

SAFE WORK METHOD STATEMENT FOR POWDER ACTUATED TOOLS

SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

Client/Principal Contractor	Insert client and/or PC name	Project Address:	Insert the project's address
Company Address:	Insert your company address	Phone Number:	Insert your business number
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:	Add 12 months required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Responsible Person(s):	Insert the person's name and business number
Work Scope Description:	Operation of powder actuated tool and associated equipment to fix fasteners to bases.		
List the qualifications and training requirements for this activity:	<ul style="list-style-type: none"> • General construction induction card, worksite induction on this safe work method statement • Instruction from the manufacturer's on competency-based training. • Specific training in the use of the powder actuated tool and associated equipment to enable safe work. • Completion and use of a competency-based training to enable safe work. • The necessary instruction and are deemed competent. 		
Details of inspections and checks required for compliance:	Check the maintenance of the powder actuated tool and associated equipment, as per the manufacturer's instructions and guidelines.		
Are there any other safety considerations that may apply?	Must comply with all additional safe work procedures, plans, rules and instructions given by the authority or person in control of the workplace.		
Legislative References:	<ul style="list-style-type: none"> • Work Health and Safety Act • Work Health and Safety Regulation • How to Manage Work Health and Safety Risks Code of Practice • Hazardous Manual Tasks Code of Practice • Managing Noise and Preventing Hearing Loss at Work Code of Practice • Work Health and Safety Consultation, Co-Operation and Coordination Code of Practice 		

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
1.	Planning and preparation	<ul style="list-style-type: none"> Insufficient knowledge, training and/or experience. Lack of consultation with workers in the area. 	<ul style="list-style-type: none"> Risk of personal injury. 	2	6	12	<ul style="list-style-type: none"> Ensure consultation with the Principal Contractor and/or Client has been undertaken to identify risks and hazards associated with the work. Personnel must be consulted on the work and decide on the necessary control measures. Communication of this activity must be given to the persons in the work area. Personnel undertaking the powder actuated tool must be instructed by a competent person. Warning signage and barriers must be used to warn and exclude others from the work area. Hearing and eye protection must be available and worn by the operator and any other persons at risk from the powder actuated tool. <p>Note: when using a powder actuated tool, operators have a personal responsibility to protect themselves and others from hazards associated with the work.</p>	1	3	3 Low	Manager Supervisor Operator Workers
2.	Pre-operational inspection.	<ul style="list-style-type: none"> Defective equipment. 	<ul style="list-style-type: none"> Risk of personal injury. 	3	3	9 High	<ul style="list-style-type: none"> Assess whether the powder actuated tool is suitable for the planned job. 	1	3	3 Low	Manager Supervisor