



SAFE WORK METHOD STATEMENT (SWMS)

SWMS 016 - Working with EWP (Elevated work Platforms)

ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORKS COMMENCING.

An effective Risk Assessment should identify the relevant criteria listed below

- | | |
|---|---|
| <input type="checkbox"/> Work involving a risk of a person falling more than 2 metres.
<input type="checkbox"/> Work carried out on a telecommunication tower.
<input type="checkbox"/> Work involving demolition of an element of a structure that is loadbearing
<input type="checkbox"/> Work around Asbestos Containing Material (ACM)
<input type="checkbox"/> Work involving structural alterations or repairs requiring temporary support to prevent collapse
<input type="checkbox"/> Work carried out in or near a confined space
<input type="checkbox"/> Work carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or is carried out in or near a tunnel
<input type="checkbox"/> Work involving the use of explosives
<input type="checkbox"/> Working near or on Energised electrical installations or services
<input type="checkbox"/> Working near or on Chemical, fuel or refrigerant lines | <input type="checkbox"/> Working near or on Pressurised gas distribution mains or piping
<input type="checkbox"/> Work carried out in an area that may have a contaminated or flammable atmosphere
<input type="checkbox"/> Work involving tilt-up or precast concrete
<input type="checkbox"/> Work 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"/> Work carried out in an area at a workplace in which there is any movement of powered mobile plant
<input type="checkbox"/> Work carried out in an area in which there are artificial extremes of temperature
<input type="checkbox"/> Work carried out in or near water or other liquid that involves a risk of drowning
<input type="checkbox"/> Work involving diving work |
|---|---|

Risk = Consequence & Likelihood			Probability					Elimination	Substitution	Isolation	Engineering	Administration	PPE	PPE is the last method of control						
			Rare	Unlikely	Possible	Likely	Almost Certain													
		A	B	C	D	E														
Consequence	Catastrophic	5	High	High	Extreme	Extreme	Extreme													
	Major	4	Medium	High	High	Extreme	Extreme													
	Moderate	3	Low	Medium	High	Extreme	Extreme													
	Minor	2	Low	Low	Medium	High	Extreme													
Low		1	Low	Low	Medium	High	High													

Foot Protection	Hearing Protection	High-Vis Clothing	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Respiratory Protection	Sun Protection	Fall Arrest	Low Voltage Rescue Kit	Long Hair & Loose items such as Jewellery removed/tied back
Other PPE (Please List)												

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Contact: Jared Warren

ABN: 28 791 930 310

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Sign-Off Sheet

This Safe Work Method Statement has been developed in consultation with relevant personnel and the Persons Conducting the Business or Undertaking (PCBU). By signing this page, I agree that I have had these SWMS communicated to me and understand their contents. I confirm that I have the relevant certifications to conduct the task described and agree to comply with the control measures and safe work instructions and the use of PPE where required.

Name	Job Description	Signature	Date

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Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
1	Work area preparation	Personal injury - <ul style="list-style-type: none"> Cuts, strains, abrasions, burns Possible eye injury Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) 	High Risk 	<ul style="list-style-type: none"> Authority and empowerment to Stop the Job. Follow all site rules and procedures. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations. If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor. Work on flat surface where practicable Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform. 	Medium Risk 	Work crew Supervisor
		Personal injury during activity from <ul style="list-style-type: none"> Unsecured objects falling from height Insufficient barricading SWL being exceeded 	Extreme Risk 	<ul style="list-style-type: none"> Ensure all unnecessary items are removed from the EWP basket Provide suitable containment for small items/fixings in the EWP basket Establish a hard-barricading Drop Zone, adequate to accommodate potential fall, drift and deflection of the lid, taking into account the height from which the lid may fall and the prevailing weather conditions Determine the weight of the load including personnel, materials and tools. Observe the SWL of the basket and ensure it is not exceeded 	Medium Risk 	Work crew Supervisor
3	Check elevated work platform and equipment prior to use Completion of task	Personal injury from insufficient inspection of equipment	High Risk 	<ul style="list-style-type: none"> At the start of each shift all plant is to be inspected & recorded in logbook All safety equipment harnesses, lanyards etc. are to be checked daily & have current inspection tag attached EWP basket to be switched off when in position or control lever panel cover closed to prevent inadvertent operation 	Medium Risk 	Work crew Supervisor

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4	Correct operation of EWP	Slips, trips and falls Fall from height Crushing Cuts and abrasions Machine tip over / collision	Extreme Risk 	<ul style="list-style-type: none"> Authority and empowerment to stop the job Ensure correct competencies by both operator and spotter Ensure the task has been effectively communicated to both the spotter and the operator Ensure positive communication at all times with operator. Observe suitable height clearances Look for overhead live electrical cable or power lines Ensure the EWP is on a flat suitable surface Do not drive EWP over or near a ledge, stairs, shaft, riser or other elevated platform. Ensure harnesses are in test date and are worn correctly Observe all PPE requirements Engage a suitably trained spotter/supervisor. Ensure the platform of the EWP is clear from excess rubbish / materials and tools Ensure the EWP has suitable charge/fuel to maintain operation. 	Medium Risk 	
5	Completion of task	Slips, trips, and falls	Extreme Risk 	<ul style="list-style-type: none"> Leave work area tidy. Store equipment in authorised access area (e.g. locked storage facility) Report any damage/defect to supervision and tag out any faulty equipment. 	Medium Risk 	Work crew Supervisor

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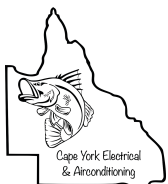
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Referenced Commonwealth - Codes of practice	Referenced Commonwealth – Acts & Regulations
<ul style="list-style-type: none"> • Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 • Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015 • Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 • Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015 • Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015 • Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015 • Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015 • Work Health and Safety (Work Health and Safety Consultation, Co-operation and Co-ordination) Code of Practice 2015 	<ul style="list-style-type: none"> • Work Health and Safety (Transitional and Consequential Provisions) Act 2011 • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2011.
Referenced QLD – Codes of practice	Referenced Australian Standards
<ul style="list-style-type: none"> • Electrical safety code of practice 2013 - Managing electrical risks in the workplace • First Aid in the Workplace Code of Practice 2014 • Hazardous Manual Tasks Code of Practice 2011 • How to Manage Work Health and Safety Risks Code of Practice 2011 • Labelling of Workplace Hazardous Chemicals Code of Practice 2011 • Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 • Managing the Risk of Falls at Workplaces Code of Practice 2018 • Managing the Work Environment and Facilities Code of Practice 2011 • Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011 • Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013 • Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2011 	<ul style="list-style-type: none"> • AS/NZS 3000 Wiring Rules • AS/NZS 3012:2010 Electrical Installations – Construction and Demolition Sites. • AS/NZS 3017 - Electrical installations - verification guidelines • AS/NZS 4836 Safe working on or near low voltage electrical installations and equipment
Further Information	
	<p><u>QLD</u></p> <ul style="list-style-type: none"> • OHS Legislation - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation • Environmental Legislation - https://www.ehp.qld.gov.au/management/env-policy-legislation/ • OHS Codes of Practice - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/codes-of-practice <p><u>Commonwealth</u></p> <ul style="list-style-type: none"> • OHS Legislation - http://www.legislation.act.gov.au • Environmental Legislation - http://www.legislation.act.gov.au • OHS Codes of Practice - http://www.legislation.act.gov.au

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