

SAFE WORK METHOD STATEMENT (SWMS) – ERECT, MODIFY AND DISMANTLE SCAFFOLD

Date of last review	11 NOV 2018
---------------------	-------------

JOB DETAILS			
Principal Contractor (if any)	TOPSCAFF	Date:	
Person completing the SWMS and responsible for implementing them		Site Address:	
Position		SWMS prepared by	Jeronimo Arreola
Work activity	Erect, Modify and Dismantle Scaffold	Position	Top Scaff OH&S Advisor

HIGH RISK WORK			
Does the work activity involve any of the following High Risk Construction Work?	<input type="checkbox"/> Risk of a person falling more than 2m	<input type="checkbox"/> Structural alterations that require temporary support to prevent collapse.	<input type="checkbox"/> Involving removal or likely disturbance of asbestos
	<input type="checkbox"/> Is there any movement of powered mobile plant? (Forklift, EWP, Scissor Lift, Bobcat, etc)	<input type="checkbox"/> Work on or adjacent to roadways or railways use by road or rail traffic.	<input type="checkbox"/> In an area where there are artificial extremes of temperature.
	<input type="checkbox"/> Work is near an energized electrical installation or service.	<input type="checkbox"/> In an area that may have a contaminated atmosphere	<input type="checkbox"/> On or near pressured gas distribution mains or piping.

RISK ASSESSMENT – ERECTION, MODIFY AND DISMANTLE OF SCAFFOLD					
Ref	✓	Job Step	Hazard	Risk	Risk control measures
1.0 General Considerations - Scaffolding					
1.1	<input type="checkbox"/>	Drugs and/or Alcohol	Unable to work in a safe manner	Unsafe work practices	Persons under the influence of alcohol and/or drugs are not permitted to enter the site. The consumption of alcohol and/or use of drugs are strictly prohibited on site.
1.2	<input type="checkbox"/>	Integrity of Structure	Scaffold Collapse	Hit by object	Scaffold must be erected according to the General Guide for Scaffolds and Scaffolding Work published by SafeWork Australia.
1.3	<input type="checkbox"/>	Power wires	Proximity of wires	Electrocution	Power lines must have a clearance of 4.6m horizontally and 5.0m vertically from any scaffold or metal member.
1.4	<input type="checkbox"/>	Erection, alterations or Dismantling Scaffold	People accessing the work area	Hit by falling object	Whenever there is public access to the work area, an exclusion zone must be provided to prevent people accessing the work area. (The work area includes: - The area directly below where the scaffolders are working including where people can access). Up to: 3m for scaffold 0 - 5m high; 4m for scaffold over 5m high (Horizontal measurement from the base of the scaffold).
1.5	<input type="checkbox"/>	Unloading/ Loading/ handling Scaffold	Manual Handling	Injuries to the body	Check walkway is clear of obstacles; Position yourself close to load; Keep back straight when lifting; Bend with knees keep back straight; Keep load close to body; Avoid bending and twisting to lift; Don't carry more than you can comfortably carry; Rotate tasks regularly; Team lifting for heavy components.
1.6	<input type="checkbox"/>	Accessing Site/ work area/ handling scaffold items	Slips, Trips and Falls	Fall injury	Avoid wet areas; always use pathways, walkways, scaffold platform and stairs; do not take shortcuts when walking on the site or work area; always use handrails when accessing stairs; always wear issued PPE; be observant - watch out for protruding obstacles.
1.7	<input type="checkbox"/>	Power Tools	Use of Power Tools	Injury by rotating tools and risk of electric shock.	User must be experienced and confident in the safe use of the power tool as recommended by the manufacturer. Adequate PPE to be worn. Check power leads are tagged with test tag with current date. Check power leads to ensure they are not cut, frayed or otherwise damaged.
1.8	<input type="checkbox"/>	Incomplete Work	Openings in the scaffold	Falling from scaffold	Before leaving the work area ensure all openings are barricaded off or covered. Fix safety signs where people can access. All unused scaffold items must be bundled or palletised.
1.9	<input type="checkbox"/>	High Winds	Loose scaffold items	Hit by falling object	All loose items on the scaffold must be removed OR secured. All boards (including lap boards) on exposed decks to be secured with Board Restraining Clamps OR other approved methods.
2.0 Erection					
2.1	<input type="checkbox"/>	Laying out Scaffold / Erect first lift	Falling Objects	Hit by falling object	Loose items are secure to prevent falling. Do not throw scaffold items. Set standards for staggered joints. Hold unsupported Standards when erecting the lift. Erect first lift at bottom cluster. Where access is provided by ladder or stair bay ensure this bay is erected together with the run of scaffold.
2.2	<input type="checkbox"/>	Erecting next lift using Sequential Erection system / NO SAFETY HARNESS	Working at Heights	Falling from scaffold	The risk of external falls from the open sides and ends of the scaffold can be reasonably controlled by adopting the sequential erection method. This method involves the one-bay-at-a-time sequential installation of standards and guardrails (or guardrails alone where standards are already in place). This ensures that scaffolders are not required to walk further than one bay length along an exposed edge of a scaffold platform. Dismantling is simply a reverse of the sequence. It should be noted that where platform brackets ("hop-ups") are to be installed later, where the adjacent structure is yet to be built or in other similar circumstances, internal guard rails should also be installed as part of the above sequence
2.3	<input type="checkbox"/>	Installation of Ties	Working at Heights Falling objects	Falling from scaffold Hit by falling object	Always fix ties from a full deck Do not leave unsecured objects on the scaffold. Do not allow the scaffold to free stand more than 4.0 metres without installing the first tie.
2.4	<input type="checkbox"/>	Installation of Mechanical Anchors	Anchor fails to hold	Structural collapse	All mechanical anchors must be installed according to the manufacturer's instructions and technical specifications. If unsure contact Top Scaff representative.
2.5	<input type="checkbox"/>	Installation of Hop up Brackets		Falling from Scaffold	Ensure hopup brackets are erected from a full scaffold deck. Erect hopup brackets from behind the standards.
2.6	<input type="checkbox"/>	Installation of Hop up Brackets	Working at Heights	Falling from Scaffold	Ensure hopup brackets are erected from a full scaffold deck. Erect hopup brackets from behind the standards.

Ref		Job Step	Hazard	Risk	Risk control measures
2.7	<input type="checkbox"/>	Fitting tie bars	Working at Heights	Falling from Scaffold	Last hopup wedge to remain loose. Fit end of tiebar to hopup with loose wedge. Whilst behind standard with one hand around the standard fit the other end of the tie bar to the adjacent hopup bracket (with wedge driven home).
2.8	<input type="checkbox"/>	Erecting Ladders	Working at Heights	Falling from Scaffold	Ensure ladders are placed progressively from the lowest levels as the scaffold lifts are being erected. Ladder to extend 1m past deck.
2.9	<input type="checkbox"/>	Erecting alloy stairways	Working at Heights	Falling from Scaffold	Ensure alloy stairways are placed progressively from the lowest levels as the scaffold lifts are being erected
2.10	<input type="checkbox"/>	Fixing / Removing shade cloth	Working at Heights	Falling from scaffold/structure	Always fix shade cloth from a full deck.
			Falling objects	Hit by falling object	Ensure shade cloth is fixed to the scaffold by tie wire at a maximum of 1m apart vertically and horizontally. All gaps or holes in the shade cloth to be filled with similar material.
3.0 Dismantle and Modify					
3.1	<input type="checkbox"/>	Inspection prior to start	Integrity of structure	Structural collapse	Visible inspection of scaffold by a competent person for damage or dislodgement of components before access.
3.2	<input type="checkbox"/>	Accessing Scaffold	Working at heights	Falling from scaffold	Access the scaffold by ladder or stair. Do not climb the standards
3.3	<input type="checkbox"/>	Removing Scaffold components	Working at heights	Falling from scaffold	All components such as shade cloth, Chain Wire, Hop Ups, Tie Bars, and Plywood should be undertaken from a full deck.
3.4	<input type="checkbox"/>	Placing Dismantled items of scaffold	Scaffold Collapse	Hit by falling scaffold	Ensure scaffold bays are not overloaded. Scaffold must not exceed design load. Check with Top Scff Representative when unsure.
			Loose items	Tripping, slipping	Always maintain tidy work area. Always remove scaffold items from decks and palletise. Do not leave loose material on decks. Do not throw items.
3.5	<input type="checkbox"/>	Dismantling Deck (with a deck in place every 2m) NO SAFETY HARNESS	Working at heights	Falling from scaffold	1. Access second deck down by stair/ ladder. 2. Dismantle boards from top deck. 3. Access platform or reach up standing on ledger behind handrail and dismantle standards, ledgers and transoms from top deck. 4. Dismantle transoms from (full) deck below. 5. Pass boards down to lower levels. 6. Repeat steps 1 to 5 for each bay; step 6 for each deck of boards.
3.6	<input type="checkbox"/>	Dismantling Toe Boards	Falling objects	Hit by falling object	Before lifting a board ensure the adjacent board is held in place. Lift the toeboard from the end and turn the adjacent board towards the centre of the deck to prevent it from dislodging. Transfer the dismantled steel board to a clear location for stacking
3.7	<input type="checkbox"/>	Removal of Ties	Scaffold Collapse	Hit by falling object	Do not allow the scaffold to free stand more than 4.0 metres. Remove the ties progressively as the scaffold is dismantled.
3.8	<input type="checkbox"/>	Removal of Stairs	Working at heights	Falling from scaffold	Access scaffold by stair. Remove ledgers, transoms and standards above top Stairway. Place two boards 1.0m down from top Stairway. Access boards to assist in removing Stairway. Additional scaffolder standing on the Stairway below to assist in removing top Stairway.
3.9	<input type="checkbox"/>	Removal of Ladder Access	Working at heights	Falling from scaffold	Access scaffold from ladder. Place temporary deck of two boards to assist in removing ledgers, transoms and standards Remove ladder and pass down to next lift
4.0 Site specific Hazards (to be completed by Supervising Scaffolder if applicable)					
4.1	<input type="checkbox"/>	Erect Scaffold next to a live edge over 15m above ground.	Working at Heights	Falling from Scaffold, fatal injury	Use of a fall arrest device
4.2	<input type="checkbox"/>				

STAFF INDUCTION & QUALIFICATIONS	Scaffolders / Labourers attending site who have not previously undertaken SWMS induction must do so before commencing work.				
	Staff 1	Staff 2	Staff 3	Staff 4	Staff 5
Name					
Role	Scaffolder <input type="checkbox"/> Labourer <input type="checkbox"/>	Scaffolder <input type="checkbox"/> Labourer <input type="checkbox"/>	Scaffolder <input type="checkbox"/> Labourer <input type="checkbox"/>	Scaffolder <input type="checkbox"/> Labourer <input type="checkbox"/>	Scaffolder <input type="checkbox"/> Labourer <input type="checkbox"/>
C.I Card (on file)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Scaffolding License (on file)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Forklift License (on file)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
HR / MR Truck License (on file)	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>	Yes <input type="checkbox"/> No <input type="checkbox"/> N/A <input type="checkbox"/>
Staff Signature *					
Date					
* We record that we attended the 'tool box' meeting and have discussed, understood and agree with the risks and control measures within the Safe Work Method Statement (SWMS) for this specific job and work site. Should there be a requirement to carry out any work not covered by this Safe Work Method Statement (SWMS) then, a further Risk Assessment will be written and a 'tool box' talk held to discuss and agree to the method to be used before the work is carried out.					

REFERENCES		
- Victorian OH&S Act 2004	- Fall Preventions for Scaffolders / Worksafe VIC Guidance Note	- AS 1576 (series) Scaffolding
- Victorian OH&S Regulations 2017	- AS/NZS 4576: 1995 – Guidelines for scaffolding	- General Guide For Scaffolds and Scaffolding Work / Safe Work Australia