

**OHS FORM 05: SAFE WORK METHOD STATEMENT (SWMS) – also known as job safety analysis worksheet or scope of works**

<b>Company name:</b> LYON MASONRY Pty Ltd  <b>ABN:</b> 85 135 184 708  <b>ACN:</b> 135 184 708	<i>This SWMS has been developed and authorised by:</i>			
	<b>Name</b>	BRANDON LYON		
	<b>Position</b>	DIRECTOR	<b>Date</b>	
	<b>Signature</b>		<b>Phone</b>	0405 519 435
		<b>Mobile</b>	0405 519 435	

**DESCRIPTION OF WORK ACTIVITY:** Mix mortar and lay bricks and blocks to Australian Standard

**Trades involved with undertaking this work activity:** MASONRY

This SWMS is submitted to (principal contractor):

<b>COMPANY:</b>	
<b>CONTACT NAME:</b>	<b>CONTACT NUMBER:</b>
<b>SITE ADDRESS:</b>	<b>PROJECT DESCRIPTION:</b>

<b>Occupational Health Safety of Environmental Legislation:</b>  Occupational Health and Safety Regulation 2001 Occupational Health and Safety 2000 Clause 15 PPE Clause 80 & 81 Bending and Lifting NSW Workers Compensation Act 1987	<b>Codes or Standards applicable to the works:</b>  C O P Noise Management & Protection of hearing at work NOHSC 2005 C O P for manual handling National Standard for Construction Work (NOHSC:1016) National Code of Practice for the Construction Industry
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<b>NAME: BRANDON LYON</b>						
<b>SIGNATURE:</b>				<b>DATE:</b>		
<b>PHONE NUMBER: 0405 519 435</b>				<b>MOBILE NUMBER: 0405 519 435</b>		
List plant, equipment and tools to be used	List hazardous substances to be used or handled	MSDS available? (Tick)	List PPE to be used	(Tick)	List hazards to consider	(Tick)
Electric Grinder			Hard hat	√	Fall from ladder	√
Electric Saw			Safety boots	√	Fall from heights	√
Electric Cement Mixer			High-visy	√	Fall from scaffold	√
Electric Brick Saw			Gloves	√	Contact with	√
Electric Pressure Cleaner	Hydrochloric Acid	√	Hearing	√	Falling objects	√
Electric Drill			Safety glasses	√	Collapse	√
Petrol Brick Elevator	Petrol	√	UV cream	√	Slip, trips and falls	√
Petrol Cement Mixer	Petrol	√	Dust masks	√	Manual handling	√
Spirit Levels			30+ sunscreen	√	Exposure to noise	√
Elevated Work Platforms			Other (specify):		Struck by moving	√
Jackhammers					Inhalation of dust or	√
Harnesses					Cuts	√
Petrol Brick Elevator	Petrol				Other (specify):	
<b><u>MAINTENANCE CHECKS:</u></b>						
All electrical equipment is checked and tagged on a monthly basis.						

**MATERIALS USED:**

- Bricks
- Blocks
- Sand
- Cement
- Lime
- Mortar Mix
- Clay

		<b>How likely is it to be serious?</b> NOTE: If a hazard is rated 1, 2 or 3, take action immediately.			
<b>What damage could it cause?</b>		Very likely (could happen anytime)	Likely (could happen sometimes)	Unlikely (could happen, but only rarely)	Very unlikely (could happen, but probably never will)
<b>RISK TABLE</b>	Death or permanent disability	1	1	2	3
	Long term illness or serious injury	1	2	3	4
	Medical attention and several days off work	2	3	4	5
	First aid needed	3	4	5	6

STEP	Activity Step	Hazards Identification	Initial risk rating (1-6)	Controls Implemented	Revised risk rating (1-6)	Person responsible
1.	<b>SETTING UP</b>	Poor Preparation	3	<ul style="list-style-type: none"> <li>Review Principal Contractor's Site Safety Plan and Emergency Prodedures</li> </ul>	5	<b>SUPERVISOR</b>
		Access and egress	3	<ul style="list-style-type: none"> <li>System of traffic control or signage to warn workers and pedestrians of possible traffic / plant movement</li> </ul>	5	<b>HEAD CONTRACTOR</b>
		Lack of competence	3	<ul style="list-style-type: none"> <li>Ensure all staff are adequately trained and competent to undertake the work.</li> </ul>	5	<b>SUBCONTRACTOR</b>
		Unfamiliarity with site requirements	3	<ul style="list-style-type: none"> <li>Ensure all staff are aware of site conditions and possess general OHS induction and site specific induction.</li> </ul>	5	<b>SUBCONTRACTOR</b>
		Materials storage and delivery	3	<ul style="list-style-type: none"> <li>A clean dry storage area with clear access and egress. Contents consulted with all persons using hazardous substances. Certified forklift operator or crane operator must remove brick pallets from truck. Bricks to be located as close as possible to work site. All staff to be trained in correct manual handling techniques. Wheelbarrow and hoist to be used to move bricks around site. 20kgs bags to be used where possible, and lifted by one person or moved via wheelbarrows. Supervision for public and other trades in the same area.</li> </ul>	5	<b>SUPERVISOR</b>
2	<b>CONDUCT SITE SPECIFIC RISK ASSESSMENT</b>	Exposure to unsafe acts, substances, and conditions.	2	<ul style="list-style-type: none"> <li>Undertake a site induction prior to entering site to conduct site specific risk assessment.</li> </ul>	5	<b>SUPERVISOR</b>

STEP	Activity Step	Hazards Identification	Initial risk rating (1-6)	Controls Implemented	Revised risk rating (1-6)	Person responsible
3	<b>POSITION MIXERS AND SAWS</b>	Back Injuries	2	<ul style="list-style-type: none"> <li>Two persons required to move a mixer and saw. Position mixers and saws on stable ground and close to work area.</li> </ul>	5	<b>ALL WORKERS</b>
4	<b>POSITION BRICKS, BLOCKS AND OTHER MATERIALS TO WORK AREA</b>	Manual handling – back and muscle strain.	3	<ul style="list-style-type: none"> <li>Do not overload wheelbarrows and ensure load is even. Keep path for wheelbarrow clear &amp; even.</li> <li>Rotate tasks between staff to prevent repetitive strain injuries.</li> </ul>	5	<b>ALL WORKERS</b>
		Hazardous Substances – skin and eye irritation. Dust – respiratory damage.	3	<ul style="list-style-type: none"> <li>Wear eye protection, gloves and respirator or dusk mask</li> <li>Wash affected skin immediately if in contact with hazardous substances.</li> <li>Provide MSDS for hazardous substances.</li> </ul>	5	<b>ALL WORKERS</b>  <b>ALL WORKERS</b>  <b>SUPERVISOR</b>
5	<b>MIXING MORTAR</b> <b>Adding and mixing additives to mortar.</b>	Manual Handling – back and muscle strain (particularly if user not trained accordingly). Electricity – electrocution. Dust – respiratory damage.	3	<ul style="list-style-type: none"> <li>Use two people and/or ramps to lift mixer to/from site.</li> <li>Use 20kg bags of cement where possible.</li> <li>Use correct manual handling techniques for lifting.</li> </ul>	5	<b>ALL WORKERS</b>
			3	<ul style="list-style-type: none"> <li>Ensure PPE is worn at all times which includes eye protection, gloves, hard hat, high visibility clothing and respirator or dusk mask provided.</li> <li>Provide MSDS for hazardous substances.</li> </ul>	5	<b>ALL WORKERS</b>  <b>SUPERVISOR</b>

STEP	Activity Step	Hazards Identification	Initial risk rating (1-6)	Controls Implemented	Revised risk rating (1-6)	Person responsible
6	<b>MIXING MORTAR USING ELECTRIC MIXER</b> Loading and Operating	Electricity – electrocution Untrained users – cuts Noise – hearing damage Debris – eye injuries Dust – respiratory damage Manual Handling – back and muscle strain	4	<ul style="list-style-type: none"> <li>• Ensure PPE is worn at all times which includes eye protection, gloves, hard hat, high visibility clothing and respirator or dusk mask provided.</li> <li>• Keep work areas surrounding brick and block saws free of waste material.</li> <li>• Rotate tasks between staff to prevent repetitive strain injuries.</li> </ul>	5	<b>ALL WORKERS</b>
7	<b>CUTTING BRICKS AND BLOCKS USING ELECTRIC BRICK AND BLOCK SAWS</b>	Electricity – electrocution Untrained users – cuts Noise – hearing damage Debris – eye injuries Dust – respiratory damage	4	<ul style="list-style-type: none"> <li>• Wear eye and hearing protection.</li> <li>• Keep work area free of waste material.</li> <li>• Wet down materials to alleviate dust.</li> </ul>	5	<b>ALL WORKERS</b>
8	<b>CUTTING WITH ANGLE GRINDER, TROWEL, BOLSTER OR HAMMER</b>	Manual handling – back and muscle strain.	4	<ul style="list-style-type: none"> <li>• Rotate tasks between staff to prevent repetitive strain injuries.</li> </ul>	5	<b>ALL WORKERS</b>
9	<b>LAYING BRICKS AND BLOCKS</b>	Untrained staff – cuts, abrasions and impact injuries.  Falling bricks and blocks.  Wall collapse  Falling from heights	4	<ul style="list-style-type: none"> <li>• Use correct tool for the task.</li> <li>• Check tools are in good working order.</li> <li>• Overhead protection to be in place for all edge work bordering public thoroughfares.</li> <li>• Green walls not to exceed 1.8m or six times its thickness (whichever is the greater height).</li> <li>• Guard rail to be in place for all platforms above 1.8m. Overhead work is not to take place unless adequate scaffolding is erected on both sides of the wall</li> </ul>		<b>ALL WORKERS</b>  <b>SUPERVISOR</b>  <b>SUPERVISOR</b>  <b>HEAD CONTRACTOR</b>

STEP	Activity Step	Hazards Identification	Initial risk rating (1-6)	Controls Implemented	Revised risk rating (1-6)	Person responsible
10	<b>ERECTING SCAFFOLD</b>	Scaffold Collapse	1	<ul style="list-style-type: none"> <li>Scaffold over 1.8m to be erected by certified persons.</li> </ul>	5	<b>HEAD CONTRACTOR</b>
11	<b>INSERTING STEEL INSIDE BLOCKS</b>	Cuts and abrasions	5	<ul style="list-style-type: none"> <li>Wear gloves when cleaning out blocks</li> </ul>	6	<b>ALL WORKERS</b>
12	<b>CLEANING OUT BRICKS AND BLOCKS</b>	Hazardous substances – skin and eye irritation.	4	<ul style="list-style-type: none"> <li>Provide MSDS for hazardous substances.</li> <li>Wear gloves and eye protection.</li> </ul>	6	<b>SUPERVISOR</b> <b>ALL WORKERS</b>
13	<b>WORK SITE CLEAN UP</b>	Back injuries	2	<ul style="list-style-type: none"> <li>Wheelbarrows to be used to remove debris.</li> </ul>	5	<b>ALL WORKERS</b>  <b>SUPERVISOR</b>
		Trips and falls on debris	2	<ul style="list-style-type: none"> <li>Site cleanup will be undertaken daily to prevent debris build up.</li> </ul>	5	
			2	<ul style="list-style-type: none"> <li>Correct manual handling techniques to be used.</li> </ul>	5	
			2	<ul style="list-style-type: none"> <li>Clean area inspection report to be completed weekly.</li> </ul>	5	
14	<b>CHANGE OF WEATHER Rain, Wind, Heat</b>	Wall collapse	1	<ul style="list-style-type: none"> <li>Cover wall with waterproofing covering. Free standing walls to be braced in gale winds.</li> </ul>	5	<b>SUPERVISOR</b>
		Electrocution	1	<ul style="list-style-type: none"> <li>All leads and power tools to be under cover and off the ground.</li> </ul>	5	<b>ALL WORKERS</b>
		Access and egress	2	<ul style="list-style-type: none"> <li>Keep to all marked pathways and access ways during rain periods.</li> </ul>	5	<b>ALL WORKERS</b>
		Lightning	1	<ul style="list-style-type: none"> <li>Do not use metal scaffolding or ladders.</li> </ul>	5	<b>ALL WORKERS</b>
		UV exposure/dehydration	3	<ul style="list-style-type: none"> <li>Appropriate PPE and sunscreen to be worn and high water consumption.</li> </ul>	5	<b>ALL WORKERS</b>

STEP	Activity Step	Hazards Identification	Initial risk rating (1-6)	Controls Implemented	Revised risk rating (1-6)	Person responsible
15	<b>WORKING IN AREAS WITH OTHER TRADES</b>	Collision with EWPs, incoming deliveries, general untidiness.	2	<ul style="list-style-type: none"> <li>Consult with other trades around the area. Toolbox talks with own trade about possible hazards.</li> </ul>	6	<b>SUPERVISOR</b>
16	<b>WORKING ON SCAFFOLD UNDER 1.8M</b>	Scaffold collapse	1	<ul style="list-style-type: none"> <li>Scaffold is double braced and fully decked out with 4 planks wide</li> </ul>	5	<b>SUPERVISOR</b>
		Fall	1	<ul style="list-style-type: none"> <li>Ensure scaffold is not higher than 1.8m.</li> <li>Safe work procedures</li> </ul>	5	<b>ALL WORKERS</b>
17	<b>USE OF BRICK ELEVATOR</b>	Falling objects from the brick elevator at height when in use.	1	<ul style="list-style-type: none"> <li>Staff shown correct use techniques to operate machinery.</li> <li>Staff not permitted to walk underneath the brick elevator whilst in operation.</li> </ul>	5	<b>SUPERVISOR</b> <b>ALL WORKERS</b>
		Fall from heights	1	<ul style="list-style-type: none"> <li>Check scaff-tag &amp; working platforms before use. Contact Site Manager if unsafe.</li> </ul>	6	
A	<b>SCAFFOLD SAFETY</b>	Falling objects	1	<ul style="list-style-type: none"> <li>Ensure all fall hazards are protected by handrail and brick guards</li> </ul>	6	
		Overloading	2	<ul style="list-style-type: none"> <li>Scaffold to be loaded as per scaffold duty classification</li> </ul>	6	<b>BRICKLAYERS</b>
		Scaffold Collapse	2	<ul style="list-style-type: none"> <li>Bricks &amp; materials to be stacked over scaffold transoms to allow a minimum of 450mm passage way along working platform</li> </ul>	6	
		Slips, trips & falls	2	<ul style="list-style-type: none"> <li>Do not stack bricks higher than platform handrail. Do not alter scaffold. Remove waste regularly</li> </ul>	6	



Item	Job Steps	Hazard	Before Risk	Control	After Risk	Who Will Do This

**ITEMS REQUIRED FOR THIS WORK ACTIVITY**

<b>ITEMS REQUIRED FOR THIS WORK ACTIVITY</b>	
<b>QUALIFICATIONS</b>	Bricklayers Licence OH&S White Cards

**Declaration by contractors and workers**

I have been **consulted** and have assisted in the development of this SWMS.

I have been given the opportunity to comment on the content of this SWMS.

I have **read** and **understand** how I am to carry out the activities listed in this SWMS.

I have been supplied with the **personal protective equipment** identified on this SWMS and I have been given **training** in the safe use of this equipment.

**I have read and understand** the requirements set out in the **material safety data sheets** for the **hazardous substances** identified in this SWMS.

NAME	SIGNATURE	DATE