



ABN: 12 345 678 910 ACN: 123 456 789

Address: Your Company Address PH: Your Company Phone E: Your Company Email Web: Your Company Website

SAFE WORK METHOD STATEMENT (SWMS)

PROJECT DETAILS:

Project:	Area:
Job Address:	
Job Description:	

WORK ACTIVITY: WORKING AT HEIGHTS

Consult relevant workers during development, approval and communication of this SWMS				SWMS Approved by:	Page 1 of 12				
Name: (Include names of workers who were consulted in relation to this SWMS)	Signature:	Job Title:	Date:	Name:					
				Signature:					
				Date:					
Personnel responsible for monitoring and managing activity:				Overall Risk Rating After Controls	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">4 Acute</td> <td style="width: 50%; text-align: center;">3 High</td> </tr> <tr> <td style="text-align: center;">2 Moderate</td> <td style="text-align: center;">1 Low</td> </tr> </table>	4 Acute	3 High	2 Moderate	1 Low
4 Acute	3 High								
2 Moderate	1 Low								

COMMUNICATE THIS SWMS TO ALL PERSONS INVOLVED IN TASK PRIOR TO WORK COMMENCING

- _____ will conduct regular inspections and observations to ensure SWMS is being complied with.
- Hold Daily Tool Box Talks to identify, control and communicate additional site hazards.
- Cease work immediately if incident or near miss occurs. Amend the SWMS in consultation with relevant persons.
- _____ will approve and communicate amendment to all affected workers before work resumes.
- As required by WHS legislation, make the SWMS available for inspection or review.
- As required by WHS legislation, keep record of SWMS (until job is complete or for 2 years if involved in a notifiable incident).

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IMPORTANT NOTES:

Check local government standards, codes of practice, regulations and legislation for any training requirements before use.

Apprentices and Trainee Personnel are usually permitted to operate certain machinery and equipment provided they are guided and supervised by an experienced and qualified person, while also recording the hours of use in an approved logbook.

WorkCover National Certificates of Competency are nationally recognised and these specific certificates do not have to be changed over to work interstate.

1. These procedures apply for situations when according to a risk assessment, a person may be injured as a result of a fall from a lesser height than that specified, or where a man may fall more than the height or distance specified by the Regulatory Authority.

2. Refer to workplace practices manual or specific safe work procedures for further information on topics.

HIGH RISK CONSTRUCTION WORK INVOLVED IN THIS ACTIVITY (Check any that are applicable to this site)

<input checked="" type="checkbox"/>	A risk of a person falling more than 2 metres (or 3 m in SA, or housing const. in Qld)	<input type="checkbox"/>	Work on a telecommunications tower	<input type="checkbox"/>	Demolition of a load-bearing structure
<input type="checkbox"/>	Likely to involve disturbing asbestos	<input type="checkbox"/>	Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/>	Work in or near a confined space
<input type="checkbox"/>	Work in or near a shaft or trench with an excavated depth over 1.5m; or in a tunnel	<input type="checkbox"/>	Work involving the use of explosives	<input type="checkbox"/>	Work on or near pressurised gas mains or piping
<input type="checkbox"/>	Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/>	Work on or near energised electrical installations or services	<input type="checkbox"/>	Work in an area that may have a contaminated or flammable atmosphere
<input type="checkbox"/>	Tilt-up or precast concrete elements	<input type="checkbox"/>	Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor used by traffic other than pedestrians	<input type="checkbox"/>	Work in an area with movement of powered mobile plant
<input type="checkbox"/>	Work in areas with artificial extremes of temperature	<input type="checkbox"/>	Work in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/>	Diving work

EMERGENCY EVACUATION PROCEDURE:

- | | |
|--|--|
| 1. Rescue or assist any person in immediate danger if safe to do so. | 4. Evacuate the work site with directions given by site manager. |
| 2. Sound the Alarm. | 5. Move to the evacuation assembly area. |
| 3. Secure any activity or hazardous material if practical and safe to do so. | |

PLANT AND EQUIPMENT USED FOR THE WORK:

Ladders, Scaffold, Elevated work platform, Scissor lifts, Fall Restraint system

COMPETENCIES, QUALIFICATIONS AND PERMITS REQUIRED:

Work at Heights Permit

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RISK ASSESSMENT

References: How to Manage Work Health and Safety Risks Code of Practice 2011, AS/NZS 31000 -2009 Risk Management Principles and guidelines

Step 1 Determine Likelihood – What is the possibility that the effect will occur?

	Likelihood	Definition
Almost certain	Expected to happen in most circumstances.	A common and very possible result
Likely	Will probably occur in most circumstances.	Known to have occurred and has happened before
Possible	Might occur at some time	Could occur and is likely it has happened before
Unlikely	Could occur at some time	Not likely to occur
Rare	May occur only in exceptional circumstances	Very unlikely

Step 2 Determine Consequence – Expected Consequences

Level of Consequence	Examples
Insignificant/Acceptable	No consequence – so minor that the consequence is manageable
Minor	First aid treatment only; manageable and contained.
Moderate	Medical treatment; manageable with 3 rd party assistance.
Major	Serious injuries; Down time and loss of productivity
Catastrophic	Death; Very serious consequences

Step 3 Determine the risk score

LIKELIHOOD	CONSEQUENCE				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Medium	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Medium	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Medium	3 High	4 Acute
Rare	1 Low	1 Low	2 Medium	3 High	3 High

Step 4 Record risk score (Note – Risk scores are only estimated and should not be solely relied upon)

Score	Action
4 A: Acute	URGENT – Act on and lower the risks immediately. Demands immediate attention.
3 H: High	Decisions required urgently by Management.
2 M: Moderate	Follow instructions given by management.
1 L: Low	Manageable. Review regularly, and if any conditions of work change.

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Task Steps	Potential Hazards/Risks of Each Step	RB	Control Measures - Steps To Follow Safety Checks & PPE	RA	Responsible Officer
NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
1. General precautions	Falling objects Electrical hazards		To prevent objects falling off working surfaces, provide edge protection. To prevent access to areas where objects may fall, barricades may be used. Before commencing working, make sure that electric wires and de-energized, insulated with matting, and identified with "tiger tails". On sites where falling objects may occur, wearing head protection is recommended. Always maintain a safe distance from electric catenary wires.		
2. Ladders	Falls		For access only, use extension or single ladders, except where the work to be carried out is of the nature that the equipment or material used does not cause loss of balance, or restrict the movement; the trunk remains cantered on the ladder, and equipment can be used with one hand. Use only industrial ladders and have 3 points of contact always. Stand the ladder on a firm, stable surface, and secure it against movement.		
3. Scaffolding	Improper erection Instability		A person holding a Certificate of Competency as a Scaffolder only should erect a scaffolding, from which an object or a person could fall 4 meters or more.		

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<p>NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.</p>					
	<p>Overloading</p> <p>Persons falling</p>		<p>Scaffoldings that are not prefabricated types must be erected by a scaffolder.</p> <p>Erect scaffolds only on stable, firm base.</p> <p>Before allowing any person to work from or climb on to a completed scaffold, always check the stability.</p> <p>Mobile scaffolds must have their wheels locked before any person is allowed to climb on to the scaffolding.</p> <p>Never exceed the safe working load of any component of the scaffold.</p> <p>All parts of the work platform and scaffold must have safe means of access.</p> <p>Unattended or incomplete scaffoldings should be prevented against unauthorized access.</p> <p>Levelling screws must be used to make sure that all uprights are vertical.</p> <p>All scaffolding must be marked SWL</p> <p>Suitable access ladders must be used.</p>		
4. Work platforms	<p>Persons falling</p> <p>Falling objects</p>		<p>Work platform should be at least 450mm wide and be capable of carrying the load that the type of work carried out may require, unless specifically allowed in codes or practice or regulations.</p>		

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NOTE: RB = Risk Rating before controls implemented - RA = Risk Rating after controls are implemented.					
			<p>To prevent persons from falling from the outside edges of work platforms, guardrails and mid-rails may be fitted.</p> <p>If loose objects or other materials may be present on the platforms, edge protection must be provided on work platforms.</p> <p>Where permitted by the Authority for "light work" only, a single plank of 225mm width may be used.</p>		
5. Edge Protection	<p>Persons falling</p> <p>Falling objects</p>		<p>To prevent persons falling, edge protection must be erected around the perimeter of the work. This must comprise of a mid-rail and a guardrail designed to withstand any reasonable force, which is expected to fall against it.</p> <p>Edge protection should conform to the requirements stated by the Authority.</p> <p>Where objects can fall onto people in the adjoining areas such as residences, streets, etc., catch platforms or hoardings must be used, along with perimeter screening.</p> <p>Guardrail must be minimum 900mm high with toe board and mid-rail.</p> <p>Only a competent person should erect an edge protection system and this must be used according to the instructions of the manufacturer.</p>		
6. Elevating work platforms / boom lifts	Unsafe operation		For operating a machine with a boom greater than 11 meters, the operator must hold a Class WP license.		

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	Overturning Overloading of platform Persons falling Falling objects Electric shock		<p>Machine must be operated on firm level surface, for stability, use outriggers.</p> <p>Make sure that the total load in the bucket of the EWP, including personnel, tools and equipment and materials does not exceed the safe working load of the unit.</p> <p>Approved parachute type safety harness must be worn by person in bucket. This will prevent them from falling on to any part of the machine or truck, or to the ground.</p> <p>To prevent tools from falling from EWP during use, lanyards, etc. may be used.</p> <p>Powered equipment such as chainsaws must be started outside of bucket.</p> <p>For electric work, use EWPs, which are approved for the electric work.</p> <p>Unless specifically authorized, do not go near electricity wires.</p> <p>Make sure that a competent operator will be operating the machine.</p> <p>Do not operate machine with jerky or sudden movements.</p> <p>Do not exceed the safe working load of the EWP.</p> <p>Safety belts are not suitable.</p>		

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			<p>Always attach the harness to the bucket.</p> <p>Never carry flammable liquids in bucket.</p> <p>For safe approach distances, refer to SWP257 Electrical safety.</p>		
7. Scissor lifts	<p>Overloading</p> <p>Persons falling</p> <p>Falling objects</p> <p>Electric shock</p>		<p>Make sure that the total load in the bucket of the unit, including personnel, tools and equipment and materials does not exceed the safe working load of the unit.</p> <p>Make sure the unit cannot move when platform is extended, by checking the operations of outriggers, stops, brakes, etc.</p> <p>When working at heights, persons must not lean out over the rails of the platform.</p> <p>Always lower the platform, even when moving the unit for short distances only.</p> <p>To prevent tools from falling from the unit during use, lanyards, etc. may be used.</p> <p>Unless specifically authorized to access or carry out electrical work, do not go near electricity wires.</p> <p>Observe the safe clearing distances.</p> <p>Do not exceed the safe working load of the scissor lift.</p>		

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			<p>If brakes and stops fail to prevent all movement of the unit, do not use.</p> <p>Always keep body inside platform.</p> <p>Never travel with a raised platform.</p> <p>For safe approach distances, refer to SWP257 Electrical safety.</p>		
8. Fall Restraint system	Persons falling		<p>A fall arrest system or a restraint should comprise of items compatible with one another, and have negligible risk of accidental release of connections.</p> <p>Only a competent person must install all systems.</p> <p>A restraint belt will be acceptable only when working on a slope of 15° or less, and the length of the restraint will arrest the vertical free fall of the wearer.</p> <p>If the slope or roof is greater than 15° and the person can maintain a secure footing, a fall arrest harness or a work positioning harness must be worn.</p> <p>All components must conform to the Australian Standard relevant to those components.</p> <p>Any person must be connected to a minimum one fall-arrest system, if they are at a risk of falling.</p>		

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			<p>Prior to removal of temp barrier, fall restraint system will be set-up to eliminate any fall potential. User to adjust lanyard distance to eliminate potential fall. Protect static line from snare edges</p> <p>It is not recommended to use inertia reel.</p>		
9. Safety Harnesses and Fall Arrest Devices	<p>Person striking against</p> <p>Suspension trauma</p> <p>Failure of components</p> <p>Incorrect use and fitting</p>		<p>Where there is a likelihood of a person falling more than 2m, a fall arrest harness must be worn.</p> <p>In the event of a fall, suitable equipment to rescue a person must be available within a short period for minimizing the risk of suspension trauma.</p> <p>Call fire & rescue</p> <p>Fall arrest harnesses must comply with the Australian Standards AS 1891.1 Industrial fall-arrest systems and devices-Safety belts and harnesses.</p> <p>Before being allowed to use the harness, all persons must receive instructions and training in the correct use of the harness.</p> <p>Under work position, make sure adequate fall clearance is available.</p> <p>All persons on site must be instructed in procedures for rescue.</p> <p>Never use faulty or out-of-date equipment.</p>		

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			For safety in use, harnesses must be properly fitted.		









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PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

Foot Protection	Hearing Protection	Protective Clothing	Head Protection	Eye Protection	Hand Protection	Sun Protection	Safety Harness
							
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Other PPE Required:

PPE Notes:

The above PPE Requirements are the minimum requirements for all personnel involved in this task. Be sure to conduct a Risk Assessment for other factors that may influence the work environment such as Temperatures – Hot/Cold, Working in the Sun, Night Work etc. Be sure that all PPE used is approved by Australian Standards.

LEGISLATION, CODES OF PRACTICE AND STANDARDS

Acts and Regulations	Work Health and Safety Act 2011; Work Health and Safety Regulation 2017	
Codes of Practice	First Aid in the Workplace How to Manage Work Health and Safety Risks Hazardous Manual Tasks How to Prevent Falls at Workplaces Managing Risks of Hazardous Chemicals,	Managing Electrical Risks in the Workplace, Managing the Work Environment and Facilities, Managing the Risk of Falls at Workplaces, Managing the Risk of Plant in the Workplace Managing Noise and Preventing Hearing Loss in the Workplace
AS/NZS 1418.10-2011	Cranes, Hoists and Winches – Safe Use – Mobile Elevating Work Platforms	
AS/NZS 1576	Scaffolding	
AS/NZS 1892	Portable ladders	

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SIGN OFF

Workers and relevant Persons Conducting Business or Undertaking (PCBU) were consulted for developing this SWMS. I have read the above SWMS and I understand its contents. I confirm that I have the necessary training and skills, including any relevant certifications to undertake the related tasks contained in this SWMS. I agree to comply with any safety guidelines, requirements and recommendations as set forth by the responsible officer within this SWMS including safety instructions and use of recommended Personal Protective Equipment.

Name	Qualifications	Signature	Date	Time	Employer

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