







# Safe Work Method Statement

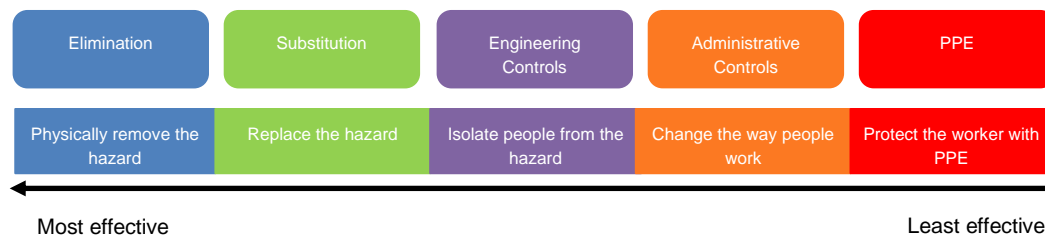


<b>TASK</b>	Air Dancer Set Up and Pack Up			<b>DATE:</b>	July 2022		
SWMS Approved By:		Name:		Signed:			
<b>LOCATION:</b>							
Employees:		Yes					
Contractors:		Yes					
Names of Contractor/s:							
<b>Details of involvement and consultation in the development of this SWMS</b>							
<b>Name</b>		<b>Signature</b>		<b>Date</b>		<b>Name</b>	
<b>Plant &amp; Equipment required:</b>				<b>Hazardous chemicals that will be used: (attach copies of MSDS's)</b>			
Ladder		Outdoor power cord	X	Other:			
Power tools		Outdoor RCD	X				
Forklift/Bobcat							
Crane							
<b>Personal Protective Equipment Required (Tick):</b>							
     				Other: <ul style="list-style-type: none"> <li>• Check the weather prior to setting up</li> <li>• Check the area where it is to be set up – free from debris, poles, trees, people, vehicles etc</li> <li>• Ensure that the air dancer is supervised at all times</li> </ul>			

Permits, Licences or Training Required (Tick):		Environmental Hazards:	
<input type="checkbox"/> Confined Space	<input type="checkbox"/> Excavation	<input type="checkbox"/> Air Pollution	<input type="checkbox"/> Noise Pollution
<input type="checkbox"/> Hot Work	<input type="checkbox"/> High Risk Licence Work	<input type="checkbox"/> Soil Pollution	<input type="checkbox"/> Stormwater Pollution
<input type="checkbox"/> Electrical Isolation	<input type="checkbox"/> Scaffolding	<input type="checkbox"/> Water Pollution	<input type="checkbox"/> Soil Erosion
<input type="checkbox"/> Working at Heights	<input type="checkbox"/> Rigging	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Traffic Management	<input type="checkbox"/> Crane & Hoist	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/> Forklift		
	<input type="checkbox"/> Pressure Equipment		

LIKELIHOOD	Almost Certain	5	M	M	H	E	E
	Likely	4	M	M	H	H	E
	Possible	3	L	M	M	H	H
	Unlikely	2	L	L	M	M	H
	Rare	1	L	L	L	M	M
			1	2	3	4	5
			Negligible	Minor	Moderate	Major	Extreme
			CONSEQUENCE				

#### Hierarchy of Control



Residual risk rating	Action needed	Description	Report to
Low	Acceptable	Risk acceptable with adequate controls, managed by routine procedures and subject to monitoring.	Manager
Medium	Monitor	Risk acceptable, with adequate and effective controls, managed by specific procedures and subject to continuous monitoring.	Manager/ Executive team
High	Urgent attention	Risk managed by an established, tailored controls regime that requires appropriate responsibility at a Corporate Executive level and communication to the Organisation.	CEO/ Executive team/ Board
Extreme	Unacceptable	Risk managed by an established, tailored controls regime that requires appropriate responsibility at the highest level. Requires frequent, highly focused monitoring and review by experienced personnel. Continuous monitoring by the Board.	Executive team / Board

Risks with a residual rating of extreme or high are not tolerable and are mitigated. Proposed risk mitigation measures are subjected to a cost-benefit analysis. Any risk with a catastrophic consequence, regardless of likelihood, is treated.

COMPILATION OF SWMS		HIERARCHY OF RISK CONTROLS
STEP	Number each discrete step in the task sequence – eg: 1,2 etc	Always implement the highest ranked control
ACTIVITY	Briefly describe the activity to be carried out in each step	<ol style="list-style-type: none"> <li>1. <b>Eliminate</b> the hazard or risk (preferred option) <b>Only if it is not reasonably practicable to eliminate the risk consider (in order):</b></li> <li>2. <b>Substitute</b> the hazard with one with a lesser risk, or</li> <li>3. <b>Isolate</b> the hazard to prevent exposure to the hazard, or</li> <li>4. Reduce the hazard by <b>Engineering</b> controls</li> <li>5. Reduce the exposure to the hazard by <b>Administrative</b> means</li> <li>6. Protect persons from exposure by use of <b>PPE</b> (personal protective clothing and equipment)</li> </ol>
HAZARDS	Identify what in each activity could cause harm to a person, the job, materials, or the environment	
RISK CONTROLS	What precautions or control measures will be taken to control the risk (consider hierarchy)	

**Prior to commencing the set up and pack up of the air dancer, please ensure that all workers involved are trained and signed onto this SWMS.**

<p>Equipment required:</p> <ul style="list-style-type: none"> <li>• Air dancer blower</li> <li>• Air dancer</li> <li>• Outdoor power cord of suitable length</li> <li>• Outdoor RCD point</li> <li>• Two person lift or trolley to manoeuvre items to where required</li> </ul>				<p>Things to review:</p> <ul style="list-style-type: none"> <li>• Ensure air dancer can be supervised at all times, or cordoned off to stop people from touching or going near it.</li> <li>• Regular checks of the air dancer to be completed throughout the day.</li> <li>• Weather (do not use in windy or very hot weather). Check throughout the day</li> <li>• Traffic area (will electrical cord be run over)</li> <li>• Obstructions – trees, buildings, poles etc (requires 4m2 clear area all the way up)</li> <li>• No debris underneath the fan base</li> <li>• General review of fan – undamaged, cord in good condition</li> </ul>			
Weather	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday

Location on site (description of area, way to cordon off area, traffic etc)							
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ACTIVITY	HAZARDS & RISKS	INITIAL RISK	RISK CONTROLS	RES RISK	PERSON RESPONSIBLE
Break job down into discrete steps. Each step should accomplish some major task and be in a logical sequence	Identify the hazards associated with each step, and examine each to identify possibilities that could lead to an accident		Consider number of people required to carry out a task, training, skills and competencies required, licenses, permits, etc., environmental controls, plant, tools and equipment, safety equipment and PPE etc.		List (by name and position) the persons responsible for this.
Survey site / weather	<ul style="list-style-type: none"> <li>No review of weather or site completed</li> <li>Weather is too windy or too hot or inappropriate for the air dancer causing damage</li> <li>Location may cause injury/damage to the air dancer, property, customers, vehicles etc</li> </ul>		<ul style="list-style-type: none"> <li>Use daily weather/site review above to list conditions and location</li> <li>Do <u>not</u> set up air dancer: <ul style="list-style-type: none"> <li>In windy, hot or inappropriate weather conditions</li> <li>In an area without supervision or appropriate cordoning off (no one should be able to go near the air dancer and blower – at least 4m around the blower and air dancer)</li> <li>Near trees, tall shrubs, poles, wires, overhead electrical etc. (Airdancer will inflate to 6 m overhead)</li> <li>Near where people congregate due to noise levels</li> </ul> </li> </ul>		
Check equipment	<ul style="list-style-type: none"> <li>Equipment is damaged</li> <li>Equipment is not appropriate for conditions (trafficable, weather, outdoor, length)</li> </ul>		<ul style="list-style-type: none"> <li>Only person trained on this SWMS to turn on blower</li> <li>Check equipment before and after each set up and pack up.</li> <li>Check cords for damage and deformities</li> </ul>		

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				<ul style="list-style-type: none"><li>• Check electrical outlets for damage</li><li>• Check air dancer for damage and tears</li></ul>		
	Take equipment to area	<ul style="list-style-type: none"><li>• Manual handling injury</li><li>• Equipment broken or damaged</li><li>• Vehicle collision</li><li>• Trip, slips and falls</li></ul>		<ul style="list-style-type: none"><li>• Use appropriate means to transport equipment (ie: trolley)</li><li>• Ensure pathway is clear to site of set up</li><li>• Ensure any roads are clear and electrical cords are not placed where traffic will go over them</li><li>• Ensure that area for blower to be set up is not near traffic (vehicle or pedestrian) whilst setting up. Use appropriate means to cordon area off.</li></ul>		
	Set up area	<ul style="list-style-type: none"><li>• Manual handling injury</li><li>• Equipment broken or damaged</li><li>• Vehicle collision</li><li>• Trip, slips and falls</li></ul>		<ul style="list-style-type: none"><li>• Only person trained on this SWMS to turn on blower</li><li>• Use appropriate means to transport equipment (ie: trolley)<ul style="list-style-type: none"><li>• Ensure pathway is clear to site of set up</li><li>• Ensure any roads are clear and electrical cords are not placed where traffic will go over them</li></ul></li><li>• Ensure that area for blower to be set up is not near traffic (vehicle or pedestrian) during use.</li><li>• Use appropriate means to cordon area off and/or means to avoid pedestrian trip hazards with electrical cords</li></ul>		

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Break job down into discrete steps. Each step should accomplish some major task and be in a logical sequence		Identify the hazards associated with each step, and examine each to identify possibilities that could lead to an accident		Consider number of people required to carry out a task, training, skills and competencies required, licenses, permits, etc., environmental controls, plant, tools and equipment, safety equipment and PPE etc.		List (by name and position) the persons responsible for this.
	Turn on air dancer	<ul style="list-style-type: none"> <li>• Electrocution</li> <li>• Injury to self or others nearby</li> <li>• Damage to property/equipment nearby</li> <li>• Exceeds noise levels</li> </ul>		<ul style="list-style-type: none"> <li>• Only person trained on this SWMS to turn on blower</li> <li>• Ensure that no one is near the air dancer when turning on</li> <li>• Ensure that the air dancer is supervised at all time or cordoned off to ensure that no one goes near the air dancer and on/off button.</li> <li>• Ensure anyone working near the air dancer wears appropriate hearing protection.</li> </ul>		
	Supervision of air dancer	<ul style="list-style-type: none"> <li>• Air dancer not supervised and accessed by persons not trained</li> <li>• Air dancer gets caught or damaged during use without anyone knowing causing hazards</li> </ul>		<ul style="list-style-type: none"> <li>• Ensure that the air dancer is supervised at all time or cordoned off to ensure that no one goes near the air dancer and on/off button.</li> <li>• Ensure anyone working near the air dancer wears appropriate hearing protection.</li> </ul>		
	Pack Away air dancer	<ul style="list-style-type: none"> <li>• Manual handling injury</li> <li>• Equipment broken or damaged</li> <li>• Vehicle collision</li> <li>• Trip, slips and falls</li> </ul>		<ul style="list-style-type: none"> <li>• Use appropriate means to transport equipment (ie: trolley)</li> <li>• Ensure pathway is clear before removing air dancer and any cords</li> <li>• Ensure area where air dancer is set up is safe for person packing it away (clear from traffic, vehicles, pedestrians).</li> <li>• Turn of electrical supply prior to turning off.</li> </ul>		

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<b>SEE BLOWER FOR FUTHER DETAILS AND <a href="#">VIDEO</a> FOR SETUP ADVICE</b>					





# **CAUTION: PLEASE READ AND FOLLOW THE INSTRUCTIONS BELOW BEFORE USING**

1. The voltage required by the fan must be ensured and the power load should be correctly calculated. The power supply point must have a leakage protection device;
2. Please avoid using it under the scorching sun and rainy days. If it cannot be avoided, please use it carefully under the premise of ensuring safety;
3. Please check whether the fan is abnormal before use. If it is damaged or deformed, it should be repaired by professionals before it can be used;
4. before the start of the fan to ensure that there are no debris around, the fan can not cover the item within 30 minutes after working and stopping work;
5. When the fan is running, it must be guarded by a special person, and the children, the elderly and the unrelated persons are refused to approach;
6. If there is odor or abnormal noise when the fan runs, the power must be turned off immediately, and it should be repaired by professionals;
7. After the fan is put into operation, it should be inspected every 6 months, If it needs to be disassembled or replaced, please be handled by professionals.

