



SAFE WORK METHOD STATEMENT (SWMS)

SWMS 032 - Core Hole Drilling

ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORKS COMMENCING.

An effective Risk Assessment should identify the relevant criteria listed below

- | | |
|---|---|
| <input type="checkbox"/> Work involving a risk of a person falling more than 2 metres.
<input type="checkbox"/> Work carried out on a telecommunication tower.
<input type="checkbox"/> Work involving demolition of an element of a structure that is loadbearing
<input type="checkbox"/> Work around Asbestos Containing Material (ACM)
<input type="checkbox"/> Work involving structural alterations or repairs requiring temporary support to prevent collapse
<input type="checkbox"/> Work carried out in or near a confined space
<input type="checkbox"/> Work carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or is carried out in or near a tunnel
<input type="checkbox"/> Work involving the use of explosives
<input type="checkbox"/> Working near or on Energised electrical installations or services
<input type="checkbox"/> Working near or on Chemical, fuel or refrigerant lines | <input type="checkbox"/> Working near or on Pressurised gas distribution mains or piping
<input type="checkbox"/> Work carried out in an area that may have a contaminated or flammable atmosphere
<input type="checkbox"/> Work involving tilt-up or precast concrete
<input type="checkbox"/> Work carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
<input type="checkbox"/> Work carried out in an area at a workplace in which there is any movement of powered mobile plant
<input type="checkbox"/> Work carried out in an area in which there are artificial extremes of temperature
<input type="checkbox"/> Work carried out in or near water or other liquid that involves a risk of drowning
<input type="checkbox"/> Work involving diving work |
|---|---|

Risk = Consequence & Likelihood			Probability					Elimination	Substitution	Isolation	Engineering	Administration	PPE	PPE is the last method of control						
			Rare	Unlikely	Possible	Likely	Almost Certain													
		A	B	C	D	E														
Consequence	Catastrophic	5	High	High	Extreme	Extreme	Extreme													
	Major	4	Medium	High	High	Extreme	Extreme													
	Moderate	3	Low	Medium	High	Extreme	Extreme													
	Minor	2	Low	Low	Medium	High	Extreme													
	Low	1	Low	Low	Medium	High	High													

Foot Protection	Hearing Protection	High-Vis Clothing	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Respiratory Protection	Sun Protection	Fall Arrest	Low Voltage Rescue Kit	Long Hair & Loose items such as Jewellery removed/tied back

Other PPE
(Please List)

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Sign-Off Sheet

This Safe Work Method Statement has been developed in consultation with relevant personnel and the Persons Conducting the Business or Undertaking (PCBU). By signing this page, I agree that I have had these SWMS communicated to me and understand their contents. I confirm that I have the relevant certifications to conduct the task described and agree to comply with the control measures and safe work instructions and the use of PPE where required.

Name	Job Description	Signature	Date

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Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
	Planning – Location of Hole	Spacing Off structures <ul style="list-style-type: none"> Pinching of fingers cuts and abrasions Ability to operate machine 	High Risk 	Ensure location of core hole allows adequate clearances for operation of the machine and thereby limiting the other effects. <ul style="list-style-type: none"> Plan location and if necessary use template of mounting bracket to ensure adequate clearances. 	Medium Risk 	Site Supervisor/ Tradesman completing works
		Height of Hole <ul style="list-style-type: none"> Working @ Heights Ergonomics of operation 	High Risk 	Refer to WMS 100 Working at Heights Where possible ensure operator is not in bent or crouched position when operating machine. If not possible limit time on machine and ensure they stretch to alleviate stress on body.	Medium Risk 	Tradesman/ Supervisor of Apprentice
		Services in Wall <ul style="list-style-type: none"> Damage to services Damage cause by effect of hitting service 	High Risk 	All steps taken to locate any services in the wall including drawings and visuals above and below ceilings and floors where possible. Turn off services where presence in area is known but exact location not sure, Have emergency response available where impact is High risk and information is poor.	Medium Risk 	Site Supervisor/ Tradesman/ Supervisor of Apprentice
		Number of Holes in Area <ul style="list-style-type: none"> Structurally Weaken area if load bearing 	High Risk 	Check with builder if number of penetrations seem excessive. Ensure in risers you also take into account expected other contractor penetrations.	Medium Risk 	Site Supervisor/ Tradesman

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	Planning Works	Working alone at heights <ul style="list-style-type: none"> Personal injuries and death. 	High Risk 	1. Have a "buddy" system in place. Always have a second person as a spotter and for direct assistance of the person working at heights.	Medium Risk 	Supervisors and Workers
	Planning Works	Adverse weather conditions <ul style="list-style-type: none"> WATER 	High Risk 	1. Assess the current weather conditions before considering working. Put effective control measure in place to ensure weather will not affect task carried out. I.e. shut windows, work inside, have wind 7 water barriers in place if necessary, to work in wet & windy conditions 2. If working directly in the wind and rain. Do not work at heights until both conditions are suitable for task. 3. Do risk assessment to ensure all risks are identified and eliminated prior to commencing task 4. If not safe, do not commence work!	Medium Risk 	Supervisors and Workers
		Adverse weather conditions <ul style="list-style-type: none"> Sun / Heat 	High Risk 	1. Assess the current weather conditions before considering working. 2. Put effective control measure in place to ensure you have effective sun protection – Hat, sunscreen, Long Sleeve Shirt and Pants. 3. Take regular breaks and keep fluid levels up. 4. Work at cooler times of the day, and swap work areas (if possible) pending on where the sun is positioned. (Work on the West side in the AM and the East in the PM.)	Medium Risk 	Supervisors and Workers

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	Planning Works (Cont.)	Mounting of frame <ul style="list-style-type: none"> Weight of Frame 	High Risk 	1. Ensure the drill is removed from the frame before mounting frame, where possible support by two person lift or use template to mark holes	Medium Risk 	Tradesman/ Supervisor of Apprentice
		Mounting of frame <ul style="list-style-type: none"> Requirements for Dyna bolts 	High Risk 	1. Ensure correct PPE is used for dust and noise risks. 2. Ensure Dyna bolts sized correctly for weight and pressure to be applied to machine. (min. size Dyna Bolt is 10M x 50mm) 3. If working at height reference WMS 100 Working @ Heights	Medium Risk 	Tradesman/ Supervisor of Apprentice
		Mounting of frame <ul style="list-style-type: none"> Tools & Consumables 	High Risk 	1. Refer to Using Portable Power Tools SWMS 2. Ensure tools and consumables in good condition	Medium Risk 	Tradesman/ Supervisor of Apprentice
		Mounting of frame <ul style="list-style-type: none"> Manual Handling 	High Risk 	1. Refer to Manual Handling SMWS, situation may require 2 person lift	Medium Risk 	Tradesman/ Supervisor of Apprentice

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Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
	Work Process	Attaching Drill to Frame <ul style="list-style-type: none"> Manual Handling 	High Risk 	1. Refer to Manual Handling SWMS, situation may require 2-person lift	Medium Risk 	Tradesman/ Supervisor of Apprentice
		Attaching Drill to Frame <ul style="list-style-type: none"> Electrical Connection 	High Risk 	1. Ensure requirement restricting abuse of lead are maintained 2. Connection to lead checked in good order 3. Lead and drill tested and tagged. 4. Refer requirements of Using Portable power tools SWMS	Medium Risk 	Tradesman/ Supervisor of Apprentice
		Attaching Drill to Frame <ul style="list-style-type: none"> Other contractors in the Area (Protrusion) 	High Risk 	1. Ensure other contractors aware of works being carried out in the area 2. Exclusion zones to be established by suitable means for worker and workmates also include other side of wall where core could fall. 3. Housekeeping to be maintained with refuse and equipment	Medium Risk 	Tradesman/ Supervisor of Apprentice
		Core Drilling Hole <ul style="list-style-type: none"> Noise 	High Risk 	1. Ensure work area fits within noise tolerances or apply suitable control measures for staff and appropriate warning for those entering the area.	Medium Risk 	Tradesman/ Supervisor of Apprentice

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	Work Process (Cont.)	Core Drilling Hole <ul style="list-style-type: none"> Dust 	High Risk 	1. Where dust is present a vacuum must be used 2. Ensure area well ventilated and mask and eye protection used as a minimum	Medium Risk 	Tradesman/ Supervisor of Apprentice
		Core Drilling Hole <ul style="list-style-type: none"> Distractions 	High Risk 	1. Ensure tradesman made aware of impact of distractions when drilling and instructed to turn off mobile phone or remove from pocket until after operation complete. 2. Ensure safe working zone maintained and work area clear of obstructions and possible hazards.	Medium Risk 	Tradesman/ Supervisor of Apprentice
		Core Drilling Hole <ul style="list-style-type: none"> Heights and Ergonomics of work position/ practice 	High Risk 	1. Refer to Working at Heights SWMS 2. Where possible ensure operator is not in bent or crouched position when operating machine. If not possible limit time on machine and ensure they stretch to alleviate stress on body.	Medium Risk 	Tradesman/ Supervisor of Apprentice
		Clean-up <ul style="list-style-type: none"> Tools and Refuse 	High Risk 	1. Ensure Tools cleaned/ check and returned to store on completion of job 2. Concrete plug disposed of appropriately, make good mounts as per spec. requirements, clean as per specified or expected requirements.	Medium Risk 	Tradesman/ Supervisor of Apprentice

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	De- mobilize	Clean-up <ul style="list-style-type: none"> Tools and Refuse 	High Risk 	<ol style="list-style-type: none"> Ensure Tools cleaned/ check and returned to store on completion of job Concrete plug disposed of appropriately, make good mounts as per spec. requirements, clean as per specified or expected requirements. 	Medium Risk 	Tradesman/ Supervisor of Apprentice
	WORK TASK not going to plan	Damage to plant / staff <ul style="list-style-type: none"> Injury 	High Risk 	<ol style="list-style-type: none"> STOP WORKS, Re-Assess. Review SWMS & Task Consult with other team members and workers Assess and Review 	Medium Risk 	Supervisors and Workers
	Working near / under workers at heights	<ul style="list-style-type: none"> Falling Objects Struck by falling object 	High Risk 	<p><u>DO NOT WORK UNDER OR WITHIN DROP ZONE</u></p> <ol style="list-style-type: none"> Working Near drop zone Hard Hat Mandatory ; Other controls may include: Overhead barrier Tools and materials used above secured by lanyard Coordination of trades to limit exposure Clearly defined Exclusion zones / barricading. Builder to make other trades aware of works O/H 	Medium Risk 	Supervisor, Workers & Builders
	WORKING House keeping	<ul style="list-style-type: none"> Trips on loose items. Dislodge items Trips / Falls Falling objects 	High Risk 	<ol style="list-style-type: none"> DO NOT WORK UNDER OR WITHIN DROP ZONE STORE MATERIALS IN SUITABLE METHOD OR CONTAINERS PLAN WORKS TO MINIMISE EQUIPMENT & MATERIALS AT HEIGHT BUILDER TO MAKE OTHER TRADES AWARE OF WORKS O/H 	Medium Risk 	Supervisor, Workers & Builders

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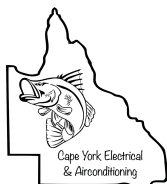
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	Failure of system / Plan Emergency	<ul style="list-style-type: none"> Incident/Accident Injured person not receiving medical treatment 	High Risk 	<ol style="list-style-type: none"> Access the area – Don't put yourself at risk. Stay with patient – Send for help Notify the Principal Contractor Emergency response plan to be put in place Notify first aid officer for assistance Call '000' if help is taking too long or if you are unsure what to do 	Medium Risk 	Supervisors and Workers
		<ul style="list-style-type: none"> Any emergency that arises. Injury 	High Risk 	<ol style="list-style-type: none"> Follow Emergency Procedure and/or Principle Contractor emergency Procedures Accordingly Call 000, and notify immediate supervisor or staff member Evacuate area to assembly point or safest possible area to assemble close to this area 	Medium Risk 	Electrical Worker in Charge & Employee

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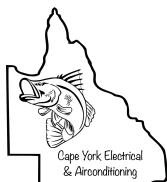
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Referenced Commonwealth - Codes of practice	Referenced Commonwealth – Acts & Regulations
<ul style="list-style-type: none"> • Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 • Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015 • Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 • Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015 • Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015 • Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015 • Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015 • Work Health and Safety (Work Health and Safety Consultation, Co-operation and Co-ordination) Code of Practice 2015 • Refrigerant Handling Code of Practice 2007 Part 1 & 2 • Hazardous Chemicals COP 2011 • AS 2030.1 – 2009 Gas Cylinders • AS 4332 – 2004 Storage & handling of gases in cylinders. 	<ul style="list-style-type: none"> • Work Health and Safety (Transitional and Consequential Provisions) Act 2011 • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2011. • Ozone Protection and Synthetic Greenhouse Gas Management Act 2017 • Ozone Protection and Synthetic Greenhouse Gas Management Regulations 2004 • Gas Management Regulations admtd. 2014 • HB40 - Australian. Refrigeration and Air Conditioning Code of Good Practice <p>Referenced Australian Standards</p> <ul style="list-style-type: none"> • AS/NZS 3000 Wiring Rules • AS/NZS 3012:2010 Electrical Installations – Construction and Demolition Sites. • AS/NZS 3017 - Electrical installations - verification guidelines • AS/NZS 4836 Safe working on or near low voltage electrical installations and equipment • AS/ NZS 1677.1 – 1998 Refrigeration Systems • AS/ NZS 1677.1 – 1998 - Admt. 1 2002 • AS/ NZS 1677.2 – 1998 Refrigeration Systems • AS/ NZS 1677.2 – 1998 - Admt. 1&2 / 2002
Referenced QLD – Codes of practice	Further Information
<ul style="list-style-type: none"> • Electrical safety code of practice 2013 - Managing electrical risks in the workplace • First Aid in the Workplace Code of Practice 2014 • Hazardous Manual Tasks Code of Practice 2011 • How to Manage Work Health and Safety Risks Code of Practice 2011 • Labelling of Workplace Hazardous Chemicals Code of Practice 2011 • Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 • Managing the Risk of Falls at Workplaces Code of Practice 2018 • Managing the Work Environment and Facilities Code of Practice 2011 • Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011 • Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013 • Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2011 	<p><u>QLD</u></p> <ul style="list-style-type: none"> • OHS Legislation - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation • Environmental Legislation - https://www.ehp.qld.gov.au/management/env-policy-legislation/ • OHS Codes of Practice - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/codes-of-practice <p><u>Commonwealth</u></p> <ul style="list-style-type: none"> • OHS Legislation - http://www.legislation.act.gov.au • Environmental Legislation - http://www.legislation.act.gov.au • OHS Codes of Practice - http://www.legislation.act.gov.au

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