| Use Of High-Velocity Nail | Guns SAFE WORK METH | IOD STATEMENT (SWMS) | |
|--|---|--|------------------------------------|
| TASK OR | ACTIVITY: Use Of High-Velocity | Nail Guns | |
| Business Name: | | ABN: | SWMS# |
| Business Address: | | | |
| Contact Person: | Phone: | E fil: | |
| THIS SAFE WORK METHOD | STATEMENT IS APPROVED BY | | |
| Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts. | | required to entry that a safe work method s | tatement (SWMS) is prepared before |
| Full Name: | | | |
| Signature: | | Title: | Date: |
| Details of the person(s) responsible for ensuring implementation, monitoring | opliance i the VMS a vell as review | s and modifications of the SWMS. | |
| Full Name: | | Title: | Phone: |
| ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAN HAVE THE FOLLOWING COMMUNICATED | NALE OF ALL RELEVANT PERSONNE EVELOPMENT AND APPROVAL OF | EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS | DMMUNICATED TO IN THE |
| Safety meetings or toolbox talks will be sched and in account with egislative requirements to first identify any site hazards, such a company hicas those hazards and then to further take steps to either eliminate or contained hazard. | | | |
| If an incident or a near miss occurs, all work must stop an attactive Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity. | | | |
| Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel. | | | |
| The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident. | | | |



| CLIENT OR PRINCIPAL | CONTRACTOR DETAILS |
|---|---|
| Client: | SCOPE OF WORKS |
| Project Name: | |
| Project Address: | |
| Project Manager: | |
| Contact Phone: | |
| Date SWMS supplied to Project Manager: | |
| ANY HIGH-RISK CONSTRUC | |
| ☐ involves a risk of a person falling more than 2 meters | I is carried out on or near pressurised gas mains or piping |
| □ is carried out on a telecommunication tower | carried out on or near chemical, fuel or refrigerant lines |
| ☐ involves demolition of an element of a structure that is load-bearing | □ is carried out on or near energised electrical installations or services |
| □ involves demolition of an element related to the physical integ. Y of a sucture | \square is carried out in an area that may have a contaminated or flammable atmosphere |
| □ involves, or is likely to involve, disturbing asb | ☐ involves tilt-up or precast concrete |
| involves structural alteration or repair that quires terrar by supart to prevent collapse | ☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor |
| □ is carried out in or near a confined space | \Box is carried out in an area of a workplace where there is any movement of powered mobile plant |
| is carried out in/near a shaft or trench deeper that tunnel involving use of explosives | ☐ is carried out in areas with artificial extremes of temperature. |
| ☐ is carried out in or near water or other liquid that involves a risk of drowning. | ☐ involves diving work. |
| ANY HIGH-RISK MACHINER | RY OR EQUIPMENT NEARBY |
| | |
| | |
| | |



| | RISK MATRIX | | | | | | | | | |
|--|---------------|---------------|---------------|------------|--------------|----------------|---|--|------------------------------------|--|
| LIKELIHOOD | INSIGNIFICANT | MINOR | MODERATE | MAJOR | CATASTROPHIC | SCORE | | | HEIRARCHY OF CONTROLS | |
| ALMOST CERTAIN | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4 ACUTE | SCORE | ACTION | | Elimination Remove the hazard. | |
| LIKELY | 2 MODERATE | 3 HIGH | 3 HIGH | 4 ACUTE | 4 ACUTE | 4A ACUTE | DO NOT PROCE | | Substitution | |
| POSSIBLE | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 4 ACUTE | 3H HIGH | Review befor work starts. | | Replace the hazard. | |
| UNLIKELY | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 4 ACUTE | 2M MODERATE | Ensure control measures in place. | | Isolate People from the hazard | |
| RARE | 1 LOW | 1 LOW | 2 MODERATE | 3 HIGH | 3 HIGH | 1L LOW | nitor and k⊾ records | | Engineering Isolate the hazard. | |
| LOW LOW MODERATE HIGH HIGH LOW ktorecords Isolate the hazard. Iotes on Hierarchy of Controls: Elimination methods are the most effective and preferrement on the value of the network of controlling a hazard. Engineering by isolation is the virtue ost enditive, while Administrative controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment), the least effective Substitution Administrative PPE PPE PPE PPE PPE | | | | | | | | | | |

| | | | | | | TIVE EQUIPM | | | | | |
|---------------------|---------------------------------|--------------------|---------------|-------------|----------------------------|--------------------|----------------------|------------------------|--------------------|-------------------|---------------------------|
| | | Select the ap | propriate PPL | abo, ruitab | i or the equi | oment used or | the job task | being perform | ned (if applica | able). | |
| FOOT PROTECTION | HAND PROTECTION | HEAD PROTECTION | | P ECTION | R⊾ ⇒PIRATORY PROTECTION | FACE PROTECTION | HIGH-VIS CLOTHING | PROTECTIVE CLOTHING | FALL PROTECTION | SUN PROTECTION | HAIR/JEWELLERY SECURED |
| | | | | | | | | | | | |
| | | | | | | | | | | | |
| Other PPE Required: | | | | | | | | | | | |
| | Permit or Licenses Requirements | | | | | | Ма | andatory Qual | ifications and | Training | |
| | | | | | | | | | | | |

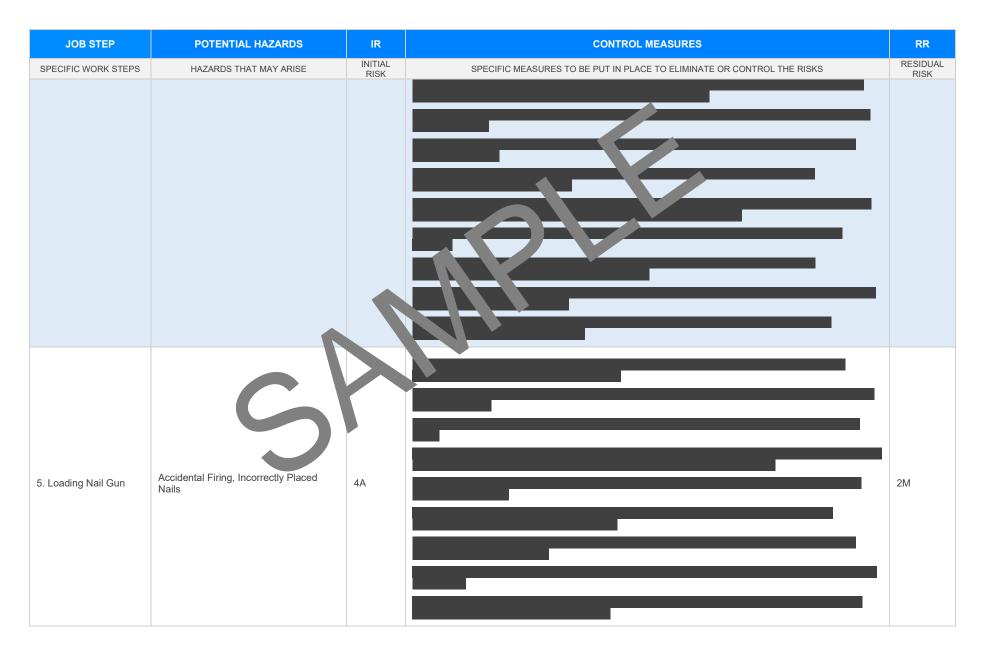


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|----------------------|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 1. Preparation | Tripping or Slipping, Nail Gun Misfire | ЗН | Conduct a pre-worksite inspection to identificant clear any trip or slip hazards around the area where the nail gun will be used. Ensure all operators are trained and competencience safe use of high-velocity nail guns. Maintain a clean and organized workspace by nervoing uncreassary materials that could cause tripping or slipping. Use appropriate reconstruction e equipment (PPE, such as safety boots with non-slip soles and eye protection. Implement a nusekeepin plan to nervice remove sawdust or debris that may contribute to slipping hazar. Clear work and miniate all areas where tripping may occur, using signs or barricades if necessary. Inspective and defects or issues prior to use, ensuring all safety mechanisms are functional. Always earry wor nail gain using its handle and never by the trigger or muzzle to prevent accidental harg. Use valuend fasteners that are compatible with the nail gun specifications to avoid malfunctions. Instablish a clear communication protocol among workers to confirm when the tool is active and in use. Position warning signs to indicate the use of nail guns on-site to alert nearby personnel. Regularly review and monitor compliance with safety procedures to ensure ongoing adherence to control measures. | 2M |
| 2. Safety Gear Check | Inadequate Protection, Defective Gear | 2М | Conduct a thorough inspection of all safety gear before use to ensure that it is in good condition and free from defects. Ensure all workers are provided with appropriate personal protective equipment (PPE), including safety goggles, hearing protection, hard hats, gloves, and steel-toed boots. Verify that all PPE meets the relevant Australian Standards for workplace safety to ensure adequate protection. Provide training for workers on the correct use, fit, and maintenance of their PPE to maximise protection and comfort. Establish a procedure for reporting and replacing defective or worn-out safety gear immediately when identified. Schedule regular audits of safety gear to assess the condition and compliance with safety standards. Implement a tagging system for tracking the inspection status of safety gear to ensure timely checks and maintenance. | 1L |



| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---------------------|-----------------------------------|-----------------|---|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | - Encourage workers to report any discomfort or issues with their PPE so adjustments can be made promptly. | |
| | | | - Store all safety gear in a clean, dry, and secure in a don to prevent contamination or damage when not in use. | |
| | | | - Develop an emergency response plan the voludes providures for dealing with accidents involving inadequate protection or defective gear. | |
| | | | - Limit access to high-velocity nail guns to auther ad personnel the have demonstrated proper use and understanding of safety protects. | |
| | | | - Update safety protocols regular based on feedbact from workers and new safety developments or standards. | |
| | | | - Conduct a the hugh visure inspection is work area to identify any clutter or obstructions. | |
| | | | - Clean unnection and debris from the workspace to ensure a tidy environment. | |
| | | | - Use the probability of balances to clearly define the work zone and prevent unauthorised access. | |
| | | | - Ensure that surface are stable, flat, and capable of supporting necessary equipment and personnel. | |
| | | | est an portage scaffoldings or platforms for stability before beginning work. | |
| 3. Working Area | Cluttered space, Unstable Working | ч | Post pols and materials within easy reach to avoid overreaching and maintain balance. | 1L |
| nspection | Surface | | rovide appropriate lighting in the working area to enhance visibility and safety. | |
| | | | - One non-slip mats or coverings on potentially slippery surfaces. | |
| | | | - Regularly review and assess the condition of the working surface during the course of the work. | |
| | | | Ensure all workers are trained in identifying and managing space-related hazards. Implement regular housekeeping practices to maintain an organised work area. | |
| | | | | |
| | | | Employ spotters if necessary to monitor the work area and assist with maintaining safety. Inspect scaffolding and elevated work platforms daily before use to ensure they remain secure. | |
| | | | - inspect scallolding and elevated work platforms daily before use to ensure they remain secure. | |
| | | | | |
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| 4. Machine Check | Faulty Equipment, Electric Shock | 3H | | 1L |
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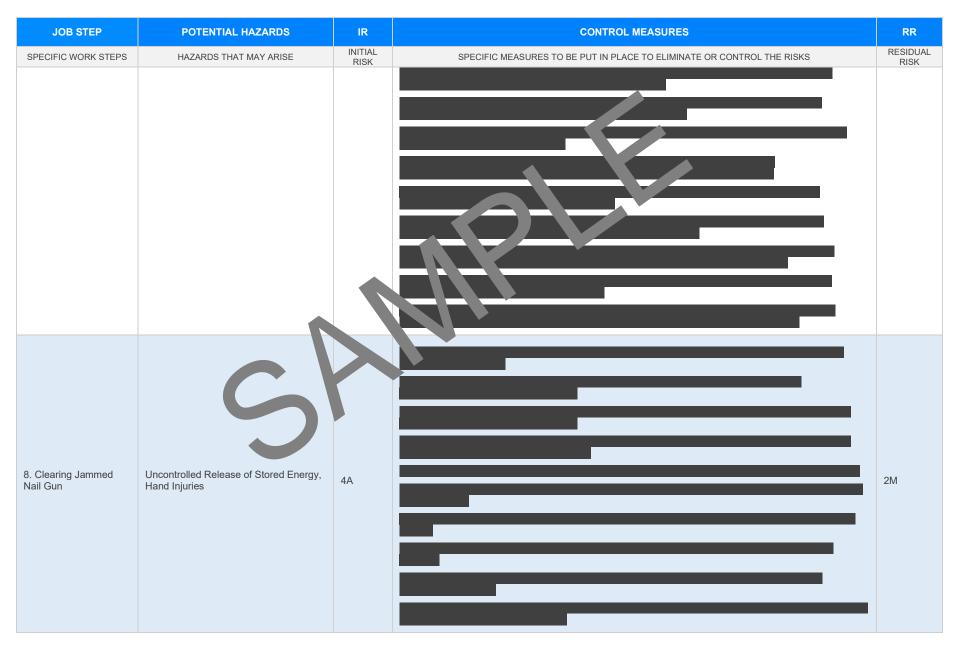




| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|-----------------------|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| | | | | |
| 6. Testing Nail Gun | Explosive Malfunction, Accidental Firing | 44 | | 2М |
| 7. Operating Nail Gun | Accidental Discharge, Recoil Injury | 4A | | 2M |
| | | | | |

Version 2.5





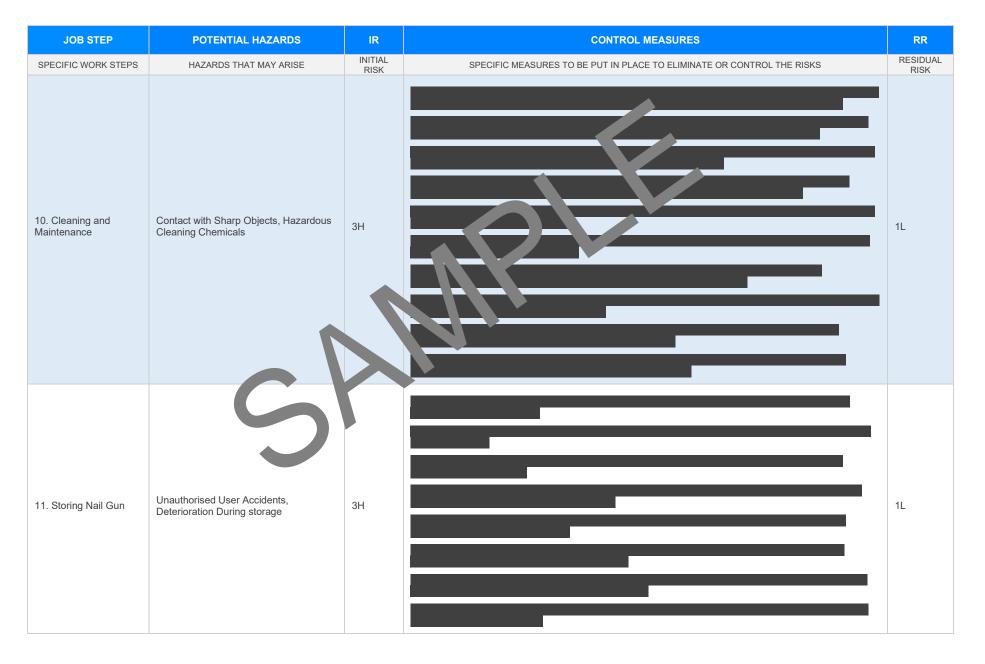
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Date of Issue:

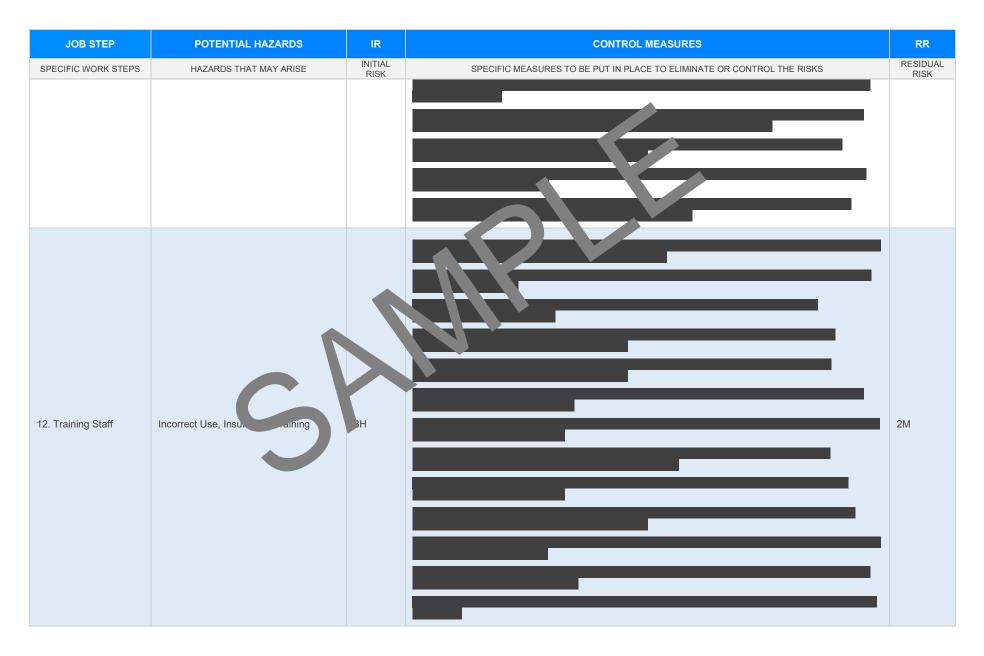


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|-------------------------------|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
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| | | | | |
|). Refilling Nail Magazine | Accidental Firing, correctly Placed Nails | ЗН | | 1L |
| | | | | |











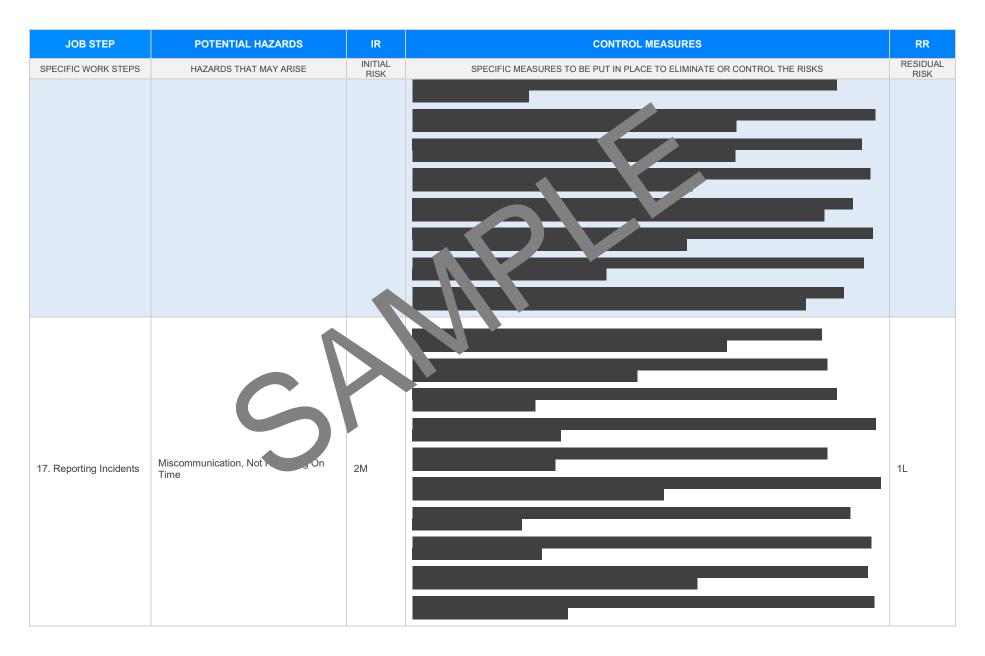
| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|------------------------------------|---|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 13. Periodic Equipment Checking | Regular Wear and Tear, Inadequate Maintenance | 2М | | 1L |
| 14. Handling Misfires | Misfired Nails, Sudden Release of Compressed Air | ЗН | | 2М |





Version 2.5

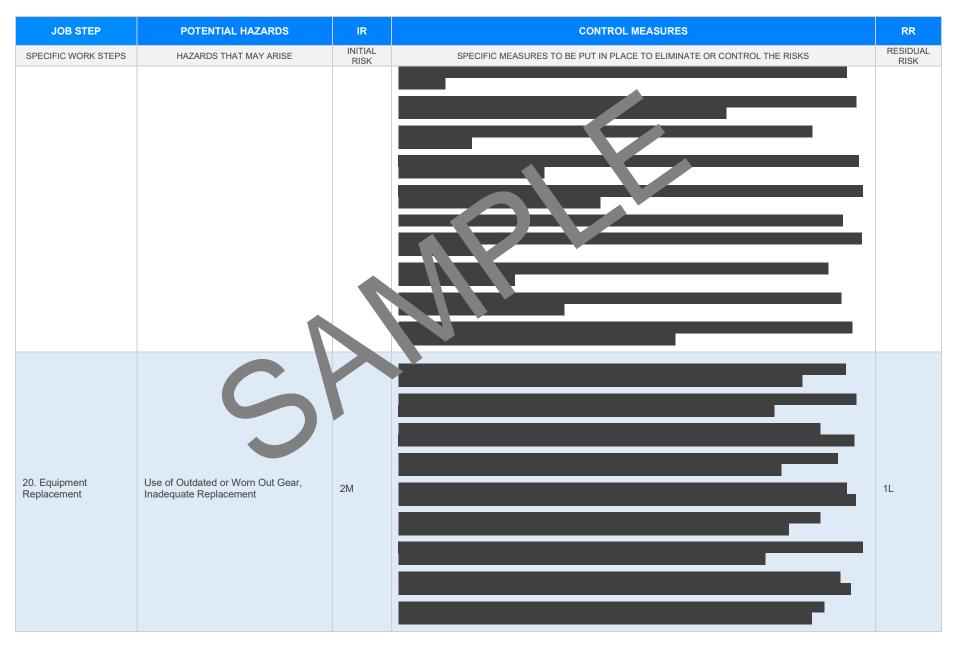






| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|------------------------------|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 18. Provide First Aid | Inadequate First Aid, Delay in Provision | ЗН | | 11. |
| 19. Evacuation Procedures | Trampling Injuries, Delay in evacuation | ЗН | | 2M |





Version 2.5



| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---------------------|------------------------|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
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| | S | | | |



EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

| LEGISLATIVE REF | ERENCES |
|---|---|
| RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISL | ATIVE REFERENCES ANY STATE AT ARE NOT APPLICABLE |
| Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u> | Victoria Occupational Health at Safety Act and A Occupational Health and orfety orgulations 2017 Legis non VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> ordes of mactice VIC <u>autps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u> |
| New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes rach. Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-ou rach. | Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u> |
| Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulation 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/we_place-serv-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/f</u> | Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model-</u> <u>codes-of-practice</u> Model Codes of Practice |
| South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: <u>https://www.safework.sa.gov.au/resources/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs</u> | Managing noise and preventing hearing loss at work Confined spaces Labelling of workplace hazardous chemicals Managing risks of hazardous chemicals in the workplace Welding processes |
| Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice | First aid in the workplace Managing the risk of falls at workplaces Hazardous manual tasks Managing the risk of falls in housing construction Managing electrical risks in the workplace Demolition work Excavation work Work health and safety consultation, cooperation and coordination |
| Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence work - Any required documents. | Work health and safety consultation, cooperation and coordination Managing the work environment and facilities How to manage work health and safety risks Managing risks of plant in the workplace Construction work |



SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and gualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

| Worker Name | Signature | Date |
|-------------|-----------|------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

The SWMS must be reviewed regularly to make sure it remains fective revised if necessary) if relevant control measures are revised. The viewn consultation with workers (including contractors htractors Vb of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that persons involved with the work are advised that a revision has been made and how they can acces he revised SWMS, including all persons who will need to change a work procedure or system as a region of the review are advised of the changes in a way that will enable them to implement their duties antly with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

- 1. Spot Checks.
- 2. Consultation with workers, contractors and sub-contractors.
- 3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies. followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

| REVIEW NUMBER | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|---------------|---|---|---|---|---|---|---|
| NAME | | | | | | | |
| INITIALS | | | | | | | |
| DATE | | | | | | | |



SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

| ITEMS WHICH MUST BE INCLUDED IN THE SWMS | COMPLETED | COMMENTS |
|---|----------------|----------|
| | | |
| The company details have been entered, including the project name and address. | | |
| All relevant personnel consulted during the development of the SWMS. | | |
| Name, signature, position and date signed of the person approving the SWMS. | | |
| Specific personnel and qualifications, experience is noted in the SWMS. | | |
| Provides a step-by-step process of tasks required to carry out the activity or task. | | |
| Adequate risk assessment of any identified hazards has been completed. | \boxtimes | |
| Foreseeable hazards are identified and documented for each step. | \boxtimes | |
| Any hazards listed in any site risk assessments have been added to the SWMs | \boxtimes | |
| SWMS initial risk (IR) column as well as residual risk (RR) column mpleted. | \boxtimes | |
| Check control measures added to the SWMS are the most effective selection | \boxtimes | |
| Responsible person is assigned and listed on the property of the importation control measures. | \boxtimes | |
| Permit or licenses requirements specified, su as Hot Work, Electric Work, Work at Heights etc. | \boxtimes | |
| SWMS identifies plant and equipment to be use | \boxtimes | |
| Details of inspection checks required for any equipment listed protection on the SWMS. | \boxtimes | |
| Describes any mandatory qualifications, experience, and g or skills required to perform the work. | \boxtimes | |
| Applicable personal protective equipment is selected on the SWMS. | \boxtimes | |
| Reflects and documents any legislative references and/or Australian Standards. | \boxtimes | |
| Identifies any hazardous substances used with specific control measures in line with any SDS. | \boxtimes | |
| | | |
| REVIEWED BY | DATE REVIEWED | |
| SIGNATURE | DATE COMPLETED | |