



SAFE WORK METHOD STATEMENT (SWMS)

SWMS 010 - Working in Ceiling Space

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
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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

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Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
1	Planning and preparation for working in ceiling space	Working in confined space with exposure to; <ul style="list-style-type: none"> high temperatures causing heat stress / dehydration / sunburn / electrocution Fauna and insects causing bites and stings	High Risk 	Ensuring someone is aware of where you are and contact with them is maintained until work is completed Comply with the Queensland Worksafe heat stress procedure. Ensure there is an area in the shade for rest (preferably Crib Facilities). Work Breaks are compulsory at nominated times (preferably during the hotter parts of the day) Drink adequate water amount of water. Use sun block for protection from sun. Use insect repellent (if applicable).	Medium Risk 	Work crew Supervisor
		Interactions with other trades working in the vicinity; Inadvertently cause hazardous situation including trips, slips, falls	High Risk 	Ensure other workers are informed and aware of all other trades working in the area. Communicate potential interactions during prestart.	Medium Risk 	Work crew Supervisor
		Unauthorized access to work area by other authorized personnel without correct PPE.	High Risk 	Follow all site rules and procedures. Wear all mandatory PPE and task specific PPE. 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. Site wide barricading to be installed to restrict access to unauthorized personnel. Signage to be visible around all site and at all access points. All visitors must report to site office before entering site. All visitors to be escorted by a site inducted personnel member.	Medium Risk 	Work crew Supervisor

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2	Work area preparation / set up access way with ladder / platform to ceiling space	Personal injury – <ul style="list-style-type: none"> Fall from height Cuts, strains, abrasions, burns Possible eye injury Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) Fall from heights	High Risk 	Authority and empowerment to Stop the Job. Isolation of power is Mandatory Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. If dust is present, a dust mask must be used. A dust extraction device will be used in the event dust becomes excessive. Refer to Working at Heights SWMS	Medium Risk 	Work crew Supervisor
3	Prior to entering ceiling space	Live electrical wiring	High Risk 	Prior to entering the ceiling space turn the electricity off . Once all electricity has been turned off, complete a risk assessment of the roof cavity by looking around the ceiling space to identify hazards that may pose risks. These may include: <ul style="list-style-type: none"> - High temperatures - Evidence of vermin - Sharp objects - Asbestos - Type of lighting - Type of insulation material - Accessibility to the work area (e.g. cramped and awkward positions) Location of electrical wiring and water or gas piping	Medium Risk 	Work crew Supervisor

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		Defective installation causing electrocution.	High Risk 	Ensure appropriate test equipment is being used Appropriate tools for the job are available Ensure all appropriate barricading is in place to isolate the area Working kits are used and maintained, and first check operation of test apparatus. Visual inspection shall include: <ul style="list-style-type: none"> • Basic protection (protection against direct contact with live parts) • Fault protection (protection against indirect contact with exposed conductive parts) • Protection against hazardous parts (guarding/screening) • Protection against spread of fire (fire blanket / fire extinguisher) • General condition of equipment. 	Medium Risk 	Work crew Supervisor

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4	Entering ceiling space and undertake work (Traversing the roof cavity)	<p>Personal injury –</p> <ul style="list-style-type: none"> Fall from height Cuts, strains, abrasions, burns Possible eye injury <p>Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes)</p>	<p>High Risk</p> 	<p>Taking care accessing and traversing the work area, avoiding tripping over debris, material and the ceiling trusses.</p> <p>Step carefully on ceiling joists or other beams- not the ceiling material (i.e. Gyprock sheeting) – to avoid risk of falling or injury.</p> <p>Using / providing appropriate tools – preferably manual or battery-operated tools.</p> <p>Use of a Plank to span the trusses.</p> <p>Being aware of the location of electrical cables, fittings and equipment and avoiding contact with them.</p> <p>Ensuring that, if fixing points are required (e.g. saddling TV aerial cable in place), fixings are well clear of all electrical cables and equipment.</p> <p>Making sure you do not damage any electrical cables or electrical equipment. Please note: if any electrical cable or equipment is damaged, consult with the owner and engage a licensed electrical contractor to inspect the installation.</p> <p>Wearing appropriate, well maintained and correctly fitted personal protective equipment when working in dusty ceiling spaces, including:</p> <ul style="list-style-type: none"> A half-face (class P1 or P2) disposable particulate respirator, in accordance with AS/NZS 1715 A head-covering and goggles, to avoid eye irritation Long-sleeved, loose-fitting clothing and gloves to minimise skin contact with insulation material <p>Wearing appropriate footwear.</p> <p>Keeping your work areas clean and clear of fibres and dust and place waste in plastic bags capable of containing dust.</p>	<p>Medium Risk</p> 	<p>Work crew</p> <p>Supervisor</p>

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5	Carrying out work in ceiling space	Asbestos containing material in work area	High Risk 	<p>If asbestos containing material is found refer to SWMS.</p> <p>Considerations to be made when carrying out work in ceiling spaces include:</p> <ul style="list-style-type: none"> Ensuring someone is aware of where you are and contact with them is maintained until work is completed Being aware that heat and humidity may cause heat stress, so make sure fluid intake is sufficient to ensure you do not become dehydrated <p>Taking additional lighting (e.g. torch) with you as the lighting is generally poor in ceiling spaces</p>	Medium Risk 	Work crew
6	Replace manhole cover	<p>Personal injury –</p> <ul style="list-style-type: none"> Fall from height Cuts, strains, abrasions, burns Possible eye injury <p>Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes)</p>	High Risk 	<p>Step carefully on ceiling joists or other beams – not the ceiling material</p> <p>Authority and empowerment to Stop the Job.</p> <p>Ensure correct manual handling techniques are followed.</p> <p>Wear all mandatory PPE and task specific PPE.</p> <p>If dust is present, a dust mask must be used.</p> <p>Ensure hands, neck and hair are washed with soap and water.</p>	Medium Risk 	Work crew Supervisor
7	Test Installation/alterations	<p>Electrical hazards –</p> <ul style="list-style-type: none"> Electric shocks potential fire hazard 	High Risk 	<p>Once out of the ceiling space –</p> <ul style="list-style-type: none"> Complete all mandatory electrical tests from the main switchboard Record test results <p>Complete Certificate of Testing and Compliance</p>	Medium Risk 	Work crew Supervisor

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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>
	<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
Referenced QLD – Codes of practice	Further Information
<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 	<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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