

Safe Work Method Statement

Use of Master Builders Generic Safe Work Method Statements

Disclaimer:

The Master Builders Association of Victoria expressly disclaim all and any liability to any person in respect of anything, and of consequence of anything done or omitted to be done by any or such person in reliance, whether wholly or partially on this generic safe work method statement.

Rules for the use of Master Builders generic SWMS

1. This generic SWMS is provided as a sample. It is not to be used by a builder or subcontractor for the purpose of managing safety on their projects. It can be used as a template to enable builders and subcontractors to produce their own SWMS. Master Builders have carbon copy pads available for sale to enable builders/subcontractors to produce their own SWMS.
2. Employers intending to use this SWMS as a template for their own SWMS must ensure they consult with their employees, including their Health and Safety Representatives, prior to its introduction.
3. Builders and subcontractors must ensure that their SWMS is relevant to the project at hand. Generic SWMS should not be used unless precautions have been taken to ensure that the document adequately addresses the hazards and risks relevant to each particular project.
4. Builders and subcontractors intending to use this sample SWMS as a template for their own generic SWMS, without making any changes to the detail, must ensure that they adhere to and implement all of the relevant risk controls.
5. The range of generic SWMS provided by Master Builders are not sufficiently broad enough to cover “all” hazards or risks encountered by builders and subcontractors. It does not cover the full list of requirements for which SWMS are specifically required under the OHS Construction Regulations. It is important that the builder or subcontractor undertake their own hazard identification and risk control process relevant for each particular task.

It is highly recommended that persons who are responsible for preparing and reviewing SWMS undertake training so as to understand the process of identifying and controlling risks in the workplace.

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Company Name	Site Name	Safe Work Method Statement No _____ Page <input type="checkbox"/> of <input type="checkbox"/>
Contractor	Activity Concrete Precast Erection (to be read in conjunction with the "Placement of precast panels near overhead powerlines")	Permit to Work Requirement Yes <input type="checkbox"/> No <input type="checkbox"/>

Tasks List the tasks required to perform the activity in the sequence they are carried out.	Hazards and Risks What can harm you - Hazards? What can happen - Risks?	Risk control measures List the control measures required to eliminate or reduce the risk of injury and detail how the control measures will be put in place.	Who is responsible? Write the name of the person responsible (supervisor or above) to implement the control measures identified.
General Safety	Personal injury throughout the entire project. (Incorporating injury through heavy lifting, use of tools – powered or unpowered and general working).	Each worker must have site induction, red card, and High Risk Work Licence as appropriate to role. Each worker is required at all times to wear PPE, including hard hat, riggers gloves and where necessary safety glasses, ear plugs or any other required PPE. If you do not have the required PPE, DO NOT start work.	
	Injury through heavy lifting.	Lift with correct posture and do not try to lift something too heavy. Use the crane if necessary.	
Pre-planning process	Structural collapse by job not being planned properly.	Prior to lifting any tilt-up or precast element, the erector must be provided with: <ul style="list-style-type: none"> • the project design engineer's certificate of compliance • the manufacturer's certificate of compliance • the component schedule This must be provided by the precaster and must include the following information: <ul style="list-style-type: none"> • project name and address • element designation • element mass • concrete strength required at the time of erection for the element and, where applicable, the bracing footing • type, capacity and length of the lifting inserts • a diagram of the rigging system(s) between crane and precast element for both rotation and erection. 	

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	<p>Panel modification compromising structural integrity</p>	<p>(Shop drawings may be used to form the component schedule).</p> <p>The planning process should take into account:</p> <ul style="list-style-type: none"> • site limitations • local street access • element sizes • crane size, mobility and access • casting sequence • overhead obstructions, including overhead power lines. <p>The erector must nominate one person in the erection crew to be directly responsible for the direction and coordination of the erection sequence and to ensure it is erected in accordance with the designers & manufacturer's instructions.</p> <p>This person must hold a rigging certificate of competency in either the Intermediate Rigging Or Advanced Rigging certificate classes. At least one of the erection crew, preferably the rigger in charge of the crew, should have been trained in the Industry Standard for Precast and Tilt-Up Concrete for Buildings.</p> <p>Modifications to precast elements should only be carried out with the approval of the project design engineer.</p>	
<p>Traffic Management</p>	<p>Vehicle Injury</p>	<p>Appropriate traffic management must be in place where required. A Traffic Management Plan to be in accordance with VicRoads code of practice & Australian Standards, and all traffic controllers to be ticketed.</p> <p>Road closure permits to be obtained where required.</p> <p>Mobile plant to be fitted with operating flashing lights & reverse beepers.</p>	

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		All persons working in vicinity of mobile plant to be wearing high visibility clothing.	
Prepare Erection and Work Area	Congested work area / structural collapse.	<p>Work area to be cleared of any debris prior to work commencing.</p> <p>Ensure that sufficient clear space is available for the safe propping or panel bracing of the precast or tilt-up elements.</p> <p>Ensure that the locating dowels and leveling shims are correctly located.</p> <p>Ensure that adequate temporary base restraint is provided for any pre-cast element to prevent a sliding failure (kickout) at the base or support of the element.</p> <p>Verify that the brace footing concrete has attained the specified strength.</p> <p>Check that any strongbacks, if required, are available and are correctly installed (must be located and fixed in accordance with the details shown on the shop drawings).</p>	
	Injury to others not involved in this work.	<p>Erect barricading and signage around work area and communicate and be aware of others not involved in the work procedure.</p> <p>When working at height, barricading should be erected on the ground below the work area. Barricading should also be placed around access leading directly into the work area, and anywhere else where it is deemed necessary.</p>	
Electrical	Injury or death by making contact with live electrical conductors.	<p>Conduct a site inspection to determine the location of overhead electrical conductors. Refer to EnergySafe & WorkSafe NO GO ZONE Guidance Material for working distances.</p> <p>If a permit to work has to be obtained always work within the terms of the permit. Always have a copy of the permit on site.</p>	

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		If an electrical spotter is required, they must also hold a riggers ticket	
Delivery of precast elements	Electrical hazards, instability of load.	<p>The precaster must ensure that the transporter has detailed instruction on how to enter the site. Ensure that there are no dangers such as backfilled excavations or overhead services. The area to receive the delivery vehicle should be firm and level. If the unloading sequence can lead to instability of loads, the precast elements should be individually secured. Individual elements should not be released until the crane has taken the initial load of that element.</p> <p>The preferred method of erection is to lift directly from the delivery vehicle into the final position. If unloading delays are anticipated, 'drop' trailers should be used.</p>	
Panel inspection	Structural collapse	<p>Upon delivery to site manufacturer's certificate of compliance (birth certificates) must be obtained.</p> <p>Nominated person in charge to take control of the installation/erection.</p> <p>Nominated person in charge to ensure precast elements are erected in accordance with the designers & manufacturer's instructions.</p> <p>Shop drawings & installation plans must be on site prior to installation.</p>	
Use of Mobile Access Equipment (Incorporating elevated work platforms)	Injury through unsafe Elevated Work Platform	<p>Do not operate EWP unless you hold current EWP Certification.</p> <p>Fill out logbook on machine prior to use.</p> <p>If there is any doubt on the condition of the plant, DO NOT use it and advise the L/H.</p> <p>The use of boom lifts requires that personnel in the boomlift are to wear an approved safety harness and be attached at all times.</p>	

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Use of Mobile Crane	Maintenance and Safety of the Crane. Site conditions Overhead and underground hazards.	Only a certified operator may operate the crane (except where an operator is in training under correct guidance). Crane to have a current "Green Sticker" Fill out the crane logbooks prior to use and ensure required documentation is available in the crane. The operator should also be aware of the Plant Risk Assessment for the crane. Check the ground conditions and ascertain if there are any underground services where the crane is to be set up. Check for overhead power lines The crane should be well maintained, if there is any doubt on the condition of the crane DO NOT use and advise the supervisor or leading hand	
	Overloading Crane	DO NOT operate the crane outside of its specified load chart. Ensure the weight of the load to be lifted is known.	
Lifting of Precast Panels	Injury through use of incorrect lifting gear.	DO NOT lift the load unless it has been slung in a correct manner with approved lifting equipment (i.e. Grade 80 Lifting Chain). The rigger or dogman is the only person qualified to rig and release the load All lifting equipment is to be inspected ANNUALLY and tagged in accordance with the Australian Standard and or suppliers instructions	
	Panel falling from crane hook during rotation	Ensure Crane manufacturer information allows for panel rotation. (simultaneous use of both winches)	
	Working with elevated load.	DO NOT operate with the load elevated in a position where it may put someone at risk of being injured. DO NOT stand under the load.	
Installation of panel braces	Injury from use of power tools and leads.	DO NOT use electrical equipment that does not have an up-to-date tag. Always keep leads elevated (2m min.) and away from sharp edges and water hazards.	

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		Always check electrical tools and leads prior to use. If in doubt DO NOT USE and advise the L/H or supervisor. Wear PPE (i.e. safety glasses) where necessary.	
	Structural collapse due to inadequate bracing	<p>Wherever possible, braces should be fixed to the panel before it is lifted.</p> <p>Brace footings are to be in accordance with the requirements of the shop drawings and, in particular, the specified concrete strength of the footing at the time of erection. The location of bracing inserts within the brace footing must also be as specified in the shop drawings. Braces must be maintained and inspected between each use to ensure that all components are correct and in good working order.</p> <p>Where it is necessary to attach braces to the panel after it has been positioned, the panel must be held firmly and safely by the crane while the braces are attached. A minimum of two braces should be connected before releasing the lifting equipment, unless otherwise specified on the shop drawings.</p> <p>Panel braces must be as per designer's instructions & must display WLL information plate indicating WLL at both minimum & maximum extensions.</p> <p>Panel brace pins must be secured in a manner that requires a tool to release them.</p>	
	Braces falling	<p>Bolts to be tightened in accordance with manufacturers specs. Ensure that during the lifting process, the braces do not hang below the base level of the element. Use adjustable brace lengths or taglines (tail ropes).</p> <p>Rigging crews should secure braces to prevent rotational movement during rotation. This can be done with brace hooks on the panel edge or roped in place.</p>	

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Erection platform	Structural collapse	<p>Before erection commences, ensure that the erection platform (floor slab, suspended slab, surrounding ground etc.) can safely carry the construction and erection loads.</p> <p>Backfilled excavations and trenches should be identified and assessed. Additional measures, such as the provision of timber mats, may need to be taken to ensure that any backfilling can support the construction and erection loads.</p>	
Installation of Precast Panels Members.	Structural collapse, crushing	<p>Whenever possible, panels should be lifted with the rigging equipment in view of the crane operator.</p> <p>All personnel must be outside the drop zone when lifting, tilting or rotating the panel from horizontal to vertical.</p> <p>When taglines (tail ropes) are used to control the swing of the panel, personnel must position themselves clear of the panel edges as the panel may slew sideways</p> <p>Under no circumstances should any worker position themselves underneath a precast element or on the underside of a tilt-up panel during erection</p> <p>No attempt should be made to lift and erect panels in strong winds where control of the panel may be lost</p>	
	<p>Squashing of fingers / feet.</p> <p>Poor communication</p>	<p>DO NOT place fingers or feet in a position where they may be squashed.</p> <p>Always maintain contact with other riggers and the crane operator.</p> <p>Where the crane operator cannot visually see the load or the rigger/dogman audible signals shall be used – Whistle or 2-way radio.</p>	

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	Injury from use of power tools and leads.	<p>DO NOT use electrical equipment that does not have a current test tag.</p> <p>Always keep leads elevated (2m min.) and away from sharp edges and water hazards. Always check electrical tools and leads prior to use. Wear PPE (i.e. safety glasses) where necessary.</p>	
	Injury from use of tools.	Rigging tools (i.e. podges and burke bars) should be used in a safe and sensible manner.	
	Injury from releasing load too soon.	<p>DO NOT release the load from the crane until it is adequately fixed and supported in the intended position. The rigger / dogman is the only person permitted to release the load.</p> <p>NEVER release lifting clutches from the panel until a minimum of two braces are attached and all bolts secured.</p> <p>Under no circumstances should there be less than two connections providing support to each precast element unless specifically designed and detailed and approved by the project design engineer</p> <p>No brace should be connected to another panel for support unless clearly specified on the shop drawings</p>	
Placement of props	Structural Collapse	<p>Where required, all temporary propping should be in place and fully braced prior to commencement of erection of any precast elements.</p> <p>The shop drawings should clearly specify the required propping forces and show details of the fixing to the precast element and the prop footing.</p> <p>Props should be vertical. They should also be braced to prevent side-sway of the whole assembly and the buckling of individual props.</p>	

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		<p>Props should be adequately seated, levelled and capable of transferring the full load through whatever structure they are bearing on and into the ground without adverse settlement.</p> <p>Prior to the removal of props, it is the responsibility of the erection design engineer or project design engineer to inspect the structure to ensure that all structural elements affecting stability are securely fixed to the precast or tilt-up concrete elements. A written instruction should be supplied prior to the removal of props.</p>	
Structural Integrity	Structural Collapse	<p>Both the designer's & manufacturer's engineers must approve any deviation from the industry standard in writing.</p> <p>Upon final or daily completion of the task the installation/erection the nominated person in charge & the builder's representative must inspect area, check braces, bracing bolts and pins.</p> <p>Prior to the removal of braces, it is the responsibility of the erection design engineer or the project design engineer to inspect the structure to ensure that all structural elements affecting stability are securely fixed to the precast or tilt-up concrete elements. A written instruction authorising the removal of the braces should then be supplied.</p>	
Completing Days Work.	Work area left unsafe.	<p>If crane is to be left onsite, then it should be left in a secure and safe manner. Remove keys from all plant to prevent unauthorised use.</p> <p>Clean up work area, and leave in a safe manner. All panels erected should be secured adequately.</p> <p>Leave barricading in place if required.</p>	

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