Safe Work Method Statement

Screed Pump

PCBU:	Robertson's Remedial and Painting Pty Ltd 10/56 Buffalo Road, Gladesville NSW 2111 Phone: (02) 9181 3519 ABN: 16 140 746 247	**Site address:**	[Insert Site Address Here]
Project Manager:	■ **[Insert Project Manager Name Here]**	**Date SWMS provided to PC:**	19-Mar-26
Work activity:	Screed Pump	**Principal Contractor (PC):**	[Insert Principal Contractor (PC) Here]

High Risk Construction Work (HRCW): ☑ **Risk of a person falling more than 2 metres** ☐ Likely to involve disturbing asbestos ☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel ☐ Work on or near chemical, fuel or refrigerant lines ☐ Tilt-up or precast concrete elements ☐ Work on a telecommunication tower ☐ Temporary load-bearing support for structural alterations or repairs ☐ Use of explosives ☐ Work on or near energised electrical installations or services ☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians ☐ Demolition of load-bearing structure ☐ Work in or near a confined space ☐ Work on or near pressurised gas mains or piping ☐ Work in an area that may have a contaminated or flammable atmosphere ☑ **Work in an area with movement of powered mobile plant** ☐ Work in areas with artificial extremes of temperature ☐ Work in or near water or other liquid that involves a risk of drowning ☐ Diving work

Person responsible for ensuring compliance with SWMS:	■ **[Insert Supervisor Name Here]**	**Date SWMS received:**	19-Mar-26
What measures are in place to ensure compliance with the SWMS?	Toolbox meetings, SWMS sign off, job observations and supervision review. If issues with the SWMS or new hazards are identified, the supervisor must be notified. When changes are made to SWMS, it will be communicated to all workers.		
Person responsible for reviewing SWMS control measures:	■ **[Insert Project Manager Name Here]**	**Date SWMS received by reviewer:**	19-Mar-26
How will the SWMS control measures be reviewed?	The control measures implemented will be reviewed and if necessary, revised annually or if work methods change, the control measures are not effective in controlling the risk, a new hazard/risk is identified or following an incident. The SWMS will be reviewed in consultation with workers and/or others who may be affected by the SWMS. Any changes to the SWMS will be communicated with workers at induction, daily pre-starts and toolbox talks.		
Reviewer's signature:	■ **[Insert Project Manager Name Here]**	**Review date:**	19-Mar-26

This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

PRE-REQUISITES TABLE

Must be in place before starting work			
PPE — All Persons on Site	• Steel-capped footwear (AS/NZS 2210.3) • Hi-vis vest (AS/NZS 4602) or long sleeves • Eye protection (AS/NZS 1337.1) • P2 respirator (AS/NZS 1716) — mandatory for dry cement handling • Chemical-resistant gloves (nitrile minimum) — all wet screed tasks • Hearing protection Class 4 or 5 (AS/NZS 1270) where pump noise exceeds 85 dBA	**Additional PPE**	• Full body harness (AS/NZS 1891.1) with double lanyard — all work near unprotected edges >2m • Sun protection: long-sleeve UPF-rated shirt, broad-brim hard hat brim or sun brim, SPF 50+
Licences / Qualifications	• White Card — Construction Induction (all workers) • Working at Heights training — current within 2 years (if elevated work required) • First aid certificate — minimum one current holder per site • Pump operator trained and competent in specific pump model — training record or OEM certificate on site	**Permits & Approvals**	• Trade Waste Approval — if washout water discharged to sewer (council-specific) • [Insert any site-specific permits required Here]
Plant & Equipment	• Screed line pump (electric or diesel) — current service record, OEM manual on site • Delivery hoses — rated to pump maximum pressure, no cracking or wear • Hose couplings and safety whip checks — inspected and fitted before each use • RCD protection on electric pump — tested and tagged per AS/NZS 3760 • Washout bund or containment vessel — capacity sufficient for full line flush	**Hazardous Substances**	• Hazardous Substances Register maintained — all cement products, admixtures, and pump lubricants listed • SDS for every product on site — current version (within 5 years), accessible to all workers at all times • Portland cement and sand-cement mixes — alkaline pH 12–13; workers briefed on contact risks and first aid before use • Cement admixtures — chemical class confirmed via SDS; incompatibility with skin reviewed at toolbox talk • Workers briefed on cement chemical burns: skin contact — flush with water immediately; eye contact — flush 20 min, seek medical attention
Consultation	Workers consulted in preparation of this SWMS per NSW WHS Regulation r.299(3) and r.300(2). SWMS reviewed with all workers before work commences — workers sign off before starting.	**Legislative Basis**	Work Health and Safety Act 2011 (NSW) | WHS Regulation 2017 (NSW) rr.291–302 | Code of Practice: Hazardous Manual Tasks | Code of Practice: Managing the Risk of Falls at Workplaces | Code of Practice: Managing Risks of Hazardous Chemicals in the Workplace | SafeWork NSW Construction Work Code of Practice | AS/NZS 3760 In-Service Safety Inspection and Testing of Electrical Equipment

Brief Description: Master SWMS for screed pump operations on residential and commercial construction sites. Covers site administration (induction, public interface, emergency response), screed pump setup, hose connection and pressure testing, material preparation and mesh placement, screed pumping, placement and levelling, pump cleanup, washout and demobilisation, and hot and dangerous weather. Pump capacities: sand up to 4.8 m^3/hour; sand and cement up to 3 m^3/hour. Applicable HRCW: risk of fall >2 m; movement of powered mobile plant.

STEP-BY-STEP SAFE WORK METHOD TABLE

#	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.1	**Site induction, daily sign-in and SWMS induction**	• Workers commencing without site awareness — uncontrolled hazard exposure • SWMS not understood or controls not verified before commencing • Unauthorised workers accessing site	**Low (1)**	**Admin:** • Daily-Sign-In and critical control confirmation completed by all workers — Recorded in Breadcrumb • Site induction completed by all workers on first day — Recorded in Breadcrumb • SWMS (site specific) induction completed signed-in by all workers including membership in PM's WhatsApp work group — Recorded in Breadcrumb • Toolbox talk conducted weekly — Covers tasks, hazards, controls, weather, site changes — Recorded in Breadcrumb • All workers hold Construction Induction Card (White Card) — Recorded in Breadcrumb	**Low (1)**	• SUP — conduct induction, confirm sign-in, verify White Card and SWMS sign-off • WKR — sign Daily Sign-In and SWMS induction register before starting work	**STOP-WORK TRIGGER** • Worker cannot produce White Card • Worker not site and SWMS inducted • Worker unfamiliar with Emergency Response see below **RISK CODE: SYS-L1**

#	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.2	**Emergency response**	• Medical emergency on site — delayed response • Fire or chemical spill — escalation without plan • Worker incapacitated at height (scaffold, EWP, rope access) • Building evacuation required • Natural disaster (storm, flood, earthquake)	**High (9)**	**Admin:** • Site Emergency Plan: Communicated at induction and toolbox talk after being updated — Emergency contacts displayed at site entry — Call 000 for any serious injury or emergency — Supervisor directs responders (site address available at all times) • Assembly Point: Identified and communicated at induction — Muster procedure: supervisor conducts headcount, confirms all workers accounted for • Fire: Activate alarm, evacuate, call 000 — Do not fight fire beyond incipient stage — Fire extinguisher locations identified at induction • Reporting: Incident reporting: incidents, injuries, near-misses and hazards — Notify PM's WhatsApp work group — Notifiable incidents reported to SafeWork NSW per WHS Act s38 • First aid kit, fire extinguisher, spill kit — Locations confirmed at induction — Eye wash cup available on site where cement products are in use	**Low (1)**	• SUP — maintain emergency plan, confirm kit locations at each induction • WKR — confirm assembly point and emergency contacts known before commencing	**STOP-WORK TRIGGER** • Any emergency — all work ceases until area declared safe by supervisor • No restart without toolbox talk on incident and any changed controls **RISK CODE: SYS-H9**

#	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.3	**Residents and public interface**	• Falling objects striking residents or public • Cement dust or screed reaching occupied areas • Noise and access disruption to residents • Unauthorised entry to work zones	**Medium (3)**	**Engineering:** • Physical barriers (barricades, mesh, hoarding) around all work zones accessible to residents or public **Admin:** • Residents notified, via third party, minimum 48 hours before work commences — Written notice specifying dates, times, and nature of work • Work hours comply with council DA conditions and strata by-laws — No work outside approved hours without written approval • Signage at building entry and work zones: 'CONSTRUCTION WORK IN PROGRESS', contact details, and exclusion zone warnings	**Low (1)**	• SUP — verify barriers in place, notifications sent, signage erected before work commences • WKR — confirm exclusion zone is established before starting each day	**STOP-WORK TRIGGER** • Resident or member of public enters exclusion zone • Barricade displaced or removed • Complaint of health effect from dust, fumes, or noise — notify PM WhatsApp work group **RISK CODE: SYS-M3**

#	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.1	**Screed pump setup, hose connection and pressure testing**	• High-pressure injection injury — tissue necrosis, amputation risk • Hose whip from coupling failure • Manual handling — pump components and delivery hoses • Electrical hazard from pump motor	**High (6)**	**Engineering:** • Hose clamps and couplings rated to pump maximum working pressure — verified against OEM specifications before connection • Safety whip checks fitted and clipped on all hose joints before pressurisation • Delivery line routed, secured, and supported to prevent movement during operation • RCD protection installed on electric pump — tested functional before each use **Admin:** • Pump manufacturer operating manual on site — pump operator confirms familiarity before commencing • Daily pre-start inspection completed and recorded — pump, hoses, couplings, guards, pressure gauge, emergency stop • Hose and coupling condition checked — replace if cracked, worn, or damaged — replacement schedule maintained • Emergency shutdown procedure briefed to all workers at toolbox talk before first use each day • Exclusion zone established around pump and full length of delivery line during start-up and priming — no personnel in hose whip zone	**Low (2)**	• Pump Operator — complete pre-start, connect hoses, fit whip checks, establish exclusion zone • SUP — sight pre-start record, confirm exclusion zone, confirm pressure test result before pumping commences	**HOLD POINT 2.1** 1. Pump operator trained and competent — training record sighted 2. All couplings inspected, secured, safety clips confirmed — no worn or damaged fittings 3. Pressure test completed at rated working pressure — no leaks, no coupling movement 4. Exclusion zone established — pump and full length of delivery line clear of personnel **STOP-WORK TRIGGER** • Hose coupling leaking or damaged • Pump pressure exceeds rated limit • Delivery line unsecured or unsupported • Blockage in line — do not clear under pressure • Electrical fault on pump motor **RISK CODE: ENE-H6**

#	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.2	**Material preparation and mesh placement**	• Manual handling — cement and sand bags 20–25 kg • Cement dust inhalation — silicosis risk • Alkaline cement contact — skin and eye burns pH 12–13 • Slip and trip — materials, mesh, and offcuts on floor	**Medium (4)**	**Engineering:** • Mechanical aids (sack trolley, pallet jack) for repetitive bag handling where available — manual two-person lift for bags >20 kg if no mechanical aid **Admin:** • SDS for cement and admixtures reviewed — workers briefed on hazards before handling commences • Mix ratio confirmed against specification before batching — 1:3 or 1:4 cement:sand or proprietary product ratio as specified • Mesh cut and laid per structural specification — specification drawing on site • Mesh secured with bar chairs or tie wire — no loose mesh edges that can catch footwear • Work area cleared of trip hazards before placement begins • Cement skin contact — flush immediately with clean water; eye contact — flush 20 minutes continuously, seek medical attention	**Low (1)**	• WKR — handle materials, cut and lay mesh per specification • SUP — confirm mix ratio, mesh placement, and area clear before pump commences	**STOP-WORK TRIGGER** • SDS not available for cement product • Mesh specification not confirmed on site • Manual handling bags >25 kg without mechanical aid **RISK CODE: ENV-M4**

#	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.3	**Screed pumping, placement and levelling**	• Alkaline burns from wet cement screed pH 12–13 • Slip hazard on wet screed surface • Noise from pump operation exceeding 85 dBA • Manual handling strain — screeding and levelling tools • Hose movement and trip hazard during pumping	**Medium (4)**	**Engineering:** • Delivery hose routed and secured to prevent trip hazard — no unsupported spans across walkways • Non-slip walkways maintained around pour area — plywood or equivalent over fresh screed if access required • Pump operator maintains visual contact with nozzle operator at all times — radio communication confirmed functional before pumping commences **Admin:** • Pour sequence planned before commencement — avoids workers walking on fresh screed • Nozzle operator and pump operator communicate via agreed signals (radio or hand signals) — tested before pumping starts • Screed thickness confirmed against specification during placement — depth gauge or depth pins used • Skin contact with wet screed — wash immediately with clean water; prolonged contact causes chemical burns • Rest breaks planned to limit repetitive screeding and levelling strain — technique briefed at toolbox talk	**Low (1)**	• Pump Operator, WKR — operate pump, direct hose, place and level screed • SUP — confirm communication test passed, sequence planned, walkways maintained during pour	**HOLD POINT 2.3** 1. Nozzle-to-pump communication confirmed functional before pumping starts 2. Screed mix consistency correct — confirmed by pump operator before discharge 3. Pour sequence planned and briefed — walkways designated and clear **STOP-WORK TRIGGER** • Communication between pump and nozzle operator fails • Screed mix too wet or too dry to pump • Hose unsecured or moved from supported position **RISK CODE: ENV-M4**

#	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
2.4	**Pump cleanup, washout and demobilisation**	• Alkaline washout water — stormwater contamination risk • High-pressure water during delivery line flush • Manual handling — hose disconnection and pump removal • Slip on wet surfaces during washout	**Medium (4)**	**Engineering:** • Washout water contained in designated bund or vessel before line flush commences — no discharge to stormwater drains, gutters, or ground • Pump fully depressurised and pressure confirmed at zero before disconnecting any coupling — pressure gauge checked • Stormwater drains within 5m bunded or plugged before washout commences **Admin:** • Washout location agreed and containment verified before pumping commences — not improvised at end of job • Washout water pH tested if discharge to sewer is required — council Trade Waste Approval obtained where required • All hoses and couplings flushed, cleaned, inspected, and stored after washout • Site left clean and free of screed residue — cement slurry removed from hard surfaces before hardening	**Low (1)**	• Pump Operator — depressurise, flush line, contain washout water, disconnect and store hoses • SUP — confirm containment in place before flush, confirm zero pressure before disconnection, inspect site on demobilisation	**STOP-WORK TRIGGER** • No containment available for washout water • Pump not fully depressurised before disconnection **RISK CODE: ENV-M4**

#	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
3.1	**Hot and dangerous weather**	• Heat stress, heat stroke, and dehydration risk • Slip hazard — wet surfaces from rain • Wind — dislodges materials or affects plant stability • UV exposure and sunburn during outdoor work	**Medium (3)**	**Engineering:** • Cool drinking water available within 50m of all work positions at all times **Admin:** • Monitor Bureau of Meteorology forecasts daily — adjust work schedule in extreme heat (>35°C or heat index equivalent) • Wind triggers: >40 km/h — suspend all elevated work (scaffold, EWP, fall restraint, IRA) and any work with overhead materials • Acclimatisation: workers new to hot conditions on graduated exposure schedule for first five days • Rest breaks in shade during extreme heat — minimum 10 min per hour when temperature exceeds 35°C • Lightning: cease all work and seek shelter when lightning within 5 km — restart only when clear 30 min after last strike	**Low (2)**	• SUP — check forecast, apply triggers, enforce rest breaks, monitor workers for heat stress • WKR — report symptoms of heat stress (dizziness, nausea, confusion) to supervisor immediately	**STOP-WORK TRIGGER** • Worker shows signs of heat stress • Wind exceeds trigger thresholds • Lightning within 5 km • Rain making surfaces unsafe for elevated work **RISK CODE: SYS-M3**

CCVS TABLE

Task	Critical Control	Who Checks	How Often	What They Look For
Pump setup and pressure test (Step 2.1)	Pump operator competency sighted; all couplings inspected, whip checks fitted; pressure test completed at rated pressure; exclusion zone established before start-up	Supervisor	Before each pumping session	Pre-start checklist signed; training record or OEM competency certificate sighted; pressure test result recorded; exclusion zone marked and clear of personnel
Screed pumping commencement (Step 2.3)	Nozzle-to-pump communication confirmed functional; screed mix consistency correct; pour sequence planned; walkways designated and clear	Supervisor	Before each pour commences	Radio or signal test recorded in daily log; mix design confirmation on site; pour plan briefed; walkway boards or exclusion clear of fresh screed noted on pre-start
Pump washout and demobilisation (Step 2.4)	Washout containment in place before line flush; pump fully depressurised before any coupling disconnection; no discharge to stormwater	Supervisor	Every washout	Bund or container in place before flush commences; pressure gauge at zero confirmed and recorded; stormwater drains bunded; site clean on demobilisation sign-off
Hazardous materials — cement and admixtures (Steps 2.2–2.3)	SDS available for all cement products and admixtures; workers briefed on alkaline burn risk and first aid before handling commences	Supervisor	Daily — before handling commences each day	Hazardous Substances Register current; SDS folder accessible on site; worker briefing recorded in toolbox talk log; eye wash available where cement products are in use
Environmental protection — washout discharge (Step 2.4)	Washout location agreed, containment in place, stormwater drains bunded within 5m before any line flush or washout commences	Supervisor	Before each washout	Containment vessel or bund sighted before flush; stormwater plugs or bunding confirmed; Trade Waste Approval on file where sewer discharge required; site inspection completed post-demobilisation

RISK RATING MATRIX — Consequence × Likelihood					
Risk Level	**Description of Consequence or Impact**	**Consequence**	**Unlikely (1)**	**Possible (2)**	**Almost Certain (3)**
HIGH	Actual/Potential fatality, disability or irreversible damage. Major structural failure. Off-site environmental discharge not contained, significant long-term environmental harm.	**Major (3)**	**Medium (3)**	**High (6)**	**High (9)**
MEDIUM	Actual/Potential temporary disability, MTI or LTI. Structural failure/damage, >1-day outage. On-site environmental discharge contained, minor remediation, short-term harm.	**Moderate (2)**	**Low (2)**	**Medium (4)**	**High (6)**
LOW	Incident requiring first aid. Environmental discharge immediately contained, minor clean-up, no short-term environmental harm.	**Minor (1)**	**Low (1)**	**Low (2)**	**Medium (3)**
Level	**Likelihood / Probability**				
Almost Certain (3)	Occurs frequently; >66% chance of occurring				
Possible (2)	Could happen occasionally; >33% but <66% chance of occurring				
Unlikely (1)	May occur only in exceptional circumstances; <33% chance of occurring				
Class / Ranking	**Description / Requirements**				
High 6, 9	STOP immediately. Implement controls. Controls recorded on a SWMS.				
Medium 3, 4	Planned control. Controls recorded on a SWMS.				
Low 1, 2	Managed via routine procedure.				
Note — WHS Act s.18 "reasonably practicable": Requires consideration of the likelihood of the risk, degree of harm, knowledge of the hazard, availability and suitability of controls, and cost vs. risk. If you cannot show how that decision was made, the action becomes harder to defend after an incident.					

WORKER SWMS INDUCTION SIGN-OFF

Date:	**Name:**	**Signature:**	I confirm I have read and understood this SWMS. I will verify that critical controls are in place prior to commencing high-risk tasks and will suspend work if controls are not established.
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WORKER SWMS AMENDMENT SIGN-OFF

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If work methods, site conditions, or hazards change — stop, complete this table, re-brief all workers, obtain new sign-offs. Required under WHS Regulation r.300(3).

SWMS AMENDMENTS

Under WHS Act s18, "reasonably practicable" requires consideration of likelihood of risk, degree of harm, what the person knows about the hazard, availability and suitability of controls, cost vs risk. If you cannot show how that decision was made, the action becomes harder to defend after an incident.

Date	Work Activity / Task	Hazard / Risk	Risk Rating (Pre)	Controls — Hierarchy of Control	Risk Rating (Post)	Responsible

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