

SWMS 01 Modular & Tube and Coupler Scaffolds

Project Number and Name:	
Principal Contractor:	
Site Address:	
Date submitted to PC:	
Person responsible for implementation:	

Company Contacts	Name	Phone	Email
Director / Project Manager:	Dylan Jordan	0421 234 396	dylan.j@jordanaccess.com.au
HSEQ Advisor:	Kayle Crouch	0432 174 025	kayle.c@rbscaff.com.au
Supervisor:			
Leading Hand: (If dedicated)			
HSR: (If required)			

Review Details (Please attach any materials changes to blank page at end of SWMS)				
Person Responsible for review:	Date of review:	Reason for review:	Materials changes Y/N	Signature:
Kayle Crouch			Yes	<i>K. Crouch</i>

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Works Description:	Delivery, erection, alteration, and dismantle of scaffolding required for the aforementioned project.							
Plant and Equipment Involved:	☐ Modular scaffolding components. ☐ Tube and coupler. ☐ Beams and ladder beams. ☐ Electric drill / Battery powered power tools including but not limited to drills, grinders, chargers, and dust extraction vacuums. ☐ Electrical extension leads. ☐ Various hand tools including but not limited to; hammers, ratchets, spanners, tape measures, levels, nips, strapper/tensioner/crimper, plastic wrap.							
High Risk Activities Carried out in or near the following:	Work at heights >2m	☒	Near or above water	☐	Confined spaces / Restricted access	☐	Overhead power lines	☒
	Operation of mobile plant	☐	Structural alterations requiring temporary support	☐	Open excavations or trenches	☐	Other personnel, public footpath, or road	☒
	Moving powered plant	☒	Contaminated or flammable atmospheres	☒	Tilt-up or precast panels	☐	Flying loading bay or man box	☒
PPE Required	Safety Helmet	☒	Safety Glasses	☐	Hearing protection	☐	High Visibility Shirt / Vest Long sleeve	☐
	Safety Boots	☒	Face Shield	☐	Gloves	☐	Fall protection harness	☐

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	High Visibility Shirt / Vest short sleeve	☒	Long work pants	☐	Goggles	☐	Disposable overalls	☐
Certificates of Competency Required:	<u>Basic Scaffold (SB):</u> Prefabricated scaffolds (to 30 meters) including cantilever hoist with a load limit of 500kg – materials only, ropes, gin wheels, safety nets and static lines and bracket scaffold. <u>Intermediate Scaffold (SI):</u> All SB and tube & coupler scaffolds including tube and coupler covered walkways and gantries, cantilever crane loading platforms, cantilever and spurred scaffold, barrow ramps and sloping platforms, perimeter safety screen, shutters, and master climbers. <u>Advanced Scaffold (SA):</u> All SB & SI and: Hung scaffolds, including scaffolds hanging from tubes, wire ropes and chains and suspended scaffolds.							
Referred SWMS:	SWMS 05, SWMS 08							

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Training / Competencies Required:	☐ High-Risk Work Licence - Perform Basic Scaffolding (minimum) ☐ General Construction Induction (white card / blue card) ☐ Induction into Safe Work Method Statement (SWMS) ☐ Company Induction (Personnel understanding employee roles and responsibilities).		
Health, Safety or Environmental Legislation:	☐ Workplace Health and Safety Regulations 2011. ☐ Workplace Health and Safety Act 2011.	Codes of Practice or standards applicable to the works:	☐ QLD Scaffolding Code of Practice 2021. ☐ QLD Managing the risk of falls at the workplace 2021. ☐ QLD Managing hazardous manual task 2021. ☐ QLD Managing the risk of plant in the workplace 2021. ☐ AS/NZS 1576 Scaffolding General Requirements ☐ AS/NZS 4576 Guidelines for Scaffolding ☐ QLD Mobile crane Code of Practice 2006 ☐ QLD Tower crane Code of Practice 2017

Risk Matrix

- Perform a risk assessment for each hazard identified by:
- (i) Determining the consequences (refer **Table 1**).
 - (ii) Determining the probability of the event occurring (refer **Table 2**).
 - (iii) Apply the values obtained from Tables 1 & 2 to the Qualitative Risk Matrix (**Table 3**) to obtain the resultant Risk Score and Level.



Table 1 – Consequence

1	Insignificant	No Injuries		Low Financial Loss <\$500
2	Minor	First aid treatment, on-site release immediately contained	& /or	Medium Financial Loss \$500 - \$5,000

Table 2 - Likelihood

A	Almost Certain	The event is expected to occur in most circumstances	More than once per year
B	Likely	The event will probably occur in most circumstances	At least once in 5 years

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3	Moderate	Medical treatment required; on-site release contained with outside assistance	& /or	High Financial Loss \$5,000 - \$25,000
4	Major	Extensive injuries, loss of production capability, off-site release with no detrimental effects	& /or	Major Financial Loss \$25,000 – \$200,000
5	Catastrophic	Death, toxic release off-site with detrimental effect	& /or	Huge Financial Loss >\$200,000

C	Possible	The event might occur at some time	At least once in 10 years
D	Unlikely	The event could occur at some time	At least once in 30 years
E	Rare	The event may occur only in exceptional circumstances	Less than once in 30 years

Table 3 – Risk Level / Priority

LIKELIHOOD					
	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	H 11	H 16	E 20	E 23	E 25
B (likely)	M 7	H 12	H 17	E 21	E 24
C (possible)	L 4	M 8	H 13	E 18	E 22
D (unlikely)	L 2	L 5	M 9	H 14	E 19
E (rare)	L 1	L 3	M 6	H 10	H 15

Legend

- E:** extreme risk; *immediate reaction required* (18-25)
H: high risk; *senior management attention needed* (10-17)
M: moderate risk; *management responsibility must be specified* (6-9)
L: low risk; *manage by routine procedures* (1-5)

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Safe Work Methods										
Job Steps	Potential Hazards	L	C	R	H O C	Controls / Work Methods 1. Eliminate 2. Substitute 3. Isolate 4. Engineer 5. Admin 6. PPE	Responsible Person/s for monitor and review	Residual Risk		
								L	C	R
Planning for the erection of Scaffolding	Scaffold unsuitable for work environment 	B	5	E 24	5	- Scaffold plans are to be prepared by an engineer / competent person that is experienced in scaffold design. - Scaffold Plan to include site layout and details of elevations and sections of the scaffold and should address the following issues. - Basis of design - Foundations (including ground conditions) - Supporting structure - Access and egress - Tying arrangements - End and bay bracing - Edge protection requirements	Licenced Scaffolder / Competent Person	E	5	H 1 5

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								L	C	R
						- Working height of scaffold. - Work and environmental loads etc. - Scaffold plan to be available for inspection at the work site. - Any structural design changes must be discussed with the responsible design team and plans amended to reflect what is agreed upon.				
Arriving on site	Unaware of site specific hazards.	B	4	E 21	5	- Ensure all employees are inducted and signed onto the SWMS, once they have read and understand the content. - Ensure workers are uploaded into Hammertech safety system prior to induction when required on a site by site basis. - Ensure all personnel have undertaken site pre-start prior to commencement of daily activities (Hammertech / paper sign-on) - Any staff running late for shift will be responsible for reading and understanding the daily prestart and its contents and signing on.	All Staff / PC management	D	3	M 9
Arriving on site (continued)	Unaware of site specific hazards.	B	4	E 21	5	- If it is your first time onsite ensure you have the physical copies of all cards, General construction induction and any High-Risk Work Licence. - Workers must carry their cards with them to site daily as per Workplace Health and safety regulations. At a minimum have photographic evidence of their qualifications and training. - Principal Contractor ensure that delivery trucks are directed to a position on site where equipment can be loaded / unloaded in a safe manner by use of mechanical aids.	All Staff / PC management	D	3	M 9

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								L	C	R
						No personnel to enter/stand on back of trucks unless handrails are in position.				
Delivery of scaffold components to site locations.	Workers being struck by unloading plant movements. (Refer to SWMS 05 Operating mobile plant)	B	4	E 21	3	- Ensure that an exclusion zone is in place to delineate the loading / unloading area from pedestrians, with appropriate signage placed to inform other personnel of hazards. - No reversing without exclusion zone or competent and licenced spotter. - Ensure that employees are located clear of plant when scaffold components are being placed around the site. - All workers shall have available and wear the appropriate PPE for the task being performed. High visibility clothing & safety boots. - Ensure scaffolding stillages are located close to the work area via mechanical means, crane, pallet trolley jacks where possible. - Don't exceed the load limit of plant used to unload and load materials. - Do not lift unstable unsecured loads.	PC Site foreman / Truck driver	D	3	M 9
Erection, alteration and dismantling of modular scaffold.	Incorrect set out and unstable scaffold.	B	5	E 24	5 3	- Only a licenced scaffolder or competently trained person is to erect scaffolds less than 4m high on site. - Scaffolders to hold a current High-Risk Work Licence (SB, SI or SA) and deemed authorised and competent when scaffold over 4m in height. - Establish suitable exclusion zone around the work area to delineate between scaffolders and other trades complete with 'Workers Above', 'Exclusion Zone' or 'Do not enter' signage attached.	Licenced Scaffolder / Competent Person	E	5	H 1 5

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								L	C	R
Erection, alteration and dismantling of modular scaffold.	Incorrect set out and unstable scaffold.	B	5	E 24	5 1 4 1 5	- Clearly visible exclusion zone should meet with current regulations. - If breaches to exclusion zones occur work is to stop and report to HSR, leading hand, supervisor or directly to PC management. - Where possible the scaffold will be based out as per the design. If any changes are required, changes can occur as per the scaffolding COP. All changes are to be discuss with JA representatives / design team. - Assess ground conditions of where the scaffold will be erected. Report to PC if you consider ground conditions are not adequate. PC to provide suitable ground conditions to erect required scaffold as per standards and codes of practice. - Ensure that the sole boards and base plates are level and bearing on stable and solid ground. - Only use hardwood sole boards of the appropriate size, unless advised. - Ensure that base plates do not protrude over the side of sole boards or side of a supporting structure. - Set out scaffold components for base out, including but not limited to Sole Boards, Jacks, Standards, Steel Boards, Tie Bars, Hop Up Brackets and Bracing. - Do not mobilize excess components to minimise the potential for sliding gear and or trip hazards. - Vertical stacking of scaffold components only within Jordan Access exclusion zone and away from designated walkways.	Licenced Scaffolders / Competent Person	E	5	H 1 5

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Job Steps	Potential Hazards	L	C	R	H O C	Controls / Work Methods 1. Eliminate 2. Substitute 3. Isolate 4. Engineer 5. Admin 6. PPE	Responsible Person/s for monitor and review	Residual Risk		
								L	C	R
						- When vertically stacking components ensure they are stacked into the corner of bays to stop unwanted sliding. - All vertically stacked items are to be horizontally stacked at end of each day or secured so can't fall. - Measure distances and install sole boards / jacks. In sequence then install standards, transoms, and ledgers. Level all sides and install all handrails before working on platform above. - Workers always to ensure standing on two timber lap boards in 1m increments or use build ladder when installing guardrails for next platform. - Erect / dismantle remaining lifts sequentially, utilizing the top up / build ladder to install or dismantle handrails from the working deck below. - Install bracing and ties to the scaffold in sequential order according to the scaffold plan / engineer design. - Maintain positive communications with all other trades around the area.				
Erection, alteration and dismantling modular scaffold (cont.)	- Falls from heights. - Damaged components.	B	5	E 24	1	- If erecting scaffold without the build ladder there must be 2 timber lap boards installed 1m above a full working deck. - When passing equipment through decks there must be at least two thirds of the bay width boarded out. - Install or remove boards from the deck below.	Licenced Scaffolders / Competent Person	E	4	H 1 0

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								L	C	R
						NEVER expose yourself to a potential fall from height of more than 2 metres. - There should be a minimum of a full deck of boards installed every 4m with intermediate decks at least 2/3 of width of bay boarded out. - Provide guardrails in 1m increments as you go to maintain a safe work area. 				
Erection, alteration and dismantling modular scaffold (cont.)	Falls from heights.	B	5	E 24	5 2	Where practicable, the stretcher stair access or the construction stair access should be the first bay that is to be topped up to allow safe access for JA personnel.	Licenced Scaffolders / Competent Person	E	4	H 1 0

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								L	C	R
						- In certain situations that the stair cannot be erected first for safe access the use of staggered 1m lifts will apply. - No worker is to put themselves or others at risk of injury or further injury during any rescue procedure. - Workers must not climb the outside of the scaffolding. - Workers must ensure all pins, wedges or cups are hit home and fittings tensioned as per manufacturers guidelines.				
	Damaged components (Reference AS/NZS 4576 section 7.2)	B	5	E 24	1	- The scaffolders are responsible for checking components for damage as they are installed or removed. - Any damaged components will not be used and segregated from the rest of the scaffolding components in a quarantine stillage. - Do not dispose of equipment in bins unless destroyed or unusable. - Quarantined equipment needs to be sent back to appropriate scaffolding yard asap. - Damage includes, excessive rust or corrosion, bends, dents, cuts, cracks, broken welds, and wood rot.	Licenced Scaffolder / Competent Person	E	4	H 1 0
Erection, alteration and dismantling modular scaffold (cont.)	- Inclement weather (wet) - Inclement weather (electrical storm)	C	3	H 13	3	- The scaffolding project manager, scaffolders and the PC are required to monitor inclement weather conditions. - Weather resistant clothing is to be worn during workable inclement weather. - In conditions advised unsafe by JA management team & PC, do not work on scaffold and ensure	Licenced Scaffolder / Competent Person / PC Management	D	3	M 9

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								L	C	R
						footwear is as dry and clean as practicable during scaffold activities. - All scaffolds that cannot be completed due to any inclement weather need to be made safe and scaffold entrance to be closed off with a handrail system and have 'Incomplete Scaffold' or 'No Access' signage clearly installed. - All workers must cooperate with reasonable site directions when returning to work after inclement weather. - PC will ensure that there is safe dry access to all work areas. If something is not safe do not access the area and notify the PC of the issue. - If you see lightning and hear thunder within 30 seconds of the flash initiate safe cessation of works and monitor. If the time increases between the flash and the thunder it is safe to proceed with works. If the time gets less than 30 seconds, it's time to seek shelter. - It will be the responsibility of the highest ranked worker to assess the lightning and notify the site supervisor of possible cessation of works immediately.				

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								L	C	R
										
Erection, alteration and dismantling modular scaffold (cont.)	Incomplete scaffolds or non-compliant scaffolds been used.	C	5	E 22	1	- All scaffolds are to remain blocked off with handrails and “incomplete scaffold” signage until a formal handover has been completed. - Do not allow other trades to work on an incomplete scaffold. If any resistance is given report immediately to principal contractor. - Report any non-compliant scaffold noticed to principal contractor and create an issue incident on Safety Culture. - At completion of scaffold works, a competent person is to visually check to ensure all scaffold components including braces, raker ties and wall ties are installed to manufacturers specifications. - Once site management has accepted the handover of scaffold and all documentation is complete the scaffold can be opened for access and have either a completed Scaff tag, plant design registration sign, or handover sign attached to each access point. - Secure all loose materials and demobilize all excess gear back into stillages. Dismantle exclusion zone and open scaffold for use.	Licensed Scaffolder / Competent Person	D	3	M 9

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Job Steps	Potential Hazards	L	C	R	H O C	Controls / Work Methods 1. Eliminate 2. Substitute 3. Isolate 4. Engineer 5. Admin 6. PPE	Responsible Person/s for monitor and review	Residual Risk		
								L	C	R
						Safely store all exclusion zone materials for reuse in site toolbox.				
Erection, alteration and dismantling modular scaffold (cont.)	Hazardous manual tasks	C	3	H 13	5	- Check walkways are clear of obstructions, obstacles, or slippery surfaces. - Assess the load and only lift what is comfortable. - If it's too heavy, ask for assistance. - Keep your back straight when lifting and carrying a load. Keeping the load close to your body while maintain the natural curve of your spine. - Bend your knees and hips and lift with your legs. - Avoid twisting while lifting or carrying any load. Keep your shoulders in line with your hips and lead any change of direction with your feet. - Avoid hunching over or bending over to lift. - Even the lightest of objects lifted the wrong way can cause injury. - Do not over stretch to lift or lower materials or equipment. - Avoid all jerky erratic movements such as trying to catch a heavy object or extreme force pushing or pulling. - Avoid prolonged awkward positioning or postures. - Rotate tasks frequently to break up the repetitive nature of scaffolding. - If using team lifting for heavier items, ensure you have a clear plan before you lift and maintain communication.	HSR / Leading Hand / Supervisor / Licenced scaffolders	E	5	H 1 5

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								L	C	R
					4	- Avoid working through pain and report to PC and JA when you feel you can no longer perform normal duties. - Use mechanical aids where possible e.g., crane, forklift, trolleys, pallet jack etc. and break loads into smaller quantities where practicable.				
Erection, alteration and dismantling modular scaffold (cont.)	Falling objects	C	4	E 18	3 5	- Areas around scaffolds being erected / dismantled are to be barricaded off where there is a risk of injury to other workers below of a collapse or falling component (e.g., barrier tape/orange flagging) – - Exclusion zones must be signed with 'workers above', 'Do not Enter', or 'authorised personnel only' signs at all access points. - Scaffold components and / or any other objects are not to be dropped or thrown from or to the scaffold but must be manually passed hand to hand or utilize a certified Gin wheel to lift or lower components.	Licenced Scaffolder / Competent Person	D	3	M 9
Erection, alteration and dismantling modular scaffold (cont.)	Scaffold collapse	B	5	E 24	5	- Ensure face bracing, end bracing and ties are installed sequentially as per the scaffold plan and manufacturers requirements. - Bracing needs to be installed as bays are erected. No person should be accessing an unbraced area unless it is to install the top of the braces.	Licenced Scaffolder / Competent Person	D	4	H 1 4

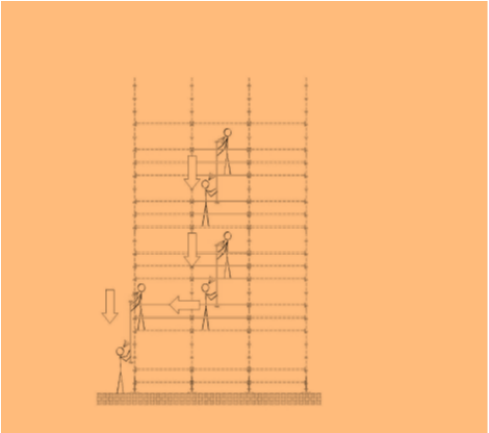
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								L	C	R
Erection, alteration and dismantling modular scaffold (cont.)						- Do not exceed the scaffold working platforms with scaffold components – working within the Safe Working Load (SWL) of the scaffold bays. - Any load landed on scaffold must be approved by the licenced scaffolder and weight evenly distributed across all boards in the bay via gluts or timber lap boards. - If loading scaffolds workers need to ensure there is still safe access past the equipment if required.				
	Exposure to silica dust from drilling into concrete or disturbing construction dust containing silica dust.	B	5	E 24	5	- Refer to SWMS 08 Controlling exposure to silica dust. - All control measure outlined in referenced SWMS must be adhered to. Do not accept dusty worker areas and report to principal contractor immediately.	Licenced Scaffolder / Competent Person	E	5	H 1 5
Chaining components	- Falling objects. - Falls from heights. - Pinch points.	B	5	E 24	5	- No throwing, chucking, catching of any object been passed. Must maintain hand to hand contact. - For best practice avoid sliding scaffold through your hand to lower components. Do not release any components until you have completed a visual check and / or verbal communication check. Visual – the worker lower in the chain has received the component with both hands. Verbal – the worker has said “Yes” which means he has control of the component. - Chaining the components should continue from worker to worker, working deck to working deck to the lowest working deck.	Licenced Scaffolder / Competent Person	E	5	H 1 5

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								L	C	R
						- Once the component is at the lowest working deck only then can the component be passed to the ground crew. - The area directly below the chain must be clear of any obstructions. - Make sure there is adequate space for ground crew receiving gear. - Stand a safe distance back from any base of scaffold and be in the centre of the bay. - When receiving components avoid grabbing the end of the component especially when lowering the component.				
Chaining components (continued)	- Falling objects. - Falls from heights. - Pinch points.	B	5	E 24	5	- No quick swinging of components that could lead to uncontrolled impact with yourself or others. - Lower or raise components in a smooth controlled movement. - Be aware of all pinch points or potential pinch points within the work area. E.g., handrails, stacked gear, anything solid under the height of where you begin lowering the object. - Components should be passed 1 at a time. - Where reasonably practical to do so a staggered formation will be used so ground crew are not under the component until it reaches the lowest deck. see illustration below for example.	Licenced Scaffolder / Competent Person	E	5	H 1 5

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								L	C	R
						 If opening decks to pass on the inside of scaffold 2/3 of the bay width must remain boarded out and openings staggered so nothing can fall more than one 2m lift. Ground crew to securely store the components into the stillage's or stacks.				
Working near overhead powerlines.	- Electrocution - Damage to electrical assets	C	5	E 22	5	- Scaffolds are not to be erected in the vicinity of overhead power lines where there is a risk of any part of the scaffold, person or object entering a power line's exclusion zone. - Before erecting any scaffold near overhead powers lines engage Principal Contractor in consultation and request an electrical risk assessment be carried out by the asset owner (Energex). - The above risk assessment is necessary to obtain details of voltage in the overhead power lines and the required exclusion zones.	Licenced Scaffolders / Competent Person	E	5	H 1 5

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								L	C	R
						- If erecting scaffold within an electrical exclusion zone the principal contractor will need to provide Energex approved electrical spotter/s for the duration of the erect, alteration or dismantle. - All control measures suggested by the electrical asset owner (Energex) must be followed.				
Installing and dismantling in high risk areas (Close proximity to public roadways and pedestrians)	Falling objects	B	5	E 24	2	- PC provided Spotter / Spotters to be used where the exclusion zone cannot be installed or cannot be installed to the correct ratio. e.g., Roadways, neighbouring properties, or foot paths etc - Before commencing works in areas close to site boundaries the leading hand, HSR, or supervisor must engage in consultation with the principal contractor site manager and safety team. - Special requirements to control falling objects such as tool lanyards, gear lanyards, or catch screens will need to be run by design team, engineers, and JA manager for approval. - Review the effectiveness of the control measures at the Daily Pre-Start meetings for continual improvement and effectiveness.	Licenced Scaffolder / Competent Person	E	5	H 1 5
Installing and dismantling in high risk areas (Close proximity to public roadways and pedestrians)	Falling objects	B	5	E 24	5	- Management / Leading Hands / Licenced Scaffolders and Competent persons to discuss unidentified changes and provide input through consultation. - If any unidentified hazard is noticed work must cease and hazard be reported immediately through Safety Culture Issue Incident and site reporting procedures. - Works will not proceed in that area until there is an agreed method for controlling the identified hazard.	Licenced Scaffolder / Competent Person / HSR / Leading hand / Supervisor/ Principal Contractor	E	5	H 1 5

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								L	C	R
Dismantling scaffolding	- Falling objects. - Falls from heights. - Pinch points. - All same hazards as erecting. - Contaminated atmospheres	B	5	E 24	5	- The reverse system for safe erection outlined above is utilised to dismantle the scaffold. All above guardrails are dismantled using the top up / build ladder from the completed working deck below. This ensures the worker is never exposed to a potential fall greater than 1m to a fully completed working deck directly below. - Before dismantling any scaffold, a visual inspection must be completed by the supervisor, leading hand, or HSR to ensure scaffold is clear of all materials and silica dust as per SWMS 08 Silica dust. - Refer to SWMS 08 Silica dust on procedure to be followed if dust containing silica is present at time of inspection.	Licensed Scaffolders / Competent Person.	E	5	H 1 5
Dismantling scaffolding using bins or flying loading bays.	Falling bin	B	5	E 24	4	- Only certified lifting bins are to be used and have relevant current certification provided to principal contractor. - All lifting points need to be tested annually as per legislative requirements. - All lifting equipment must be tested, tagged, registered, and rated to correct load limits for the application. - Crane crew to monitor lifting radius to ensure safe working loads are not exceeded.	Licensed Scaffolders / Competent Person.	E	5	H 1 5
Dismantling scaffolding using bins or flying loading bays.	Falling Objects	B	5	E 24	3	- Full exclusion zone to be established below the bin with appropriate 'workers above' or 'exclusion zone' signage. - The exclusion zone below will need to be set at a 70 degree angle from the highest point of the outside of the bin / loading bay.	Licensed Scaffolders / Competent Person / Principal	E	5	H 1 5

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								L	C	R
						- In areas that a sufficient exclusion zone can't be established such as beyond site boundaries, footpaths, or roadways there will be consultation with site management to establish suitable control measures through PC risk assessment. - Special requirements to control falling objects such as tool lanyards, gear lanyards, or catch screens will need to be run by design team, engineers, and JA manager for approval. 6m 3 tonne slings will be laid in bin to allow lifting materials out of bin / loading bay for stacking on ground or safe loading area. - Protect slings by placing sheets of ply over top of slings so gear been dropped into bin is not directly landing on slings. - Bin / Loading Bay will be moved into position by PC provided dogman and in coordination with scaffolders working in the area. - Bin / Loading Bay must be positioned hard up against scaffold so there is no gap between bin / loading bay and scaffold. - Where practical long gear will be stacked in a continuous layer ensuring an even platform for slings to lift when unloading. - Stack shorter components in between layers of long components to avoid small components falling when lifted.	Contractor / Crane crew			
Dismantling scaffolding using bins or flying loading bays.	Falling Objects	B	5	E 24	5	No components to be stacked higher than the walls of the bin / loading bay.	Dog Man / Licenced Scaffolder/	E	5	H 1 5

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Safe Work Methods										
Job Steps	Potential Hazards	L	C	R	H O C	Controls / Work Methods 1. Eliminate 2. Substitute 3. Isolate 4. Engineer 5. Admin 6. PPE	Responsible Person/s for monitor and review	Residual Risk		
								L	C	R
						- All equipment will be placed into the bin / loading bay in a controlled method. Avoid sliding or throwing gear into the bin / loading bay. - As dismantling ensure fittings are secured to tubes and tensioned. - PC to supply dog man to monitor the weight load of the bin / loading bay and stop scaffolders from stacking any more gear into bin / loading bay. - All workers to monitor if bin / loading bay is hooking on any part of the scaffold and must stop loading bin / loading bay and allow dogman to make any height adjustments necessary to maintain accurate weight load readings. - When bin / loading bay is loaded it will be under dogman control until it's on ground.	Supervisor / Principal Contractor			
Lifting gear out of Bins / Loading Bay	- Falling objects - Failure of lifting slings	C	4	E 18	3	- Bins / Loading bays will only be landed with in a designated exclusion zone. - Only licenced and competent dogman to guide the bin / loading bay into position after direction of where the scaffolders need the bin / loading bay. - PC supplied dogman will then hook chains through eyes of lifting sling. - All workers will be cleared from the exclusion zone including dogman while the gear is lifted out of the bin / loading bay. 3m exclusion radius around the bin will be maintained and no person will be inside the 3m radius as gear is lifted.	Dog Man / Licenced Scaffolder/ Supervisor / Principal Contractor	E	5	H 1 5

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Safe Work Methods										
Job Steps	Potential Hazards	L	C	R	H O C	Controls / Work Methods 1. Eliminate 2. Substitute 3. Isolate 4. Engineer 5. Admin 6. PPE	Responsible Person/s for monitor and review	Residual Risk		
								L	C	R
						The dogman will ensure the load is only lifted just above the walls of the bin / loading bay and remain at a safe distance from the load.				
Lifting gear out of Bins / Loading Bay	- Falling objects - Failure of lifting slings	C	4	E 18	5 5 3	- Once gear is safely landed on ground all workers can re-enter the area to begin stacking. - Lifting slings will be visually inspected before reuse in next bin / loading bay by a competent person / Dogman. - If a lifting sling is deemed damaged by competent person / Dogman, it will be removed from service and tagged 'out of service'	Licenced Scaffolder / Dogman / Crane Crew / Supervisor	E	4	H 1 0
Spotting	- Unaware of procedures - Lack of attention	C	4	E 18	5	- Principal contractor is responsible for the supply of spotters. This can include paying hourly rate to JA to supply spotters if available. - Anyone engaged to perform spotting duties must be made aware of the procedures in place and the activities to take place. - Must always have eyes on the task. - No multi-tasking of spotters. - Must have clear communication line with the workers above. - Spotters do not remove the requirement for exclusion zones. - If spotting for mobile plant, they must be licenced to operate that plant.	Dogman / Competent Person	E	4	H 1 0
Installing handrails	Non-compliant handrails	B	5	E 24	5	- Install all handrails as per typical design specs found on the plan set. - Ensure all bolts are installed as per manufacturers specifications.	Competent Person	D	4	H 1 4

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Safe Work Methods										
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								L	C	R
						- Install all kickboards / kick rails with no gap greater than 10mm under or between to full length of handrails. - Follow all silica dust controls outlined in SWMS 08 Silica dust.				
Maintenance	- Changed conditions / Unidentified changes in tasks and activities with no hazard control.	C	4	E 18	5	- Supervisors, Leading Hands or HSR's to perform a minimum of monthly inspections as per code of practice. - Upon completing monthly inspections, a new handover certificate needs to be issued to client. - Person responsible for the monthly scaffold inspection must ensure all inspection records on Scaff tags, design registration signs or scaffold handover signs are updated. - Monthly inspections may also need to be updated on site digital safety systems. If unsure talk to site HSE or foreman. - JAHSEQ will perform monthly audit inspection to assist in compliance of scaffolds erected on site.	Licensed Scaffolder / Competent Person.	E	5	H 1 5

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Safe Work Methods										
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								L	C	R
Emergency response	Unaware of emergency procedures.	B	4	E 21	5	- All Jordan Access workers will follow reasonable directions given by the principal contractor representative responding to the emergency. - All JASTAFF will be made aware of principal contractor's emergency procedures in site specific inductions. - In any emergency workers must notify principal contractor immediately and follow all reasonable directions. - If no principal contractor management team available and the situation is life threatening, contact emergency services on 000 and notify your supervisor. - If you're unsure of what to do call your supervisor immediately. - Once safe to do so take notes of what lead up to the emergency in as much detail as possible to help complete incident investigation procedures. Take photos of the area and anything involved that led to the emergency. - Record what was done following the emergency.	Licensed Scaffolder / Competent Person.	D	4	H 1 4
Requesting a new HSR	Unskilled persons been elected as HSR	B	4	E 21	5	Contact project manager	All JA staff	E	4	H 1 0
Onsite amendments							Competent person	E	4	H 1 0

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								L	C	R

Methods for monitoring and reviewing effectiveness of chosen control measures	
Jordan Access workers/contractors:	Follow procedures and report any hazards immediately.
JA Supervisors / Leading Hands / HSR's:	- Monitor SWMS control measures with Safety Culture Task Observation template. - Ensure licenced competent persons erect any scaffolding onsite. - Conduct regular scaffold inspections

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This SWMS has been developed through consultation with our employees and has been read, understood, and signed by employees undertaking such works. If any steps in this SWMS cannot be adhered to because of failure or inability to perform the tasks as directed and or having caused injury to worker or damage to plant, the procedure must be stopped immediately and be reassessed. Any identified changes to the process must be included in a revised SWMS and must be accepted by the Principal Contractor before being "Tool Boxed" to all relevant employees and signed off before recommencing. SWMS 01 control measures will be monitored through weekly toolbox talk and task observations and 6 monthly reviews of SWMS and Jordan Access WHSMP.

Developed and approved by:		
Name:	Position:	Date:
Kayle Crouch	HSEQ Advisor	



SWMS 01 Modular & Tube and Coupler Scaffolds

Dylan Jordan	Director / Project Manager	

Approved and accepted by:		
Name:	Position:	Signature:
Kayle Crouch	HSEQ Advisor	<i>K. Crouch</i>

I acknowledge that I have been trained in the SWMS listed above, the controls are clearly understood, my qualifications are current to undertake the activity, I will comply with the SWMS, and I have been consulted and had the opportunity to input into the SWMS.

Print Names	Position / Trade	Signature:	Date:



SWMS 01 Modular & Tube and Coupler Scaffolds

Print Names	Position / Trade	Signature:	Date:



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