

# SAFE WORK METHOD STATEMENT

## GRAFFITI REMOVAL

Prepared for Charles Sturt Campus Services

<b>Client:</b>		<b>Project No:</b>	
<b>Site:</b>		<b>Date Prepared:</b>	

### 1. RESPONSIBILITIES

Charles Sturt Campus Services will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the Charles Sturt Campus Services office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities*.

All Charles Sturt Campus Services workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. The consumption of illegal drugs and alcohol is prohibited.

### 2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

1. Remove Graffiti from all surfaces

2.

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9.



### 3. RISK ASSESSMENT

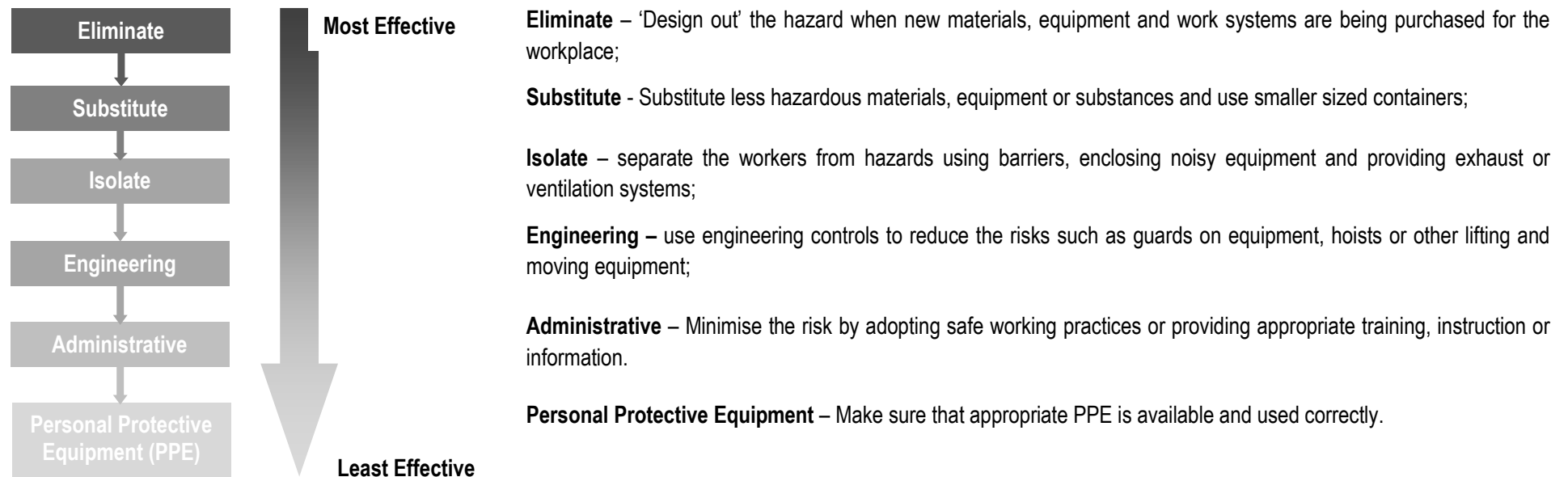
#### Risk Assessment Table

▶ LIKELIHOOD (probability)	▼ CONSEQUENCES				
	▼ If the risk event actually occurs what is the severity of Injuries/Potential damages/Financial impacts?				
How likely is the event to occur?	▼ DISASTROUS	▼ MAJOR	▼ SERIOUS	▼ MINOR	▼ NEGLIGIBLE
	<ul style="list-style-type: none"> <li>Fatality / Permanent Disability.</li> <li>Extensive Damage &amp; Financial loss</li> </ul>	<ul style="list-style-type: none"> <li>Long term Illness or Significant injury.</li> <li>Major – Damage &amp; Financial loss</li> </ul>	<ul style="list-style-type: none"> <li>Medical attention more than one week off normal duties.</li> <li>Serious Damage &amp; Financial loss</li> </ul>	<ul style="list-style-type: none"> <li>Medical attention less than one week off normal duties.</li> <li>Minor Damage &amp; Financial loss</li> </ul>	<ul style="list-style-type: none"> <li>1<sup>st</sup> Aid injury.</li> <li>Negligible Damage &amp; Financial loss</li> </ul>
▶ ALMOST CERTAINLY WILL OCCUR	CAT 1. CRITICAL RISK No. 25.	CAT 1. CRITICAL RISK No. 23	CAT 2. HIGH RISK No. 20	CAT 2. HIGH RISK No. 16	CAT 3. MODERATE RISK No. 11
▶ GOOD CHANCE IT COULD OCCUR	CAT 1. CRITICAL RISK No. 24	CAT 2. HIGH RISK No. 21	CAT 2. HIGH RISK No. 17	CAT 3. MODERATE RISK No. 12	CAT 3. MODERATE RISK No. 7
▶ LIKELY TO OCCUR	CAT 1. CRITICAL RISK No. 22	CAT 2. HIGH RISK No. 18	CAT 2. HIGH RISK No. 13	CAT 3. MODERATE RISK No. 8	CAT 4. LOW RISK No. 4
▶ UNLIKELY TO OCCUR	CAT 2. HIGH RISK No. 19	CAT 2. HIGH RISK No. 14	CAT 3. MODERATE RISK No. 9	CAT 3. MODERATE RISK No. 5	CAT 4. LOW RISK No. 2
▶ EXTREMELY UNLIKELY TO OCCUR	CAT 2. HIGH RISK No. 15	CAT 3. MODERATE RISK No. 10	CAT 3. MODERATE RISK No. 6	CAT 4. LOW RISK No. 3	CAT 4. LOW RISK No. 1

When assessing the risk of a particular hazard remember:

- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
- The more Hazards you identify the greater the overall Risk on the site.
- Overall Risk increases as the number of people exposed to a Hazard increases.
- The more serious the potential impact to a person's health from a Hazard the greater the Risk.
- The frequency of exposure to a Hazard will increase the Risk.

### Hierarchy of Controls





**The Work Process** - “Risk Rating” and “Who is Responsible” is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
1	Risk Assessment	Tool – condition / guards etc. Untrained workers Workplace / worksite hazards	<b>Category 3 – Moderate Risk</b>	<ul style="list-style-type: none"> <li>Do a Risk Assessment prior to commencing work and review the Principal Contractor's Site Safety Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS);</li> <li>Identify additional safety controls where required using the <a href="#">Risk Assessment Worksheet</a> and <a href="#">Hazard Report Form</a>;</li> <li>Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury;</li> <li>Obtain approvals from the supply authorities where required;</li> <li>Make sure workers are trained, qualified or experienced to carry out the specified tasks; and</li> <li>Request appropriate licences or certification when required before allowing work to commence, including local council approval where required.</li> </ul>	<b>Category 4 – Low Risk</b>	
2	Personal Protection Equipment (PPE)	Injury, illness, permanent disability and in extreme cases death.	<b>Category 1 – Critical Risk</b>	<ul style="list-style-type: none"> <li>PPE is to be used only when no other control can reduce or eliminate the hazard / risk;</li> <li>Make sure all workers are issued with and wear the recommended PPE as required for safety on the worksite and specific to the activities and tasks; and</li> </ul>	<b>Category 4 – Low Risk</b>	



				<ul style="list-style-type: none"> <li>• Train workers in the correct use, maintenance and storage of PPE.</li> </ul>		
3	Housekeeping obstacles and cluttered work areas	Slips, trips and falls can cause cuts, abrasions, breaks, strains and sprains and back injuries to workers and others.	<b>Category 2 – High Risk</b>	<ul style="list-style-type: none"> <li>• Carry out basic housekeeping regularly, keeping access ways and the work area clear of materials, tools and debris;</li> <li>• Wear appropriate footwear; and</li> <li>• Make sure cables, hoses and other equipment do not cause a trip hazard;</li> </ul>	<b>Category 4 – Low Risk</b>	
4	Working outside	Sun exposure can cause sunburn, skin cancer, pterygia, corneal cataracts and heat stroke	<b>Category 2 – High Risk</b>	<ul style="list-style-type: none"> <li>• Wear sunscreen, wide brim hat, long sleeve shirt with collar, trousers and wrap around sunglasses;</li> <li>• Work in the shade when possible or under a shade structure; and</li> <li>• Drink plenty of water to stay hydrated.</li> </ul>	<b>Category 4 – Low Risk</b>	
5	Refuelling and using fuel powered tools	Dust / fumes – lung damage Burns and explosions Impact injuries Roll over – crushing injuries Cuts and abrasions Amputations Noise – hearing damage Flying debris – eye injuries	<b>Category 2 – High Risk</b>	<ul style="list-style-type: none"> <li>• Train workers in the correct use of the equipment and supervise until they demonstrate they can operate the tool safely;</li> <li>• Check equipment is in good condition, repair or replace as required;</li> <li>• Only use equipment in a well ventilated area;</li> <li>• Keep hair, jewellery and loose clothing etc away from moving parts;</li> <li>• Turn off machine before refuelling;</li> <li>• Never leave unattended tools and equipment idling;</li> <li>• Always wear boots, hearing protection, eye protection and other PPE as appropriate for the tool; and</li> <li>• Store fuel only in approved containers.</li> </ul>	<b>Category 3 – Moderate Risk</b>	



6	Working at height	Fall from heights Hit by falling objects	<b>Category 2 – High Risk</b>	<ul style="list-style-type: none"> <li>• Check equipment is in good condition and placed on stable ground; and</li> <li>• Always wear appropriate footwear, hardhats when working below work at heights, and a fall arrest devise with work over 1.8m;</li> <li>• Refer to: SWMS - Working at Height WHS131.</li> </ul>	<b>Category 3 – Moderate Risk</b>	
7	Vibrations	Hand and arm vibrations can cause White Finger Syndrome or Reinhold Syndrome	<b>Category 2 – High Risk</b>	<ul style="list-style-type: none"> <li>• Wear thick cotton gloves;</li> <li>• Rotate tasks to prevent prolonged use of vibrating equipment; and</li> <li>• Exercising and massage hands to encourage blood circulation.</li> </ul>	<b>Category 3 – Moderate Risk</b>	
8	Prepare for use of high pressure water cleaner	Access and egress Public (pedestrians / other Hit by falling objects Flying debris – eye injuries Fire / explosion Burns Slips, trips and falls	<b>Category 2 – High Risk</b>	<ul style="list-style-type: none"> <li>• Erect suitable barricades and/or to make sure that pedestrians and/or vehicles are kept at a safe distance;</li> <li>• Restrict access and make sure work area is kept clear;</li> <li>• Make sure all structures to be cleaned are checked for loose tiles, bricks, concrete, glass or any other items which may cause injury when cleaned under high pressure;</li> <li>• Make sure any ladders, steps or ramps are suitable and secure if being used for access;</li> <li>• Monitor oil and water levels and check for possible leaks or faults in the equipment;</li> <li>• Check recommended PSI of high pressure cleaner and select appropriate steel or stainless steel “stocking” type hose restraint;</li> <li>• Make sure the maximum pressures and temperatures indicated on the machine plate are not exceeded;</li> </ul>	<b>Category 4 – Low Risk</b>	



				<ul style="list-style-type: none"> <li>• Make sure only high-pressure hoses and fittings are used that are authentic accessories for the unit;</li> <li>• Check for leaks in hoses. Any leaks to be fixed immediately by a authorised repairer as they can be dangerous;</li> <li>• Turn off the machine and water supply if there is a fault or when repairing equipment; and</li> <li>• Make sure first aid kit is available and contains all necessary items.</li> </ul>		
9	Using Graffiti cleaning products	Chemicals – skin, eye, lung damage and illness Fumes – lung damage Fire / explosion Burns	<b>Category 2 – High Risk</b>	<ul style="list-style-type: none"> <li>• Consult manufacturer's Safety Data Sheet (SDS). Check they are up to date (no older than 5 years);</li> <li>• Make sure manufacturer's instructions are followed when using hazardous substances and managing spills;</li> <li>• Wear recommended Personal Protective Equipment (PPE) to protect against fumes and contact with skin;</li> <li>• Make sure any exhaust ventilation is operational at the point where the substance is used;</li> <li>• Immediately contain spills or leaks with sand or other appropriate absorbents;</li> <li>• Make sure appropriate first aid and emergency facilities are available;</li> <li>• Make sure any spills or leaks do not enter drains or other waterways; and</li> <li>• Refer to: <i>SWMS – Hazardous Substances and Chemical Use</i>.</li> </ul>	<b>Category 3 – Moderate Risk</b>	



10	Use of high pressure water cleaner	Access and egress Manual Handling - strains, sprains and back injuries Falls from height Flying debris – eye injuries	<b>Category 2 – High Risk</b>	<ul style="list-style-type: none"> <li>• Always hold lance and pistol with both hands;</li> <li>• Place the high-pressure water cleaner as far away from the cleaning area as possible;</li> <li>• Make sure the operator has a firm and steady footing and enough working space to use the correct posture;</li> <li>• Never point the lance or water jet at yourself, other persons, animals, electrical units or equipment;</li> <li>• Use correct ergonomic posture as per training;</li> <li>• Minimise bending and twisting as much as possible;</li> <li>• Switch off the high-pressure water cleaner and water supply when not in use;</li> <li>• Lock the pistol with the safety lock on the trigger when leaving the high-pressure water cleaner; and</li> <li>• When cleaning at height, always use a safe working platform, never use a ladder for high-pressure water cleaning.</li> </ul>	<b>Category 3 – Moderate Risk</b>	
11	Completion of work or end of work day	Electricity /tools - electrocution Manual handling - strains sprains and back injuries Slips, trips and falls Cuts and abrasions	<b>Category 2 – High Risk</b>	<ul style="list-style-type: none"> <li>• Turn off the isolating switch when the work is complete and disconnected the machine from the power source;</li> <li>• Remove any excess materials from the site using correct manual handling techniques;</li> <li>• Wear gloves when handling sharp objects;</li> <li>• Place equipment in approved storage area or back in work vehicle;</li> <li>• Make sure the work area is left clean and tidy; and</li> <li>• Lock / secure storage areas and / or site as required.</li> </ul>	<b>Category 4 – Low Risk</b>	





**Site Specific Requirements** - To be completed by the PCBU or Site Supervisor if site-specific hazards are identified (attach additional pages if necessary):

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?

#### 4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

Minimum number of workers required to complete this work	1 or more
Trade licence required to complete this work	Licence No: Held By:
Additional qualifications, permits and/or experience required to complete this work	Competent Operator - High water pressure Cleaner
Additional training required to complete this work	Site Specific Induction and SWMS review required for all workers



## 5. SAFETY RESPONSIBILITIES

The **Officer** for this project is \_\_\_\_\_, he/she can be contacted on \_\_\_\_\_.

The **Site Supervisor** for this project is \_\_\_\_\_, he/she can be contacted on \_\_\_\_\_.

The **Health and Safety Representative (HSR)** for this project is \_\_\_\_\_, he/she can be contacted on \_\_\_\_\_.

### All Charles Sturt Campus Services workers:

- **WILL** be required to have relevant trade experience.
- **WILL** be required to attend regular site inductions and project inductions.

### Work Health and Safety - Responsibilities

- a) \_\_\_\_\_ will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.
- b) \_\_\_\_\_ will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.
- c) \_\_\_\_\_ will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.
- d) \_\_\_\_\_ will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.
- e) \_\_\_\_\_ will be responsible for preparing, maintaining and making accessible the register of hazardous substances.
- f) \_\_\_\_\_ will be responsible for maintaining first-aid stocks.
- g) \_\_\_\_\_ will be responsible for managing accident and emergency procedures.
- h) \_\_\_\_\_ will be responsible for keeping WHS records.
- i) \_\_\_\_\_ will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.
- j) \_\_\_\_\_ will be responsible for workplace injury management and rehabilitation.
- k) \_\_\_\_\_ will be responsible for managing communication between Health and Safety Committees (where applicable).
- l) \_\_\_\_\_ will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.



## 6. TRAINING RESPONSIBILITIES

The HSR will:

- a) identify the WHS training needs of management, supervisors and workers on site;
- b) make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;
- c) make sure that all personnel attend general construction WHS induction training before starting work;
- d) make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;
- e) conduct induction training, task training and refresher safety training for everyone working on site; and
- f) keep appropriate records of WHS training at the Charles Sturt Campus Services office.

## 7. INCIDENT MANAGEMENT

The HSR will:

- a) be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and
- b) make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

## 8. PLANT AND EQUIPMENT

Plant and Equipment used on site includes but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required
High Pressure Cleaner	Visual inspection prior to use and check monthly



## 9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

1	Hard hats / sun hats	6	
2	Safety boots	7	
3	Sunglasses / safety glasses	8	
4	Protective gloves	9	
5	High visibility clothing / vests	10	



## 10. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.



## 11. LEGISLATION, REGULATIONS, CODES AND STANDARDS

The following reference documents have been identified as relevant to this project and a copy is kept at the Charles Sturt Campus Services office. This list is a guide only and is not necessarily all the relevant documentation:

### Australian Standards

- AS/NZS 4801:2001 Occupational Health & Safety Management Systems - specifications
- OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements
- AS/NZS 3760 In service safety inspection & testing of electrical equipment

### Legislation

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2014
- Safework compliance policy & prosecution guidelines
- Workers Compensation Act 1987
- Workplace Injury Management & Workers Compensation Act 1998
- Workers Compensation Regulation 2010

### Industry Codes

- Managing Noise & Preventing Hearing Loss at Work
- Manual Handling
- Managing Electrical Risks in the workplace
- Managing the risks of falls in the workplace
- Preparation of Safety Data Sheets for Hazardous Chemicals
- Labelling of workplace Hazardous Chemicals
- Managing the Work Environment and Facilities
- Ladders
- Hazardous Manual Tasks
- Safe Work Method Statements
- First Aid in the Workplace
- How to Manage Work Health and Safety Risks
- Electrical Risks in the workplace
- Abrasive Cleaning
- Guide to preventing and responding to workplace bullying

- Dealing with workplace bullying – a worker's guide

### Standard Operating Procedures

- Check Schedule & Sign off on Completions

### Work Instructions

- Clean Barbeques
- Clean Ceilings and cornices
- Clean Clivus Multrum Toilets
- Clean Doors, Walls and partitions
- Clean Fire Fighting Equipment
- Clean Fittings
- Clean floors, Stairs and Landings
- Clean Furniture to reach height
- Clean Glass and Mirrors – 1800mm
- Clean Graffiti off all surfaces
- Clean Mats as required
- Clean Shower curtains
- Clean Shower recesses and tap ware etc
- Dust Air Conditioning and return vents
- Clean Spillage (Spot & Detail)
- Clean surfaces, cupboards and drawers
- Clean Toilets, basins and urinals
- Clean venetian blinds
- Clean vertical and horizontal surfaces to 1800mm
- Clean window coverings
- Clean window sills and ledges to 1800mm
- Cleaning cupboard equipment & general requirements
- Clean drinking fountains
- Cleaning furniture and fittings



**12. SIGNOFF**

The representatives of Charles Sturt Campus Services listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

<b>Worker on site</b>	<b>Qualifications (Licences, Tickets, etc)</b>	<b>Signature</b>	<b>Date</b>

Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Name:** \_\_\_\_\_ **Position:** \_\_\_\_\_