



PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS

PO BOX 686 PASCOE VALE VIC 3044  
 premiumscaffoldsolutions@gmail.com

'Safe Work and Environmental Method Statement'.

<b>Contractor:</b>	<b>Premium Scaffold Solutions Pty Ltd</b>	<b>ABN #</b>	<b>42 149 568 981</b>	<b>Address:</b>	<b>UNIT 2/47 Assembly Drive, TULLAMARINE VIC 3043</b>		
<b>Workplace / Project:</b>							
<b>WRA Referred to:</b>	<b>Workplace Risk Assessment</b>	<b>Specific Clauses:</b>	<b>17</b>	<b>Date of WRA:</b>		<b>File Name/ No: of WRA.</b>	<b>1000F2 OHS Workplace Risk Assessment</b>

## SWEMS 0001 - ERECTION & DISMANTLING OF SCAFFOLD

<b>Scope of Work: - Describe</b> the work / task or process required. Include in the scope of work 1) What you are doing? 2) Where you are doing it? 3) What plant, equipment and materials you are planning to use? 4) What trades are involved; and specifics like terrain, work at heights, weights of equipment and materials? 5) Consider the working environmental impacts from both Safety & Environmental factors.		Required PPE		Plant Required	
			Eye Protection (Glasses)	✓	Forklift
	Eye Protection (Goggles)		Mobile Crane	✓	
	Protective Footwear	✓	Tower Crane		
	High Visibility Clothing	✓	Elevated Work Platform	✓	
	Hard Hat	✓	Ladder	✓	
	Long Sleeves/Pant	✓	Man/ Material Hoist		
	Gloves	✓	Scaffold	✓	
	Personal Fall Arrest	✓	Various Lengths of Planks	✓	
	Protective Clothing	✓	Non-Powered Hand Tools	✓	
1	Erection/ Dismantling of Scaffold				
2	Site				
3	Crane, fork lift, scissor lift, scaffold components				
4	Scaffolders				
5	Site Conditions / Weekly Maintenance Checks				

<b>PSS Site Manager:</b>	Anthony Caccamo	<b>SIGNATURE:</b>		<b>DATE:</b>	
<b>PSS Supervisor:</b>	Emmanuel Caccamo	<b>SIGNATURE:</b>		<b>DATE:</b>	
<b>PSS Supervisor:</b>	Brett Sutton	<b>SIGNATURE:</b>		<b>DATE:</b>	
<b>PSS:</b>		<b>SIGNATURE:</b>		<b>DATE:</b>	

**PREMIUM SCAFFOLD SOLUTIONS HEALTH AND SAFETY REPRESENTATIVES CONSULTED**



PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS  
PO BOX 686 PASCOE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

<b>SUPERVISOR OF THE WORK</b>	<b>Anthony Caccamo &amp; Brett Sutton</b> C/o Premium Scaffold Solutions	<b>QUALIFICATIONS &amp; EXPERIENCE OF SUPERVISOR OF THE WORK</b>	<b>16 YEARS+</b>			
<b>HAZARDOUS SUBSTANCES TO BE BROUGHT TO AND/OR PRESENT ON SITE</b>						
<b>Product Name</b>			<b>MSDS (attached)</b>		<b>Are suitable controls identified within this SWEMS to address the risks listed in the MSDS</b>	
			Yes	No	Yes	No
<b>PERSONNEL DETAILS</b>						
All competencies, skills and or instruction required and conducted must be recorded on the training matrix attached to this SWEMS,						
<b>Occupations</b> Trades/Skills/Work Teams		Ticketed / skilled personnel:	Scaffolders			
		General work team:	Yes			
		Apprentices:	No			
<b>Qualifications / Permit Required</b>		Certificate of Competency Scaffolding, Applicable Class Drivers Licence, Heavy vehicle License (MR), Construction Industry Induction Card.				
<b>Training required to perform tasks required in this SWEMS</b>		Construction Industry General Induction Workplace Specific Induction Induction in to this SWMS	<b>Details of Maintenance Checks</b>		Weekly checks of vehicles, 3 months testing and tagging of tools, inspection of components, pre-start EWP (if required).	



PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS  
PO BOX 686 PASCOE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

CONSEQUENCES		OHS SAFETY EXAMPLE	ENVIRONMENTAL IMPACT EXAMPLE	BUSINESS IMPACT EXAMPLE		CONTROL METHOD		DESCRIPTION	POINT REDUCTION	MINIMUM POINTS	Most Preferred						
Insignificant	1	First aid reportable no treatment required, Near Miss.	On site reversible	Loss of ½ day from project		Elimination	A	Eliminate a hazardous substance or a process that is not required for a system of work.	25	0		↓					
Minor	2	First aid treatment	On site irreversible	Loss of 1 day from project resulting in modification to the program.													
Moderate	3	Medical Treatment required (MTI)	Off site reversible	Loss 1 week.													
Major	4	Lost Time Injury (LTI), Disabling Injury (DI), MTI resulting in restriction of duties.	Off site irreversible	Loss of 1 month or intellectual property.													
Catastrophic	5	Fatality, Permanent Disability, loss of production capability	Major incident	Total failure of the project.													
<b>CONSEQUENCE</b>																	
			INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC										
			1	2	3	4	5										
LIKELIHOOD	ALMOST CERTAIN	Is expected to occur in most circumstances.	a	11 MODERATE	16 VERY HIGH	20 VERY HIGH	23 EXTREME	25 EXTREME	Engineering	D	10	2					
	LIKELY	Will probably occur in most circumstances.	b	7 MODERATE	12 MODERATE	17 VERY HIGH	21 VERY HIGH	24 EXTREME									
	POSSIBLE	Might occur at sometime.	c	4 LOW	8 MODERATE	13 MODERATE	18 VERY HIGH	22 VERY HIGH									
	UNLIKELY	More likely not to occur under normal circumstances.	d	2 LOW	5 LOW	9 MODERATE	14 MODERATE	19 VERY HIGH									
	RARE	May occur in exceptional circumstances.	e	1 LOW	3 LOW	6 LOW	10 MODERATE	15 VERY HIGH									
<b>RISK SCORE</b>																	
POINTS	RESULT DESCRIPTION					FURTHER ACTION REQ'D											
0 – 6	Acceptable					YES NO											
7 – 14	Acceptable only when all practicable control methods have been investigated, a score of seven (7) has been determined as a significant risk.					<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>											
15 – 22	Further controls to be investigated and implemented prior to work commencing.					<input checked="" type="checkbox"/> <input type="checkbox"/>											
23 +	Work not to commence.					<input checked="" type="checkbox"/> <input type="checkbox"/>											
								Personal Protective Equipment (PPE)		F		3		5		Least Preferred	



# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

WORK SEQUENCE BASIC JOB STEPS	POTENTIAL HAZARDS	Risk Score	PROPOSED ACTION / CONTROL MEASURE	Control Point Reduction	Residual Risk	ACTION BY
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence	Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident	Assess the Risk	Specify what action/procedures will be taken to eliminate or minimise the hazards, the risk of injury/damage, and/or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.	Assess the Risk		Specify Person(s) Responsible
<b>STEP 1 - General Planning</b>	<ul style="list-style-type: none"> <li>Inadequate training multiple risks</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Qualified scaffolders</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>Hot weather</li> <li>Dizziness, dehydration, illness</li> </ul>	B/3/17	<ul style="list-style-type: none"> <li>✓ Where practicable schedule tasks to cooler times of the day</li> <li>✓ Use wide brimmed safety helmet cover rehydrate, relocate when exposed to direct sunlight over 32° C</li> </ul>	E/5	12	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>Wet weather</li> <li>Slips trips falls, sprains strains</li> </ul>	B/3/17	<ul style="list-style-type: none"> <li>✓ No work in rain</li> </ul>	A/25	0	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>Muddy/ Wet/ Debris</li> <li>Slips trips falls, sprains strain slippery surfaces</li> </ul>	B/3/17	<ul style="list-style-type: none"> <li>✓ Notify supervisor no works</li> </ul>	E/5	12	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>Access to work area: Slips trips falls, sprains strains poor access or housekeeping</li> </ul>	B/3/17	<ul style="list-style-type: none"> <li>✓ Defined walkways uncluttered and unobstructed maintained</li> </ul>	D/10	7	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>Lighting: Insufficient light, slips trips falls, walking into objects</li> </ul>	B/2/12	<ul style="list-style-type: none"> <li>✓ Access ways to sufficiently lit</li> </ul>	D/10	2	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>UV Exposure: Exposure to Ultra violet light</li> </ul>	A/2/16	<ul style="list-style-type: none"> <li>✓ Correct PPE, use wide brimmed safety helmet cover rehydrate,</li> </ul>	F/3	13	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>Noise: Hearing loss permanent damage</li> </ul>	C/4/14	<ul style="list-style-type: none"> <li>✓ Relocate works where practicable, use hearing protection</li> </ul>	F/3	11	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>Public/ Pedestrian</li> <li>Slips trips falls</li> <li>Scaffold material, exposure to work area</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Isolate area from public, barricading, signage, hoarding, delineation</li> </ul>	C/10	3	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>Proximity to Powerlines: electrocution</li> </ul>	D/5/19	<ul style="list-style-type: none"> <li>✓ Risk assessment, No Go Zones, power authority written notification</li> </ul>	C/15	4	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>Vehicle Damage</li> <li>Damage to scaffold</li> <li>Injury to workers, injury to public</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Council permits, power authorities, traffic management, guarding/barricading</li> </ul>	D/10	3	Scaffolders, Installers & Assistants



PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS  
PO BOX 686 PASCOTE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

WORK SEQUENCE BASIC JOB STEPS	POTENTIAL HAZARDS	Risk Score	PROPOSED ACTION / CONTROL MEASURE	Control Point Reduction	Residual Risk	ACTION BY
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence	Identify the hazards associated with each step. Examine each to find possibilities that could lead top an accident	Assess the Risk	Specify what action/procedures will be taken to eliminate or minimise the hazards, the risk of injury/damage, and/or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.	Assess the Risk		Specify Person(s) Responsible
	<ul style="list-style-type: none"> <li>Cranes: Damage to scaffold</li> <li>Injury to employees/public</li> </ul>	D/4/14	✓ No obstructions, overlong components that may interfere with crane movement	E/5	9	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>Underground Services: Weight of scaffold erected on top of underground services may damage them</li> </ul>	C/5/15	✓ Identify underground services, ensure adequate weight distribution	E/5	10	Scaffolders, Installers & Assistants
<b>STEP 2</b> - Unloading of scaffold materials	<ul style="list-style-type: none"> <li>Delivery &amp; unloading of scaffold materials may cause injury to workers or general public</li> </ul>	B/3/17	✓ Co-ordinate delivery & unloading prior to arrival of workers or set up exclusion zones schedule crane /forklift times	E/5	12	Scaffolders, Installers & Assistants
<b>STEP 3</b> - Storage of scaffold materials	<ul style="list-style-type: none"> <li>Limited access to work area, overloading of floors, damage to other plant</li> </ul>	C/3/13	✓ Allocate specific storage areas taking into account quantity & weight	E/5	8	Scaffolders, Installers & Assistants
<b>STEP 4</b> - Position sole boards	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> <li>Incorrect use of harness (if used).</li> </ul>	C/4/18	<ul style="list-style-type: none"> <li>✓ Team work</li> <li>✓ Installers to be trained and confident.</li> <li>✓ Inspect safety Harness and adjustable lanyard and all components prior to use.</li> <li>✓ Manual handling techniques,</li> </ul>	E/5	13	Scaffolders, Installers & Assistants
<b>STEP 5</b> - Position jacks	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/4/18	✓ Team work, two jacks only to be handled at any one-time manual handling techniques	E/5	13	Scaffolders, Installers & Assistants
<b>STEP 6</b> - Install standards & ledgers	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/4/18	✓ Team work job rotation manual handling techniques	E/5	13	Scaffolders, Installers & Assistants
<b>STEP 7</b> - Diagonal cross end bracing (dogleg across the end of the scaffold starting from the lowest 'V' pressing	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	✓ Manual handling techniques	E/5	8	Scaffolders, Installers & Assistants
<b>STEP 8</b> - Bracing Attach diagonal (face) braces between the standards on the outside every 4 <sup>th</sup> bay Attach the lowest 'V' pressing towards the ground unless obstructed	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	✓ Manual handling techniques	E/5	8	Scaffolders, Installers & Assistants



PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS  
PO BOX 686 PASCOE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

WORK SEQUENCE BASIC JOB STEPS	POTENTIAL HAZARDS	Risk Score	PROPOSED ACTION / CONTROL MEASURE	Control Point Reduction	Residual Risk	ACTION BY
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence	Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident	Assess the Risk	Specify what action/procedures will be taken to eliminate or minimise the hazards, the risk of injury/damage, and/or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.	Assess the Risk		Specify Person(s) Responsible
<b>STEP 9</b> - Adding additional bays longitudinally is achieved by connecting ledgers into the V pressings on standards by fixing ledgers first then jacks, standards and transoms level the scaffold of the first bay and check the measurement off the building. When the scaffold is square & level fix transverse braces (heel & toe bracing) keep repeating previous erection steps until required length is reached	<ul style="list-style-type: none"> <li>• Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
<b>STEP 10</b> - Return Bays A 90% return bay is formed by building an end frame of standards & return transoms, return transoms fit in the lower v's of the V cluster on the standards & hook over the ledger of the previously built scaffold thus joining the two runs together	<ul style="list-style-type: none"> <li>• Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
<b>STEP 11</b> - Access Towers: Access bays, safe access & egress from all working platforms, form of stairway, access way, ladders & other means	<ul style="list-style-type: none"> <li>• Emergency situations climbing internally or externally on the scaffold structure to access platforms or ground</li> </ul>	C/5/22	<ul style="list-style-type: none"> <li>✓ Access towers should be located in the scaffold in such a way that it is not necessary for workers using the scaffold to walk more than 15 metres to an access tower or other means of access &amp; egress</li> </ul>	D/10	12	Scaffolders, Installers & Assistants
To erect a ladder bay on the rear of the scaffold. Place a 1.2m long transom into the bottom 'v' pressing the outer standard halfway along the length of the run of scaffold	<ul style="list-style-type: none"> <li>• Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants



PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS  
PO BOX 686 PASCOE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

WORK SEQUENCE BASIC JOB STEPS	POTENTIAL HAZARDS	Risk Score	PROPOSED ACTION / CONTROL MEASURE	Control Point Reduction	Residual Risk	ACTION BY
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence	Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident	Assess the Risk	Specify what action/procedures will be taken to eliminate or minimise the hazards, the risk of injury/damage, and/or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.	Assess the Risk		Specify Person(s) Responsible
Place sole boards and jacks immediately under the free end of each transom	<ul style="list-style-type: none"> <li>• Strains, sprains, manual handling</li> </ul>	C/3/13	✓ Manual handling techniques	E/5	8	Scaffolders, Installers & Assistants
Place a 3m standard on each jack. Attach the transoms to the lower 'v' pressings the 3m standards will allow for handrails at the same height as the working deck	<ul style="list-style-type: none"> <li>• Strains, sprains, manual handling</li> </ul>	C/3/13	✓ Manual handling techniques	E/5	8	Scaffolders, Installers & Assistants
Place a 2,4m ledger into the lower 'v' pressing and level the bay by adjusting the outside jacks	<ul style="list-style-type: none"> <li>• Strains, sprains, manual handling</li> </ul>	C/3/13	✓ Manual handling techniques	E/5	8	Scaffolders, Installers & Assistants
Attach the next two transoms into position at the same height as the transoms on the main scaffold	<ul style="list-style-type: none"> <li>• Strains, sprains, manual handling</li> </ul>	C/3/13	✓ Manual handling techniques	E/5	8	Scaffolders, Installers & Assistants
Attach a 2.4 ledger at the same level. Ensure all wedges are knocked in securely	<ul style="list-style-type: none"> <li>• Strains, sprains, manual handling</li> </ul>	C/3/13	✓ Manual handling techniques	E/5	8	Scaffolders, Installers & Assistants
Attach a ladder tower putlog over the two upper ledgers at the working platform height Use a 1.2m board between the transom and the transom end on the ladder tower putlog to obtain the correct distance for its final position	<ul style="list-style-type: none"> <li>• Strains, sprains, manual handling</li> </ul>	C/3/13	✓ Manual handling techniques	E/5	8	Scaffolders, Installers & Assistants



PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS  
PO BOX 686 PASCOE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

WORK SEQUENCE BASIC JOB STEPS	POTENTIAL HAZARDS	Risk Score	PROPOSED ACTION / CONTROL MEASURE	Control Point Reduction	Residual Risk	ACTION BY
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence	Identify the hazards associated with each step. Examine each to find possibilities that could lead top an accident	Assess the Risk	Specify what action/procedures will be taken to eliminate or minimise the hazards, the risk of injury/damage, and/or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.	Assess the Risk		Specify Person(s) Responsible
Place the second 1.2 m steel plank between the transom and the angle seating of the ladder tower putlog tighten the nut on the ladder toe putlog making sure that the steel planks cannot move laterally	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
Fix a double handrail to the outer edges of the landing using 1.2m & 2.4 ledgers	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
Fix toe boards immediately below all handrails	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
Ensure that the bolts on the toe boards are secured using a shifter or spanner	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
An end toe board clip can be used to secure a kick board on the outer side of the scaffold	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
Insert a steel board between two end toe board clips	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
Attach an end toe board clip using a hammer to locate the wedge	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
Attach a brace to the face of the access bay. On a larger scaffold an end brace should also be attached to one end of the ladder bay	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants





PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS  
PO BOX 686 PASCOE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

WORK SEQUENCE BASIC JOB STEPS	POTENTIAL HAZARDS	Risk Score	PROPOSED ACTION / CONTROL MEASURE	Control Point Reduction	Residual Risk	ACTION BY
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence	Identify the hazards associated with each step. Examine each to find possibilities that could lead top an accident	Assess the Risk	Specify what action/procedures will be taken to eliminate or minimise the hazards, the risk of injury/damage, and/or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.	Assess the Risk		Specify Person(s) Responsible
Lower a 3.6m ladder into the penetration in the ladder bay landing	<ul style="list-style-type: none"> <li>• Strains, sprains, manual handling</li> </ul>	C/3/13	✓ Manual handling techniques	E/5	8	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>• Standing a ladder on end – Falls from heights</li> </ul>	C/4/18	✓ 3 Points of Contact at all times	E/5	13	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>• Contact with Power lines (electrocution) increased with high winds</li> </ul>	D/5/19	✓ Exclusion zones around power lines to be maintained.	C/15	4	Scaffolders, Installers & Assistants
Secure ladder from movement in any direction using ladder clips or drop forged doubles to connect the stiles of the ladder to the scaffold ledgers	<ul style="list-style-type: none"> <li>• Strains, sprains, manual handling</li> </ul>	C/3/13	✓ Manual handling techniques	E/5	8	Scaffolders, Installers & Assistants
Using a ladder for safe access or egress	<ul style="list-style-type: none"> <li>• Ladder not at correct angle / not protruding above the landing</li> </ul>	D/4/14	✓ Pitch of the ladder should not be less than 1:4 and not more than 1:6. Ladder should extend at least 900mm and not more than 1800mm above the landing	E/5	9	Scaffolders, Installers & Assistants
Scaffold must be inspected & handed over	<ul style="list-style-type: none"> <li>• Incomplete scaffold – Falls from heights</li> </ul>	D/5/19	<ul style="list-style-type: none"> <li>✓ Full inspection to be made by foreman to ensure AS.4576 compliance</li> <li>✓ Scaff Tag &amp; Hand Over Certificate Completed &amp; signed off.</li> </ul>	E/5	14	Scaffolder Supervisors
<b>STEP 12</b> - Work Platforms A working platform is created by placing a full set of steel planks on and between transoms. Place 5 scaffold boards into the bay with the ends of the boards held securely in place by the transom	<ul style="list-style-type: none"> <li>• Slips, trips, falls, manual handling</li> </ul>	C/3/13	✓ Manual handling techniques, never lap steel boards or use a bay without a complete set of boards. The first set of boards should be installed from the ground	E/5	8	Scaffolders, Installers & Assistants



# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

WORK SEQUENCE BASIC JOB STEPS	POTENTIAL HAZARDS	Risk Score	PROPOSED ACTION / CONTROL MEASURE	Control Point Reduction	Residual Risk	ACTION BY
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence	Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident	Assess the Risk	Specify what action/procedures will be taken to eliminate or minimise the hazards, the risk of injury/damage, and/or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.	Assess the Risk		Specify Person(s) Responsible
A double handrail (guardrail) should be fixed to the standards on any side of the working platform from which a person could fall. Attach ledgers to the next two sets of 'v' pressings above the working deck	<ul style="list-style-type: none"> <li>Slips, trips, falls</li> </ul>	B/4/21	<ul style="list-style-type: none"> <li>Any part of the scaffold bay is more than 200mm from the structure or building and a person could fall, the inside standards must be extended to allow handrails to be fitted to all exposed edges of the bay.</li> <li>Handrails &amp; standards are to be fitted sequentially starting from the access bay to reduce scaffolders exposure to falls.</li> </ul>	D/10	11	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>Manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
Insert steel plank of appropriate size on its side to form a toe board (kick board) immediately underneath all handrails. Use toe board clips or some other suitable means of fixing the plank into place	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
<b>STEP 13</b> - Stage / Hop up brackets can be attached to the inside face of the scaffold and spanned by standard size boards. Except for the one board stage bracket, all stage brackets must be connected using tie bars to prevent splaying	<ul style="list-style-type: none"> <li>Slips, trips, falls</li> </ul>	B/4/21	<ul style="list-style-type: none"> <li>Install hop ups from completed platform directly below installing platform. manual handling techniques</li> </ul>	D/10	11	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>Manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
<b>STEP 14</b> - Increase Scaffold Height To work on the next higher level a working platform of boards is installed from the platform below	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants



PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS  
PO BOX 686 PASCOE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

WORK SEQUENCE BASIC JOB STEPS	POTENTIAL HAZARDS	Risk Score	PROPOSED ACTION / CONTROL MEASURE	Control Point Reduction	Residual Risk	ACTION BY
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence	Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident	Assess the Risk	Specify what action/procedures will be taken to eliminate or minimise the hazards, the risk of injury/damage, and/or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.	Assess the Risk		Specify Person(s) Responsible
Standards are increased in height by placing open end of next standard on spigot of base lift standard. Splice 3m standards on top of all existing standards in the scaffold ensuring the v's are correctly aligned	<ul style="list-style-type: none"> <li>Slips, trips, falls, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques, sequential fitting of standards and handrails for each bay starting from access bay</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
A double handrail (guardrail) should be fixed to the standards on any side or the working platform from which a person could fall. Attach ledgers to the next two sets of 'v' pressings above the working deck	<ul style="list-style-type: none"> <li>Slips, trips, falls, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques, any part of the scaffold bay is more than 200mm from the structure or building and a person could fall, the inside handrails to be fitted to all exposed edges of the bay handrails &amp; standards are to be fitted sequentially starting from the access bay to reduce scaffolds exposure to falls</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
Fit additional ledgers & standards at vertical spacing required, generally at 2m & hammer wedges home. There is no need to level these higher lifts	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
Materials can be raised using a 'Rope & Wheel' or by the manual handling method known as 'hand balling'	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
Fit the diagonal brace on outer face of scaffold on each end bay & at least every 4 <sup>th</sup> intermediate bay as scaffold proceeds upwards	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
Toe boards sit on outer boards with clips inwards. End toe boards sit outside end of scaffold on brackets. Use transoms & ledgers as guardrails: 2 sets of 'v' clusters above the platform level	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
Placing & leaving a full deck of steel planks in each lift from the lift below up 20m	<ul style="list-style-type: none"> <li>Slips, trips, falls, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>Ensure scaffolders have full set of planks to work off. Planks remain in place until scaffold dismantled</li> </ul>	E/5	8	Scaffolders, Installers & Assistants



PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS  
PO BOX 686 PASCOTE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

WORK SEQUENCE BASIC JOB STEPS	POTENTIAL HAZARDS	Risk Score	PROPOSED ACTION / CONTROL MEASURE	Control Point Reduction	Residual Risk	ACTION BY
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence	Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident	Assess the Risk	Specify what action/procedures will be taken to eliminate or minimise the hazards, the risk of injury/damage, and/or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.	Assess the Risk		Specify Person(s) Responsible
Leaving fully decked working platform every 4m between 20 & 30m	<ul style="list-style-type: none"> <li>Slips, trips, falls, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Scaffolders must use a series of 4 fully decked working platforms removing the 2<sup>nd</sup> platform boards from 1<sup>st</sup> platform sequentially back towards the access platform &amp; passed up via the access bay</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
Increasing height of the scaffold over 32m	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>Overloading scaffold structure</li> </ul>	C/5/22	<ul style="list-style-type: none"> <li>✓ Prevent overloading of the scaffold system of 2 fully decked working platforms shall be used so the upper platform is always installed from the one below.</li> <li>✓ The lower platform boards are removed sequentially back to the access bay &amp; passed up to the next lift</li> </ul>	D/10	12	Scaffolders, Installers & Assistants
Guarantee that the Standards are capable of supporting maximum safe working load of the scaffold HD- 675kg, MD-450kg & LD- 225kg per day	<ul style="list-style-type: none"> <li>Overloading scaffold structure</li> </ul>	C/5/22	<ul style="list-style-type: none"> <li>✓ The maximum lift height for each and every lift above the "first lift" is 2 metres</li> </ul>	D/10	12	Scaffolders, Installers & Assistants
Step 14: Ties scaffold should now be fixed to the building or structure using tube and double couplers to create a series of "positive ties" every 2 <sup>nd</sup> Lift & 3 bays	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
Fix 90° Couplers to 2 standards or 2 ledgers transversely underneath next lift	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
Fix scaffold tube (tie tube) of appropriate length into couplers extending into building or structure	<ul style="list-style-type: none"> <li>Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants



PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS

PO BOX 686 PASCOE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

WORK SEQUENCE BASIC JOB STEPS	POTENTIAL HAZARDS	Risk Score	PROPOSED ACTION / CONTROL MEASURE	Control Point Reduction	Residual Risk	ACTION BY
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence	Identify the hazards associated with each step. Examine each to find possibilities that could lead top an accident	Assess the Risk	Specify what action/procedures will be taken to eliminate or minimise the hazards, the risk of injury/damage, and/or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.	Assess the Risk		Specify Person(s) Responsible
Fix 2 short scaffolding tubes (butts) onto the end of the tie tube hard against inside & outside of supporting structure preventing transverse movement of scaffold	<ul style="list-style-type: none"> <li>• Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
STEP 15 - Installing shade cloth & hoarding	<ul style="list-style-type: none"> <li>• Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>• Windy conditions resulting in falling objects</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Materials not handled in windy conditions &amp; not left secured during down periods or after hours.</li> <li>✓ Hoarding sheets &amp; shade cloth to be secured immediately upon positioning</li> <li>✓ Install hoarding &amp; shad cloth from protected scaffold platform or Elevated Work Platform</li> </ul>	D/10	3	Scaffolders, Installers & Assistants
STEP 16 - lifting ladder beams into position	<ul style="list-style-type: none"> <li>• Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Use mechanical lifting devices, e.g. fork lifts. Ensure adequate scaffolders to manually lift beams into position, exclusion zones</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
	<ul style="list-style-type: none"> <li>• Falling Objects</li> </ul>	C/4/18	<ul style="list-style-type: none"> <li>✓ Exclusion zone below works</li> </ul>	C/15	3	Scaffolders, Installers & Assistants
Position clips ready to take ladder beam	<ul style="list-style-type: none"> <li>• Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants
Install ladder beams onto clips	<ul style="list-style-type: none"> <li>• Strains, sprains, manual handling</li> </ul>	C/3/13	<ul style="list-style-type: none"> <li>✓ Manual handling techniques</li> </ul>	E/5	8	Scaffolders, Installers & Assistants



PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS  
PO BOX 686 PASCOE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

WORK SEQUENCE BASIC JOB STEPS	POTENTIAL HAZARDS	Risk Score	PROPOSED ACTION / CONTROL MEASURE	Control Point Reduction	Residual Risk	ACTION BY
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence	Identify the hazards associated with each step. Examine each to find possibilities that could lead top an accident	Assess the Risk	Specify what action/procedures will be taken to eliminate or minimise the hazards, the risk of injury/damage, and/or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.	Assess the Risk		Specify Person(s) Responsible
Installing punch on ladder beams	<ul style="list-style-type: none"> <li>• Strains, sprains</li> <li>• Manual handling</li> </ul>	C/3/13	✓ Manual handling techniques	E/5	8	Scaffolders, Installers & Assistants
Continue modular erection process	<ul style="list-style-type: none"> <li>• Strains, sprains</li> <li>• Manual handling</li> </ul>	C/3/13	✓ Manual handling techniques	E/5	8	Scaffolders, Installers & Assistants
<b>STEP 17</b> - Dismantling prepare to dismantle scaffold over traffic and pedestrian walkways	<ul style="list-style-type: none"> <li>• Falling materials</li> </ul>	B/4/21	✓ Exclusion zone setup sign	C/15	6	Scaffolders, Installers & Assistants
Check all ties on scaffold for structural integrity	<ul style="list-style-type: none"> <li>• Falling material</li> <li>• Scaffold could come away from building</li> </ul>	E/5/15	✓ Competent person to check ties are positively fixed to the structure	E/5	10	Scaffolders, Installers & Assistants
Scaffold platforms cleaned of debris & building materials	<ul style="list-style-type: none"> <li>• Falling materials</li> <li>• Strains, sprains</li> <li>• Manual handling</li> </ul>	D/4/14	<ul style="list-style-type: none"> <li>✓ Manual handling techniques,</li> <li>✓ Platforms to be swept &amp; cleaned before dismantling process</li> </ul>	E/5	9	Scaffolders, Installers & Assistants
Cut ties on shade cloth	<ul style="list-style-type: none"> <li>• Lacerations</li> </ul>	C/3/13	✓ Use scaffold hammer to break ties	D/10	3	Scaffolders, Installers & Assistants
Lower shade cloth	<ul style="list-style-type: none"> <li>• Cloth could fall off scaffold</li> </ul>	D/4/14	✓ Ensure cloth tied securely to lower platforms	D/10	4	Scaffolders, Installers & Assistants
Re tie shade cloth to scaffold	<ul style="list-style-type: none"> <li>• Manual handling</li> </ul>	C/3/13	✓ Manual handling techniques use cable ties to secure cloth to structural members of scaffold	E/5	8	Scaffolders, Installers & Assistants
Remove lap boards	<ul style="list-style-type: none"> <li>• Manual handling</li> <li>• Exposure to penetration</li> </ul>	C/4/18	✓ Manual handling techniques, stay on access side of penetration & pull boards towards scaffolder	E/5	13	Scaffolders, Installers & Assistants



PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS

PO BOX 686 PASCOE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

WORK SEQUENCE BASIC JOB STEPS	POTENTIAL HAZARDS	Risk Score	PROPOSED ACTION / CONTROL MEASURE	Control Point Reduction	Residual Risk	ACTION BY
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence	Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident	Assess the Risk	Specify what action/procedures will be taken to eliminate or minimise the hazards, the risk of injury/damage, and/or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.	Assess the Risk		Specify Person(s) Responsible
Remove kick boards always working away from exposed area	<ul style="list-style-type: none"> <li>Manual handling</li> </ul>	C/3/13	✓ manual handling techniques	E/5	8	Scaffolders, Installers & Assistants
Dismantle ladder access penetration	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Falling materials</li> </ul>	C/4/18	✓ Adequate training of scaffolders & dismantling procedures	E/5	13	Scaffolders, Installers & Assistants
Dismantle ladder support	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Falling materials</li> </ul>	C/4/18	✓ Adequate training of scaffolders & dismantling procedures	E/5	13	Scaffolders, Installers & Assistants
Remove ladders	<ul style="list-style-type: none"> <li>Manual handling</li> </ul>	C/3/13	✓ Manual handling techniques	E/5	8	Scaffolders, Installers & Assistants
Dismantle stair access	<ul style="list-style-type: none"> <li>Manual handling</li> </ul>	C/3/13	✓ Manual handling techniques, 2 scaffolders remove each stair component	E/5	8	Scaffolders, Installers & Assistants
Remove stair frame bracing	<ul style="list-style-type: none"> <li>Manual handling</li> </ul>	C/3/13	✓ Manual handling techniques, 2 scaffolders shall knock pins in 'vee' pressings and remove each brace together	E/5	8	Scaffolders, Installers & Assistants
Dismantle stair scaffolding frame	<ul style="list-style-type: none"> <li>Manual handling</li> </ul>	C/3/13	✓ Manual handling techniques, knock all ledger and transom pins loose in 'vee' pressings. Remove components one at a time starting at the top & work down	E/5	8	Scaffolders, Installers & Assistants
Dismantle structural ties on top lift through box collar ties	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Falling materials</li> </ul>	C/4/18	✓ Undo fittings & remove scaffold fittings & tubes from tie tubes, lift tie tube from centre of tube and stand vertically. Pass tube to scaffolder for stacking on pallets	E/5	13	Scaffolders, Installers & Assistants



PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS  
PO BOX 686 PASCOE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

WORK SEQUENCE BASIC JOB STEPS	POTENTIAL HAZARDS	Risk Score	PROPOSED ACTION / CONTROL MEASURE	Control Point Reduction	Residual Risk	ACTION BY
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence	Identify the hazards associated with each step. Examine each to find possibilities that could lead top an accident	Assess the Risk	Specify what action/procedures will be taken to eliminate or minimise the hazards, the risk of injury/damage, and/or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.	Assess the Risk		Specify Person(s) Responsible
Dismantle structural ties on top lift spigot base ties	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Falling materials</li> </ul>	C/4/18	<ul style="list-style-type: none"> <li>Manual handling techniques, undo &amp; remove scaffold fittings from tie tubes, lift tie tube from centre of tube &amp; stand vertically.</li> <li>Pass tube to scaffolder for stacking onto pallets, remove socket base from building structure</li> </ul>	E/5	13	Scaffolders, Installers & Assistants
Knock handrail pins loose in 'vee' pressings	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Falling materials</li> <li>Exposure to unprotected scaffold edge</li> </ul>	C/4/18	<ul style="list-style-type: none"> <li>Handrails removed in sequential manner starting at one end &amp; removing each set of handrails from behind the next set of installed handrails, thus limiting live edge exposure</li> </ul>	E/5	13	Scaffolders, Installers & Assistants
Remove handrails from 'vee' pressings	<ul style="list-style-type: none"> <li>Manual handling, Falling materials,</li> <li>Exposure to unprotected scaffold edge</li> </ul>	C/4/18	<ul style="list-style-type: none"> <li>Handrails removed in sequential manner starting at one end &amp; removing each set of handrails from behind the next set of installed handrails, thus limiting live edge exposure</li> </ul>	E/5	13	Scaffolders, Installers & Assistants
Remove scaffolding planks from platform	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Falling materials</li> <li>Exposure to unprotected scaffold edge</li> </ul>	C/4/18	<ul style="list-style-type: none"> <li>Remove exposed edge planks from platform immediately below</li> </ul>	E/5	13	Scaffolders, Installers & Assistants
Knock ledger & transom pins loose, 'vee' pressing from lower platform	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Falling materials</li> </ul>	C/4/18	<ul style="list-style-type: none"> <li>Manual handling techniques, ledgers removed one at a time in sequential manner &amp; passed to scaffolder for stacking</li> </ul>	E/5	13	Scaffolders, Installers & Assistants
Remove ledgers from 'vee' pressings	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Falling materials</li> </ul>	C/4/18	<ul style="list-style-type: none"> <li>Ledgers removed one at a time in a sequential manner &amp; passed to scaffolder for stacking, manual handling techniques</li> </ul>	E/5	13	Scaffolders, Installers & Assistants





PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS  
PO BOX 686 PASCOE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

WORK SEQUENCE BASIC JOB STEPS	POTENTIAL HAZARDS	Risk Score	PROPOSED ACTION / CONTROL MEASURE	Control Point Reduction	Residual Risk	ACTION BY
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence	Identify the hazards associated with each step. Examine each to find possibilities that could lead top an accident	Assess the Risk	Specify what action/procedures will be taken to eliminate or minimise the hazards, the risk of injury/damage, and/or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.	Assess the Risk		Specify Person(s) Responsible
Remove transoms from 'vee' pressings	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Falling materials</li> </ul>	C/4/18	<ul style="list-style-type: none"> <li>Manual handling techniques, transoms shall be removed one at a time in a sequential manner &amp; passed to scaffolder for stacking</li> </ul>	E/5	13	Scaffolders, Installers & Assistants
Dismantle standards spliced above handrail	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Falling materials</li> </ul>	C/4/18	<ul style="list-style-type: none"> <li>Standards are to be removed by scaffolders using 2 hands lifting off spigots and passing straight to scaffolder for stacking</li> <li>Manual handling techniques</li> </ul>	E/5	13	Scaffolders, Installers & Assistants
<b>Repeat procedure for each additional platform</b>						
Knock ledger & transom pins loose, 'vee' pressing from lower platform	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Falling materials</li> </ul>	C/4/18	<ul style="list-style-type: none"> <li>Manual handling techniques, ledgers removed one at a time in sequential manner &amp; passed to scaffolder for stacking</li> </ul>	E/5	13	Scaffolders, Installers & Assistants
Remove ledgers from 'vee' pressings	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Falling materials</li> </ul>	C/4/18	<ul style="list-style-type: none"> <li>Ledgers removed one at a time in a sequential manner &amp; passed to scaffolder for stacking</li> <li>Manual handling techniques</li> </ul>	E/5	13	Scaffolders, Installers & Assistants
Remove transoms from 'vee' pressings	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Falling materials</li> </ul>	C/4/18	<ul style="list-style-type: none"> <li>Manual handling techniques, transoms shall be removed one at a time in a sequential manner &amp; passed to scaffolder for stacking</li> </ul>	E/5	13	Scaffolders, Installers & Assistants



PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS  
PO BOX 686 PASCOE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

WORK SEQUENCE BASIC JOB STEPS	POTENTIAL HAZARDS	Risk Score	PROPOSED ACTION / CONTROL MEASURE	Control Point Reduction	Residual Risk	ACTION BY
Break the job down into steps. Each step should accomplish some major task and be in a logical sequence	Identify the hazards associated with each step. Examine each to find possibilities that could lead top an accident	Assess the Risk	Specify what action/procedures will be taken to eliminate or minimise the hazards, the risk of injury/damage, and/or potential severity factors. Including the measure to be taken to ensure the proposed controls will be maintained.	Assess the Risk		Specify Person(s) Responsible
Dismantle standards spliced above handrail	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Falling materials</li> </ul>	C/4/18	<ul style="list-style-type: none"> <li>Standards are to be removed by scaffolders using 2 hands lifting off spigots and passing straight to scaffolder for stacking</li> <li>Manual handling techniques</li> </ul>	E/5	13	Scaffolders, Installers & Assistants
<b>Repeat procedure for each additional platform</b>						
Dismantle standards spliced above handrail	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Falling materials</li> </ul>	C/4/18	<ul style="list-style-type: none"> <li>Standards are to be removed by scaffolders using 2 hands lifting off spigots and passing straight to scaffolder for stacking</li> <li>Manual handling techniques</li> </ul>	E/5	13	Scaffolders, Installers & Assistants
<b>Repeat procedure for each additional platform</b>						



PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS

PO BOX 686 PASCOE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

As Per Premium Scaffold Solutions Workplace Safety Management Plan	Tick (✓) when applicable		Tick (✓) when applicable
<b>LEGISLATION</b>		<ul style="list-style-type: none"> <li>AS 1418.3: 1997 Cranes (including hoists and winches) Part 3: Bridge, gantry and portal cranes</li> </ul>	
<ul style="list-style-type: none"> <li>Building Fire and Safety Regulation 2008</li> </ul>		<ul style="list-style-type: none"> <li>AS 1418.4: 2004 Cranes, hoists and winches - Tower cranes</li> </ul>	
<ul style="list-style-type: none"> <li>Dangerous Goods Safety Management Act 2001</li> </ul>		<ul style="list-style-type: none"> <li>AS 1418.6: 2004 Cranes, hoists and winches - Guided storing and retrieving appliances</li> </ul>	
<ul style="list-style-type: none"> <li>Electrical Safety Act 2002</li> </ul>		<ul style="list-style-type: none"> <li>AS 1418.7: 1999 Cranes (including hoists and winches) - Builders hoists and associated equipment</li> </ul>	
<ul style="list-style-type: none"> <li>Electrical Safety Regulation 2002</li> </ul>		<ul style="list-style-type: none"> <li>AS 1418.8: 2008 Cranes, hoists and winches - Special purpose appliances</li> </ul>	
<ul style="list-style-type: none"> <li>Occupational Health and Safety Act 2004</li> </ul>	✓	<ul style="list-style-type: none"> <li>AS/NZS 1418.9: 1996 Cranes (including hoists and winches) Part 9: Vehicle hoists</li> </ul>	
<ul style="list-style-type: none"> <li>Occupational Health and Safety Regulations 2007</li> </ul>	✓	<ul style="list-style-type: none"> <li>AS 1418.10(Int): 2004 Cranes, hoists and winches - Elevating work platforms</li> </ul>	
<ul style="list-style-type: none"> <li>Work Safe - General Safety Induction (Construction Industry) Training</li> </ul>	✓	<ul style="list-style-type: none"> <li>AS 1418.12: 1991 Cranes (including hoists and winches) Part 12: Crane collector systems</li> </ul>	
<b>CODES OF PRACTICE AND OTHER</b>		<ul style="list-style-type: none"> <li>AS 1418.13: 1996 Cranes (including hoists and winches) Part 13: Building maintenance units</li> </ul>	
<ul style="list-style-type: none"> <li>First Aid 2004</li> </ul>		<ul style="list-style-type: none"> <li>AS 1418.14: 1996 Cranes (including hoists and winches) Part 14</li> </ul>	
<ul style="list-style-type: none"> <li>Hazardous Substances 2003</li> </ul>		<ul style="list-style-type: none"> <li>AS 1418.15: 1994 Cranes (including hoists and winches) Part 15: Concrete placing equipment</li> </ul>	
<ul style="list-style-type: none"> <li>Storing and Handling of Dangerous Goods 2000</li> </ul>		<ul style="list-style-type: none"> <li>AS 1418.16: 1997 Cranes (including hoists and winches) Part 16: Mast climbing work platforms</li> </ul>	
<ul style="list-style-type: none"> <li>Manual Handling 20th April 2000</li> </ul>	✓	<ul style="list-style-type: none"> <li>AS 1418.17: 1996 Cranes (including hoists and winches) Part 17: Design and construction of workboxes</li> </ul>	
<ul style="list-style-type: none"> <li>Manual Tasks involving the Handling of People 2004</li> </ul>	✓	<ul style="list-style-type: none"> <li>AS 1418.18: 2001 Cranes (including hoists and winches) Part 18: Crane runways and monorails</li> </ul>	
<ul style="list-style-type: none"> <li>Mobile Crane 2006</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 1892 Portable Ladders</li> </ul>	
<ul style="list-style-type: none"> <li>Noise 2004</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 1576.1: 1995 Scaffolding - General requirements</li> </ul>	✓
<ul style="list-style-type: none"> <li>Plant 2005</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 1576.2: 2009 Scaffolding - Couplers and accessories</li> </ul>	✓
<ul style="list-style-type: none"> <li>Prevention of Workplace Harassment 2004</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 1576.3: 1995 Scaffolding - Prefabricated and tube-and-coupler scaffolding</li> </ul>	✓
<ul style="list-style-type: none"> <li>Risk Management 2007</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 1576.5: 1995 Scaffolding - Prefabricated split heads and trestles</li> </ul>	✓
<ul style="list-style-type: none"> <li>Scaffolding 2009</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 1576.6: 2000 Scaffolding - Metal tube-and-coupler scaffolding</li> </ul>	✓
<ul style="list-style-type: none"> <li>Steel Construction 2004</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 1715: 2009 Selection, use and maintenance of respiratory protective equipment</li> </ul>	
<ul style="list-style-type: none"> <li>Tilt Up and Pre-Cast Construction Industry 2003</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 1269.1: 2005 Occupational noise management</li> </ul>	
<ul style="list-style-type: none"> <li>Tower Crane 2006</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 1269.4: 2005 Occupational noise management - Auditory assessment</li> </ul>	
<ul style="list-style-type: none"> <li>Safe Removal of Asbestos 2nd Edition 2005</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 1270: 2002 Acoustics - Hearing protectors</li> </ul>	
<ul style="list-style-type: none"> <li>Electrical Safety 1997</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 1891: Industrial fall-arrest systems and devices</li> </ul>	
<ul style="list-style-type: none"> <li>Traffic Management for Construction or Maintenance Work 2008</li> </ul>		<ul style="list-style-type: none"> <li>AS1216: 2006 Class Labels for Dangerous Goods</li> </ul>	
<ul style="list-style-type: none"> <li>Manual of Uniform Traffic Control Devices Part 3 April 2010</li> </ul>		<ul style="list-style-type: none"> <li>AS1940: 2004 The Storage and Handling of Flammable and Combustible Liquids</li> </ul>	
<ul style="list-style-type: none"> <li>Safety Precautions in Trenching Operations</li> </ul>		<ul style="list-style-type: none"> <li>HB76: 2004 Dangerous Goods – Initial Emergency Response Guide</li> </ul>	
<b>AUSTRALIAN AND INTERNATIONAL STANDARDS</b>		<ul style="list-style-type: none"> <li>AS/NZS 1850: 2009 Portable Fire Extinguishers – Classifications, rating and performance testing</li> </ul>	
<ul style="list-style-type: none"> <li>AS/NZS 1269.1: 2005 – Occupational Noise Management</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 2293.2: 1995 Emergency Evacuation Lighting for Buildings – Inspections and Maintenance</li> </ul>	
<ul style="list-style-type: none"> <li>AS/NZS 1269.4: 2005 Occupational Noise Management – Auditory Assessment</li> </ul>		<ul style="list-style-type: none"> <li>AS2444: 2001 Portable Fire Extinguishers and Fire Blankets – Selection and Location</li> </ul>	
<ul style="list-style-type: none"> <li>AS1418 Cranes, Hoists and Winches</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 3760: 2003 In-service Safety Inspection and Testing of Electrical Equipment</li> </ul>	
<ul style="list-style-type: none"> <li>AS/NZS 1716: 2003 Respiratory Protective Devices</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 2293.2: 1995 Emergency Evacuation Lighting for Buildings – Inspections and Maintenance</li> </ul>	
<ul style="list-style-type: none"> <li>AS/NZS 1680 Interior Lighting – Safe Movement</li> </ul>		<ul style="list-style-type: none"> <li>AS2444: 2001 Portable Fire Extinguishers and Fire Blankets – Selection and Location</li> </ul>	
<ul style="list-style-type: none"> <li>AS/NZS 1873 Power-actuated (PA) Hand Held Fastening Tools</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 3760: 2003 In-service Safety Inspection and Testing of Electrical Equipment</li> </ul>	
<ul style="list-style-type: none"> <li>AS1940: 2004 The Storage and Handling of Flammable and Combustible Liquids</li> </ul>		<ul style="list-style-type: none"> <li>DGSM Information Paper No. 3: Minor Storage of Stated Dangerous Goods and Combustible Liquids</li> </ul>	
<ul style="list-style-type: none"> <li>AS/NZS 2293 Emergency Escape Lighting and Exit Signs</li> </ul>		<ul style="list-style-type: none"> <li>DGSM Information Paper No. 6: Carrying out a Risk Assessment for Dangerous Goods</li> </ul>	
<ul style="list-style-type: none"> <li>AS/NZS 2865: 2009 Safe Working in a Confined Space</li> </ul>		<ul style="list-style-type: none"> <li>DES Publication: LP Gas – Storage and Handling of LP Gas under the DGSM Act</li> </ul>	
<ul style="list-style-type: none"> <li>AS2985: 2009 Workplace Atmospheres</li> </ul>		<ul style="list-style-type: none"> <li>HB59: 1994 Ergonomics – The Human Factors – A practical approach to work systems design</li> </ul>	
<ul style="list-style-type: none"> <li>AS/NZS 3000: 2007 Electrical Installations</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS4688.1: 2007 Furniture – Fixed Height Chairs – Human Interface and general requirements</li> </ul>	
<ul style="list-style-type: none"> <li>AS/NZS 2550: 2002 Cranes, Hoists and Winches – Safe Use</li> </ul>		<ul style="list-style-type: none"> <li>AS2030.1: 2009 Gas Cylinders – General Requirements</li> </ul>	
<ul style="list-style-type: none"> <li>AS/NZS 3012: 2007 Electrical Installations – Constructions and Demolition Sites</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 2971: 2009 LP Gas Fuel Vessels for Automotive Use</li> </ul>	
<ul style="list-style-type: none"> <li>AS/NZS ISO 31000: 2009 Risk Management – Principles and Guidelines</li> </ul>		<ul style="list-style-type: none"> <li>AS/NZS 4452: 1997 The Storage and Handling of Gas in Cylinders</li> </ul>	
<ul style="list-style-type: none"> <li>AS 1418.1: 2002 Cranes, hoists and winches - General requirements</li> </ul>		<ul style="list-style-type: none"> <li>AS 2441: 2005 (Amdt 1 2009) Installation of Fire Hose Reels</li> </ul>	

## Manual Handling Assessment & Information

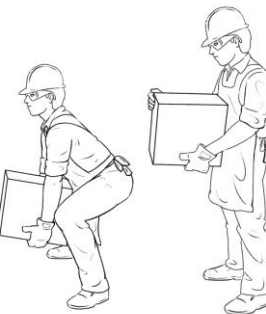
THINK SAFE MANUAL HANDLING BY ASKING THE FOLLOWING...

1. Must the load be moved?
2. Must the load be lifted?
3. Can it be moved using mechanical aids?
4. Can the load size be reduced?
5. Can assistance be gained?
6. Is the load too heavy to lift safely?



### FACTORS TO CONSIDER WHEN PLACING OR PUTTING DOWN A LOAD

1. Plan exactly where you are going to put the load
2. Be careful with your fingers
3. Don't lean forward to position the load
4. Don't lift heavy loads above the shoulders when unloading
5. Remember that lifting and placing loads is done more easily at waist height



### RULES FOR THE SAFE CARRYING OF LOADS

1. Don't twist your body when carrying a load
2. Don't restrict your vision with a load
3. Don't change your grip on a load unless you have the load supported
4. Always face the direction in which you are travelling
5. Watch your footing
6. Keep a firm grip on the load
7. Keep your arms tucked in
8. Keep the load close to your body



PREMIUM SCAFFOLD SOLUTIONS

# SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS

PO BOX 686 PASCOE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

## SWMS Communication and Consultation Record

***I, the undersigned confirm that the (1) SWMS has been explained to me (2) its contents are clearly understood by me (3) my qualifications are current to undertake this activity (4) I have been consulted with regard to the SWMS content (5) I will comply with the SWMS otherwise work will stop immediately.***

Name:	Qualifications: Licenses/Tickets		Signature	Date: / /	Time:
Name:	Qualifications: Licenses/Tickets		Signature	Date: / /	Time:
Name:	Qualifications: Licenses/Tickets		Signature	Date: / /	Time:
Name:	Qualifications: Licenses/Tickets		Signature	Date: / /	Time:
Name:	Qualifications: Licenses/Tickets		Signature	Date: / /	Time:
Name:	Qualifications: Licenses/Tickets		Signature	Date: / /	Time:
Name:	Qualifications: Licenses/Tickets		Signature	Date: / /	Time:
Name:	Qualifications: Licenses/Tickets		Signature	Date: / /	Time:
Name:	Qualifications: Licenses/Tickets		Signature	Date: / /	Time:
Name:	Qualifications: Licenses/Tickets		Signature	Date: / /	Time:
Name:	Qualifications: Licenses/Tickets		Signature	Date: / /	Time:
Name:	Qualifications: Licenses/Tickets		Signature	Date: / /	Time:



PREMIUM SCAFFOLD SOLUTIONS

## SAFE WORK ENVIRONMENTAL METHOD STATEMENT

PREMIUM SCAFFOLD SOLUTIONS

PO BOX 686 PASCOE VALE VIC 3044  
premiumscaffoldsolutions@gmail.com

\*This page has been left blank intentionally.