



PCBU / EMPLOYER / COMPANY DETAILS		SWMS No:
Name: UBS		Revision No: 003
Address: 23 Yazaki Way, Carrum Downs, Victoria 3201		Revision Date: 12/12/2023
ABN:	Phone:	
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
Handling, installation and finishing of plasterboard sheeting and architectural sections.

SCOPE OF WORK COVERED BY THIS SAFE WORK METHOD STATEMENT
<p>The Plastering Work Safe Work Method Statement (SWMS) outlines the main hazards and risks including hazardous manual tasks and risk of falls in workplaces where installation and finishing of plasterboard (e.g., Gyprock, etc.) walls and ceilings is being undertaken.</p> <p>The SWMS provides details of the health and safety precautions (including personal protective equipment requirements) to be observed when carrying out internal plastering work (including fixing of cornices and trims, and preparation of surfaces for painting).</p>

GENERAL INSTRUCTIONS FOR SAFE WORK METHOD STATEMENTS	SITE SPECIFIC CONSIDERATIONS
<p>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.</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.</p> <p>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>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.</p>

SAFE WORK METHOD STATEMENT

Plastering Work

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.



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> <p>Workers must be trained in the correct selection, use and care of PPE including fit-checking of respiratory protection.</p>
Public safety	Unauthorised entry to work area	<p>Provide barricades, etc., around work site, and post warning signs at entrances to site.</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>
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	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.

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Use of ladders	Falls of persons	<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> <p>Open stepladders fully, and ensure brace is locked.</p> <p>Do not stand on top two steps of a stepladder.</p>
Use of portable work platforms	Falls or persons	<p>Folding portable work platforms must be opened fully and braces locked in position before use.</p> <p>All feet must be in contact with a firm, stable surface.</p> <p>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.</p>
Preparation of work areas	Hazardous manual tasks	<p>Exercise care and obtain assistance when moving furniture to allow safe access to work area.</p> <p>Ensure that floor surfaces where trestles, etc., will be placed are level and free from obstructions.</p>
Unloading of plasterboard	Hazardous manual tasks	<p>Ensure that adequate personnel and mechanical aids (trolleys, etc.) are available to move materials and equipment from vehicles to work site. Train workers in safe lifting practices (including team lifting).</p>
Storage of plasterboard on site	Hazardous manual tasks	<p>Stack all sheets flat on floor away from walkway. All stacks should be placed no closer than 180mm to any wall and must be on timber or gluts placed no further than 600mm apart.</p> <p>Ensure that cornices are stacked in a location so as to not create a trip hazard.</p>
Cutting plasterboard	Dust inhalation	<p>Use cutting tools to minimise generation of dust. Wear cut-resistant gloves when using cutting tools to cut plasterboard.</p> <p>Wear PPE as recommended in SDS for specific plasterboard being used when cutting plasterboard.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Fixing plasterboard	Hazardous exposure	<p>Avoid eye and skin contact with adhesive when applying to framing to mount plasterboard panels. Wear PPE as recommended in the SDS for the specific adhesive being used.</p> <p>Clean any adhesive from skin immediately (refer to SDS).</p>
Fixing plasterboard to walls	Manual handling	<p>Ensure appropriate number of workers is allocated to lift sheets into position. Wear gloves when handling sheets. Ensure correct manual handling techniques are used.</p>
Fixing plasterboard to ceilings	Manual handling	<p>Ensure appropriate number of workers is allocated to lift large sheets and smaller sheets. Appropriate PPE e.g., gloves, back support belts are recommended for overhead work. All workers must be trained in correct manual handling techniques.</p>
	Falling objects	<p>Use props to support ceiling sheets while being fixed in position. Do not remove props until all fixings have been installed and sheet is securely attached to ceiling.</p> <p>Wear eye protection when handling and fixing plasterboard sheets above head height and to ceilings.</p>
	Use of plasterer's stilts	<p>Prohibitions on the use of plasterer's stilts may apply in some jurisdictions. Check that use of stilts is allowed and determine any specific control requirements before using stilts in a workplace.</p> <p>A risk assessment must be completed to ensure the area is safe for the use of stilts. Workplace emergency plan must detail how stilt workers are to evacuate from work area in an emergency.</p> <p>Users must be trained in the correct use of stilts. Do not use stilts near voids, stairways or window openings.</p>
Fixing cornices, etc.	Manual handling,	<p>Ensure appropriate number of workers is allocated to lift and hold mouldings into position.</p> <p>Wear gloves when handling mouldings.</p> <p>Ensure correct manual handling techniques are used.</p>
Finishing	Joint finishing	<p>Exercise care when using cutter to trim jointing tape. Wear eye and hand protection when applying joint finish to tape.</p> <p>Provide good ventilation in work areas when applying joint finish. Refer to product SDS for handling precautions.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
	Dust	Wear respiratory protection as recommended in the SDS for the joint finishing compound, eye protection and gloves when sanding joints. Use sander fitted with dust collector when using orbital or power sanders. Ensure adequate ventilation in work areas.
Site clean-up and waste disposal	Slips, trips and falls of persons	Remove all offcuts of plasterboard and put into suitable receptacle. Sweep or vacuum up all dust and place into a heavy duty plastic bag for disposal. Ensure that all scrap and waste material is removed and that area is clear of obstacles before vacating.

