Access Platform Usa	ge SAFE WORK METHOD	STATEMENT (SWMS)	
TASK	OR ACTIVITY: Access Platform	Usage	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E Bil:	
THIS SAFE WORK METHOD	STATEMENT IS APPROX D BY		
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.		required to en the that a safe work method s	tatement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring	ppliance the VMS a well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS MAN PHAVE THE FOLLOWING COMMUNICATED	NAME OF ALL RELEVANT PERSONNE EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	DMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched ed in according with a gislative requirements to first identify any site hazards, such to compare hicas those hazards and then to further take steps to either eliminate or contact each hazard.			
If an incident or a near miss occurs, all work must stop an added by Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			
The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.			



CLIENT OR PRINCIPAL	CONTRACTOR DETAILS
Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	
ANY HIGH-RISK CONSTRUC	
☐ involves a risk of a person falling more than 2 meters	I is carried out on or near pressurised gas mains or piping
□ is carried out on a telecommunication tower	carried out on or near chemical, fuel or refrigerant lines
☐ involves demolition of an element of a structure that is load-bearing	□ is carried out on or near energised electrical installations or services
□ involves demolition of an element related to the physical integ. Y of a sucture	\square is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete
involves structural alteration or repair that quires terminary supart to prevent collapse	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor
□ is carried out in or near a confined space	\Box is carried out in an area of a workplace where there is any movement of powered mobile plant
is carried out in/near a shaft or trench deeper that tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.
ANY HIGH-RISK MACHINER	RY OR EQUIPMENT NEARBY



	RISK MATRIX									
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE			HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION		Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.		Replace the hazard.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k⊾ records		Engineering Isolate the hazard.	
RARE LOW LOW MODERATE HIGH HIGH LOW Morecords Isolate the hazard. Iotes on Hierarchy of Controls: Elimination methods are the most effective and preferre usen consisting a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the site roots ten give, while Administrative controls by changing the work is the fourth most effective method. Administrative roots ten give, while Administrative PPE PPE PPE PPE PPE PPE PPE										

						TIVE EQUIPM					
		Select the ap	propriate PPL	abo, ruitab	i or the equi	oment used or	the job task	being perform	ned (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION		P ECTION	R⊾ ⇒PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE Required:											
	Permit or Licenses Requirements						Ма	andatory Qual	ifications and	Training	



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. Preparation	Unstable ground conditions, Incorrect load calculation	2М	 Conduct a thorough site assessment to identify any potential ground instability and ensure the area is suitable for access platform use. Use ground-penetrating radar or similar technomous detect underground voids or utilities that could compromise stability. Consult geotechnical reports available, to under and the soil composition and load-bearing capacity of the work area. Implement mong or bas balates and er stabilities or outriggers to distribute the load evenly and improve group stability. Ensuration and are spontentiated in identifying signs of potential ground instability and know the producers to any of detected. Perform in under equipment inspections to verify that all stabilisers and pressure sensors are functioning correct. Calculate the and weight of both personnel and equipment intended to be on the platform to ensure it do not to ceed the safe working load (SWL) of the platform. Cleany uplay the maximum load capacity on the access platform and ensure it is visible to all arators. Forwow the manufacturer's guidelines and Australian standards when performing load calculations, moorporating safety margins as specified. Restrict access to the platform to authorised personnel only, ensuring they are aware of and adhere to load limits. Engage a qualified engineer to verify load calculations, particularly for complex tasks or when using the platform in less common configurations. 	1L
2. Pre-start Inspection	Equipment defects, Inadequate training	ЗН	 Conduct a thorough visual inspection of the access platform for any visible signs of damage or wear and tear. Ensure that all operators have current and valid certification or training specific to the type of access platform being used. Use a pre-start checklist to systematically verify each component of the access platform is in good working order. Check the manufacturer's manual for specific instructions on pre-start inspections and adhere strictly to these guidelines. Verify the functionality of safety features such as guardrails, toe boards, and harness anchor points. Test all controls and buttons to ensure that they are functional and clearly labelled. Inspect hydraulic systems for leaks or damage and ensure fluid levels are adequate. 	2M



POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
		- Ensure that platform extension mechanisms operate smoothly and without jamming.	
		- Confirm that tyres are properly inflated and free from significant cuts or punctures.	
		- Verify that all warning labels and safety signs a present and legible.	
		- Ensure that any repairs or maintenance very documented by previous checks has been addressed and resolved.	
		- Confirm with a supervisor or competent personance the equipment's rating is suitable for the intended task and site conditions.	
		- Conduct a pre-stand stion whe platform and subjunctions are to identify any potential hazards and ensure all components are upgood perking condition.	
		- Ensure that I trained a clauthor. I provinnel set up and operate the access platform.	
		- Second the area from the platform to prevent unauthorised access during setup and operation.	
		- Use operate a sonal protective equipment (PPE) such as harnesses, helmets, and non-slip footwer when setting to and using the platform.	
		- Position the high therm of a stable, level surface to prevent tipping or uncontrolled movement.	
Falling from height, Uncontrolled movement of equipment	ЗН	- Entrage theel tooks and stabilisers before ascending to ensure the platform remains stationary during use.	2M
		et boundaries with barriers or signage to alert others of the work area and minimise distractions or in, ference.	
		Check weather conditions to avoid using the platform during high winds or adverse weather, which could increase the risk of falling or instability.	
		- Inspect the platform's safety features, like guardrails and toe boards, ensuring they are intact and correctly positioned before use.	
		- Develop and communicate an emergency response plan specific for incidents involving the platform, ensuring team members know how to respond to potential falls or equipment failures.	
Overloading of platform, Inadequate securing of load	3H		1L
	HAZARDS THAT MAY ARISE	HAZARDS THAT MAY ARISE INITIAL INITIAL INITIAL RISK INITIAL Falling from height, Uncontrolled 3H For particular Initial Overloading of platform, Inadequate 3H	HAZARDS THAT MAY ARISE INITIAL RISK SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS - Ensure that platform extension mechanisms operate smoothly and without jamming. - Confirm that tyres are properly inflated and free from significant cuts or punctures. - Verify that all warning labels and safety signs a puresent and legible. - Ensure that pay repairs or maintenance of documents by previous checks has been addressed and resolved. - Confirm with a supervisor or competent persch status due equipment's rating is suitable for the intended task and site conditions. - Confirm with a supervisor or competent persch status due equipment's rating is suitable for the intended task and site conditions. Failing from height, Uncontrolled movement. - Conduct a pre-star function on the platform and sweunding area to identify any potential hazards and ensure all comparison is are ugoow riking condition. Failing from height, Uncontrolled movement. - Second the arc group of the platform to prevent unauthorised access during setup and operation. - Use that prever conditions to avoid using the platform during high winds or adverse weather, which could increase the risk of falling or instability. - Inspect the platform's safety features, like guardrails and toe boards, ensuring the platform, ensuring team members know how to respond to potential falls or equipment fallures. - Overloading of platform, Inadequate - Inspect the platform's safety features, like guardrails and toe boards, ensuring the platform, ensuring team members know how to respond to potential fails or equipment fallures.



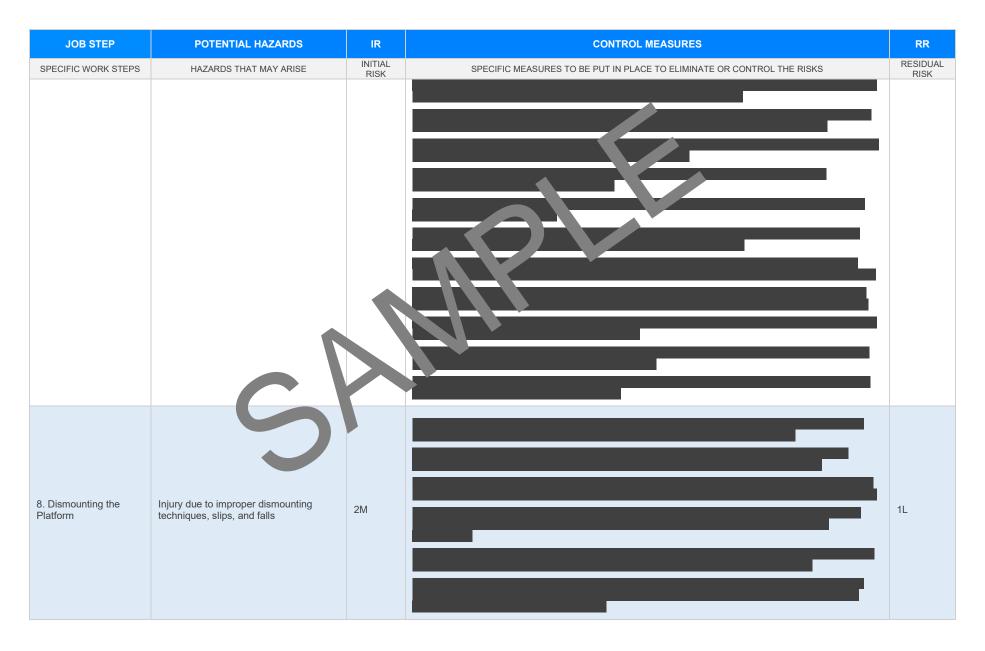




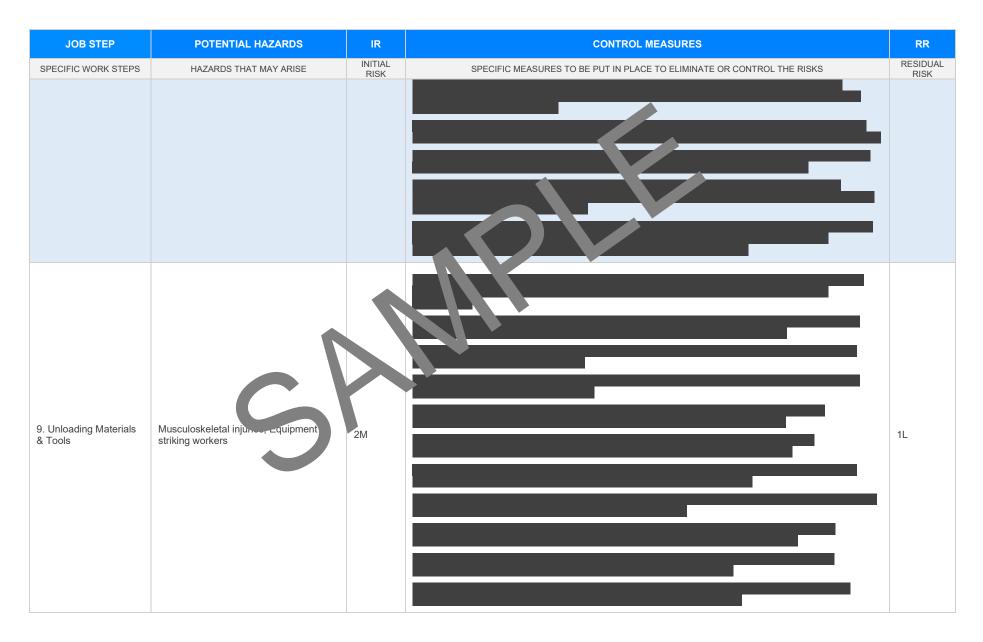
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
6. Operating the Platform	Collision with objects or people, Faulty operation controls	ЗН		2М
7. Working at Height	Fall of persons, Fall of materials	4A		ЗН

Version 2.5





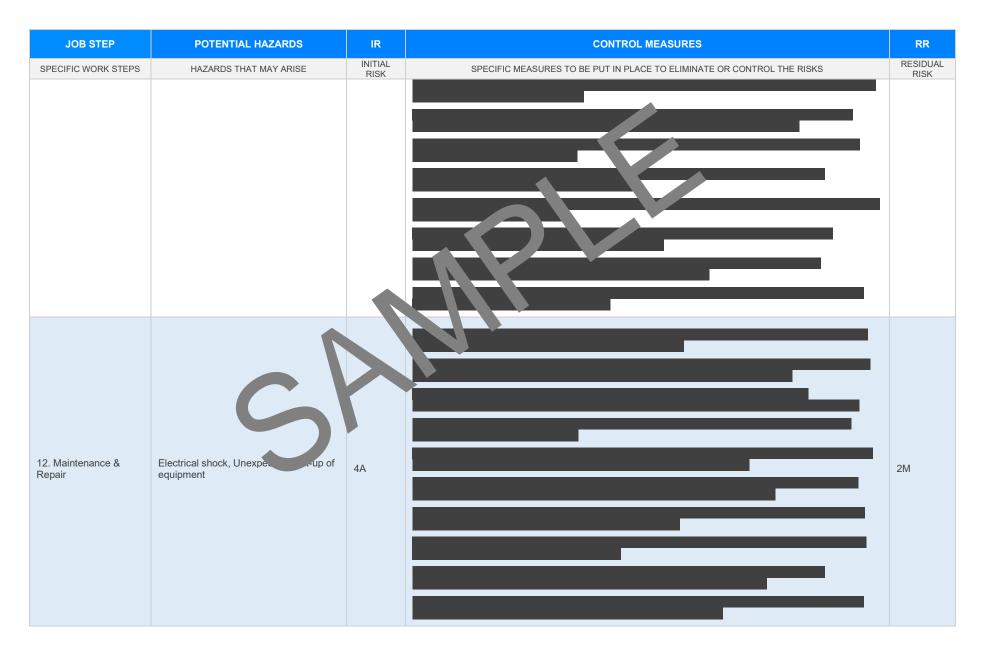






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Lowering of Platform	Uncontrolled descent, Equipment failue	3H		2M
11. End of Work Check	Missed potential damage, Inadequate post-operation check	2M		1L



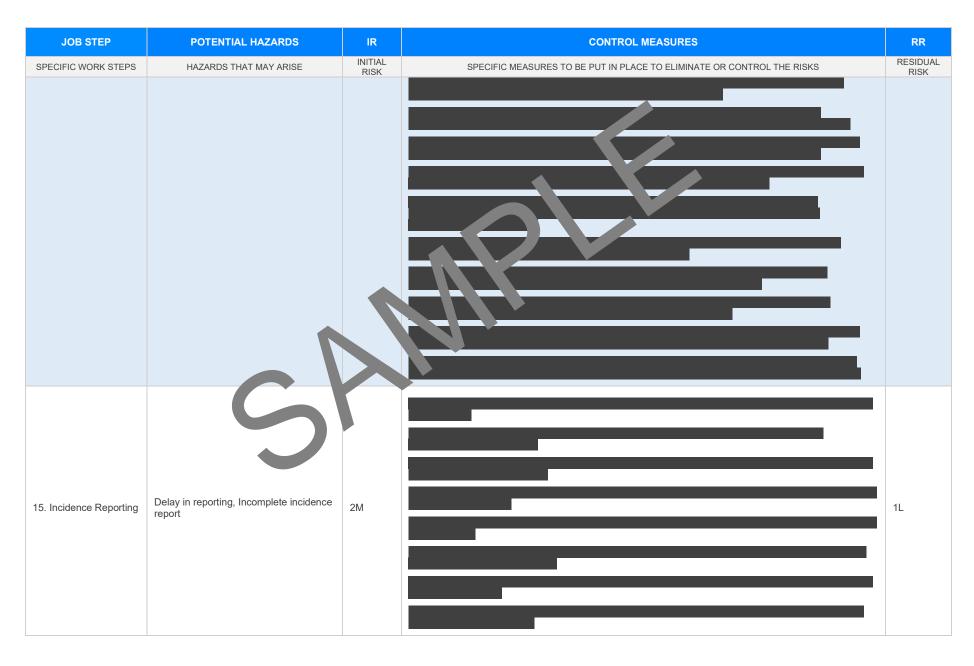




JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
JOB STEP SPECIFIC WORK STEPS	POTENTIAL HAZARDS HAZARDS THAT MAY ARISE	IR INITIAL RISK	CONTROL MEASURES SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RR RESIDUAL RISK
14. Document and Record Control	Error in documentation, Loss of inspection record	2M		1L

Version 2.5





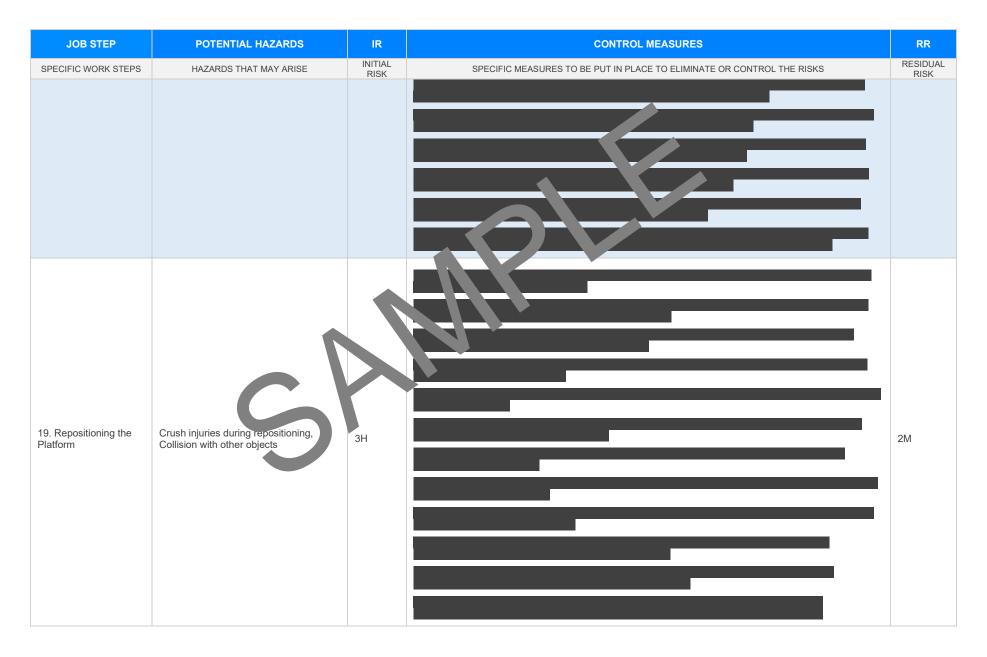


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
16. Equipment Storage	Incorrect storage causing using age, Manual handling interes during storage	ZM		1L
17. Waste Disposal	Improper waste disposal leading to environmental hazards, Fire Hazard from flammable trash	2M		1L











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
20. Decommissioning the Platform	Environmental harm due to improper disposal, Injuries during dismantling	3Н		2М



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 REF	ERENCES
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISL	ATIVE REFERENCES ANY STATE AT ARE NOT APPLICABLE
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Occupational Health at Safety Act and Occupational Health and orfety orgulations 2017 Legis non VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulations</u> ordes of mactice VIC <u>autps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>
New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes rach. Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislati-codes-ou rach.	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>
Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulation 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/we_place-serv-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/f</u>	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model-</u> <u>codes-of-practice</u> Model Codes of Practice
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: <u>https://www.safework.sa.gov.au/resources/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs</u>	 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
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	 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
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.	 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



SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and gualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Signature	Date

SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

The SWMS must be reviewed regularly to make sure it remains fective revised if necessary) if relevant control measures are revised. The viewn consultation with workers (including contractors htractors Vb of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that persons involved with the work are advised that a revision has been made and how they can acces he revised SWMS, including all persons who will need to change a work procedure or system as a region of the review are advised of the changes in a way that will enable them to implement their duties antly with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

- 1. Spot Checks.
- 2. Consultation with workers, contractors and sub-contractors.
- 3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies. followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	1	2	3	4	5	6	7
NAME							
INITIALS							
DATE							



SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	COMMENTS
The company details have been entered, including the project name and address.		
All relevant personnel consulted during the development of the SWMS.		
Name, signature, position and date signed of the person approving the SWMS.		
Specific personnel and qualifications, experience is noted in the SWMS.		
Provides a step-by-step process of tasks required to carry out the activity or task.		
Adequate risk assessment of any identified hazards has been completed.	\boxtimes	
Foreseeable hazards are identified and documented for each step.	\boxtimes	
Any hazards listed in any site risk assessments have been added to the SWMs	\boxtimes	
SWMS initial risk (IR) column as well as residual risk (RR) column mpleted.	\boxtimes	
Check control measures added to the SWMS are the most effective selection	\boxtimes	
Responsible person is assigned and listed on the property of the importation control measures.	\boxtimes	
Permit or licenses requirements specified, su as Hot Work, Electric Work, Work at Heights etc.	\boxtimes	
SWMS identifies plant and equipment to be use	\boxtimes	
Details of inspection checks required for any equipment listed protection on the SWMS.	\boxtimes	
Describes any mandatory qualifications, experience, and g or skills required to perform the work.	\boxtimes	
Applicable personal protective equipment is selected on the SWMS.	\boxtimes	
Reflects and documents any legislative references and/or Australian Standards.	\boxtimes	
Identifies any hazardous substances used with specific control measures in line with any SDS.	\boxtimes	
REVIEWED BY	DATE REVIEWED	
SIGNATURE	DATE COMPLETED	