



PCBU / EMPLOYER / COMPANY DETAILS		SWMS No: 0200
Name: Unique Building Services P/L		Revision No: 001
Address: 23 Yazaki Way, CARRUM DOWNS, VIC 3201		Revision Date: 12/12/2023
ABN:	Phone: 03 9701 5501	
Approved by:	Date:	
Works Manager:	Mobile:	

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

WORK ACTIVITY
Demolition or removal of non-structural internal components of a building or structure.

SCOPE OF WORK COVERED BY THIS SAFE WORK METHOD STATEMENT
The Demolition – Non-structural Safe Work Method Statement (SWMS) outlines the main hazards and risks associated with the demolition of non-structural internal components of a building (e.g., non-load bearing partitions, etc.), including risks of falls, hazardous manual tasks, and exposure to hazardous materials. The SWMS provides details of the health and safety precautions (including personal protection) required when carrying out non-structural demolition work.

GENERAL INSTRUCTIONS FOR SAFE WORK METHOD STATEMENTS	SITE SPECIFIC CONSIDERATIONS
<p><b>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.</b> All high risk construction work must be carried out in accordance with this SWMS.</p> <p>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.</p> <p>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.</p>	<p><b>NOTE: This is a generic SWMS.</b> 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.</p>

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)			
<input type="checkbox"/>	A risk of a person falling more than 2 metres (or 3 metres in SA)	<input type="checkbox"/>	Demolition of a load-bearing structure
<input type="checkbox"/>	Work in or near a shaft or trench with an excavated depth over 1.5m; or in a tunnel	<input type="checkbox"/>	Temporary load-bearing support structures
<input type="checkbox"/>	Work in an area at a workplace in which there is any movement of powered mobile plant	<input type="checkbox"/>	Work involving the use of explosives
<input type="checkbox"/>	The disturbance of or likely disturbance of asbestos	<input type="checkbox"/>	Tilt-up or precast concrete
<input checked="" type="checkbox"/>	Work on or near energised electrical installations or services	<input type="checkbox"/>	Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor used by traffic other than pedestrians
<input type="checkbox"/>	Work carried out in or near a confined space	<input type="checkbox"/>	Work in an area that may have a contaminated or flammable atmosphere

RISK CONTROL	Actions to be taken to control risks
Hierarchy of risk controls (in order of preference)	<i>How will risk controls be implemented?</i>
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	<input type="checkbox"/>
Site-specific inductions; pre-start meetings and toolbox talks with workers	<input type="checkbox"/>
SWMS provided to and discussed with workers and signed off	<input type="checkbox"/>
Ongoing workplace supervision by competent personnel	<input type="checkbox"/>
Monitoring of work methods and review of SWMS where necessary	<input type="checkbox"/>
SWMS control measures revised if work methods or risks change	<input type="checkbox"/>

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>Workers must be trained in the correct selection, use and care of PPE including fit-checking of respiratory protection.</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 secure areas.</p> <p>Site must be secured from entry when unattended.</p>
Electrical hazards	Electrocution	<p>All electrical work will be carried out only by licensed or registered electrical workers.</p> <p>Ensure that safety switch is provided on switchboard, and check operation before connecting leads to board.</p>
	Electrical tools and equipment	<p>All electric tools and equipment will be inspected, tested and tagged every 3 months and before use on construction work.</p> <p>Inspect tools and check operation of controls daily before use. Faulty electric tools will not be used.</p> <p>Keep electric leads off ground to protect from damage.</p>
	Electrical services	<p>Ensure that all electrical services (power, lighting) are disconnected from structure to be demolished prior to commencement.</p> <p>Provide power for work from other power outlet on site or from temporary supply (builder's board) in safe location.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
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>
Work at heights - Fall prevention	Personal injury	Provide safe means of access to and for working at heights and where a person may fall from one level to another.
	Use of ladders	<p>Ladders are to be an industrial type with a 120kg rating. Domestic ladders must not be use in a workplace.</p> <p>Ladders should be used for access only except for light work which can be carried out with one hand. Maintain 3 points of contact when climbing or descending or working from ladders.</p>
	Use of portable work platforms	<p>Folding portable work platforms must be opened fully and braces locked in position before use. All feet must be in contact with a firm, stable surface.</p> <p>Work platforms should be provided with guardrails where a person could fall backwards from platform while working.</p>
	Use of scaffolds	A person who erects, 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.
	Working platforms	Work platforms must be at least 450mm wide and have a non-slip surface. Work platforms must be provided with edge protection to prevent falls of persons or objects from the work platform. Provide safe means of access to all parts of the scaffold and work platforms.
Work planning	Falling objects	Demolition must be planned to ensure that work is carried out in a systematic manner that will eliminate risk of uncontrolled collapse of the structure. Demolition generally should be carried out in reverse order to construction.

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
	Exclusion zones	<p>Exclusion zones should be established to prevent unauthorised persons from entering into hazardous work areas.</p> <p>Exclusion zones should be delineated by appropriate barricades and be adequately signed to warn of hazards and against unauthorised entry.</p>
Demolition of partitions	Electrical hazards	<p>Isolate and disconnect all electrical services to areas where work is to be carried out.</p> <p>Engage electrician to verify that all circuits likely to be affected by demolition work are de-energised before commencing demolition.</p>
	Electrical wiring	Remove wall plates for power, phone and data from wall and disconnect cables to facilitate removal of sheeting and wiring. (This must be carried out by an electrician if verification that all circuits are de-energised cannot be obtained).
	Removal of wall sheeting	<p>Remove trims (cornices, architraves, skirting) from walls. Place plastic sheeting on carpets to protect them during demolition of walls. Tape edges of sheet to carpet and tape joins in sheet.</p> <p>Break into wall sheeting and remove from studs and noggings. Place removed sections of wall sheeting into bin or skip for removal. Wear P1 particulate dust mask when demolishing plasterboard sheeting.</p>
	Removal of synthetic mineral fibres (SMF)	Wear eye, hand and body protection when handling insulating material containing SMF. Suppress dust by damping down using fine water spray.
	Removal of timber framing	Remove noggings from between studs, and place into bin or skip after removing or flattening nails. Disassemble studs and top plates making sure that frame will not collapse in an uncontrolled manner. Remove floor plate mounting bolts and lift plates from floor.
	Removal of metal framing	<p>Inspect framing to determine the type of jointing used to assemble framing. Wear eye and hand protection when using power tools to disassemble metal framing.</p> <p>Wear cut-resistant gloves when handling and moving metal framing.</p> <p>All persons working in vicinity of area where angle grinder is used must wear eye and hearing protection.</p> <p>Wear hand protection when removing nuts from inside metal channels.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
	Removal of bolts	<p>Wear eye and hearing protection when using angle grinder to cut bolts and to grind down to floor. Place screens around work area to prevent sparks affecting other areas.</p> <p>Keep fire extinguisher in close vicinity and monitor area for 30 minutes following completion of hot work.</p> <p>All persons working in vicinity of angle grinder in use must wear eye and hearing protection.</p>
Removal of material	Handling of waste timber	Remove or flatten nails before placing waste timber into bin or skip for disposal. Wear gloves when handling timber with rough or splintery surfaces or with flattened nails present.
	Loading of bins and vehicles	<p>Keep persons clear of plant in operation when loading material into bins or skips or on to truck for disposal. Apply water spray to minimise dust when removing material.</p> <p>Do not overfill bins or skips – observe bin or skip supplier’s loading instructions and do not fill above load limit line on bin or skip.</p> <p>Wear eye and hand protection when handling demolition waste.</p> <p>Waste building materials should be recycled where possible to reduce waste to landfill.</p>
	Transport of waste material	<p>Ensure that material is securely loaded and is not likely to fall from vehicle during transportation. Cover load before transporting from site.</p> <p>Ensure that all load restraints and lashings are secure before leaving site.</p>
Clean up and vacating of site	Slips, trips and falls of persons	<p>Clean up all scrap and offcuts and place into waste receptacle or skip.</p> <p>Use industrial vacuum cleaner to remove dust and debris from carpet when installation is completed.</p> <p>Inspect area into ensure that it is clean and free of hazards before leaving site.</p>



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