



PCBU / EMPLOYER / COMPANY DETAILS

SWMS No: 007

Name: Unique Building Services P/L

Revision No: 003

Address: 23 Yazaki Way, CARRUM DOWNS, VIC 3201

Revision Date: 18/12/2023

ABN:

Phone: 03 9701 5501

Approved by:

Date:

Works Manager: Simon Blackburn

Mobile: 0490543701

PROJECT DETAILS

CLIENT / PRINCIPAL CONTRACTOR DETAILS

Name:

Name:

Date provided to PC:

Address:

Contact:

Phone:

WORK ACTIVITY

Clean up and removal of waste (including hazardous materials) from building and construction sites.

SCOPE OF WORK COVERED BY THIS SAFE WORK METHOD STATEMENT

The Building Site Clean Up Safe Work Method Statement (SWMS) outlines the main hazards and risks associated with the clean up of building sites including hazardous manual tasks, operation of mobile plant, exposure to hazardous substances, working near traffic and vehicles, and working in outdoor environments. The SWMS provides details of the health and safety precautions (including personal protection) required when carrying out clean up operations of building sites.

GENERAL INSTRUCTIONS FOR SAFE WORK METHOD STATEMENTS

SITE SPECIFIC CONSIDERATIONS

A safe work method statement (SWMS) must be prepared for any and all high risk construction work to be undertaken prior to the work commencing. All high risk construction work must be carried out in accordance with this SWMS.

This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept.

If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

The PCBU or employer must ensure, so far as is reasonably practicable, that the information, training and instruction is provided in a way that is readily understandable by any person to whom it is provided.

NOTE: This is a generic SWMS. A generic SWMS may be prepared and used for high risk construction work activities that are carried out on a regular basis; however, the generic SWMS must be reviewed by the person carrying out the work to take into account the hazards and risks for the specific workplace and amend the SWMS as necessary for the site where the work is to be carried out, and complete details such as names and qualifications of workers who will carry out the work. All amendments to the SWMS must conform to regulatory requirements and be recorded on the SWMS. Workers and their health and safety representatives (if any) should be consulted before the generic SWMS is first made available to them and all workers instructed in the SWMS by site-specific inductions or toolbox talks. Details of consultation with workers and instruction in the SWMS must be recorded on the SWMS for that project or site. All workers are required to sign-off on the SWMS before the work is commenced.

WHAT MEASURES ARE IN PLACE TO ENSURE COMPLIANCE WITH THIS SWMS?

Supervision		Inspections		Site audit	
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PERSON RESPONSIBLE FOR MONITORING COMPLIANCE WITH THIS SWMS

Name		Date Received	
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HOW WILL SWMS CONTROL MEASURES BE REVIEWED?

Compliance with regulations & CoPs?		Fit for purpose & adequate for task?	
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PERSON RESPONSIBLE FOR REVIEW OF SWMS CONTROL MEASURES

Name		Date Received	
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HOW WILL CHANGES TO THIS SWMS BE MADE?

JSA (on site – approval required)		Revision (revised SWMS re-issued)	
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HOW WILL CHANGES TO THIS SWMS BE COMMUNICATED TO WORKERS?

SWMS induction		Pre-start meeting		Toolbox talk	
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HIGH RISK CONSTRUCTION WORK ACTIVITIES (CHECK ANY THAT ARE APPLICABLE TO WORK COVERED BY THIS SWMS)

	A risk of a person falling more than 2 metres (or 3 metres in SA)		Demolition of a load-bearing structure		Work on a telecommunications tower
	Work in or near a shaft or trench with an excavated depth over 1.5m; or in a tunnel		Temporary load-bearing support structures		Work on or near pressurised gas distribution mains or piping
X	Work in an area at a workplace in which there is any movement of powered mobile plant		Work involving the use of explosives		Work on or near chemical, fuel or refrigerant lines
	The disturbance of or likely disturbance of asbestos		Tilt-up or precast concrete		Work in an area in which there are artificial extremes of temperature
	Work on or near energised electrical installations or services	X	Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor used by traffic other than pedestrians		Work on, under or near water or other liquid that involves a risk of drowning
	Work carried out in or near a confined space		Work in an area that may have a contaminated or flammable atmosphere		Diving work

RISK CONTROL	Actions to be taken to control risks
Hierarchy of risk controls (in order of preference)	How will risk controls be implemented?
1 Elimination (most effective)	Eliminate the hazard and the associated risk
2 Substitution	Substitute the hazard with something safer
3 Isolation	Isolate the hazard from people (e.g., barrier, wall)
4 Engineering means	Physical controls including guards, mechanical devices
5 Administrative controls	Work methods or procedures to minimise exposure
6 PPE (least effective)	Provide protective clothing and equipment to workers

What measures are in place to ensure compliance with this SWMS?	Check
<i>Check all measures used to ensure compliance with this SWMS</i>	
Responsible person appointed to monitor compliance with SWMS by workers	
Site-specific inductions; pre-start meetings and toolbox talks with workers	
SWMS provided to and discussed with workers and signed off	
Ongoing workplace supervision by competent personnel	
Monitoring of work methods and review of SWMS where necessary	
SWMS control measures revised if work methods or risks change	

REQUIRED PLANT / TOOLS / EQUIPMENT	SAFETY INSPECTIONS & MAINTENANCE

CHEMICALS TO BE USED ON SITE			
Name of chemical	Hazard class (GHS)	Category	SDS date

PERMITS, ISOLATIONS AND AUTHORISATIONS REQUIRED	

HIGH RISK WORK LICENSES AND COMPETENCIES REQUIRED					
Plant or occupation	Class	Type/description	Worker's name	Number	Expiry

SAFETY EQUIPMENT REQUIRED

Barricading, traffic control devices	Signage	Fall prevention (safety harness, lanyard)	Traffic control	Other (specify below):

PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT (PPE)

Required PPE is highlighted in red with green check. Optional PPE is highlighted in blue. Ensure all workers have required PPE before any work requiring the PPE has commenced.

HEAD PROTECTION	EYE PROTECTION	FACE SHIELD	WELDING HELMET	HEARING PROTECTION	RESPIRATORY DUST MASK	RESPIRATORY RESPIRATOR	RESPIRATORY SUPPLIED AIR	PROTECTIVE CLOTHING	HIGH-VISIBILITY CLOTHING	APRON	HAND PROTECTION	SAFETY FOOTWEAR	HAIR NET	FALL PROTECTION SAFETY HARNESS	PERSONAL HYGIENE WASH HANDS

WORKER INSTRUCTION & SIGN OFF

All workers must sign below before commencing work covered by this SWMS: I have been consulted, instructed in and fully understand the content of this SWMS

Worker's name	Signature	Date	Worker's name	Signature	Date

REVIEWS

Review No.	01	02	03	04	05	06
Name						
Signature						
Date						

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Inductions and training	Untrained workers	<p>All persons working on a construction site must hold a General Construction Induction (GCI) card.</p> <p>Carry out site-specific inductions for all workers.</p> <p>All workers must be competent in the tasks carried out.</p> <p>Vehicles, plant and equipment must only be operated by licensed or competent persons.</p>
Site security	Unauthorised entry to site	<p>Provide security fence, safety barricades, etc., around work site, and post warning signs at entrances to site.</p> <p>All plant, materials and tools must be inside barricaded areas.</p> <p>Site must be secured from entry when unattended.</p>
Traffic	Collisions	<p>Provide safe parking and loading areas for vehicles on site where practicable.</p> <p>Provide safe access for pedestrians clear of obstacles, trip or slip hazards, and holes, etc.</p> <p>Wear high-visibility clothing when working in or near roadways and traffic.</p>
Mobile plant	Untrained workers	<p>Plant that does not require a person to hold a licence for high risk work to operate must only be operated by persons who have successfully completed a recognised training course provided by a RTO and have been assessed as competent in the operation of the plant.</p> <p>Do not use plant for purposes for which it is not designed or intended.</p> <p>Do not overload plant when lifting any item.</p>
	Collision	<p>Keep clear of mobile plant in operation. Use traffic control where risk of collision is present.</p> <p>Place bollards, fencing or road cones to delineate areas where mobile plant or traffic may be operating. Prevent unauthorised entry into traffic zones.</p> <p>Wear high-visibility clothing where mobile plant or vehicles are operating.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Safety of scaffolds	High risk work	All scaffolds from which a person or object can fall more than 4 metres must be altered and dismantled by or under the direct supervision of a licensed scaffolder.
	Exemption	A person who alters or dismantles a scaffold where there is a risk of a person or object falling 4 metres or less from the platform or structure does not require a high risk work licence; however, the person must be competent in the work and follow supplier's instructions for its safe use.
Hazardous manual tasks	Strains, personal injury	<p>Provide sufficient personnel or mechanical aids to handle and move large, heavy or awkward loads.</p> <p>Provide safe means of transporting and moving loads on site to minimise manual movement of heavy items</p> <p>Provide manual handling training to all persons.</p>
Delivery and placement of skips and bulk bins	Moving vehicles	Ensure safety of traffic when skips or bulk bins are being delivered to site. Provide traffic control if traffic flow or poor access will create a hazard to traffic when delivering skips or bulk bins.
	Obstructions	<p>Provide spotter to direct truck movements during delivery and off-loading.</p> <p>Keep all persons not directly involved in the task clear of moving vehicle.</p> <p>Ensure that area where skip or bulk bin is clear and that skip or bulk bin will not create a hazard or obstruct access to work areas.</p>
	Hazardous manual tasks	<p>Ensure that adequate work space is available for persons to load waste into skip or bin. Where practicable, place skip or bin in close proximity to where waste is located to minimise distance that loads must be moved.</p> <p>Provide assistance or use plant to move large or heavy items.</p>
Sorting of waste	Hazardous manual tasks	<p>Consult waste removalist regarding what can be placed in skips or bins prior to filling. Do not place toxic, harmful or chemical waste into bins for general construction waste.</p> <p>Wear eye, hand and foot protection when sorting waste.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
	Accepted waste	<p>Advise workers of what waste can be loaded into skips and bins. Ensure that only waste that is accepted by the waste removalist is loaded.</p> <p>(Acceptable general construction waste includes timber, bricks, concrete, clean fill, gyprock and plasterboard, and metals, although these can vary between removalists and states).</p>
	Non-accepted waste	<p>All non-accepted waste must be disposed of by removal to an approved disposal facility for the type of waste.</p> <p>(Non-acceptable waste includes wet waste, gas bottles, fire extinguishers, paint, chemicals, batteries, food scraps and asbestos (fibro)).</p> <p>Asbestos waste or debris must not be disposed of as general waste.</p>
Filling skips and bins	Hazardous manual tasks	<p>Wear gloves and protective footwear when hand loading items into skips or into loader bucket.</p> <p>Check items before lifting to ensure that they can be readily moved are not too heavy to lift safely.</p> <p>Apply safe lifting procedures, and seek assistance with heavy or awkward loads.</p>
	Operation of mobile plant	<p>Plant being used to lift and place material into skips or bins must be fitted with approved FOPS.</p> <p>Ensure that load will sit safely in bucket when raised. Do not tilt bucket back too far – be aware of risk of items falling from rear of bucket towards operator.</p>
Loading and removal of skips and bins	Overloading of bins	<p>Do not overload bins – fill to fill line unless load will easily compress.</p> <p>Loads must be covered to prevent loss of load and dust nuisance. Wet dusty loads to minimise dust before covering.</p>
Chemical waste	Hazardous exposure	<p>Ensure that containers of chemicals are closed and sealed before disposal. Where possible, chemical waste should be in the original container which should be clearly labelled.</p> <p>Wear eye and hand protection when handling chemicals. Dispose of chemical waste only at an approved chemical waste disposal facility.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Contaminated waste	Hazardous exposure	Contaminated waste should be disposed of as the contaminant. Packages or containers of contaminated waste must be clearly labelled with the name of the contaminant, and disposed of at an approved waste disposal facility.
Asbestos waste	Hazardous exposure	<p>Place asbestos waste (including contaminated soil) into suitable heavy-duty sealable plastic bags or wrapping, ensuring that plastic will not be damaged by sharp points and edges of waste. Fully seal all openings and seams with heavy-duty plastic tape.</p> <p>Ensure that all bags of asbestos waste are sealed and labelled as "Asbestos Waste". Dispose of asbestos waste only at a designated asbestos waste facility.</p> <p>Do not place asbestos waste in general waste or recycling bins.</p>
Levelling and cleanup of ground	Dust	<p>Provide means of dust suppression when removing spoil and levelling ground. Use water spray or sprinklers to suppress dust.</p> <p>Avoid over-wetting to minimise risk of road and footpath being fouled by mud on vehicle tyres.</p>
Cleaning of concrete and paths	Harmful exposure	<p>Wear eye protection when using high pressure cleaning equipment.</p> <p>Avoid accidental spraying of other persons when cleaning surfaces – cease high pressure cleaning until other persons are clear of affected area.</p>

