Safe Work Method Statement (SWMS)

The Suncoast Scaffold Trust t/as
Suncoast Scaffold Pty Ltd
73A Caloundra Street
Landsborough QLD 4550
Phone: (07) 5494 1184
Email: admin@suncoastscaffold.com.au

Project: **<CLIENT NAME HERE>**

SWMS No: 01

Work Activity: Erection & Dismantle of KWIKSTAGE Type Scaffold, with Roof edge Protection. Access will be via Stair / Access Bay

ALL PERSONS INVOLVED IN THE WORKS MUST HAVE THE SWMS EXPLAINED AND COMMUNICATED TO THEM PRIOR TO START OF WORKS VIA A TOOLBOX TALK.

HIGH RISK CONSTRUCTION ACTIVITY!! ERECTION OF SCAFFOLD!! WORK AT HEIGHTS!! HAZARDOUS MANUAL TASKS!!

WORK IN AN AREA THAT MAY HAVE A CONTAMINATED OR FLAMMABLE ATMOSPHERE!!

SWMS DETAILS

Brief Description of Work Activity: Erection & Dismantle of KWIKSTAGE Type Scaffold to Perimeter of Building with Roof edge Protection. Access will be via Stair Access Bay

Location: <ADDRESS SUBURB> **Date:** 21.07.2025

Employer/Contractor: Suncoast Scaffold **ABN:** 95 263 296 114 **Date to be Reviewed:** 21.07.2026

Personnel Responsible for Monitoring this Activity:
SUPERVISOR / LEADING HAND (TICKETED SCAFFOLDER)
NAME: Glenn James, Jason Freeman, Shane Dickson, Troy Moore
SIGNATURE: ……..

Codes of Practice / Standards Consulted:
These must be complied with.

Work Health and Safety Act 2011, Work Health and Safety Regulations 2011, Scaffolding Code of Practice 2021, AS 4576 Guideline for Scaffolding, AS/NZS 4576 Guideline for Scaffolding, Electrical Safety Regulation 2013, Hazardous Manual Tasks COP 2021, How to Manage Work Health & Safety Risks COP 2021, Managing the risk of falls at workplaces COP 2021, AS/NZS 1336 Recommended practices for occupational eye protection AS/NZS 1337 Personnel Eye Protection, AS/NZS 4501 Occupational Protective Clothing, AS/NZS 3760 In Service Safety Inspection and Testing of Electrical Equipment, Work Health and Safety Consultation, Co – Operation and Co - Ordination COP 2021, Managing Risks of Plant in the Workplace COP 2021, Managing Respiratory Crystalline Silica Dust Exposure in Construction and Manufacturing of Construction Elements COP 2022

Plant and Equipment Required for this Activity: Scaffold Components, H Class Vacuum attachment for Hammer Drill

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Details of Maintenance Checks Required for this Activity: Inspection Monthly, Hand over certificate to Builder, A Scaffold Tag system will be used.

Materials Used: Scaffold (KWIKSTAGE Type Components)

Safety Data Sheet SDS Required? (Yes / No) No

Personnel Qualifications Required for this Activity: Scaffolding Ticket SB
Relevant Work-Cover Ticket for task has been undertaken

Review and Corrective Actions:
SH&EWMS will be reviewed to the Schedule of Task Observations using the Task Observation sheet to ensure the work is being carried out to the statement, corrective action will be noted which are passed to the Supervisor/Foreman to carry out remedial work for close out. If a failure is identified in the SWMS, works will stop, the SWMS will be amended and the changes communicated to the workforce.

Specific Training Required for this Activity: Construction Industry General Safety Induction (GSI) Blue / White Card
All personnel to have completed a Site Induction. Must be trained in this SWMS and have all relevant certification for this task.

Personnel consulted on development of SWMS:

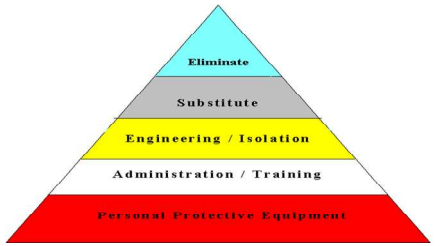
Name:	Signature:	Name:	Signature:
Kamlesh Kotak			
Suncoast Scaffold Team			

APPROVED BY SENIOR MANAGEMENT

The hierarchy of controls needs to be considered when identifying control measures. The highest level of control should be implemented wherever reasonably practicable.

Name: Kamlesh Kotak Signature: Date: 21.07.2025

Hierarchy of Controls	Examples	
Eliminate	Remove the hazard completely	Start with Highest Level of Control
Substitute	Substitute with a less hazardous material or plant	
Engineer	Redesign the work process to be done differently	
Isolate	Isolate the person from the hazard or hazard from person	
Administration	Admin controls for e.g. Job rotation, supervision, Instruction	
PPE	Using PPE (Least favored method of control)	Lowest Level of Control



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LIKELIHOOD 'Likelihood that the stated consequence will occur'

Almost certain	Almost inevitable outcome, expected to occur in most circumstances.
Likely	Not a certainty but there is a good chance of occurrence.
Possible	Could occur.
Unlikely	Could occur but not expected. Would require multiple failures of systems/controls.
Rare	Little chance of occurrence. Would require a combination of factors to result.

EXPOSURE 'Consider the exposure (frequency) factor when determining the likelihood of the risk/hazard event occurring.'

Hazard event occurs	Exposure factor
Continuously	Many times, daily
Frequently	Approximately once daily
Occasionally	Once a week to once a month
Infrequent	Once a month to once a year

CONSEQUENCE 'The outcome of an event expressed qualitatively, being a loss, injury, disadvantage or gain.'

	Health & Safety	***Environment***
Catastrophic	*Fatality or permanent disability (Class 1 incident)*	*High severity which has or may have permanent and/or irreversible effects*
Major	*Life threatening incident, Lost Time Injury or ongoing illness/health effects (Class 2 incident)*	*Medium severity which has or may have persistent but reversible effects*
Moderate	*Incident that requires medical treatment by a qualified medical practitioner (Class 2 incident)*	*Low severity which has short term and reversible effects*
Minor	*Incident that may require first aid treatment only (Class 3 incident)*	*Impact confined to area impacted by work operations*
Insignificant	*No injuries*	*Very low environmental impact, not noticeable*

QUALITATIVE RISK ANALYSIS MATRIX: LEVEL OF RISK

	CONSEQUENCE				
LIKELIHOOD	**Insignificant 5**	**Minor 4**	**Moderate 3**	**Major 2**	**Catastrophic 1**
A - Almost Certain	H	H	E	E	E
B - Likely	M	H	H	E	E
C - Possible	L	M	H	E	E
D - Unlikely	L	L	M	H	E
E - Rare	L	L	M	H	H

RISK MATRIX

Extreme	Extreme risk, immediate action required, works must not proceed at this level.
High	High risk, acceptable to proceed only with strict controls or a short duration
Moderate	Moderate risk, acceptable to proceed with suitable controls
Low	Low risk, acceptable to proceed

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L Acceptable M Acceptable with CONTROLS H ACCEPTABLE WITH STRICT CONTROL/SHORT DURATION E Unacceptable

Procedure Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating**			**Control Measures**	**Residual Risk Rating**			**Person Responsible** To ensure management method applied
		L X	C =	R		L X	C =	R	
Arrival on site / Induction and pre-site discussion and planning with Principal Contractor	Unauthorised site entry	**B**	**3**	**H**	Report to Principal Contractor site office/Supervisor upon entry to site. Assess site as per crossover and park in designated parking area.	**D**	**3**	**M**	Foreman Supervisor-Workers
	Collisions with other equipment	**A**	**3**	**E**	Access site as per Traffic Management Plan. Ensure All warning devices and lights are functioning correctly and on.	**D**	**3**	**M**	Foreman Supervisor-Workers
	Not site inducted Untrained and inexperienced persons	**B**	**4**	**H**	Personnel to complete site-specific inductions before work commences. are also required to have completed company induction. Workers to have read/understood and signed into the company SWMS.	**D**	**4**	**L**	Foreman Supervisor-Workers
	Non-performance to site rules and procedures	**B**	**4**	**H**	All persons to be conforming to Principal Contractor Safety Plan, Site Policies & Procedures, site rules, P.P.E. requirements for requirements for site. All accidents, incidents or hazards to be reported to Principal Contractor Site Safety Coordinator immediately. In the event of a reportable incident ensure that scene is made safe and scene not to be interfered with to enable investigation to be undertaken. Area to be appropriately excluded/signed to prevent unauthorized access. For all other accidents fill out Principal Contractor accident report form and conduct investigation all outcomes also to be reported to Principal Contractor.	**D**	**4**	**L**	Foreman Supervisor-Workers

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Weather Assessment **Heat / Cold / Wind / Wet**	Personal concerns - Heat stroke / sunburn / sickness Extreme conditions involving wind & rain can create unstable conditions	**B**	**4**	**H**	Sunscreen to be available, hard hats, eye protection should be worn Plenty of cool drinking water to be available to workers Hours of work to be monitored, breaks may need to be increased or rescheduling of works may be required Weather protection gear issued (incl. Sunscreen) Monitor weather conditions throughout day if conditions become unsuitable liaise with Site Supervisor.	**D**	**4**	**L**	Supervisor-Workers
Establish work area	Unauthorised entry	**B**	**3**	**H**	Barriers, Signs and Spotters establishment of an exclusion zone if required Only authorized persons allowed	**D**	**3**	**M**	Supervisor-Workers
	Slips Trips and Falls	**B**	**4**	**H**	Ensure all housekeeping is done and any objects that are not required are removed	**D**	**4**	**L**	Supervisor-Workers
Setting up truck mounted crane	Truck overturns Risk of bystanders being hit by crane or material slung from crane	**B**	**2**	**E**	Operator to inspect ground where legs are to be positioned Ground is to be firm and solid Sole boards are to be placed under legs Traffic cones and hazard lights are to be used at all times when crane is in use. Keep bystanders outside crane arc. When loading Scaffold, permission must be sought from supervisor as to where material can be landed, in accordance with engineering specifications.	**D**	**2**	**H**	Supervisor-Workers
Loading **Clear tray and set up dunnage in anticipation of loading specific goods**	Tripping on loose items or dunnage on the truck could cause a fall onto the tray or to the ground constituting a fall from heights.	**A**	**3**	**E**	Walk only on tray – be aware of falls and trip hazards.	**D**	**3**	**M**	Supervisor-Workers

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	Fall from heights Load slips or fall due to incorrect rigging. Strains and sprains Death and Disablement from truck mounted crane	**A**	**3**	**E**	Ensure all items are strapped or wrapped before they go onto truck. To ensure that items do not come loose whilst driving. Operator is to plan his load before the commencement of lifting. Pre-sling any item that is going to be above the first layer. Only trained personal/ticketed to be slinging items. Operator to use all slings and chains, this will reduce the number of times that worker has to descend and ascend from the truck. Access and egress from truck is to be by ladder. Ladder procedure to be followed at all times. Operator to ensure that load to be lifted is plumbed under the hook. Operator is to **AT ALL TIMES** maintain visual contact with the load that is being lifted. Use of Mobile Phone, during crane operation is STRICTLY PROHIBITED Operator is to ensure that no one walks under the load whilst it's being lifted. Operator is to warn workers that load is being lifted. Authorised personnel only to use the crane	**D**	**3**	**M**	Supervisor-Workers
	Injury to other workers assisting with loading	**A**	**3**	**E**	When landing items onto try, ensure that that the worker assisting does not exceed the fall height of 2 metres. If this fall height has to be exceeded, then leave slings on item and use a ladder to unhook.	**D**	**3**	**M**	Supervisor-Workers
Weight of Item **Total outcome of load**	Risk of overloading due to unbalanced or unevenly loaded	**A**	**3**	**E**	Plan the load- then load the plan, with even weight distribution where possible	**D**	**3**	**M**	Supervisor-Workers
Manner of load restraint **Manner in which item is already strapped**	Risk of injury to bystanders or public	**A**	**3**	**E**	Use correct strapping procedure Rope all stillages not directly secured for travel	**D**	**3**	**M**	Supervisor-Workers

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Tie load down with straps and chains	Throwing the straps over while workers are on the other side of the load could cause injury to bystanders	**A**	**3**	**E**	When throwing straps over confirm by calling out coming over and checking that it has been heard. Training Stand with straight back and bend knees **Ensure are positively engaged and secured!!** **Load restraint to be national compliance NHVL**	**D**	**3**	**M**	Supervisor-Workers
Unstrap the load	Undoing strap on winches can cause injury to	**A**	**3**	**E**	Place bar all the way thru winch and crank at 90 degrees Training	**D**	**3**	**M**	Supervisor-Workers
	Walking on undulating ground can cause sprains and falls	**A**	**3**	**E**	Watch your step and inspect the site for any hidden hole's gullies stakes rocks or hidden building material	**D**	**3**	**M**	Supervisor-Workers
Sling products not pre-slung using documented methods	Standing on the tray of the truck to do this increases risk of falls from height	**A**	**3**	**E**	Remove loose items from the ground and tidy tray before standing on tray to release sling ends – place sling ends as close to tray edge as possible	**D**	**3**	**M**	Supervisor-Workers
	Incorrect rigging could cause the product to fall during lifting causing injury	**A**	**3**	**E**	Use only prescribed slinging methods, loads slung by Dogger or Rigger	**D**	**3**	**M**	Supervisor-Workers
	Risk of bystanders being hit by crane or material slung from crane	**A**	**3**	**E**	Keep bystanders outside crane arc Keep unloading area clear of pedestrians	**D**	**3**	**M**	Supervisor-Workers
Pack up crane	Crane not in correct transport position causing a hazard to other drivers and vehicle	**A**	**3**	**E**	Before leaving site, driver to check: The crane is in transport position Ensure that outriggers/stabilizers have been properly retracted and secured Pin in place.	**D**	**3**	**M**	Supervisor-Workers

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Leaving Site	Mud flinging off tyres can cause injury to passers-by and pedestrians	**B**	**4**	**H**	Using equipment available at site a (rubble pit, hose) clear tyres of mud and debris	**D**	**4**	**L**	Supervisor-Workers
En-Route	Truck movement. By nature of the product the load may become loose or move.	**B**	**4**	**H**	Driver to drive slowly around corners. Keep to speed limit both on roads and site. Stop after 1st 5kms to check load.	**D**	**4**	**L**	Supervisor-Workers
Plan Job and Procedures Loading Out	Miscommunication of task	**B**	**4**	**H**	Read and understand Plan of erection the supervisor will be the only person in charge Workers to inspect work area before starting task **in the event it Is unsafe Stop Works and consult superior before restarting.** **Have the Principal Contractor provided a safe workplace suitable for task.** Workers to be aware of surroundings at all times	**D**	**3**	**M**	Supervisor-Workers
	Unexperienced workers	**B**	**4**	**H**	All Staff to be a qualified unless they are a Labourer in which case they will be supervised at all times by a qualified Scaffolder	**D**	**3**	**M**	Supervisor-Workers
	Fall from Heights	**B**	**2**	**E**	All works on edges/roofs/Floors above 2 metres to have hand rail or scaffold control in front of workers No workers to work on live edges over 2 metres!!!	**D**	**2**	**H**	Supervisor-Workers
Set up Work Zone	Persons being hit by fallen objects	**B**	**3**	**H**	Establish work area notify all other workers on site of work area, Erect hoarding of 1800mm high fully sheeted with ply. Consult <CLIENT NAME HERE> on site requirements. A spotter may be required to maintain the exclusion zone.	**D**	**3**	**M**	Supervisor-Workers

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Establish Sound base for scaffold	Scaffold collapse	**A**	**3**	**E**	Suncoast Supervisor must ensure that ground conditions are stable and inform scaffold erectors of any factors which may affect ground stability, before the scaffold is erected Modification to scaffold plan may be required if for example bay sizes are to be altered during basing of scaffold Determine from the scaffold plan the point at which to start Establish how far from the structure the edge of the working platform is 225mm maximum	**D**	**3**	**M**	Supervisor-Workers
	Musculo-Skeletal Injury	**B**	**3**	**H**	Minimise the weight of loads where possible so excessive loads are not carried. Use of team lifts. Use of good lifting techniques as follows; A firm grip of the load Keep load close to the body Leg muscles to do the work while lifting keep back straight bend at the knees Smooth lift avoiding twisting or jerking Weights that feel excessive or above a worker's capacity not to be lifted Access loads before moving them Access destination and check clear access Use of Mechanical aids where possible.	**D**	**3**	**M**	Supervisor-Workers
	Crush Injury	**A**	**3**	**E**	Use of hand tools where possible instead of hands Correct placement techniques	**D**	**3**	**M**	Supervisor-Workers
	Minor cuts and abrasions	**B**	**4**	**H**	Gloves to worn when handling sharp objects. Wear P.P.E. as per <CLIENT NAME HERE> site requirements	**D**	**3**	**M**	Supervisor-Workers

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Erecting the Scaffold **STEP 1** **Place a adjustable base jack into position on the middle of the sole board position parallel with the line of the scaffold** **Use scaffold component to set out base dimensions** **Check base plates/ soul boards are set on solid material.**	Scaffold collapse	**B**	**3**	**H**	Check ground stability with Supervisor Check the level and ensure base out is correct Check distance from building is less than 225mm Think about any special features the building might have to be accommodated at this stage	**E**	**3**	**M**	Supervisor-Workers
	Musculo-Skeletal Injury	**B**	**3**	**H**	Minimise the weight of loads where possible so excessive loads are not carried. Use of team lifts. Use of good lifting techniques as follows; A firm grip of the load Keep load close to the body Leg muscles to do the work while lifting keep back straight bend at the knees Smooth lift avoiding twisting or jerking Weights that feel excessive or above a worker's capacity not to be lifted Access loads before moving them Access destination and check clear access Use of Mechanical aids where possible.	**D**	**3**	**M**	Supervisor-Workers
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STEP 2 **Place standards on the jacks and then install transoms and ledgers to form the scaffold bay.**	Collapse	**A**	**3**	**E**	One person to hold the standard plumb while another team member locates the end of the ledger or transom in the appropriate “v” pressing	**D**	**3**	**M**	Supervisor-Workers
	Musculo-Skeletal Injury	**B**	**3**	**H**	Minimise the weight of loads where possible so excessive loads are not carried. Use of team lifts. Use of good lifting techniques as follows; A firm grip of the load Keep load close to the body Leg muscles to do the work while lifting keep back straight bend at the knees Smooth lift avoiding twisting or jerking Weights that feel excessive or above a worker’s capacity not to be lifted Access loads before moving them Access destination and check clear access Use of Mechanical aids where possible.	**D**	**3**	**M**	Supervisor-Workers
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STEP 3 **The working platform is created by placing a full set of steel planks on and in between transoms** **Work from a platform at least 450 mm wide to install planks overhead. Platform does not need to be installed on the bottom level of the scaffolding.**	Musculo-Skeletal Injury	**B**	**3**	**H**	Minimise the weight of loads where possible so excessive loads are not carried. Use of team lifts. Use of good lifting techniques as follows; A firm grip of the load Keep load close to the body Leg muscles to do the work while lifting keep back straight bend at the knees Smooth lift avoiding twisting or jerking Weights that feel excessive or above a worker's capacity not to be lifted Access loads before moving them Access destination and check clear access Use of Mechanical aids where possible.	**D**	**3**	**M**	Supervisor-Workers
STEP 4 **Installation of handrails**	Falls	**B**	**3**	**H**	A double handrail must be fitted to any side of the standards of the competed working platform where is a fall risk	**E**	**3**	**M**	Supervisor-Workers
	Musculo-Skeletal Injury	**B**	**3**	**H**	Minimise the weight of loads where possible so excessive loads are not carried. Use of team lifts. Use of good lifting techniques as follows; A firm grip of the load Keep load close to the body Leg muscles to do the work while lifting keep back straight bend at the knees Smooth lift avoiding twisting or jerking Weights that feel excessive or above a worker's capacity not to be lifted Access loads before moving them Access destination and check clear access Use of Mechanical aids where possible.	**D**	**3**	**M**	Supervisor-Workers
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	Minor cuts and abrasions	**B**	**4**	**H**	Gloves to worn when handling sharp objects. Wear P.P.E. as per <CLIENT NAME HERE> site requirements	**D**	**3**	**M**	Supervisor-Workers
STEP 5 **Installation of kickboards**	Falls from height	**A**	**3**	**E**	Install kickboards from standing inside of scaffold railing	**E**	**3**	**M**	Supervisor-Workers
	Musculo-Skeletal Injury	**B**	**3**	**H**	Minimise the weight of loads where possible so excessive loads are not carried. Use of team lifts. Use of good lifting techniques as follows; A firm grip of the load Keep load close to the body Leg muscles to do the work while lifting keep back straight bend at the knees Smooth lift avoiding twisting or jerking Weights that feel excessive or above a worker's capacity not to be lifted Access loads before moving them Access destination and check clear access Use of Mechanical aids where possible.	**D**	**3**	**M**	Supervisor-Workers
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STEP 6 **Installation of shade-cloth meshing** **Must be fitted to stair access bays to stop falling objects.**	Falls from Height	**A**	**3**	**E**	Install from standing inside of the scaffold railing.	**E**	**3**	**M**	Supervisor-Workers
	Musculo-Skeletal Injury	**B**	**3**	**H**	Minimise the weight of loads where possible so excessive loads are not carried. Use of team lifts. Use of good lifting techniques as follows; A firm grip of the load Keep load close to the body Leg muscles to do the work while lifting keep back straight bend at the knees Smooth lift avoiding twisting or jerking Weights that feel excessive or above a worker's capacity not to be lifted Access loads before moving them Access destination and check clear access Use of Mechanical aids where possible.	**D**	**3**	**M**	Supervisor-Workers
	Minor cuts and abrasions	**B**	**4**	**H**	Gloves to worn when handling sharp objects. Wear P.P.E. as per <CLIENT NAME HERE> site requirements	**D**	**3**	**M**	Supervisor-Workers
Level 2 **STEP 7** **Install transoms and ledgers to form the scaffold bay.**	Falls from Height	**A**	**3**	**E**	Install ledgers at 1.0m increments from standing inside of scaffold railing from working platform below.	**D**	**3**	**M**	Supervisor-Workers

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	Musculo-Skeletal Injury	**B**	**3**	**H**	Minimise the weight of loads where possible so excessive loads are not carried. Use of team lifts. Use of good lifting techniques as follows; A firm grip of the load Keep load close to the body Leg muscles to do the work while lifting keep back straight bend at the knees Smooth lift avoiding twisting or jerking Weights that feel excessive or above a worker's capacity not to be lifted Access loads before moving them Access destination and check clear access Use of Mechanical aids where possible.	**D**	**3**	**M**	Supervisor-Workers
	Crush Injury	**A**	**3**	**E**	Use of hand tools where possible instead of hands Correct placement techniques	**D**	**3**	**M**	Supervisor-Workers
	Minor cuts and abrasions	**B**	**4**	**H**	Gloves to worn when handling sharp objects. Wear P.P.E. as per <CLIENT NAME HERE> site requirements	**D**	**3**	**M**	Supervisor-Workers
STEP 8 **The working platform is created by placing a full set of steel planks on and in between transoms** **These are installed from working platform below**	Musculo-Skeletal Injury	**B**	**3**	**H**	Minimise the weight of loads where possible so excessive loads are not carried. Use of team lifts. Use of good lifting techniques as follows; A firm grip of the load Keep load close to the body Leg muscles to do the work while lifting keep back straight bend at the knees Smooth lift avoiding twisting or jerking Weights that feel excessive or above a worker's capacity not to be lifted Access loads before moving them Access destination and check clear access Use of Mechanical aids where possible.	**D**	**3**	**M**	Supervisor-Workers

SWMS NO: 01	ACTIVITY: SCAFFOLD

L Acceptable M Acceptable with CONTROLS H ACCEPTABLE WITH STRICT CONTROL/SHORT DURATION E Unacceptable									
Procedure Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating**			**Control Measures**	**Residual Risk Rating**			**Person Responsible** To ensure management method applied
		L X	C =	R		L X	C =	R	
	Crush Injury	**A**	**3**	**E**	Use of hand tools where possible instead of hands Correct placement techniques	**D**	**3**	**M**	Supervisor-Workers
	Minor cuts and abrasions	**B**	**4**	**H**	Gloves to worn when handling sharp objects. Wear P.P.E. as <CLIENT NAME HERE> site requirements	**D**	**3**	**M**	Supervisor-Workers
STEP 9 **Erection:** **Placing of standards** **Worker on two planks must have a fully decked platform positioned beneath them at a distance of no more than 1.95 metres**	Falls	**A**	**3**	**E**	Pass standards from working platform below to worker one Only one at a time Worker to put into place	**E**	**3**	**M**	Supervisor-Workers
	Musculo-Skeletal Injury	**B**	**3**	**H**	Minimise the weight of loads where possible so excessive loads are not carried. Use of team lifts. Use of good lifting techniques as follows; A firm grip of the load Keep load close to the body Leg muscles to do the work while lifting keep back straight bend at the knees Smooth lift avoiding twisting or jerking Weights that feel excessive or above a worker's capacity not to be lifted Access loads before moving them Access destination and check clear access Use of Mechanical aids where possible.	**D**	**3**	**M**	Supervisor-Workers

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	Crush Injury	**A**	**3**	**E**	Use of hand tools where possible instead of hands Correct placement techniques	**D**	**3**	**M**	Supervisor-Workers
	Minor cuts and abrasions	**B**	**4**	**H**	Gloves to worn when handling sharp objects. Wear P.P.E. as per <CLIENT NAME HERE> site requirements	**D**	**3**	**M**	Supervisor-Workers
STEP 10 **Installation of handrails; Immediately install edge protection after enough components of the scaffolding have been erected. A section of the platform may be left open to allow scaffolding components to be passed between lifts.**	Falls	**A**	**3**	**E**	A double handrail must be fitted to **any side** of the standards of the completed working platform where there is a fall risk.	**E**	**3**	**M**	Supervisor-Workers
	Musculo-Skeletal Injury	**B**	**3**	**H**	Minimise the weight of loads where possible so excessive loads are not carried. Use of team lifts. Use of good lifting techniques as follows; A firm grip of the load Keep load close to the body Leg muscles to do the work while lifting keep back straight bend at the knees Smooth lift avoiding twisting or jerking Weights that feel excessive or above a worker's capacity not to be lifted Access loads before moving them Access destination and check clear access Use of Mechanical aids where possible.	**D**	**3**	**M**	Supervisor-Workers

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	Crush Injury	**A**	**3**	**E**	Use of hand tools where possible instead of hands Correct placement techniques	**D**	**3**	**M**	Supervisor-Workers
	Minor cuts and abrasions	**B**	**4**	**H**	Gloves to worn when handling sharp objects. Wear P.P.E. as per <CLIENT NAME HERE> site requirements	**D**	**3**	**M**	Supervisor-Workers
STEP 11 **Installation of Bracing**	Falls from Height	**A**	**3**	**E**	Install bracing from standing inside of the scaffold railing	**E**	**3**	**M**	Supervisor-Workers
	Musculo-Skeletal Injury	**B**	**3**	**H**	Minimise the weight of loads where possible so excessive loads are not carried. Use of team lifts. Use of good lifting techniques as follows; A firm grip of the load Keep load close to the body Leg muscles to do the work while lifting keep back straight bend at the knees Smooth lift avoiding twisting or jerking Weights that feel excessive or above a worker's capacity not to be lifted Access loads before moving them Access destination and check clear access Use of Mechanical aids where possible.	**D**	**3**	**M**	Supervisor-Workers
	Crush Injury	**A**	**3**	**E**	Use of hand tools where possible instead of hands Correct placement techniques	**D**	**3**	**M**	Supervisor-Workers
	Minor cuts and abrasions	**B**	**4**	**H**	Gloves to worn when handling sharp objects. Wear P.P.E. as per <CLIENT NAME HERE> site requirements	**D**	**3**	**M**	Supervisor-Workers

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		L X	C =	R		L X	C =	R	
STEP 12 **Install Hop ups**	Falls from height	**A**	**3**	**E**	Install Hop ups from standing inside of scaffold railing	**E**	**3**	**M**	Supervisor-Workers
	Musculo-Skeletal Injury	**B**	**3**	**H**	Minimise the weight of loads where possible so excessive loads are not carried. Use of team lifts. Use of good lifting techniques as follows; A firm grip of the load Keep load close to the body Leg muscles to do the work while lifting keep back straight bend at the knees Smooth lift avoiding twisting or jerking Weights that feel excessive or above a worker's capacity not to be lifted Access loads before moving them Access destination and check clear access Use of Mechanical aids where possible.	**D**	**3**	**M**	Supervisor-Workers
	Crush Injury	**A**	**3**	**E**	Use of hand tools where possible instead of hands Correct placement techniques	**D**	**3**	**M**	Supervisor-Workers
	Minor cuts and abrasions	**B**	**4**	**H**	Gloves to worn when handling sharp objects. Wear P.P.E. as per <CLIENT NAME HERE> site requirements	**D**	**3**	**M**	Supervisor-Workers
STEP 13 **Install Ties** **Tie methods and spacing need to be in accordance with the instructions of the manufacturer, designer or supplier as shown on scaffold plan**	Falls from height	**A**	**3**	**E**	Install ties from standing inside of scaffold railing The scaffold will be tied off every second level every fourth bay as a rule of thumb All drill-in expansion anchors must be installed using a torque wrench set to the appropriate torque, unless the anchor has an in-built torque indicator.	**E**	**3**	**M**	Supervisor-Workers

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Procedure Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating**			**Control Measures**	**Residual Risk Rating**			**Person Responsible** To ensure management method applied
		L X	C =	R		L X	C =	R	
STEP 14 Working with Electrical Drill	Noise	**B**	**3**	**H**	Hearing protection to be worn by the operator	**D**	**3**	**M**	Supervisor-Workers
	Eye	**A**	**3**	**E**	Safety glasses to be worn whilst operating drill.	**D**	**3**	**M**	Supervisor-Workers
	Electricity	**B**	**2**	**E**	All electrical equipment is to have a current 3-month test and tag. All electrical equipment ids to be in good condition with no damage taped up. All generators are to have a permanently fixed RCD to have a push button test prior to each shift and be tested for amperage and trip time every 3 months. All Electrical leads are to be placed as to not sustain damage and to be kept out of water e.g. lead stands. Any damaged or faulty equipment will be tagged out of service. Electrical equipment to be entered into electrical register	**E**	**2**	**H**	Supervisor-Workers
	Silica Dust	**A**	**3**	**E**	Use Dust extr hood attachment run into industrial vacuum H Class attachment on end of drill Note as per Managing Respiratory Crystalline Silica Dust Exposure in Construction and Manufacturing of Construction Elements COP 2022	**D**	**3**	**M**	Supervisor-Workers

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Procedure Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating**			**Control Measures**	**Residual Risk Rating**			**Person Responsible** To ensure management method applied
		L X	C =	R		L X	C =	R	
	Poor Personal Hygiene/ Silica Dust	**A**	**3**	**E**	Worker needs to clean him or herself done before leaving area, wash hand with soap and water. The above step needs to be repeated to have breaks, go to toilet, eat food, smoke cigarettes (No smoking or eating in work area due to nature of works) Wash work clothes do not shake out. Change filter on M/H Class Vacuum when warning light comes on as per manufacturer specifications Note this task will be completed off site. When emptying M/H Class Vacuum worker to wear P2 face mask tie bag shut and dispose of disposable bag into designed site bin. Worker to wear P2 mask while conducting task!	**D**	**3**	**M**	Supervisor-Workers.
	Overhead Powerlines	**A**	**1**	**E**	Work no closer than 3.0m from overhead powerlines. If work needs to be conducted in an area closer than prescribed minimum safe working distance, get power turned off and isolated by power company before commencing work.	**E**	**1**	**H**	Supervisor-Workers
For additional levels of scaffold repeat steps 6 to 13 A scaffold handover certificate will be provided to <CLIENT NAME HERE> **For Dismantling of Scaffold components steps 6 to 13 will be in reverse procedure. With workers adhering to all hazards and follow controls in erection of scaffold.**									Supervisor-Workers

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Procedure Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating**			**Control Measures**	**Residual Risk Rating**			**Person Responsible** To ensure management method applied
		L X	C =	R		L X	C =	R	
Erection Dismantling of Stair Access **Erecting Dismantling Stair Stringers** **Fixing Stair Treads**	Work at heights Manual Handling Falling from Scaffold Crush Injury Minor cuts and abrasions Unsecure Treads	B	3	H	Follow controls in erection of scaffold. Erect temporary deck between lifts for assistance in placing for erection and dismantling. Use team lifts for placing stairs where possible. Ensure stair treads are placed progressively from the lowest levels as the stringers are being erected. In reverse procedure for dismantling with aid of temp decks. Fix with M8 bolt with double nuts or single Nylex nut (per bolt).	D	3	M	Supervisor-Workers
Work parallel with other trades	Slips/Trips/Falls	B	3	H	Install Signage/barriers to be used where required warning other trades and creating exclusion zones. Where necessary a spotter to be used to identify work zone to others. Keep all access area clean and clear of rubbish and debris, place any rubbish and debris in bin provided.	D	3	M	Supervisor-Workers
Emergency Response	Incorrect Procedure	**B**	**4**	**H**	In the event of an emergency follow Principal Contractors Emergency Evacuation Plan and directions	**D**	**4**	**L**	Supervisor-Workers
Drugs and Alcohol	Use of Drugs and Alcohol	**B**	**4**	**H**	Alcohol and illicit drugs are not to be taken onto or consumed on site. Persons are not to work affected by drugs or alcohol.	**D**	**4**	**L**	Supervisor-Workers
Provision of first aid	Personal Injury	**B**	**3**	**H**	A first aid kit will be provided for employees which is adequate for the type of injuries which may occur. This kit is to be kept readily accessible at all times. This kit will meet statute standards.	**D**	**3**	**M**	Supervisor-Workers
Working in the sun	UV Exposure	**B**	**4**	**H**	1. Sunscreen to be applied before and regularly during work. 2. Use hats, sunglasses, and adequate clothing. 3. Regular intake of water.	**D**	**4**	**L**	Supervisor-Workers

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Procedure Break the job down into steps	**Potential Safety and Environmental Hazards** What can go wrong	**Risk Rating**			**Control Measures**	**Residual Risk Rating**			**Person Responsible** To ensure management method applied
		L X	C =	R		L X	C =	R	
Housekeeping	Rubbish or discarded materials	**B**	**3**	**H**	Ensure all work areas are maintained in a tidy and safe manner. All rubbish to be disposed in designated bins. All excess materials to be correctly stacked in designated areas	**E**	**3**	**M**	Supervisor-Workers
Closing Down of site at end of day housekeeping	Rubbish or discarded materials	**B**	**3**	**H**	Ensure all work areas are maintained in a tidy and safe manner. Dispose of all rubbish in the industrial bins.	**E**	**3**	**M**	Supervisor-Workers
Leave Site	Injury to children or the public	**B**	**3**	**H**	Ensure public protection is in place when crossing footpath. Have spotter monitor truck when crossing footpath. Stop public if required.	**E**	**3**	**M**	Supervisor-Workers
SWMS Management & Compliance	**Failure in SWMS** **Injury to person** **Damage to equipment / property**				**If the SWMS has identified failures the following steps will take place;** **1. Stop works and identify the failure.** **2. Investigate improvements** **3. Discuss / consult** **4. Update SWMS** **5. Review, amend SWMS, communicate to staff via toolbox**				**Supervisor-Workers**

Confidentiality and Privilege Notice:

SWMS NO: 01	ACTIVITY: SCAFFOLD

REVIEWS

Review No:	1	2	3	4	5	6	7	8	9
Name & Initials	Kamlesh Kotak K.K..								
Date:	21.07.2025								

Review using the tool SWMS Review Checklist and guidance from Knowledge Resource using the Prepare, Review and Accept SWMS

If poisoning occurs, contact Poisons Information Centre **on 13 11 26.**

ENVIRONMENTAL ISSUES

Task	Activity that could harm the Environment and create an Environmental Risk	Legislative References	Risk Rating			Environmental Control Measures	Residual Risk Rating			Person Responsible
			P	C	T		P	C	T	
Housekeeping	Rubbish or discarded materials	WH&S Regulations section 277 House keeping	**B**	**3**	**H**	Ensure all work areas are maintained in a tidy and safe manner. Dispose of all rubbish in the industrial bins. All surplus dunnage timber etc. to be stacked clear of work areas or placed in the industrial bin	**E**	**3**	**M**	Supervisor Workers
Disturbance of ground	Sediment run-off	EPA Regs 2008	**B**	**3**	**H**	Silt Fencing, Silt socks earth bunting to be used if required	**D**	**3**	**M**	Supervisor Workers
Contaminate the environment or create a trip hazard	Worker slips or trips and sustains personal damage	EPA Regs 2008	**B**	**3**	**H**	Environmental Representative or Foreman is to be informed immediately. Area is to be isolated and spill kit contents used to clean up spill. Incident report to be completed.	**E**	**3**	**M**	Supervisor Workers

EMERGENCY RESPONSE PLAN PROCEDURE

1. **DETERMINE QUICKLY THE TYPE OF EMERGENCY:**
    - INJURY, WORK AT HEIGHT RECOVERY/FALL RESTRAINT RECOVERY, FIRE, CHEMICAL SPILL, EQUIPMENT DAMAGE/ ROLL OVER, CONFINED SPACE, Near miss occurences or notifiable inclidents wil be reported to Worksafe Qld.
2. **DETERMINE IF THE EMERGENCY CAN BE CONTROLLED BY PERSONNEL IN IMMEDIATE AREA.**

If YES then:

- **INJURY**
    - Reassure the injured person
    - Obtain trauma kits if necessary
    - Call for first aid if appropriate
    - Seek medical assistance if appropriate
- **WORK AT HEIGHT RECOVERY/ FALL RESTRAINT RECOVERY**
    - Reassure the person
    - Contact Fire & Rescue Service on 000 or (012 mobile phone)
    - Mobilise the site's emergency rescue plan
- **EQUIPMENT DAMAGE/ ROLL OVER**
    - Treat any injured persons as above
    - Contact area fire warden
    - Remove all persons from work area if necessary
    - Do not disturb site until appropriate investigation has been done (photos etc.) by authorized person
- **FIRE/ CHEMICAL SPILL**
    - Advise employees of an emergency evacuation
    - Check toilet areas
    - Ensure that the area is searched systematically
    - Utilise emergency equipment i.e. extinguishers/ hoses/ chemical spill kits
    - Account for all persons in area – roll call & resume work only when it is safe to do so

If NO then:

3. **CONTACT EMERGENCY SERVICES** **PHONE 000 OR 012**
4. **DO NOT HANG UP UNTIL YOU HAVE ADVISED:**
    - Your name
    - Exact location of incident
    - Meeting point for emergency services
    - Details of what happened
    - Number of persons injured
    - Condition of injured persons
5. **CONTACT THE PRINCIPAL CONTRACTOR/ PREMISIS OR PROPERTY FIRE WARDEN.**
6. **REPORTING**
    - All injuries will be reported to the Supervisor, Injuries will be recorded in the First aid report/ located in the office.
    - Suncoast Scaffold Pty Ltd will keep Records in accordance with Statutory requirements.
    - Near miss occurences or notifiable inclidents wil be reported to Worksafe Qld.
    - In the event of notifiable incident the scence is to be preservered untill notified otherwise by Director or Worksafe Qld Inspector.

Safe Work Method Statement to be kept for the duration of the project in the event of a notifiable incident or an accident to be kept for a minimum of two years.

RISK ASSESSMENT FOR ADDITIONAL SITE-SPECIFIC JOB HAZARDS THAT HAVE NOT BEEN PREVIOUSLY IDENTIFIED.

Work Activity	Hazards	Risk Rating	Hazard Control	Risk Rating	Person Responsibility

Manual Handling – Help!

1. Clear the work area

2. Check the load

3. Size up the load

4. Proper foot position

5. Bend the knees

6. Obtain a proper hold

7. Keep the back straight and arms close to the body

8. Lift the load smoothly using your leg muscles

THINK SAFE MANUAL HANDLING BY ASKING THE FOLLOWING QUESTIONS:-

1. Must the load be moved;
2. Must the load be lifted;
3. Can it be moved using a mechanical aid;
4. Can the load size be reduced;
5. Can assistance be gained; and
6. Is the load too heavy to lift safely - if so don't lift it.

RULES FOR THE SAFE CARRYING OF LOADS

1. Don't twist your body when carrying a load
2. Don't restrict your vision with the load
3. Don't change your grip on a load unless you have the load supported
4. Always face the direction in which you are travelling
5. Watch your footing
6. Keep a firm grip on the load
7. Keep your arms tucked in; and
8. Keep the load close to your body.

FACTORS TO CONSIDER WHEN PLACING OR PUTTING A LOAD DOWN

1. Plan exactly where you are going to put the load
2. Be careful of your fingers
3. Don't lean forward to position the load
4. Don't lift heavy loads above the shoulders when unloading;
5. Remember that lifting and placing loads is done more easily at waist height

STEPS FOR SAFE MANUAL HANDLING

1. Identify Manual Handling Hazards 2. Assess Manual Handling Risks 3. Implement Appropriate Controls

Table of Density of Commonly used Materials on Construction Sites

Material	Density (kg)	Unit Measure	Material	Density (kg)	Unit Measure	Material	Density (kg)	Unit Measure
Cement Products			Timber Products			Plasterboard & FC Sheets		
Ready-mix Concrete	2400	m^3	Softwood	640	m^3	Plasterboard	770	m^3
Cement	2000	m^3	150 x 100 (nominal)	9.6	lm	10mm plasterboard	7.7	m^2
Bagged Cement (small)	20	Bag	100 x 75	4.8	lm	13mm plasterboard	10.1	m^2
Bagged Cement (large)	40	Bag	75 x 50	2.4	lm	16mm plasterboard	12.4	m^2
Grouts	5 - 40	Bag	100 x 50	3.2	lm	15mm FC sheet	28	m^2
Ready-mix concrete	40	Bag	100 x 100	6.4	lm	6.0mm Villaboard	9.8	m^2
Ready-mix Sand/Cement	40	Bag	Hardwood (other)	1100	m^3	4.5mm FC sheet	7.7	m^2
Lime (Hydrated)	22	Bag	Hardwood (Ironbark)	1400	m^3	Bagged plaster as stated	1 - 72	Bag
Raw Materials			Plywood Products			Pipes and steel sections		
River Sand (dry)	1300	m^3	Formply	720	m^3	Refer manufactures specification	kg	lm
Beach Sand (dry)	2000	m^3	17mm Formply	12.3	m^2	Metals		
River Sand (wet)	1500	m^3	17mm Formply (2400 x 1200)	35.3	Sheet	Steel (cast)	7900	m^3
Beach Sand (wet)	2200	m^3	17mm Formply (1800 x 1200)	26.6	Sheet	Copper	9000	m^3
Shale (dry)	2600	m^3	Plywood	600	m^3	Zinc	7000	m^3
Lime Stone (dry)	2600	m^3	6mm ply	3.5	m^2	Tin	7300	m^3
Blue Metal (20mm - dry)	2000	m^3	6mm ply (2400 x 1200)	10.1	sheet	Iron	7200	m^3
DGB 20 (roadbase)	2200	m^3	12mm ply (2400 x 12000	20.2	sheet	Liquids		
Earth (unspecified - dry)	1900	m^3	20mm ply (2400 x 1200)	34.6	sheet	Water	1000	m^3
Scaffold			Bricks			Paint	2.1	litre
Tube (48OD x 4.8mm thick)	5.3	lm	Pallet (500)	2000	Pallet	Petrol	0.9	litre
Tube 3.6m long	19.1	length	Brick (extruded – dry-pressed)	3 - 4	brick	Oils	1	litre

Toolbox Training Record

Project:			
Date:		**Principal Contractor:**	
Chaired By:			

Issues from Previous Day:	Relevant Issues / SWMS for Today:

Proposed Action/Key Points:	To be Actioned by:	Date Action Required:	Signed:

Attendance List

Name	Signed	Name	Signed

The persons who have signed above have understood the topics documented and will adhere to all Safety and Health, Quality and / or Environmental

SWMS NO: 01	ACTIVITY: SCAFFOLD

SIGNOFF

We the undersigned, confirm that the SWMS nominated above has been explained and its contents are clearly understood and accepted. We also confirm that our required qualifications to undertake this activity are current. We also clearly understand the controls in this SWMS must be applied as documented; otherwise, work is to cease immediately.

Name	Qualification Required for this Activity	Signature	Date	Time	Employer
					Suncoast Scaffold Pty Ltd
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