

SAFE WORK METHOD STATEMENT (SWMS)

SWMS 022 - Using Portable Ladders

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

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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	Erecting ladder	Incorrect erecting of ladder <ul style="list-style-type: none"> fall from height 	High Risk 	<ol style="list-style-type: none"> Assembly of a ladder must occur by a competent person. Ladder integrity to be tested 6 monthly and recorded in system. Ladder to be inspected prior to use. Barricade work area to prevent unauthorised access where necessary. Manufacturers assembly instructions are provided and are easy to read. Make sure the foundation is level and suitable for the ladder. Use a second worker to stabilise where necessary. Tie-off ladder at top 	Medium Risk 	Work Crew Supervisor Permit Holder
		<ul style="list-style-type: none"> Sprains, strains, bruises, pinch/crush Fatigue from moving heavy/awkward objects 	High Risk 	<ol style="list-style-type: none"> Assess weight and size of object to be lifted or carried. Wear PPE where required. Ensure all body parts are away from moving parts or pinch points of ladder. 	Medium Risk 	Work Crew
2	Use the ladder	<ul style="list-style-type: none"> Worker unfamiliar with safe use of ladder / inappropriate use of ladder 	High Risk 	<ol style="list-style-type: none"> 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). 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. 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. Do not over reach whilst using the ladder. Maintain the majority of your body weight inside the perimeter of the platform. Do not "Walk" the ladder whilst on it. Always get off to relocate it Before moving a ladder, take care to ensure that all tools and other items have been removed. Be mindful of your concentration and fatigue level. Avoid becoming overconfident when using ladders during repetitive tasks 	Medium Risk 	Supervisor Work Crew

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		<ul style="list-style-type: none"> Fall from height due to defective equipment 	High Risk 	<ol style="list-style-type: none"> Carefully inspect your ladder to ensure there are no worn parts or damage before climbing: Joints between steps and side rails are tight, all fittings are secure, moving parts operate freely. Rungs and platform are free of paint splatter, grit, oil and grease, welds are intact All components of ladder intact including side rails, rungs, platform, feet, hand grip <p>If any component is found to be worn or damaged, RECTIFY ANY FAULTS BEFORE USE.</p>	Medium Risk 	Supervisor Work Crew
		<ul style="list-style-type: none"> Safe workload exceeded 	High Risk 	<ol style="list-style-type: none"> Workers must be trained, qualified or experienced to carry out the specified tasks. Consult with relevant employees to identify hazards and manage risks. Inspect floor surface for suitability. Verify the multipurpose floor surface can support the weight of ladder and will not be damaged by load. Obtain, read, understand and strictly follow the ladder /scaffold manufacturer's assembly instructions and safety requirements. Check the required work reach height and select the correct ladder for the job. 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. Prevent unauthorised persons from accessing the area where ladder is to be erected by barricading or establishing an exclusion zone. 	Medium Risk 	Work Crew

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3	Perform the task at heights	Personal injuries; <ul style="list-style-type: none"> Cuts /abrasions Eye injury Hearing damage Dust inhalation 	High Risk 	<ol 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. Work on flat surface where practicable. Ensure all hand tools and equipment are secure to avoid falling from height. Use suitable eye protection as well as standard PPE when drilling, cutting, or grinding above eye level Hearing protection to be worn at all times if using electrical hand tools or working in noisy area. Dust mask to be worn if there is potential to dust exposure. Permit to be in place, if applicable. 	Medium Risk 	Work crew Supervisor
		Hit by falling objects	High Risk 	<ol style="list-style-type: none"> Restrain any loose equipment where practicable 	Medium Risk 	
		Slips and Trips	High Risk 	<ol style="list-style-type: none"> Only authorised workers are to enter the barricaded area while overhead work is being carried out. Safety boots and hard hats are to be worn when working inside of the barricaded area. Keep area tidy and reassess throughout day. Beware of other workers/tasks in the area. 	Medium Risk 	

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4	Completion of the task	Slips, Trips & Falls	High Risk 	<ul style="list-style-type: none"> • Leave work area tidy. • Avoid leaving ladder unattended in work area. Barricade area if access to site is a possibility. • Store ladder securely when assembled to prevent unauthorised access (e.g. locked storage facility) • Report any damage/defect to supervision and tag out any faulty equipment. 	Medium Risk 	

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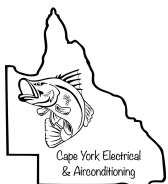
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Referenced Commonwealth - Codes of practice	Referenced Commonwealth – Acts & Regulations
<ul style="list-style-type: none"> • Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 • Work Health and Safety (Hazardous Manual Tasks) 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.
	<h3>Referenced Australian Standards</h3>
<h3>Referenced QLD – Codes of practice</h3> <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 	<h3>Further Information</h3> <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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