SAFE WORK METHOD STATEMENT

Section 1: General Information			
Person Conducting a business or undertaking (PCBU):		**Principal Contractor (PC):**	
Works Manager:		**Date PC received SWMS:**	
Description of Work Activity:	General Installation of Hebel Products	**Workplace Location:**	
Person responsible for SWMS compliance:		**Date SWMS Received:**	
Measures to ensure SWMS Compliance	Policies and procedures, general and workplace induction training, toolbox talks, SWMS provided to and discussed with worker(s) at workplace and signed off, ongoing workplace supervision by experienced supervisors		
Person responsible for reviewing SWMS Controls:		**Date SWMS received by reviewer:**	
How will SWMS Control measures be reviewed:	SWMS control measures to be reviewed (and revised if necessary) if work tasks/methods change or unexpected issues arise.		
Review Date		**Reviewer's Signature:**	

High Risk Construction Work Activities:					
☐	A risk of a person falling more than 2 metres	☐	Demolition of a load-bearing structure	☐	Work on a telecommunication tower
☐	Work in or near a shaft or trench with an excavated depth over 1.5m; or in a tunnel	☐	Temporary load-bearing structure	☐	Work on or near pressurized gas distribution mains or piping
☒	Work in an area at a workplace in which there is any movement of powered mobile plant	☐	Work involving the use of explosives	☐	Work on or near chemical, fuel or refrigerant lines
☐	The disturbance of or likely disturbance of asbestos	☐	Tilt-up or precast concrete	☐	Work in an area in which there are artificial extremes of temperature
☐	Work on or near energized electrical installations or services	☐	Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor used by traffic other than pedestrians	☐	Work on, under or near water or other liquid that involves a risk of drowning
☐	Work carried out in or near a confined space	☐	Work in an area that may have a contaminated or flammable atmosphere	☐	Diving work

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SAFE WORK METHOD STATEMENT

Section 2: Personal Protective Equipment

PPE										
										Other:
	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Section 3: Training and Qualifications

Training required for activities:
The Components of Hebel Wall Systems
Manual Handling of Hebel PowerPanels
Use and Maintenance of PPE
Safe Mixing of Hebel Thin Bed Adhesive and Thick Bed Mortar
Safe Cutting of Hebel PowerPanels
Working Safely with Products containing respirable crystalline silica

Qualifications required for activities: (Insert specific licensing/accreditation requirements e.g. Rigger/Crane Driver/Scaffolder)	Yes	No	Comments:
Construction Induction Card (White Card)			Mandatory – all
Licence to Perform High Risk Work – Forklift (FL)			Forklift Operators
Licence to Perform High Risk Work – Crane			Crane Operators
Licence to Perform High Risk Work – Dogger (DG)			Dogger Operator

Section 4: Work Permits

☐	Hot Work	☐	Confined Space	☐	Working at Heights	☐	Excavation	☐	Asbestos Removal	☐	High Voltage
☐	Other:										

Section 5: Isolation

☐	Electrical	☐	Mechanical	☐	High Voltage	☐	Hydraulic	☐	Pneumatic	☐	Chemical/Liquids
☐	Other:										

Section 6: Chemicals

☐ Hebel Autoclaved Aerated Concrete (AAC)	☐ Hebel Patch	☐ Hebel Adhesive	☐ Other:

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SAFE WORK METHOD STATEMENT

Section 7: Consultation					
Personnel Consulted on Development of SWMS					
Name	**Position**	**Name**	**Position**	**Name**	**Position**

Section 8: Safe Work Method Statement (SWMS)

What are the tasks involved?	What are the hazards and risks?	What are the risk control measures?	Residual risk
Pre-Delivery of Hebel to Site	Mobile plant causing damage to plant, property or cause serious personal injury from collision/falling objects	• Pre-site risk assessment to be completed before commencing work • Hi-Visibility clothing for persons working around mobile plant • 2 metre exclusion zone from truck when unloading. Cones in place to assist with advising of loading/ unloading • Traffic control where required and spotter from side of the road • Through barricades may be required as agreed with site manager • Check that environmental barriers are in place or replaced if required to be removed when unloading otherwise notify the customer	8- Moderate
Delivery of Hebel to Site - Loading/Unloading to work areas	Mobile plant making contact with power lines could result in electrocution	• When unloading in the proximity of low voltage overhead power lines **must not** operate within 3 metres horizontally or vertically of the power lines. • When unloading will in the proximity of high voltage overhead power lines **must not** operate within 6 metres horizontally or vertically of the power lines. • Traffic cones to be used when unloading near power lines	15 – Moderate

SAFE WORK METHOD STATEMENT

What are the tasks involved?	What are the hazards and risks?	What are the risk control measures?	Residual risk
	Mobile plant exceeds lift capacity Persons in contact with unloading forklift may cause striking/ crush to people Property damage to plant and equipment	• Ensure fork lift driver is trained & licensed (high risk work) • Ensure fork lift has enough load capacity • Fork not to be left operating at any time without an operator at the controls • 2 metre exclusion zone from forklift or its load • Establish a clear plan with the persons on site of movement for loading/ unloading (includes other trades) • Spotter to be used if vision is obstructed • Hi-Visibility clothing for persons working around mobile plant • Persons to remain in line of site • Where possible barricade areas where collision risk exist or use a spotter • Ensure forklift operator is aware of scaffold location to prevent hitting causing collapse of structure • Place panels in a safe area as designated by the site manager/ builder • Flashing light must be installed on the rear of the forklift and reversing beeper fitted	10 – Moderate
	Forklift may tip or drop Hebel panels, block bundles causing striking / crush	• Check for pot holes & uneven ground and risk assessment completed • Unload on level surfaces • Drive loaded forklifts backwards down ramps & sloping surfaces • Drive at appropriate speed	15- Moderate

SAFE WORK METHOD STATEMENT

What are the tasks involved?	What are the hazards and risks?	What are the risk control measures?	Residual risk
	Crane Truck use of wire slings whilst unloading results in property damage	• Use webbing slings of suitable lifting capacity. Do not use a sling if the capacity tag is missing. • Inspect slings for damage before use against the criteria specified by the sling manufacturer. • 2 metre exclusion zone from the crane and its load	6-Low
	Crane Truck unloading may result in load tilt or swing	• Ensure placement of slings conforms with safe lifting practices and centred • Ensure lifting point is centred over panel, block bundle before lifting.	6 – Low
	Tower crane use may result in hazards • structural failure • crane collapse or collision with other crane/plant • falling objects or persons • personal injury from falls, crushing or electric shock	• Operator to use slow smooth operation of slew and jib/trolley controls at all times • Operator to confirm jib/trolley and slew movements with dogman prior to moving the suspended load. • The Crane operator must be under instruction from the Dogman when lifting the load within 5m of any adjacent structure • If radio communication fails or is interrupted operator is to stop all crane movements immediately until such times that the Crane operator has resumed communication with the Dog-man • Crane operator must exercise diligence at all times whilst operating the crane. • If the Crane operator is not confident that a load is slung correctly, or the load is unsafe the concerns must be reported, and the appropriate measures taken only after proper consultation and correction methods have been agreed upon. • If the load is obstructed from the dogman's view at any time, the Crane operator can assume to take charge of the load once sighted but not before.	

SAFE WORK METHOD STATEMENT

What are the tasks involved?	What are the hazards and risks?	What are the risk control measures?	Residual risk
		• Ensure the Crane crew are familiar with the Crane load charts radius plans, lifting gear and lifting schedule. • The crane crew is confident in their ability to correctly evaluate the loads to be lifted using visual or educated methods.	

	Movement of Tower Crane may result in:
	• Plant failure, collapse or collision
	• Personal injury through
	  ○ inadequate training or qualifications
	  ○ appropriate equipment
	  ○ inadequate information
	  ○ falling objects
	  ○ electric shock
		• Licensed crane operator and a trained rigger must conduct and an assessment of the lift prior to commencement including sling selection, placement and slinging methods
		• Personnel to have appropriate qualification, training and proficiency for the tasks undertaken.
		• Hebel packs they must be reeved/choked and at no time should packs be basket hitched.
		 
		Correct Slinging Method
		• The competent person should consider that the reeved slings halve the lifting capacity when reeved around a pack of Hebel panels
		• The competent person should also consider that at 90 degrees the use of 2 slings will lift 1.41 times that of a single sling.
		• The lifting capacity of a sling for a straight lift is the WLL. Once the WLL has been altered due to a particular slinging method such as reeving then this is referred to as the safe working load (SWL).	

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SAFE WORK METHOD STATEMENT

What are the tasks involved?	What are the hazards and risks?	What are the risk control measures?	Residual risk
		• **At no time is a person to stand under or in the fall shadow of any suspended load.**	
Stacking of Hebel	Crush from incorrectly stacked panels or blocks falling	• Panels can be stacked two packs high providing they are still strapped with the blocks in place. • For Solid panels (Hebel solid) in full lengths or shrink wrapped once cut to size singular stacks only • Panels that are required to be opened and split must be de-stacked. When de-stacked all panels must be braced using either strapping or mechanical clamps or stacked flat • Timber bracing can be used with 100mm screws to secure • Normal blocks also to be singular stack • No panels to be placed on council strips/ footpaths or public access areas	10 - Moderate
	Movement of Hebel bundles resulting in manual handling injures	• Use skates, panel trolleys and pallet jacks to move panel bundles (Further information available in the panel trolley SWMS where used) • Use two man lift as required	9 - Moderate
	Load may exceed capacity of loading deck or floor	• Check with builder/ engineer that loading deck & floor will support weight of bundles before placement	15- Moderate
	Falls through openings and trip hazards	• Inspect route for trips hazards when moving panels • Ensure all penetrations and gaps are safely covered • Minimise openings between the building and scaffold not more than 250mm	9 - Moderate
Sawing Hebel Panels	Inhalation of silica dust	• **Wet cutting is best practice to minimise dust exposure.** • Use a P2 half mask respirator	6 - Low

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SAFE WORK METHOD STATEMENT

What are the tasks involved?	What are the hazards and risks?	What are the risk control measures?	Residual risk
		• Anyone working within 3 metres of sawing to wear P2 half face respirator • Waste dust to disposed of appropriately in sealed containers. • ***When sawing outdoors***: – use a 75mm drop saw with cutting shroud with local extraction ventilation (LEV) via a HEPA filtered class M or H industrial vacuum. – designate a dedicated cutting area generally away from other trades considering the wind direction and the environment around you • ***When sawing indoors:*** – use dedicated cutting area that can be sealed (e.g. a cutting room) with mechanical ventilation. – Maintain regular housekeeping inside the cutting room by using an appropriate dust extraction/ vacuum system • If a broom is used, wet the area prior to sweeping to prevent airborne dust, bag and dispose of appropriately • Using a plunge cut saw set the depth of cut to 2mm less than the thickness of the panel on power saws to prevent blow through of dust during cutting	
	Foreign bodies may impact eye	• Wear safety glasses or goggles complying with AS-1337 for medium (Class I) or high (Class V) impact. • Follow manufacturer's instruction on safe use, maintenance and storage of PPE.	3-Low
	Dust may cause skin irritation	• Wear gloves complying with AS-2161.3 for mechanical protection when handling the product to prevent skin irritation & abrasion.	5 - Low

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SAFE WORK METHOD STATEMENT

What are the tasks involved?	What are the hazards and risks?	What are the risk control measures?	Residual risk
		• Consider the use of long-sleeved shirts & long trousers to minimise contact if skin irritation occurs. Launder clothing regularly & separately.	
	Machine noise may cause hearing damage	• Wear earplugs or earmuffs during cutting in line with AS-1259.1 equipment – all persons within 2m also to wear hearing protection	10 – Moderate
	Panels may fall over	• If necessary, provide temporary bracing of panels. A length of angle can be nailed across the top of the bundle as a simple brace.	9 - Moderate
	Manual Handling strains/sprains	• Cut sheets at the stack to reduce weight of load • Ensure that if sheets are above 3 meters in length that this is a two-person lift • Ensure that correct manual handling techniques are used • Beware of wind	9 - Moderate
	Use of power tools could result in injury or electrocution	• Ensure all tools & equipment are in safe working condition & are adequately guarded and tagged. • Use double insulated electrical tools. • Ensure that tools and equipment are adequately maintained and used in accordance with the manufacturer's instructions. • Use earth leakage current protection (RCDs). • Temporary power boards to be correctly set up. Multi-plug electrical devices to comply with AS 3105. • Keep extension leads clear of ground and water. • Generators used on site. Fuel to be stored in vehicle. Leads run to equipment must not cause a trip hazard.	5 - Low

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SAFE WORK METHOD STATEMENT

What are the tasks involved?	What are the hazards and risks?	What are the risk control measures?	Residual risk
		• SDS available for fuel	
	Slips, Trips, Falls	• Ensure offcuts are placed in a safe storage areas away from general thoroughfare.	5 – Low
Installing Metal Accessories (top hat batten and angles)	Cutting of metal accessories may result in sharp edges or particles coming into contact with eyes	• Wear gloves complying with AS 2161.3 for mechanical protection. Ensure tip snips are used. • Wear safety glasses or goggles complying with AS 1337 for medium (Class I) or high (Class IV) impact. • Follow manufacturers' instructions for safe use of tools.	5 – Low
	Securing metal accessories and coming into contact with services resulting in electrocution, gas leak or water leak	• Identify services and mark out where possible the location of these, this helps identify the services when doing an install to prevent any contact with them • Ensure when fixing metal accessories, that there is at least 150mm clearance from any services where the screw is to be placed • Where a screw needs to be placed close to these services (and vision is obstructed), a spotter is to be used to ensure no contact is made with the services	10 – Moderate
	Fall from height	• Use scaffold or small platform ladders in accordance with manufacturers' instructions & Australian Standards AS-2359.1	10 – Moderate
	Slips, trips, falls	• Place off cuts in bin or safe storage area.	5 - Low
Mixing Hebel Thin Bed Adhesive/ Thick Bed Mortar and Render products	Inhalation of silica dust	• Wear class P2 respirator when tipping contents of bag into container and mixing or when working within 3 metres of mixing. • Add water to mixing containers before adding adhesive/ mortar or render mix to reduce dust. Do not use excessive speed when stirring.	6 - Low

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What are the tasks involved?	What are the hazards and risks?	What are the risk control measures?	Residual risk
		• Ensure all dried adhesive and mortar should be bagged and placed into the appropriate general waste bin	
	Eye irritation from contact with dust or wet adhesive/mortar	• Wear safety glasses or goggles complying with AS-1337 while handling open bags & when mixing. • Do not use excessive speed when stirring. A variable speed drill is preferable. • Ensure the stirrer has completely stopped rotating before removing from the mix to avoid splashing of the wet adhesive or mortar.	5 – Low
	Contact with skin may cause irritation, burning or dermatitis	• Wear gloves complying with AS-2161.3 for mechanical protection when handling the dry & wet adhesive & mortar. • Ensure the stirrer has completely stopped rotating before removing from the mix to avoid splashing of the wet adhesive or mortar • Consider the use of long-sleeved shirts & long trousers if skin irritation occurs.	3 - Low
	Manual handling strains/sprains from 20kg bags	• Use trolleys, wheelbarrows & other aids to assist with moving bags. • Maintain clearance around & above stored bags to avoid lifting with awkward postures. • When lifting from low heights bend the knees to a semi-squat position with feet about shoulder width apart, lean over from the hips, and keeping the back straight with the tail pushed out. • Carry loads close to the body. • Avoid twisting. Turn by using small steps.	9 - Moderate
	Slips, Trips and Falls	• Ensure partly used bags are safely stored.	5 – Low

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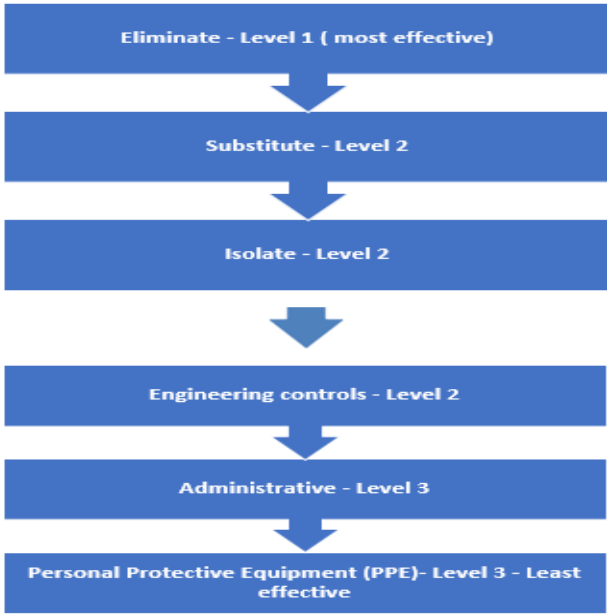
What are the tasks involved?	What are the hazards and risks?	What are the risk control measures?	Residual risk
		• Place empty bags in bin or safe storage area.	

To establish the most effective risk controls the **"Hierarchy of Controls"** must be used in the order described below:



CSR WHSE Risk Matrix

REALISTIC CONSEQUENCE (select first)			LIKELIHOOD (select after the consequence rank)				
			E Very Rare or Very Unlikely	D Rare or Unlikely	C Infrequent or Possible	B Occasional or Probable	A Frequent or Almost Certain
	Safety & Health	Environment	The risk event may occur only in exceptional circumstances (has not occurred and probably never will)	The risk event could occur at some time (three yearly basis, but less than annually)	The risk event should occur at some time (annually but less than four times per annum)	The risk event will probably occur in most circumstances (three monthly but less than weekly)	The risk event is expected to occur in most circumstances (weekly or more frequently)
1 Minor	An event resulting in a no injury or a minor injury or illness such as a First Aid Injury.	Onsite release, containable with little to no damage. Remediation in terms of hours.	1 LOW	2 LOW	4 LOW	7 MODERATE	11 MODERATE
2 Significant	An event resulting in an Injury requiring less than one week away from normal duties.	Major onsite release with some damage with remediation in terms of days or minor offsite release with no damage. Non-compliance reporting to Regulatory Authority that would not need to be reported unless specific licence requirement to do so. Written direction given by Regulatory Authority (PAN, PIN etc) On the spot fine or complaint from the public.	3 LOW	5 LOW	8 MODERATE	12 MODERATE	16 MODERATE
3 Serious	An event resulting in an Injury requiring more than one week away from normal duties.	Offsite or onsite release, with short term detrimental effect, material environmental damage. Remediation in terms of weeks. Immediate non-compliance reporting to Regulatory Authority (breach of licence condition causing or with the potential to cause material harm.) Prosecution likely	6 LOW	9 MODERATE	13 MODERATE	17 MODERATE	20 HIGH
4 Critical	An event resulting in a disabling injury or permanent disability	Major offsite or onsite release, short to medium term environmental damage. Remediation in terms of months. Prosecution expected.	10 MODERATE	14 MODERATE	18 MODERATE	21 HIGH	23 VERY HIGH
5 Catastrophic	An event that results in fatality or multiple fatalities.	Major offsite or onsite release, long term environmental damage. Remediation in terms of years. High level prosecution expected	15 MODERATE	19 MODERATE	22 HIGH	24 VERY HIGH	25 VERY HIGH

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Section 9: Emergency Response	
Nearest Fire Extinguishers:	
Nearest Spill Kit:	
Nearest First Aid Kit:	
Nearest Medical Centre:	
Nearest Hospital:	
Method of communicating an emergency:	
NOTE: Working at Heights or Confined Space must have a full Rescue Plan developed and attached to this SWMS	

Section 10: Communication

Person responsible for explaining contents of this SWMS – I confirm that I have checked all qualifications indicated on this SWMS and verify they are applicable and current. I have ensured that all inductions have taken place and that all tools and equipment are properly maintained and safe to use. I have ensured all relevant permits have been issued and to the best of my ability, ensured the work area is safe and the work will not injure any persons or damage property.

Name		Signature		Date	

Sign On: We, the undersigned, confirm that we have been consulted regarding the above SWMS and that its contents is clearly understood. We confirm that our required qualifications to undertake this activity is current and that we are competent to complete the work safety and without risk to our health or the health of others. We clearly understand that the controls in this SWMS must be applied as documented otherwise work is to cease immediately and we will ensure that the work area is made safe should risks to other workers, visitors or the public remain.

Name	Qualification	Signature	Date	Employer

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