



22 Catherine Street  
Coburg North  
VIC 3058

## ***Safe Work Method Statement***

### ***Civil Construction Workers***

#### **WORKER DECLARATION**

The person/s named herein declares that they will take part in a site-specific safety induction provided by the host employer and that this will be fully understood before work commences. I/we also agree to fulfill my obligations. I/we further declare that I/we will be fully briefed on the contents of this work authority before commencement and will not perform duties outside the terms of this work authority unless authorized in writing.

Name	Date	Time	Signature

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Level	Description of Consequence or Impact	Consequence	Likelihood / Probability		
			L <i>Likely</i>	M <i>Moderate</i>	U <i>Unlikely</i>
<b>H (1)</b> <i>(High level of harm)</i>	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	<b>H (1)</b> <i>(High)</i>	1	1	2
<b>M (2)</b> <i>(Medium level of harm)</i>	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, shortterm environmental harm.	<b>M (2)</b> <i>(Medium)</i>	1	2	3
<b>L (3)</b> <i>(Low level of harm)</i>	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained, minor level clean up with no short-term environmental harm.	<b>L (3)</b> <i>(Low)</i>	2	3	3
Level	Likelihood / Probability				
Likely	Could happen frequently				
Moderate	Could happen occasionally				
Unlikely	May occur only in exceptional circumstances				

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Item	Steps in Procedure	Possible Hazards	Risk Score	Safety Controls	Who responsible
1	<ul style="list-style-type: none"> <li>Arrival at Site</li> </ul>	<ul style="list-style-type: none"> <li>Accidents due to unfamiliarity with site and associated hazards</li> <li>Delays in dealing with an emergency situation could result in injuries to personnel or delays in treating casualties</li> <li>If without any part of PPE, injuries may be sustained</li> <li>Lack of familiarity with work they will undertake may result in injury</li> </ul>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>	<ul style="list-style-type: none"> <li>All site personnel to report to Site Manager upon arrival at site and enter name into Site Register</li> <li>All site personnel are to receive a site induction from the Site Manager prior to commencement of all work</li> <li>All site personnel are to familiarize themselves with the Site prior to commencement of their works</li> <li>All site personnel MUST READ and UNDERSTAND the Safe Work Method Statement prior to commencement of their works on site</li> <li>All site personnel are to wear approved safety footwear hard hats and hi-visibility vests at a minimum, whilst on site, whether they are performing work or not</li> <li>All personnel are to be familiar with the scope of works and are to be appropriately qualified and competent to carry the work they propose to undertake</li> <li>Contact Eire workforce solutions office if no induction performed before task allocation</li> </ul>	<p>Employee</p> <p>Site Management</p> <p>Employee</p> <p>Employee Site Management</p> <p>Employee</p> <p>Site Management</p>

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	Manual Handling of building products, equipment and rubbish in and between work areas	<ul style="list-style-type: none"> <li>• Back or muscle injury caused by incorrect lifting technique or too heavy load.</li> <li>• Crushed fingers and toes when caught between load and structure.</li> <li>• Falling over debris and materials causing injury</li> </ul>	2 2 2	<ul style="list-style-type: none"> <li>• Use pallet trolley or suitable equipment to lift heavy equipment.</li> <li>• Correct posture-back straight with manual lift and steady load before lift. Get supervision by appropriately trained persons if unsure</li> <li>• Use heavy protection gloves whilst lifting</li> <li>• Keep work area clear and tidy, clean up regularly</li> </ul>	Employee
	Sweeping, shoveling, blowing off and disposal of dust, debris and rubbish from work areas.	<ul style="list-style-type: none"> <li>• Materials blown around. Foreign body in eye, or causing minor cuts and abrasions or respiratory Problems</li> <li>• Falling over debris and materials.</li> </ul>	3 2	<ul style="list-style-type: none"> <li>• Secure stacked material and loose objects Use appropriate eye protection Use gloves.</li> <li>• Keep work area clear</li> <li>• Avoid inhaling fumes and vapours. Use appropriate protection.</li> <li>• Keep work area clear and tidy, clean up each day. If unsure of a product obtain a copy of the M.S.D.S.</li> </ul>	Employee
	Use of hand tools, power tools and general equipment.	<ul style="list-style-type: none"> <li>• Electrocutation</li> <li>• Flying objects-e.g. damaged cutting discs in grinders and dropsaws causing bodily injury. Serious Cuts</li> <li>• Eye injury by metal offcuts, drill swarf, grinding debris.</li> <li>• Respiratory Problems from dust and other airborne particles.</li> </ul>	1 1 2 2	<ul style="list-style-type: none"> <li>• Use only industry approved earth leakage protected supply.</li> <li>• Tools and appliances checked and tagged every month by a licensed person.</li> <li>• Ensure guards are fitted and operated correctly. Use eye protection.</li> <li>• Use proper eye protection-goggles, shields, safety glasses.</li> <li>• Protect sharp edges, use gloves and secure grip, communicate but have only one person giving directions where several are involved in operation.</li> <li>• Avoid inhaling fumes and vapours. Use appropriate protection.</li> <li>• Only use equipment that training has been supplied for.</li> </ul>	Employee  Site Management

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	General working around sites.	<ul style="list-style-type: none"> <li>Slip, trip &amp; falls, penetrations, exposed reo bars, plant equipment, cranes and loads being moved, other workers.</li> </ul>	2	<ul style="list-style-type: none"> <li>Use common sense when walking or working around site, watch for objects protruding.</li> <li>If uncapped reo is sighted, contact a safety rep, supervisor or put cap on yourself. Watch for loads being lifted or moved</li> <li>Follow site rules</li> </ul>	Employee
	Falling objects	<ul style="list-style-type: none"> <li>Significant hazards create risks to workers and others, including the public when creating, altering or dismantling formwork.</li> </ul>	2	<ul style="list-style-type: none"> <li>This can be minimized by closing adjoining areas to public access.</li> <li>Perimeter containment sheeting must be erected along each part of the building, adjoining public areas or where objects may fall.</li> <li>Good housekeeping practices are the most effective way of preventing small objects from falling. Ensure items are cleaned up and kept away from edges, voids and penetrations.</li> <li>Gaps between the perimeter screens and the formwork deck</li> <li>or floors should not be large enough to allow materials to fall below.</li> </ul>	Employee Client
	'Manual Tasks' including but not limited to activities requiring a person to grasp, manipulate, strike, throw, carry, move (lift, lower, push, pull) hold or restrain an object, load or body part.	<p>Back or muscle injury, ie. Strains/sprains can occur because of the following factors;</p> <ol style="list-style-type: none"> <li>Lifting at a distance out from the body</li> <li>Heavy lifting</li> <li>Trunk Twisting</li> <li>Slips, trips &amp; falls</li> <li>Bending to lift</li> <li>Frequent lifting</li> </ol>	2	<ul style="list-style-type: none"> <li>When lifting any object the object must be kept as close to the body as possible.</li> <li>When lifting heavy objects, more care is to be taken in the assessment of risk and application of control measures.</li> <li>In seated lifting, it is advisable not to lift loads over 25kg as there is more stress on the spine when seated.</li> <li>Back injuries increase significantly when lifting objects of 16kg – 20kg when standing. Where</li> </ul>	Employee

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				<p>possible keep loads within or below this range.</p> <ul style="list-style-type: none"> <li>When lifting objects 16kg – 25kg, the work load increases, therefore more care is to be taken in assessment. Mechanical assistance/team lifting is to be used with heavy objects. Lifts from below mid-thigh put more strain on the back.</li> <li>Generally no person should be required to lift objects above 25kg, unless mechanical assistance or team lifting is carried out.</li> <li>Trunk twisting must be avoided where possible when undertaking manual handling activities, as it puts extra pressure on the back &amp; spine.</li> <li>Workplace and work area is to be free from obstacles that may lead to tripping or falling.</li> <li>Area is to be assessed for any tripping hazards before commencement of work and hazards to be removed or made as safe as possible.</li> <li>Correct lifting posture is to be used at all times ie. Bend knees NOT back</li> <li>Frequent lifting on any weighted object can lead to injury where continuous lifting occurs. Breaks are to be taken to relieve back muscles or rotation of workers is advised where possible.</li> </ul>	
	Use of 'Hazardous Substances'	Injury or illness due to contact/exposure of hazardous substance.	3	<ul style="list-style-type: none"> <li>MSDS provide the information needed to allow the safe handling of hazardous substances at work. All workers on site should have full access to MSDS on site. The MSDS of a hazardous substance will allow the assessment of the use of hazardous substance any necessary controls established</li> </ul>	Site Management and Employee

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				<p>in the workplace for its safe use. The appropriate PPE is to be used with each substance will be outlined in MSDS, this PPE must be supplied to workers and they must be shown correct use of PPE and worn at all times whilst handling substance. All containers of hazardous substance supplied to, used in or handles in the workplace shall be appropriately labeled to allow the substance to be used safely. All hazardous substances must be stored as per MSDS to ensure its safe storage. Workers using the substance and the supervisor overseeing the work should be adequately informed of first aid procedures required on the explosion or contact with the substance. This information will also be in the MSDS.</p> <ul style="list-style-type: none"> <li>MSDS register to be up to date and maintained by person in charge of workplace.</li> </ul>	
		Dust and airborne contaminants causing respiratory problems or foreign bodies in eyes.	3	<ul style="list-style-type: none"> <li>High levels of silica dust can be created during formwork processes. Dust is generated when power tools cut, grind, chip, scrap, crush or blast materials, such as concrete. Silica dust may be created to a lesser degree by sweeping, cleaning, dismantling equipment and demolition. Appropriate steps must be taken to minimize silica dust and airborne contaminants, which include;             <ol style="list-style-type: none"> <li>Using engineering controls, such as dust extraction or a net process</li> <li>Providing respirators (as a last</li> </ol> </li> </ul>	Employee

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				resort) where dust is likely to exceed permissible levels. When using respirators, if unsure, check with supervisor or WHSO to make sure suitable respirator is being used for the activity.	
	Health Concerns	NOISE – Risk of ‘noise reduced hearing loss’.	3	<ul style="list-style-type: none"> <li>Often the only way to protect against ‘noise induced hearing loss’ is by wearing hearing protection, where noise is reduced. The selection of hearing protection is appropriate when the ‘hearer’ can hear what is going on in the immediate environment.</li> <li>National exposure limits to be adhered to at all times.</li> </ul>	Employee

Personal qualifications and experience required to complete the task:	Personnel, Duties and Responsibilities:	Training Required to complete work:
General labouring experience & white card	Refer to Site Supervisor, Civil workers must wear hard hat, high-vis vest and safety boots at all times while on site	General OH&S Induction Training for Construction work
		<b>Plant/Equipment used:</b> Only ticketed operators to use machinery





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This SWMS has been developed through consultation with Eire workforce solutions employees and has been read & understood then signed by all employees involved with this activity:

Name	Date	Time	Signature