SAFE WORK METHOD STATEMENT (SWMS)

SWMS 021 – Working at Heights

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

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

Risk = Consequence & Likelihood			Probability				
			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

Elimination	PPE is the last method of control
Substitution	
Isolation	
Engineering	
Administration	
PPE	

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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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

Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
1.	Erecting scaffolding and/or ladder	Incorrect installation of ladder / scaffolding causing • fall from height • structure to fail	High Risk High	1. Assembly of scaffolding is to be conducted by competent personnel only. Assembly of a ladder must occur under guidance of competent person. 2. Ladder/scaffolding to be tagged with appropriate tagging system. 3. Barricade work area to prevent unauthorised access. 4. Manufacturers assembly instructions are provided and are easy to read. 5. Use bracing or team member/s to support first frames. 6. Lay parts out and identify components to minimise double handling. 7. Use mechanical aid, if available. 8. Make sure the foundation is level and suitable for the ladder. 9. Supervisor to cross-check installation. 10. Use a second worker to stabilise. 11. Tie-off ladder at top.	Medium Risk Medium	**Supervisor** **Work crew**
		Sprains, strains, bruises, pinch/crush • Fatigue from moving heavy/awkward objects	High Risk High	1. Assembly must occur under guidance of competent person. 2. Barricade work area to prevent unauthorised access. 3. Manufacturers assembly instructions are provided and are easy to read. 4. Lay parts out and identify components to minimise double handling. 5. Use mechanical aid (e.g. trolley or pallet jack to move scaffold components).	Medium Risk Medium	**Supervisor** **Work crew**
		• Unauthorised access to scaffolding / ladder area	High Risk High	1. Follow all site rules and procedures. 2. Authorised access to scaffolding / ladder area 3. If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform your supervisor immediately. 4. Site wide barricading to be installed to restrict access to unauthorized personnel. 5. All visitors must report to site office before entering site. 6. All visitors to be escorted by an inducted personnel member.	Medium Risk Medium	Work crew

Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
2.	**Use the ladder**	Worker unfamiliar with safe use of ladder / inappropriate use of ladder	High Risk High	1. **NO WORK** is to be undertaken on a ladder unless it is a platform ladder. 2. Always face towards the ladder when climbing, and always maintain three points of contact with the ladder (a tool bag or tool belt to help to keep hands free). 3. Only one person is permitted on the ladder at any time. A second person may stand alongside the ladder and help to steady it, or pass materials/tools up if required. Do not lift heavy weights that unbalance the ladder. 4. Never stand or sit on the top cap or use the rails around the top as a step. It is not designed to be used as a tread/seat or step. Always stand in the centre of the platform. 5. Do not over reach whilst using the ladder. Maintain the majority of your body weight inside the perimeter of the platform. 6. Do not "walk" the ladder whilst on it. Always get off to shift position. 7. Before moving a ladder, take care to ensure that all tools and other items have been removed. 8. Be mindful of your concentration and fatigue level. Avoid becoming overconfident when using ladders during repetitive tasks.	Medium Risk Medium	Supervisor Work crew
		Fall from height due to defective equipment	High Risk High	1. Carefully inspect your ladder to ensure there are no worn parts or damage before climbing: 2. Joints between steps and side rails are tight, all fittings are secure, moving parts operate freely. 3. Rungs and platform are free of paint splatter, grit, oil and grease, welds are intact 4. All components of ladder intact including side rails, rungs, platform, feet, hand grip 5. If any component is found to be worn or damaged, **RECTIFY ANY FAULTS BEFORE USE**.	Medium Risk Medium	Work crew
		Safe workload exceeded	High Risk High	1. Workers must be trained, qualified or experienced to carry out the specified tasks. 2. Consult with relevant employees to identify hazards and manage risks. 3. Inspect floor surface for suitability. Verify the multipurpose floor surface can support the weight of ladder and will not be damaged by load. 4. Obtain, read, understand and strictly follow the ladder /scaffold manufacturer's assembly instructions and safety requirements. 5. Check the required work reach height and select the correct ladder for the job. 6. Identify the total working load required for the job. The competent person must verify the load is maintained within design limits. Refer to manufacturer instructions for information. 7. Prevent unauthorised persons from accessing the area where ladder is to be erected by barricading or establishing an exclusion zone. .	Medium Risk Medium	Work crew

Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
3.	Perform the task at heights	Personal injuries; • Cuts / abrasions • Eye injury • Hearing damage • Dust inhalation	High Risk High	1. Authority and empowerment to **Stop the Job**. 2. Follow all site rules and procedures. 3. Ensure correct manual handling techniques are followed. 4. Work on flat surface where practicable 5. Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform. 6. Work on flat surface where practicable. 7. Ensure all hand tools and equipment are secure to avoid falling from height. 8. Double eye protection as well as standard PPE when drilling, cutting, or grinding above eye level 9. Hearing protecting to be worn at all times if using electrical hand tools. 10. Dust mask to be worn if there is potential to dust exposure. 11. Permit to be in place, if applicable.	Medium Risk Medium	Work crew
		Access to work at height area	High Risk High	1. Employees have current working at heights training. 2. 3 points of contact when climbing ladder at all times. 3. Prior to use all safety gear to be checked for signs of damage including cuts, abrasions, chemical staining etc. If anything is identified, tag out and **DO NOT USE.** 4. Harness to be warn in the correct manner and done up securely in the correct fashion as recommended by the manufacturer. 5. Manage the exclusion zone and support worker by using a “Spotter”	Medium Risk Medium	Work crew
		Hit by falling objects	High Risk High	1. Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform. 2. Toe boards must be fitted to the working platform. 3. An exclusion zone must be established around scaffold (e.g. barricade or bunting) to protect workers below. 4. Restrain any loose equipment where practicable	Medium Risk Medium	Work crew
		Slips, trips and falls	High Risk High	1. Only authorised workers are to enter the barricaded area while overhead work is being carried out. 2. Safety boots and hard hats are to be worn when working inside of the barricaded area. 3. Keep work platform and ground level work area clear of obstructions. 4. Make sure appropriate equipment is used to raise and lower objects, including making sure that load limits are not exceeded.	Medium Risk Medium	Work crew

Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
4.	Completion of task	Slips, trips, and falls	High Risk High	1. Leave work area tidy. 2. Store equipment in authorised access area (e.g. locked storage facility) 3. Report any damage/defect to supervision and tag out any faulty equipment.	Medium Risk Medium	Work crew Supervisor

Referenced Commonwealth - Codes of practice

- 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

Referenced Commonwealth – Acts & Regulations

- Work Health and Safety (Transitional and Consequential Provisions) Act 2011
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011.

Referenced Australian Standards

- 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

Referenced QLD – Codes of practice

- 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

Further Information

QLD

- 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

Commonwealth

- 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