



SAFE WORK METHOD STATEMENT

WET AND DRY VACUUM

Prepared for Charles Sturt Campus Services

Client:		Project No:	
Site:		Date Prepared:	

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. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

3. RISK ASSESSMENT

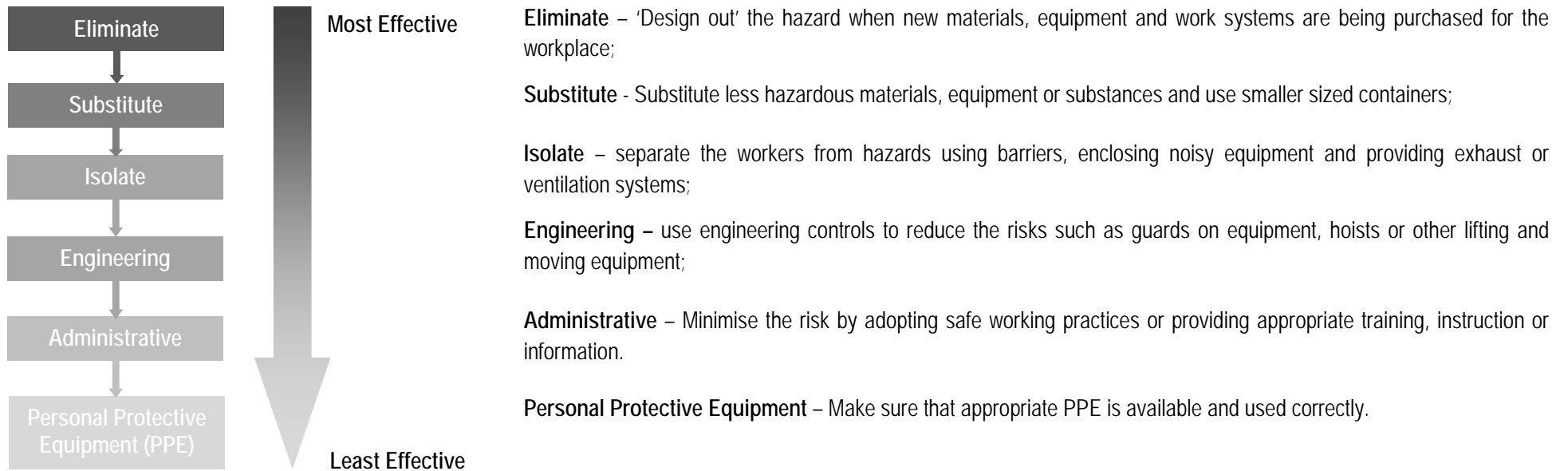
Risk Assessment Table

▶ 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"> 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 	<ul style="list-style-type: none"> 1st Aid injury. Negligible 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	<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 <i>Risk Assessment Worksheet</i> and <i>Hazard Report Form</i>; Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury; and Make sure workers are trained, qualified or experienced to carry out the specified tasks and use the tools. 	Category 4 – Low Risk	
2	Personal Protection Equipment (PPE)	Injury, illness, permanent disability and in extreme cases death.	Category 1 – Critical Risk	<ul style="list-style-type: none"> PPE is to be used only when no other control can reduce or eliminate the hazard / risk; 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 	Category 3 – Moderate Risk	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				and storage of PPE.		
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	<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	
4	Manual handling – lifting, carrying, pushing, pulling and holding	Strains, sprains and soft tissue damage Back injuries Crushing injuries	Category 2 – High Risk	<ul style="list-style-type: none"> Train workers in correct lifting techniques – bend the knees to lift and lower, use thighs (DO NOT bend over to lift), head up, chin in and keep elbows close to body - never twist while lifting, lowering or carrying a load; Make sure load is stable before lifting; Heavy and awkward items get help or use lifting equipment; and Rotate tasks to prevent repetitive strain injuries. 	Category 3 – Moderate Risk	
5	Noisy equipment	Excessive or prolonged noise can cause hearing damage or permanent deafness.	Category 2 – High Risk	<ul style="list-style-type: none"> Separate the workers from the noise where possible; Maintain equipment or install noise suppressors; and Wear hearing protection - earplugs or earmuffs. 	Category 4 – Low Risk	
6	Electricity and power tool use	Electricity /tools - electrocution Impact injuries Cuts and abrasions	Category 2 – High Risk	<ul style="list-style-type: none"> Train workers in the correct use of the equipment and supervise until they demonstrate they can operate the tool safely; Use tools and fittings to manufacturers 	Category 3 – Moderate Risk	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
		Amputations Noise – hearing damage Flying debris – eye injuries Burns – hot fittings/equipment		recommendations; <ul style="list-style-type: none"> • Check equipment is tested and tagged and are in good condition, especially power / ext. cords, repair or replace as required; • Use Earth Leakage Circuit Breaker (ELCB) or Residual Current Device (RCD) to prevent electrocution; • Use stands and hooks to raise power cords off the ground in wet or high traffic areas; • Wear the appropriate PPE such as safety boots, hearing protection, dust mask or half or full-face respirator, gloves etc. and • Keep hair, jewellery and loose clothing etc away from moving parts. 		
7	Vibrations	Hand and arm vibrations can cause White Finger Syndrome or Reinhold Syndrome	Category 2 – High Risk	<ul style="list-style-type: none"> • Wear thick cotton gloves; • Rotate tasks to prevent prolonged use of vibrating equipment; and • Exercising and massage hands to encourage blood circulation. 	Category 3 – Moderate Risk	
8	Dust	Inhaling dust can cause rhinitis, bronchitis, lung damage, allergic reactions, asthma attacks and fibrosis	Category 2 – High Risk	<ul style="list-style-type: none"> • Wet down area to reduce dust or provide adequate ventilation; and • Wear a dust mask or half or full face respirator when working in dusty areas. 	Category 4 – Low Risk	
9	Use of wet and dry vacuum	Electricity /tools - electrocution Vibration Noise – hearing damage Dust – lung damage	Category 2 – High Risk	<ul style="list-style-type: none"> • Use ELCB or RCD to prevent electrocution; • Make sure cords are kept clear of the suction head of the vacuum; • Wear the appropriate PPE such as safety boots, hearing protection, eyes protection, dust mask 	Category 3 – Moderate Risk	

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
		Untrained workers – tasks / tools Slips, trips and falls		or half or full-face respirator, gloves etc.; <ul style="list-style-type: none"> • Train workers in the correct techniques for the task; • Train workers in the correct use of the equipment; • Make sure the suction head or connectors are never held in front of your face; • Never direct to suction head towards anyone; • Check vacuum and associated parts are in good condition; • Make sure the dust bag has been inserted securely in its holder before using the vacuum. • Make sure you don not vacuum flammable or poisonous liquids, hot ashes or sharp objects; • Keep body parts, hair and loose clothing away from the vacuum to ensure they are not drawn into the machine; • Make sure the vacuum and power cord are inspected before use for any damage or wear; • Make sure you check the float regularly when using the vacuum to ensure free movement; • Use stands and hooks to raise power cords off the ground in wet or high traffic areas; • Carry out basic housekeeping regularly, keeping access ways and the work area clear; and • Make sure liquids or materials in the vacuum after use are disposed of correctly. 		

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
10	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	Category 2 – High Risk	<ul style="list-style-type: none"> • Turn off the isolating switch when the work is complete and disconnect the machine from the power source; • Remove any excess materials from the site using correct manual handling techniques; • Wear gloves when handling sharp objects; • Place equipment in approved storage area or back in work vehicle; • Make sure the work area is left clean and tidy; and • Lock / secure storage areas and / or site as required. 	Category 4 – Low Risk	

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?



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
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
Electrical plant, power tools, leads and ELCB's	Tested and tagged monthly. Visual inspection prior to use
Wet and Dry Vacuum	Visual inspection prior to use and to manufacturer's recommendations

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

1	Safety boots	6	Protective gloves
2	Sunglasses / safety glasses	7	
3	High visibility clothing / vests	8	
4	Hearing protection	9	
5	Respiratory masks	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
- Electrical Risks in the workplace
- 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 Doors, Walls and partitions
- Clean floors, Stairs and Landings



- Clean Mats as required
- Clean Spillage (Spot & Detail)
- 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: _____