



### Installing Climbing Bracket Form Platforms | SAFE WORK METHOD STATEMENT (SWMS) TASK OR ACTIVITY: Installing Climbing Bracket Form Platforms **Business Name:** ABN: SWMS# Business Address: Contact Person: Phone: THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PC. YOF THE PROJECT (PC\_1) is required to en that a safe work method statement (SWMS) is prepared before Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or under the proposed work starts. Full Name: Title: Date: Signature: Details of the person(s) responsible for ensuring implementation, monitoring pliance VMS arrivell as reviews and modifications of the SWMS. Full Name: Title: Phone: ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS STIMS IN NA 2 OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE HAVE THE FOLLOWING COMMUNICATED EVELOPMENT AND APPROVAL OF THIS SWMS Safety meetings or toolbox talks will be sched and in according with gislative requirements to first identify any site hazards. nica those hazards and then to further take steps to either eliminate or conf each hazard. If an incident or a near miss occurs, all work must ste alately. 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.

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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 BIOK CONSTRUCTOR	NAME OF THE POLIT
ANY HIGH-RISK CONSTRUCTOR	N WC & BEIN C ARIED OUT
☐ involves a risk of a person falling more than 2 meters	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	$\square$ is carried out on or near energised electrical installations or services
☐ involves demolition of an element related to the physical integral of a functure	☐ 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 term — v sup —rt 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	☐ 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.
$\square$ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.
ANY HIGH-RISK MACHINER	Y OR EQUIPMENT NEARBY

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RISK MATRIX										
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	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 before 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	Engineering Isolate the hazard.		
is the second m	rchy of Controls: ost effective metho nging the work is th	d of controlling a	hazard. Enginee	ering by isolati	on is the in ost e	en 'ive, while	rd. Substitution Administrative effective	Administrative Change the work.  PPE		

	PERS_VAL TECTIVE EQUIPMENT (PPE)										
		Select the app	propriate PPL	abo√ ≃uitab	ic or the equi	pment used or	the job task	being perforr	ned (if applica	ıble).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING ETION	P ECTION	R PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	Required:										
	Pe	ermit or Licen	ses Requirem	ents			Ma	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
			- Conduct thorough training sessions for all sonnel involved in the installation of climbing bracket form platforms to ensure they understand equiple at and produces.	
			- Verify qualifications and competencies of wo specific tools or equipment.	
			- Develop and communicate a stailed Safe Work is thock attement (SWMS) outlining each step of the installation process.	
			- Ensure that so by briefing are conducted at the beginning of each shift to remind workers of safe practices and locedures.	
			- Proy appropriate proposal protective equipment (PPE) such as gloves, hard hats, and safety boots to all we have their use.	
			- Ensurance of a collarly inspected for wear and defects; only serviceable tools should be used.	
1. Preparation	Inadequate training, misuse of tools, incorrect manual handling procedures	3H	- Estable in cleen communication protocols using radios or hand signals to coordinate activities and structions arm on the crew.	1L
			- Por ion laterials and tools close to the work area to prevent unnecessary carrying and potential panual light injuries.	
	5		- e mechanical lifting devices or team lifting techniques when handling heavy components to reduce the rist of musculoskeletal injuries.	
			- Implement a buddy system to provide assistance and oversight when manual handling tasks are being performed.	
			- Regularly review and update risk assessments to identify new hazards as the project progresses and implement corresponding control measures.	
				- Post signage reminding workers of proper posture and lifting techniques to reinforce training on correct manual handling procedures.
			- Engage a supervisor to oversee all work activities, ensuring compliance with safety measures and intervening if unsafe actions are observed.	
			- Conduct a traffic management plan to control vehicle movements on site and ensure safe access for material delivery.	
			- Use trained and competent personnel to operate vehicles and handling equipment.	
2. Transport materials	Traffic incidents, unsecured load	2M	- Secure all loads properly using appropriate restraints and tie-downs before transport.	1L
to site	riamo molacino, anocurca loga	ZIVI	- Inspect vehicles and trailers to ensure they are in good working condition and suitable for transporting materials.	TE.
			- Establish and enforce speed limits and designated routes within the site to reduce the risk of collision.	
			- Provide clear and visible signage for traffic flow and unloading zones at the site.	



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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Communicate clearly with drivers regarding loading and unloading procedures and any site-specific hazards.	
			- Ensure all staff involved wear appropriate person protective equipment, such as high visibility clothing and safety helmets.	
			- Conduct regular inspections and mainten the checks of fiting and securing equipment to ensure it is fit for purpose.	
			- Schedule deliveries during off-peak hours to in the nise interaction with other site operations and external traffic.	
			- Designate a spotter or guide parton to assist with the manoeuvring of vehicles on site.	
			- Review weather andition prior transport are adjust plans if necessary to reduce risks due to rain, wind, or low collity.	
			- Have in emerging reconse plan in the ethat addresses potential incidents during transportation and unlock activition.	
			- Conduit a prough the inspection to identify and remove potential trip hazards in the work area before beginning the tup.	
			- arly elineate the work area using barriers or tape to prevent unauthorised access and reduce the risk of the and trips.	
			insure an personnel involved in the setup process are equipped with appropriate personal protective expense (PPE), including high-visibility clothing, helmets, and non-slip footwear.	
	Trip hazards, falls from gnt	SH	Implement a "toolbox talk" meeting prior to commencing work to discuss potential hazards and safety measures with all workers.	
3. Set up work area			- Use secure and stable ladders and scaffolding when accessing heights during the setup of climbing bracket form platforms.	2M
			- Install guardrails and edge protection around the perimeter of elevated work areas to prevent falls from height.	
			- Ensure adequate lighting is in place within the work area to enhance visibility and minimise the risk of trips and falls.	
			- Maintain clear and organised storage of tools and equipment to avoid clutter and reduce tripping hazards.	
			- Assign a qualified safety officer to continuously monitor the setup process and enforce compliance with safety protocols.	
			- Develop and communicate an emergency response plan to all workers in case of an accident or incident involving falls or trips.	
4. Inspecting delivered materials	Manual lifting injuries, cuts from sharp objects	3H		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
5. Erect scaffolding	Falling from heights, structural collapse	4A		2M



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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. Install safety measures	Falls from height, misuse of safety equipment	31		1L
7. Begin platform installation	Incorrect use of power tools, falling objects	4A		2M



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PECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUA RISK
Secure the brackets	Slips, trips and falls, falling	3H		■ 1L



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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
9. Attach handrails	Failing from heights, hand injury	3H		2M
10. Fit deck planks	Trip and fall, improper use of tools	3H		<b>1</b> L



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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
11. Attach access ladder	Fall from heights, crush injuries	4A		2M
12. Clean up work area	Trip hazards, improper disposal of waste materials	2M		l 1L



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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
13. Inspect completed Structural ins	Structural instabilit, fall fall for the structural instabilit, fall for the structural instability fa	βН		2M
4. Dismantle at end of project	Fall from heights, incorrect use of tools	3H		1L



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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
15. Final clean up of site	Improper waste disposal, trip hazards	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
				-
				1
				-
16. Transport materials back to depot	Traffic incidents, unsecured load	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
17. Debrief and report writing	Ergonomic-related hazards while writing reports	1L		1L
18. Storage of equipment	Unsecured storage, manual handling injuries	2M		1L



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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
				•
19. Equipment	Incorrect maintenance practices.			
19. Equipment maintenance and inspection	Incorrect maintenance practices, electrical hazards for polequipments	3H		2M
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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. Finalize all documentation and close out project	Eye strain, ergonomic-related hazards	1L		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. ANY STATE OF AT 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

#### **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 of Practice NSW: https://www.safework.nsw.gov.au/resource-library/lis > odes-oi racti

#### **Northern Territory**

Work Health and Safety (National Uniform Legislation) Act 2011

Work Health and Safety (National Uniform Legislation) Regulation 201

Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/wo\_place-

Codes of Practice NT: https://worksafe.nt.gov.au/f

#### 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/le\_lation

Codes of Practice for SA: https://www.safework.sa.gov.au/work\_aces/codes-of-practice#COPs

#### 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.

#### Victoria

Occupational Health at Safety Act 34

Occupational Health and afety gulations 2017

Legis on VIC: https://www.wsafe.vic.gov.au/occupational-health-and-safety-act-and-

gulat

les on actice VI atps://www.worksafe.vic.gov.au/compliance-codes-and-codes-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

#### 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

#### **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





### 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 qualifications 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 IN THE STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains a fective of must be reviewed (and revised if necessary) if relevant control measures are revised. The view process should be carried out in consultation with workers (including contractors 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 mast ensure that advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a rest of the review are advised of the changes in a way that will enable them to implement their duties and the 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:

- 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							

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### 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.	7	
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.		
Foreseeable hazards are identified and documented for each step.		
Any hazards listed in any site risk assessments have been added to the SWMS		
SWMS initial risk (IR) column as well as residual risk (RR) column pupleted.		
Check control measures added to the SWMS are the most effective selective selective.		
Responsible person is assigned and listed on the part the important of measures.		
Permit or licenses requirements specified, sur as Hot Work, Electric Work, Work at Heights etc.		
SWMS identifies plant and equipment to be us		
Details of inspection checks required for any equipment listed a noted on the SWMS.		
Describes any mandatory qualifications, experience, and or skills required to perform the work.		
Applicable personal protective equipment is selected on the SWMS.		
Reflects and documents any legislative references and/or Australian Standards.		
Identifies any hazardous substances used with specific control measures in line with any SDS.		
REVIEWED BY	DATE REVIE	WED
SIGNATURE	DATE COMPL	ETED