

SAFE WORK METHOD STATEMENT (RENOVATIONS)

SS-WHS-SAF-000

Authorised By:
Rev 1 18/07/2024



COMPANY DETAILS		
Name: XXX	ABN: XXX	Address: XXX

TASK NAME / ACTIVITY	Renovations
SITE / PROJECT NAME	XXX

APPLICABLE LEGISLATION, CODES OF PRACTICE OR OTHER GUIDANCE MATERIAL		
WHS Act and Regulations	How to Manage Work Health and Safety Risks CoP	Construction Work CoP
Excavation Work CoP	First Aid in the Workplace CoP	Hazardous Manual Tasks CoP
Managing Electrical Risks in the Workplace CoP	Managing Risks of Plant in the Workplace CoP	Managing the Risk of Falls at Workplaces CoP
Managing the Risk of Falls in Housing Construction CoP	Work Health and Safety Consultation, Cooperation and Coordination CoP	Managing Psychosocial Hazards at Work CoP

PERSONAL PROTECTIVE EQUIPMENT				
<input type="checkbox"/> Hard Hat	<input checked="" type="checkbox"/> High Vis Clothing	<input type="checkbox"/> Safety Glasses	<input type="checkbox"/> Respiratory Protection	<input type="checkbox"/> Face Shield
<input checked="" type="checkbox"/> Safety Boots	<input checked="" type="checkbox"/> Safety Gloves	<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

REQUIRED LICENCES, CERTIFICATES OR COMPETENCIES	
General Construction Induction	Site Induction
Task Specific Qualification 1	Task Specific Qualification 2

HIGH RISK CONSTRUCTION WORK			
<input checked="" type="checkbox"/> Risk of a person falling more than 2 metres	<input type="checkbox"/> Work on a telecommunication tower	<input type="checkbox"/> Demolition of load-bearing structure	<input type="checkbox"/> Likely to involve disturbing asbestos
<input type="checkbox"/> Work on or near pressurised gas mains or piping	<input type="checkbox"/> Work in or near a confined space	<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5m or a tunnel	<input type="checkbox"/> Use of explosives
<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work in or near water or liquid that involves a risk of drowning	<input type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work that may have a contaminated or flammable atmosphere
<input type="checkbox"/> Tilt-up or precast concrete elements	<input type="checkbox"/> Diving work	<input checked="" type="checkbox"/> Work in an area with movement of powered mobile plant	<input type="checkbox"/> Work in areas with artificial extremes of temperature
<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians		

MONITORING FOR COMPLIANCE
Ongoing supervision to ensure compliance and monitoring / review of control measures to be done by (name and signature):

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JOB / TASK STEP	HAZARDS / RISKS	RISK (I)	CONTROL MEASURES	RISK (R)	RESPONSIBILITY
Accessing site and starting work	Traffic hazards	High	Signage, flagging or delineation of work zone. Workers to be aware of traffic hazards.	Moderate	All workers
	Contact with services	High	Maintain exclusion zones around powerlines. Use spotters if necessary. DBYD and ensure underground services are protected prior to excavation.	Moderate	All workers
	Slips, trips and falls	High	Good housekeeping. Wear non-slips shoes. Pay attention when walking.	Moderate	All workers
	Sunburn / dehydration	Moderate	Sun protection (broadbrimmed hard hat, sunscreen, long-sleeve clothing). Drink plenty of water. Avoid excessive caffeine.	Low	All workers
	Electrical hazards	High	Testing and tagging of electrical equipment. Run leads in a safe manner. Inspect electrical equipment before use. RCDs in use.	Low	All workers
	Noise hazards	Moderate	Hearing protection to be worn if noise levels over 85dBA. Ensure loud plant or equipment is positioned away from workers, if possible.	Low	All workers

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	Chemical hazards	Moderate	<p>Up to date SDS register available for all hazardous substances.</p> <p>All safety controls in place as per SDS.</p> <p>All spills to be reported to supervisor.</p> <p>Refer to SDS for chemical properties and storage/handling procedures.</p>	Low	All workers
Conducting renovations work	Falls / injuries caused during renovation works	High	<p>For works over 2m high (or 3m high in residential construction with roof pitch less than 26°), personnel are to ensure there is something physically stopping the worker from falling, e.g.:</p> <ul style="list-style-type: none"> - Conducting the work off a solid construction - Using a fall prevention device (handrails etc.) - Conducting the work from a work platform - Using a fall restraint system - Using a fall arrest system. <p>Staff are to be trained and competent in the use of safety equipment and procedures for working at heights (working at heights training may be required).</p> <p>Working at heights gear is to be fit for purpose and tested / tagged (if required).</p> <p>For works under 2m high, risks are to be assessed and managed.</p> <p>When working from ladders workers need to remember:</p> <ul style="list-style-type: none"> - Only industrial ladders are to be used - Work from the top 2 rungs of a ladder is not permitted 	Moderate	All workers

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			<ul style="list-style-type: none"> - Ladders and other working at heights equipment are to be inspected prior to use - Workers are to never lean or conduct heavy work off a ladder. 		
	Falling objects	High	<p>Personnel need to pay attention to signs and do not enter any exclusion zones established on site.</p> <p>All workers are to wear correct PPE.</p>	Moderate	All workers
	Incorrect use of trestles	High	<p>When working with trestles workers must:</p> <ul style="list-style-type: none"> - Inspect trestles before use for damage or defects - Secure trestles on a stable surface to prevent tipping - Ensure handrails or harnesses are used, as required - Follow weight capacity guidelines and not overload trestles. 	Moderate	All workers
	Incorrect use of mobile scaffold	High	<p>When working with mobile scaffold workers must:</p> <ul style="list-style-type: none"> - Inspect mobile scaffold for damage before use - Lock wheels to prevent unintended movement - Use guardrails and platforms, as required - Avoid overloading and respect weight limits. 	Moderate	All workers
	Incorrect installation of scaffolding	High	<p>When working with scaffolding supervisor / workers must ensure that it is:</p> <ul style="list-style-type: none"> - Built by competent workers (high-risk licence is required if scaffold is over 4m) - Fit for purpose - Located on a stable ground - Equipped with guard rails, mid rails and toe boards - Equipped with safe access 	Moderate	All workers

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			- Without gaps. Scaffold that is deemed unsafe must be locked out or tagged out. Scaffold needs to be inspected by a competent person prior to use: - After alterations or repairs - After an event (e.g., high winds or storms, hit by plant, unauthorised modifications) that could affect scaffold integrity or stability - At regular intervals not exceeding 30 days.		
	Use of plant and machinery: - Crush injuries - Plant collision - Plant rollover	High	Workers are to keep their distance from plant and machinery. Only competent and authorised personnel are allowed to use plant and machinery. It is PROHIBITED to: - Lift loads or attachments over workers - Ride on machinery (unless in approved seating) - Operate machinery under the influence of drugs or alcohol - Use a phone while operating plant or machinery. Ensure plant exclusion zones are implemented and enforced. Use spotters as necessary.	Moderate	All workers
	Risks related to excavations: - Contact with underground services - Unauthorised access - Trench collapse	High	Prior to excavation works personnel need to ensure that: - Underground services are identified and marked (via DBYD or service locators) - Exclusion zones are established as per located services	Moderate	All workers

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			- Where it is impossible to locate and mark all services a full-time competent spotter should be with plant at all times. Any unauthorised access near trenches must be prevented with barricades, fencing and signage. Before entering a trench, that is over 1.5m, workers need to ensure that: - They are authorised to do so (e.g., via excavation permit) - Battering, benching, or shoring is installed - Safe access is provided.		
	Plant or equipment malfunction	Moderate	Ensure pre-start checks are completed. Ensure all guarding is in place and fit for purpose. Report any faults to supervisor.	Low	All workers
	Worker not competent with plant / equipment.	Moderate	Only competent and authorised personnel to complete this task.	Low	All workers
	Eye injuries	Moderate	Only competent and authorised personnel to complete this task. Ensure all safety glasses are worn. Ensure all guarding is in place.	Low	All workers
	Hand injuries	Moderate	Only competent and authorised personnel to complete this task. Ensure all guarding is in place. Ensure appropriate gloves are worn.	Low	All workers

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	Flying debris	Moderate	Safety glasses (double eye protection when welding / grinding). Exclusion zones around hazardous work.	Low	All workers
	Silica exposure	Moderate	Ensure areas are wet down to reduce dust. Ensure dust extraction is used on equipment (if fitted). Wear appropriate respiratory PPE if dust levels cannot be controlled.	Low	All workers
	Manual handling injuries	Moderate	All personnel must be Inducted. Adopt good posture and manual handling techniques. Use of mechanical devices. Team lifting.	Low	All workers
	Inadequate use of lifting equipment	High	Prior lifting operations workers need to ensure that: - Lifting plant and equipment is approved and fit for purpose - Lifting gear is tested / tagged - Exclusion zones are established. Workers need to inspect all lifting gear before use. It is PROHIBITED to: - Exceed SWLs of lifting equipment - Stand under suspended loads. Workers are to use taglines if necessary.	Moderate	All workers

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	Injuries caused by use of hand and power tools	Moderate	Workers are to be competent and trained in the use of hand / power tools. Workers are to inspect the tools and cords for damage before use. Workers are to ensure all electrical leads are tested and tagged. Workers are never to remove guarding or make other alteration to tools. Adequate PPE is to be worn as required.	Low	All workers
	Add task specific hazards here	XXX	Add task specific controls here	XXX	All workers
	Add task specific hazards here	XXX	Add task specific controls here	XXX	All workers
Completing task / pack up	Equipment damaged during shift	Moderate	Report damaged equipment to supervisor and tag it out.	Low	All workers
	Site security / unauthorised entry	Moderate	Ensure gates / fences are secured prior to leaving site.	Low	All workers
	Slips, trips, and falls	High	Ensure tools and equipment are stored appropriately. Place all rubbish in a bin.	Moderate	All workers
	Hazardous substances and flammables	Moderate	Ensure hazardous substances and flammables are stored appropriately.	Low	All workers

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Risk Matrix		Consequences				
		Negligible (1) Minimal injuries / no injuries	Minor (2) Minor injuries / first aid	Significant (3) Moderate injuries / medical treatment	Severe (4) Serious injuries / hospitalisation	Catastrophic (5) Death / permanent impairment
Likelihood	Certain (5) 100% likely / almost 100% likely	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Will probably happen / is likely to happen	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or plausible	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Improbable but could happen / not expected	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Very Unlikely (1) Rare / not expected but remotely possible	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

