



**SAFE WORK METHOD STATEMENT (SWMS) – ERECTING, ALTERING AND DISMANTLING SCAFFOLD VIA CRANE & BIN**

ACTIVITY: SCAFFOLD – ERECT, ALTER AND DISMANTLE SCAFFOLDING WITH THE USE OF CRANE AND BIN

SWMS #: 06

BUSINESS NAME: ANDERSON'S SCAFFOLDING

BUSINESS ABN #: 14142038113

BUSINESS ADDRESS: 49 CAMFIELD DRIVE, HEATHERBRAE NSW 2324.

BUSINESS CONTACT: RICK ANDERSON

PHONE #: (02) 4964 9597

**SWMS APPROVED BY: ANDERSONS' SCAFFOLDING.**

NAME: RICK ANDERSON

SIGNATURE: 



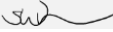

DATE: 22/02/2021

**PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS: RICK ANDERSON**

**PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS: RICK ANDERSON, JOSHUA PRIOR, SCOTT WILLIS, GERARD HINGERTY (IN CONSULTATION WITH ALL WORKERS)**

**RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.**

**ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.**

NAME	SIGNATURE	DATE	
RICK ANDERSON		22/02/2021	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.
JOSHUA PRIOR		22/02/2021	Amendments must be approved by Rick Anderson and communicated to all affected workers before work resumes.
SCOTT WILLIS		22/02/2021	SWMS must be made available for inspection or review as required by WHS legislation.
GERARD HINGERTY		22/02/2021	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).

**PRINCIPAL CONTRACTOR DETAILS**

PRINCIPAL CONTRACTOR (PC):

PROJECT NAME:

DATE SWMS PROVIDED TO PC:

PROJECT ADDRESS:

PROJECT MANAGER (PM):

PM SIGNATURE:

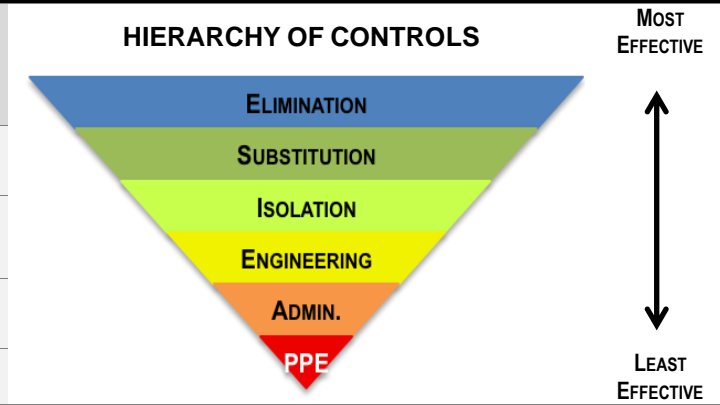
CONTACT PH. #:

**SWMS SCOPE:** This SWMS covers general hazards associated with the erect, dismantle and alteration of scaffold, roofing rail and temporary fencing with the use of a crane and bin for the dismantle.

**THIS WORK ACTIVITY INVOLVES THE FOLLOWING “HIGH RISK CONSTRUCTION WORK”**

- Confined Spaces
- Mobile Plant
- Demolition
- Asbestos
- Using explosives
- Diving work
- Artificial extremes of temperature
- Tilt up or pre-cast concrete
- Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services
- Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse
- Involves a risk of a person falling more than 2m, including work on telecommunications towers
- Working at depths greater than 1.5 Metres, including tunnels or mines
- Work in an area that may have a contaminated or flammable atmosphere
- Work carried out adjacent to a road, railway or shipping lane, traffic corridor
- In or near water or other liquid that involves risk of drowning

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	<b>DO NOT PROCEED.</b>
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.




**PERSONAL PROTECTIVE EQUIPMENT (PPE):** ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS AND IS INSPECTED, AND REPLACED AS NEEDED.

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	FALL ARREST	Other
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.


JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<b>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</b>					
1. Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.	<b>3H</b>	<p>Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of:</p> <ul style="list-style-type: none"> <li>• Health and Safety rules</li> <li>• Induction for all workers – site specific and toolbox meetings</li> <li>• Supervisory arrangements</li> <li>• All relevant workers are appraised for required competencies &amp; for any pre-existing medical conditions if working in remote or isolated locations.</li> <li>• Consultation with the principal contractor to ensure scaffold collapse and falls from height are included in the site-specific emergency plan.</li> </ul> <ul style="list-style-type: none"> <li>• PPE required</li> <li>• Site plans – showing no go zones for pedestrians</li> <li>• Traffic Management Plan</li> <li>• Exclusion Zones</li> <li>• Risk Assessments</li> <li>• Safe Work Method Statement (SWMS)</li> <li>• Injury reporting procedures</li> <li>• Hazard reporting procedures</li> <li>• Communication arrangements</li> <li>• Coordinating trades to allow work to be completed free from obstruction.</li> </ul>	<b>2M</b>	Principal Contractor Client / Customer Contractors Anderson's Scaffolding
2. Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.	<b>3H</b>	<p>Ensure all persons entering site have a General Construction Induction Card (white card) Ensure all persons have the following High Risk Work Licence: -</p> <ul style="list-style-type: none"> <li>• Scaffolding Basic (SB)</li> <li>• Scaffolding Intermediate (SI)</li> <li>• Scaffolding Advanced (SA)</li> </ul> <p>Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include:</p> <ul style="list-style-type: none"> <li>• Reporting procedures for incidents</li> <li>• Correct use of equipment including selecting, fitting, use, care of and maintenance</li> <li>• Correct use of all tools used</li> <li>• Use of supervision where required (e.g. new starters or new equipment)</li> <li>• Ensure supervisors, foremen etc. are suitably experienced in the type work to be conducted</li> <li>• Correct use of fall restraint equipment if used including selecting, fitting, use, care of and maintenance</li> <li>• Correct use of all equipment used including work positioning on the scaffold</li> <li>• Correct use of tools</li> <li>• All workers are trained in this SWMS.</li> </ul>	<b>2M</b>	Principal Contractor Client / Customer Contractors Anderson's Scaffolding

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<b><i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i></b>					
3. Arrival at site	Crush injuries / entrapment	3H	<ul style="list-style-type: none"> <li>Workers should make contact with Site Supervisor before commencing work</li> <li>All persons on site should attend toolbox talk (safety briefing) to receive update on No Go Zones for pedestrians, any hazards present on that day, communication methods and emergency procedures</li> <li>Follow Traffic Management Plan (TMP) requirements upon arrival.</li> </ul>	2M	Principal Contractor Client / Customer Contractors Anderson's Scaffolding
4. Assess onsite conditions	Lack of a clear assessment may lead to personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> <li>Assess conditions at site on arrival.</li> <li>Ensure site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons etc.)</li> <li>Assess mobile phone reception (alternative emergency communications procedures in place if no reception available)</li> <li>Work site is exactly as detailed in Terms of Agreement or contract</li> <li>Suitable access for all equipment required</li> <li>Suitable space for operation of equipment</li> <li>Suitable lighting, including night-works (include flood lighting and operator head lamps).</li> <li>Confirm correct scaffold type for task</li> <li>Signage, barricading or other control measures are appropriate for the location and type of work undertaken</li> <li>Others using scaffold</li> </ul> <p>Conduct risk assessment to identify potential hazards such as:</p> <ul style="list-style-type: none"> <li>Unstable footing (e.g. wet slippery surface, sloping surfaces)</li> <li>Weather conditions (rain, excessive wind)</li> <li>Lighting</li> <li>Mobile plant</li> <li>Temperature etc.</li> <li>Duration of manual handling tasks (such as working with arms above shoulder height)</li> <li>Load bearing capacity of scaffold.</li> </ul> <p>Consider whether the task could be wholly or partly completed on the ground or solid construction e.g. assemble a piece of plant on the ground and lift with a crane rather than assembling at height.</p>	2M	Principal Contractor Client / Customer Contractors Anderson's Scaffolding
5. Work Area – Loading and Unloading Vehicles	Working on the back of vehicles – slip trip and fall	3H	<p> No working on the back of a truck is permitted unless a safe area surrounding the vehicle has been installed i.e. mobile work platform or edge guard or other reasonably practical controls are in place.</p>	2M	Principal Contractor Client / Customer Contractors Anderson's Scaffolding Vehicle Drivers

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<b><i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i></b>					
Work Area – Unloading and Delivery of Equipment (Cont.)	Personal injury, property damage &/or environmental incident. Crush injuries / entrapment Lifting, carrying & setting down objects Uneven Surfaces	<b>3H</b>	<p>Ensure all Anderson’s Scaffolding delivery vehicles park in designated loading and unloading areas as per the site (TMP)</p> <p><b>⚠ Check constantly for changing hazards while working.</b></p> <p>Monitor work position at all times. Ensure:</p> <ul style="list-style-type: none"> <li>• High visibility clothing worn at all times</li> <li>• Do not stand behind reversing vehicles</li> <li>• Allow sufficient distance from plant during operation (allow sufficient room for equipment failure – such as arm/boom failure or plant rollover)</li> <li>• No work is conducted in established “no go zones” for pedestrians</li> <li>• Alertness at all times. Listen for: <ul style="list-style-type: none"> <li>○ Reversing alarms/beepers</li> <li>○ Calls from Plant Operators</li> </ul> </li> <li>• Safety/warning signs, Spotters, traffic barriers etc. must be obeyed as required</li> <li>• Work positions should be in clear sight of plant operators</li> <li>• Follow traffic management plan requirements.</li> </ul> <p>Note: Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Make visual and verbal contact with plant operator as required.</p>	<b>2M</b>	Principal Contractor Client / Customer Contractors Anderson’s Scaffolding Vehicle Drivers
Work Area – Unloading and Delivery of Equipment by hand	Personal injury, property damage &/or environmental incident. Crush injuries / entrapment Lifting, carrying Setting down objects Uneven Surfaces	<b>3H</b>	<ul style="list-style-type: none"> <li>• Ensure designated loading and unloading area has clear access and egress.</li> <li>• Consult with site Supervisor before loading and unloading equipment if access ways are obstructed. Use of forklift/hi ab if available</li> <li>• Ensure all unnecessary workers are clear of area where equipment is being unloaded</li> <li>• Erect barriers and signs to protect others</li> <li>• Erect appropriate lighting to the area to install scaffold (when required)</li> <li>• Ensure workers wear hi-visibility vests, gloves, safety boots and helmet at all times</li> <li>• Ensure workers are trained in manual handling techniques</li> <li>• All tools to be raised and lowered by hand or attachment <b>not</b> carried up ladders</li> <li>• Stay clear of strapped bundles where possible</li> <li>• Before cutting/banding etc ensure that materials will not spill out of bundle</li> </ul>	<b>2M</b>	Principal Contractor Client / Customer Contractors Anderson’s Scaffolding Vehicle Drivers Workers
Materials	Personal injury, property damage &/or environmental incident.	<b>3H</b>	<ul style="list-style-type: none"> <li>• Ensure a visual inspection is performed to ensure all materials are fit for use prior to use, particularly boards and ladders</li> <li>• Sub-standard materials to be isolated &amp; Site Supervisor notified</li> </ul>	<b>2M</b>	Anderson’s Scaffolding Contractors All Workers


JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<b><i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i></b>					
Signage and Barricades	Personal injury, property damage &/or environmental incident.	<b>3H</b>	<p>Signage, barricading or other control measures are appropriate for the location and type of work undertaken to prevent unauthorised access to scaffold area.</p> <ul style="list-style-type: none"> <li>• Scaffold/Mobile Scaffold to comply with AS/NZS 4576:1995</li> <li>• Competent workers to erect Mobile Scaffold/Scaffold less than four (4) metres high</li> <li>• Barrier tape or barricade off area of work zone prior to starting installation, temp fencing to be used if job goes over one shift</li> </ul> <p>Only suitably trained, competent workers to erect scaffolds greater than four (4) metres high i.e. ensure all persons have the following High Risk Work Licence: -</p> <ul style="list-style-type: none"> <li>○ Scaffolding Basic (SB)</li> <li>○ Scaffolding Intermediate (SI)</li> <li>○ Scaffolding Advanced (SA)</li> </ul> <p>Safety/warning signs, Spotters, traffic barriers etc. must be obeyed at all times Work positions should be in clear sight of plant operators listen for reversing alarms/beepers and or calls from plant operators</p>	<b>2M</b>	Anderson's Scaffolding Contractors All Workers
6. Erecting Scaffold First (1 <sup>st</sup> ) Level of Working Platforms, Scaffold	Personal injury, property damage &/or environmental incident.	<b>3H</b>	<p><b>General Work Sequence:</b></p> <ol style="list-style-type: none"> <li>1) Base out scaffold and erect base lift and first lift for first bay. <ul style="list-style-type: none"> <li>○ Prevent unauthorised access to scaffold area;</li> <li>○ One scaffolder holds standards, while another places transoms and ledgers;</li> <li>○ Adjust screw jacks to level the scaffold;</li> <li>○ Erect transoms and ledgers for the first lift; and</li> <li>○ Erect planks from below for the first lift.</li> </ul> </li> <li>2) Complete first lift by installing access stairway or ladder platform for the first lift. <ul style="list-style-type: none"> <li>○ Install access stairway or ladder to platform for the first lift;</li> <li>○ Pending base width, a standard 3 board scaffold the first tie must be no more than 3m in height;</li> <li>○ Install edge protection comprising guardrail, mid-rail and toe; and board or mesh panels to first lift.</li> </ul> </li> </ol>	<b>2M</b>	Anderson's Scaffolding Contractors All Workers

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<b><i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i></b>					
Erecting Scaffold First (1 <sup>st</sup> ) Level of Working Platforms, Scaffold (Cont.)	Personal injury, property damage &/or environmental incident.	<b>3H</b>	<p>3) Working from a fully planked platform on the first lift, install standards (where the standard joint is one (1) metre to 1.5 metres above the platform level), transoms, ledgers and hop-ups for the next lift above. Where using erection platforms:</p> <ul style="list-style-type: none"> <li>○ Place an erection platform on the scaffold;</li> <li>○ Working from the erection platform, erect standards (where the standard joint is one (1) metre to 1.5 metres above the erection platform level), mid-rails and guardrails for the lift above;</li> <li>○ Standing on the working platform (or an erection platform for lifts of 2.5 to three (3) metres), place planks within the transoms to form the above working platform;</li> <li>○ Install ladder or stairway access to working platform above;</li> <li>○ Access the above working platform; and</li> <li>○ Install toe boards (or other systems to prevent objects falling)</li> </ul> <p>4) Progressively build in 1.0m lifts using transoms and boards. Handrails to be installed progressively so that workers are always enclosed within a hand railed bay. In some circumstances additional safety measures may be required i.e. this can include the use a twin lanyard harness system.</p> <p><b>⚠ If harness isn't being used, follow step 3 in Full</b></p> <p><b>Where using temporary edge protection:</b></p> <ul style="list-style-type: none"> <li>○ Install temporary edge protection for platform above;</li> <li>○ Install transoms and ledgers for platform above;</li> <li>○ Standing on the working platform (or an erection platform for lifts of 2.5 to 3 m), place planks within the transoms to form the above working platform;</li> <li>○ Install ladder or stairway access to working platform above;</li> <li>○ Access the above working platform;</li> <li>○ Install next standards, guardrails and mid-rails; and</li> <li>○ Install toeboards (or other systems to prevent objects falling).</li> </ul> <p>Scaffold should be erected as close as practicable to the working face. Where the scaffold is greater than 225 mm from the working face, install guardrails and mid-rails to the inner face standards.</p>	<b>2M</b>	Anderson's Scaffolding Contractors All Workers

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<b><i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i></b>					
Erecting Scaffold First (1 <sup>st</sup> ) Level of Working Platforms, Scaffold (Cont.)	Personal injury, property damage &/or environmental incident.	3H	<b>General Precautions:</b> <ul style="list-style-type: none"> <li>• If scaffolding has multiple deck levels, one man per deck level to pass scaffolding to prevent the likelihood of falling objects</li> <li>• Clean-up all rubbish and place in bins</li> <li>• Safe systems of work, to include working from a fully planked scaffolding bay, fix ladder access (handrail on ladder) with progression scaffold</li> <li>• Always fully close board base left when working over the public</li> <li>• Be aware of adverse weather conditions</li> <li>• Check base is adequate and as designed to Work Method Statement</li> <li>• Kickboards to be installed on all bays</li> </ul>	2M	Anderson's Scaffolding Contractors All Workers
	Contact with electricity	4A	 Stay clear of overhead electric powerlines. Ensure: <ul style="list-style-type: none"> <li>• Check the location, height, arrangement and visibility of overhead electric lines and installations.</li> <li>• Do not use extended poles or other conductive items within close proximity(4 .0m) to energised electrical systems ( flashover or contact may occur)</li> </ul> <p><b>Note:</b> <i>If the 4.0m rule cannot be maintained, contact the Electricity Supply Authority to determine a safe system of work for the use of the scaffolding.</i></p>	2M	
	Falls from height	3H	Planning access to the height location: <ul style="list-style-type: none"> <li>• Wherever possible, use mechanical methods to deliver materials to the working at height</li> <li>• Ensure all crane operators, riggers and doggers are licenced, competent and trained in the activity</li> <li>• If delivering material/tools onto a raised platform, liaise with Principal to determine where on the platform the materials are safe to be dropped to:               <ul style="list-style-type: none"> <li>○ Be able to bear the load.</li> <li>○ Not cause hazards to other trade.</li> </ul> </li> </ul>	2M	
	Weather effects. Sunburn etc.	3H	Working outdoors. Ensure: <ul style="list-style-type: none"> <li>• Suitable protective clothing</li> <li>• Sun brim on hard hat</li> <li>• Safety glasses - UV Rated</li> <li>• Use 30+ sunscreen on exposed skin areas</li> <li>• Access to shade during breaks</li> <li>• Check weather conditions – do not work in extreme weather.</li> </ul>	2M	



JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<b><i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i></b>					
7. Erecting – Second (2nd) and consecutive levels of Working Platforms, Scaffolds.	Electrocution Manual handling injuries Personal injury; Slip Trip & Fall Scaffold Collapse Incorrect Soleplates	<b>4A</b>	<b>Erect Next Levels:</b> <ul style="list-style-type: none"> <li>Unless a specific engineering design is provided, fix the first row of ties no more than 3 m above the ground.</li> <li>Do not allow a scaffold to free stand more than 4 m above the ground or a row of ties.</li> <li>Secure objects or remove unsecured objects from the scaffold</li> <li>Repeat erection sequence as per previous task</li> <li>After scaffolders have installed all transoms, workers are to install steel scaffolding planks with top handrails at this time and finish.</li> <li>Complete handover certificate and sign off on scaffolding once completed.</li> <li>Fill out Scaff Tag and place on scaffolding</li> <li>Ensure housekeeping duties are performed i.e. clean up all rubbish and place in bins provided on site.</li> <li>Ensure all rubbish is disposed in correct bins i.e. general waste and recycling</li> <li>Place excess scaffolding back into stillage's and leave site neat and tidy.</li> </ul>	<b>2M</b>	Anderson's Scaffolding Contractors All Workers
8. Working on Scaffold (General use)	Muscular stress / musculoskeletal disorder (MSD)	<b>3H</b>	<ul style="list-style-type: none"> <li>When working on a ladder, do not over-reach. Descend ladder and re-position as required.</li> <li>Never jump from scaffold</li> <li>Maintain clear walkways (clear debris)</li> <li>Do not carry items in hand when using scaffold ladders. Ensure:               <ul style="list-style-type: none"> <li>Light tools are securely fixed on tool belt or shoulder bag</li> <li>Use mechanical means to lower or raise heavier items</li> <li>If using hand lines, ensure item is tied to hang vertically to limit snagging</li> <li>If using gin wheels, load does not exceed 50kg</li> <li>If passing equipment from one level to the next use two hands to pass item (maintain communication with team member to know when passing and when to release item).</li> </ul> </li> </ul>	<b>2M</b>	Anderson's Scaffolding Contractors All Workers
	Falls from access ladders	<b>4A</b>	Use only access provided, do not climb on railings or other scaffolding components. Use only ladders provided for access to scaffolds: <ul style="list-style-type: none"> <li>When working on a ladder, do not over-reach. Descend ladder and re-position as required.</li> <li>Do not carry materials when ascending / descending a ladder.</li> <li>Always face ladder when using</li> <li>Do not use step ladders to gain extra height</li> <li>Remove ground level ladder when unattended to prevent unauthorised access</li> </ul> Only competent scaffolder to make changes to scaffold: <ul style="list-style-type: none"> <li>Do not remove any scaffold component e.g. handrails or boards</li> <li>Do not remove scaffold ties to support structure.</li> </ul>	<b>2M</b>	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<b><i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i></b>					
Working on Scaffold (General Use) – (Cont.)	Falls in openings	4A	<p>Holes or other openings through which a person can fall. Ensure:</p> <ul style="list-style-type: none"> <li>All holes or openings are protected/closed from falls immediately after creating (e.g. platform ladder hatches)</li> <li>Ensure the cover is secured to prevent movement</li> <li>Use signage or other clearly marked hazard alert to identify hazard.</li> </ul>	2M	Anderson's Scaffolding Contractors All Workers
	Falling objects	3H	<ul style="list-style-type: none"> <li>Maintain awareness of other people on scaffold</li> <li>Do not overload platform, be aware of load limits and spread load evenly to distribute weight (e.g. stacking bricks)</li> <li>Do not exceed the specified Safe Working Load of the scaffold</li> <li>Stack items to prevent sliding or toppling</li> <li>Use toolbelts to carry equipment where appropriate to prevent objects falling</li> <li>Keep tools and other equipment away from edges.</li> </ul> <p> <b>Do not:</b></p> <ul style="list-style-type: none"> <li>Drop items from scaffold</li> <li>Work on platform levels that are not fully boarded.</li> </ul>	2M	
	Contact with electricity	3H	<b>See section 6 of this SWMS – ‘Contact with electricity’– for instruction.</b>	2M	
9. Exiting scaffold	Contact with mobile plant or passing vehicle	3H	<p>Check constantly for changing hazards while exiting scaffold:</p> <ul style="list-style-type: none"> <li>High visibility clothing worn at all times</li> <li>Do not stand behind reversing vehicles</li> <li>Allow sufficient distance from plant during operation (allow sufficient room for equipment failure – such as arm/boom failure or plant rollover)</li> <li>Alertness at all times. Listen for: <ul style="list-style-type: none"> <li>Reversing alarms/beepers</li> <li>Calls from Plant Operators</li> </ul> </li> <li>Work positions should be in clear sight of plant operators</li> <li>Follow traffic management plan requirements.</li> </ul> <p>NOTE: Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Make visual and verbal contact with plant operator as required.</p>	2M	Anderson's Scaffolding Contractors All Workers

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<b><i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i></b>					
10. Inspecting, repairing and altering scaffolding	Manual handling injuries Personal injury; Slip Trip & Fall Scaffold Collapse	<b>3H</b>	<ul style="list-style-type: none"> <li>• Scaffold will be inspected regularly i.e. no more than thirty (30) days</li> <li>• New Scaff Tag to be issued and place on scaffolding to confirm inspection</li> <li>• Alterations, repairs and all scheduled changes are made according to the scaffolding plan</li> <li>• A revised (new) handover certificate will be issued for all alterations and scheduled changes to scaffold.</li> <li>• Critical structural and safety of scaffold will include inspection for damage, corrosion and wear</li> <li>• Current use of scaffolding will be checked for compliance with the type of scaffolding equipment in use</li> <li>• Scaffold will be inspected (no more than thirty (30) days to determine if changes or modifications were scheduled as per original planning.</li> <li>• All alteration or repairs will be carried where specified and new handover certificate issued.</li> </ul>	<b>2M</b>	Anderson's Scaffolding Contractors
11. Disassembly of Scaffold via Crane and Bin	Falling objects; personal injury; manual handling injuries; slip, trip and falls; scaffold collapse	<b>3H</b>	<p><b>General Precautions:</b></p> <ul style="list-style-type: none"> <li>• Before stripping the scaffold, the following information should be discussed/provided to the team:               <ul style="list-style-type: none"> <li>○ Presence of any overhead services/powerlines</li> <li>○ Task specific toolbox talk prior to start</li> <li>○ Outline areas where scaffold is being stripped and install related signage, ensuring the complete base area is cordoned off from any persons.</li> <li>○ Outline travel path of bin and ensure the complete base area is cordoned off from any persons.</li> <li>○ Wall ties located and removed as per industry standards ensuring that no scaffold stands taller than 4m above a tie – If mesh is still in place a maximum of 2m above each tie.</li> <li>○ The Principal Contractor is to ensure ALL trade waste/debris are removed from scaffold prior to removal.</li> <li>○ Ensure a minimum of 2 meters back from the roof edge is clearly marked.</li> <li>○ An updated Handover certificate must be completed at the end of each day during the dismantle and scaff tag updated</li> <li>○ Dogmen are to inspect lifting equipment (chains/slugs etc) and tag lines on either side of the bins</li> <li>○ Bins must also be inspected by the Dogmen to be in good condition with a current Engineers certificate for lifting points; and SWL should be present</li> <li>○ Where traffic management is required, ensure the following are provided:                   <ul style="list-style-type: none"> <li>☑ Witches hats/barricades/line markings etc.</li> </ul> </li> </ul> </li> </ul>	<b>2M</b>	Anderson's Scaffolding Contractors All Workers Principal Contractor

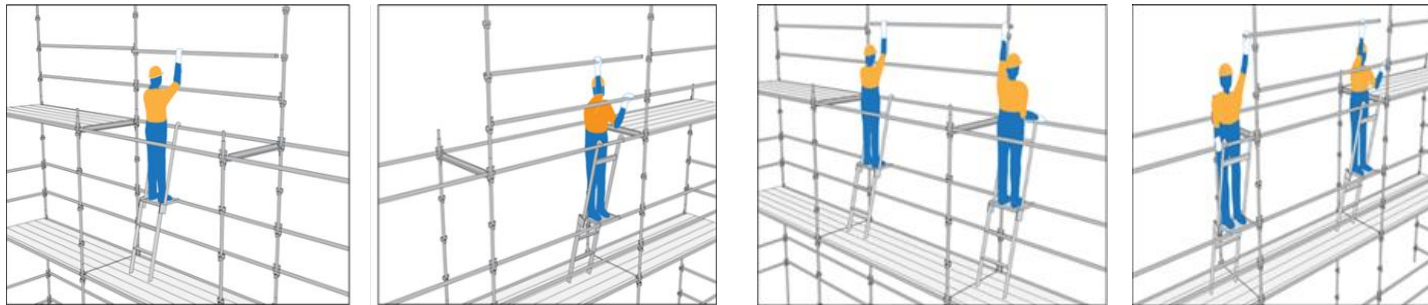
JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
12. Disassembly of Scaffold via Crane and Bin– (cont.)			<b><i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i></b>		
			<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Caution signs/convex mirrors/alarms etc.</li> <li><input checked="" type="checkbox"/> Exclusion zone for pedestrians</li> <li>• Delivery times and time allocation</li> <li>• Site information including loading/unloading area, parking facilities, reception, rest rooms etc.</li> <li>• Reporting procedures on arrival and departure (who to report to)</li> <li>• Safety procedures and minimum PPE</li> <li>• Availability and use of equipment</li> <li>• Emergency contact details and procedures</li> <li>• Ensuring safe access/egress to all levels being dismantled for scaffolders and dogmen during the dismantle</li> <li>• Ensure a spotter is present at all times</li> <li>• Identify and dedicate a scaffold stacking area away from the exclusion zone</li> </ul>		
		<b>3H</b>	<p><b>Prior to work commencing:</b> (Where possible follow the pre-operational checklist in the manufacturers operational manual)</p> <ul style="list-style-type: none"> <li>• Tower crane Pre-start is carried out</li> <li>• Chains and Slings are checked by the dogmen and are compliant.</li> </ul>	<b>2M</b>	Anderson's Scaffolding Contractors All Workers
<b>3H</b>	<p><b>Dismantling sequence via Crane and Bin:</b></p> <ul style="list-style-type: none"> <li>• Planning and preparation</li> <li>• Ensure Advanced/Intermediate Scaffold supervisor with High Risk Licence is always on site whilst scaffold is being stripped</li> <li>• Toolbox talk for all crane crew, scaffolders and sub trades involved in dismantle works.</li> <li>• Prestart for tower crane and inspection of chains and slings, and bins used for stripping</li> <li>• Traffic control – Spotters in place for work involving public interface.</li> <li>• Delineate areas of stripping and tower crane path of travel.</li> <li>• Ensure safe access and egress for all scaffolders and dogmen.</li> <li>• Communication – Establish an effective communication system between the tower crane operator and the dogmen eg. Hand signals/two way radios.</li> </ul>	<b>2M</b>	Anderson's Scaffolding Contractors All Workers		

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<b><i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i></b>					
			<ul style="list-style-type: none"> <li>• Use signs/delineation to indicate stripping/unloading is in progress when deemed necessary by site personnel in charge of dismantle.</li> <li>• The designated spotter must ensure appropriate signage and delineation is installed, adequate access/egress for all site personnel, and all site staff are wearing appropriate PPE.</li> <li>• The 6m bin will be lifted by the crane and hung in place alongside the scaffold at the height of the top handrail. The crane will then lower the bin once full to the “loading zone” where it will be disconnected, and an empty bin will be reconnected and raised to the working level.</li> <li>• A separate team will remain in the “loading zone” to empty out the scaffold from the bins into stillages ready from removal from site.</li> <li>• Remove shade cloth from a fully planked platform and place it in the bottom of the bin.</li> <li>• Remove ties and sub trades to patch and paint.</li> <li>• Remove scaffold and carefully place into the bin using a platform ladder and in 1m lifts at all times.</li> <li>• Work with a guardrail in place when removing and passing items, also ensuring that no worker is reaching out beyond the bin area.</li> <li>• Work from a fully planked platform below when dismantling hop-up brackets, tie bars and planks.</li> <li>• Do not allow any un-sheeted scaffold to free stand more than four (4) metres or a sheeted scaffold more than two (2) metres above the highest tie remaining in place.</li> <li>• Before lifting a toe board, ensure the adjacent plank is held in place.</li> <li>• Access the top platform by stairway or ladder.</li> <li>• Start dismantling from an end bay.</li> <li>• Remove reinforce web mesh or shed cloth; from the level to be dismantled or from the whole scaffold if not required during the dismantling process.</li> <li>• Move down to the platform below.</li> <li>• Dismantle top platform planks.</li> <li>• Working from an erection platform on the fully planked platform, dismantle guardrails, mid-rails, ledgers, transoms and standards from the level above.</li> <li>• Step off the erection platform.</li> <li>• Dismantle the hop-up platform above, if in place.</li> </ul>		

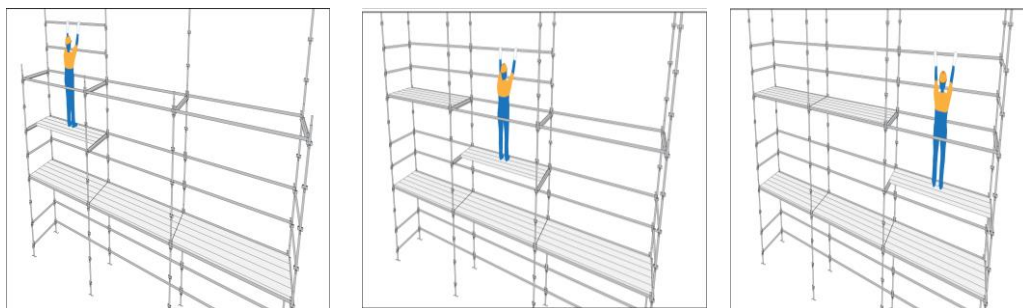
JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<b>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</b>					
13. On completion	Slips, trips, falls causing injury	3H	<ul style="list-style-type: none"> <li>Clean up tools and any waste ensuring the scaffold is left in clean and tidy condition</li> <li>Clean debris and ensure larger cut-offs are removed from area.</li> </ul>	2M	Anderson's Scaffolding Contractors All Workers
	Public safety	3H	<ul style="list-style-type: none"> <li>If acceptable, remove barricades or add barricades as appropriate.</li> </ul>	2M	

**SAFE WORK METHOD STATEMENT (SWMS) – ERECTING , ALTERING AND DISMANTLING SCAFFOLD**

**Erection platform options:**



**Figure 1:** Example of erection and dismantling using various erection platform options – one and two-person operation.



**Figure 2:** Example of an erection platform option for a five-plank-wide scaffold.



**Figure 3:** Example of an erection platform option for a three-plank-wide scaffold

**Note:** Scaffold in all images is shown against an existing building, so guardrails only needed on external face. Access ladder and toe boards omitted for clarity.

**EMERGENCY RESPONSE - CALL 000 IMMEDIATELY.**

If work is to be conducted on a construction site (or a site controlled by another Employer / PCBU) follow the site-specific Emergency Management Plan. Ensure:

- Adequate numbers of first aid trained staff are on site when working at heights occurs
- First aiders are trained and competent in managing injuries associated with demolition until emergency services arrive
- All rescue equipment is in good condition, available for use and in close proximity to the work site.

Ensure workers have access to:

- First aid kit/supplies
- First Aid trained personnel familiar with Resuscitation and emergency response for electric shock
- Safety Data Sheet (SDS)
- Communication devices (check mobile phones will have service in area)
- Suitable fire protection equipment.

REVIEW NO.	1	2	3	4	5	6	7	8	9	10
NAME:	Rick Anderson									
INITIAL:	RA									
DATE:	19/02/20									

**PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB**

Aluminum Scaffold	Aluminum Quick Stage Scaffold	Steel Scaffold	Screw Jacks	Aluminum Mobile Scaffold
Toe Board / Kickboard	Ladders	Planks	Hand Tools - Various	Cordless Electrical Equipment
Coupler	Hand Tools - Various	Platforms	Caster	Handrail
Guardrail post	Mid-Rail	Ladder	Sole Board	Joining Pin
Brace	Standard	Scaffold Bin		

Relevant Act & Regulations	Codes of Practice / Australian Standards
<ul style="list-style-type: none"> <li>• Work Health and Safety Act 2011 (NSW)</li> <li>• Work Health and Safety Regulation 2017 (NSW)</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid In The Workplace Code Of Practice</li> <li>• How To Manage Work Health And Safety Risks Code Of Practice</li> <li>• Managing The Risk Of Falls At Workplace Code Of Practice</li> <li>• Managing The Work Environment And Facilities Code Of Practice</li> <li>• Work Health And Safety Consultation, Coordination And Cooperation Code Of Practice</li> </ul>



- AS/NZS 1576: Part 1: Scaffolding – General Requirements
- AS/NZS 1577: Scaffold decking components
- AS/NZS 1892.1: Portable Ladders – Metal
- AS/NZS 1892.3: Portable Ladders – Reinforced Plastic
- AS/NZS 4576: Guidelines for Scaffolding

### SAFE WORK METHOD STATEMENT (SWMS) – ERECTING , ALTERING AND DISMANTLING SCAFFOLD

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/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 risk control measures, safe work instructions and PPE described.

OVERALL RISK RATING AFTER CONTROLS

1 Low

2 MODERATE

3 High

4 ACUTE