
SAFE WORK METHOD STATEMENT

Use of Master Builders Generic Safe Work Method Statements

Disclaimer:

The Master Builders Association of Victoria expressly disclaim all and any liability to any person in respect of anything, and of consequence of anything done or omitted to be done by any or such person in reliance, whether wholly or partially on this generic safe work method statement.

Rules for the use of Master Builders generic SWMS

1. This generic SWMS is provided as a sample. It is not to be used by a builder or subcontractor for the purpose of managing safety on their projects. It can be used as a template to enable builders and subcontractors to produce their own SWMS. Master Builders have carbon copy pads available for sale to enable builders/subcontractors to produce their own SWMS.
2. Employers intending to use this SWMS as a template for their own SWMS must ensure they consult with their employees, including their Health and Safety Representatives, prior to its introduction.
3. Builders and subcontractors must ensure that their SWMS is relevant to the project at hand. Generic SWMS should not be used unless precautions have been taken to ensure that the document adequately addresses the hazards and risks relevant to each particular project.
4. Builders and subcontractors intending to use this sample SWMS as a template for their own generic SWMS, without making any changes to the detail, must ensure that they adhere to and implement all of the relevant risk controls.
5. The range of generic SWMS provided by Master Builders are not sufficiently broad enough to cover “all” hazards or risks encountered by builders and subcontractors. It does not cover the full list of requirements for which SWMS are specifically required under the OHS Construction Regulations. It is important that the builder or subcontractor undertake their own hazard identification and risk control process relevant for each particular task.

It is highly recommended that persons who are responsible for preparing and reviewing SWMS undertake training so as to understand the process of identifying and controlling risks in the workplace.

REMEMBER: EACH SWMS SHOULD BE SITE SPECIFIC & INCLUDE ALL WORKERS IN THE DEVELOPMENT OF THE SWMS.

ALL WORKERS SHOULD SIGN OFF TO VERIFY THAT THEY UNDERSTAND ALL THE REQUIREMENTS OF THIS SAFE WORK METHOD STATEMENT.



Don't hire a trailer, don't hire a bin.
 We'll hand load your rubbish, so give us a ring.

SAFE WORK METHOD STATEMENT

COMPANY NAME: Must Collect Rubbish	SITE NAME:	SAFE WORK METHOD STATEMENT NO. 8
CONTRACTOR:	ACTIVITY: RUBBISH REMOVAL Basic Lifting & Carrying	PERMIT TO WORK REQUIREMENT Yes / No

Tasks List the tasks required to perform the activity in the sequence they are carried out.	Hazards and Risks What can harm you - Hazards? What can happen - Risks?	Risk control measures List the control measures required to eliminate or reduce the risk of injury and detail how the control measures will be put in place.	Who is responsible? Write the name of the person responsible (supervisor or above) to implement the control measures identified.
Size up Load	Heavy weight, awkward shape or dimensions	Use lifting machinery, get assistance for loads which are heavy or have awkward dimensions	
Assess travel path and distance	Uneven ground, slips, trips, falls, slope up or down, fatigue over distance	Clear rubble, secure ramps or plants, avoid difficult terrain, get help for carrying loads over longer distance, clear area to place load	
Check equipment	Lifting equipment in poor condition & lack of P.P.E.	Check equipment, repair as necessary, use suitable gloves, footwear & any other P.P.E. appropriate for this situation.	
Position yourself	Unnecessary twisting / turning, back / shoulder strain	Face yourself in direction of travel	
Prepare to lift	Standing too far away from load, bent back, back & shoulder strain.	Get as close to the load so that the back can be kept straight during lift. Place one foot forward & one foot back. Load should be on palm of hand not finger tips	
Lift Load	Incorrect lifting techniques, general sprains and strains	Use correct lifting stance, straighten back & arms, chin in, bent knees, one foot slightly forward, be prepared to move forward when weight is lifted.	
Carry the load	Lack of balance, twisting body, back, shoulder, ankle, knee strain	Keep pace even & steady, keep back straight, chin in, keep load close to body.	
Lowering the load	Back strain, bending back (not knees)	Keep back straight, head up, chin up, position on foot forward and one foot back, bend knees to lower load.	

**Remember: Each SWMS should be site specific. Include all workers in the development of the SWMS.
 All workers should sign off to verify that they understand all the requirements of this Safe Work Method Statement.**



SAFE WORK METHOD STATEMENT

COMPANY NAME: MUST COLLECT RUBBISH	SITE NAME:	SAFE WORK METHOD STATEMENT No. 12
CONTRACTOR:	ACTIVITY: RUBBISH REMOVAL Use of Wheelbarrow, Basic Wheeling	PERMIT TO WORK REQUIREMENT Yes / No

Tasks List the tasks required to perform the activity in the sequence they are carried out.	Hazards and Risks What can harm you - Hazards? What can happen - Risks?	Risk control measures List the control measures required to eliminate or reduce the risk of injury and detail how the control measures will be put in place.	Who is responsible? Write the name of the person responsible (supervisor or above) to implement the control measures identified.
Access travel path	Uneven ground, slips, trips, falls, slope up or down	Clear rubble, secure ramps or plants, avoid difficult terrain.	
Check equipment	Equipment in poor condition & lack of P.P.E.	Check tyre pressure, repair as necessary, use suitable gloves, footwear & any other P.P.E. appropriate for this situation.	
Position Wheelbarrow/ bin	Unnecessary twisting / turning, back / shoulder strain	Face wheelbarrow /bin in direction of travel	
Load Wheelbarrow / bin	Overloaded, unbalanced/uneven load, back & shoulder strain.	Ensure load is distributed evenly and as far forward as practicable, limit contents to an appropriate level for conditions & operator.	
Lift and start wheeling	Incorrect lifting techniques, general sprains	Use correct lifting stance, straight back & arms, chin in, bent knees, one foot slightly forward, be prepared to move forward as soon as weight is taken off ground.	
Wheeling	Lack of balance, load shifting, back/shoulder, ankle, knee strain	Keep pace even & steady, keep back & arms straight, chin in, knees should absorb shock, be prepared to move weight of load forward over the wheel & use the momentum for dumping. If not dumping, bend knees (not back) to lower wheelbarrow, legs to ground, which should be level so wheelbarrow will be stable.	
Loading truck	Back /shoulder strain , incorrect loading techniques ,	Rubbish to be loaded their from one side or the back , placed evenly ,	

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SAFE WORK METHOD STATEMENT

COMPANY NAME: MUST COLLECT RUBBISH	SITE NAME:	SAFE WORK METHOD STATEMENT No. 13
CONTRACTOR:	ACTIVITY: RUBBISH REMOVAL Use of a Shovel	PERMIT TO WORK REQUIREMENT Yes / No

Tasks List the tasks required to perform the activity in the sequence they are carried out.	Hazards and Risks What can harm you - Hazards? What can happen - Risks?	Risk control measures List the control measures required to eliminate or reduce the risk of injury and detail how the control measures will be put in place.	Who is responsible? Write the name of the person responsible (supervisor or above) to implement the control measures identified.
Access work area	Uneven ground, slips, trips, falls, slope up or down	Clear rubble, avoid difficult terrain.	
Check equipment	Equipment in poor condition & lack of P.P.E. Splinter from handle	Check & repair as necessary (remove splinters from handle, etc). Use suitable globes, safety footwear & any other appropriate for this situation.	
Access Work Task	Unnecessary twisting & turning, back & shoulder strain, inadequate equipment.	Use wheelbarrow or other appropriate equipment to move material that cannot be reasonably thrown.	
Use of Shovel	Incorrect posture, wrist, arm, back & shoulder strain	Keep back straight, position one hand near shovel head, the other hand should be near the end of the handle, bend knees to position head of shovel towards material, use body weight (not arms) and step forward to push shovel into material. Hand closest to the shove-head should be re-positioned further forward to take the additional load of the material during the lift. Straighten knees (not back) to lift the loaded shovel, do not twist body, move feet to the position for dumping or throwing the load.	
Entering back of truck	Uneven surface , slips/ falls , nails ,	Enter truck from back with gates open or the sides via truck step, be aware the surface is uneven	

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SAFE WORK METHOD STATEMENT

COMPANY NAME: MUST COLLECT RUBBISH	SITE NAME:	SAFE WORK METHOD STATEMENT No. 53
CONTRACTOR:	ACTIVITY: RUBBISH REMOVAL Traffic Control	PERMIT TO WORK REQUIREMENT Yes / No

Tasks List the tasks required to perform the activity in the sequence they are carried out.	Hazards and Risks What can harm you - Hazards? What can happen - Risks?	Risk control measures List the control measures required to eliminate or reduce the risk of injury and detail how the control measures will be put in place.	Who is responsible? Write the name of the person responsible (supervisor or above) to implement the control measures identified.
Set up signage and work area	Persons being struck by vehicles	Traffic controllers to wear high visibility vests & relevant PPE at all times, eg: vests, hard hats	
	Signage placed in incorrect location causing vehicle accident UV Damage to personnel	All traffic controllers to be inducted into traffic management plan prior to start. Traffic controllers to set up signage as per traffic management plan Minimum 2 ticketed traffic controllers required. Appropriate UV protection to be used as required	
Traffic control general	Vehicle accidents causing injury to pedestrians, personnel, drivers & passengers	Traffic controllers to adhere to traffic management plan. Traffic controllers to maintain visual contact with each other at all times. All trucks entering site to be inducted in traffic management plan prior to arrival on site, & adhere to plan.	
Trucks entering/leaving work area	As above	Traffic controllers to be in position with stop/slow signs to regulate trucks and work vehicle movements.	
General	As above	All signage and number of signs to be strictly in accordance with traffic management plan. Refer to daily newspapers for Sunsmart UV Alert Rating Refer to Sunsmart Information Sheet – Early Detection & Treatment of Skin Cancer.	
	Heat Stress	Implement agreed rest breaks ie: 10 mins per hour, task rotation Refer to VCSA/EBA Policy for guidance Encourage workers to drink water not soft drinks or alcohol. Work in shade if possible: <ul style="list-style-type: none"> • Ensure hard hats have brim extension • Sunscreen – minimum 30+ 	

		• Don't work in direct sunlight between 10am-2pm where possible	
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SAFE WORK METHOD STATEMENT

COMPANY NAME: MUST COLLECT RUBBISH	SITE NAME:	SAFE WORK METHOD STATEMENT No. 54
CONTRACTOR	ACTIVITY: RUBBISH REMOVAL UV Protection-working in direct sunlight &/or hot weather	PERMIT TO WORK REQUIREMENT Yes / No

Tasks List the tasks required to perform the activity in the sequence they are carried out.	Hazards and Risks What can harm you - Hazards? What can happen - Risks?	Risk control measures List the control measures required to eliminate or reduce the risk of injury and detail how the control measures will be put in place.	Who is responsible? Write the name of the person responsible (supervisor or above) to implement the control measures identified.
Pre-commencement	Lack of procedural knowledge	Induct all site personnel into this SWMS & toolbox them into company policy & procedures	
Working in direct sunlight and/or hot weather	Dehydration	Provide cool drinking water in close proximity to work area.	
Position Wheelbarrow / bin	UV Exposure	Where possible schedule works out of direct sunlight. Ensure appropriate consultation has been carried out prior to the work commencing. Carry out appropriate Risk assessment as listed below. All personnel to be supplied with personal protective equipment adequate for providing UV protection. <ul style="list-style-type: none"> • Shirts with collar (long sleeve or sleeves to elbow). • Trousers or knee length shorts • Sunglasses – UV rated • Hard hats with brim extension • Sunscreen – minimum 30+ 	

Workers Name:	Signature	Workers Name	Signature

**Remember: Each SWMS should be site specific. Include all workers in the development of the SWMS.
All workers should sign off to verify that they understand all the requirements of this Safe Work Method Statement.
Please note that the handling of hazardous material is not applicable to Must Collect Rubbish Pty Ltd.**

Risk Assessment

	FREQUENCY			
OUTCOME	Daily	Weekly	Monthly	Rarely
Fatality	HIGH	HIGH	HIGH	HIGH
Major injuries	HIGH	HIGH	MEDIUM	MEDIUM
Minor injuries	HIGH	MEDIUM	MEDIUM	LOW
Negligible Injuries	MEDIUM	MEDIUM	LOW	LOW