# SAFE WORK METHOD STATEMENT FOR DEMOLITION WORK

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| SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT | | | |
| Client / Principal Contractor | Insert client and/or PC name | Project Address: | Insert the project’s address |
| SWMS Prepared By: | Insert person | In Consultation With: | Refer to Consultation and Sign-Off Record |
| SWMS Approved By: | Insert person | Distribution To: | All persons involved in the work scope |
| SWMS Date: | Insert date | Review Date: | Add 12 months or as required |
| Company Address: | Insert your company address | Phone Number: | Insert your business number |
| Person(s) responsible for implementing, monitoring and compliance to SWMS: | Insert person(s) | Responsible Person Phone Number: | Insert the person’s phone number |
| Work Scope Description: | Demolition work activities that involve the demolition of an element of a structure that is load bearing or otherwise related to the physical integrity of the structure. This task is classified as High-Risk Construction Work’ under Section 291 of the Work Health and Safety Regulation. | | |
| List the qualifications, training and information requirements: | * Demolition work license (if the work is defined as ‘demolition work requiring a licence’). * Any trade qualification or high-risk work license associated with the demolition work. * Competency based training, as assessed by management to enable work tasks to be undertaken safely. | | |
| Details of inspections, cleaning and maintenance checks required: | Undertaking hazardous materials/substance inspections by a competent person to identify and assess potential risks and hazards. | | |
| Are there any additional circumstances that may affect undertaking work activities? | * Verify if notification to the WHS Regulator is required before the commencement of the demolition works. * Personnel must comply with all additional safe work procedures, plans, rules and instructions given by an authority or person in control of the workplace. | | |
| Legislative References: | * Work Health and Safety Act * Work Health and Safety Regulation * Waste Reduction and Recycling Act * How to Manage Work Health and Safety Risks Code of Practice * Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice * Demolition Work Code of Practice * Australian Standard 2601, Demolition of Structures | | |

| **JOB STEP** | | **POTENTIAL HAZARDS**  Identify the hazards relating to health and safety with each step | **RISKS**  Identify the risks to health and safety related to each step | **LIKELIHOOD** | **CONSEQUENCE** | **INITIAL RISK SCORE** | **CONTROL MEASURES, CHECKS AND MONITORING**  Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level | **LIKELIHOOD** | **CONSEQUENCE** | **REVISED RISK SCORE** | **PERSON(S) RESPONSIBLE** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Planning and preparation. | * Uncoordinated work plan. * Unprepared personnel. * Unqualified personnel.   Unavailable equipment. | * Risk of not understanding procedures. * Risk of having unprepared and unqualified personnel undertake the task.   Uncontained hazardous material. | 3 | 2 | 6  Med | * Ensure consultation with the Principal Contractor and/or Client has been undertaken to identify all risks and hazards associated with the demolition work. * Ensure the completion of a demolition work plan before the work commences. * Ensure the completion of a demolition work permit before the work commences. * All personnel must assess and consult on the demolition work and decide on the necessary control measures. * Establish a general and hazardous material waste disposal. * Establish the necessary exclusion zones for the work activity, e.g. signs, barriers and screens, etc. * Consider any potential impact to ton public and public property and implement the necessary control measures. * Consider the resources needed for isolation, de-energising and securing infrastructure for transportation. * Complete any necessary structural calculations and weight assessments to assist with lifting and placement of the demolition infrastructure. * Ensure instruction and training is provided to all personnel whose job involves demolition work.   **Note:** Demolition work must only be performed by personnel who have undertaken training, have the necessary license and are deemed competent. | 1 | 2 | 2  Low | Manager  Supervisor  Workers |
|  | Isolation of services. | * Exposing electrical cables. * Impact of hydraulic or pneumatic services.   Lack of awareness of general service conditions. | * Electrical shock or electrocution. * Impact or crush injury.   Personal injury. | 3 | 3 | 9  High | * Ensure the isolation of services — electricity, gas, sewerage, telecommunications lines, etc. * All electrical circuits must be disconnected before the commencement of work by a registered electrician. Full disconnection will be certified and tagged before any work will start; and/or * There will be no working close to live power lines; or * no components or material handled are to be over four metres in length or be able to contact power lines or other live parts. * Notification must be made to the relevant authority of any underground services that could impact other persons or the public. * Undertake regular consultation with other work groups and persons impacted by the demolition. | 1 | 3 | 3  Low | Supervisor  Workers |
|  | If you would like the complete SWMS for Demolition Work, please refer to  <https://mysafetyworks.com.au/product/demolition-work/> | | | | | | | | | | |
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| Safe Work Method Statement Consultation and Sign-Off Record | | | | | |
| By signing below, YOU will be confirming:   * That you have been consulted and given the opportunity to discuss the development and suitability of this safe work method statement. * That you have the skills, experience and training, inclusive of all licensing requirements, to safely conduct the work tasks as described in this safe work method statement. * That you have read, understand and agree to comply with all safety requirements within this safe work method statement, inclusive of all risk control measures, procedures, safe work instructions and shall wear all mandatory personal protection equipment (PPE). * That if there are any changes in the work conditions and/or if any additional risks or hazards are identified, you will discuss this with a responsible person(s) to allow this safe work method statement to be reviewed and revised, as is necessary to continue the work safely. | | | | | |
| Name | Signature | Date | Name | Signature | Date |
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| Implementation, Monitoring and Reviewing of this Safe Work Method Statement | | | | |
| * Inductions, pre-start checks, toolbox talks, completing the site safety inspection checklist and on-the-job supervision. * Inspections of the work areas will be carried out at regular intervals (frequency will be dependent on the risk of the work at the time). * Inspections will consider this safe work method statement, relevant worksite safety documentation and any safety requirements specified by an Authority or person(s) in control of the workplace. | | | | |
| Safe Work Prompts:The prompts below may also be utilised to monitor and review control measures. | | | | |
| Consultation and communication undertaken? | Training and instructions given? | Emergency procedures are in place? | | |
| All personnel have been inducted? | All personnel are fit for duty? | Site safety rules are being followed? | | |
| Permits and approvals have been completed? | Electrical tools are tested and tagged? | Tools, mobile plant and equipment is checked? | | |
| Personal protection equipment (PPE) is worn? | Signage and barricading is in place? | Work at height is undertaken safely? | | |
| Traffic is managed safely? | Hazardous energy is isolated or controlled? | Manual tasks are undertaken safely? | | |
| Excavations/trenches are safe and secure? | Chemicals are used and stored safely? | First aid equipment is available? | | |
| Housekeeping is to a high standard? | Amenities are maintained and hygienic? | The work environment is safely managed? | | |
| When Implementing, Monitoring and Reviewing Control Measures, Record any Non-Conformances Here.  Note:If the work is not carried out in accordance with the safe work method statement, the work must be stopped immediately, or as soon as it is safe to do so. The work must only be resumed when in accordance with the safe work method statement. | | | | |
|  | | | Date: |  |
|  | | | Date: |  |
|  | | | Date: |  |
| Changes and Updates**:** Be sure that all changes and updates are communicated to every person working within the scope of this SWMS. | | | | |
|  | | | Date: |  |
|  | | | Date: |  |
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| **Risk Assessment Matrix** | | | | | | | | | | | |
| **Extreme Risk (15-25):**  This is an unacceptable level of risk. No work should commence at this level. Management are to be advised immediately. | | | | |  | | Consequences | | |  | |
| **High Risk (9-12):**  This is an unacceptable level of risk.  Action should be taken immediately. | | | | | Death or multiple injuries  and/or  financial loss > $25,000 | Extensive injuries expected  and/or  financial loss $10,000 - $25,000 | | Medical treatment injury and/or  financial loss $5000 - $10,000 | First aid treatment or minor ailment  and/or  financial loss  $500 - $5000 | | No injuries expected and/or  financial loss < $500 |
| **Medium risk (5-8):**  Work can continue with adequate controls in place and monitoring. | | | | |
| **Low risk (1-4):**  Acceptable level of risk.  Can be managed by routine procedures. | | | | | Catastrophic | Major | | Moderate | Minor | | Insignificant |
| **Probability** | **Likelihood** | | | | **5** | **4** | | **3** | **2** | | **1** |
| >1 in 10 | Is expected to occur in many circumstances | | **Almost Certain** | **5** | **25**  **Extreme** | **20**  **Extreme** | | **15**  **Extreme** | **10**  **High** | | **5**  **Medium** |
| 1 in 10 - 100 | Will probably occur | | **Likely** | **4** | **20**  **Extreme** | **16**  **Extreme** | | **12**  **High** | **8**  **Medium** | | **4**  **Low** |
| 1 in 100 – 1,000 | Might occur at some time | | **Possible** | **3** | **15**  **Extreme** | **12**  **High** | | **9**  **High** | **6**  **Medium** | | **3**  **Low** |
| 1 in 1,000 – 10,000 | Could occur at some time but unlikely | | **Unlikely** | **2** | **10**  **High** | **8**  **Medium** | | **6**  **Medium** | **4**  **Low** | | **2**  **Low** |
| 1 in 10,000 – 100,000 | May occur in exceptional circumstances only | | **Rare** | **1** | **5**  **Medium** | **4**  **Low** | | **3**  **Low** | **2**  **Low** | | **1**  **Low** |
| **Hierarchy of Controls** | | | | | | | | | | | |
| **Elimination** | | Complete removal of the hazard from the workplace, i.e. designing the problem out. This is the best option if possible. | | | | | | | | | |
| **Substitution** | | Use something less hazardous, e.g. water-based chemicals rather than solvent-based ones. | | | | | | | | | |
| **Isolation** | | Use barriers to shield or isolate the hazard, e.g. guards on machines, enclosures for noisy machinery. | | | | | | | | | |
| **Engineering Controls** | | Design and install equipment to counteract the hazard, e.g. install an exhaust ventilation system to extract dangerous fumes. | | | | | | | | | |
| **Administrative Controls** | | Arrange or design a method of work, a process or a procedure to minimise risk. | | | | | | | | | |
| **Personal Protection Equipment** | | Have personnel wear protective equipment and clothing while near the hazard, e.g. safety glasses or earmuffs. | | | | | | | | | |