


<b>Local Office Details:</b> Stair Lock Pty Ltd – VIC Unit3, 114 Merrindale Drive Croydon, Victoria 3136 Ph: (03) 8761 6777		<b>Principle Contractor:</b> Admin Contact Name: Address: Ph:	
<b>Work Activity:</b>	Installation of staircases	<b>Work/Site Location:</b>	All sites
<b>High Risk Work:</b>	Working at heights above 2m	<b>Site Contact Person:</b>	
		<b>Site Contact Title:</b>	
<b>Have the workers been consulted about this SWEMS?</b>		Yes	<b>Site Contact Phone:</b>
<b>Person Responsible</b> for ensuring compliance with SWEMS on site	Justin Reynolds	<b>Date SWEMS Provided to PC:</b>	
<b>Person(s) Responsible</b> for reviewing the SWEMS	Justin Reynolds	<b>Date Reviewed by PC:</b>	
<b>Reviewers Signature:</b>		<b>Date Approved by PC:</b>	
		<b>Date Signed by Worker:</b>	
<b>Note: The last Stair Lock review date of the master SWEMS is the effective/issue date.</b>			

### Minimum Personal Protective Equipment (PPE) requirements for this job:

<input checked="" type="checkbox"/> Eye Protection AS 1337.1:2010	<input type="checkbox"/> Hearing Protection AS/NZS 1270	<input type="checkbox"/> Hard Hat AS/NZS 1801	<input checked="" type="checkbox"/> Safety Boots AS/NZS 2210.3
<input checked="" type="checkbox"/> High Vis Vest & Long sleeve shirt AS/NZS 4602	<input type="checkbox"/> Safety Harness AS/NZS 1891.1	<input type="checkbox"/> Respirator AS/NZS 1715	<input type="checkbox"/> Gloves AS 2161

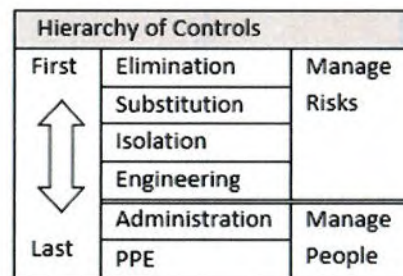
*Note: Gloves, Safety Glasses, Respirators, Hearing Protection and Safety Harnesses may be required from time to time dependent on the task.*

Likelihood	Consequences				
	1 – Minor	2 – Medium	3 – Serious	4 – Major	5 – Catastrophic
A – Almost certain	Moderate	High	Critical	Critical	Critical
B – Likely	Moderate	High	High	Critical	Critical
C – Possible	Low	Moderate	High	Critical	Critical
D – Unlikely	Low	Low	Moderate	High	Critical
E - Rare	Low	Low	Moderate	High	High

Consequence	
Minor	First aid, minor incident, low financial loss.
Medium	Medical treatment, reversible, short term impact to local area, medium financial loss.
Serious	Lost time injury, reversible, medium term local impact, high financial loss.
Major	Permanent disability, widespread impact, huge financial loss.
Catastrophic	Fatality, permanent disability, widespread impact, huge financial loss.
Likelihood	
Almost Certain	It is almost certain that the Risk will occur in most circumstances.
Likely	The Risk is likely to occur in most circumstances.
Possible	There is uncertainty that the Risk could occur.
Unlikely	The Risk could occur at some stage but there is confidence that it will not.
Rare	The Risk may occur only in exceptional circumstances.

Define consequence first then determine the likelihood, as different consequences have a different likelihood.

<b>Low (Class I)</b>	Risks that are below the risk acceptance level threshold and do not require active management.
<b>Moderate (Class II)</b>	Risks that lie on the acceptance threshold and require active monitoring.
<b>High (Class III)</b>	Risks that exceed the risk acceptance threshold and require proactive management.
<b>Critical (Class IV)</b>	Unacceptable risks. Activities that are deemed to be a critical risk should not be undertaken.



Step	What are the tasks?	What are the hazard(s)?	Initial Risk Rating	Control Description <small>Applicable Industry Practice Control Measure &amp; or Australian Standard/Code of Practice</small>	Residual Risk Rating	Responsible Person
1	<u>Mobilisation</u> Providing general work facilities for all workers.	Lack of amenities for workers. Lack of emergency and first aid facilities. Lack of warning notices.	High C3	<ul style="list-style-type: none"> <li>Ensure required amenities are provided (toilets, wash facilities, shed for meal breaks) and all are set up safely and with power and water connected where required.</li> <li>Ensure emergency plans where required and first aid facilities are in place and first aid kit has been checked for adequate contents.</li> <li>Check that required warning notices are in place around perimeter boundary.</li> </ul>	Low E2	Workers. PC Building Site Supervisor.
2	<u>Site Access:</u> Car parking, unloading, vehicle movements	Lack of car park spaces Hit by moving vehicles	Moderate C2	<ul style="list-style-type: none"> <li>Park as close to site as reasonable to ensure safe unloading of tools and materials</li> <li>Look out for speed restriction signs if area heavily congested with trade vehicles</li> <li>Keep alert at all times when crossing roads or on driveways and watch out for other trades, vehicle or plant movements</li> </ul>	Low E1	Workers.
3	<u>Site Access:</u> Working in and around the work area.	Falling into unprotected voids, holes, trenches in the ground, excavations Impaling, twisted ankles, trips, falls	Moderate C2	<ul style="list-style-type: none"> <li>Ensure site has no open or uncovered voids near working area (other than work-in-progress stair/balcony work site)</li> <li>Use planks if necessary to cover uneven ground, holes, openings, open trenches or excavations</li> <li>If it is a Critical or High level risk, call your Supervisor and discuss ways to minimise the risk level. If you cannot minimise the risk level, work should be postponed until such a time as the risk level can be reduced.</li> </ul>	Low E1	Workers PC Building Site Supervisor.
4	<u>Site Access:</u> Working in and around the work area.	Slipping, tripping or falling over materials or uneven ground surface	High B2	<ul style="list-style-type: none"> <li>Examine pathways and access/egress ways before entering and moving material around the site</li> <li>Remove any obstacles or debris before using equipment.</li> <li>Keep pathways clear of trip hazards.</li> <li>Place rubbish and material in the bins provided.</li> </ul>	Low E1	Workers. PC Building Site Supervisor.

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5	<u>Site Access:</u> Working Outdoors.	UV Radiation – skin cancers.	High D4	<ul style="list-style-type: none"> <li>▪ Avoid working outdoors during the heat of the day where possible.</li> <li>▪ Wear appropriate protective equipment and clothing such as wide brimmed hats, long-sleeved tops, and tinted safety glasses that conform to Australian Standard 1337.</li> <li>▪ All workers to apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours when they are working outdoors.</li> </ul>	Low E2	Stair Lock Supervisor. Workers.
6	<u>Site Access:</u> Lifting and carrying material or heavy loads.	Muscular skeletal injuries caused by lifting items incorrectly or are too heavy.	High B3	<ul style="list-style-type: none"> <li>▪ Use wheelbarrows or trolleys to carry materials and tools.</li> <li>▪ Don't lift objects that are too heavy for one person to lift.</li> <li>▪ Use forklift for all heavy items.</li> <li>▪ Use two people to lift longer items.</li> </ul>	Low E2	Workers.
7	<u>Site Access:</u> Working in the vicinity of other trades.	Objects striking, falling on the worker. Fumes Contact with overhead or underground services etc	High C3	<ul style="list-style-type: none"> <li>▪ Supervisor to try to allocate work to jobs where other trades will not be working on the same day.</li> <li>▪ Assess the level of risk involved in working in that environment with the current conditions and keep open lines of communications with other trades regarding hazards observed</li> <li>▪ If it is a Critical or High level risk, call your Supervisor and discuss ways to minimise the risk level. If you cannot minimise the risk level, work should be postponed until such a time as the risk level can be reduced.</li> </ul>	Low E2	Workers.
8	<u>Site Access:</u> Accessing the stair case installation location.	Cuts & Abrasions to head & Upper Body	Moderate A1	<ul style="list-style-type: none"> <li>▪ Ensure that there is a clear unobstructed passage into premises including an opening or "Alley" through external Scaffolding.</li> <li>▪ Ensure there are no overhead obstructions, cables, wires</li> </ul>	Low E1	Principle Contractor. Workers.

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9	<u>Installation:</u> Using electrical equipment such as drills, circular saws drop saws, sanders, nail guns and other power tools.	Electric shocks / electrocution.	Critical D5	<ul style="list-style-type: none"> <li>▪ Use battery powered hand tools in all cases where possible in as the preferred option.</li> <li>▪ Test and Tag electrical tools and equipment in accordance with AS3760.</li> <li>▪ Always follow the manufacturer's instructions.</li> <li>▪ Only use heavy duty leads.</li> <li>▪ Do not use extension cords over 32m including leads that are joined.</li> <li>▪ Protect leads from damage and keep them clear of the ground where possible or use battery powered hand tools instead.</li> <li>▪ Do not use "piggy-back sockets", or portable domestic power boards on site.</li> <li>▪ Use a portable industrial Residual Current Device (orange box with RCD circuit breaker) for all work requiring electrical leads and tools – this device must be manually tested each day by pushing the trip button in addition to formal testing and tagging as per AS3760.</li> <li>▪ Do not carry power tools by the lead.</li> </ul>	Low E1	Stair Lock Supervisor. Workers.
10	<u>Installation:</u> Using electrical equipment such as drills, circular saws drop saws, sanders, nail guns and other power tools.	Eye injuries.	High C3	<ul style="list-style-type: none"> <li>▪ Have as much work completed off site in the factory as possible.</li> <li>▪ For all work on site, workers will be assessed as competent by their Supervisor before use with that equipment.</li> <li>▪ All workers must be wearing correct safety eye wear and any other Personal Protective Equipment as recommended by the manufacturer of the equipment.</li> </ul>	Low E1	Stair Lock Supervisor. Workers.

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11	<u>Installation:</u> Using electrical equipment such as drills, circular saws drop saws, sanders, nail guns and other power tools	Hearing loss. Noise Pollution.	High B3	<ul style="list-style-type: none"> <li>▪ Have as much work completed off site in the factory as possible.</li> <li>▪ For all work on site, workers will be assessed as competent by their Supervisor before use with that equipment.</li> <li>▪ Substitution with less noisy equipment where possible.</li> <li>▪ All workers must be wearing correct hearing protection and any other Personal Protective Equipment as recommended by the manufacturer of the equipment.</li> <li>▪ Follow working hours set for site, usually 7am-8pm</li> </ul>	Low E1	Stair Lock Supervisor. Workers.
12	<u>Installation:</u> Cutting material with electrical saws.	Severe cuts.	High C3	<ul style="list-style-type: none"> <li>▪ Have as much work completed off site in the factory as possible.</li> <li>▪ Where not possible, ensure that material is well balanced and not too long to cause one or both ends to fall awkwardly once cut.</li> <li>▪ Whenever using a circular saw, both hands of the worker are to be on the tool to avoid kick back. The material being cut must be braced in place by a mechanical clamp or by another worker steadying it.</li> </ul>	Low E1	Stair Lock Supervisor. Workers.
13	<u>Installation:</u> Cutting material with electrical saws.	Long term dust exposure causing breathing difficulties and possibly nasal and lung irritation. Air Pollution.	High E5	<ul style="list-style-type: none"> <li>▪ Have as much work completed off site in the factory as possible.</li> <li>▪ Stair Lock MDF Stair Systems are made from low emission Laminex E0-E1 Medium Density Fibreboard, which have formaldehyde emissions well below the Australian Standards.</li> <li>▪ Where this is not possible, and cutting is not carried out for long periods, any cutting should be carried out in a well-ventilated area and Workers need to be wearing respirators, hearing protection and safety eye wear.</li> </ul>	Low E2	Stair Lock Supervisor. Workers.

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14	<u>Installation:</u> Applying glue to rebates.	Fumes and exposure to irritants.	High D4	<ul style="list-style-type: none"> <li>▪ Use in a well ventilated area where possible.</li> <li>▪ Use the low emission products like where possible.</li> <li>▪ If ventilation is not ideal, use an approved respirator.</li> <li>▪ Use the appropriate SDS – refer reference section below</li> </ul>	Low E1	Workers.
15	<u>Installation:</u> Lifting stringers or pre-assembled flights.	Manual Handling – potential sprains/strains, injuries to back, shoulders, muscles, joints etc.	High B3	<ul style="list-style-type: none"> <li>▪ Where possible, two workers to be allocated to the job to share the load.</li> <li>▪ Join (when required) the stringers as close to the stair well as possible, and then insert the treads and risers with stringers in position, rather than lifting the entire flight into place.</li> <li>▪ Only carry what is a comfortable weight and do not overload yourself – if the weight is too difficult to lift or you feel as though you need assistance, call the Supervisor for additional support in lifting material.</li> <li>▪ Use correct lifting techniques such as lifting from your knees rather than your back.</li> </ul>	Low E2	Stair Lock Supervisor. Workers.
16	<u>Installation:</u> Working around floor openings at ground level.	Falls – injury to lower leg.	Moderate C2	<ul style="list-style-type: none"> <li>▪ Cover the opening with temporary or permanent fixtures.</li> </ul>	Low E1	Workers.
17	<u>Installation:</u> Securing the top of the flight to landing above.	Falls more than 2 metres.	Moderate B1	<ul style="list-style-type: none"> <li>▪ Ensure ladder is of an industrial type rated to 120 kg SWL.</li> <li>▪ Secure the ladder to a solid structure.</li> <li>▪ Place ladder at an angle of 4:1.</li> <li>▪ Keep 3 points of contact with ladder where possible whilst working.</li> </ul>	Low E2	Workers.

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18	<u>Installation:</u> Placing Hanger Panels – cutting out plaster to fit Hanger Panels.	Falls more than 2 metres.  Cuts and grazes.	Moderate D3	<ul style="list-style-type: none"> <li>▪ Ensure ladder is of an industrial type rated to 120 kg SWL.</li> <li>▪ Secure the ladder to a solid structure.</li> <li>▪ Place ladder at an angle of 4:1.</li> <li>▪ Keep 3 points of contact with ladder where possible.</li> <li>▪ Keep hands and fingers well away from cutting edge.</li> <li>▪ Retract knife blade after every use.</li> </ul>	Low E2	Workers.
19	<u>Installation:</u> Placing Hanger Panels - Lifting Hangers Panels into place.	Falls more than 2 metres.  Manual Handling.	Moderate D3	<ul style="list-style-type: none"> <li>▪ Ensure ladder is of an industrial type rated to 120 kg SWL.</li> <li>▪ Secure the ladder to a solid structure.</li> <li>▪ Place ladder at an angle of 4:1.</li> <li>▪ Keep 3 points of contact with ladder where possible.</li> <li>▪ Temporarily screw blocks on top of Panel to support it over the landing whilst securing it into place.</li> </ul>	Low E2	Workers.
20	<u>Installation:</u> Installing the top flight of stairs.	Falls more than 2 metres.  Top flight of stairs falling.	High B3	<ul style="list-style-type: none"> <li>▪ All work to be undertaken from a top winder.</li> <li>▪ Ensure work area is clear of tools and other material that may cause a trip hazard.</li> <li>▪ Install a temporary brace under the top landing to the bottom of the underside of the top winder (where possible) to stop the flight from falling.</li> </ul>	Low E2	Workers.
21	<u>Installation:</u> Installation of flight or balcony balustrading: including posts, rails and balusters.	Falls (possibly greater than 2 metres).	High B3	<ul style="list-style-type: none"> <li>▪ Ensure work area is clear of tools and other material that may cause a trip hazard.</li> <li>▪ Post: secure to stair or existing framework</li> <li>▪ Rail: secure cut to size lengths between posts.</li> <li>▪ Baluster: as much as possible install from bottom up and always from behind balusters already installed.</li> <li>▪ Ensure work is carried out as far back on the tread or landing as possible.</li> </ul>	Low E2	Workers.



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22	<u>Installation:</u> Applying nails to stairs and balustrades.	Puncturing (self or objects), flying objects	Moderate D3	<ul style="list-style-type: none"> <li>▪ Ensure all body parts are clear of barrel tip at all times</li> <li>▪ Ensure nail gun is NOT on automatic mode, depress trigger for each nail and release trigger after firing each nail</li> <li>▪ Never point nail gun at other people</li> <li>▪ Nail gun in operation sign must be placed 6 meters from working area</li> </ul>	Low E2	Workers.
23	<u>Incomplete Installation:</u> Incomplete installation due to unforeseen circumstances.	Falls (possibly greater than 2 metres).	High B3	<ul style="list-style-type: none"> <li>▪ Block entry to both top and bottom of the staircase to prevent entry onto the stair.</li> <li>▪ Advise builder of the reason in which the staircase cannot be completed.</li> <li>▪ Advise Stairlock management to rectify the issue, immediately.</li> </ul>	Low E2	Workers.
24	<u>COVID-19</u>	Contracting and/or spreading the contagious virus	High C3	<ul style="list-style-type: none"> <li>▪ Keep 1.5m distance with all other trades and avoid close proximity especially for extended periods as much as possible</li> <li>▪ Maintain appropriate hygiene practices</li> <li>▪ Follow Stair Lock COVID-19 Plan</li> <li>▪ Follow specific customer on-site induction directions</li> <li>▪ Follow government COVID-19 directions</li> </ul>	Low E2	Workers.
25	<u>Installation</u> Any unforeseen activity and/or site condition	Unsafe conditions or activity potentially placing employee's life or health in imminent and serious danger	High C4	<ul style="list-style-type: none"> <li>▪ Proceed to safe area out of imminent danger zone and/or refuse to participate in unsafe activity</li> <li>▪ Contact immediate supervisor and report risk</li> <li>▪ Discuss available options to deal with particular risk at hand</li> </ul>	Low E2	Workers.

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26	<u>Cleaning</u> Clean up work area at end of day	Unsustainable environmental practices And waste management, increasing landfill	Low C1	<ul style="list-style-type: none"> <li>▪ Waste is very limited due to custom made stairs for individual site plans</li> <li>▪ Timber offcuts, pallets and wrapping waste is disposed in dedicated site bins with consideration for recycling options where available</li> </ul>	Low E1	Workers.

### References – Acts and Regulations

- Work Health and Safety Act 2012 (SA)
- Work Health and Safety Act 2011 (QLD)
- Work Health and Safety Act 2011 (NSW)
- Occupational Health and Safety Act 2004 (VIC)
- Work Health and Safety Regulations 2012 (SA)
- Work Health and Safety Regulation 2011 (QLD)
- Work Health and Safety Regulation 2017 (NSW)
- Occupational Health and Safety Regulations 2017 (VIC)

### Codes of practice

- Construction Work
- First Aid in the workplace
- Hazardous Manual Tasks
- How to manage Health and safety Risks
- Managing Electrical Risks in the workplace
- Managing Noise and preventing hearing loss at work
- Managing the risk of plant in the workplace
- Managing the work environment and facilities
- Preventing falls in Housing Construction
- Work Health and Safety Consultation, Cooperation and Coordination

### Relevant Safety Data Sheets

For a comprehensive list refer to: [IMS/Hazards/MSDS+SDS](#) - only the most commonly used materials are listed below and not all will be used on each job depending on the type of wood that is selected for the stair case:










- SDS. American Red Oak
- SDS. Alpine MDF
- SDS. Bostik AVS\_AV180
- SDS. Laminex MR E0 Craftwood
- SDS. Laminex Veneers
- SDS. Maxbond Fast Grip (Sausage & Cartridge)
- Titebond III Ultimate Wood Glue

### Notes:

All other site-based hazards not identified by the SWEMS shall be identified and documented using the Stair Lock Netsuite Actions Register and managed through the company safety management system.

Should any conditions on site, scopes of works or other unforeseen changes of the job occur, this SWEMS must be reviewed and updated prior to starting work.

### SWEMS Consultation / Sign Off Sheet

Worker Name (Print)	Worker Signature	Date	Worker Name (Print)	Worker Signature	Date
TIM McKEWZIE		1/3/2021			
SASO MAISCH		1/3/2021			
JUAN GARZON		1/3/2021			
JESSE TOLEAFOA		1/3/2021			
CAM ROBINSON		1/3/21			
REILLY SPITCH		1/3/21			
ADAM BRONSEEST		1/3/21			
SAM KEYS		1/3/21			
RUSSELL KOVACS		1/3/21			