SAFE WORK METHOD STATEMENT	

Process / Task / Activity Title:	Working with and around Lead based coat to the job).	ings (Assess the risks specific	Date of issue:							
SWMS Details										
Brief description of work activity (list)	(Preparation and painting work in environn	nents that may or do contain Lead)		ABN						
Company Name:		Location: (location of the work	/job)							
To be reviewed by: (signature)       Date to be reviewed: December										
Personal Involved in this Risk Assessment Process and entering the Confined Space										
Name	Signature	Name		Signa	ture					
SWMS Additional Details										
Personal Responsible for Monitoring this	activity:									
Codes of practice / Standards Consulted T	hese must be complied with: Refer cover page 1									
Plant and Equipment required for this act	ivity: (What equipment will b	e used)								
Details of Maintenance Checks required for	or this: daily									
Materials Used:	(What materials will be	used in the confined space including	g any chemicals etc)							
MSDS Required? Yes	No 🗌									
Qualifications & Training Required for this Activity All staff will be trained appropriately before commencing this task and must hold a Construction Induction card (white Card). Atleast one competent person will hold a a certificate in CPCCPD3031A - Implement safe lead paint and asbestos work practices in the painting industry. All employees must adhere to the Lead removal company policy.										
ACKNOWLEDGEMENT										
1. Foreperson		Signature:		Date:						
2. Supervisor		Signature:		Date:						
3. Manager		Signature:		Date:						

### SAFE WORK METHOD STATEMENT

isolation

PPE

	CONSEQUENCES								
	Extreme 5	Major 4	Moderate 3	Minor 2	Insignificant 1				
5 (very likely)	25	20	15	10	5				
4 (likely)	20	16	12	8	4				
<b>3</b> (moderate)	15	12	9	6	3				
2 (unlikely)	10	8	6	4	2				
1 (rare)	5	4	3	2	1				

#### **Hierarchy of Controls**

Control the hazard at the source elimination Replace the hazard with another that has a lower risk. substitution Remove or separate people from the source of the hazard. engineering *Change the physical characteristics of the plant/workplace.* Use policies, procedures, signs and training to control risk. administrative *Provide equipment or clothing to protect the worker.* 

		Monitor	Record		
20-25	Extreme <sup>E</sup>	Work not to commence, review control measures immediately.	N/A	N/A	
10-19	High <sup>H</sup>	Senior supervisory management to ensure all controls are in place before work commences (strict monitoring of control	Daily	Inspection Sheet	
5-9	Moderate <sup>™</sup>	Responsibilities must be defined and understood prior to commencing (minimal supervision required).	Weekly	Inspection Sheet	
1-4	Low <sup>L</sup>	Control by routine procedures detailed in the Safe Work Method Statement.	Monthly	Inspection Sheet	
Risk Ana	Risk Analysis Parameters Personal safety and Property Damage Environm				Likelihood
5 =	Extreme	Death, disablement, significant incident, unacceptable risk or significant financial cost to repair/replace.	Permanent dama	ge to the environment	Almost certain to occur
4 =	Major	Extensive injuries leading to lost time requiring hospital attention, major damage to plant or fixtures	Repairable damag	ge to the environment	Likely to occur
3 =	Moderate	Requiring medical treatment, lost time, minor damage to plant and fixtures.	Environmental nu	isance	May occur at some time
2 =	Minor	Requiring First Aid treatment at site, minor damage to plant and fixture	Insignificant effec	t	Unlikely to occur
1 =	Insignificant	No injuries, slight damage to repair or reinstate	Day to day cleanu	p duties	Highly unlikely to occur

SAFE WORK METHOD STATEMENT	

Task/Activity: Areas that potentially may contain Lead based Paints and Coatings Risk Assessment.										
Potential Safety and Environmental	Risk	Rating	Before		Control Measures How are the hazards to the left going to be controlled?	Resid	ual Risk	Persons Responsible		
Hazards	L	С	R		Complete below	L	С	R		
Lead paint (coatings).				1	What is the existing condition of the surface to be painted/sealed?				Management and all staff	
Existing contamination.				1	How extensive will the preparation works be?					
Airborne dust particles.				•	You must list what steps you will undertake to identify if lead based paints/products are present?					
Fumes.										
Vapours. Dust (dust can also be very				1	How will you manage lead based coatings identified on this job?					
explosive)		What process will you take in order to complete the coating or Encapsulation?	What process will you take in order to complete the works Removal or Over coating or Encapsulation?							
				1	If removal is the choice what process will be undertaken, chemical or other? LP Gas burners must not be used under any circumstance.					
				1	What methods will you undertake to contain waste products including dust during this project?					

# SAFE WORK METHOD STATEMENT

Task/Activity: Areas that potentially may contain Lead based Paints and Coatings Risk Assessment (Resource Requirements).										
Potential Safety and Risk Environmental		Risk Rating Before			Risk Rating Before         Control Measures           How are the hazards to the left going to be controlled?			Resid	ual Risk	Persons Responsible
Hazards	L	с	R		Complete below	L	с	R		
Lead paint (coatings).				1	What PPE is required for the project?				Management and all staff	
Airborne dust particles.				1	What products will be required to contain waste (e.g. plastic sheeting, PVA adhesives etc)?					
Fumes.										
Vapours.				1	What training is required for those to complete the task and are they suitably					
Dust (dust can also be very explosive).					experienced?					
Waste water runoff.					What will be required in the way of signage and materials to restrict access to the works? Australian Standard 1319 Safety Signs for the Occupational Environment.					
Soil/ground contamination										
				•	If water will be used in the process, what methods of containment and disposal will be used?					
				•	Have tests (soil) been taken to establish existing contamination? Yes No					
				•	What tools, plant and equipment will be required to complete the work and has it been decontaminated from the previous works?					

SAFE WORK METHOD STATEMENT
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L – ACCEPTABLE M – ACCEPTABLE WITH CONTROLS H – ACCEPTABLE WITH STRICT CONTROL/SHORT DURATION E - UNACCEPTABLE										
Task/Activity: Prepa	ration	Work	ζ.							
Potential Safety and Environmental Hazards	F	Risk Ra	ting	Control Measures to be implemented.	Re	sidual Rating	Risk 3	Person Responsible to ensure controls		
	Lx	C =	R		Lx	C =	R	are implemented.		
Crush, impact, cuts, lacerations and property damage.	4	4	16 <sup>H</sup>	<ul> <li>No work will be carried out under suspended items or loads.</li> <li>Body parts will not be placed under suspended materials or plant.</li> <li>All sharp edges will be retracted when not in use and stowed appropriately.</li> <li>Drop sheets will be placed to prevent damage to property and contain waste.</li> <li>Ensure power tools are switched off and disconnected before replacing belts or discs.</li> <li>All power tools will be fitted with the guards and handles as supplied by the manufacturer.</li> </ul>	2	4	8 <sup>M</sup>	Manager, Supervisor and all workers.		
Electric shock and Electrocution.	4	5	20 <sup>E</sup>	<ul> <li>When using power tools with leads ensure the power is de-energised before plugging the power tool into the lead.</li> <li>Always switch off when carrying out any service work on the power tool.</li> <li>Ensure leads are not susceptible to moisture and dampness.</li> <li>Do not place leads under equipment or under foot.</li> </ul>	2	5	10 <sup>H</sup>			
Vision Impairment and damage.	3	4	12 <sup>H</sup>	<ul> <li>When working in external environments sunglasses are best used and also a broad brimmed hat.</li> <li>When work is being carried out overhead (e.g. prepping ceilings) face shields/goggles will be worn.</li> <li>When using power tools with rotating heads safety glasses will be worn.</li> <li>When using liquid substances that can enter the eyes safety goggles will be worn.</li> </ul>	1	4	4 <sup>L</sup>			

SAFE WORK METHOD STATEMENT
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L – ACCEPTABLE M – ACCEPTABLE WITH CONTROLS H – ACCEPTABLE WITH STRICT CONTROL/SHORT DURATION E - UNACCEPTABLE											
Task/Activity: Prepa	Task/Activity: Preparation Work.										
Potential Safety and Environmental	F	Risk Ra	ting	Control Measures to be implemented.		sidual Rating	Risk S	Person Responsible to ensure controls			
Hazards	Lx	C =	R			L x C =		are implemented.			
Strains and sprains, Muscular skeletal injuries.	4	4	16 <sup>H</sup>	<ol> <li>Personnel will adhere and use the guides provided in the Manual Handling Policy.</li> <li>When lifting heavy items team lifts or plant will be utilised.</li> <li>When lifting as a team have one person as the co-ordinator.</li> <li>Remove waste as it is created and disposed of appropriately.</li> <li>Before lifting and moving heavy items the pathway will be cleared to ensure that all waste materials and potential trip and slip items have been removed.</li> <li>The location that the heavy item is to be placed will be evaluated to ensure it is capable of supporting the weight.</li> <li>When carrying out repetitive actions for protracted periods regular breaks will be taken. Work as a team and share these tasks when and where possible.</li> </ol>	2	4	8 <sup>M</sup>	Manager, Supervisor and all workers.			
<ul> <li>Respiratory issues.</li> <li>Hearing</li> </ul>	4	4	16 <sup>H</sup>	<ul> <li>Where activities or products are used that will create either dust, fumes or vapours PPE will be used, in instances where it is a Hazardous Substance the PPE as specified in the MSDS must be used.</li> <li>When preparing surfaces a Type P2 respiratory is to be used.</li> <li>Domestic Vacuum Cleaners will not be used in the clean up process.</li> <li>When using sanding and prep equipment over head a full face shield is best utilised to reduce the risks associated with dust and skin contamination.</li> <li>Use hearing protection when using power tools or working within close</li> </ul>	2	4	8 <sup>M</sup>				
impairment.	3	3	9	<ul> <li>Ose nearing protection when using power tools of working within close proximity of power tools.</li> <li>The use of iPods, mp3 &amp; mp4 players and other personal entertainment devices are not acceptable hearing protection devices and will not be used onsite.</li> </ul>	2	3	б				

L – ACCEPTABLE M – ACCEPTABLE WITH CONTROLS H – ACCEPTABLE WITH STRICT CONTROL/SHORT DURATION E - UNACCEPTABLE								
Task/Activity: Painting								
Potential Safety and Environmental Hazards	Risk Rating			Control Measures to be implemented.	Residual Risk Rating			Person Responsible to ensure controls
	Lx	C =	R				R	are implemented.
Cuts and lacerations and impact injuries	4	4	16 <sup>H</sup>	<ol> <li>All sharp edges will be retracted when not in use.</li> <li>All sharp materials will be put away and or stowed appropriately.</li> <li>Work will not be undertaken under work platforms that other work is being carried out on.</li> <li>When working on platforms access below will be restricted to prevent others from being subjected to falling items.</li> <li>Work platforms will be maintained clear and free from slip trip and fall hazards.</li> </ol>	2	4	8 <sup>M</sup>	Manager, Supervisor and all workers.
Electric shock and Electrocution	4	5	20 <sup>E</sup>	<ul> <li>All power leads will be laid out in a manner that prevents contact with water and other liquids.</li> <li>Electric leads will be laid out in a manner to restrict the potential for electric shock.</li> <li>All electric tools will be used through an RCD, tested and tagged and maintained in accordance with the manufacturer's specifications.</li> <li>Electric tools and equipment will only be used as specified in the Manufacturers instruction.</li> <li>Safety devices, guards and handles will not be removed or tampered with.</li> <li>Work will not be conducted in close proximity of electrically charged services.</li> </ul>	2	5	10 <sup>H</sup>	
Skin puncture wounds	3	3	9 <sup>™</sup>	<ul> <li>Compressed air will not be directed against body parts to test for pressure.</li> <li>Compressed air will not be used in environments where dust from asbestos or lead is or may be present.</li> </ul>	2	3	6 <sup>M</sup>	

# SAFE WORK METHOD STATEMENT

L – ACCEPTABLE M – ACCEPTABLE WITH CONTROLS H – ACCEPTABLE WITH STRICT CONTROL/SHORT DURATION E - UNACCEPTABLE								CEPTABLE	
Task/Activity: Painting									
Potential Safety and Environmental	R	lisk Ra	ting	Control Measures to be implemented.	Residual Risk Rating			Person Responsible to ensure controls are implemented.	
Hazards	L x C = F		R			. x : =	R		
Skin Contamination, contamination, fire and explosion.	4	4	16 <sup>H</sup>	<ul> <li>Adequate signage and barricading must be placed to restrict and advise others of the potential hazards associated with the site. Australian Standard 1319 Safety Signs for the Occupational Environment.</li> <li>Adequate fire fighting equipment will be maintained in good working order and in close proximity to the work area.</li> <li>Appropriate PPE will be worn as directed in the MSDS.</li> <li>All Hazardous and Flammable Substances will be sealed when not in use.</li> <li>Under no circumstances can Hazardous Substances be decanted into unlabelled/unmarked containers.</li> <li>All Hazardous Substances will be stored in accordance with the requirements of the Australian Dangerous Goods Code.</li> <li>Restrict access to those who are not directly involved in the work activity.</li> <li>All spills will be cleaned up immediately and disposed of in accordance with the MSDS.</li> <li>When spraying surfaces that potentially have asbestos and or lead low pressure systems will be used.</li> </ul>	2	4	8 <sup>M</sup>	Manager, Supervisor and all workers.	

# SAFE WORK METHOD STATEMENT FOR LEAD AND ASBESTOS

L – ACCEPTABLE M – ACCEPTABLE WITH CONTROLS H – ACCEPTABLE WITH STRICT CONTROL/SHORT DURATION E - UNACCEPTABLE									
Task/Activity: Site cleanliness									
Activity that could create an Environmental Hazard	Risk Rating			Environmental Control Measures to be implemented.	Re	sidual Rating	Risk g	Person Responsible to ensure controls	
	Lx	C =	R		Lx	C =	R	are implemented.	
Environmental Damage.	3	3	9 <sup>M</sup>	<ul> <li>Rubbish is to be placed in bins (Recycle when possible)</li> <li>Food scraps are to be disposed of appropriately.</li> <li>Lead waste must be disposed of in accordance with AS/NZS 4361-1-1995 &amp; AS/NZS 4361-2-1998</li> </ul>	2	3	6 <sup>M</sup>	Manager, Supervisor and all workers.	
Task/Activity: Waste	e Mate	erials	Disposa	al					
Waste materials need to be contained and disposed of appropriately.	3	3	9 <sup>™</sup>	All waste must be contained for safe removal from work areas, waste materials to be segregated to allow for recycling.	2	3	6 <sup>M</sup>	Manager, Supervisor and all workers.	
Task/Activity: Paint and Solvent spills and leakage.									
Paints and solvents.	3	3	9™	<ul> <li>Spills must be contained with the Spills Disposal Kit</li> <li>Lead waste must be disposed of in accordance with AS/NZS 4361-1-1995 &amp; AS/NZS 4361-2-1998</li> </ul>	1	3	3 <sup>L</sup>	Manager, Supervisor and all workers.	

SAFE WORK METHOD STATEMENT FOR LEAD AND ASBESTOS	

DECLARATION										
In signing this declaration I am acknowledging that I have read and understand the contents of the Work Method Statement and accompanying JSEA and I										
agree to implement and follow the guidelines identified in the control measures.										
Date	Employee/Contractor Name	Signature								

The persons listed above have signed attended to a toolbox talk on the risk assessment and have had input and made adjustments if it was necessary to the Control Measures and work procedure, understand the requirements that they have to carry out the task in a safe and professional manner.