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EAST COAST SCAFFOLDING

SAFE WORK METHOD STATEMENT for the installation, removal & adjusting of a modular scaffold from a fully planked platform (For use by East Coast Scaffolding Staff & Sub-Contractors).

Site information	***Site Address:***
Principal Contractor: As per nomination	***As per nomination***
Site Contact's Details: *Site Contact Name:* *Site Contact Phone number:*	***Acknowledgement of Acceptance of SWMS by Site Contact:*** *Site Contact's signature:* *Date of Acceptance:*
East Coast Job Reference #	***Job Activity Details:*** **The installation and or adjustment & removal of a pre-fabricated modular steel scaffolding system.**
High Risk Construction Work Activities Identified within this SWMS.	✓ Risk of a person falling more than 2.0m.

SAFE WORK METHOD STATEMENT Scaffolding

Responsible Scaffolder who will supervise the works personal details:

Name: *Adam Dobell* ***Phone Number****: 0407 701 137* ***High Risk Work Licence*** *#263491*

Declaration of responsible Supervisor:

I confirm that the persons listed in this document have been instructed in the purpose & use of this Safe Work Method Statement and that where questions arose they have been adequately assessed & addressed. To the best of my knowledge they have a full understanding of this Safe Work Method and agree to comply with it and the relevant NWH&S Act, Regulations, Codes of Practice & Australian Standards.

Signature of responsible supervisor: A. Dobell *Date & Time: 12/3/2026*

The following activities are scored for risks associated with work hazards as per the following table. Controls are to be implemented to reduce the risk to the lowest possible result. The SWMS includes the following;

- *A step by step sequence of the tasks involved in carrying out the work from start to finish.*
- *Listing of any potential hazards and or risk to health and safety.*
- *Rating of the risk (from Hazpak score 1-3).*
- *The safety controls that will be implemented to eliminate or reduce the risk to the lowest possible level.*
- *Rating of the risk after controls have been implemented.*

Listed at the end of this document are the relevant legislation, codes of practice and standards applicable to the work undertaken as well as the names, qualifications and training undertaken by all workers involved in this scope of works.

Complete this Safe Work Method Statement using the following "Risk Level Assessment Table". All appropriate details are to be completed as required by the "Responsible Scaffolder" who will supervise all work on the site.

Risk Level	Description of Consequence or Impact	Consequence	Likelihood / Probability

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			L	M	U
H (1) *(High level of harm)*	Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	**H** (1) *(High)*	**1**	**1**	**2**
M (2) *(Med level of harm)*	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	**M** (2) *(Medium)*	**1**	**2**	**3**
L (3) (*Low level of harm)*	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained. Minor level clean up with no short-term environmental harm.	**L** (3) *(Low)*	**2**	**3**	**3**

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JOB SEQUENCE *Outline each task to do the job*	**HAZARD IDENTIFICATION** *What can affect safety* ***ASSESS THE RISK*** *What could happen & rate each risk*	**RISK**	**CONTROLS THAT WILL BE USED** ***SAFE WORK PROCEDURES***
Site Induction	Workers who do not receive a site safety induction can be unaware of site specific hazards which may result in an increased risk of injury.	1	Ensure all trades people receive instruction on site safety work procedures, practices and health & safety issues.
Check Site Conditions carry out a Site Specific Risk Assessment	Inspect the area over & around the work area in particular be aware of overhead power lines, traffic and other persons on site.	3 3	Before commencement carry out a site specific risk assessment using EC Risk Assessment Report. Check for slip and fall hazards. Any rubbish or debris around the work area to be cleared prior to commencement of work. Consult with other persons on site.
	Uninsulated High/Low voltage powerlines within the 4.0m approach distance to erected scaffold pose a significant risk to scaffold installers & end users	1	If power lines are deemed to be within the 4M approach distance arrange to have them covered or de-energised. Refer to the Safe Work NSW- Work Near Overhead Power Lines Code of Practice 2006 document for further information. Maintain safe distances from unprotected power lines, if any doubt exists regarding voltages or safe distances cease work immediately & seek advice from the relevant authority & the Site Controller.
	Uneven ground can cause slip and fall injuries. Hazards such as rubbish & debris around the site can lead to risk of slip or trip injuries.	3	Clear all debris from within the work area & create a safe access route form your material stock pile to the work area , ensure that all trenches, exposed reinforcing & or services are adequately covered.
	Identify other worker's on-site and the possible exposure to silica dust. This includes the cutting of fibre cement products, bricks, concrete, hebel & tiles.	2	Ensure persons cutting have the required dust extraction system in place or wet cutting equipment if these products are being cut on-site.

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Placement of materials. Lay out equipment around the work area in preparation for erection.	Manual handling can lead to the risk of long term injury (e.g. strain) if using incorrect poor or unsafe handling practices.	2	Observe correct manual handling techniques. Avoid unnecessary bending and twisting with loads, use team lifting or mechanical aids where required. Refer to Code of Practice for Manual Handling. Prevent unauthorised entry to the scaffold work area.
Inspect Scaffolding, identify faulty equipment.	Defects in scaffold components can result in injuries from collapse.	1	Mark any faulty components and set aside. Notify East Coast of any defective scaffolding system components and arrange to have equipment returned to East Coast for repair, ***do not use***.
Assess Ground conditions.	Uneven or soft ground can result in unsteady & unstable scaffold.	2	Ensure ground is compacted or levelled out prior to commencing installation so that adequate bearing pressure for scaffold is obtained as per the Australian Standards. Take additional care if site drainage is already in place. Be aware of voids in loosely compacted & recently backfilled trenches and avoid placing screwjacks directly over unprotected drainage pipes.
Base out Scaffold. Place screw jacks on sole boards starting at the highest point of a scaffold run.	Risk of unstable scaffold if erected on inconsistent foundations or uneven ground.	1	Place sole boards under base plates of jacks to provide a stable, level surface. Use larger sole boards on soft ground. Jacks are to be positioned centrally over the width of sole boards.
Installation of first level of standards, transoms & ledgers.	If the gap between the scaffolding & wall is too wide the risk of fall injuries or falling equipment or debris exists. Manual handling can lead to the risk of long term injury (e.g. strain) if using incorrect poor or unsafe handling practices.	1 3	The gap between any wall & internal scaffold edge is not to exceed 225mm otherwise internal handrails, mid-rails & toe boards or internal corners or hop-up brackets may need to be installed to minimise any gaps. Scaffold frame to be erected using a minimum of 2 people, correct manual handling procedures as previously stated are to be followed. Max single person lifting weight not to exceed 25Kg.

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Completing the first lift where the working platform is less than 1.8M above ground level.	Falls from Heights, Manual handling risks, Falling objects. In particular, wherever a scaffold is being erected, altered or dismantled & a scaffolder is exposed to a risk of an injury as a result of a fall from one level to another.	1	One Scaffolder holds standards while the other fits the transoms & ledgers to the base lift (lowest star or 1st working deck level). Complete the first bay, square up then adjust screw jacks to level the scaffold. Place transoms, ledgers & planks from below (ground level).Typically edge protection is not required at this height, but may be dependant upon site specific conditions & the type of work being carried out, the Scaffolder should assess these site specific factors & if deemed necessary install edge protection.
Completing the first lift where the working platform is greater than 1.8M above ground level. *High risk work activity.*	Falls from Heights, Manual handling risks, Falling objects. In particular, wherever a scaffold is being erected, altered or dismantled & a scaffolder is exposed to a risk of an injury as a result of a fall from one level to another.	1	One Scaffolder holds standards while the other fits the transoms & ledgers to the base lift (lowest star or 1st working deck level). Complete the first bay, square up then adjust screw jacks to level the scaffold. Place transoms, ledgers & planks from below (ground level).Install handrails/edge protection from below using a ladder or erection platform placed on ground level. Do not access the platform until handrails/edge protection is in place. Ensure the scaffold is accessed via a ladder or the ladder/stair access bay that should be built with the run of scaffold.

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Install the scaffold access Stairs/Ladders	Un-level or out of square bays or inadequately braced access bays may allow movement of the stair risers & may lead to the collapse of the stair riser. Ladders must not be too steep or too shallow. A ladder that is not mechanically fixed to the scaffold may slip.	1 1	Do not climb standards to access upper levels install the access stairway or ladder to access the platform above. If access is via stairway, ensure that stair access bay is erected within the run of the scaffold. The scaffold access bay which will contain the stair/ladder access must be built level, square & plumb. It must also be adequately braced by using end & face braces. Ensure that the stair locator is placed over the transom to secure the stair tread within the bay. If ladders are being used ensure that the pitch of the ladder does not exceed the 1:4 ratio & that the ladder support arms are fixed to the access bay using 90 degree double couplers. All ladders must project a minimum of 1 metre beyond ay working platform they are being used to access.
Completing the first lift Installing the edge protection handrails, toe boards or brick guards. Covering all gaps at returns with lap planks *High risk work activity.*	Falls from heights – trip hazards. Edge protection & stop ends must be installed. Falls from heights – all gaps must be covered.	1 1 1 1	Install guardrail, mid-rail & toe-board (or mesh guard) to complete the first lift. At changes of direction locate bays to minimise the gap between each scaffold run, where a gap exceeds 100mm cover with lap planks that are secured by mechanical means (i.e. lashing with rope, fixing with tie-wire or screwing through the plank from below). Fit all hop-up brackets while working from a fully planked deck ensuring tie bars (or tie wire) are in place to secure all planks. Continue around the scaffold perimeter & ensure that all components are in place & all wedges are tight & that there are no gaps or loose planks before commencing the next lift.

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Erect the second lift from an installation platform or ladder. *High risk work activity.* ***See SafeWork NSW Guide to Erecting, Altering & Dismantling Scaffold Part1: Pre-fabricated steel scaffolding 2010for examples of installation platforms & ladders***	Falls from Heights, Manual handling risks, Falling objects. In particular, wherever a scaffold is being erected, altered or dismantled & a scaffolder is exposed to a risk of an injury as a result of a fall from one level to another.	1	Place an erection platform or ladder on the completed first scaffold lift. Working from the erection platform or ladder install standards (where the standard joint is 1-1.5M above the platform level) transoms, ledgers & hop-ups for the next level above. Place the planks within the transoms to form the working platform above. Access the platform above & install mid rails & toe boards or mesh guards for next level if required. Repeat erection sequence as per previous task for this and subsequent platforms.
Erect the third & subsequent platforms. *High risk work activity.*	Manual handling risks, falling objects & falls from heights. Scaffold collapse or instability due to lack of ties or bracing. In particular, wherever a scaffold is being erected, altered or dismantled & a scaffolder is exposed to a risk of an injury as a result of a fall from one level to another.	2	Unless a specific engineering design is provided fix the first row of ties no more than four metres above the ground in accordance with AS4576. Do not allow a scaffold to free stand more than four meters above the ground or a row of ties. Do not leave unsecured objects on the scaffold. Repeat erection sequence as per previous task for this and subsequent platforms.

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Erect mesh panels/brick guards (where used) *High risk work activity.*	Manual handling risks, falling objects & falls from heights. A Scaffolder is exposed to a risk of an injury as a result of a fall from one level to another.	1	Erect mesh panels when working from a fully planked platform with edge protection. Gaps between adjoining mesh panels and standards must not be greater than 25 mm, measured horizontally. Fill any larger gaps between panels with similar material. Do not allow any scaffold fitted with mesh panels to free stand more than two metres above the highest tie remaining in place.
Fix containment sheeting. – e.g. Chain wire mesh and shade cloth, shadecloth only, plywood sheeting & or Lytamesh Power Safe type products in the case of electrical hazards within 4 metres of the scaffold. Scaffolds with containment sheeting attached are subjected to increased wind loads, ensure specialist engineering advice has been sought & is adhered to. Install adequate ties	Manual handling risks, falling objects & falls from heights. A Scaffolder is exposed to a risk of an injury as a result of a fall from one level to another. When working near powerlines follow guidance from the document “A General Guide for working in the vicinity of Overhead & Underground Electric Lines” issued by Safe Work Australia.	2 1	Install containment sheeting ***(whichever method suits the required application)*** when working from a fully planked platform with edge protection. Fix containment sheeting securely to the scaffold at every platform level, handrail level & top & bottom ledgers. For shade cloth fix at 1200 mm centres (maximum), vertically and horizontally. Fill all gaps with similar material. For Lytamesh Power Safe installations, 12mm ties must be used and fixed at 1Metre centres. Ensure containment sheeting extends at least two metres above the top-most platform. Do not allow any sheeted scaffold to free stand more than two metres above the highest tie that remains in place.

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Raising the platform 1 metre from a fully planked platform. ***(i.e. A facia/gutter or roof-catch lift on a residential site)***	Manual handling risks, falling objects & falls from heights. In particular, wherever a scaffold is being erected, altered or dismantled & a scaffolder is exposed to a risk of an injury as a result of a fall from one level to another	1	Ensure that handrails extend 2 metres above the existing work deck. Working around the scaffold from the existing fully planked upper deck install transoms 1 metre above. Once the transoms are installed a scaffolder stands on a bay of the existing top deck whilst a second scaffolder who is standing in an adjacent bay on the deck 2 metres below removes the boards from the existing top deck above him & passes them up to be installed into the transoms of the new lift/work deck 1 metre above. The scaffolder standing on the top deck places the planks forward into the next bay1 metre above. He then accesses that platform via a ladder (***do not climb the standards, ledgers or transoms***) and continues working from this new level. The scaffolder standing on the lower level then removes the remaining planks from the starting bay at the two metre height above and proceeds to pass them up to the scaffolder on the new deck which has been created 1 metre above thereby creating two work decks spaced three metres apart. Repeat this procedure around the entire scaffold perimeter until returning to your starting point.
Lowering the 1 metre platform. (i.e. Dropping the facia/gutter or roof lift to second deck level)	Manual handling risks, falling objects & falls from heights. In particular, wherever a scaffold is being erected, altered or dismantled & a scaffolder is exposed to a risk of an injury as a result of a fall from one level to another	1	Perform the raising sequence in the reverse order.

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Completion of work, carry out checklist procedures & issuing of "Handover Certificate"	Failure to complete the full checklist may result in an unsafe or incomplete scaffold being handed over and may result in an accident or injury.	3	A Licensed scaffolder is to complete a handover certificate after checking that the entire scaffold system is complete & safe to use. Ensure that a copy of the Handover is attached to the scaffold at the access point with an additional copy forwarded to the nominated customer representative.
Completing your work but not Handing Over the Scaffold (ie: Incomplete scaffold sections due to extra gear being required)	Failure to isolate incomplete sections of scaffold could expose potential users of the scaffold to the risk of a fall.	3	If you are leaving the scaffold incomplete, ensure access to the scaffold is restricted; Display the Scafftag with the "Do Not Use" warning visible. Use physical barriers to isolate the area in question (ie: Place transoms or ledgers across bays to prevent access) Use physical barriers to close access to a specific deck (ie: Place transoms or ledgers across the access point to prevent access)
Notification of Scaffold status	Failure to notify the end users & or the controllers of the site of the scaffold status could expose potential users to the risk of a fall.	3	If the scaffold is incomplete, ensure that your East Coast Supervisor is notified & attempt to contact the Site Controller to ensure that they are notified that the scaffold is incomplete. As in the steps outlined above ensure that adequate warning signs & barriers are in place.

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Erect Signage	Lack of correct signage could lead to the risk of the scaffold being used whilst unsafe or incomplete.	1	Attach appropriate sign/control card to the scaffold at the access point. Attach a Scafftag “Safe to Use” and complete the erection and inspection records. If structure is not complete attach a red “Do Not Use” Scafftag restricting access to the incomplete areas as well as ensuring that additional warning signs are displayed as appropriate.
Finishing up and house keeping	Rubbish in work area can cause slip and fall injuries or abrasions. Risk to general public of slip/fall hazards that could cause injury.	3	No materials are to be left on or near public footpaths. Do not obstruct access to site. Use pit provided by site management for disposal of off-cuts and rubbish.
Site Check prior to leaving	Unreported hazards can pose a risk to other people on the site	3	Report any hazards or unsafe conditions to the site management.
Leaving Site	Unlocked site can result in egress by unauthorized people and possible risk of injury	2	Leave area in a clean and tidy state. Lock & Secure Site if required. Workers to sign out if required by site management.

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Removal of the Scaffold	Follow procedures as per installation for arrival on site. Notify Site Management of arrival on site. Undertake Site Induction if required. Carry out a site inspection of the work area. Hazards such as rubbish & debris around the site can lead to risk of slip or trip injuries. Falls from Heights, Manual handling risks, Falling objects. In particular wherever a scaffold is being erected, altered or dismantled & a scaffolder is exposed to a risk of an injury as a result of a fall from one level to another.	3	Report to Site Management to notify of your work intentions so they can clear other persons from your work area if required. Ensure that all appropriate PPE is in use prior to commencement of work. In addition, an “Exclusion Zone” may need to be established to protect the work area & prevent accidental entry by unauthorised persons. Erect signs & barriers to prevent inadvertent entry to the work area. Any rubbish or debris below and 2 metres around the work area to be cleared prior to commencement of work.
Working Adjacent to traffic	Failure to have Traffic Control booked in high traffic areas could result in Sub Contractor or employees being hit by a vehicle causing injury or resulting in death.	2	All employees and Subcontractors working on any job site must ensure they are wearing correct PPE including but not limited to High Visibility Clothing while only working on site where Traffic Control has been booked with Traffic Control personnel on job sites with high traffic volume.

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Disassembly of Scaffold Access the upper working platform, remove all roof edge protection hand-rails, top-up standards, braces and or window ties.	Falls from Heights, Manual handling risks, Falling objects. In particular, wherever a scaffold is being erected, altered or dismantled & a scaffolder is exposed to a risk of an injury as a result of a fall from one level to another.	1	Access the platform via way of ladder or stair access. Care to be taken whilst working at heights. All materials to be lowered to ground level. Do not drop any material. Ensure that all appropriate PPE is worn & used as required. Erect warning signs and maintain an exclusion zone around the work area.
Working from the lower level of planking unsecure all timber lap planks and remove the top level of planking including the timber lap planks.	Manual handling risks, Falling objects and Falls from height.		All materials to be lowered to ground level. Do not drop any material. Ensure that all appropriate PPE is worn & used as required. Erect warning signs and maintain an exclusion zone around the work area. Correct manual handling techniques to be adopted.
Working from an erection platform or ladder (1.0m above a fully planked deck), remove the top level of ledgers, transoms and or standards. *High risk work activity.* ***See SafeWork NSW Guide to Erecting, Altering & Dismantling Scaffold Part1: Pre-fabricated steel scaffolding 2010for examples of installation***	Falls from Heights, Manual handling risks, Falling objects. In particular wherever a scaffold is being erected, altered or dismantled & a scaffolder is exposed to a risk of an injury as a result of a fall from one level to another.	1	Remove all components above top deck handrail before descending via ladder or stair access to level below. Remove all planking from top deck. Place an erection platform or ladder on the completed first scaffold lift working within one bay at a time. Working from the erection platform or ladder remove standards (where the standard joint is 1-1.5M above the platform level) transoms, ledgers & hop-ups for the level above. Repeat the removal sequence for each scaffold bay and as per previous task for this and subsequent platforms.

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Disassemble the top stair riser unit & ledgers above the top landing. Remove the first lift where the working platform is less than 1.8M above ground level.	Premature removal of ledgers from the stair access bay can result in collapse of the riser unit. Falls from Heights, Manual handling risks, Falling objects. In particular, wherever a scaffold is being erected, altered or dismantled & a scaffolder is exposed to a risk of an injury as a result of a fall from one level to another.	1	Ensure that all ledgers below the top landing remain in place until the stair riser unit is removed. Working platform adjacent to stair access remove intermediate standard and replace with hand-rails. Work behind hand-rail to lower stair riser to ground level below. Remove first level of planking, ledgers & transoms, from below (ground level).Typically edge protection is not required at this height, but may be dependant upon site specific conditions & the type of work being carried out, the Scaffolder should assess these site specific factors & if deemed necessary install edge protection. One Scaffolder holds standards while the other removes the base ring transoms & ledgers (lowest star or 1st working deck level).
Remove the first lift where the working platform is greater than 1.8M above ground level. *High risk work activity.*	Falls from Heights, Manual handling risks, Falling objects. In particular, wherever a scaffold is being erected, altered or dismantled & a scaffolder is exposed to a risk of an injury as a result of a fall from one level to another.	1	Do not access the platform until handrails/edge protection is in place. Ensure the scaffold is accessed via a ladder or the ladder/stair access bay that should be built with the run of scaffold. Place an erection platform or ladder on the base scaffold lift working within one bay at a time. Working from the erection platform or ladder remove planking. Repeat the removal sequence for each scaffold bay and as per previous task for this and subsequent platforms. Repeat the above process using an erection platform or ladder (this may require installing a dummy-lift 1.0m below to support erection platform). Remove transoms, ledgers & hop-ups for the first level above.

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Handling and Storage of disassembled materials.	The hazard of manual handling can lead to long term injury (e.g. strain) if using incorrect or unsafe handling of materials. Unsafe storage of materials prior to pick-up is a hazard that can lead to the risk of injury to workers or damage to product.	3	When disassembling observe correct manual handling techniques. Avoid bending and twisting with loads, use team lifting or mechanical aids where required. Refer to: Code of Practice for Manual Handling. Ensure that materials are stored in an area where there is no risk of injuries to persons or of damage to property. Storage of materials must not present a risk of trip or slip injuries or risk of falling onto persons. Do not leave materials on or near public areas or footpaths.

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Incident & Injury Management Notifiable Incidents Emergency Procedures	In the event of an incident or injury it is crucial that the correct processes are followed in order to minimise the risk of any further injury occurring, that first aid is provided, and that further assistance is sought as needed.	3	In the event of an incident, near miss event or an injury ensure that the following steps are taken. Take a moment to assess the situation before acting; ***do not rush into a danger zone***. Isolate any equipment that may have been in use & create an exclusion zone. Ensure that any persons who will be providing aid will not be exposed to additional risk. **If required call emergency services dial 000** (Ambulance, Fire Brigade, Police). If possible administer First Aid Notify site Management or the person who is in control of the site & your East Coast Scaffolding Supervisor & or the East Coast Scaffolding office on 8867 4700 to advise of the situation & seek further advice. Certain incidents & or injuries are considered **"Notifiable Incidents" WHICH MUST BE REPORTED TO SAFE WORK NSW**, they must be handled in very specific ways. Until such time that Site Management or your East Coast Supervisor advise you otherwise assume that it is a notifiable incident. Protect the incident site from contamination **Do Not** alter or remove any equipment that may be involved unless this is necessary to gain access to injured workers. Secure any movable plant & await the arrival of Client or East Coast representatives.
Managing psychological risks in construction	Bullying and harassment from co-workers, humiliating or inappropriate behaviours. Racial harassment & intimidation. Work-loads and unreasonable demands. Exposure to traumatic incidents, hazardous physical working environments. Insufficient role clarity, lack of instruction, training and or supervision.		Regular consultation with workers on what is reasonable behaviour, building confidence in workers so they can raise issues in confidence to senior staff. Providing adequate and professional site supervision and ensuring senior staff members are leading by example Formal training of staff, distributing and providing access to policies / procedures. Useful resource; https://www.safework.nsw.gov.au/__data/assets/pdf_file/0006/1333653/action-plan-managing-psychosocial-risks-in-construction.pdf

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Checklist of Items that may be required for the job activity	
LICENCES & OR TRAINING RECORDS WORKCOVER APPROVALS OR CERTIFICATES OF COMPETENCEY	1. High Risk Work License as required by WorkCover NSW (e.g., Scaffold Ticket- Basic, Intermediate or Advanced level) *2. Completion of East Coast Training Programs - CGI General Induction for Construction Training (White Card).* *3. Work Activity Training (Work specific safety Training/ Blue Card/DFT Licence /WorkCover Licence).* *4. Site Specific Induction (Provided by site Management/Principal Contractor).*
CODES OF PRACTICE / LEGISLATION APPLICABLE	**Applicable Work Health & Safety Legislation** Work Health & Safety Act 2011 Work Health & Safety Regulation 2025 **Applicable Australian Standards & Codes of Practice** AS/NZ.4576:1995 Guidelines for Scaffolding. AS/NZ 1576 Scaffolding General requirements Parts 1-3 (Part 1-2019, Part 2-2016, Part 3-2015) Managing the Risk of Falls at Workplaces – COP August 2019 Managing the Risk of Falls in Housing Construction – COP August 2019 Construction Work – COP August 2019 First Aid in the Workplace – COP January 2020 Hazardous Manual Tasks – COP August 2019 How to Manage Work Health & Safety Risks – COP August 2019 Managing the Risks of Plant in the Workplace – COP August 2019 Managing the Work Environment & Facilities - COP August 2019 Work Health & Safety Consultation, Cooperation & Coordination – COP August 2019 SafeWork NSW Guide to Erecting, Altering & Dismantling Scaffolding Part 1: Pre-fabricated steel scaffolding 2010 Safe Work NSW-Work Near Overhead Powerlines COP 2006 Codes of Practice: Safe Working at Heights Guide 2004, Manual Handling. Safe Working on Roofs PII (2004) (Residential Buildings) Electrical Testing, Induction, Safe use of ladders.
PLANT & EQUIPMENT	All equipment complies with AS1576 Parts 1, 2 & 3. (The Design Registration Number for the prefabricated scaffold system in use is SD-00045-1
MAINTENANCE CHECKS	As required by the Australian Standards and East Coast maintenance policy
PERSONAL PROTECTIVE EQUIPMENT	Hi-Visibility Clothing, Gloves, and Steel capped boots/Shoes must be worn at all times on site. A fully stocked First Aid Kit (type A or B) must be made available to site staff at all times.
COUNCIL / TRAFFIC PERMITS	All work to be carried out in compliance to local council by-laws, development approvals, traffic control requirements & EPA Act & Regulations. TCP Traffic Control Blue Card for traffic management

This SWMS has been reviewed and approved for use by the Management of East Coast Scaffolding NSW.

SAFE WORK METHOD STATEMENT Scaffolding

The Heavy Vehicle (Adoption of National Law) ACT 2013 & the Heavy Vehicle (Adoption of National Law) Regulation 2013 has introduced a chain of responsibility covering not only Drivers but extending to Packers, Loaders & Managers of the safety of loads leaving both the Company's & Customers sites. This responsibility extends to the Mass, Dimension & Restraint of loads. As such we ask you to ensure that materials leaving your site are sorted, correctly stacked within stillage's are not overloaded & with all loose items adequately restrained, as the persons packing this equipment for transport this is your responsibility as described by the Bill.

Declaration by persons who have READ & UNDERSTOOD this safe work method statement & agree to abide by all instructions & requirements as stated within this document.

Print Name	CGI Card Number	HRW Licence details	Signature	Date

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