

PCBU / EMPLOYER / COMPANY DETAILS		SWMS No:
Name: Unique Building Services P/L		Revision No: 003
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

Preparation of floors for the installation of flooring and floor coverings.

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

The Sub-floor Preparation Safe Work Method Statement (SWMS) outlines the main hazards and risks associated with the preparation of floors for the installation of flooring and floor covering, including hazardous manual tasks, use of floor preparation plant and equipment, exposure to hazardous chemicals, noise and dust, and risks of falls. The SWMS provides details of the health and safety precautions (including protective clothing and PPE) required to carry out sub-floor preparation.

## 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>	 <b>SAFETY FOOTWEAR</b>	 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>Workers must be trained in the correct selection, use and care of PPE including fit-checking of respiratory protection.</p>
Electrical tools and equipment	Electrocution	<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 chemicals	Hazardous exposure	<p>A current Safety Data Sheet must be available for all hazardous chemicals used on site.</p> <p>Ensure good ventilation in areas where volatile chemicals are used. Avoid contact with skin and eyes. Wear PPE as recommended in the SDS for the specific chemical being used.</p> <p>Avoid inhalation of irritant and sensitising substances. Wear P1 particulate dust mask if risk of inhalation during use is identified.</p>
	Fire or explosion	<p>Keep flammable chemicals away from heat and ignition sources (including grinding sparks and cutting of metal).</p> <p>Provide suitable fire extinguisher where flammable liquids are stored and used.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Access to work areas	Poor access to work areas	<p>Check access into work areas to identify potential issues when moving material and equipment into work areas.</p> <p>Select appropriate storage for materials on site. Ensure that good access is available to minimise risk of injury when moving carpet from storage location to where it will be laid.</p> <p>Ensure that stored carpet and underlay will not create a hazard to other persons in work area.</p>
Site inspection	Hazardous materials	<p>Inspect work area if existing floor coverings are present. Older vinyl floor coverings and some adhesives may contain asbestos – either:</p> <ul style="list-style-type: none"> <li>• Have flooring tested and/or removed by a licensed asbestos removalist</li> <li>• Lay new flooring over existing vinyl without disturbing it in any way.</li> </ul>
Site preparation	Removal of existing floor coverings	<p>Wear knee pads if working in kneeling position for more than short periods.</p> <p>Use safety cutter to cut existing covering into smaller sections for removal.</p> <p>Ensure that knives and cutters are sharp and in good condition.</p> <p>Wear gloves to provide better grip, and provide suitable first aid kit in area.</p> <p>Reduce lengths and weight of waste floor coverings to reduce risk of strains.</p> <p>Remove waste to bin or skip or to dedicated waste collection area on site.</p>
	Dust and airborne particles	<p>Avoid spread of dust when sweeping larger scraps and waste after removal of old coverings. Use industrial vacuum cleaner to remove dust from substrate.</p> <p>Wear P1 particulate dust mask if non-hazardous dust creates discomfort.</p>
Preparation of concrete floor	Noise; dust	<p>Follow manufacturer's instructions when using floor grinder to level uneven surfaces. Wear eye and hearing protection when using floor grinder. Ensure that dust collector is fitted to grinder where provided or use water suppression.</p> <p>Wear fit-tested P2 particulate dust mask or RPE. Prevent spread of dust and restrict entry to affected work area. Clean dust from walls and other surfaces after grinding concrete floors.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
	Electric shock	<p>Keep extension leads clear of work area when using electric floor grinders. Check appliance and extension leads (including plugs and sockets) for damage following use.</p> <p>Do not use damaged or faulty electrical equipment.</p>
	Hazardous manual tasks	<p>Adjust handle of manual types of floor grinders to comfortable position (approximately waist height) for user. Ensure that handle is locked in position.</p> <p>Use legs to move machine – do not force by using arms and shoulders only. Tilt machine back to keep grinding heads above floor surface when moving. Maintain good posture to avoid strain injury while using grinder.</p> <p>Wear fit-tested P2 particulate dust mask or RPE.</p> <p>Wet grind concrete surfaces where possible to minimise dust generation. Vacuum area to remove dust from floor. Vacuum cleaner must be specifically designed for hazardous dusts and be fitted with an approved HEPA filter.</p>
Application of feather finish compounds	Hazardous manual tasks	<p>Observe safe manual handling procedures when carrying bags or containers of feather finish compound to work location.</p> <p>Avoid prolonged bending when using hand trowel to smooth out feather finish compound after application.</p>
	Hazardous exposure	<p>Observe manufacturer's safety precautions when applying feather finish compound to concrete substrate. Wear eye and hand protection and avoid skin contact. Avoid inhalation of dust from dry product.</p>
Preparation of timber floors	Hazardous manual tasks	<p>Follow manufacturer's instructions when using floor sander. Wear eye and hearing protection when using floor sander.</p> <p>Use legs to move machine – do not force by using arms and shoulders only. Tilt machine back to keep sanding drum above floor surface when moving.</p> <p>Avoid breathing dust – wear P1 particulate dust mask in dusty areas.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Application of floor levelling compounds	Hazardous exposure	<p>Follow manufacturer's application instructions when mixing and applying floor levelling compounds. Provide good ventilation in work areas where compounds containing chemicals likely to produce hazardous vapours are used.</p> <p>Avoid skin and eye contact with levelling compounds – wear safety glasses and gloves as recommended by manufacturer on product SDS.</p>
	Hazardous manual tasks	<p>Observe safe manual handling procedures when carrying bags or containers of levelling compound to work location.</p> <p>Use stand-up smoother to level out compound after application.</p>
Installation of hardboard underlay	Hazardous manual tasks	<p>Obtain assistance or use mechanical aids (trolleys, etc.) to move bundles of hardboard underlay to work area.</p> <p>Maintain good working posture when laying sheets out on floor and when cutting and trimming to size. Avoid prolonged bending or twisting of body.</p>
	Cuts, lacerations	<p>Avoid contact with sharp edges when using power tools to cut sheets. Cut away from body when using linoleum cutter or Stanley knife to cut sheets.</p>
	Noise; flying objects	<p>Wear eye and hearing protection when using power tools to cut sheets in enclosed areas.</p> <p>Wear eye and hearing protection when using powered nailing or stapling tools to fix sheets to timber substrate.</p>
Application of feather finish compounds	Hazardous exposure	<p>Observe manufacturer's safety precautions when applying feather finish compound to concrete substrate. Wear eye and hand protection and avoid skin contact. Avoid inhalation of dust from dry product.</p>
	Hazardous manual tasks	<p>Observe safe manual handling procedures when carrying bags or containers of feather finish compound to work location.</p> <p>Avoid prolonged bending when using hand trowel to smooth out feather finish compound after application.</p>
Finishing of hardboard underlay	Hazardous manual tasks	<p>Wear eye and hearing protection when using power sander to sand underlay joints. Fit dust bag to sander to reduce dust in work atmosphere.</p> <p>Avoid breathing dust – wear P1 particulate dust mask in dusty areas.</p>



Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Sealing of underlay	Hazardous exposure	A current Safety Data Sheet must be available for all hazardous chemicals used on site.  Ensure good ventilation in areas where volatile chemicals are used. Avoid contact with skin and eyes. Wear eye, hand and body protection.
Site clean-up and waste disposal	Slips, trips and falls of persons	Clean up all scrap and offcuts and place into waste receptacle or skip. Use industrial vacuum cleaner to remove dust and debris when floor preparation is completed.

