

STATUS SIGNS

FROM CONCEPT TO CONSTRUCTION

P [REDACTED] | 3 Plath Close, Portsmith | P.O. Box 764 Bungalow QLD 4870 | statussigns.com.au | @ f | ABN: 99 092 523 254 | 14 ASGA National Awards

SWMS Number: 47249-1

Project Name:	Cairns Convention Centre – Refurbishment Installation of glazing film	Date Created:	08/04/2021
Client:	Lendlease Building	Prepared By: Signature:	Jodie Munro
Worksite Address:	Cnr Grafton & Hartley St Cairns	Site Contact:	AJ Nona – [REDACTED]

Approved By Senior Management	<u>Rhys Carmady</u>	Signature		Date	
Person Responsible for implementing and monitoring compliance	<u>Stephen Rantall</u>	Signature		Date	

This SWMS has been completed in conjunction with employees undertaking the task. The personnel named below have read and understood the risk control measures and responsibilities.

In the event the controls identified in the SWMS fail or Hazards are not identified, works shall cease. All personnel involved in the activity shall then risk assess and identify suitable controls. The SWMS shall be updated to reflect new controls/hazards and re-communicated to the personnel involved in the activity.

This SWMS is to be reviewed by all workers at the start of each new task.

Safe Work Method Statement Sign On:

Name:	Signature:	Date:
Josh Dennien		
Stewart Carr		
Nathan Rantall		
Hayden Rantall		
Stephen Rantall		

Personnel Protective Equipment

Mandatory: As Per Lendlease GMR 3.2.5 Personal Protective Equipment

- Steel capped safety boots (SA/NZS 1337.6 COMPLIANT)
- Hi-Visibility Clothing (SA/NZS 1337.6 COMPLIANT)
- Hard Hat (AS/NZ 1800:2998 COMPLIANT)
- Long-Sleeved Shirts (SA/NZS 1337.6 COMPLIANT)

As Required: As Per Lendlease GMR 3.2.5 Personal Protective Equipment

- Earmuffs (AS/NZS 1270:2002 COMPLIANT)
- Dust Mask (AS/NZS 1716:2012 COMPLIANT)
- Gloves (AS/NZS 2161:2005 COMPLIANT)
- Eye Protection (SA/NZS 1337.6 COMPLIANT)

Work, Health & Safety

Training undertaken by Status Signs staff:

- OH&S Construction Induction (White card)
- All workers to complete site-specific Lendlease induction.
- Mobile plant operators must hold the relevant high risk work license
- All workers to read and sign off SWMS
- Skill and competency register of employees provided

Legislation, Codes of Practice, Australian Standards applicable:

- Work Health & Safety Act 2011
- Work Health & Safety Regulation 2011
- Managing risks of plant in the workplace Code of Practice 2013
- Managing the risk of falls at workplaces Code of Practice 2018
- Managing the work environment and facilities Code of Practice 2011

LENLEASE CRITICAL RISKS AND GMR CONTROLS

What is the worst that could happen during this high risk work?
Discuss with workers

Fall of material and fall of person

Using the accepted SWMS, identify and discuss the key risks of the job and the GMR controls that will protect workers from critical risks

GMR 4 Key Risk	GMR Preventative (Engineering) Control/s in SWMS	GMR Mitigating Control/s in SWMS
GMR 4.1	Fall prevention, works carried out in EWP scissor lift HEIGHT ACCESS EQUIPMENT: Height access equipment must be operated and maintained in accordance with the manufacturer's instructions	RESCUE PROCEDURES: Rescue procedures must be in place for the recovery of any fall of person
GMR 4.2	Enclosed Work Area	Exclusion Zone

Risk Rating:	How likely is it to occur:			
How severely could it hurt someone or how ill could it make	Very likely Could happen any time	Likely Could happen sometime	Unlikely Could happen but very rarely	Very unlikely Could happen, but never should
Kill or cause permanent disability or ill health	1/H	1/H	1/H	2/M
Long term illness or serious injury	1/H	1/H	2/M	2/M
Medical attention or several days off work	1/H	2/M	2/M	3/L
First aid needed	2/M	2/M	3/L	3/L

Item	Job Step	Hazard	Risk Rating	Risk Control Measures	Residual Risk	Person Responsible for Monitor and Review of Controls	Controls Monitored & Reviewed How/When
1	Arrive on site	Unfamiliar site conditions	1/H	All workers to sign daily prestart register and daily visual inspection of work area	3/L	Josh Dennien	Daily prestart, Daily visual inspection
		Site evacuation procedures	1/H	Lendlease site induction to be completed and emergency procedures plan to be review	3/L		
2	Unloading Equipment	Manual Lifting	1/H	All manual lifting to be carried out as per Status Signs Manual Handling SWP	3/L	Josh Dennien	Daily Visual Inspection
		Slips Trips Falls	1/H	Supervisor or competent person to identify safe path of travel for all workers and equipment. Ensure correct PPE is worn throughout the work site as per the mandatory PPE requirements stated in this SWMS	3/L		
		Injury to Others	1/H	Supervisor or competent person to identify safe path of travel and ensure path is clear of other workers and their equipment. Ensure equipment and materials are stored onsite in appropriate safe area.	3/L		
		Sprains & Strains	2/M	Use correct lifting techniques as per the Status Signs Manual Handling SWP	3/L		
3	Installation of Frosted Vinyl Film	Working at heights	1/H	Installation of film using site boom lift and scissor lift. Ensure inspection of machine and safety check are performed prior to operation. Fill in the logbook. Refer to Status Signs Working at Heights SWP Operation of EWP SWP	3/L	Josh Dennien	Daily Visual Inspection
		Falling Materials / Objects	2/M	Set up exclusion zone around work area as per Status Signs Exclusion Zone SWP Tools to be fastened with lanyards where possible	3/L		
		Install Vinyl Film	2/M	Installation of vinyl film, dry application. Windows to be cleaned down first using wet application and squeegees. Ensure drop sheets or plastic sheeting are placed under working area and over furniture to absorb water spillage. Install film using Boom Lift and existing site scissor lift. Ensure all equipment is used as per the relevant safe work procedures: Working at heights SWP Operation of EWP SWP PPE to be worn at all times Clean all window ledges before installation of film using a vacuum to suck up any existing dust. Ensure all excess water is mopped up prior to exiting site. If at any time a worker feels unsafe or detects possible safety issues they must stop work immediately and notify the manager	3/L		
		Manual Lifting	1/H	All manual lifting to be carried out as per Status Signs Manual Handling SWP	3/L		
		Injury to Self	1/H	Ensure the correct PPE is used as per the mandatory PPE requirements stated in this SWMS	3/L		
		Injury to Others	1/H	Set up exclusion zone around work area as per Status Signs Exclusion Zone SWP	3/L		
4	Exiting Job Site	Manual Lifting	1/H	All manual lifting to be carried out as per Status Signs Manual Handling SWP	3/L	Steve Rantall	Daily Visual Inspection
		Slips Trips Falls	1/H	Supervisor or competent person to identify safe path of travel for all workers and equipment. Ensure correct PPE is worn throughout the work site as per the mandatory PPE requirements stated in this SWMS	3/L		
		Injury to Others	1/H	Supervisor or competent person to identify safe path of travel and ensure path is clear of other workers and their equipment. Ensure work are is left clean and tidy and free of any debris.	3/L		

				Ensure all equipment and materials are stored onsite in appropriate safe area.		
		Sprains & Strains	2/M	Use correct lifting techniques as per the Status Signs Manual Handling SWP	3/L	

Emergency Procedures	
Incident or Injury	<ul style="list-style-type: none"> Carry out work in a safe manner that prevents harm to themselves and others or causes damage to property, the environment or loss of process or product Immediately inform the Site Supervisor when incidents/injuries or illness occur For extreme injuries or incidents of Call '000' as soon as possible. If '000' does not work on your mobile phone call '112' Know where the closest medical facility or hospital is located Ensure you know where the closest first aid kit is located
Fire	<ul style="list-style-type: none"> Call '000' as soon as possible. If '000' does not work on your mobile phone call '112' If safe to do so, leave the work area. If unsafe to leave, seek refuge in a safe area immediately Go to the designated Emergency Assembly Area or to a clear/open area Make sure all workers are present and accounted for, do not return to the work area to locate any missing workers Notify the Site Supervisor and wait for instructions
Hazardous Leaks or spills	<ul style="list-style-type: none"> Identify the source of the problem; Stop goods leaking; Contain spill material, using spills kit or sand; Notify Site Supervisor; Remove spill material and place in sealed container for disposal (if possible); and Site Supervisor to record incident. OR, carry out safety advice as suggested on Safety Data Sheet (SDS)
Failure / Damage to EWP (Emergency Rescue)	<p>Normal and auxiliary control systems built into a mobile elevating work platform will allow the operator to bring the platform of the machine safely to ground level under controlled conditions. It is extremely unusual not to be able to lower the platform using these controls or for all these systems to fail.</p> <p>A mid-air, platform to platform rescue should only be considered in exceptional circumstances and only after:</p> <ul style="list-style-type: none"> All normal and auxiliary lowering procedures have been attempted and these are unable to lower the platform. Site management have contacted the competent and authorised service engineer listed in the rescue plan, to report failure of normal and auxiliary lowering systems and request engineering assistance. <p>Names of nominated ground person(s) on site, familiarised and authorised to lower the work platform in the event of an emergency or a machine malfunction – Stephen Rantall 0410 111 154</p>
Covid-19 Management	<p>Infection Prevention: Regularly wash your hands with soap and water or with alcohol-based hand sanitisers. Cover your sneezes or cough with your elbow. Avoid shaking hands, use other methods of greeting that eliminates physical contact. Keep as much distance as possible, (say 1.5m – 2m) when interacting with others. Avoid touching your face, eyes, nose and mouth as much as possible.</p> <p>If infection is suspected: Stay at home if you have symptoms (similar to those of a flu or cold, including sore throat, fever, cough and shortness of breath). Immediately notify your manager / supervisor who will notify all other parties you may have had contact with. Self-isolate and apply the same controls to others in your family or household to prevent the unnecessary risk of spreading this disease. Contact your doctor and ensure that you phone ahead to advise that you have COVID-19 like symptoms In an emergency, call 000 or go directly to the hospital Emergency Department.</p>

Change Sheet - Specific Hazards Inspected Onsite:

Activity	Risk/Hazard	R/R	Control Measure	R/R/R	Person Responsible

Person Responsible For Changes Name:	Signature:	Date:


Workplace:	Cairns Convention Centre	Date of Review:	08/04/2021
Contract Package:	Signage	Service Provider:	Status Signs
SWMS Number/Title	47249	SWMS Revision No.	0
References:	GMR Section 4 - 20 Risk Events High Risk Construction Work Poster	Managing the Risks of Plant in the Workplace Code of Practice How to Manage Work Health and Safety Risks Code of Practice	

This checklist must be completed and attached to all SWMS for high risk construction work only as defined by the LLB High Risk Construction Work Poster, be completed, signed and submitted by the Subcontractor and reviewed by Lendlease

Does the SWMS for HRCW meet the following requirements?		Yes	No	N/A	Page or Step Number?	Comments
1	Includes the name and address of the registered office and ABN of the Company undertaking the work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
2	Is signed and dated by the management / workplace representative supervising the work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
3	Identifies applicable LL GMRs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
4	Includes the name and signature of the person who developed the SWMS and a revision number	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
5	Details the names of the workers/HSRs who were consulted in the development of the SWMS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
6	Outlines a process for how often a review of the SWMS is completed	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
7	Defines the method for ensuring that the work will be carried out in accordance with the SWMS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
8	Identifies where any works will be subcontracted to others and who will be responsible for their supervision	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
9	Details how hazards associated with multiple trades interfaces will be managed and communicated	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
10	Sets out step by step how the high risk construction work will be carried out	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
11	Identifies the health and safety hazards associated with each work step	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
12	Identifies the environmental impacts associated with each work step including but not limited to: (See appendix one for definitions)					
	<i>Waste:</i> e.g. prescribed, hazardous, concrete, paint or other washout	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	<i>Air Quality:</i> dust, odours, stockpile management, emissions, other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<i>Noise:</i> location of nearest sensitive receiver, noise levels	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	<i>Water Quality:</i> slurry, stormwater inlets, sediment runoff, pH, turbidity	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	<i>Flora & Fauna:</i> protected plants and animals and habitats	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	<i>Soil:</i> acid sulphate soils, contaminated soils, refuelling and liquids storage	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
	<i>Vehicle movement:</i> vehicle movements, site access, rumble grids	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
	<i>Other environmental impacts</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
13	Identified hazards / aspects in the SWMS are risk assessed for consequence and likelihood	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
14	Identified hazards / aspects in the SWMS are included in the workplace Impacts and Hazards Risk Assessment (IHRA)?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
15	Control measures are identified and follow the hierarchy of control? (see appendix one for further information and guidance)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
16	GMR 4 Risk Events are identified and include at least 1 engineering or greater control measure is included AND 1 mitigating control is included?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
17	Where PPE is identified as a control measure, the type and standard of the PPE is identified e.g. P2 half face respirator or class 5 hearing protectors?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		

18	Outlines design and certification requirements for access or work areas involving temporary and permanent structures, e.g. platforms and access ways / ladders /scaffolds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
19	Identifies hold points for engineering sign off before works can continue, e.g. concrete pre-pour checklist and engineering review	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
20	Identifies the person(s) responsible by name for ensuring each of the control measures is implemented	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
21	Identifies the plant and equipment to be used for carrying out the work? (see appendix one for further information and guidance)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
22	Identifies the maintenance and inspection regime to be followed for all plant and equipment?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
23	Details the qualifications / high risk work licences / experience of workers that will carry out the work?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
24	Verification of competence (VOC) has been provided for plant/ equipment operators?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
25	Emergency scenarios identified and emergency response included in the SWMS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		
26	Identifies the products / hazardous substances / dangerous goods to be used in carrying out the work	<input type="checkbox"/>	<input type="checkbox"/>	X		
27	Risk assessments and Safety Data Sheets (SDS) for the products / hazardous substances / dangerous goods to be used in carrying out the work have been provided	<input type="checkbox"/>	<input type="checkbox"/>	X		
28	SDS has been reviewed and required controls to address the hazards identified in the SDS are included in SWMS	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
29	Training needs associated with the LLB Permit to Work system have been identified and training plan established?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	-		

This document is to be returned along with the SWMS for high risk construction work and signed by a management representative of the Subcontractor

Name:	Jodie Munro	Signature:		<input checked="" type="checkbox"/>	By placing an X in the box (for electronic submission) or by signing I confirm that the referenced SWMS document meets legal and LLB SWMS requirements.	Date:	8/4/2021
Lendlease Review Outcome:	Accepted No Change: <input type="checkbox"/>		Accepted Minor Amendment: <input type="checkbox"/>		Rejected Major Amendment: <input type="checkbox"/>		

Where amendment is required, the SWMS must be discussed with the Service Provider / Subcontractor to outline the required corrective action(s) listed in the table below. Once the amendments have been made and the SWMS re-submitted, a further review is to be conducted to confirm the changes meet minimum requirements. If acceptable, the *Date Accepted* column is to be completed and the *Final Review* details completed and signed and this record filed in accordance with the [Document Filing and Retention Procedure](#).

Lendlease Initial Review Sign Off:

Lendlease Senior Project Engineer/Project Engineer/Foreman

Name:		Signature:		Date:	
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Item Number	Corrective Action(s) Required (attach additional sheets if required)	Date Accepted

Lendlease Final Review Sign Off:

Lendlease Senior Project Engineer/Project Engineer/Foreman

Name:		Signature:		Date:	
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Lendlease Construction Manager/Site Manager

Name:		Signature:		Date:	
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APPENDIX ONE

Question 12



Aspect: Activities, products or services that can interact with the environment, i.e. something that has the potential to cause a change to the environment.

Impact: Impact means any change to the environment whether adverse or beneficial, wholly or partially resulting from an organisation’s environmental aspects, e.g. noise, dust, flora and fauna, traffic disruption, waste, light spill and sediment or pollution of waterways, Aboriginal or European heritage.

Question 13

Hazards that are assessed as having a different risk are not to be grouped together within the SWMS e.g.

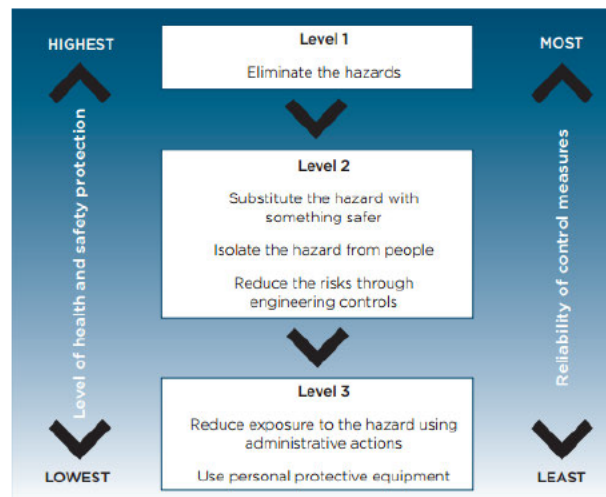
✓ Conforming

Step No.	Sequence of Work Activities	Potential Impacts and Hazards	Risk Ranking	Control Measures	Person responsible for implementation of control measures
3	Mobile generator set up and operation	Plant failure	D3 – High	Plant prestart completed as per manufacturer’s recommendations Plant maintained in line with manufacturer requirements MET procedure in place	Construction Worker Site Manager EHS Coordinator
		Ignition source	E3 – Very High	Fire extinguisher located at plant site Flammable/combustible materials kept >10m away	Site Manager

✗ Non-conforming

3	Mobile generator set up and operation	Plant failure Ignition source	E3 – Very High	Plant prestart completed as per manufacturer’s recommendations Plant maintained in line with manufacturer requirements MET procedure in place Fire extinguisher located at plant site Flammable/combustible materials kept >10m away	Construction Worker Site Manager EHS Coordinator Site Manager Site Manager
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Question 15



(Source: Safe Work Australia – How to Manage Work Health and Safety Risks) **Question 21**

Plant includes any machinery, equipment, appliance, container, implement and tool, and includes any component or anything fitted or connected to any of those things. Plant includes items as diverse as lifts, cranes, other lifting equipment, scaffolds, hoists computers, machinery, conveyors, forklifts, vehicles and power tools and amusement devices.

Plant that relies exclusively on manual power for its operation and is designed to be primarily supported by hand, for example a screw driver, is not covered. The general duty of care under the various WHS/OSH/OHS Acts applies to this type of plant.