# SAFE WORK METHOD STATEMENT
## HAND TOOLS

**Prepared for**

| Client: | Rural Construction & Maintenance Pty Ltd | Project No: | 1 |
| Site: | 660 Great Ocean Road, Bellbrae | Date Prepared: | 29/07/2015 |

### 1. RESPONSIBILITIES

Rural Construction & Maintenance will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the Rural Construction & Maintenance office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities*.

All Rural Construction & Maintenance workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. No glass containers will be allowed on site (except in meal rooms). The consumption of illegal drugs and alcohol is prohibited.

### 2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

1. 
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9. 

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Reference: RCM-Hand Tools_290615_v1.doc
Version: v1.1
Date: 29/07/2015
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3. RISK ASSESSMENT

Risk Assessment Table

<table>
<thead>
<tr>
<th>Consequence or Impact of Hazard</th>
<th>Level of harm</th>
<th>A</th>
<th>P</th>
<th>U</th>
<th>Likelihood/Probability</th>
<th>Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>H-Potential death, permanent or long term disability or illness, significant detrimental environmental impact</td>
<td>H-High</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>A-Almost certain could happen at any time</td>
<td>1-Immediate action is required</td>
</tr>
<tr>
<td>M-Potential temporary disability or illness requiring medical attention, short term environmental impact</td>
<td>M-Medium</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>P-Possible risk could happen occasionally</td>
<td>2-Control the risks/ hazards a.s.a.p.</td>
</tr>
<tr>
<td>L-Potential minor injury requiring first aid or minimal environmental impact</td>
<td>L-Low</td>
<td>2</td>
<td>3</td>
<td>3</td>
<td>U-Unlikely may happen rarely</td>
<td>3-Control risks with routine procedures</td>
</tr>
</tbody>
</table>

When assessing the risk of a particular hazard remember:
- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
- The more Hazards you identify the greater the overall Risk on the site.
- Overall Risk increases as the number of people exposed to a Hazard increases.
- The more serious the potential impact to a person’s health from a Hazard the greater the Risk.
- The frequency of exposure to a Hazard will increase the Risk.

Hierarchy of Controls

Most Effective

Eliminate – ‘Design out’ the hazard when new materials, equipment and work systems are being purchased for the workplace;

Substitute - Substitute less hazardous materials, equipment or substances and use smaller sized containers;

Isolate – separate the workers from hazards using barriers, enclosing noisy equipment and providing exhaust or ventilation systems;

Engineering – use engineering controls to reduce the risks such as guards on equipment, hoists or other lifting and moving equipment;

Administrative – Minimise the risk by adopting safe working practices or providing appropriate training, instruction or information.

Personal Protective Equipment – Make sure that appropriate PPE is available and used correctly.

Least Effective
The Work Process - “Risk Rating” and “Who is Responsible” is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

<table>
<thead>
<tr>
<th>Steps</th>
<th>Step by Step Procedure</th>
<th>Possible Hazards</th>
<th>Risk Rating</th>
<th>Safety Controls</th>
<th>Who is responsible?</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Risk Assessment</td>
<td>Tool – condition / guards etc. Untrained workers Workplace / worksite hazards</td>
<td>• Do a Risk Assessment prior to commencing work and review the Principal Contractor's Site Safety Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS); • Identify additional safety controls where required using the Risk Assessment Worksheet and Hazard Report Form; • Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury; • Obtain approvals from the supply authorities where required; • Make sure workers are trained, qualified or experienced to carry out the specified tasks; and • Request appropriate licences or certification when required before allowing work to commence, including local council approval where required.</td>
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<tr>
<td>2</td>
<td>Preparation of work area</td>
<td>Lighting Hot Work (cutting / grinding) Fire / explosion</td>
<td>• Make sure lighting is adequate for the work activity; • Where applicable, obtain a Hot Work Permit; and • Use of abrasive tools in the open on fire ban days without a permit is forbidden.</td>
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<tr>
<td>3</td>
<td>Personal Protection Equipment (PPE)</td>
<td>Injury, illness, permanent disability and in extreme cases death.</td>
<td>• PPE is to be used only when no other control can reduce or eliminate the hazard / risk; • Make sure all workers are issued with and wear the recommended PPE as required for safety on the worksite and specific to the activities and tasks; and • Train workers in the correct use, maintenance and storage of PPE.</td>
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<tr>
<td>4</td>
<td>Manual handling – lifting, carrying, pushing, pulling and holding</td>
<td>Strains, sprains and soft tissue damage Back injuries Crushing injuries</td>
<td>• Train workers in correct lifting techniques – bend the knees to lift and lower, use thighs (DO NOT bend over to lift), head up, chin in and keep elbows close to body - never twist while lifting, lowering or carrying a load;</td>
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</table>
| 5     | Vibrations             | Hand and arm vibrations can cause White Finger Syndrome or Reinhold Syndrome | • Make sure load is stable before lifting;  
• Heavy and awkward items get help or use lifting equipment; and  
• Rotate tasks to prevent repetitive strain injuries. | • Wear thick cotton gloves;  
• Rotate tasks to prevent prolonged use of vibrating tools; and  
• Exercise and massage hands to encourage blood circulation. |                    |
| 6     | Housekeeping - obstacles and cluttered work areas | Slips, trips and falls can cause cuts, abrasions, breaks, strains and sprains and back injuries to workers and others. | • Carry out basic housekeeping regularly, keeping access ways and the work area clear of materials, tools and debris;  
• Wear appropriate footwear;  
• Make sure cables and other equipment do not cause a trip hazard; and  
• Barricade or restrict areas where the hazard can’t be eliminated. |                    |
| 7     | Inspection of hand tools | Tools – Cuts / amputation | • Perform visual inspection as per manufacturer’s recommendations making sure tools are in good working order prior to use;  
• Make sure tools are suitably sharpened (where required);  
• Make sure sharp tools are sheathed following inspection; and  
• Make sure all defective hand tools are discarded; |                    |
| 8     | Use of non-powered hand tools | Impact injuries  
Tools – Cuts / amputation  
Noise – hearing damage  
Flying debris – eye injuries  
Untrained workers – tasks / tools | • Train workers in the correct use of the hand tools and supervise until they demonstrate they can operate the tool safely;  
• Make sure the work area is clear when using an impact tool;  
• Where a hand tool requires the use of one hand, make sure all body parts are kept clear of the tool;  
• Use tools to manufacturers recommendations;  
• Keep sharp tools sheathed when not in use;  
• Make sure fittings are attached correctly and only used for their intended purpose;  
• Check tools are in good working condition and placed on stable ground when not in use;  
• Rotate tasks between workers to prevent repetitive strain injuries. |                    |
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</table>
| 9     | Use of non-powered cutting tools    | Tools – Cuts / amputation Flying debris – eye injuries Untrained workers – tasks / tools |                                                                             | • Train workers in the correct use of the cutting tools and supervise until they demonstrate they can operate the tool safely;  
• Use cutting tools to manufacturers recommendations;  
• Make sure fittings are attached correctly and only used for their intended purpose;  
• Check cutting tools are in good working condition and placed on stable ground when not in use;  
• Make sure the work area is clear of rubbish, debris and off-cuts;  
• Check the work to be cut for nails, screws or other obstructions and remove as they can cause serious injury;  
• With one hand, hold the largest part of the work piece firmly on a suitable surface;  
• Make sure your hands are no closer than 150mm to the cutting tool at all times;  
• Rotate tasks between workers to prevent repetitive strain injuries;  
• Wear gloves when handling sharp objects; and  
• Wear eye protection. |
| 10    | Maintenance of hand tools           | Tools – Cuts / amputation                                                        |                                                                             | • Perform regular maintenance as per manufacturer’s recommendations making sure tools are in good working order;  
• Make sure tools are suitably sharpened (where required);  
• Make sure sharp tools are sheathed following maintenance;  
• Hand tools are only to be repaired as per manufacturer’s instructions;  
• Make sure all defective hand tools are discarded; |
| 11    | Completion of work or end of work day| Electricity /tools - electrocution Manual handling - strains sprains and back injuries Slips, trips and falls Cuts and abrasions |                                                                             | • Make sure all tools a stored away properly when not in use;  
• Remove any excess materials from the site using correct manual handling techniques;  
• Wear gloves when handling sharp objects; |
### Site Specific Requirements - To be completed by the PCBU or Site Supervisor if site-specific hazards are identified (attach additional pages if necessary):

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</tr>
</thead>
</table>
|       |                        |                  |             | • Place equipment in approved storage area or back in work vehicle;  
|       |                        |                  |             | • Make sure the work area is left clean and tidy;  
|       |                        |                  |             | • Lock / secure storage areas and / or site as required. |
4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

<table>
<thead>
<tr>
<th>Minimum number of workers required to complete this work</th>
<th>1 or more</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trade licence required to complete this work</td>
<td>Licence No: Held By:</td>
</tr>
<tr>
<td>Additional qualifications, permits and/or experience required to complete this work</td>
<td>Site Specific Induction and SWMS review required for all workers</td>
</tr>
</tbody>
</table>

5. SAFETY RESPONSIBILITIES

The Officer for this project is ________________, he/she can be contacted on ________________.

The Site Supervisor for this project is ________________, he/she can be contacted on ________________.

The Health and Safety Representative (HSR) for this project is ________________, he/she can be contacted on ________________.

All Rural Construction & Maintenance workers:

→ WILL be required to have relevant trade experience.

→ WILL be required to attend regular site inductions, project and task specific induction training and possess the current General Construction Induction Training card.

Work Health and Safety - Responsibilities

a) ________________ will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.

b) ________________ will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.

c) ________________ will be responsible for assessing and monitoring your subcontractors’ capabilities, and for making sure they meet WHS requirements.

d) ________________ will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.

e) ________________ will be responsible for preparing, maintaining and making accessible the register of hazardous substances.

f) ________________ will be responsible for maintaining first-aid stocks.

g) ________________ will be responsible for managing accident and emergency procedures.

h) ________________ will be responsible for keeping WHS records.

i) ________________ will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.

j) ________________ will be responsible for workplace injury management and rehabilitation.

k) ________________ will be responsible for managing communication between Health and Safety Committees (where applicable).

l) ________________ will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.
6. TRAINING RESPONSIBILITIES

The HSR will:

a) identify the WHS training needs of management, supervisors and workers on site;
b) make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;
c) make sure that all personnel attend general construction WHS induction training before starting work;
d) make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;
e) conduct induction training, task training and refresher safety training for everyone working on site; and
f) keep appropriate records of WHS training at the Rural Construction & Maintenance office.

7. INCIDENT MANAGEMENT

The HSR will:

a) be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and
b) make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

8. PLANT AND EQUIPMENT

Plant and Equipment used on site includes but is not limited to:

<table>
<thead>
<tr>
<th>Plant and/or Equipment</th>
<th>Inspection and maintenance checks required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-powered hand tools</td>
<td>Visual inspection prior to use and to manufacturers recommendations</td>
</tr>
<tr>
<td>Non-powered cutting hand tools</td>
<td>Visual inspection prior to use and to manufacturers recommendations</td>
</tr>
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</table>

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

<p>| | |</p>
<table>
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<tbody>
<tr>
<td>1</td>
<td>Safety boots</td>
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<td>2</td>
<td>Sunglasses / safety glasses</td>
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<td>3</td>
<td>Protective gloves</td>
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<tr>
<td>4</td>
<td>High visibility clothing / vests</td>
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<tr>
<td>5</td>
<td>Hearing protection</td>
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</table>

10. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.

11. LEGISLATION, REGULATIONS, CODES AND STANDARDS

The following reference documents have been identified as relevant to this project and a copy is kept at the Rural Construction & Maintenance office. This list is a guide only and is not necessarily all the relevant documentation:

a) Work Health and Safety Act 2011
b) Work Health and Safety Regulations 2014
c) COP Managing Risks in Construction Work
d) COP First Aid
e) COP Hazardous Manual Tasks
f) COP How to Manage Work Health and Safety Risks
g) COP Managing the Work Environment and Facilities
The representatives of Rural Construction & Maintenance listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

<table>
<thead>
<tr>
<th>Worker on site</th>
<th>Role (e.g. worker, supervisor)</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
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Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:

Signed: ___________________________ Date: ___________________________

Name: ___________________________ Position: ________________________