



Safe Work Method Statement (SWMS)

Maintenance & Repairs of Automatic Doors

Client:	TBA
Site:	1 New St New Place NSW 2000
Revision:	1.0

Work Activity: <u>Service & Repair of automatic entry equipment</u> Client: <u>TBA</u> Sites: <u>All</u> Work area: <u>Entries</u> Scope: <u>Safety Inspection, maintenance & repairs of auto entry equipment</u>	This SWMS was developed in compliance with the NSW WHS Act 2011 and NSW WHS Regulation 2017, which require SWMS for all High-Risk Work. The elements of this project that are defined as High Risk include: <ul style="list-style-type: none"> • Nil (Work at height is <2m, no mobile plant will be used)
This SWMS was prepared by SM Automatic Doors Pty Ltd ABN: 87 647 287 821 Contact the Service Coordinator: Phone: <u>0410 840 425</u> Email: <u>service@smdoors.com.au</u>	References that inform this work method include the following Australian Standards, National Codes of Practice, or other applicable authoritative guidance: <i>How to manage work health & safety risks; Managing the risk of falls at workplaces; Managing the work environment & facilities; Work health & safety consultation, coordination & cooperation; Managing electrical risks at the workplace</i>
Developed by: Jeremy Michaelson, Managing Director, Date: 11/03/21 Sign: Reviewed by: Vincent Shayler, Service Supervisor, Date: 11/03/21 Sign:	Materials required (See also hazardous materials register further in this document): Components of metal and plastic, structural silicone, solvents, lubricants
Occupations & Roles required to attend site to complete this work: Field Technicians	Equipment required: Common hand and cordless power tools, barricades, signage (warning & directive), stepladders (per controls & risk assessment)
Personal Protective Clothing & Equipment (PPCE):	Mandatory: Company issued uniform, safety boots, face mask, disposable gloves
Specific tasks:	Drilling: Safety glasses, hearing protection Handling sharp materials: Cut-resistant gloves

This SWMS assesses & controls High-Risk Tasks: None

<input type="checkbox"/>	involves a risk of a person falling more than 2 metres (<input type="checkbox"/> Falling objects)	<input type="checkbox"/>	is carried out on or near chemical, fuel or refrigerant lines
<input type="checkbox"/>	is carried out on a telecommunication tower	<input type="checkbox"/>	is carried out on or near energised electrical installations or services
<input type="checkbox"/>	involves structural alterations or repairs that require temporary support to prevent collapse	<input type="checkbox"/>	is carried out in an area that may have a contaminated or flammable atmosphere
<input type="checkbox"/>	involves, or is likely to involve, the disturbance of asbestos	<input type="checkbox"/>	involves tilt-up or precast concrete
<input type="checkbox"/>	involves demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure	<input type="checkbox"/>	is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians
<input type="checkbox"/>	is carried out in or near a confined space	<input type="checkbox"/>	is carried out in an area at a workplace in which there is any movement of powered mobile plant
<input type="checkbox"/>	is carried out in or near a shaft or trench with excavated depth greater than 1.5m, or a tunnel	<input type="checkbox"/>	is carried out in an area in which there are artificial extremes of temperature
<input type="checkbox"/>	involves the use of explosives	<input type="checkbox"/>	is carried out in or near water or other liquid that involves a risk of drowning
<input type="checkbox"/>	is carried out on or near pressurised gas distribution mains or piping	<input type="checkbox"/>	involves diving work

Risk Classification:

Description of Consequence or Impact	Consequence	Likelihood / Probability		
		Likely	Moderate	Unlikely
Potential death, permanent disability or major structural failure/damage. Off-site environmental discharge/release not contained and significant long-term environmental harm.	Severe, permanent	1	1	2
Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm.	Temporary	1	2	3
Incident with potential to cause persons to require first aid. On-site environmental discharge or release immediately contained, minor level clean up, no short-term environmental harm.	Minor	2	3	3

Likely = Could happen frequently
Moderate = Could happen occasionally
Unlikely = May occur only in exceptional circumstances

Document status and distribution control:

Revision	Description	Date	Distribution
1.0	Issued for approval and consultation	11/03/21	Library, all Field Technicians, Managing Director, Service Coordinator, TGC, RapidInduct

Job Steps	Hazards	Pre-Control Risk Class	Controls	Post-control Risk Class	Persons responsible for controls
Break the job down into logical steps 1. Preliminary:	Client-identified site hazards	1	<ul style="list-style-type: none"> ▪ Prior to site arrival, the Technician must ensure that their site induction is current, and they have the access card or app with them (as required). Each site may conduct a separate site orientation upon arrival ▪ Carry industry cards (Industry OHS Induction, licenses, Induction cards) ▪ If a stepladder is to be used, a risk assessment & approval sticker are required. 	3	Field Technician
	Emergencies	1	<ul style="list-style-type: none"> ▪ Familiarise with the site emergency procedures (safety & environmental), exits, & evacuation assembly points ▪ Understand your role in facility emergencies: Report, 1st response, enable evacuation 	3	Field Technician
	Pandemic / epidemic / hygiene	1	<ul style="list-style-type: none"> ▪ Ensure that Technicians understand the procedures to comply with Government regulation & advice, and SM Automatic Doors procedures. ▪ Keep the service vehicle clean. Daily sanitize vehicle touch surfaces (door handles, driver controls, tool box handles). Do not share tools. Daily sanitize tools ▪ PPCE: P2 face mask, gloves, disposable rubber gloves, sanitizer 	3	Service Supervisor Field Technician
2. Arrival: park vehicle in the loading dock or as instructed. Contact building reception &/or security for site briefing. Check height of door(s) to be serviced	Unknown site hazards	1	<ul style="list-style-type: none"> ▪ Dress in SM Automatic Doors uniform – visually identified as a service technician ▪ Receive site induction (preferably prior to site arrival) ▪ Assess site risks 	3	Field Technician
	Infection – person-person & surface-person	1	<ul style="list-style-type: none"> ▪ Wear face mask & gloves before exiting the vehicle ▪ Maintain social distancing rules ▪ PPCE: P2 face mask, gloves, disposable rubber gloves, sanitizer 	3	Service Supervisor Field Technician
	Manual handling	2	<ul style="list-style-type: none"> ▪ Estimate door height (there should not be a need to measure) and determine ladder length required. This information should already be on the work order. Minimum ladder height is 1200mm (4 steps) 	3	Field Technician
	Nearby workers	2	<ul style="list-style-type: none"> ▪ Coordinate with nearby workers regarding your exposure to hazards arising from their works, and their exposure to hazards arising from your works. 	3	Field Technician
3. Establish work area & set up equipment staging area	Manual handling, strains	2	<ul style="list-style-type: none"> ▪ Unload & carry your equipment to the work area by following the steps in SM Automatic Doors Standard Operating Procedures 	3	Field Technician
	Infection – person-person & surface-person	1	<ul style="list-style-type: none"> ▪ Wear face mask & gloves at all times ▪ Maintain social distancing rules ▪ PPCE: P2 face mask, gloves, disposable rubber gloves, sanitizer 	3	Service Supervisor Field Technician
	Slips and trips	2	<ul style="list-style-type: none"> ▪ Ensure that you have clear access and that your path is clean, dry and free of obstructions ▪ Set up equipment in a compact space beside the door area, against a screen or wall, and out of the pedestrian circulation zone. ▪ Keep work area tidy and equipment out of walk ways 	3	Field Technician
	Person struck by moving object	2	<ul style="list-style-type: none"> ▪ If there are large numbers of pedestrians wait for clear space before carrying your equipment across their path. ▪ Where space is limited carry ladder vertically & carry one object at a time across the pedestrian zone. 	3	Field Technician

Job Steps	Hazards	Pre-Control Risk Class	Controls	Post-control Risk Class	Persons responsible for controls
Break the job down into logical steps	Identify the hazards associated with each step. Examine each to find possibilities that could lead to a WHSE incident. Then assess & classify risk to help prioritise control effort.		Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an incident, injury or occupational illness or environmental impact. Apply the most effective controls, using the hierarchy of control: Eliminate; Substitute; Isolate; Engineer; Administrate; Personal Protective Clothing & Equipment (PPCE) (See page Error! Bookmark not defined.)		
	Other contractors adjacent or in vicinity	2	<ul style="list-style-type: none"> ▪ Coordinate directly with other contractor supervisor(s) to ensure that all interface hazards are controlled. Involve the site or client PCBU, if necessary ▪ Options include: Move temporarily to a different work area at the same site; move temporarily to a different site; continue works with mutually-agreed hazard controls in place 	3	Field Technician
	Emergencies	1	<ul style="list-style-type: none"> ▪ Ensure you have a plan for building egress if an emergency evacuation occurs during door service work ▪ Begin to prepare your work area & the doors for evacuation as soon as the warning alarm sounds. DO NOT wait for the actual evacuation alarm – prepare the egress immediately ▪ Be prepared in case of a material spill 	3	Field Technician
4. Set up alternate access according to SM Doors Procedure	Pedestrian collisions with glass	2	<ul style="list-style-type: none"> ▪ Place the “Do Not Close Door” sign on both sides of a swing door before switching it off and wedging/propping it open. ▪ Use a wedge that does not create a trip hazard 	3	Field Technician
	Infection – person-person & surface-person	1	<ul style="list-style-type: none"> ▪ Wear face mask & gloves at all times ▪ Maintain social distancing rules ▪ PPCE: P2 face mask, gloves, disposable rubber gloves, sanitizer 	3	Service Supervisor Field Technician
	Slips and trips	2	<ul style="list-style-type: none"> ▪ Keep all equipment clear of the door opening 	3	Field Technician
5. Erect first barrier and “Out of Service” sign to prevent entry to one side of automatic door area	Pedestrian collisions with glass	3	<ul style="list-style-type: none"> ▪ Erect barrier and signage according to SM Doors standard procedure ▪ Shape the barrier to direct pedestrians away from fixed glazing, and curved away from the door initially. Allow at least 2m clearance to the door ▪ Ensure that the access direction arrow is pointing the right way before hanging the sign. ▪ If there is risk of confusion about access, use hazard tape to clarify the access way 	3	Field Technician
	Infection – person-person & surface-person	1	<ul style="list-style-type: none"> ▪ Wear face mask & gloves at all times ▪ Maintain social distancing rules ▪ PPCE: P2 face mask, gloves, disposable rubber gloves, sanitizer 	3	Service Supervisor Field Technician
	Pedestrians trip over equipment	2	<ul style="list-style-type: none"> ▪ Set up equipment in a compact space beside the door area, against a screen or wall, and out of the pedestrian circulation zone. ▪ Keep work area tidy and equipment out of walk ways ▪ Stay with the barrier and warning/direction-sign until it is in position 	3	Field Technician
	Pedestrians delay at door exit, hit by moving door	2	<ul style="list-style-type: none"> ▪ If there is confusion, re-configure or adjust the barriers to give pedestrians more space to exit, or clear direction. 	3	Field Technician
6. Erect second barrier and “Out of Service” sign to prevent entry to the other side of automatic door area	Pedestrian confusion	3	<ul style="list-style-type: none"> ▪ Erect second barrier and signage close to the door ▪ Move the first barrier and signage close to the door ▪ Switch off the door 	3	Field Technician
	Infection – person-person & surface-person	1	<ul style="list-style-type: none"> ▪ Wear face mask & gloves at all times ▪ Maintain social distancing rules ▪ Sanitise all touch surfaces (bollards, buttons, switches, handles etc) ▪ PPCE: P2 face mask, gloves, disposable rubber gloves, sanitizer 	3	Service Supervisor Field Technician

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Break the job down into logical steps	Identify the hazards associated with each step. Examine each to find possibilities that could lead to a WHSE incident. Then assess & classify risk to help prioritise control effort.		Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an incident, injury or occupational illness or environmental impact. Apply the most effective controls, using the hierarchy of control: Eliminate; Substitute; Isolate; Engineer; Administrate; Personal Protective Clothing & Equipment (PPCE) (See page Error! Bookmark not defined.)		
7. If service involves work on mains power, turn off power, isolate it, & visually inspect for damaged wiring & components	Electrical shock	1	<ul style="list-style-type: none"> ▪ Licensed electrician only ▪ Isolate power at available breaker (Lock-out, Tag-out) 	3	Field Technician
8. Inspect existing drive assembly, including drive motor, motor wiring, sensor wiring, bearings & shaft drive	Strains, crushes and pinches	2	<ul style="list-style-type: none"> ▪ Keep clear of pinch points and moving parts ▪ Carry according to Manual Handling COP 	3	Field Technician
	Falls <2m	2	<ul style="list-style-type: none"> ▪ Do not access heights unless necessary. Use a suitable platform ladder if available on site (work position must be between handrail & 300mm overhead, ladder inspected pre-start). Platform ladders are not suitable for use inside a revolving door. Never work from the steps of a platform ladder, or below handrail height. Never bend over on a platform ladder (risk of bump-propulsion over handrail). ▪ Use issued ladder only (Industrial-grade, fibreglass stiles, minimum 4 steps 1200mm) ▪ Inspect ladder daily pre-start. Remove defective ladder from service immediately, place in quarantine at the depot, & exchange it. ▪ Use ladder per National Code of Practice for Work at Heights, & SM Automatic Doors procedure 	3	Field Technician
	Infection – person-person & surface-person	1	<ul style="list-style-type: none"> ▪ Wear face mask & gloves at all times ▪ Maintain social distancing rules ▪ PPCE: P2 face mask, gloves, disposable rubber gloves, sanitizer 	3	Service Supervisor Field Technician
	Falling objects	2	<ul style="list-style-type: none"> ▪ Do not work above anyone ▪ Restrain objects (such as tools & components) by wrist lanyard when necessary 	3	Field Technician
9. Reinstall existing or repaired components according to SM Automatic Doors manual	Strains, crushes and pinches	2	<ul style="list-style-type: none"> ▪ Keep clear of pinch points and moving parts ▪ Carry according to Manual Handling Procedure 	3	Field Technician
	Falls <2m	2	<ul style="list-style-type: none"> ▪ Do not access heights unless necessary. Use a suitable platform ladder if available on site (work position must be between handrail & 300mm overhead, ladder inspected pre-start). Platform ladders are not suitable for use inside a revolving door. Never work from the steps of a platform ladder, or below handrail height. Never bend over on a platform ladder (risk of bump-propulsion over handrail). ▪ Use issued ladder only (Industrial-grade, fibreglass stiles, minimum 4 steps 1200mm) ▪ Inspect ladder daily pre-start. Remove defective ladder from service immediately, place in quarantine at the depot, & exchange it. ▪ Use ladder per National Code of Practice for Work at Heights, & SM Automatic Doors procedure 	3	Field Technician
	Infection – person-person & surface-person	1	<ul style="list-style-type: none"> ▪ Wear face mask & gloves at all times ▪ Maintain social distancing rules ▪ PPCE: P2 face mask, gloves, disposable rubber gloves, sanitizer 	3	Service Supervisor Field Technician
	Falling objects	2	<ul style="list-style-type: none"> ▪ Do not work above anyone ▪ Restrain objects (such as tools & components) by wrist lanyard when necessary 	3	Field Technician
	Electrical shock	1	<ul style="list-style-type: none"> ▪ Check that all connections are completed before re-energising the door 	3	Field Technician

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Job Steps <small>Break the job down into logical steps</small>	Hazards <small>Identify the hazards associated with each step. Examine each to find possibilities that could lead to a WHSE incident. Then assess & classify risk to help prioritise control effort.</small>	Pre-Control Risk Class	Controls <small>Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an incident, injury or occupational illness or environmental impact. Apply the most effective controls, using the hierarchy of control: Eliminate; Substitute; Isolate; Engineer; Administrate; Personal Protective Clothing & Equipment (PPCE) (See page Error! Bookmark not defined.)</small>	Post-control Risk Class	Persons responsible for controls
10. Test door when works are completed, including all safety features	Crushes and pinches	2	<ul style="list-style-type: none"> ▪ Test according to AS 5007 ▪ Keep clear of pinch points and moving parts ▪ Do not stand in door working area 	3	Field Technician
	Infection – person-person & surface-person	1	<ul style="list-style-type: none"> ▪ Wear face mask & gloves at all times ▪ Maintain social distancing rules ▪ PPCE: P2 face mask, gloves, disposable rubber gloves, sanitizer 	3	Service Supervisor Field Technician
	Failure of automatic door to perform as designed	1	<ul style="list-style-type: none"> ▪ Ensure that the door performs safely according to AS5007 & the manufacturer's specifications ▪ Ensure that the door responds to the BMS as designed (BMS function is controlled by others), & report any malfunction or nil response 	3	Field Technician
11. Remove tools & equipment, & ensure the area is clean & tidy	Strains	2	<ul style="list-style-type: none"> ▪ Lift and carry according to Manual Handling COP ▪ Transport equipment on trolley 	3	Field Technician
	Infection – person-person & surface-person	1	<ul style="list-style-type: none"> ▪ Wear face mask & gloves at all times ▪ Maintain social distancing rules ▪ Sanitise all touch surfaces (bollards, buttons, switches, handles etc) ▪ PPCE: P2 face mask, gloves, disposable rubber gloves, sanitizer 	3	Service Supervisor Field Technician
12. Write up service report, detailing the works carried out	Future hazards	3	<ul style="list-style-type: none"> ▪ Ensure that a date for next inspection and service is provided. ▪ Raise any future expected issues with client (eg expiring component, worn part, unidentified or currently unrepairable fault etc) ▪ Ensure that details are entered clearly & correctly into the SM Automatic Doors database 	3	Field Technician
	Infection – person-person & surface-person	1	<ul style="list-style-type: none"> ▪ Wear face mask & gloves at all times ▪ Maintain social distancing rules ▪ Use your own pen to write-up report & facility register. Wear gloves at all times ▪ PPCE: P2 face mask, gloves, disposable rubber gloves, sanitizer 	3	Service Supervisor Field Technician
13. Give client a copy of the service report & sign-out	Infection – person-person & surface-person	1	<ul style="list-style-type: none"> ▪ Wear face mask & gloves at all times ▪ Maintain social distancing rules ▪ Use your own pen to write-up report & facility register. Wear gloves at all times ▪ PPCE: P2 face mask, gloves, disposable rubber gloves, sanitizer 	3	Service Supervisor Field Technician
	Site hazards	3	<ul style="list-style-type: none"> ▪ Follow the site requirements for sign-out and for departure from the building. 	3	Field Technician

People and Competence:

Personnel required to complete the work (including role & responsibilities)	What makes the person competent to complete this work? (qualifications & experience)	Additional training required by this work.
Field Technician. Maintaining compliant work methods and safety continually. Participation in client site inductions.	Experience with similar projects. Planning, supervisory and organising skills. Qualifications vary according to equipment being serviced. Training & inductions into SM Automatic Doors Standard Operating Procedures	Ensure that Technicians understand the current pandemic procedures to comply with Government regulation & advice, & SM Automatic Doors procedures. Regular briefings about changes to above. Continuous learning.

Engineering details, certificates, authority approvals:

Plant and equipment	Access and safety installations.	New material, technology or process.
Cordless & hand tools. Daily pre-start inspection	Stepladders (4', 6', 8'). Fibreglass stiles. Daily pre-start inspection recorded on checksheet & ladder register.	Ensure that Technicians understand the current pandemic procedures to comply with Government regulation & advice, & SM Automatic Doors procedures. Regular briefings about changes to above. Continuous learning.

Hazardous substances/dangerous good register:

The following chemical substances exist in the workplace. SDS are supplied in a separate Manifest, to be onsite, & made available to the person responsible for First Aid on the site.



Product Name	Supplier Details (Name, Address, Telephone)	Where is the substance used & stored?	Quantity	General Nature of Product	Risk Assessed?	Risk Adequately Controlled?	Dangerous Goods Class	UN Number	Date of SDS Issue
Dettol 2 in 1 Hands and Surfaces Anti-bacterial Wipes	Reckitt Benckiser (Australia) Pty Limited ABN: 17 003 274 655. 680 George Street, Sydney NSW 2000 Tel: +61 (0)2 9857 2000	Service truck, tool kit	150g	Disinfectant wipes	Yes	Yes	NO	None	18/01/2016
Dettol Instant Hand Sanitiser	Reckitt Benckiser (Australia) Pty Limited ABN: 17 003 274 655. 680 George Street, Sydney NSW 2000 Tel: +61 (0)2 9857 2000	Service truck, tool kit	100ml	Liquid disinfectant	Yes	Yes	ADG 3	UN 1170	10/12/2019
GHS Glass Cleaner	Glaziers Hardware Supplies 12 Lombank Street Acacia Ridge, Qld 4110 Phone: 07 3277 1255 Fax: 07 3875 1256	Service truck, tool kit	500ml	Aerosol solvent	Yes	Yes	ADG 2.1	UN 1950	01/08/2016
IPA	Recochem Inc ABN 69010485999 1809 Lytton Rd, Lytton Qld 4178 Ph: 07 3308 5200 F: 07 3308 5200	Service truck, tool kit	125ml	Solvent	Yes	Yes	ADG 3	UN 1219	29/06/2016
Loctite 271 HS TL Retaining Compound	Henkel Australia Pty Ltd Adhesive Technologies 135-141 Canterbury Road, Kilsyth, Victoria, 3137. Tel:(03) 9724 6444 24 HR: Tel:(03) 9724 6556	Service truck, tool kit	50ml	Thread locking compound	Yes	Yes	NO	None	19/01/2018
Methylated Spirits	Recochem ABN 69 010 485 999 1809 Lytton Rd Lytton QLD 4178 07 3308 5200 Fax: 07 3308 5201	Service truck, tool kit	1000ml	Solvent	Yes	Yes	3	UN 1170	01/06/2017
Tremco SG300	Tremco Pty Limited ABN 25 000 024 064 Unit 1, 2 Park Road, Rydalmere, New South Wales, 2116 Telephone: (02) 9638 2755 Fax: (02) 9638 2955 1800 224 512	Service truck, tool kit	315ml	Silicone adhesive sealant	Yes	Yes	NO	Not applicable	09/09/2020
WD40	WD-40 Company Australia Pty Ltd Level 2, Suite 23, 41 Rawson St Epping NSW, 2121 Phone: 02 9868 2200 Fax: 02 9869 7512	Service truck, tool kit	300ml	Aerosol lubricant	Yes	Yes	IMDG 2.1	UN 1950	23/07/2018

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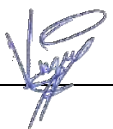
Client: TBA
 Site: 1 New St New Place NSW 2000
 Revision: 1.0

Workers inducted into this Safe Work Method:

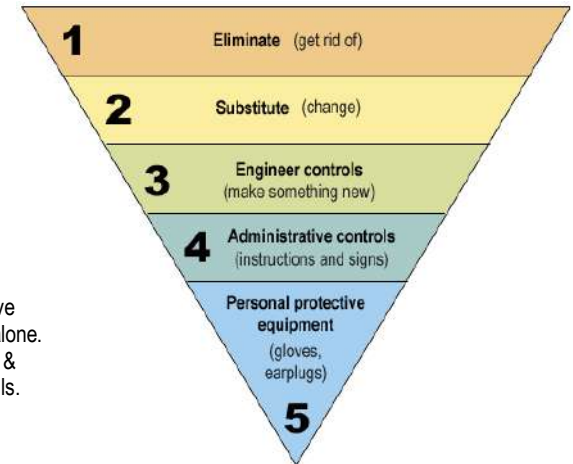
The following personnel (employees and contractors) have attended a workplace "Toolbox" meeting to discuss this work method. All in attendance have had an opportunity to provide input into this work method, and they continue to have this opportunity for the duration of the work. This page records their updates on revisions of this SWMS.

Name:	Signature:	Name:	Signature:	Name:	Signature:	Name:	Signature:
Jeremy Michaelson		Vincent Shayler					

Changes to the work method agreed during worker consultation:

Approved by Service Supervisor (name):
 Vincent Shayler Signature:  Date: 11/03/21

The Hierarchy of Control



Wherever possible, try to develop controls that are high on the hierarchy. Controls are most effective if they can completely eliminate a hazard from the work. Sometimes a combination of controls is the best solution. Never rely on Personal Protective Clothing & Equipment (PPCE) alone. PPCE is an essential last resort & must be used in case all else fails.