

SAFE WORK METHOD STATEMENT (FLOORING)

SS-WHS-SAF-000

Authorised By:
Rev 1 18/07/2024



COMPANY DETAILS		
Name: XXX	ABN: XXX	Address: XXX

TASK NAME / ACTIVITY	Flooring
SITE / PROJECT NAME	XXX

APPLICABLE LEGISLATION, CODES OF PRACTICE OR OTHER GUIDANCE MATERIAL		
WHS Act and Regulations	How to Manage Work Health and Safety Risks CoP	Construction Work CoP
Excavation Work CoP	First Aid in the Workplace CoP	Hazardous Manual Tasks CoP
Managing Electrical Risks in the Workplace CoP	Managing Risks of Plant in the Workplace CoP	Managing the Risk of Falls at Workplaces CoP
Managing the Risk of Falls in Housing Construction CoP	Work Health and Safety Consultation, Cooperation and Coordination CoP	Managing Psychosocial Hazards at Work CoP

PERSONAL PROTECTIVE EQUIPMENT				
<input type="checkbox"/> Hard Hat	<input checked="" type="checkbox"/> High Vis Clothing	<input checked="" type="checkbox"/> Safety Glasses	<input type="checkbox"/> Respiratory Protection	<input type="checkbox"/> Face Shield
<input checked="" type="checkbox"/> Safety Boots	<input checked="" type="checkbox"/> Safety Gloves	<input type="checkbox"/> Hearing Protection	<input type="checkbox"/> Other:	<input type="checkbox"/> Other:

REQUIRED LICENCES, CERTIFICATES OR COMPETENCIES	
General Construction Induction	Site Induction
Task Specific Qualification 1	Task Specific Qualification 2

HIGH RISK CONSTRUCTION WORK			
<input type="checkbox"/> Risk of a person falling more than 2 metres	<input type="checkbox"/> Work on a telecommunication tower	<input type="checkbox"/> Demolition of load-bearing structure	<input type="checkbox"/> Likely to involve disturbing asbestos
<input type="checkbox"/> Work on or near pressurised gas mains or piping	<input type="checkbox"/> Work in or near a confined space	<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5m or a tunnel	<input type="checkbox"/> Use of explosives
<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work in or near water or liquid that involves a risk of drowning	<input type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work that may have a contaminated or flammable atmosphere
<input type="checkbox"/> Tilt-up or precast concrete elements	<input type="checkbox"/> Diving work	<input checked="" type="checkbox"/> Work in an area with movement of powered mobile plant	<input type="checkbox"/> Work in areas with artificial extremes of temperature
<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians		

MONITORING FOR COMPLIANCE
Ongoing supervision to ensure compliance and monitoring / review of control measures to be done by (name and signature):

SAFE WORK METHOD STATEMENT (FLOORING)

SS-WHS-SAF-000

Authorised By:
Rev 1 18/07/2024



JOB / TASK STEP	HAZARDS / RISKS	RISK (I)	CONTROL MEASURES	RISK (R)	RESPONSIBILITY
Accessing site and starting work	Traffic hazards	High	Signage, flagging or delineation of work zone. Workers to be aware of traffic hazards.	Moderate	All workers
	Contact with services	High	Maintain exclusion zones around powerlines. Use spotters if necessary. DBYD and ensure underground services are protected prior to excavation.	Moderate	All workers
	Slips, trips and falls	High	Good housekeeping. Wear non-slips shoes. Pay attention when walking.	Moderate	All workers
	Sunburn / dehydration	Moderate	Sun protection (broadbrimmed hard hat, sunscreen, long-sleeve clothing). Drink plenty of water. Avoid excessive caffeine.	Low	All workers
	Electrical hazards	High	Testing and tagging of electrical equipment. Run leads in a safe manner. Inspect electrical equipment before use. RCDs in use.	Low	All workers
	Noise hazards	Moderate	Hearing protection to be worn if noise levels over 85dBA. Ensure loud plant or equipment is positioned away from workers, if possible.	Low	All workers

SAFE WORK METHOD STATEMENT (FLOORING)

SS-WHS-SAF-000

Authorised By:
Rev 1 18/07/2024



JOB / TASK STEP	HAZARDS / RISKS	RISK (I)	CONTROL MEASURES	RISK (R)	RESPONSIBILITY
	Chemical hazards	Moderate	<p>Up to date SDS register available for all hazardous substances.</p> <p>All safety controls in place as per SDS.</p> <p>All spills to be reported to supervisor.</p> <p>Refer to SDS for chemical properties and storage/handling procedures.</p>	Low	All workers
Conducting flooring work	Plant or equipment malfunction	Moderate	<p>Ensure pre-start checks are completed.</p> <p>Ensure all guarding is in place and fit for purpose.</p> <p>Report any faults to supervisor.</p>	Low	All workers
	Worker not competent with plant / equipment.	Moderate	Only competent and authorised personnel to complete this task.	Low	All workers
	Plant operation	High	<p>Only competent and authorised personnel to complete this task.</p> <p>Ensure plant exclusion zones are implemented and enforced.</p> <p>Use spotters as necessary.</p>	Moderate	All workers
	Eye injuries	Moderate	<p>Only competent and authorised personnel to complete this task.</p> <p>Ensure all safety glasses are worn.</p> <p>Ensure all guarding is in place.</p>	Low	All workers
	Hand injuries	Moderate	<p>Only competent and authorised personnel to complete this task.</p> <p>Ensure all guarding is in place.</p>	Low	All workers

SAFE WORK METHOD STATEMENT (FLOORING)

SS-WHS-SAF-000

Authorised By:
Rev 1 18/07/2024



JOB / TASK STEP	HAZARDS / RISKS	RISK (I)	CONTROL MEASURES	RISK (R)	RESPONSIBILITY
			Ensure appropriate gloves are worn.		
	Flying debris	Moderate	Safety glasses (double eye protection when welding / grinding). Exclusion zones around hazardous work.	Low	All workers
	Silica exposure	Moderate	Ensure areas are wet down to reduce dust. Ensure dust extraction is used on equipment (if fitted). Wear appropriate respiratory PPE if dust levels cannot be controlled.	Low	All workers
	Manual handling injuries	Moderate	All personnel must be Inducted. Adopt good posture and manual handling techniques. Use of mechanical devices. Team lifting.	Low	All workers
	Add task specific hazards here	XXX	Add task specific controls here	XXX	All workers
	Add task specific hazards here	XXX	Add task specific controls here	XXX	All workers
	Add task specific hazards here	XXX	Add task specific controls here	XXX	All workers
Completing task / pack up	Equipment damaged during shift	Moderate	Report damaged equipment to supervisor and tag it out.	Low	All workers
	Site security / unauthorised entry	Moderate	Ensure gates / fences are secured prior to leaving site.	Low	All workers
	Slips, trips, and falls	High	Ensure tools and equipment are stored appropriately.	Moderate	All workers

SAFE WORK METHOD STATEMENT (FLOORING)

SS-WHS-SAF-000

Authorised By:
Rev 1 18/07/2024



JOB / TASK STEP	HAZARDS / RISKS	RISK (I)	CONTROL MEASURES	RISK (R)	RESPONSIBILITY
			Place all rubbish in a bin.		
	Hazardous substances and flammables	Moderate	Ensure hazardous substances and flammables are stored appropriately.	Low	All workers

SAFE WORK METHOD STATEMENT (FLOORING)

SS-WHS-SAF-000

Authorised By:
Rev 1 18/07/2024



Risk Matrix		Consequences				
		Negligible (1) Minimal injuries / no injuries	Minor (2) Minor injuries / first aid	Significant (3) Moderate injuries / medical treatment	Severe (4) Serious injuries / hospitalisation	Catastrophic (5) Death / permanent impairment
Likelihood	Certain (5) 100% likely / almost 100% likely	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely (4) Will probably happen / is likely to happen	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible (3) Could happen or plausible	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely (2) Improbable but could happen / not expected	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Very Unlikely (1) Rare / not expected but remotely possible	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

SAFE WORK METHOD STATEMENT (FLOORING)

SS-WHS-SAF-000

Authorised By:
Rev 1 18/07/2024



WORKER SIGNOFF			
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature:
Name:	Signature:	Name:	Signature: