

Safe Work Method Statement

Use of drills



1. Project information		
Project No. 	Project Title 	SWMS No.
Job title and scope of Works Use of drills		
Address 	ITP Ref. 	Client

2. Team and approvals		
Site Manager 	Person(s) consulted in development of SWMS 	
OHS Rep. 	Signature 	
Developed by 	Signature 	Date
Reviewed by 	Signature 	Date










3. Plant & Equipment required	6. Select the high risk construction activities involved in this task		
<ul style="list-style-type: none"> Electrical, battery and pedestal drills 	<input type="checkbox"/> Risk of person falling more than 2m	<input type="checkbox"/> Carried out in or near a shaft with a depth greater than 1.5 metres	<input type="checkbox"/> Carried out in, in or near road, railway shipping lane or other traffic corridor
	<input type="checkbox"/> Carried out on telecommunication tower	<input type="checkbox"/> Involves the use of explosives	<input type="checkbox"/> Carried out near movement of mobile plant
4. Emergency Equipment required	<input type="checkbox"/> Involved demolition	<input type="checkbox"/> Carried out on or near pressurised gas mains or pipes	<input type="checkbox"/> Involves artificial extremes of temperatures
<ul style="list-style-type: none"> 	<input type="checkbox"/> Involves disturbance of asbestos	<input type="checkbox"/> Carried out on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Carried out in or near water or other liquid
5. Hazardous chemicals used	<input type="checkbox"/> Involves alterations or repair that require temporary support	<input type="checkbox"/> Carried out on or near electrical installations	<input type="checkbox"/> Involves diving work
<ul style="list-style-type: none"> 	<input type="checkbox"/> Carried out in or near confined space	<input type="checkbox"/> Carried out in an area that may have a flammable or combustible atmosphere	<input type="checkbox"/> Involves tiltup or precast concrete

7. Maintenance checks required:	<ul style="list-style-type: none"> Tools should be inspected prior to use by workers. Electrical tools and equipment must be inspected, tested and tagged before use. The Director, Service Operations will ensure that quarterly assessments are carried out to confirm that the conditions as set out in this SWMS are complied with. In the case that it is not being followed, a notice in accordance with the Breach of Work Place Health and Safety requirements procedure WPHS030-1 will be issued.
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8. OHS hazards associated with the task		
<input type="checkbox"/> Access / egress	<input type="checkbox"/> Lasers	<input checked="" type="checkbox"/> Noise
<input checked="" type="checkbox"/> Electrical	<input type="checkbox"/> Hazardous chemicals	<input type="checkbox"/> Asbestos
<input type="checkbox"/> Moving traffic / plant	<input checked="" type="checkbox"/> Power tools	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> Hot work	<input type="checkbox"/> Fauna	
<input type="checkbox"/> Fatigue / work alone	<input type="checkbox"/> UV light	
<input checked="" type="checkbox"/> Manual handling	<input type="checkbox"/> Falling objects	

9. Environmental hazards associated with the task		
<input type="checkbox"/> Air quality	<input type="checkbox"/> Flora / fauna	<input type="checkbox"/> Contaminated water
<input type="checkbox"/> Bulk excavation / spoil	<input type="checkbox"/> Sediment erosion	<input type="checkbox"/> Noise / vibration
<input type="checkbox"/> Concrete waste	<input type="checkbox"/> Spills	<input type="checkbox"/> Other
<input type="checkbox"/> Contaminated soil	<input type="checkbox"/> Slurry & discharges	
<input type="checkbox"/> Dewatering / pumpout	<input type="checkbox"/> Stormwater	
<input type="checkbox"/> Hazardous chemicals	<input type="checkbox"/> Heritage	

10. Approvals required			11. Personal qualifications & experience (e.g. WorkCover ticket, licence, exp.)	
<input type="checkbox"/> Work at heights	<input type="checkbox"/> Isolations	<input type="checkbox"/> Authority approval	<input checked="" type="checkbox"/> General Construction Card	<input type="checkbox"/> Asbestos removal
<input checked="" type="checkbox"/> Hot work	<input type="checkbox"/> Comcare	<input type="checkbox"/> Confined space entry	<input checked="" type="checkbox"/> Site specific induction	<input type="checkbox"/> Other
<input type="checkbox"/> Defence	<input type="checkbox"/> Council approval	<input type="checkbox"/> Other	<input type="checkbox"/> EWP training below 11m	<input type="checkbox"/> Other
<input type="checkbox"/> Overhead power lines	<input type="checkbox"/> Excavation	<input type="checkbox"/> Other	<input type="checkbox"/> High risk work licence	<input type="checkbox"/> Other

12. Personal Protective Equipment (PPE) required								
<input checked="" type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input type="checkbox"/> 	<input checked="" type="checkbox"/> 	<input checked="" type="checkbox"/> 	<input checked="" type="checkbox"/> 	<input checked="" type="checkbox"/> 
<input type="checkbox"/> Other: P2 filter								

13. Relevant OHS legislation, Codes and Standards		
Harmonisation Laws (NSW, ACT, QLD, SA) & Codes of Practice	Australian Standards	
<input checked="" type="checkbox"/> Work Health & Safety Act 2011 <input checked="" type="checkbox"/> Work Health and Safety Regulations 2011/2017 <input type="checkbox"/> Abrasive blasting <input type="checkbox"/> Confined spaces <input type="checkbox"/> Demolition work <input type="checkbox"/> Excavation work <input type="checkbox"/> First aid in the workplace <input checked="" type="checkbox"/> Hazardous manual tasks <input type="checkbox"/> How to manage and control asbestos in the workplace <input type="checkbox"/> How to safely remove asbestos <input checked="" type="checkbox"/> Managing electrical risks in the workplace <input checked="" type="checkbox"/> Managing noise and preventing hearing loss at work <input type="checkbox"/> Managing risks of hazardous chemicals <input type="checkbox"/> Managing the risk of falls in the workplace <input type="checkbox"/> Managing the risks of plant in the workplace <input type="checkbox"/> Spray painting and powder coating <input type="checkbox"/> Welding processes	Electrical & Plumbing <input type="checkbox"/> AS 3500 series – Plumbing and drainage <input type="checkbox"/> AS 3012 – Electrical Installations – Construction and Demolition site. <input type="checkbox"/> AS/NZS 3000 – Electrical installations <input type="checkbox"/> AS 4509 – Stand alone power systems <input checked="" type="checkbox"/> AS/NZ 3760: In-service safety inspection and testing of electrical equipment; <input checked="" type="checkbox"/> AS/NZ 3190: Approval and test specification – Residual current devices (current operated earth-leakage devices); <input checked="" type="checkbox"/> AS/NZ 3175: Residual Current Devices; Asbestos/ Hazardous Substances/ Handling & Storage Materials <input type="checkbox"/> AS/NZS 1596 – The Storage and handling of LP Gas <input type="checkbox"/> AS 1940 – The storage and handling of flammable and combustible liquids Scaffold <input type="checkbox"/> AS 1576.1 – Scaffolding, General Requirements <input type="checkbox"/> AS 1657 – Fixed Platforms – Walkways – Stairways - Ladders <input type="checkbox"/> AS/NZS 4576 – Guidelines for scaffolding <input type="checkbox"/> AS 1576.4 – Scaffolding Part 4: Suspended scaffolding Plant & Equipment <input type="checkbox"/> AS 2397 – Safe use of lasers in the building and construction industry	<input type="checkbox"/> AS/NZS 1891 – Industrial fall-arrest systems and devices – Safety belts and harnesses <input type="checkbox"/> AS/NZS 1892 – Portable Ladders <input type="checkbox"/> AS 4839 – The safe use of portable and mobile oxy fuel gas systems for welding, cutting and allied processes. Confined Space <input type="checkbox"/> AS 2865 – Safe working in a confined space <input type="checkbox"/> AS/NZS 1715 – Selection, use and maintenance of respiratory protective devices. Cranes <input type="checkbox"/> AS 1418.1 – Cranes, hoists and winches – General requirements <input type="checkbox"/> AS 1418.8 Cranes, hoists and winches – Special purpose appliances <input type="checkbox"/> AS/NZS 1418.10 – Cranes, hoists and winches – Part 10 – Elevating work platforms <input type="checkbox"/> AS 1418.15:1994 – Cranes (including hoists and winches) Part 15: Concrete placing equipment <input type="checkbox"/> AS 2550.10:2006 – Safe use, Mobile elevating work platform (EWP use only) PPE <input checked="" type="checkbox"/> AS/NZ 1336 Recommended Practices for eye Protection In The Industrial Environment <input checked="" type="checkbox"/> AS/NZ1270:2002 Acoustics - Hearing Protectors <input checked="" type="checkbox"/> AS/NZ 2161 Occupational Protective Gloves

14. SWMS Review
<ul style="list-style-type: none"> SWMS must be formally reviewed by the Site Manager/Project Manager and updated whenever: a significant change to task or activity is identified, an incident occurs relating to the task or activity, a significant hazard is identified relating to the task or activity or maximum 3 months since implementation. If hazards, that were not included in the SWMS, are identified then works must cease immediately. The SWMS must be reviewed in consultation with the workforce and changes communicated via a toolbox meeting. Toolbox minutes to remain as an attachment to this SWMS.

15. Assessment									
Job Tasks (in order to be completed)	Foreseeable Hazards	Initial Risk Level			Hazard Control Measures 1. Eliminate 2. Substitute 3. Isolate 4. Engineer 5. Admin 6. PPE	Residual Risk Level			Person(s) Responsible
		P	C	R		P	C	R	
1. Use of drills (electrical, battery and pedestal drills)	Sparks	B	3	M	<ul style="list-style-type: none"> Safety glasses and face shield are to be worn during this task. Clear work area of flammable and combustible materials. Ensure work area is dry Check for smouldering material during and on completion of work Keep a fire extinguisher close to the location of the works. Obtain permits if required (e.g. Hot Work Permit) 	B	2	L	Site Manager, Trade / contractor Site Supervisor.
	Contact with physical elements	B	3	M	<ul style="list-style-type: none"> Ensure the path of the extension lead is not exposed to potential lead damage e.g. traffic, hot work, sharp edges. Extension leads must be protected and raised from ground at least 2m, using insulated hangers If leads must be run on ground, they must be protected e.g. use of protection ramps 	B	2	L	Site Manager, Trade / contractor Site Supervisor.
	Contact with live exposed electrical parts	D	3	H	<ul style="list-style-type: none"> Inspect the plant, equipment and leads for exposed wiring All portable electrical tools to be used on site are to be tagged and tested every 3 months by a qualified electrician. Electrically isolate (or disconnect) all portable powered tools prior to changing blades, bits, or other maintenance. Electrical appliances must be connected to a compliant RCD. 	B	3	M	Site Manager, Trade / contractor Site Supervisor.
	Contact with unknown materials	D	3	H	<ul style="list-style-type: none"> Check for obscured wiring in work Ensure type of material being drilled is known e.g. Asbestos not to be drilled Check for obscured pipework and utilities 	B	3	M	Site Manager, Trade / contractor Site Supervisor.

	Hot surfaces / objects	B	3	M	<ul style="list-style-type: none"> Keep unauthorised personnel out of the work area at all times. Use gloves as required to protect against hot surfaces of equipment that has cut/drilled. 	B	2	L	Site Manager, Trade / contractor Site Supervisor.
	Sharp objects	B	3	M	<ul style="list-style-type: none"> Ensure that guarding is erected and used correctly. Store sharps (drill bits) in a safe manner Remove jewellery and ensure loose clothing is secured to protect against entanglement Wear leather gloves when handling discs. 	B	2	L	Site Manager, Trade / contractor Site Supervisor.
	Rotating components	D	3	H	<ul style="list-style-type: none"> Inspect drill bit for defects before use Use correct cutting or grinding disc Ensure object being drilled is secure Select appropriate drill and type of bit to suit task and material Drill pilot hole if necessary Select appropriate speed and hold drill at 90o to work Apply appropriate force only Ensure drill bit has stopped rotating before putting down the drill Wear close fitting clothing &remove dangling jewellery Wear cap/hair net or tie up long hair 	B	3	M	Site Manager, Trade / contractor Site Supervisor
	Combustible materials	B	3	M	<ul style="list-style-type: none"> Clear work area of flammable and combustible materials. Ensure work area is dry Check for smouldering material during and on completion of work Keep a fire extinguisher close to the location of the works. Obtain permits if required (e.g. Hot Work Permit) 	B	2	L	Site Manager, Trade / contractor Site Supervisor.
	Noise	B	3	M	<ul style="list-style-type: none"> Operators and workers working within the vicinity must wear hearing protection where works exceed standards 	B	2	L	Site Manager, Trade / contractor Site Supervisor.

	Projectiles	B	3	M	<ul style="list-style-type: none"> Keep unauthorised personnel out of the work area at all times. Safety eye protection in the form of a face shield, glasses or goggles and hearing protection are to be worn by operators of portable electrical equipment, as well as those persons at risk of contact with projectiles and noise given off by the equipment operation. 	B	2	L	Site Manager, Trade / contractor Site Supervisor.
	Dust	B	3	M	<ul style="list-style-type: none"> Sweep filings / swarf into a pile out of the way of work area after drilling Operators to wear P2 filter and goggles Keep unauthorised personnel out of the work area at all times. 	B	2	L	Site Manager, Trade / contractor Site Supervisor.

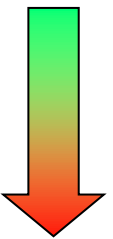
16. Monitoring and review of control effectiveness					
Observation log	01	02	03	04	05
Initial					
Date					

17. Risk Analysis Tables

RISK MATRIX					
CONSEQUENCE RATING	PROBABILITY RATING				
	RARE	UNLIKELY	OCCASIONAL	LIKELY	ALMOST CERTAIN
	A	B	C	D	E
5	High	High	Extreme	Extreme	Extreme
4	Moderate	Moderate	High	Extreme	Extreme
3	Low	Moderate	Moderate	High	Extreme
2	Low	Low	Moderate	Moderate	High
1	Low	Low	Low	Moderate	High

Low	Tolerable, monitor and manage
Moderate	Requires monitoring and strict control measures
High	Do not begin works, seek advice from Department Manager before proceeding, implement additional controls
Extreme	Do not undertake task. Seek advice from Department Manager before proceeding. General Manager will assess this risk after discussions with department manager.

CONSEQUENCE RATING	CONSEQUENCE DESCRIPTION
	Permanent Disability/ Fatality Severe Service Failure/ Effect on Customer Irreversible Damage to Environment
4	Requires Ongoing Medical Treatment Serious Disruption to Job/ Property Damage Serious Environmental Impact
3	Hospitalisation Moderate Disruption to Job/ Property Damage Moderate Environmental Impact
2	Medical Treatment Brief/ Minor Disruption to Job Nil or Minor Property Damage Minor Environmental Impact
1	First Aid Treatment Only Insignificant Effect on Job No Environmental Impact

<p>Most Effective</p>  <p>Least Effective</p>	ELIMINATION – Remove the hazard completely (e.g. eliminate the task, eliminate noise or vibration)
	SUBSTITUTION – Replace with something less hazardous (e.g. use less hazardous chemical)
	ISOLATION - As much as possible, separate the hazard or hazardous work practice from people by distance or using barriers
	ENGINEERING – Modify or redesign equipment and machinery (e.g. raise bench, use guards or RCD)
	ADMINISTRATIVE – Use signage, procedures, inspections, manuals or gain further training.
	PPE – Use personal protective equipment and clothing (e.g. gloves, hard hat, hi-vis vest etc.)

18. Worker Acknowledgement

All Air Comfort Services Pty Ltd employees including subcontractor are to read the ACS Site Specific Safety Plan and sign as their personal acknowledgment of reading and understanding the safety information contained within, prior to commencement on site. The Site Supervisor will check that all employees/subcontractors have a current general safety induction and have attended the builder's site specific induction prior to commencement on site.

BY SIGNING THIS YOU ACKNOWLEDGE THAT:

- The SWMS has been explained to you
- Its contents are clearly understood
- Your qualifications relating to this activity are current and have read your responsibilities below
- You have had the opportunity to have input to the preparation of the SWMS
- You will comply with the SWMS otherwise, you work will stop immediately

OHS responsibilities - all workers	OHS responsibilities - Site Manager / Supervisor
<ul style="list-style-type: none"> • Must have a current General Construction induction card (White Card) • Relevant recognised plant operators ticket if operating machinery and high risk work licence • Completed a site specific induction • Must have the necessary knowledge and experience to complete the works in focus • Must attend tool box talks and other consultation arrangements • Adhere to controls implemented within this SWMS 	<ul style="list-style-type: none"> • Must have a current General Construction induction card (White Card) • Completed a site specific induction • Must have the necessary knowledge and experience to complete the works in focus • Must attend tool box talks and other consultation arrangements • Must monitor and review the implementation of controls (by site and task inspection)

Full Name	Signature	Date	Company	License Type	License Number	White Card Number