

<b>PCBU / EMPLOYER / COMPANY DETAILS</b>		<b>SWMS No: 004</b>
Name: Unique Building Services Pty Ltd		Revision No: 6.0
Address: 23 Yazaki Way Carrum Downs VIC 3201		Revision Date: 12/2023
ABN: 62086537279	Phone: 0397015501	
Approved by: Simon Blackburn	Date:	
Works Manager: Simon Blackburn	Mobile: 04905443701	
<b>PROJECT DETAILS</b>	<b>CLIENT / PRINCIPAL CONTRACTOR DETAILS</b>	
UBS job number:	Name:	Date provided to PC:
Address:	Contact: 0397015501	Phone: 0397015501

**WORK ACTIVITY**

Preparation and painting of domestic premises.

**SCOPE OF WORK COVERED BY THIS SAFE WORK METHOD STATEMENT**

The Painting Work (General) Safe Work Method Statement (SWMS) outlines the main hazards and risks associated with painting of domestic and smaller commercial premises including the operation of plant, handling and the use of hazardous chemicals, and risk of falls from heights in workplaces where painting work is being undertaken. The SWMS provides details of the health and safety precautions (including personal protective equipment requirements) to be observed when carrying out painting work (including the cleaning and preparation of surfaces to be painted).

**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	
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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)**

<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 on a telecommunications tower
<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 on or near pressurised gas distribution mains or piping
<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"/>	Work on or near chemical, fuel or refrigerant lines
<input type="checkbox"/>	The disturbance of or likely disturbance of asbestos	<input type="checkbox"/>	Tilt-up or precast concrete	<input type="checkbox"/>	Work in an area in which there are artificial extremes of temperature
<input 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 on, under or near water or other liquid that involves a risk of drowning
<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	<input type="checkbox"/>	Diving work

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"/>



**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.*

 <b>HEAD PROTECTION</b>	 <b>EYE PROTECTION</b>	 FACE SHIELD	 WELDING HELMET	 <b>HEARING PROTECTION</b>	 <b>RESPIRATORY DUST MASK</b>	 RESPIRATORY RESPIRATOR	 RESPIRATORY SUPPLIED AIR	 <b>PROTECTIVE CLOTHING</b>	 HIGH-VISIBILITY CLOTHING	 APRON	 <b>HAND PROTECTION</b>	 SAFETY FOOTWEAR	 HAIR NET	 FALL PROTECTION SAFETY HARNESS	 PERSONAL HYGIENE WASH HANDS
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**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>
Electrical hazards	Electrocution	Ensure that safety switch is provided on switchboard, and check operation before connecting leads to board.
	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>Keep electric leads off ground to protect from damage.</p> <p>Connect electrical equipment to a protected outlet.</p> <p>Inspect tools and check operation of controls daily before use. Faulty electric tools will not be used.</p>
	Overhead electricity lines	<p>Maintain safe approach distance from energised electricity cables when erecting or working on scaffolds.</p> <p>Consult supply authority if work carried out will be placed at risk due to presence of electricity installations.</p>
Traffic	Collisions	<p>Provide safe parking for vehicles on site where practicable.</p> <p>Use traffic control if risk of injury is present when working on or near roadways, or during delivery of materials or equipment. Wear high-visibility clothing when working in or near roadways and traffic.</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. Provide manual handling training to all persons.</p> <p>Provide safe means of transporting and moving loads on site to minimise manual movement of heavy items.</p>
Working in outdoor environment	Solar UV radiation	Persons working outdoors should wear UV protective clothing (long sleeved shirts, long trousers), broad-brim hats, tinted safety glasses and use 30+ sunscreen.
	Heat stress, dehydration	<p>Provide adequate supply of cool drinking water on site. Persons working in hot conditions should drink at least 500 ml/hr of water.</p> <p>Schedule work to avoid working in direct sunlight during hottest part of the day where practicable to do so.</p>
Inspection of premises	Hazardous materials	Inspect surfaces to be painted to determine if asbestos products or lead-based paint may be present. Do not disturb the material until the presence or otherwise of the suspected substance is verified.
	Asbestos products	The person in control of the site must assume that any material is an ACM if it cannot be identified but a competent person reasonably believes that it is an ACM. Have sample tested by approved testing agency if asbestos is suspected.
	Lead-based paint	<p>Check for presence of lead-based paint in older premises. Have sample tested if in doubt.</p> <p>Follow safe procedures for safe removal of lead-based paint, including wash-down of all surfaces after removal.</p>
Work at heights	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 scaffolds	<p>All scaffolds must be erected by a competent person in accordance with supplier of manufacturer's instructions.</p> <p>All scaffolds from which a person or object can fall more than 4m must be erected by a licensed scaffolder.</p> <p>A high risk work licence as a scaffolder is not required to erect, alter or dismantle a scaffold where there is a risk of a person or object falling 4 metres or less from the platform or structure; however, the person must be competent in the work and follow supplier's safe use instructions.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
	Working platforms	<p>Work platforms must be at least 450mm wide and have a non-slip surface with guardrail, midrail and toe board or mesh infill to prevent falls of persons or objects from the work platform.</p> <p>Provide safe means of access to all parts of the scaffold and work platforms.</p>
	Access and stability	<p>Check stability of scaffold daily before allowing any person to work from the scaffold.</p> <p>Lock wheels on mobile scaffolds before access by any person.</p>
Use of ladders	Falls of persons from 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 extend 1 metre above level being accessed and be secured against movement.</p> <p>Ladders should be used for access only except for light work which can be carried out with one hand.</p>
Use of portable step platforms	Falls or persons	<p>Folding portable step platforms must be opened fully and braces locked in position before use. All feet must be in contact with a firm, stable surface. All treads and platform surfaces must be clean and dry.</p>
Use of trestle scaffold	Falls or persons	<p>Trestles must be placed on a firm stable surface and prevented from slipping while in use.</p> <p>Suitable edge protection must be provided at each location where a person may fall more than heights specified by regulations in each state.</p> <p>Protection must be provided along outer edge, and at ends of platforms. Gap between platform and wall must not exceed 225mm.</p>
Use of height access equipment	Operation of height access equipment	<p>A licence for high risk work is not required to operate a scissor lift or boom lift with boom length under 11m; however, persons operating a scissor lift should hold a Verification of Competency (or similar) for the plant issued by a Registered Training Organisation (RTO).</p> <p>Persons carrying out work at heights from a scissor lift should be trained in safe working at heights (including emergency and rescue procedures).</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Preparation of work areas	Access and delivery of equipment	<p>Exercise care and obtain assistance when moving items to allow safe access to area to be painted. Ensure clear access to work areas and platforms and for movement of materials and equipment.</p> <p>Exercise care when handling and placing drop sheets. Tape edges down to minimise trip hazards. Tape any tears in drop sheets, or replace if severely damaged.</p>
	Paint removal	<p>Avoid breathing dust when removing old paint from surfaces.</p> <p>Use sanding equipment fitted with dust collectors to reduce spread of dust. Wear eye and hearing protection when using powered sanders.</p> <p>Wear P1 particulate dust mask when sanding non-hazardous materials, or P2 particulate dust mask if hazardous materials are being disturbed or released or the type of paint or coating is doubtful.</p> <p>Persons using respiratory protective equipment (RPE) must be trained in the correct selection, fit and care of the RPE being used. Fit checks must be carried out prior to commencing work.</p> <p>Prevent spread of dust generated during sanding to adjoining areas or neighbouring premises.</p>
	Surface preparation	<p>Refer to SDS for precautions to follow during use of fillers.</p> <p>Wear P1 particulate dust mask and eye protection when sanding filler prior to painting.</p>
Paint mixing – all types	Moving parts	<p>Place stirrer into paint container before turning on, and allow to cease rotating before removing.</p> <p>Do not operate stirrer in vicinity of loose clothing or jewellery, etc.</p> <p>Wear eye protection when mixing and stirring.</p>
Application of paints	Brush and roller	<p>Ensure adequate ventilation when applying all types of paints and coatings. Provide good ventilation to remove solvent vapours from area when applying solvent-based paints.</p> <p>Avoid spread of vapours to other areas.</p> <p>Wash hands before eating, drinking or using the toilet.</p> <p>Avoid contact with skin and eyes when applying paints and coatings.</p>



Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Spray painting	Hazardous exposure	<p>Provide containment sheeting to prevent spray drift to neighbouring premises where spray painting is used on exterior surfaces. Ensure that scaffolds are designed to withstand any wind loading placed on containments.</p> <p>Spray painting should be carried out in calm conditions where possible to minimise spread of vapours. Wear eye, face, hand and body protection, and respiratory protection recommended by paint manufacturer's SDS.</p> <p>Post warning signs at entry to work area to prevent entry without authorisation and wearing of required PPE.</p> <p>Prevent entry of unprotected persons into vicinity of spray painting until air contamination has dispersed.</p>
Cleaning of brushes, rollers, etc.	Harmful contact	<p>Wear eye protection when cleaning equipment used for application of water-based paints.</p> <p>Wear eye and hand protection when using thinners and solvents to clean equipment used for application of solvent-based paints Place waste liquids in a properly labelled sealed container for disposal.</p>
Site clean-up and waste disposal	Slips, trips and falls of persons	<p>Ensure that all scrap and waste material is removed and that area is clear of obstacles.</p> <p>Check safety of area before removing barricading.</p>
	Environmental hazards	<p>Dispose of used disposable equipment (brushes, rollers, drop sheets, sanding equipment, etc.) as general waste.</p> <p>Dispose of used solvents and waste paint and thinners, fillers and sealants as chemical waste at an approved chemical waste disposal facility.</p>

