements set out in the **material safety data sheets** for the **hazardous substances** identified in this SWMS

<u>Name</u>	<u>Signature</u>	<u>Date</u>	<u>Green Card</u>

ITEMS REQUIRED FOR THIS WORK ACTIVITY:

QUALIFICATIONS:

TRAINING:

CODES OF PRACTICE OR AS/NZS STANDARDS TO BE COMPLIED WITH:

- AS/NZS 1576.1:1995 General requirements.
- AS/NZS 1576.2:1991 Couplers and accessories.
- AS/NZS 1576.3:1995 Prefabricated and tube and coupler scaffolding.
- AS 1577 – 1993 Scaffold planks.
- AS/NZS 4576:1995 Guidelines for scaffolding.
- Work Cover Guide. Safe working at heights.