

Company Details					
Company Name: The Doorman			ABN: 32 306 274 897		
Contact Name, Position and Phone number: Jasmin Soames - Proprietor - 14 Hampden Park Road Kelso NSW 2795					
Address:					
Project details					
Project: Newcrest Mining, Cadia Valley, Gold Room Door			Area: Gold Room		
Job Address: Cadia Rd, Cadia NSW 2800					
Job Description: Repair Roller Shutter Motor					
Activity: Garage Door Installation					
Relevant workers must be consulted in the development, approval and communication of this SWMS					
Name: Brett Soames		Signature:	Job Title: Proprietor	Date: 24/08/2016	SWMS Approved by: Name: Signature: Date:
Personnel responsible for monitoring and managing activity:					
			Overall Risk Rating After Controls	4 Acute	3 High
				2 Moderate	1 Low

ALL PERSONS INVOLVED IN TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORK COMMENCING

- Regular inspections and observations will be conducted by Brett Soames to ensure SWMS is being complied with.
- Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.
- Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.
- Amendments must be approved by Brett Soames and communicated to all affected workers before work resumes.
- SWMS must be made available for inspection or review as required by WHS legislation.
- Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).

Personal Protective Equipment

Foot Protection

Hearing Protection

High Visibility Hand Protection

Day Operations – Normal Requirements:

Safety footwear, hearing protection, high visibility shirt or vest, sun protection if required, hand protection (gloves) Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed. Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

Safety Notes

This SWMS covers general aspects of garage door installation. Ensure the manufacturer's installation manual/guide is available for specific information on all installation works.

Main hazards:

- Falls
- Manual Handling
- Electrical

Task Breakdown	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
Planning	Personal Injury: <ul style="list-style-type: none"> - Exposure to hazardous atmosphere - Falls - Electric shock - Hit by moving vehicle - Slips, trips 	3H	Ensure system designed by competent persons. Obtain council permits as required Liaise with Site Supervisor (if applicable). Provide: <ul style="list-style-type: none"> - Site specific induction (include location of amenities, first aid facilities, emergency plans and evacuation points, incident reporting, contact persons etc) - Health and Safety Rules for site - PPE requirements for site (hard hat, high visibility clothing, safety boots, etc) - Types of hazards at site - Site plans – showing no go zones for pedestrians - Traffic Management plans - Relevant SWMS and JSA's - Site security requirements Assess installation site. Check: <ul style="list-style-type: none"> - Presence of hazardous materials (such as asbestos, lead, silica etc) - Load bearing capacity of support walls, ceiling, roof (if required to enter roof areas) - Height of work area - Access for equipment (including height access equipment) and materials - Power supply - Location of existing services (overhead electric lines heating, electrical leads, gas tanks etc) - Vehicle access for delivery / Traffic Management - Weather conditions (excessive wind/rain) - Lighting (tool lights, extreme changes from interior to exterior during installation) 	1L	

Task Breakdown	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
Preparation	Personal Injuring: <ul style="list-style-type: none"> - Electric shock - Falls - Manual handling - Exposure to hazardous atmosphere - Hit by moving vehicle - Slips, trips 	3H	Ensure all power to garage is isolated before work commences. Follow lock-out/tag-out procedures and obtain advice from suitable person (such as licensed electrician) that power is isolated. Ensure suitable equipment for job. Examples: <ul style="list-style-type: none"> - Work at heights: <ul style="list-style-type: none"> o Ensure scissor lift or step platforms are used. If ladders are only option, ensure they are industrial, good condition, set-up correctly and secured both top and bottom. o Where a roof pitch exceeds 35 degrees, do not stand on the roof. Work from a cherry picker, scaffold or travel restraint system. o If using travel restraint or fall arrestors, ensure harness and clips are compatible, anchor points have been assessed by qualified persons, training undertaken and emergency plan in place for rescue. - Manual handling <ul style="list-style-type: none"> o Use hand trucks, trolleys o Lifting equipment has suitable SWL. o Use team-lifts for heavier equipment - Hazardous Materials <ul style="list-style-type: none"> o If cutting/drilling into structures, determine material type. Provide suitable PPE for short term works – example: o Non-Friable Asbestos: Protective clothing, P1 or P2 half face (can be either disposable or cartridge) o Silica: P1 or 2 half face with particle cartridge 	1L	

Task Breakdown	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
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Preparation - continued	Personal Injuring: <ul style="list-style-type: none"> - Electric shock - Falls - Manual handling - Exposure to hazardous atmosphere - Hit by moving vehicle - Slips, trips 	3H	Ensure all PPE required for site is worn and in good working order. Note: If hearing protection is required, ensure the protection factor is not so high that reversing alarms etc cannot be heard. If applicable: Follow traffic management plan requirements upon arrival. Get update on no go zones for pedestrians, any new or different hazards present. Ensure: <ul style="list-style-type: none"> - Sufficient room for delivery of materials - Parking is available in safe, close-by location - Located away from traffic/vehicles/pedestrians (develop appropriate traffic management plan if required – include physical barriers, caution signs, etc) - Located away from potential hazards (hot works such as welding, trenching, spray painting, etc) - Transport vehicle is equipped with ramps/hydraulic tailgate to allow safe removal of materials. Ensure workers have access to: <ul style="list-style-type: none"> - First aid kit/supplies - Communication devices (check mobile phones will have service in area) - Drinking water, clean-up and toilet facilities Ensure garage is cleared of unsafe machinery, stored items, debris, or other items that may pose a risk to installers.	1L	

Task Breakdown	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
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Pre-Operational Inspection	Personal Injury: <ul style="list-style-type: none"> - Electric shock - Entanglement - Laceration - Falls 	3H	Ensure: <ul style="list-style-type: none"> - PPE supplied as needed and in good condition - Tools are visually inspected for any damage - Free of oil, grease, debris vents; filters etc clear and free of dust/debris - Outside casing not damaged - Fans and cooling devices functional - Attachments secured and suitable for tool - Tools are not modified - Locking pins in place - No loose or missing screws, nuts, bolts - Blades sharp, chains tight - Guards prevent access to danger areas - Locking devices functional - Triggers do not stick or faulty - Wood dust collection bags in place - Battery charging areas well ventilated - Batteries fully charged - No air/fluid leaks - Locking pins, modifications, additions and attachments are approved by the manufacturer. <p>Ensure all electrical leads and equipment are</p> <ul style="list-style-type: none"> - Undamaged (inspect entire length of lead and plug) - Tested and Tagged - Safety switches (RCD's) used <p>If any equipment is damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTE (Lock-Out / Tag-Out) procedures.</p>	1L	

Task Breakdown	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
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Pre-Operational Inspection -continued	Personal Injury: <ul style="list-style-type: none"> - Electric shock - Entanglement - Laceration - Falls 	3H	Inspect ladder before use. Check: <ul style="list-style-type: none"> - Timber stiles are not warped, splintered, cracked, bruised or missing - Metal stiles are not bent, kinked, crushed, damaged welds, twisted or missing - Feet are not damaged - Rungs, steps, treads or top-plates are not missing, worn, damaged or loose - Tie rods are not missing, broken or loose - Ropes, braces, brackets or locking devices are not missing, broken or worn - Timber is not painted - SWL/rating information is displayed and legible - Steps, rungs are not slippery (worn ridges or spills) - No loose nails, screws, bolts or other metal parts - No uneven footings damaged or worn non-slip bases - No lengthwise play (should be rigid) - General strength and rigidity - Extension ladders: <ul style="list-style-type: none"> o No defective clutches, stops, guide irons or pulleys o No deterioration of rope from wear, exposure to acid or other destructive agents o Pulleys can move freely and be lubricated 	1L	

Task Breakdown	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
Operation	Personal Injury: <ul style="list-style-type: none"> - Electric shock - Falls - Manual Handling - Hit by moving vehicle - Falls - Entanglement - Crushing 	3H	Park in suitable area – clear of overhead electric lines, close to work site – avoid crossing over roads. Do not carry materials vertically where they may contact power lines. Ensure sufficient persons for task. (Pass items to installer so they do not have to ascend/descend ladder/ scaffold). Follow manufacturer's installation guide for type of door. Example: Measure opening and clearance <ul style="list-style-type: none"> - Carefully release tension from old springs then remove hardware (if replacing door) - Remove old door in sections - Unpack new door. Use caution when cutting packaging - cut away from body - Lay out tracks/components - Install as required – test that all parts are level - Keep all locks in “open” position to make inoperable - Install electrical components – ensure work is undertaken by licensed electrician as required - Test door only when all components are in place, levels have been checked and the door is properly adjusted. - Do not operate unguarded components when in close proximity (example: unguarded chain drive on grill operator). Test from ground level with remote. - Remove all persons from door proximity when testing. Ensure no electrical components (light fittings, power switches etc) were damaged during installation. Seek advice from suitably licensed electrician before resuming. 	2M	

Task Breakdown	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
Operation - continued	Personal Injury: <ul style="list-style-type: none"> - Electric shock - Falls - Manual Handling - Hit by moving vehicle - Falls - Entanglement - Crushing 	3H	Set up portable ladders correctly. Ensure: <ul style="list-style-type: none"> - A set-up angle no greater than 4 in 1 - Flat ground (check manufacturer's limits) - Stable base (free of oil, mess, leaf litter or loose materials). - Top of ladder projects 1m or more from landing point. Secure/tie top and bottom (ties should be attached to stiles, not rungs. - If unable to tie, ensure 2nd person foots ladder. - Not set-up within No Go zones of power lines - Close to work area to prevent overreach - No persons working underneath - Not in doorways, or other areas where it could be knocked over (if necessary, secure doors in open position, and barricade/place signage) - Not in close proximity to unprotected stairs, voids etc. Ensure a spreader board is used across top of stiles to distribute load if ladder is resting against weak, brittle or plastic surfaces. - Sufficient height to ensure person can reach working area whilst remaining 900mm from top, or 2nd tread or below from top plate of step ladder. - No make-shift foundations (such as drums, boxes, pallets, blocks etc) are used to gain height - Step ladders and trestles are spread to fullest extent – if in place, ensure locking mechanisms engaged - No more than 3m span for planks supported by 2 trestle ladders - Ladder is not close to live electrical wiring or against operational piping (steam, sprinkler etc) 	2M	

Task Breakdown	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
Operation - continued	Personal Injury: <ul style="list-style-type: none"> - Electric shock - Falls - Manual Handling - Hit by moving vehicle - Falls - Entanglement - Crushing 	3H	<p>If necessary (heavy) use lifting equipment for components where possible. If lifting equipment is not practicable, use team-lifts. Note: Team lifts must be coordinated and practiced. Ensure adequate communication and continue to check for obstacles during transport. Move slowly.</p> <p>Avoid working in awkward postures – do not overreach. Do not work in static positions for more than 30 minutes at a time or 2 hours over an entire shift. Ensure regular rest-breaks taken. Consider stretching before and after work.</p> <p>Monitor work position at all times. Ensure:</p> <ul style="list-style-type: none"> - No standing behind reversing vehicles - Sufficient distance from plant during operation (allow sufficient room for equipment failure – such as arm/boom failure or plant rollover) - No work being conducted in established “no go zones” for pedestrians - Alertness at all times. Listen for: <ul style="list-style-type: none"> o Reversing alarms/beepers o Calls from Plant Operators - Follow traffic management plan requirements. <p>Ensure only 1 person working from each ladder.</p> <p>Do not:</p> <ul style="list-style-type: none"> - Attempt to move or extend ladder when on it. - Slide down stiles - Step up or down two or more rungs at a time - Use step-ladders to support planks - Leave unattended when in position. 	2M	

Task Breakdown	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
Clean-up and Maintenance	Personal Injury: <ul style="list-style-type: none"> - Laceration - Manual Handling - Entanglement - Electric shock 	3H	When complete: <ul style="list-style-type: none"> - Shut off all equipment - Check for damage (tools, ladders etc) - Remove all scrap metal, packaging etc (use gloves).Ensure all power to plant and equipment is isolated before cleaning or repairs/maintenance. Ensure all equipment is serviced/maintained as per manufacturer's instructions.	1L	
Emergency Procedures	Personal Injury: <ul style="list-style-type: none"> - Numerous 	3H	Develop Emergency Plan for site. Include: <ul style="list-style-type: none"> - Emergency Contact details - First Aid officers and equipment - Responsible persons, Communication equipment - Assembly areas - Nearest medical facilities and contact details - Use of fire protection equipment 	2M	

References:

Model Work Health and Safety Act 2011 and Model Work Health and Safety Regulations 2011
 AS/NZS 60745.1 – 2009 Hand Held Motor Generated Electric Tools. Safety – General Requirements
 WorkSafe Victoria (2009) Health and Safety Solutions – Preventing Electric shock from Power tools and electric leads
 AS/NZS 3012 Electrical Installations – Construction and Demolition
 AS/NZS 3000 – 2007 – Wiring Rules
 Safe Work Australia (2011) – Model Code of Practice: Managing the risk of falls at workplaces
 Safe Work Australia (2011) – Model Code of Practice: Hazardous Manual Tasks
 AS/NZS 1892.1 – 1996 Portable ladders Part 1: Metal
 AS 1892.2 – 1992 Portable ladders Part 2: Timber,
 AS/NZS 1892.3 – 1996 Portable ladders Part 3: Reinforced plastic
 AS/NZS 1892.5 – 2000 Portable ladders Part 5: Selection, safe use and care.
 WorkSafe Victoria (2005). Prevention of Falls - Ladders
 HSE (2005). Safe Use of Ladders and Step Ladders – An Employers Guide
 ACT WorkCover (2007). Portable Ladders

SAFE WORK METHOD STATEMENT – Part 2

<p>Formal Training, Licenses re-quired for workers undertaking this task:</p>	<p>Duties of workers undertaking this task:</p>	<p>Training in the following safe work procedures/ SWMS / training modules is required: (All workers to be trained in relevant procedures.)</p>
		<p>Site-specific inductions Training in this SWMS Nature of hazards / risks Emergency procedures</p>
<p>Details of Supervisory Arrange-ments for workers undertaking this task:</p>	<p>Details of regulatory permits/licenses, Engineering Details/ Certificates/WorkCover Approvals:</p>	<p>Relevant Legislation, Codes of Practice:</p>

Authorised by:
Signature:

Date:

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<ul style="list-style-type: none"> - Competent supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc - Reporting systems 	<ul style="list-style-type: none"> - Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with The Regulator - PPE to comply with relevant Australian Standards 	<ul style="list-style-type: none"> • Model Work Health and Safety Act 2011 and Model Work Health and Safety Regulations 2011 • AS/NZS 60745.1 – 2009 Hand Held Motor Generated Electric Tools. Safety – General Requirements • WorkSafe Victoria (2009) Health and Safety Solutions – Preventing Electric shock from Power tools and electric leads • AS/NZS 3012 Electrical Installations – Construction and Demolition • AS/NZS 3000 – 2007 – Wiring Rules • Safe Work Australia (2011) – Model Code of Practice: Managing the risk of falls at workplaces • Safe Work Australia (2011) – Model Code of Practice: Hazardous Manual Tasks • AS/NZS 1892.1 – 1996 Portable ladders Part 1: Metal • AS 1892.2 – 1992 Portable ladders Part 2: Timber, • AS/NZS 1892.3 – 1996 Portable ladders Part 3: Reinforced plastic • AS/NZS 1892.5 – 2000 Portable ladders Part 5: Selection, safe use and care. • WorkSafe Victoria (2005). Prevention of Falls – Ladders <p>Relevant legislation continued.....</p> <ul style="list-style-type: none"> • HSE (2005). Safe Use of Ladders and Step Ladders – An Employers Guide • ACT WorkCover (2007). Portable Ladders
Plant/Tools/Equipment: (List plant and equipment to be used on the job.)	Maintenance Details for plant / equipment used on job (Include cranes, forklifts, electrical equipment etc.)	
Ladders, Lifters, Battery operated hand tools, Grinder	<p style="color: red;">As per manufacturer’s recommendations. Electrical tested/tagged every 3 months.</p>	

Part 3- SIGN OFF

This SWMS has been developed in consultation and cooperation with workers and relevant Persons Conducting Business or Undertaking (PCBU). I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including safe work instructions and Personal Protective Equipment described.

Name	Qualifications	Signature	Date	Time	PCBU

Review No.	1	2	3	4	5	6	7	8	9
Name and initials									
Date									

Authorised by:
Signature:

Date:

Part 4- RISK ASSESSMENT

Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines

Step 1 Determine Likelihood – What is the possibility that the effect will occur?

Criteria	Description
Almost certain	Expected in most circumstances. Effect is a common result
Likely	Will probably occur in most circumstances. Effect is known to have occurred at this site or it has happened
Possible	Might occur at some time. Effect could occur at the site or I've heard of it happening
Unlikely	Could occur at some time. Effect is not likely to occur at the site or I have not heard of it happening
Rare	May occur only in exceptional circumstances. Effect is practically impossible.

Step 2 Determine Consequence - What will be the expected effect?

Level of Effect	Example of each level
Insignificant/Acceptable	No effect – or so minor that effect is acceptable
Minor	First aid treatment only; spillage contained at site.
Moderate	Medical treatment; spillage contained but with outside help.
Major	Extensive injuries; loss of production
Catastrophic	Death; toxic release of chemicals

Step 3 Determine the risk score

value and should only be used for comparison and to engender discussion.)

CONSEQUENCE					
LIKELIHOOD	Insignificant	Minor	Moderate	Major	Catastrophic

Step 4 Record risk score on worksheet (Note – Risk scores have no absolute

Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Medium	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Medium	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Medium	3 High	4 Acute
Rare	1 Low	1 Low	2 Medium	3 High	3 High

Score	Action
4 A: Acute	ACT NOW – Urgent - do something about the risks immediately. Requires immediate attention.
3 H: High	Highest management decision is required urgently.
2 M: Moderate	Follow management instructions.
1 L: Low	OK for now. Record and review regularly, and if any equipment/ people/ materials/ work processes or procedures change.