Cliff Goulding Associates trading as AC Goulding
ABN: 57 007 347 515
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SAFE WORK METHOD STATEMENT

Installing ductwork to concrete/ ceiling with scissor lift &/or platform ladder

Activity Break the job into steps what are you doing?	**Hazards** What can Harm you or others list Hazards individually, do not group	**Risk Ranking** before controls are implemented H,M, or L	**Controls** What are you going to do to carry out the work safely? (Apply the risk Hierarchy of control)	**Risk Ranking** After controls are implemented H, M or L	**Person Responsible** for implementation of the controls
Induction	Falls, crushing, explosions, slips and trips	H	MUST be inducted to site. MUST attend Pre-Start meetings prior to commencing work	L	Site Supervisor/ Workers
	Distractions	M	NO MOBILE PHONES TO BE USE whilst carrying out work	L	Worker
Take 5 review working area for hazards	Tripping hazards	H	Review work area conditions each day to ensure no building materials or trip hazards in your working zone or pathway to your working zone i.e. protruding pipe work through ground slab. Also check weather conditions – ie not to work in high winds whilst working on a elevated platform. If this is so prepare another SWMS to deal with the conditions.	L	Site Supervisor/ Workers
	Other services in the area – Tripping, dangers from their unfinished works	H	Co-ordinate at Pre Start meetings as to what is "live" on site / what other trades are doing within the area. Ensure penetration is secure upon arrival and the appropriate safety rails are in place. DO NOT start works until penetration is secure and safety protections are in place.	L	Site Supervisor/ Workers

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Co-ordinate with Site Manager/Load Master for Unloading materials from transport	Musculoskeletal Disorders (MSD)	H	Mechanical devices (supplied by Site Manager) –ensure all safety requirements are followed as per the Site Managers Mechanical Device SWMS. Prior to lifting materials from transport - plan where the materials are to be located.	L	Loading Master/ Site Supervisor/ Workers
	Tripping	H	Ensure pathway to the final location is clear of all hazards i.e. holes, unstable ground, obstacles etc.	L	Site Supervisor/ Workers
Preparing materials for installing ductwork	MSD	H	Minimise quantity/length of ductwork for lifting/lowering (if awkward use 2 people) If using 2 or people ensure lifting/lowering commands are clear and precise. Ensure pathway is clear of all hazards i.e. holes, unstable ground, obstacles etc. Ensure carrying out the correct manual handling procedures for lifting/lowering Refer to SWMS for Manual Handling Ensure you are wearing PPE for the task – Gloves should be worn when handling ductwork at all times and making sure you are wearing the appropriate PPE for the weather conditions. (refer to SWMS for PPE)	L	Site Supervisor/ Workers

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Preparing job location with equipment Hand Tools – battery operated		H	Limit timing of repetitive work (swapping of employees to break up the job). Use tools correctly i.e. using the appropriate safety components i.e. double handle grips for hammer drills etc). Always carry out works as per Manual Handling SWMS	L	Site Supervisor/ Workers
Hand Tools – Power operated Hand Tools – Power operated Hand Tools – Power operated	MSD from repetitive &/ high force Severe cuts Electrocution	H M	Ensure tools are in good working order. Limit timing of repetitive work (swapping of employees to break up the job). Ensure the power tools are tested & tagged. Safe Guards are kept on at all times and in good condition. (should they not be in good condition do not use – report immediately to your Site Supervisor) Ensure all safety components remain on the tools (such as double handle grips for hammer drills etc.)	L L	Site Supervisor/ Workers Site Supervisor/ Workers
Hand tools	MSD from repetitive &/ high force	M	Limit timing of repetitive work (swapping of employees to break up the job). Use tools correctly i.e. using the appropriate safety components i.e. double handle grips for hammer drills etc). Always carry out works as per Manual Handling SWMS	L	Site Supervisor/ Workers

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PPE Scissor Lift	Cuts, bruises Falls from lift Lift tilting/falling	M	Ensure your PPE is in good working order Ensure Worker is trained and licensed. Carry out pre-start checklist. (as per Scissor SWMS refer)	L	Site Supervisor/ Workers
Platform Ladders	Falls from platform, Ladders slipping	M	Ensure trained correctly for climbing on/off the ladder i.e. 3 points of contact. Ensure feet of platforms, trends, rungs, handles, hinges are in good condition.	L	Site Supervisor/ Workers
Duct Lifter	Fingers jammed Lifter tilting/falling	H	Ensure all safe guards are in good condition and in place – follow ductlifter check list Ensure stable ground.	L	Site Supervisor/ Workers
Drilling into concrete & installing knockin	Falling from Elevated Working Platforms (EWP) Apparatus tilting and falling with person on or onto persons below Head injuries from services above. Eye/Ear/Breathing/Skin	H M	Ensure placement of EWP is in position where you are not required to overreach. Keep all limbs and body parts within the EWP. Check prior to operating EWP for clearance of heights and widths. Check ground is clear & stable for EWP. Ensure wearing the appropriate PPE being your hard hat, glasses, ear muffs, gloves & dust mask	L L	Site Supervisor/ Workers Site Supervisor/ Workers

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Using battery op hand hammer drill	MSD from force and repetitive drilling above shoulder height	H	Limit timing of repetitive work (swapping of employees to break up the job). Use tools correctly i.e. using the appropriate safety components i.e. double handle grips for hammer drills etc). Ensure lifting or lowering tool is carried out safety by the 3 points of contact principal for EWP. Always carry out works as per Manual Handling SWMS	L	Site Supervisor/ Workers
Eye/Ear/ Breathing/Skin	MSD from repetitive screwing above shoulder height	H	Ensure wearing the appropriate PPE being your hard hat, glasses, ear muffs, gloves & dust mask Limit timing of repetitive work (swapping of employees to break up the job). Use tools correctly .	L	Site Supervisor/ Workers
Housekeeping	Tripping hazards	M	All material is cleaned up at the end of each day and stored/removed in the appropriate locations agreed upon by the Site Manager/Site Supervisor	L	Site Supervisor/ Workers