

Safe Work Method Statement No:				WMS-02	Task:	Concreting, Formwork and Steel Fixing			
No	Activity	Possible Hazards	Possible Risks	Risk Score	Risk Controls	Risk Score (1 – 6) AFTER Controls	Person Responsible	Possible Product / Environment Hazards	Product / Environment Risk Control
1	Site establishment	Un-inducted personnel, incorrect PPE, non-conformance to project policies		5	All staff to be industry inducted (Green / White card), project inducted, wearing correct PPE, and have any required client paperwork completed (toolbox, pre-start etc.)	5	Leading Hand		
		Interference with public vehicles / pedestrians	Death, body impact injuries	4	Client to ensure that work area is sufficiently barricaded, and Traffic Control Plan in place if required to ensure no access / interference to site by members of the public	5	Leading Hand	Personnel / members of the public being injured	Notify persons nearby, apply TCP if working near roadway
2	Unload materials	Plant tipping	Crush injuries	4	Unloading areas to be well prepared and level ground used, area to be free of obstacles	5	Workcrew		
		Traffic Accidents	Death, body impact injuries	3	Traffic management plan to be in place and followed, do not load over footpath	5	Workcrew	Moving vehicles on site / accidents	Barricade work area, use pedestrian and traffic signs
		Excessive noise from machinery	Hearing impairment	4	Hearing protection to be worn when using mechanical lifting aids to unload	6	Workcrew		
3	Erecting and dismantling of edge boards and formwork	Use of sledge hammer	Hand / finger impact injuries	4	Sledge hammer is to be held at a safe distance away from the head of the hammer with hands, plastic sleeve must be held by free hand below the bottom part of the sleeve	5	Workcrew		
		Repetitive use of sledge hammer	Repetitive strain injury to wrist / arm	4	Proper use of sledge hammer at all times with regular rest and stretch breaks to be taken	5	Workcrew		
		Use of drill to loosen hard ground / rock surfaces	Fractures to wrist / arm / hand	4	Firm hold and control of the drill must be maintained, operator must remain alert and aware of changing ground conditions and drill movement	5	Workcrew		

		Anchor pegs could uplift from ground and become a projectile	Body impact injuries	4	Pegs must be secured into firm ground, check to ensure that the ground is not showing any signs of movement	5	Workcrew		
		Peg protruding out of the ground	Vehicle tyre impact	4	Driver to be aware of setout pegs, pegs taped where possible	5	Workcrew		
		Possibility of striking underground services	Electrocution	3	Dial Before You Dig must be performed, enquire with client to identify service locations before commencing any work	4	Leading Hand / Client Rep		
		Nails protruding from timber boards	Cuts, nicks, finger injuries	4	All boards to be de-nailed before packing away onto board racks, gloves to be worn at all times	5	Workcrew		
		Splinters	Cuts, finger injuries	5	Gloves to be worn at all times, boards in poor condition to be replaced	6	Workcrew		
4	Place and tie reinforcement	Manual handling	Musculo-skeletal disorders	4	Follow correct procedure for manual handling, take short rest and stretch breaks, two people to lift and move steel mesh at all times	5	Workcrew		
		Sharp tools / items	Cuts, lacerations	4	Gloves must be worn	5	Workcrew		
5	Placement of concrete	Reaction to chemicals	Skin irritations, burns, respiratory disorders	4	Gloves must be worn, long sleeve shirts must be worn, ensure all workers understand the SDS	5	Workcrew		
		Concrete dust in eyes	Visual impairment	4	Eye protection to be worn, ensure all workers understand the SDS	5	Workcrew		
		Fatigue, vibration injury, manual handling	Musculo-skeletal disorders, strains / sprains	4	Rotate personnel exposed to heavy manual handling tasks (eg screeding of concrete, using vibrators), follow manual handling procedures	5	Workcrew		
		Vehicle to person collision	Death, body impact injuries	3	High visibility shirts must be worn, keep exclusion zones around moving concrete trucks, maintain eye contact with truck driver, use hand signals to guide driver only when safe to do so	5	Workcrew		

6	General	Hazards encountered that are not covered by this SWMS or the work changes and new hazards are presented		1	Stop work or source alternative duties, gather the work group and supervisor together and discuss the identified hazard or condition that has resulted in the work ceasing, review the SWMS to incorporate the identified hazard or change, agree on the mitigation or management method required to rectify, eliminate and reduce exposure to the hazard or change, sign off on the revision then continue with the revised procedure, submit the revision of the SWMS to the Safety Manager for approval	4	Crew Leader, Leading Hand, Workcrew		
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Plant / Equipment	Maintenance of Plant / Equipment	Plant / Equipment	Maintenance of Plant / Equipment

Personal Qualifications & Experience	Personnel, Duties and Responsibilities	Training Required to Complete Works
Construction Industry General Induction (Green / White Card)	Crew Leader	Supervisor to be trained in hazard identification, risk assessment and control
	Leading Hand	Ongoing safety training and toolbox talks
	Workcrew	

NSW Legislation				
Work Health & Safety Act 2011	OHS Amendment (Dangerous Goods) Act 2003	Workers' Compensation (Dust Diseases) Act 1942	Workers' Compensation Act 1987; Workplace Injury Management and Workers' Compensation Act 1998	
Work Health & Safety Regulation 2011	OHS Amendment (Dangerous Goods) Regulation 2005	Workers' Compensation (Dust Diseases) Regulation 2008	Workers Compensation Regulation 2003	
Australian Standards				
AS 1319:1994 Safety signs for the occupational environment	AS/NZS 1270:2002 Acoustics – Hearing protector	AS/NZS 2210.1:2010 Safety, protective and occupational footwear – Guide to selection, care and use	AS/NZS 5762:2005 In-service safety inspection and testing – repaired electrical equipment	
AS 1940:2004 The storage and handling of flammable and combustible liquids	AS/NZS 1337.1:2010 Personal eye protection – Eye and face protectors for occupational applications	AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment	AS/NZS 31000:2009 Risk management – Principles and guidelines	
AS/NZS 1269:2005 Occupational noise control	AS/NZS 1800:1998 The selection, care and use of industrial safety helmets	AS/NZS 4399:1996 Sun protective clothing	AS/NZS/ISO 600079.1:2009 Classification of hazardous areas	
AS/NZS 2161.1:2000 Occupational protective gloves – Selection, use and maintenance	AS/NZS 4602:2011 High visibility safety garments – Garments for high risk applications			
WorkCover Codes of Practice – NSW	Subject Matter for National COP	National Codes of Practice	Subject Matter for National COP	National Codes of Practice
Amenities for construction work	Consultation	Work health and safety consultation, cooperation and coordination	First aid	Fist aid in the workplace
Excavation work	Construction	Construction work	Hazardous chemicals	Managing risks of hazardous chemicals in the workplace
Formwork	Demolition	Demolition	Manual handling	Hazardous manual tasks
Moving plant on construction sites	Electrical	Managing electrical risks at the workplace	Noise	Managing noise and preventing hearing loss at work
Work near overhead power lines	Excavation	Excavation work	Plant	Managing risks of plant in the workplace
Work in hot or cold environments	Falls	Managing falls at workplaces	Risk Management	How to manage work health and safety risks
Workplace amenities	Facilities	Managing the work environment and facilities		
National Standards				
National Exposure Standards Atmospheric Contaminants in the Occupational Environment [NOHSC 1003 (1995)]		National Standard for Occupational Noise [NOHSC 1007 (2000)]		
National Code of Practice for Noise Management and Protection of Hearing at Work [3 rd Edition]		Lend Lease Global Minimum Requirements		

