

SAFE WORK METHOD STATEMENT

UNGER POLE

Prepared for Charles Sturt Campus Services

Client:		Project No:	
Site:		Date Prepared:	13/09/2019

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. Cleaning external glass using the Unger pure water system

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3. RISK ASSESSMENT

Risk Assessment Table

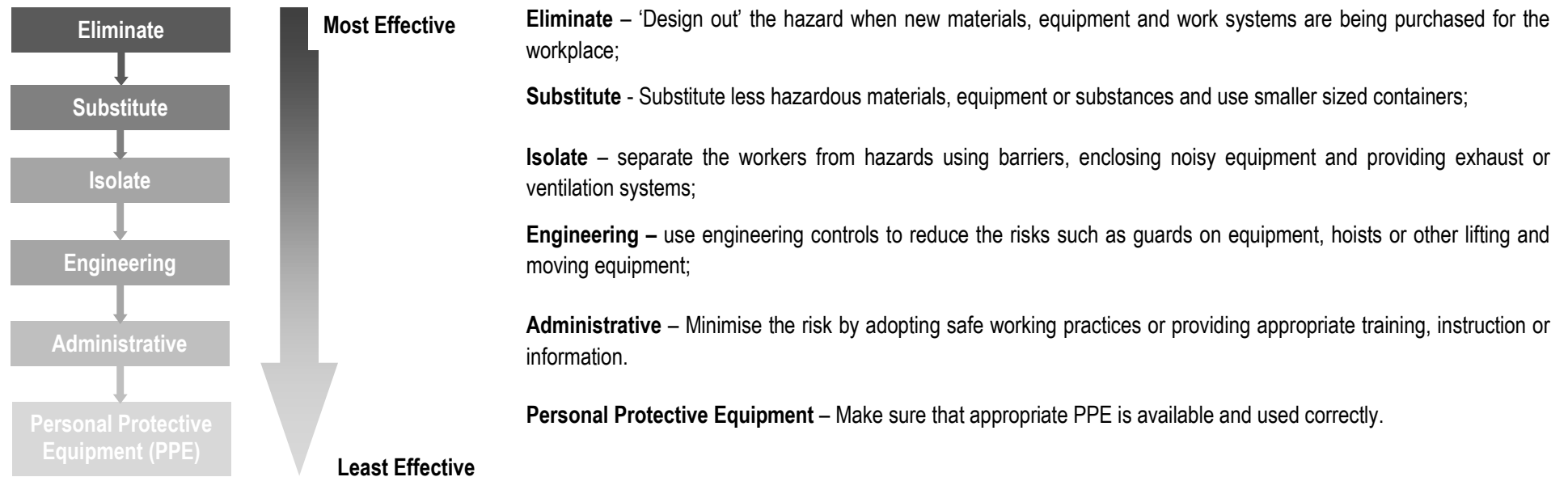
▶ LIKELIHOOD (probability)	▼ CONSEQUENCES				
	▼ If the risk event actually occurs what is the severity of Injuries/Potential damages/Financial impacts?				
How likely is the event to occur?	▼ DISASTROUS	▼ MAJOR	▼ SERIOUS	▼ MINOR	▼ NEGLIGIBLE
		<ul style="list-style-type: none"> Fatality / Permanent Disability. Extensive Damage & Financial loss 	<ul style="list-style-type: none"> Long term Illness or Significant injury. Major – Damage & Financial loss 	<ul style="list-style-type: none"> Medical attention more than one week off normal duties. Serious Damage & Financial loss 	<ul style="list-style-type: none"> Medical attention less than one week off normal duties. Minor Damage & Financial loss
▶ 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	Category 3 – Moderate Risk No:5	<ul style="list-style-type: none"> 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); Identify additional safety controls where required using the Risk Assessment Worksheet and Hazard Report Form; Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury; Obtain approvals from the supply authorities where required; Make sure workers are trained, qualified or experienced to carry out the specified tasks; and Request appropriate licences or certification when required before allowing work to commence, including local council approval where required. 	Category 4 – Low Risk No:1	EWP Operator, Supervisor, WIO, PCBU



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
2	Personal Protection Equipment (PPE)	Injury, illness, permanent disability and in extreme cases death.	Category 1 – Critical Risk No:22	<ul style="list-style-type: none"> • Where applicable, check condition of harnesses, ropes, shackles and fixing points for fall arrest system; • Check condition of hard hats - brim or neck flaps, gloves, safety boots, sunscreen, high visibility reflective clothing or vests, ear plugs or ear muffs and any other Personal Protective Equipment (PPE) appropriate for this work; • PPE is to be used only when no other control can reduce or eliminate the hazard / risk; • Inspect all PPE prior to use making sure it is suitable for use; • 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 • Train workers in the correct use, maintenance and storage of PPE. 	Category 3 – Moderate Risk No:3	EWP Operator, Supervisor, WIO, PCBU
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.	Category 2 – High Risk No: 18	<ul style="list-style-type: none"> • Carry out basic housekeeping regularly, keeping access ways and the work area clear of materials, tools and debris; • Wear appropriate footwear; and • Make sure cables and other equipment do not cause a trip hazard; 	Category 4 – Low Risk No: 3	Site Supervisor, EWP Operator



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
4	Working outside	Sun exposure can cause sunburn, skin cancer, pterygia, corneal cataracts and heat stroke	Category 2 – High Risk No: 13	<ul style="list-style-type: none"> • Wear sunscreen, wide brim hat, long sleeve shirt with collar, trousers and wraparound sunglasses; • Work in the shade when possible or under a shade structure; and • Drink plenty of water to stay hydrated. 	Category 4 – Low Risk No: 2	Site Supervisor, EWP Operator
5	Working at height	Fall from heights Hit by falling objects	Category 2 – High Risk No: 19	<ul style="list-style-type: none"> • Check ladders or working platforms are in good condition and placed on stable ground; • Make sure workers are trained or experienced in the correct use of the equipment; • Make sure fall arrest systems are in place when working at heights; • Check ladders or working platforms are in good condition and placed on stable ground; • Make sure workers are trained or experienced in the correct use of the equipment; • Make sure fall arrest systems are in place when working at heights; • Make sure, so far as is reasonably practicable, that any work involving the risk of a fall is carried out on the ground; • All workers on the ground must wear hard hats and maintain constant awareness of overhead work; 	Category 3 – Moderate Risk No: 6	EWP Operator, staff



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				<ul style="list-style-type: none"> • Erect signage below the overhead work warning of potential Hit by Falling Objects; • Make sure all access ladders, steps and ramps are safe and secure; • Make sure edge protection and handrails are in place and secure where required; • Provide safe means of raising, lowering and storing tools, plant, materials and debris; • Always wear appropriate footwear, hardhats when working below work at heights; • Barricade or restrict areas where there is a risk of being hit by falling objects; and • Make sure the entry, exits and access ways in the workplace are kept clean and clear of materials and waste; • Check for any items that may cause slips, trips and falls and remove or secure them as required; and • Refer to: <i>SWMS - Working at Height WHS1313</i>; • <i>SWMS – Ladders WHS126</i> 		
6	Emergency controls	Injured operator, unable to lower platform or power outage	Category 2 – High	<ul style="list-style-type: none"> • Ground staff are trained to use the manual controls to lower the EWP 		



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
			Risk No:19		Category 3 – Moderate Risk: No 6	
7	Prepare for use of Unger pure water system	Access and egress Public (pedestrians / other Hit by falling objects Flying debris – eye injuries Slips, trips and falls	Category 2 – High Risk No: 16	<ul style="list-style-type: none"> Erect suitable barricades and/or to make sure that pedestrians and/or vehicles are kept at a safe distance; Restrict access and make sure work area is kept clear; Make sure any ladders, steps or ramps are suitable and secure if being used for access; Make sure only hoses and fittings are used that are authentic accessories for the unit; Check for leaks in hoses. Any leaks to be fixed immediately. Turn off the machine and water supply if there is a fault or when repairing equipment; and 	Category 4 – Low Risk No: 2	
8	Using cleaning products	Chemicals – skin, eye, and illness	Category 2 – High Risk No: 18	<ul style="list-style-type: none"> Consult manufacturer's Safety Data Sheet (SDS). Check they are up to date (no older than 5 years); Wear recommended Personal Protective Equipment (PPE) to protect against fumes and contact with skin; 	Category 3 – Moderate Risk No: 5	



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				Refer to: SWMS – Hazardous Substances and Chemical Use WHS124.		
9	Use of Unger Pure water system	Access and egress Manual Handling - strains, sprains and back injuries Falls from height Flying debris – eye injuries	Category 2 – High Risk No: 14	<ul style="list-style-type: none"> Always hold pole with both hands; Make sure the operator has a firm and steady footing and enough working space to use the correct posture; Use correct ergonomic posture as per training; Minimise bending and twisting as much as possible; 	Category 3 – Moderate Risk No: 5	

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



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	
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	High visibility clothing / vests
2	Safety boots	7	Sun Protection
3	Sunglasses / safety glasses	8	
4	Protective gloves	9	
5	Hearing Protection	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
- Work Cover 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
- Hazardous Manual Tasks
- Safe Work Method Statements
- First Aid in the Workplace
- How to Manage Work Health and Safety Risks



Charles Sturt Campus Services Limited

ABN 37 063 446 864

Registered Office:

Division of Finance, Building 8

Charles Sturt University

Wagga Wagga NSW 2678



- Electrical Risks in the workplace
- Guide to preventing and responding to workplace bullying
- Dealing with workplace bullying – a worker's guide

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:

Worker on site	Qualifications (e.g. Licences, Tickets, etc)	Signature	Date

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:** _____