PCBU / EMPLOYER / COMPANY DETAILS		SWMS No:
Name: Unique Building Services Pty Ltd		Revision No: 003
Address: 23 Yazaki Way, Carrum Downs, Victoria 3201		Revision Date: 12/12/2023
ABN: 62 086 537 279	Phone: 0414826727	
Approved by:	Date:	
Works Manager: Simon Blackburn	Mobile: 0490540137	

PROJECT DETAILS	CLIENT / PRINCIPAL CONTRACTOR DETAILS	
Name:	Name:	Date provided to PC:
Address:	Contact:	Phone:

WORK ACTIVITY

Control of hazards and risks associated with carpentry work carried out during the construction of residential and commercial premises.

SCOPE OF WORK COVERED BY THIS SAFE WORK METHOD STATEMENT

The Carpentry Work Safe Work Method Statement (SWMS) outlines the main hazards and risks including risks associated with the risk of falls, hazardous manual tasks, and operation of mobile plant and vehicles in workplaces where construction of residential and commercial premises is being undertaken.
The SWMS provides details of the health and safety precautions (including personal protective equipment requirements) to be observed when carrying out carpentry work on construction sites and in residential and commercial premises.

GENERAL INSTRUCTIONS FOR SAFE WORK METHOD STATEMENTS

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.

SITE SPECIFIC CONSIDERATIONS

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	

PERSON RESPONSIBLE FOR MONITORING COMPLIANCE WITH THIS SWMS			
Name		Date Received	

HOW WILL SWMS CONTROL MEASURES BE REVIEWED?			
Compliance with regulations & CoPs?		Fit for purpose & adequate for task?	

PERSON RESPONSIBLE FOR REVIEW OF SWMS CONTROL MEASURES			
Name		Date Received	

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

HOW WILL CHANGES TO THIS SWMS BE COMMUNICATED TO WORKERS?					
SWMS induction		Pre-start meeting		Toolbox talk	

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
	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		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
Check all measures used to ensure compliance with this SWMS	
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.

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	All persons working on a construction site must hold a General Construction Induction (GCI) card. Carry out site-specific inductions for all workers. All workers must be competent in the tasks carried out. Vehicles, plant and equipment must only be operated by licensed or competent persons. Workers must be trained in the correct selection, use and care of PPE including fit-checking of respiratory protection.
Site security	Unauthorised entry to site	Provide security fence, safety barricades, etc., around work site, and post warning signs at entrances to site. All plant, materials and tools must be inside secure areas. Site must be secured from entry when unattended.
Electrical hazards	Electrocution	All electrical work will be carried out only by licensed or registered electrical workers. Ensure that safety switch is provided on switchboard, and check operation before connecting leads to board.
	Electrical tools and equipment	All electric tools and equipment will be inspected, tested and tagged every 3 months and before use on construction work. Inspect tools and check operation of controls daily before use. Faulty electric tools will not be used. Keep electric leads off ground to protect from damage.
	Overhead electricity lines	Maintain safe approach distance from energised electricity cables when erecting or working on scaffolds. Consult supply authority if work carried out will be placed at risk due to presence of electricity installations.
Storage and handling of materials	Personal injury	Wear gloves to prevent hand injuries when handling timber, concrete and metal materials. Provide assistance or use mechanical aids to carry and move heavy items.

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Hazardous manual tasks	Strains, personal injury	Provide sufficient personnel or mechanical aids to handle and move large, heavy or awkward loads. Provide safe means of transporting and moving loads on site to minimise manual movement of heavy items Provide manual handling training to all persons.
Work at heights - Fall prevention	Personal injury; death	Provide safe means of access to and for working at heights and where a person may fall from one level to another.
	Scaffolds	Erection of tower and mobile scaffolds using modular scaffolding must be carried out by a competent person. All scaffolds from which a person or object can fall more than 4 metres must be erected, altered and dismantled by or under the direct supervision of a licensed scaffolder. All scaffolds are to be erected in accordance with supplier of manufacturer's instructions.
Use of power tools	Electric shock	Inspect leads and plug for damage, and ensure that a current test tag is attached to the plug end of leads of all power tools. Inspect tools before use. Check casing for damage, cracks and missing screws; ensure that all guards are fitted and controls operate smoothly. Do not use faulty or out-of-test tools or equipment. Wear eye and hearing protection when using power tools such as saws, and when working in areas where saws are used
	Rotating tools	Secure loose clothing and dangling jewellery and contain long hair and beards when using rotating tools.
Hand tools	Personal injury	Inspect hand tools before use – ensure that handles are not loose or damaged, and that tool is in good condition for use. Do not use hand tools for any purpose other than that for which they were designed.

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Nailing tools	Noise	Inspect tool for damage, and ensure that it is in good working order. Check that the tool is correctly and securely connected to the air hose. Check operation of all controls and safeguards before loading fasteners.
	Flying objects	Restrict entry into work area to those persons involved in nailing only. Never point a nailing tool at another person – never assume tool is empty. Never drive fasteners into knots in timber or on top of other fasteners - always ensure that fasteners will be driven into a solid, sound backing. “Bump fire” guns must not be used on ladders or other elevated areas. Wear eye and hearing protection when using nailing tools and other air powered tools.
Formwork and boxing	Hazardous manual tasks	Keep timber and stays for formwork and boxing clear of other work areas and materials. Obtain assistance when carrying and placing long pieces of timber. Avoid working in bent position for long periods when fixing forms and boxing. Remove all nails and clean and oil forms and timber boxing immediately following stripping.
Erection of framing	Risk of falls	Ensure that work area is clear of obstacles that may create a trip hazard while handling and erecting frames. Provide adequate edge protection where risk of a fall from any height is present.
Erection of trusses	Risk of falls	Provide a safe working platform or access for persons working at heights. Ensure that adequate edge protection or other fall prevention system is implemented.
Fixing of sheeting	Hazardous manual tasks	Obtain assistance when fixing sheeting to external walls. Always work from a stable work platform at heights. Pre-cut sheets to size on ground where possible. Avoid fixing wall sheeting in windy or gusty conditions.

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
	Fixing internal sheeting	Obtain assistance or use lifting aids when fixing sheets.
Site clean-up and waste disposal	Slips, trips and falls of persons	Ensure that all scrap and waste material is removed and that area is clear of obstacles. Check safety of area before removing barricading.

JSA (ADDITIONAL SITE-SPECIFIC HAZARDS & RISKS OR CONTROLS NOT INCLUDED ELSEWHERE IN SWMS)			
Job activity	Hazards / associated risks	How will the hazards and the risks be controlled?	Approved by