

OHS FORM 005 SAFE WORK METHOD STATEMENT (SWMS) – also known as Job Safety Analysis (JSA)

Company Name:	<i>This SWMS has been developed and authorised by:</i>		
	Name:		
	Position:		Date:
	Signature:		Phone:
		Mobile:	

DESCRIPTION OF WORK ACTIVITY: Concrete Formwork Suspended Slab

Trades involved with undertaking this Work Activity:

This SWMS is submitted to: (principle contractor)

COMPANY:	
CONTACT NAME:	PHONE NUMBER:
SITE ADDRESS:	PROJECT DESCRIPTION:

This SWMS was review by: (principle contractor)

NAME:	POSITION:
SIGNATURE:	DATE:
PHONE NUMBER:	MOBILE NUMBER:

Person responsible for OHS on the contractor's behalf:

NAME:	POSITION:
SIGNATURE:	DATE:
PHONE NUMBER:	MOBILE NUMBER:

List plant, equipment and tools to be used	List Hazardous Substances to be used or handled	MSDS available? (Tick)	List PPE to be worn (Tick)	List Hazards to consider (Tick)
eg. Electric generator	eg. Unleaded petrol		Hard Hat	Fall from ladder
			Safety Boots	Fall from heights
			High-visy clothing	Fall from scaffold
			Gloves	Contact with electricity
			Hearing Protection	Falling objects
			Safety Glasses	Collapse
			30+ Sunscreen	Slips, trips and falls
			Dust Masks	Manual handling
			Other (specify):	Exposure to noise
				Struck by moving plant
				Inhalation of dust or fumes
				Cuts
				Other (specify):

Health Risks and Likelihood of Damage	How LIKELY is it to be that bad? Note: If a hazard is rated 1, 2 or 3, action <u>must</u> be taken immediately.				
	What damage could it cause?	VERY LIKELY <i>Could happen anytime</i>	LIKELY <i>Could happen sometimes</i>	UNLIKELY <i>Could happen, but only rarely</i>	VERY UNLIKELY <i>Could happen, but probably never will</i>
	Death or permanent disability	1	1	2	3
	Long term illness or serious injury	1	2	3	4
	Medical attention or several days off work	2	3	4	5
First Aid needed	3	4	5	6	

How to complete the following form

1. List the step-by-step sequence of tasks required to carry out the work activity from start to finish.
2. Listing of potential hazards associated with each step, and the related OHS risks.
3. Using the risk table, rating the identified risks.
4. List what controls you will implement to reduce the risks to the lowest possible level.
5. Rate the level of risk once those controls have been implemented (must be 4-6 before you can start work).
6. List the names or positions of the persons responsible for ensuring the controls are implemented.

STEP	Job Step Break the job down into steps. List the steps in this column.	Hazard Identification Identify any potential hazards associated with each step – and any related risks. Detail the hazards and risks in this column, and enter the risk rating in the next column.	Initial Risk Rating (1-6)	Controls Implemented Decide what controls to use to eliminate or minimise the risks. Detail the controls in this column, and enter the revised risk rating in the next column. Note: If the risk rating is still 1-3, do not begin work.	Revised Risk Rating (1-6)	Person Responsible
1.	General Planning	Inadequate training – specific injuries due to inexperience		Consultation and training employees Job preparation and planning Issue and train all employees in the use of P.P.E – e.g. Hard hats, high visible vests		
		Inadequate consultation or failure to provide appropriate equipment		General Induction Issue P.P.E to all relevant employees Set up toolbox talks		
2.	Entry to site	Entry to unsafe areas, movement of site personnel vehicles, plant and equipment		Report to site office for site induction Complete a risk assessment Training employees		
3.	Unloading and moving equipment	Fall from vehicle, slips, trips and falls Manual Handling injuries		Park vehicle in a clear, level and safe area Provide manual handling training Team lifting		
		Cuts splinters and abrasions		Issue P.P.E and train employees in the correct use of P.P.E		
		Hit by machinery such as forklift		Ensure machine operator is licensed to operate machinery Plant and equipment to be maintained and inspected and log books kept up to date Use of P.P.E – high visible vests		
4.	Placing sole plates	Manual handling injuries Slips, trips and falls on unstable ground		Manual handling training and issue P.P.E Ensure work area is clear of debris		

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5.	Initial set-up of ground frames	Manual handling injuries when lifting frames		Manual handling training provided in the correct way to lift frames Team lifting		
		Struck by frames		Ensure first that frames are adequately braced and secured in the correct method Training employees in the correct method of bracing and securing frames and the correct use of P.P.E		
		Crushing or jammed fingers and hands		Ensure frames are the correct way up and pins will lock in properly. Extra care taken in wet and slippery conditions		
6.	Placing working bearer and joists	Strains, sprains back and shoulder injuries Hit by planks		Training in manual handling. Team lifting and job rotation Ensure both ends of bearers are supported and are not too long. Care taken when lifting green or wet timbers and extra care taken in windy conditions		
		Fall from working bearers and joists		Inspect work for faulty or damaged planks Training in working at heights Extra care taken when working in wet conditions		

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7.	Placing working bearer and joists (continued)			Ensure joists are placed on the flat until secured. Ensure bearers and joist have enough overlap Position body correctly (training) when lifting and moving materials		
		Hit by falling objects from above		Training in the use of P.P.E. equipment such as hard hats Be aware of persons working above		
		Fall from aluminium ladders		Ensure ground level and even when setting up the ladders Training in the correct use of ladders		
8.	Placing form ply deck	Strains, sprains back and shoulder injuries when lifting ply sheets		Manual handling training provided in correct lifting procedures. Team lifting and job rotation Position and balance body properly when moving or lifting sheets		
		Slip or fall over objects on the deck		Ensure nails are hammered flush on deck Extra care taken during windy conditions Take care on deck when wet and oily Maintain and sweep deck of saw dust to eliminate slippery deck		

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	Placing form ply Deck (continued)	Slip or fall over objects on the deck		Ensure all penetrations are covered or handrails installed Installation of perimeter protection. Lift extension leads off deck Remove off cuts and waste materials, maintain a clear deck		
		Hit by objects falling off deck		Secure bulk plywood from blowing off deck Remove any ply off cuts		
		Electric shock or electrocution when cutting materials		Test & tagging of electrical equipment and maintain a register for electrical equipment Use earth leakage switches on main supply and portable generators Training in the set up of power leads		
		Damage to eyes and ears		Training in the use of P.P.E equipment such as ear and eye protection		
		Inhalation of dust and vapours		Training in the correct P.P.E equipment when using hazardous substances Supply MSDS data for site records Consider alternative materials or substances Follow safe use of substance instructions		

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	Placing form ply Deck (continued)	Serious cuts and abrasions from cutting ply wood		Training in the correct use of power tools Training in the use of P.P.E equipment		
9.	Stripping Formwork	Strains, sprains back and shoulder injuries		Training in manual handling and correct lifting procedures. Team lifting and job rotation Position body and use correct position when bending to let down jacks Team lifting when passing down materials		
		Slips, trips and falls due to insufficient lighting.		Ensure sufficient lighting Clear all access ways of waste or materials Strip and remove materials progressively and clean up as you go		
		Falls from frames or working platform		Training in working at heights Care taken when climbing on bracing or frames Extra care when working in wet and slippery conditions		
		Cuts, abrasions and puncture wounds		Training in the use of P.P.E equipment Remove nails from material progressively clean up and stack		
				Control lowering of deck		

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	Stripping Formwork (Continued)	Hit by falling objects		<p>Training in the use of P.P.E equipment such as hard hats</p> <p>Be aware of persons working above and around you</p> <p>Ensure barricading to drop areas, is in position</p> <p>Ensure employees are aware of danger areas via site induction</p> <p>Control the lowering of the deck</p>		
10.						

THESE ARE STANDARD SWMS, THEY MUST BE MODIFIED TO SUIT YOUR WORKERS, YOUR EQUIPMENT AND YOUR SITE.

CHECKLIST OF ITEMS THAT MAY BE REQUIRED FOR THIS WORK ACTIVITY

QUALIFICATIONS

TRAINING

**CODES OF PRACTICE OR AS/NZS
STANDARDS TO BE COMPLIED WITH**

Codes of Practice

OHS Consultation
OHS Induction Training for Construction
Amenities for Construction Work
Electrical Practices for Construction Work
Formwork

