

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

ACTIVITY: SCAFFOLD – ERECT, ALTER AND DISMANTLE SCAFFOLDING

SWMS #: 03

BUSINESS NAME: ANDERSON'S SCAFFOLDING






BUSINESS ABN #: 14142038113

BUSINESS ADDRESS: 49 CAMFIELD DRIVE, HEATHERBRAE NSW 2324.

EMERGENCY CONTACT NUMBER (INCL. AFTER HOURS): (02) 4964 9597**SWMS APPROVED BY: ANDERSONS' SCAFFOLDING.**

NAME: RICK ANDERSON (DIRECTOR)

SIGNATURE: DATE: **05/02/2024****ALL WORKERS ARE RESPONSIBLE FOR ENSURING THEIR OWN COMPLIANCE WITH THIS SWMS. ANDERSONS SCAFFOLDING SUPERVISORS CONDUCT REGULAR SWMS SAFETY OBSERVATIONS TO CHECK WORKER KNOWLEDGE AND THAT WORK IS CONDUCTED IN COMPLIANCE WITH SWMS.****PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS: RICK ANDERSON, JOSHUA PRIOR, SCOTT WILLIS, GERARD HINGERTY, KIM ANDERSON (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		05/02/2024
JOSHUA PRIOR		05/02/2024
SCOTT WILLIS		05/02/2024
GERARD HINGERTY		05/02/2024
KIM ANDERSON		05/02/2024

In addition to this SWMS, daily Prestart Job Safety Analysis (Risk Assessment) /Toolbox Talks will be undertaken to identify, control and communicate additional site hazards.

- Work must cease immediately if an incident or near miss occurs. SWMS must be amended in consultation with all relevant persons.
- Amendments must be approved by Rick Anderson and communicated to all affected workers before work resumes.
- SWMS must be made available for inspection or review as required by WHS legislation.
- 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):

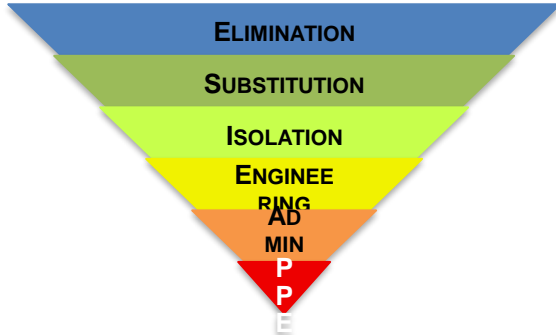
PM SIGNATURE:

CONTACT PH. #:

SWMS SCOPE: This SWMS covers general hazards associated with the erect, dismantle and alteration of scaffold, including with the use of a crane and bin for the dismantle; and working at heights.

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

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

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS 	MOST EFFECTIVE ↑ ↓ LEAST EFFECTIVE
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE				
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	DO NOT PROCEED.		
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3 HIGH	Review before commencing work.		
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2 MODERATE	Maintain control measures.		
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1 LOW	Record and monitor.		



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

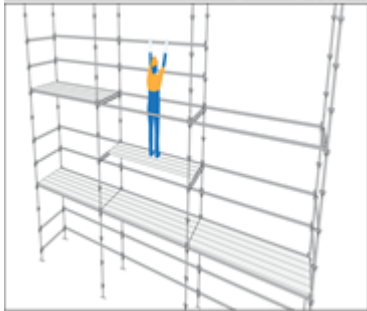

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	UV EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	HEIGHT SAFETY EQUIPMENT	
											Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

JOB STEP	POTENTIAL HAZARD/S	CONTROL MEASURES TO REDUCE RISK	RISK RATING AFTER CONTROLS	RESPONSIBLE PERSONS
1. Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.	<p>Anderson's Management will liaise with the 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"> • Health and Safety rules • Induction process for all workers – site specific and toolbox meetings • Supervisory arrangements • All relevant workers are appraised for required competencies/licences & for any pre-existing medical conditions if working in remote or isolated locations. • Site-specific emergency plans and evacuation procedures. • PPE requirements • The scaffold requested is suitable for the works being carried out • Site plans – showing no go zones for pedestrians. • Traffic Management Plan, including loading and unloading zones. • Exclusion Zones • Risk Assessments • Safe Work Method Statement (SWMS) • Third party engineering if required. • Injury reporting procedures • Hazard reporting procedures • Communication arrangements • Coordinating trades to allow work to be completed free from obstruction. 	2	<p>- Principal Contractor</p> <p>- Anderson's Management</p>
2. Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.	<p>Anderson's Management will ensure all persons entering site have a General Construction Induction Card (white card)</p> <p>In addition to this, Anderson's Management will ensure all persons trained and licensed to work at heights have the following:</p> <ul style="list-style-type: none"> • A current Working at Heights certification • For scaffolds above 4m in height, a current High Risk Card for basic, intermediate or advanced scaffolding. The minimum level of certification of workers will be determined by the type of scaffold required for the job. <p>Andersons Management will ensure all workers have undertaken training and/or received instruction on hazard/risk identification, as well as the use of control measures. Including:</p> <ul style="list-style-type: none"> • Using Hierarchy of controls and the risk matrix • Reporting procedures for incidents • Correct use of PPE equipment including selecting, fitting, use, care of and maintenance • Correct use of all tools required for the task • Understanding and correct use of scaffold components • Use of supervision where required (e.g. new starters or new equipment) • Ensuring supervisors, foremen etc. are suitably experienced in the type work to be conducted 	2	<p>- Anderson's Management</p> <p>- Anderson's Workers</p>

JOB STEP	POTENTIAL HAZARD/S	CONTROL MEASURES TO REDUCE RISK	RISK RATING AFTER CONTROLS	RESPONSIBLE PERSONS
		<ul style="list-style-type: none"> Correct use of fall restraint equipment if used including selecting, fitting, use, care of and maintenance. Correct manual handling techniques and posture. Identifying and managing fatigue All workers are trained in this SWMS and understand Work, Health and Safety legislation and minimum standards. 		
3. Arrival and assessment of the site	Lack of clear assessment of the site may lead to personal injury, property damage &/or environmental incident.	<ul style="list-style-type: none"> Anderson's Workers should make contact with the Site Supervisor or site office before commencing work to sign in on the attendance sheet if applicable for the site. All persons on site should attend a toolbox talk (safety briefing) to receive updated No Go Zones for pedestrians, any hazards present on that day, communication methods, location of amenities, emergency plans and first aid, and hazard and incident reporting procedures. All workers should familiarize themselves with the site Traffic Management Plan (TMP) requirements as well as the location of loading and unloading zones. <i>If there are no other persons or site supervisor on site, Anderson's workers must discuss the above and record this in the daily prestart JSA to ensure processes are in place and understood by all workers.</i> Crew leader must assess the site to ensure that the work site is safe and ready for Scaffolding works e.g. power disconnected, no interference to other trades, clear work area. Crew leader to ensure that mobile coverage is sufficient to facilitate communication and in the event of an emergency. Lighting is appropriate for the task i.e. if completing nightwork, the area is well lit and headlamps are available and in good working order. The Principal Contractor has sufficient signage and barriers in place for exclusion zones, known hazards and minimum PPE required. If the scaffold is already in place and the task is to alter or dismantle, all other trades and workers are to be advised that they are no longer able to use the scaffold and an exclusion zone must be set up around the base of the scaffold, and the scaffold tag removed. 	2	<ul style="list-style-type: none"> - Principal Contractor - Anderson's Workers
4. Loading and Unloading Vehicles	<p>Lack of designation loading zones could result in personal, property and environmental damage.</p> <p>Working on the back of vehicles could result in slips, trips</p>	<ul style="list-style-type: none"> Anderson's Management are actively working toward making the task of loading and unloading trucks as safe as possible. With this in mind, workers must do the following: <ul style="list-style-type: none"> All work must be completed from the ground where possible. Delivery drivers must make contact with another worker on site, where possible, to have them act as a spotter when accessing loads on the back of a truck. All workers must use any fall prevention / safety systems made available by Andersons Scaffolding on company vehicles. Workers are to continually communicate with Andersons management on the effectiveness of fall prevention procedures, in order to ensure a suitable safety system for this task is in place. 	2	<ul style="list-style-type: none"> - Principal Contractor - Anderson's Workers - Vehicle/plant operators

JOB STEP	POTENTIAL HAZARD/S	CONTROL MEASURES TO REDUCE RISK	RISK RATING AFTER CONTROLS	RESPONSIBLE PERSONS
	and falls as well as crush or entrapment. Loading and unloading by hand may result in crush injuries, cuts and abrasions and strain injuries from uneven loads.	<p>When loading/unloading using a crane or forklift:</p> <ul style="list-style-type: none"> • All Anderson's vehicles are to be parked in the designated loading and unloading zones as per the site requirements. • The vehicle operator must set up witches hats and/or barrier tape around the loading/unloading area unless there are site specific requirements. • Workers involved in loading and unloading the vehicle must check constantly for changing hazards and use a spotter if needed. • Standing behind a moving vehicle is not permitted. If the vehicle is fitted with a crane, the operator should at all times ensure they are positioned away from any suspended load and at a safe distance whilst operating the crane. • The vehicle operator must allow sufficient space for the operation e.g.to set up stabilising legs fitted to the vehicle. • The vehicle operator must remain alert and listen for calls, alarms or beepers and obey the site traffic management plan at all times. • Any person operating or working near the loading and unloading zone must wear high visibility clothing, hard hat and protective footwear at all times. <p>Note: Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Workers are to make visual and verbal contact with the plant operator as required.</p> <p>When loading/unloading and moving equipment by hand:</p> <ul style="list-style-type: none"> • Anderson's workers are to consult with the site Supervisor before loading and unloading equipment if access is obstructed or poorly lit. • All other trades and workers are to remain clear of the path to and from the loading and unloading area. • Anderson's workers are to ensure all barriers and signs are in place for exclusion zones before commencing. • All workers are to wear safety gloves when handling any scaffold components. • All workers are to follow correct manual handling procedures when carrying scaffold components or loading and unloading from a vehicle. • Before unloading removing strapping or wrapping from stillages or boards, Anderson's workers must ensure the items are secure and are not at risk of spill. 		
5. Materials	Personal injury, property damage &/or environmental incident.	<ul style="list-style-type: none"> • Anderson's workers must visually inspect all items to ensure they are undamaged an in good working order, particularly boards and ladders. • If damaged items are found, they are to be tagged out of service and Andersons Management advised so that the item can be replaced. 	1	<ul style="list-style-type: none"> - Andersons Workers - Andersons Management



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6. Erecting Scaffold	<p>General Work Sequence</p> <p><u>Basing out the scaffold:</u></p> <ul style="list-style-type: none"> Access to the work zone must be restricted to all other trades or workers not involved in the installation, alteration or dismantle. Workers are to lay out the required components for each bay, including components required to construct a ladder or stair access bay. One worker is to hold the standard in place, whilst another places the transoms and ledgers. The screw jacks can then be adjusted, and the scaffold set level. DO NOT CONTINUE WITH INSTALLATION IF THE SCAFFOLD IS NOT LEVEL. If the first lift is higher than 1.5m, ensure prior to installing handrails that a platform ladder is in place to safely do so. Handrails must be in place prior to installing boards for the first lift platform. Ensure that a ladder or stair access bay is built and stable prior to accessing the first lift. Workers should NEVER climb up the outside of the scaffold. <p> The scaffold should be erected as close as practical to the outside of the building or structure. The scaffold should be no more than 225mm away from the building or structure.</p> <p><u>Completing lifts:</u></p> <ul style="list-style-type: none"> Workers on the ground are to continue to lay out components for the next stage of the lift. A scaffolder then moves up to the fully handrailed first platform via the access bay. Workers on the ground then pass up components to the scaffolder. The Scaffolder then installs all components to complete the full length of the scaffold, and progressively moves up in 1m lifts until reaching full height. The scaffolder is to use a platform ladder to install components to minimise risk of overreaching. If a platform ladder is not available the scaffolder is to install transoms, boards and ensure handrails are in place to carry out 1m lifts safely. In the event that the scaffold is more than 225 mm away from the building or structure, install guardrails and mid-rails to the inside of the scaffold to avoid falling between the scaffold and the building or structure. For each lift, a worker remains in place in order to create a “chain” for passing components up to the working deck height. All workers in the chain are to communicate with each other to advise they have hold of the component they are lifting to ensure the next person in the chain is aware and ready to receive it. Scaffold ties must be installed and set in place if the height exceeds 3 times the minimum base width. Toe boards are to be installed on every platform level to prevent materials falling from the scaffold. Mesh may be installed but is dependent on the site requirements. If mesh is installed, extra ties must be installed to support the additional load on the scaffold i.e. every standard on every lift. 			<p>- Anderson's Management</p> <p>- Anderson's Workers</p> <p>- Principal Contractor</p>
		<p><u>Erection/Dismantle Platform Options:</u></p> <p>Example of using a Platform ladder</p>		

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	<div><p>Example of a 1m lift on a 5 board wide system (min. 3 boards to stand on)</p><p>Example of a 1m lift on a 3 board wide system (min. 2 boards to stand on)</p></div>	<p>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.</p> <p>Where using Plywood for hoarding:</p> <ul style="list-style-type: none">On the lower level of the hoarding, Anderson's workers are to:<ul style="list-style-type: none">Secure timber battens to the scaffold using tie wire set upon the stars of the standard. Secure the first batten to the bottom star of the standard. Secure the second batten to the star 1m above the bottom batten, with the top batten set as close to the 2.4m height.Once all the timber battens have been fixed to the scaffold, stand a 1.2m x 2.4m sheet of ply to the sections as noted above. The ply should be fixed to the battens using a Paslode nail gun (refer safe operating procedure 13 – Paslode Nail Gun).Once the first sheet has been installed, continue to the next sheet and so on until completed.The ply can either be attached progressively as the scaffold is built, or once the bays are complete.On the upper level of the hoarding, Anderson's workers are to:<ul style="list-style-type: none">From a scaffold deck complete with handrail, install the next three timber batten runs as per the first section of the hoarding.Position two workers on the upper level, and the workers on the ground are to pass up each sheet of ply to the scaffold deck to be placed and fixed as per the lower level of the hoarding.		

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	General Precautions: <ul style="list-style-type: none"> Workers must always work from a fully planked and handrailed scaffold bay, use a fixed ladder or stair access (with handrail on stair) and work progressively in 1m lifts. Be aware of adverse weather conditions Check all components are adequate and undamaged prior to installation Ensure toe boards are installed on all bays In some circumstances additional safety measures may be required such as the use of twin lanyard harnesses. This will be discussed with the principal contractor and Anderson's Management prior to works commencing. 			
	Scaffold collapse	<p>⚠ Scaffold Ties that support the scaffold should never be removed unless by a licensed Anderson's scaffolder and is safe to do so.</p> <p>⚠ The Principal Contractor is to ensure that the scaffold is never overloaded with tools or equipment. Duty load ratings per scaffold bay (all combined lifts) are:</p> <ul style="list-style-type: none"> Light duty: 225kg Medium duty: 450kg Heavy duty: 675kg Custom duty or loading bay: determined by a licensed engineer and signed off once inspected. <p>⚠ When mesh is installed, additional ties must be set in place.</p> <p>⚠ If scaffold is installed in close proximity to a traffic corridor, the principal contractor must set in place jersey kerbs or water filled barriers to prevent impact on the scaffold.</p> <p>⚠ If any worker determines a scaffold is overloaded, they are to remove the scaffold tag and contact Anderson's Management immediately. Anderson's management are to inspect the scaffold and advise the Principal Contractor if any rectifications need to be made, or alternately re-attach the tag if the load on the scaffold is safe.</p>	2	
	Electrocution and unintended discharge of electricity	<p>⚠ Stay clear of overhead powerlines.</p> <p>⚠ Always check the location, height, arrangement and visibility of overhead power lines and other installations such as gas, air conditioning, water pipes and data cabling. The Principal contractor must arrange redirection or isolation of power for the duration of the works being completed to the scaffolding.</p> <p>⚠ Do not use extended poles or other conductive items within close proximity (4m – low voltage/6m high voltage) to energized electrical systems (flashover or contact may occur)</p> <ul style="list-style-type: none"> Depending on the risk of electrocution to on site workers, the Principal Contractor may need to arrange installation of Tiger Tails as a visual warning of the close proximity to live power. 	2	


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		<ul style="list-style-type: none"> All electrical equipment used by Anderson's workers must be tested and tagged at least quarterly by a licensed electrician. Any electrical equipment that is damaged or malfunctioning must immediately be taken out of service by Anderson's workers and the Lock out Tag out procedure followed. Anderson's workers are to conduct pre-start checks on all machinery or equipment used on site e.g. mobile forklifts/hiabs. <p>Note: If the 4.0m rule cannot be maintained, Anderson's Management are to contact the Electricity Supply Authority to determine a safe system of work before commencement.</p>		
	Falls from height/through surfaces	<ul style="list-style-type: none"> Anderson's Management are to ensure appropriate planning for access to the height location. Wherever possible, use mechanical methods to deliver materials to the work at height. Anderson's management and workers are to ensure the scaffold system has sufficient access points installed for the work being carried out. If delivering material/tools onto a raised platform, Anderson's management and workers are to liaise with the Principal Contractor or the site supervisor to determine where on the platform the materials are safe to be dropped to: <ul style="list-style-type: none"> Able to bear the load. Not cause hazards to other trades. Anderson's workers will install warning signs/barriers around identified falls risks or no-go areas including when the scaffold is incomplete during the erect/alteration and dismantle. All holes or openings are protected/closed from falls immediately after creating (e.g. platform ladder hatches) The Principal Contractor is to ensure that barriers or warning signs are placed around fragile surfaces such as skylights. Anderson's Management and Workers are to ensure that a handover certificate is provided to the Principal Contractor for all scaffolds greater than 4m in height. Only a competent and licensed scaffolder is to make change to the scaffold. Scaffolding should not be used until a handover certificate has been sighted and the scaffold tag is completed and attached to the access points of the scaffold. The Scaffold must be inspected and signed off by Andersons Scaffolding at least every 30 days or sooner if an incident has occurred. All workers on site must only use access points to the scaffold provided by Anderson's Scaffolding i.e. ladders or stair access bays. When ascending or descending from a ladder, ensure 3 points of contact are maintained at all times. 	2	

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		<p>⚠ If the ladder reaches more than 2m in height, a support person is to hold the base ensuring the ladder is stable at all times until the ladder is secured.</p> <p>Mobile Scaffolds:</p> <ul style="list-style-type: none"> • Anderson's workers are to ensure that all mobile scaffolds are level, castor wheels are locked, that the working deck is accessed by an internal ladder only, is not obstructing walkways or access paths, and that the scaffold is built in accordance with the manufacturer's guidelines. • Never use additional steps or ladders on the platform to gain additional height • Never move mobile scaffold with persons or materials on it. • A separate scaffold tag is to be fixed to the mobile scaffold indicating load rating • Outriggers must be in place if the standing height exceeds 3 times the base width of the scaffold. <p>Working from Anchor points:</p> <p>If it is required, all Anderson's workers using anchor points are to hold a current working at heights certificate and be trained in the use of fall restraint/arrest systems and be deemed competent. A rescue plan must also be in place and Anderson's management will carry out regular test and tagging of all harness equipment. A pre-inspection must be carried out prior to use by a competent person.</p>		
	Unsafe operation of a Nail Gun resulting in puncture wounds / damage to cabling or electrical components / fire/ignition/noise	<p>⚠ Always operate tools as described and intended by the manufacturer</p> <ul style="list-style-type: none"> • Only Anderson's workers are to use the nail gun and must follow the Safe Operating procedure (SOP) for safe use. • The operator must ensure there is no smoking within 2m whilst operating the nail gun to avoid any sources of ignition • The Nail gun is not to be stored or operated in temperatures above 49 degrees Celsius. • The operator must ensure that the work area is well ventilated prior to operating the nail gun • The Nail gun must never be left unattended or used by any other trade or persons. • PPE must be worn at all times when using the nail gun • Never point the nail gun directly at a person EVER. • If parts are loose, damaged or missing, the nail gun must be taken out of service and the Lock out Tag out procedure followed. • Always check surfaces where the nail gun is to be used to eliminate the risk of concealed hazards such as cabling, water sources or gas lines etc. • The operator must always consider the line of fire and ensure all persons are clear of the area prior to operation. • Keep hands well clear of the work area or surface. • Always ensure stable footing whilst operating 	2	

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		<ul style="list-style-type: none"> Any electrical components such as the charger, must be test and tagged at least quarterly by a licensed electrician. Hearing protection should be worn whilst using the nail gun or other loud power tools. 		
	Personal injury including sprain/strain injuries, slips trips and falls, and lacerations	<ul style="list-style-type: none"> When working on a platform ladder, do not over-reach. Descend ladder and re-position as required. Always face the ladder when climbing or descending and maintain 3 points of contact at all times. Never jump from the scaffold. Maintain clear walkways and access points (clear of debris and equipment). Do not carry items in hand when using scaffold ladders. Ensure: <ul style="list-style-type: none"> Light tools are securely fixed on tool belt or shoulder bag. Use mechanical means to lower or raise heavier items if available. If passing equipment from one level to the next use two hands to pass the item (maintain communication with team member to know when passing and when to release item). Anderson's management will inspect the scaffold at least every 30 days and sign off on the scaffold tag. If the scaffold requires rectification, the tag is to be removed and access points blocked until the scaffold has been altered to "make safe". Alterations, repairs or scheduled changes must only be carried out by Anderson's workers. The scaffold must never be used unless a handover certificate has been sighted and a scaffold tag placed on the access point identifying the safe duty load. The Principal contractor must ensure that the scaffold is not overloaded with materials and is only used in accordance within the boundaries of the handover certificate. Avoid repetitive twisting and ensure when lifting heavy items to maintain safe manual handling techniques. Never leave scaffold components in designated walkways. Workers must always wear gloves to protect the hands from cuts and abrasions. 	2	
	Falling objects	<ul style="list-style-type: none"> Maintain awareness of other people and trades working above. Do not overload the platform, be aware of load limits and spread load evenly to distribute weight. Do not exceed the specified Safe Working Load of the scaffold. Use toolbelts to carry tools where appropriate to prevent objects falling. Keep tools and other equipment away from edges. Ensure toe boards are in place on all decks.  <u>Do not drop items from the scaffold</u>  <u>Do not work on platform levels that are not fully boarded</u> 	2	
	Emergency incidents	<ul style="list-style-type: none"> All Andersons workers are to conduct daily prestart JSA's and toolbox talks to discuss site evacuation paths and procedures and to confirm the identity of the site safety officer. 	2	

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		<ul style="list-style-type: none"> Anderson's management will ensure that there are sufficient first aid supplies on site and at least one person has been trained to administer first aid. Anderson's management and workers are to ensure that there are adequate communication devices to contact emergency services in the event of an emergency. 		
	Exposure to Environmental contaminants such as Silica Dust or Asbestos	<ul style="list-style-type: none"> Anderson's management is to ensure that any known risk of asbestos on site is removed or contained, and an asbestos register is made available on site by the Principal Contractor prior to Anderson's workers attending. All Andersons workers are to have completed Asbestos Awareness training. If drilling into Masonry, Bricks/mortar or concrete materials is necessary for fixing ties and there is no other safe alternative method, Anderson's management will refer to the Safety Data Sheet for the product to determine the level of exposure to respirable silica. The Principal Contractor must also advise Anderson's Management if the risk of Respirable Silica Dust is higher than the exposure standard so that further controls can be put into place. Workers will also be supplied with disposable P2 masks, gloves and eye protection, and must at all times while drilling: <ul style="list-style-type: none"> Ensure that a toolbox discussion was completed with all workers on site or working in the area prior to starting, so that the task of drilling and associated control measures are known. Always wear the abovementioned PPE while completing the task. Exclude other workers from the area that are not involved in the task if possible. Dispose of the single use PPE in the garbage disposal unit on site immediately after the task has been completed. If dust or contaminants are created by other trades on site, Anderson's workers are to alert site management/trades responsible of the hazard, as well as Anderson's supervisor; stop work and keep clear until the work environment is clear of dust and further controls are in place. 	1	
	Fatigue	<ul style="list-style-type: none"> All workers are to ensure that they have adequate supply of drinking water. Andersons management will also provide additional hydrolytes to help prevent dehydration. Anderson's management will ensure that workers have had a minimum 10hr break between shifts. All workers will ensure that they take their designated rest breaks for each shift. 	1	
	Weather effects. Sunburn etc.	<p>When working outdoors, Anderson's workers are to ensure:</p> <ul style="list-style-type: none"> Suitable UV rated protective clothing is worn at all times. UV rated Safety glasses are worn. 50+ sunscreen is used on exposed skin areas. Shade is accessed during breaks. 	1	

JOB STEP	POTENTIAL HAZARD/S	CONTROL MEASURES TO REDUCE RISK	RISK RATING AFTER CONTROLS	RESPONSIBLE PERSONS
		<ul style="list-style-type: none"> Stay hydrated and use hydrolytes as required. Check weather conditions – do not work in extreme weather. Anderson's management will also ensure constant communication with all workers in extreme weather conditions to maintain worker safety and well being. 		
	Hit moving plant or equipment	<ul style="list-style-type: none"> Check constantly for changing hazards and stay alert at all times. High visibility clothing must be worn at all times. Workers should never stand behind reversing vehicles. Workers must allow sufficient distance from plant and equipment during operation to prevent impact. Workers must listen for: <ul style="list-style-type: none"> Reversing alarms/beepers Calls from Plant Operators Work positions should be in clear sight of plant operators. Follow traffic management plan requirements. <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>	2	
7. Dismantling Scaffold	Falling objects; personal injury; manual handling injuries; slip, trip and falls; scaffold collapse	<p>Dismantling of scaffold is completed in the reverse sequence to the installation.</p> <p>General Precautions:</p> <ul style="list-style-type: none"> Before stripping the scaffold, the following information should be discussed in the daily prestart meeting by the scaffold team: <ul style="list-style-type: none"> Presence of any overhead services/powerlines Site specific safety measures or known hazards. Areas where scaffold is to be stripped and signage to be installed, ensuring the complete base area is cordoned off from any persons. Wall ties located and to be 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. The Principal Contractor is to ensure ALL trade waste/debris has been removed from scaffold prior to dismantle. If completing a progressive dismantle, an updated Handover certificate must be completed at the end of each day and the scaffold tag updated. Where traffic management is required, ensure the following are provided: <ul style="list-style-type: none"> ✓ Witches hats/barricades/line markings etc. ✓ Caution signs/convex mirrors/alarms etc. ✓ Exclusion zone for pedestrians 	2	<ul style="list-style-type: none"> - Anderson's Management - Anderson's Workers - Principal Contractor

JOB STEP	POTENTIAL HAZARD/S	CONTROL MEASURES TO REDUCE RISK	RISK RATING AFTER CONTROLS	RESPONSIBLE PERSONS
		<ul style="list-style-type: none"> Anderson's management will arrange pick up times and allocation with the principal contractor. Anderson's management will ensure they obtain site information including loading/unloading area, parking facilities, reception, rest rooms etc. Anderson's workers will ensure safe access/egress to all levels being dismantled for scaffolders during the dismantle. Identify and dedicate a safe area to stack dismantled scaffold components ready for pickup. <p><u>Dismantling sequence via Crane and Bin:</u></p> <p> Prior to work commencing, the Principal Contractor is to ensure that all prestart requirements for the crane as well as inspection of the bin, slings and chains are carried out as per industry standards.</p> <ul style="list-style-type: none"> Andersons Management will ensure an Advanced/Intermediate Scaffolder with a current High Risk License is always on site whilst scaffold is being dismantled Anderson's workers will ensure that crane crew and all sub trades are involved in the pre-start Toolbox talk prior to commencement of dismantle. The Principal Contractor will ensure adequate traffic control is in place – Using spotters for work when working in close proximity to the public or pedestrians. All workers are to be aware of the cranes path of travel and the complete base is cordoned off from any persons. Principal contractor is to use signs/delineation to indicate stripping/unloading is in progress when deemed necessary by site personnel in charge of dismantle. The Principal Contractor must ensure appropriate signage and delineation is installed, adequate access/egress for all site personnel, and all site staff are wearing appropriate PPE. The 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. A separate team will remain in the "loading zone" to empty out the scaffold from the bins into stillages ready from removal from site. <p>Workers dismantling scaffold are to:</p> <ul style="list-style-type: none"> Remove scaffold and carefully place into the bin using a platform ladder and/or in 1m lifts at all times. Work with a guardrail in place when removing and passing items, also ensuring that no worker is reaching out beyond the bin area. 		

JOB STEP	POTENTIAL HAZARD/S	CONTROL MEASURES TO REDUCE RISK	RISK RATING AFTER CONTROLS	RESPONSIBLE PERSONS
		<ul style="list-style-type: none"> Work from a fully planked platform below when dismantling hop-up brackets, tie bars and planks. 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. Before lifting a toe board, ensure the adjacent plank is held in place. Access the top platform by stairway or ladder. Start dismantling from an end bay. Remove reinforce web mesh or shade cloth; from the level to be dismantled or from the whole scaffold if not required during the dismantling process. Move down to the platform below. Dismantle top platform planks. Working from an erection platform on the fully planked platform, dismantle guardrails, mid-rails, ledgers, transoms and standards from the level above. Step off the erection platform. <p>General Precautions:</p> <ul style="list-style-type: none"> Wall ties are to be 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. 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 		
8. On completion of installation or dismantle	Slips, trips, falls causing injury	<ul style="list-style-type: none"> Clean up tools and any waste, ensuring the scaffold and the work area is left in clean and tidy condition. Ensure all excess scaffolding components are stacked neatly in stillages or palettes and barricaded in a safe zone away from walkways. 	1	- Andersons Workers
	Public safety	<ul style="list-style-type: none"> After the dismantle is complete, all equipment has been removed from site, and a final site check has been completed, any barricades or signage may be removed. 	1	

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.

Safework NSW must be notified of any “notifiable incidents” by either Andersons Management or the Principal Contractor. These include:

- Collapse or partial collapse of the scaffold.
- Dislodgement and fall of any scaffold components outside an effective exclusion zone.
- Fall from the scaffold of any stored material outside an effective exclusion zone.
- Fall from the scaffold by any worker.
- Failure of any scaffold component during normal use.
- Serious injury, illness, or death of a worker.
- Damage to the scaffold requiring repair e.g. But not limited to:
 - Impact by vehicle
 - Impact by crane or other plant
 - Environmental action such as strong wind or storms

REVIEW No.	1	2	3	4	5	6	7	8	9	10
NAME:	Rick Anderson	Rick Anderson	Rick Anderson	Rick Anderson	Rick Anderson					
INITIAL:	RA	RA	RA	RA	RA					
DATE:	19/02/20	01/06/21	24/05/22	01/01/23	05/02/24					

PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB

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

Relevant Act & Regulations	Codes of Practice / Australian Standards
<ul style="list-style-type: none"> • Work Health and Safety Act 2011 (NSW) • Work Health and Safety Regulation 2017 (NSW) 	<ul style="list-style-type: none"> • First Aid In The Workplace Code Of Practice • How To Manage Work Health And Safety Risks Code Of Practice • Managing The Risk Of Falls At Workplace Code Of Practice • Managing The Work Environment And Facilities Code Of Practice • Work Health And Safety Consultation, Coordination And Cooperation Code Of Practice • 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 • NSW Scaffolding Industry Safety Standard – March 2022 • Managing the Risks of hazardous chemicals in the workplace Code of Practice



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