

Safe Work Method Statement (SWMS)

Asbestos/Hazardous Materials Destructive Survey

Client: Office of Finance & Services	Date: 25-09-2015
Site Address: Ultimo Public School, Quarry Street, Ultimo NSW 2007	Reviewed by Client
Description of Works: Carry out an Asbestos/Hazardous Materials Limited Targeted Destructive Survey. Representative samples of suspected asbestos containing materials will be taken for analysis in our NATA-accredited laboratory. Hazmat: Representative samples of suspected Synthetic Mineral Fibre (SMF)-containing materials will be taken for analysis in our NATA-accredited laboratory. Representative painted surfaces may be tested unobtrusively for the presence of lead using the LeadCheck paint swab method and chip samples to be analysed at an external NATA-accredited laboratory. Where safe access is gained, detailed information of capacitors in light fittings and other electrical equipment will be noted for cross-referencing with the Australian and New Zealand Environmental and Conservation Council (ANZECC) <i>Identification of PCB containing capacitors</i> booklet (1997). A visual inspection only will be made for above/below ground fuel storage tanks. Flammable and combustible materials will be visually assessed.	Signed: _____ Date: _____ Name: _____

Consultant: Greencap-NAA Pty Ltd (ABN 76 006 318 010), Level 2, 11-17 Khartoum Road, North Ryde NSW 2113	Project: Ultimo Public School HazMat
Names of Personnel involved with the development of SWMS	Responsibilities:
Paul Brown	Site Consultant
Helen Pearce	Project Manager

Communicating and Carrying out work in accordance with the SWMS

The Project Manager is in charge of ensuring that work is carried out in compliance with SWMS. To ensure the work carried out reflects the SWMS, consultants will perform work in accordance with GreencapNAA procedures throughout their inspection on site, and appropriate training will be provided in the SWMS. In the event the SWMS is not accurate for the site, Consultants are trained to identify additional risks. Any new hazard/ risk identified on the job will be reported to the Project Manager and communicated to all project personnel.

Risk Matrix	CONSEQUENCE (how severe are the consequences?)				
LIKELIHOOD (how likely is an <u>incident</u> to occur?)	Extreme Numerous fatalities	Major Fatality or permanent disability	Moderate Long term serious injury and loss of time	Minor Medical Treatment	Insignificant Very minor injury with first aid and/or Property Damage
Almost Certain Could happen in most circumstances	Very High	Very High	High	Medium	Medium
Likely Expected to happen occasionally	Very High	High	Medium	Medium	Low
Moderate Could happen sometime in a working life	High	Medium	Medium	Medium	Low
Unlikely Could happen only in unlikely circumstances	Medium	Medium	Medium	Low	Very Low
Rare Not expected to occur but could	Medium	Low	Low	Very Low	Very Low



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Specific Task/Activity	Hazards	Hazard Risk Level	Risk Control Measures	Person Responsible	Residual Risk	Applicable to Site
1. Sampling materials suspected of containing asbestos	<ul style="list-style-type: none"> Exposure to asbestos 	Med	<ul style="list-style-type: none"> Appropriate personal protective equipment (PPE) to be used during sampling (min P2 disposable respirator, gloves). Wet materials with water/PVA spray prior to sampling to minimise dust generation. Seal any exposed edges with tape, silicone or PVA spray to reduce any fibres becoming airborne. 	Consultant	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:
2. Assessing general areas for asbestos	<ul style="list-style-type: none"> Exposure to asbestos 	Med	<ul style="list-style-type: none"> Appropriate PPE to be used – respirator, gloves, safety boots, safety glasses, hard hat, disposable coveralls where required. 	Consultant	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:
3. Assessing Plant Rooms	<ul style="list-style-type: none"> Electrical hazards 	Med	<ul style="list-style-type: none"> GreencapNAA consultants not to touch or handle any electrical items or plant. Wearing of appropriate clothes – long sleeve cotton work shirts and trousers. All electrical works to be undertaken by a qualified electrician. 	Consultant	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:
	<ul style="list-style-type: none"> Scalding by steam 	Low	<ul style="list-style-type: none"> No accessing taps/valves by NAA consultants. 	Consultant	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:
	<ul style="list-style-type: none"> Noise 	Med	<ul style="list-style-type: none"> GreencapNAA consultants shown the plant room hazards by site contact. Wear appropriate hearing protection where appropriate. 	Consultant	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:
	<ul style="list-style-type: none"> Impact injuries (struck in the head by low hanging beam) 	Low	<ul style="list-style-type: none"> Conduct a visual inspection of area before entering to identify low head room. Wear head protection (hard hats) where appropriate. Do not enter work sites unless accompanied by the site contact. 	Consultant	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:
	<ul style="list-style-type: none"> Moving parts (crush, entangle, shearing, cutting or stabbing). 	Med	<ul style="list-style-type: none"> GreencapNAA consultants shown the plant room hazards by site contact. Do not activate or touch machinery or any equipment. 	Consultant	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:
	<ul style="list-style-type: none"> Slips and trips 	Med	<ul style="list-style-type: none"> Conduct a visual inspection of area before entering to identify potential slip and trip hazards. Wear slip resistant safety boots whilst on site. 	Consultant	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:

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4. Assessing Dangerous Goods Stores and Cleaners Areas	<ul style="list-style-type: none"> Exposure to chemicals Chemical burns Inhalation of vapours 	Low	<ul style="list-style-type: none"> Do not to handle leaking containers of materials/chemicals. Identify the presence of incompatible Dangerous Goods. Ensure the area is free of ignition sources. Wear appropriate safety equipment/PPE if working in close proximity to containers. 	Consultant	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:
5. Accessing Areas Requiring the use of a Portable Ladder (eg ceiling space and exterior)	<ul style="list-style-type: none"> Falls Electrocution 	High	<ul style="list-style-type: none"> Do not use ladder to access areas considered unsafe or greater than 2 metres. Do not use metal ladders in the vicinity of potential electrical hazards. Do not stand on the top two rungs on ladders less than 2 metres. Rubber soled appropriate footwear to be worn. Place single / extensions ladders at the slope ratio of 4:1 when against a wall. Ladders must not be used as a work platform. Ladders will be fully opened and safe locks engaged. GreencapNAA consultants will face the ladder and maintain three points of contact. 	Consultant	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:
	<ul style="list-style-type: none"> Falling tools 	Med	<ul style="list-style-type: none"> GreencapNAA consultants to use tool belts (or "bum bags") to free hands when required. 	Consultant	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:
6. Exterior Inspection of the Site	<ul style="list-style-type: none"> Hit by moving vehicles or plant 	High	<ul style="list-style-type: none"> Do not stand in heavy traffic areas. Observations can be made from pedestrian areas or pathways. Visually inspect work for site pedestrian routes and hazards. Wear high visibility vests in areas where vehicular movement is present. 	Consultant	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:
7. Accessing Roof Areas	<ul style="list-style-type: none"> Falls Radiation Exposure 	High	<ul style="list-style-type: none"> Gain permission to enter roof area from site contact. Access roof only if you feel that it is safe. Ensure no Radio frequency Radiation is in the area. Do not approach areas within three metres of an unprotected edge unless the necessary fall protection devices are engaged. Do not walk on fragile areas such as skylights and domes. Use walkways where provided. 	Consultant	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:



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8. Accessing Roof Areas (Cont)	<ul style="list-style-type: none"> Falls Radiation Exposure 	High	<ul style="list-style-type: none"> Maintain three points of contact when climbing ladders to roof areas. If accessing area via scaffolding on a construction site, ensure to check the scaffolding has been tagged and signed off by appropriate personnel. 			
9. Manual Handling tasks	<ul style="list-style-type: none"> Injury from carrying heavy or awkward equipment such as ladders 	High	<ul style="list-style-type: none"> GreencapNAA consultants should take all precautions deemed necessary prior to carrying/utilising ladders. GreencapNAA consultants trained in Manual Handling techniques. Use trolleys to carry equipment. Park as close to site as possible or request use of client loading zone to pack/unpack equipment. Assess the load before lifting; and utilise two people to lift heavy loads where necessary. More information – refer NAOHS203.12 Manual Handling. 	Consultant and Team Manager	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:
10. Supervision / Contact with Consultant	<ul style="list-style-type: none"> Not being able to provide assistance in the event of an incident on site 	Med - High Med - High	<ul style="list-style-type: none"> Sign in and obtain appropriate site identification where present. Undertake site specific induction where present. Notify site contact of expected completion time and location of inspections. Provide contact phone number to ensure client is able to contact consultant at any time. Notify Team/Project Manager of location and activity. Call at end of inspection to notify team /project manager of job completion. Contact Project Manager with all "priorities", damage and queries immediately upon identification. All consultants to carry mobile phone. If working outside normal business hours (Mon-Fri 7am – 6pm or Fri 6pm – Mon 7am) advise Team/Project Manager of location. Enter details in NAA diary. Avoid working alone on site (i.e. no client or other NAA person present). If working alone is necessary, provide mobile phone, land line, satellite phone or CB radio and pre-plan contact arrangements with Team Manager. More information – refer NAOHS203.04 Site Work. 	Consultant and Team Manager	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:



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11. Driving Fatigue	<ul style="list-style-type: none"> Car accident 	High	<ul style="list-style-type: none"> Ensure all drivers are licensed. Employees must advise their Team Manager if they are unable to drive (e.g. prescription drugs) If fatigue is felt a rest break is to be taken. If driving long distances or over night book into accommodation at nearest town. Ensure drivers rotate during the trip where possible. Ensure after 2 hours of solid driving a 20 minute break is taken. Plan project on basis that total work hours including driving does not exceed 10 hours (one driver). Do not exceed 6 hours of actual driving time on any one day (one driver) There will be at least a 10 hour break between completing & recommencing work. Use of company vehicles for extended/country mileage (ensure ABS braking, airbags fitted etc). More information – refer NAOHS203.18 Driver Safety 	Consultant and Team Manager	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:
12. Destructive Sampling Techniques	<ul style="list-style-type: none"> Noise Flying debris Electrocution through accidental contact with concealed wiring Manual handling of heavy tools 	High	<ul style="list-style-type: none"> Appropriate PPE to be used – respirator, gloves, safety boots, safety glasses, appropriate hearing protection, hard hat, disposable coveralls where required. Ensure others in vicinity are aware of possible flying debris. Power to be disconnected by a qualified electrician. GreencapNAA consultants trained in Manual Handling techniques and stretch before using heavy tools. 	Consultant and Team Manager	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:
13. Working Outdoors	<ul style="list-style-type: none"> Sun exposure 	Med	<ul style="list-style-type: none"> Use sunscreen; wear long sleeve clothing, sunglasses and hat. 	Consultant	L	Yes <input type="checkbox"/> No <input type="checkbox"/> Comment:
14.	<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 			
15.	<ul style="list-style-type: none"> 		<ul style="list-style-type: none"> 			



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SWMS (Part 2)			
Personal Qualifications and Experience:		Personnel, Duties and Responsibilities:	
Paul Brown – 9 years exp		Lead Surveyor	
Shane Snodgrass – 2 years		Trainee	
Engineering Details/Certificates/WorkCover Approvals:		Legislation, Codes of Practice:	
Not Applicable		NSW WHS Regulation 2011	
		Work Health and Safety Act 2011	
		Code of Practice: How to Manage and Control of Asbestos in the Workplace (SafeWork NSW, 2011)	
Tools/Equipment that may be utilised:		Maintenance Checks:	
Collapsible industrial rated ladder		Ladders – check for defects prior to each use	
Digital camera + mobile phone		Check battery charge and operation prior to site	
Sampling tools i.e. chisel, knife, pliers, hammer		Tools sharp and suitable for job intended	
Water Spray with a PVA mix		Shake bottle well and check spray outlet clear	
Personal Protective Equipment		Maintenance Checks:	
Cotton polo shirt/long sleeve cotton shirt & trousers		Check fabric content is 100% cotton	
Half face respirator (minimum P2 rated particulate filter)		Do face seal test, check straps for frays, inhalation/exhalation valves operate	
Disposable coveralls and gloves		Check for cuts, zipper operates, before entering work area	
Hard hat, safety boots, safety glasses		Check hard hat is within use date, check glasses for scratches	
High visibility vest (where required)		Appropriate for site?: Velcro vs zipper/reflective tape	
Ear plugs (when required)		Check Australian Standard AS12170 certified product	
Read & Signed by Management and all Employees undertaking the work:			
Name and Position	Company	Date	Signature
Paul Brown	Greencap/NAA		
Shane Snodgrass	Greencap/NAA		