Height Limiter Systems | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Height Limiter Systems

Business Name: [Company Name]	ABN: [ABN]	SWMS#
Business Address: [Company Address]		
Contact Person:	Phone: [Phone]	Email:

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

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

Full Name:		
Signature:	Title:	Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:	Title:	Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED	NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS		
	NAME	SIGNATURE	DATE
Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.			
If an incident or a near miss occurs, all work must stop immediately. 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:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

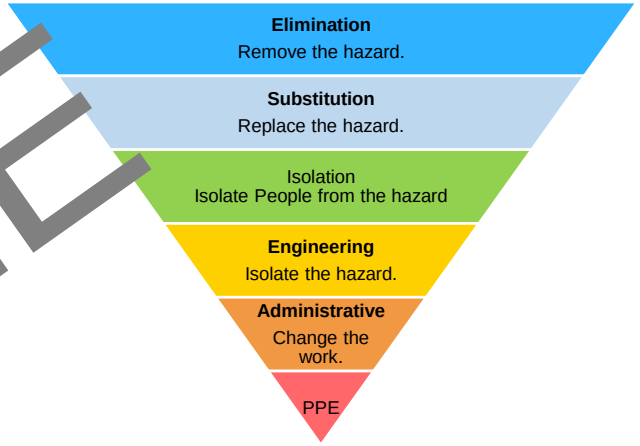
ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT	
☐ involves a risk of a person falling more than 2 meters.	☐ is carried out on or near pressurised gas mains or piping.
☐ is carried out on a telecommunication tower.	☐ is carried out on or near chemical, fuel or refrigerant lines.
☐ involves demolition of an element of a structure that is load-be	☐ is carried out on or near energised electrical installations or services.
☐ involves demolition of an element related to the physical integrit of a stru	☐ is carried out in an area that may have a contaminated or flammable atmosphere.
☐ involves, or is likely to involve, disturbing as stos.	☐ involves tilt-up or precast concrete.
☐ involves structural alteration or repair that re mporar upp 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 than 1.5m or 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 MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEE
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befo work starts.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k records

HEIRARCHY OF CONTROLS



Notes on Hierarchy of Controls: Elimination methods are the most effective and preferre en co lli d hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the ost e ve, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Eq ment) he least effective method.

PERS NAL TECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	E PROTE	SPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and,
3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Falling objects, Uneven surfaces	2M	- Conduct a thorough risk assessment before starting work to identify potential hazards and determine appropriate control measures. - Keep the worksite clean, neat, and free of debris or unnecessary materials that could increase the risk of slipping, tripping, or falling. - Barricade the work area with clear signage to warn workers and others about the dangers associated with working at height and prevent unauthorised access. - Ensure all personnel involved in the task have received adequate training on the use and operation of the height limiter system, including emergency procedures. - Provide workers with appropriate personal protective equipment (PPE), such as hard hats, non-slip footwear, and high-visibility clothing to minimise the risk of injuries caused by falling objects or uneven surfaces. - Inspect all tools, equipment, and machinery related to the height limiter systems, ensuring they are in good working condition and suitable for the intended purpose. - Develop and implement a Safe Work Method Statement (SWMS) or similar documentation outlining the work process, specific tasks, potential hazards, and appropriate control measures to mitigate risks. - Have an effective communication system in place, such as two-way radios, to ensure that team members can communicate effectively during the operation. - Establish a rescue plan in case of emergencies where a worker must be quickly brought down from height, ensuring it is communicated to all personnel involved in the task. - Regularly inspect and maintain the working surface, ensuring it is levelled, free of holes, and any obstructions that could pose a hazard while setting up or operating the height limiter system. - Educate workers on proper ergonomics and body mechanics when lifting, pulling or pushing heavy or bulky items used in height limiter systems, to avoid strain or injury. - Schedule regular safety meetings with staff to review safety protocols, discuss any concerns, and ensure everyone remains vigilant in mitigating risks associated with working at height. - Monitor weather conditions closely and follow best practices for working in different weather situations, such as avoiding work during severe storms or high winds, which could increase the risk of falling objects and uneven surfaces becoming hazardous. - Encourage an open and cooperative safety culture where workers feel empowered to report hazards, near misses, or any concerns without fear of reprisal or punishment, allowing for continual improvement in workplace safety practices.	1L	
2. Site Assessment	Slips and trips, Inadequate lighting	2M	- Conduct a thorough site assessment before starting work, identifying any potential slip or trip hazards and rectifying them where possible.	1L	

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			- Ensure all workers are wearing appropriate personal protective equipment (PPE), such as non-slip footwear suitable for the task and environment. - Clear the work area of any debris, spills or obstructions that could cause slips, trips or falls. - If working outdoors, monitor weather conditions closely to prevent work during heavy rain, strong winds, or other inclement conditions that could lead to slippery surfaces or compromised visibility. - Provide additional temporary lighting if natural or existing illumination is insufficient to ensure proper visibility, taking care not to create glare or blind spots. - Implement a buddy system for workers operating at height, so they can assist one another in mitigating any additional risks and help watch out for hazards. - Clearly mark any changes in floor or surface level, staircases, or ramps with high-visibility paint or caution tape, to alert workers to these areas and help prevent slips and trips. - Install temporary handrails, guardrails, or barriers near elevated work areas to prevent accidental falls. - Use anti-slip mats, step covers, or adhesive strips in areas where slipping hazards cannot be eliminated, such as on inclines or in potentially wet locations. - Train all workers on proper lifting, bending, and carrying techniques to reduce the risk of accidents caused by physical strain or repetitive tasks. - Regularly inspect ladders, scaffolding, and other equipment used for working at height, ensuring they comply with industry standards and are in good working condition. - Develop a schedule for regularly cleaning and maintaining the work area, removing any potential slip or trip hazards along the way. - Establish clear communication channels between workers and supervisors, encouraging workers to report any new hazards or concerns promptly. - Always have first aid kits available on-site and personnel trained in administering first aid in case of an injury from a slip, trip, or fall. Encourage workers to report any near misses so that preventative measures can be implemented to avoid future accidents.		
3. Equipment Inspection	Defective equipment, Untrained personnel	3H	- Regular Equipment Inspection: Conduct thorough inspections of the height limiter systems and associated equipment before each use, following a predetermined checklist to identify and address any defects or wear. - Qualified Inspectors: Ensure that only trained and qualified personnel are responsible for carrying out equipment inspections, thereby minimising any potential risk from untrained staff overlooking crucial elements.	2M	

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			- Proper Documentation: Maintain comprehensive records of inspection results, performed maintenance, and equipment usage logs to ensure complete traceability and accountability. - Staff Training and Certification: Provide adequate training to all personnel using height limiter systems, making sure they receive proper certification in its operation, safety procedures, and troubleshooting. - Clear Communication: Establish clear communication channels among team members involved in the operations, ensuring that any faults or issues identified during the inspection process are immediately reported and addressed. - Equipment Maintenance Schedule: Develop a routine maintenance schedule for height limiter systems to prevent deterioration and equipment failure over time. Adhere to the recommended guidelines provided by equipment manufacturers. - Replacement Parts Availability: Keep an on-site inventory of essential spare parts as per manufacturer specifications, ensuring that any faulty components can be quickly replaced during routine maintenance, repairs, or emergencies. - Visual Safety Guides: Display visual safety guides and warning signage near the height limiter systems, providing easily accessible information for operators to cross-check their tasks against standard safety protocols. - Pre-operation Risk Assessment: Prior to commencing any work involving height limiter systems, perform a risk assessment to identify, evaluate, and control hazards in the worksite. Communicate identified risks and control measures to all relevant parties. - Emergency Response Plan: Create and implement an emergency response plan that outlines the steps to take in case of equipment malfunction, injury, or other incidents related to height limiter systems. Ensure all personnel are well-trained in executing this plan in the event of an emergency.		
4. Height Limiter System Setup	Incorrect installation, Electrical hazards	3H	[redacted]	2M	

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[redacted]					
5. Worker Training	Insufficient training, Miscommunication	2M	[redacted]	1L	

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JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			[redacted]		
6. Work Area Preparation	Obstructed paths, Pro[redacted]bjects	[redacted]	[redacted]	1L	
7. Access to Platform	Caught in-between, Falls from height	3H		2M	

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			[redacted]		

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
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8. Work at Height	Fall from height, Overexertion		[redacted]	3H	

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			[redacted]		
9. Equipment Usage	Misuse of tools, Pi[redacted]h points	3H	[redacted]	2M	

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			[redacted]		
10. Lifting Loads	Overloading, Unba nced weight	3H	[redacted]	1L	

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			[redacted]		
11. Debris Removal	Struck-by hazards, Poor housekeeping	2M	[redacted]	1L	

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			[redacted]		
12. Dismantling System	Equipment damage, Falls from height	3H	[redacted]	2M	

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			[redacted]		
13. Area Clean-up	Slippery surfaces, Improper waste disposal	2M	[redacted]	1L	

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			[redacted]		
14. Equipment Storage	Improper storage, [redacted] space	2M	[redacted]	1L	

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			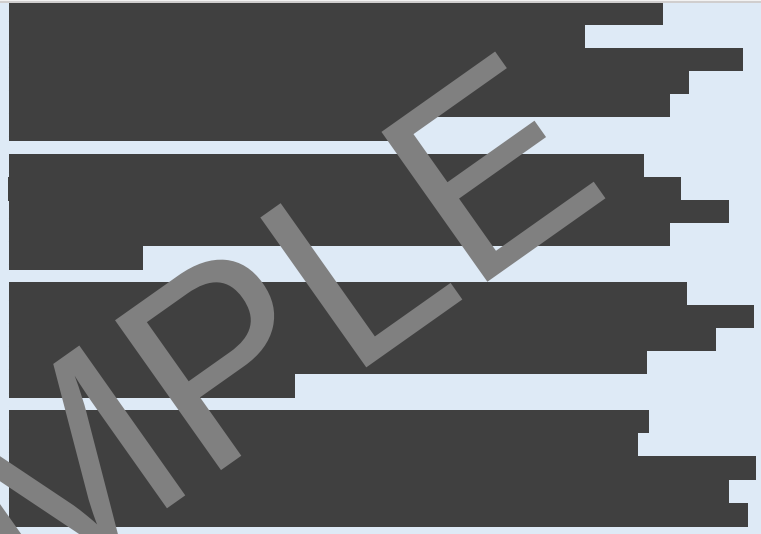		
15. Post-Inspection	Missing controls, Unaddressed hazards	2M		1L	

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			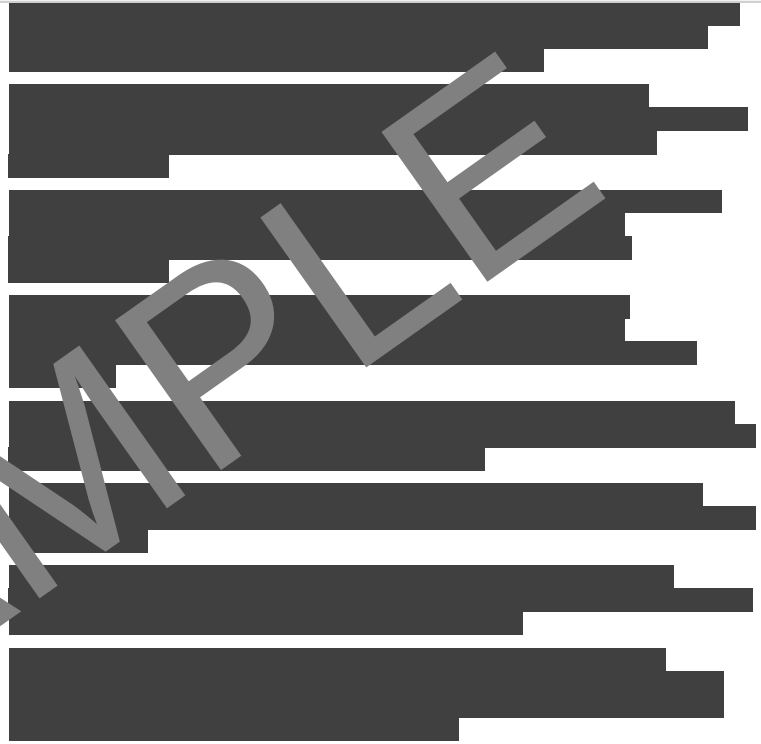		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

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/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/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

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 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

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	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are changed. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation 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 all persons involved with the work are 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 result of the review are advised of the changes in a way that will enable them to implement their duties consistently 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	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	☐	☐	
Names and signatures of 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.	☐	☐	
Foreseeable hazards are identified and documented for each step.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWM	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effecti[illegible]ions.	☐	☐	
Responsible person is assigned and listed on the SWMS for the im[illegible]of cont[illegible]measures.	☐	☐	
Permit requirements specified, such as Hot Wor[illegible]Electrical Work, W[illegible]t Heights etc.	☐	☐	
SWMS identifies plant and equipment to be u[illegible].	☐	☐	
Details of inspection checks required for any equipment listed a[illegible]noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training[illegible]skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
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 REVIEWED**	
SIGNATURE		**DATE COMPLETED**	