

## 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<br>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 is in compliance with the following legislation and standards |  |
|---|--|
| Legislation   | Work Health and Safety Act (2011)<br>Work Health and Safety Regulation (2011)<br>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<br>Use an offsider to help carry large rolls of floor covering or other awkward items<br>Clear walkways and access ways before moving materials<br>Wear work boots and appropriate clothing |
| Grind concrete floor      | Electric shock                                 | Check power leads and plugs for damage<br>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<br>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<br>Wear knee pads  |
| Cut vinyl to size                      | Cuts to hands                           | Use safe knife handling and cutting techniques<br>Maintain correct stance and positioning of materials  |
| Apply adhesive                         | Muscle strains                          | Maintain comfortable position and controlled trowel movements<br>Wear knee pads   |
|  | Inhalation of fumes                     | Ensure ventilation is adequate<br>Use a fan where there is poor cross-draught   |
|  | Skin irritation                         | Use gloves when excessive skin contact is likely<br>Wash hands and exposed skin when finished   |
| Lay vinyl                              | Trips, muscle strains and back injuries | Remove all unnecessary materials and tools from area<br>Work methodically across the floor<br>Wear knee pads<br>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<br>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         | <i>S Trujulio</i>   | 25/2/13 |
| Cyril Simons   | Installer       | <i>Cyril Simons</i> | 25/2/13 |
| John McFarlane | Installer       | <i>John McF</i>     | 25/2/13 |
| Peter Adams    | Delivery driver | <i>Peter Adams</i>  | 25/2/13 |