

Suspended Access and Swing Stages

Business Name:		ABN:	
Business Address:			
Contact Person:	Phone:	Email:	

THIS RISK ASSESSMENT IS APPROVED BY THE PCBU ON THIS PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a RISK ASSESSMENT is prepared before the proposed work starts.

Full Name:		
Signature:	Title:	Date:

CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date Risk Assessment supplied to Project Manager:	



RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	Substitution Replace the hazard.	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	Isolation Isolate People from the hazard	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	Engineering Isolate the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	Administrative Change	
								PPE	

Risk Rating & Required Action:	
4A	Stop work. The risk is intolerable. Eliminate the hazard or redesign the activity before proceeding. A Safe Work Method Statement (SWMS) or higher-level authorisation is required.
3H	Review and approve additional controls before task starts. Senior supervisor sign-off needed.
2M	Ensure all nominated controls are in place and effective. Proceed with caution; monitor conditions.
1L	Proceed, following standard operating procedures. Monitor and keep records.

Consequence Scale:			
Consequence	People (injury/illness)	Project / Assets	Compliance / Reputation
Catastrophic	Fatality or permanent total disability	project shutdown	Significant regulator intervention; criminal prosecution
Major	Serious injury/illness (hospital > 5 days)	critical delay	Improvement notice; major media coverage
Moderate	Medical-treatment injury; lost-time > 1 day	moderate delay	Minor breach; adverse client comment
Minor	First-aid only, no lost time	negligible delay	Isolated non-conformance
Insignificant	No injury	no schedule impact	Deviation caught and corrected on site

Notes on Hierarchy of Controls:
Remember to apply controls in the preferred order shown by the coloured pyramid:

1. **Eliminate**
2. **Substitute**
3. **Isolate**
4. **Engineering**
5. **Administrative**
6. **PPE**

Always document **why** a lower-order control is accepted if elimination or substitution is not reasonably practicable.

aligned with Safe Work Australia's Managing the risk of fatigue at work (2023) and ISO 45001:2018 clauses 6–8.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Governance, WHS Duties and Contractor Management	<ul style="list-style-type: none"> Lack of clear allocation of PCBU duties between building owner, principal contractor and specialist suspended access contractor Inadequate WHS management plan covering suspended access and swing stage operations Poor integration of suspended access risks into overall site risk management and project planning Failure to verify contractor competency, licensing and high-risk work authorisations Inadequate consultation, cooperation and coordination between multiple PCBUs as required under WHS Act 2011 Absence of clear escalation pathways for safety concerns related to suspended access systems 	4A	<ul style="list-style-type: none"> Develop and implement a site WHS management plan that explicitly addresses suspended access, swing stages, BMUs, davit arms and suspended floors in accordance with WHS Act 2011 and WHS Regulations Establish written roles and responsibilities describing which PCBU controls design, installation, inspection, operation and maintenance of all suspended access systems Implement a formal qualification process for suspended access contractors, including verification of licences, high risk work permits, insurance and safety performance history Include suspended access risk management requirements within all contracts, including obligations for safe systems of work, competent personnel, and incident reporting Conduct regular coordination meetings between building owner, principal contractor, façade contractors and access providers to review upcoming suspended works and associated controls Implement a documented process for workers to raise suspended access safety concerns, including stop-work authority and clear reporting lines to senior management 	3H
2. Design, Engineering and Certification of Suspended Access Systems	<ul style="list-style-type: none"> Inadequate structural design of BMUs, swing stages, davit arms and suspension points leading to structural failure Use of non-engineered or unapproved components without verification by a qualified engineer Insufficient design consideration for maximum loads, façade geometry, wind loads and dynamic forces during drilling or maintenance Lack of compatibility between different manufacturers' components in suspended platforms Failure to ensure design complies with relevant Australian Standards (e.g. AS 1418, AS/NZS 1891, AS 1576, AS 2550) Inadequate documentation and traceability of design calculations and certifications 	4A	<ul style="list-style-type: none"> Require all suspended access systems (BMUs, swing stages, portable davits, suspended floors and personnel platforms) to be designed, reviewed and certified by a suitably qualified structural engineer experienced in temporary works and suspended access Ensure all designs comply with applicable Australian Standards, manufacturer specifications and NCC requirements, and are documented in formal engineering reports Implement a management of change procedure for any modifications, including mandatory engineering review and re-certification prior to use Maintain an engineering register of all suspended access systems, including design drawings, load ratings, anchor locations, calculations, and inspection certificates Mandate that only compatible, manufacturer-approved components and rigging configurations are used, with formal verification by a competent person Conduct independent third-party engineering review for complex or novel suspended access arrangements, including suspended platforms used during drilling or heavy maintenance 	2M

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3. Structural Anchors, Davit Arms and Roof Support Infrastructure	<ul style="list-style-type: none"> Failure of roof anchors, davit bases, parapet clamps or support structures due to inadequate design, installation or corrosion Incorrect positioning or spacing of davit sockets and anchor points leading to overloading or poor platform stability Unrecorded or undocumented anchors creating uncertainty about load ratings and suitability Unauthorised use of anchors or davits for purposes they were not designed for (e.g. material lifting instead of personnel support) Hidden damage to roof structure, fixings or waterproofing compromising anchor integrity Inadequate isolation or lock-out of damaged or decommissioned anchor points 	4A	<ul style="list-style-type: none"> Maintain a certified anchor and davit system inventory including location plans, load ratings, installation certificates and inspection records Ensure installation of all anchors, davit arms, sockets and roof supports is carried out by competent installers under an engineering specification, with post-installation proof testing where practicable Implement periodic inspection and recertification of all anchors and davit systems at intervals aligned with Australian Standards and manufacturer requirements, with clear tagging indicating status and expiry date Prohibit use of anchors and davits for any purpose other than that for which they were certified, supported by explicit procedures and signage on roof access points Introduce a davit reporting and tagging system to immediately isolate, label and record anchors or davits found to be damaged, corroded or out-of-date for certification Include roof and anchor system checks in building condition audits to identify structural issues, water ingress or corrosion that may affect suspended access integrity 	2M
4. BMU and Swing Stage Equipment Selection, Procurement and Configuration	<ul style="list-style-type: none"> Selection of suspended platforms or BMUs that are not suitable for building geometry, façade features or task requirements Underspecified loads likely leading to overloading during drilling, maintenance or material handling Use of equipment without appropriate fail-safe mechanisms, emergency descent systems or overload protection Reliance on ageing or obsolete plant with poor reliability and limited spare parts availability Inadequate consideration of redundancy in hoisting and suspension systems for personnel platforms 	3H	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>	2M
5. Inspection, Maintenance and Testing Regime for	<ul style="list-style-type: none"> Inadequate preventative maintenance leading to mechanical or structural failure of BMUs, winches, ropes, and suspension components 	4A	<p>[REDACTED]</p> <p>[REDACTED]</p>	2M

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Suspended Access Plant	<ul style="list-style-type: none"> Failure to undertake statutory inspections, proof load tests and recertification within required timeframes Poor record-keeping obscuring maintenance history and known defects Use of damaged wire ropes, safety lines, harnesses or connection hardware beyond their service life Lack of formal pre-use inspection processes for daily verification by operators 		[REDACTED]	
6. Competency, Licensing, Training and Verification of Operators and Supervisors	<ul style="list-style-type: none"> Operators using BMUs, swing stages or suspended personnel platforms without adequate training or high-risk work licences (where applicable) Supervisors lacking sufficient technical understanding to identify unsafe configurations or to challenge poor practices Inadequate training in emergency response, rescue procedures and self-rescue equipment No formal assessment of competency following training or after extended periods of non-use Reliance on informal 'buddy' training instead of structured programs 	4A	[REDACTED]	2M
7. Planning, Permits and Safe Work Method Integration	<ul style="list-style-type: none"> Suspended access work undertaken without formal planning or review of WHS risks specific to each elevation or task Incomplete or generic SWMS that do not integrate with higher-level risk controls or building-specific limitations Lack of permit-to-work controls for high-risk activities such as drilling, 	3H	[REDACTED]	2M

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	<p>cutting or hot work from suspended platforms</p> <ul style="list-style-type: none"> • Insufficient assessment of load paths, swing radii and clearances around façades and building services • Failure to coordinate suspended access works with other trades, crane operations or façade installation sequences 		[REDACTED]	
8. Emergency Response, Rescue and Incident Management for Suspended Work	<ul style="list-style-type: none"> • Delayed or ineffective rescue of personnel suspended after a fall arrest event or mechanical failure • Inadequate emergency descent capabilities for BMUs and swing stages • Lack of clear communication protocols for emergencies at height, including after-hours maintenance • Insufficient coordination with emergency services regarding building access, roof entry and technical rescue capabilities • Absence of post-incident review processes to prevent recurrence 	4A	[REDACTED]	2M
9. Environmental and Site Conditions Management (Wind, Weather and Surroundings)	<ul style="list-style-type: none"> • Operation of suspended platforms in excessive wind or adverse weather resulting in uncontrolled movement or collision with the façade • Inadequate monitoring of changing weather conditions during the shift • Exposure to lightning, extreme heat or cold for workers in suspended positions 	3H	[REDACTED]	2M

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	<ul style="list-style-type: none"> • Uncontrolled interaction with building occupants, public areas or traffic below the work zone • Debris or tools falling from suspended platforms due to environmental factors 		[REDACTED]	
10. Fall Protection Systems and Work in Suspended Positions	<ul style="list-style-type: none"> • Inadequate primary and secondary fall protection for personnel working from suspended platforms, BMUs or suspended floors • Incorrect selection, use or connection of harnesses, lanyards and fall arrest devices • Anchor points for personal fall arrest not rated or certified for dynamic fall loads • Potential for pendulum (swing) falls when accessing façade edges or recessed areas • Suspension intolerance (i.e. static shock) risks following fall arrest in harnesses 	4A	[REDACTED]	2M
11. Electrical, Mechanical and Control System Safety	<ul style="list-style-type: none"> • Electrical failure or shock from BMU power supplies, control panels or trailing cables • Uncontrolled movement of platforms due to control system malfunction or loss of power • Failure of braking or hoisting mechanisms under load • Inadequate isolation procedures for maintenance and fault-finding activities on BMUs and hoists • Use of non-approved electrical equipment or temporary power arrangements on suspended platforms 	3H	[REDACTED]	2M

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			[REDACTED]	
12. Interface with Building Operations, Occupants and Public Areas	<ul style="list-style-type: none"> Lack of coordination between suspended access activities and building operations (e.g. cleaning, tenant fit-out, façade works) Uninformed building occupants opening windows, doors or blinds into work areas or onto platforms Public exposure to falling objects, noise or dust from drilling and maintenance in suspended positions Inadequate control of building security systems impacting emergency access to roofs and BMUs 	3H	[REDACTED]	2M
13. Manual Handling, Ergonomics and Fatigue in Suspended Work	<ul style="list-style-type: none"> Musculoskeletal strain from handling tools, panels and equipment while working in constrained suspended positions Extended periods in handover on suspended platforms leading to fatigue and reduced decision-making capacity Poor ergonomic layout of BMU baskets, swing stages and suspended floors requiring awkward postures Inadequate breaks or rotation of tasks for workers conducting repetitive maintenance or drilling from suspended positions 	3H	[REDACTED]	2M

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14. Management of Change, Temporary Configurations and Non-Routine Tasks	<ul style="list-style-type: none"> • Uncontrolled changes to rigging, platform configuration or access methods introducing new risks • Use of temporary suspended floors, bridging platforms or non-standard davit set-ups without adequate engineering review • Non-routine tasks (e.g. complex drilling patterns, façade remediation) performed using ad-hoc methods • Failure to update documentation, permits and SWMS when configurations or methods change 	3H	[REDACTED]	2M
15. Documentation, Records, Auditing and Continuous Improvement	<ul style="list-style-type: none"> • Loss or fragmentation of critical safety documentation related to suspended access systems • Inadequate auditing of compliance with procedures, permits and maintenance regimes • Failure to learn from incidents, near misses and industry alerts involving suspended access • Outdated procedures or risk assessments not reflecting current equipment, legislation or site conditions 	3H	[REDACTED]	1L

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES FOR ANY STATE THAT ARE NOT APPLICABLE

Queensland & Australian Capital Territory

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2011
 Legislation QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws>
 Codes of Practice QLD: <https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice>
 Legislation ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations>
 Codes of Practice ACT: <https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice>

Victoria

Occupational Health and Safety Act 2004
 Occupational Health and Safety Regulations 2017
 Legislation VIC: <https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations>
 Codes of Practice VIC: <https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice>

New South Wales

Work Health and Safety Act 2011
 Work Health and Safety Regulations 2025
 Legislation NSW: <https://www.safework.nsw.gov.au/legal-obligations/legislation>
 Codes of Practice NSW: <https://www.safework.nsw.gov.au/resource-library/list-codes-of-practice>

Western Australia

Work Health and Safety Act 2020
 Work Health and Safety Regulations 2022
 Legislation Western Australia: <https://www.commerce.wa.gov.au/worksafe/legislation>
 Codes of Practice WA: <https://www.commerce.wa.gov.au/worksafe/codes-practice>

Northern Territory

Work Health and Safety (National Uniform Legislation) Act 2011
 Work Health and Safety (National Uniform Legislation) Regulation 2011
 Legislation NT: <https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws>
 Codes of Practice NT: <https://worksafe.nt.gov.au/laws-and-compliance/codes-of-practice>

Safe Work Australia Links

Law and Regulation (All States): <https://www.safeworkaustralia.gov.au/law-and-regulation>
 Model Codes of Practice: <https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice>

South Australia

Work Health and Safety Act 2012 (SA)
 Work Health and Safety Regulations 2012 (SA)
 Legislation for SA: <https://www.safework.sa.gov.au/resources/legislation>
 Codes of Practice for SA: <https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs>

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

Tasmania

Work Health and Safety Act 2012
 Work Health and Safety (Transitional and Consequential Provisions) Act 2012
 Work Health and Safety Regulations 2012
 Work Health and Safety (Transitional) Regulations 2012
 Legislation for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations>
 Codes of Practice for TAS: <https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice>

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.