Safe Work Method Statement

Organisation details			
Name	Flooring Ideas Pty Ltd	Contact	Sam Trujulio
ABN	38 111 222 333	Position	Director
Address	38 Sampson Close, Dalby Qld 4405	Phone	0403 777 777

Project details	
Project	Bob and Denise Williams, 13 Western St, Dalby Qld 4405
Activity	Lay vinyl floor covering on a concrete subfloor
Equipment	Electric grinder, roller, hand tools, vacuum cleaner
Maintenance checks	Check tools for damage or signs of excessive wear before using them Check power leads for damage' and make sure electrical inspection tags are current
Materials	Sheet vinyl floor covering, Ardex K 15 compound, Fabgrip Hi-Tac 2003 adhesive

Legislation and standards: All work will compliance with the following legislation and standards	
Legislation	Work Health and Safety Act (2011) Work Health and Safety Regulation (2011) Environmental Protection Act (1994)
Standards	AS 1884-2012: Floor coverings – Resilient sheet and tiles – Installation practices

Activity	Hazards	Control measures
Deliver materials to site	Back injury, strained muscles, slips and falls	Use good manual handling practices Use an offsider to help carry large rolls of floor covering or other awkward items Clear walkways and access ways before moving materials Wear work boots and appropriate clothing
Grind concrete floor	Electric shock	Check power leads and plugs for damage Check that testing tags on electrical tools are up-to-date
	Hearing damage	Wear hearing protection when using grinder and when working in noisy areas

	Eye injury	Wear safety glasses when operating grinder
	Dust inhalation	Wear a dust mask when grinding and sweeping up Use a vacuum cleaner where possible to pick up dust
Mix and install K15 smoothing compound	Dust inhalation	Wear a dust mask while mixing K15
	Strains and sprains	Use good manual handling practices Wear knee pads
Cut vinyl to size	Cuts to hands	Use safe knife handling and cutting techniques Maintain correct stance and positioning of materials
Apply adhesive	Muscle strains	Maintain comfortable position and controlled trowel movements Wear knee pads
	Inhalation of fumes	Ensure ventilation is adequate Use a fan where there is poor cross-draught
	Skin irritation	Use gloves when excessive skin contact is likely Wash hands and exposed skin when finished
Lay vinyl	Trips, muscle strains and back injuries	Remove all unnecessary materials and tools from area Work methodically across the floor Wear knee pads Use good manual handling techniques

Training required	
Qualifications	All installers must hold the Certificate III in Flooring Technology, or be working under the direct supervision of a person who holds this qualification
Training	All personnel on-site must hold the WorkCover White Card All personnel on-site must complete the site induction prior to starting work

Sign-off: This SWMS has been developed in consultation with our workers and has been read, understood and signed by all workers undertaking the job

Name	Position	Signature	Date
Sam Trujulio	Manager	STrujulio	24/2/13
Cyril Simons	Installer	Cyril Simons	24/2/13
John McFarlane	Installer	John McF	24/2/13
Peter Adams	Delivery driver	Peter Adams	24/2/13