

Scope of Work Activity Covered by this Work Method Statement

Site:

This Work Method Statement outlines the main hazards and risks associated with **Installation of Window Coverings**

Instructions for Safe Work Method Statements

A Safe Work Method Statement (SWMS) is a document that sets out the work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. All work must be carried out in accordance with this SWMS. This SWMS must be kept and be available for inspection.

Applicable High Risk Construction Work Activities (highlighted). A SWMS is required for all high risk work activities.

Y	A risk of a person falling more than 2 M		Demolition of a load-bearing structure.		Work on a tele-communications tower
	Work in or near a shaft or thrench with an excavated depth over 1.5m or in a tunnel		Temporary load-bearing support structures for structural installations or repairs		Work on or near a pressurised gas distribution mains or piping
	Work on or near chemical, fuel or refrigerant lines		Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians		Work on or near energised electrical installations or services
	Likely to involve disturbing asbestos		Work in or near a confined space		Work in an area with movement of powered mobile plant
	Work in areas with artificial extremes of temperature		Work in or near water or other liquid that involves a risk of drowning		Work in an area that may have a contaminated or flammable atmosphere
	Use of explosives		Tilt-up or precast concrete elements		Diving work

Personal Protective Clothing & Equipment (PPE) Required


**LONG SLEEVE
SHIRT AND
TROUSERS
MUST BE WORN**

Safety Boots		Protective Gloves	
Safety Glasses		High Visibility Clothing / Vests	
Hearing Protection		Hard Hat	

Required Qualifications/Verifications

Qualification	Requirement	Qualification	Requirement
WHSQE Induction	All Personnel		
Construction Industry White Card	All Personnel		
Site Induction	All Personnel		

Required Inspections & Maintenance Checks

Plant and equipment used on site includes, but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required	Plant and/or Equipment	Inspection and maintenance checks required
Mobile Equipment	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications	Electrical Equipment	Tag & Test. Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications
Ladders	Safety check prior to use	Extension Leads	Tag & Test Safety check prior to use
Lifting Equipment	Safety check prior to use	Hand Tools	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications

Inspections of plant to be carried out before commencement of work, as per listed hazard controls for pre-start checks.

SWMS Develop By:	Mark Veenendaal	SWMS Approved By:	Anthony Agius
SWMS Consulted With:	Site Foreman	Person Responsible for ensuring compliance with this SWMS	Site Foreman

Formal communication of Site Safety Rules will occur primarily in three ways:

1. As part of the implementation of this Work Method Statement, all parties in the workgroup to be present for a brief meeting.
2. As new person(s) (employees, subcontractors, etc.) enter the site for the first time they will be briefed on the Site Safety Rules that they must comply with and sign induction form stating that they are aware of the site specific hazards.
3. At regular ‘toolbox’ meetings – employees will be reminded of the safety site rules, new and existing potential hazards and also constantly reminded of the importance of striving for a hazard free work place.

RISK RATING MATRIX

Consequence →	Low (C1) No Injury most probable outcome; Losses in <\$500; Environmental impact small localised and contained;	Minor (C2) FAI most probable outcome; Losses in excess >\$500 <\$15,000; Environmental impact, contained impact requiring minor remedial action.	Moderate (C3) MTI or LTI most probable outcome; Losses in excess >\$15,000 <\$50,000; Environmental impact, medium term contained impact requiring considerable remedial action.	Major (C4) LTI most probable outcome; Losses in excess >\$50,000 <\$100,000; Environmental contamination off-site, considerable remediation required	Critical (C5) A fatality(s) most probable outcome; Losses in excess >\$100,000; Irreversible/ irreparable environmental contamination.
Likelihood ↓					
Rare (L1) A similar incident is unlikely to occur again	L2	L3	L4	M5	M6
Unlikely (L2) A similar incident could occur in the next 5 years	L3	L4	M5	M6	H7
Possible (L3) A similar incident could occur in the next 1 year	L4	M5	M6	H7	H8
Likely (L4) A similar incident could occur in the next 6 months	M5	M6	H7	H8	E9
Almost certain (L5) A similar incident could occur in the next 1 month	M6	H7	H8	E9	E10
Risk Score	Risk Rating	Required Action		Hierarchy of Controls	
2-4	Low risk	Manage and Monitor by routine internal procedures.		1. Elimination	Complete elimination of risk
5-6	Moderate risk	Specific monitoring or procedures to be implemented. Management responsibility to be specified and strategies implemented as part of day-to-day activities.		2. Substitution	Replacement of material, process, substance, etc.
7-8	High risk	Immediate action to be implemented by Operations Manager and HSEQ Manager. GM to be notified		3. Engineering	Designing risks out or isolation of risks
9-10	Extreme risk	Immediate action to be implemented; this level of risk needs detailed research and planning by Operations Manager and HSE Q manager. GM must be notified.		4. Administrative	Adjusting the time or conditions of risk exposure, including training options
				5. Personal protective equipment	Provision of PPE where other options are not practicable

Relevant Legislation, Standards & Codes of Practice relating to the work:

NSW Work Health & Safety Act November 2011

NSW Work Health & Safety Regulations November 2017

NSW Code of Practice - Construction Work	August, 2019
NSW Code of Practice - Demolition	August, 2019
NSW Code of Practice - Excavation Work	January, 2020
NSW Code of Practice - First Aid in the Workplace	January, 2020
NSW Code of Practice - Hazardous Manual Tasks	August, 2019
NSW Code of Practice - How to Manage and Control Asbestos in the Workplace	December, 2022
NSW Code of Practice - How to Safely Remove Asbestos	December, 2022
NSW Code of Practice - How to Manage Work Health and Safety Risks	August, 2019
NSW Code of Practice - Managing Electrical Risks in the Workplace	August, 2019
NSW Code of Practice - Managing Noise & Preventing Hearing Loss at Work	December, 2022
NSW Code of Practice - Managing the Risk of Falls at Workplaces	August, 2019
NSW Code of Practice - Managing the Risks of Hazardous Chemicals in the Workplace	December, 2022
NSW Code of Practice - Managing the Risks of Plant in the Workplace	December, 2022
NSW Code of Practice - Managing the Work Environment and Facilities	August, 2019
NSW Code of Practice - Work Health and Safety Consultation, Cooperation and Coordination	December, 2022

AS/NZS 1892.5:2050 Portable ladders Part 5: Selection, Safe Use and Care

Site Establishment



Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Site Establishment	All workers unaware of site issues. Slips trips and falls Manual Handling Noise Fatigue	3	4	H7	1 - Work activity will be booked for the day with site management. 2 - All workers to sign in if required be management. Site office or muster point to be established with all required information including induction and sign in to be available to all staff attending site. 3 - Toolbox talks 4 - Ensure site rules are adhered to at all times. 5 - Ensure site traffic management is adhered to 6 - Correct PPE to be worn - Site Safety Rules 7 - Site Working Hours	Site Supervision All Workers	2	2	L4
Emergency	Fire, - Flood, Explosion (gas, equipment, hazardous goods, bomb), Spills (oils, chemicals etc), Building Collapse, Civil Unrest, Natural disaster	3	5	H8	1 - Work Health & Safety Management Plan 2 - Site Evacuation Plan 3 - Traffic Management Plan 4 - Site Induction	Site Supervision All Workers	3	2	M5
Unloading Equipment	Fall from vehicle Manual Handling injury Sprains Strains and Falls	3	3	M6	1 - Manual handling The use of PPE equipment such as gloves are needed. Team lifting where required and manual handling aids when possible. 2 - Use of correct lifting technique when carrying out work. 3 - Ensure stretching and warm up prior to work being carried out. 4 - Reference SafeWork NSW COP Hazardous Manual Handling	Site Supervision All Workers	2	2	L4
Setting Up Equipment.	Back and shoulder injuries Cuts, abrasions and splinters Back strains when lifting material.	3	4	H7	1 - Set up equipment on level ground. Avoid rough & difficult terrain 2 - Use appropriate P.P.E equipment when required. 3 - Training in the setup of associated equipment. 4 - Use correct lifting technique - Refer SWMS Manual Handling	Site Supervision All Workers	2	2	L4

Site Establishment



Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Working at Heights	Slips, trips and falls, cuts and abrasions, sprains and back injuries, impact injuries	4	4	H8	1 - Height Work must be in accordance with Safe Work requirements. Specific requirements include: 2 - Fall prevention in accordance with the SafeWork NSW Code of Practice - Managing the Risk of Falls at Workplaces 3 - Fall protection systems in accordance with AS1891:2007 4 - Isolate work areas below 5 - Mandatory Safety Helmets 6 - Refer Ladders up to 2M	Site Supervision All Workers	3	2	M5

Ladders up to 2 Metres

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Preparation for Use	Injury from incorrect or faulty ladder Manual Handling Slips and Falls	3	3	M6	1 - Use correct ladder for the job 2 - Only use an industrial ladder 120kgs and fitted with rubber or similar non slip material feet. 3 - Metal ladders or wire reinforced ladders not to used where electrical hazards exist 4 - Examine ladder for any defects or damage before use 5 - Long and heavy ladders (greater than 20kgs) should be handled by at least two people 6 - Wear slip resistant footwear when using ladders	All Workers	2	2	L4
Set Up Ladder	Ladder slipping, falling or collapsing causing personal injury or damage to property	3	3	M6	1 - Do not place ladders in vehicle or pedestrian thoroughfare 2 - Use a second person or physical barrier to ensure the ladder is not knocked by passing traffic or pedestrians 3 - Ladder to be adequately supported at the base to ensure it is level and won't sink into or slide on surface 4 - Set ladder at a slope of 4 in 1 – angled one out and four up 5 - Ladder should extend one metre above access level 6 - Ladder to be firmly secured or tied off or held firmly by another person 7 - The ties should be attached to the stiles of the ladder and not the rungs 8 - Step ladders should only be used in the fully open position	All Workers	2	2	L4
Ascending & Descending Ladder	Fall from Heights	3	4	H7	1 - Climb and descend facing the ladder maintaining three points of contact with the hands gripping the stiles or each rung 2 - Do not carry anything in your hands while climbing or descending 3 - Do not climb higher than the third rung from the top of the ladder 4 - Face the ladder when working from it 5 - Clean off footwear and ladder rungs before using the ladder each time 6 - Three body limbs on the ladder at all times three points of attachment	All Workers	2	2	L4
Working from Ladders	Ladder falling or collapsing Slips and falls causing personal injury Falling from heights	3	4	H7	1 - One person at a time on the ladder 2 - Three body limbs on the ladder at all times three points of attachment 3 - Only work on a job within easy arm's reach 4 - Do not over reach. 5 - Do not straddle the ladder 6 - Do not use equipment or tools that are primarily designed to be used with 2 hands. 7 - Make sure that no one works under the ladder 8 - Ladder is not to be walked by the person standing on the ladder	All Workers	2	2	L4

Ladders Over 2 Metres



Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Working at a height where there is possibility of a fall greater than 2 mtrs	Fall of Greater Than 2 M	3	5	H8	1 - Design: Structures plant and equipment must be designed and constructed to eliminate the need to work at heights where reasonably practicable. Where not eliminated risks must be minimised so far as reasonably practicable. 2. Job planning - Job planning must eliminate work at height where reasonably practicable, by undertaking work on the ground or a solid construction. Where this is not reasonably practicable, work must be controlled using one or more of these options, in descending order or priority: 1. Passive fall prevention devices 2. Work positioning systems 3. Fall arrest systems	Site Supervision / All Workers	3	3	M6
Emergency planning	Self-rescue cannot be performed after a fall	3	3	M6	1 - Emergency procedures must be developed and regularly tested to enable the rapid retrieval of workers in the event of a fall or difficulty at height. Refer Working at Heights - Rescue Procedure 2 - Only trained workers are to work at heights. 3 - Only methods that result in a safe self-rescue shall be utilised. If there is risk a safe self-rescue may not be able to be completed after a fall then the job must have a new risk assessment done and engineering controls put in place. o Scaffolding o Harness points installed o Guardrail systems o Work Positioning System o EWP 4 - Appropriate emergency and rescue equipment, and workers competent in its use, must be readily available at the work location in accordance with work at height emergency procedures.	Site Supervision / All Workers	2	2	L4
Fitness for work	Workers are affected by: * Fatigue * Drugs or alcohol * Vertigo * Fear of heights	3	3	M6	Workers must only work at height if fit to do so safely.	Site Supervision / All Workers	2	2	L4
Equipment inspection	Equipment failure	3	4	H7	Work at height equipment must be fit for purpose and visually inspected prior to use to ensure it is in safe working condition	Site Supervision / All Workers	2	2	L4

Ladders Over 2 Metres

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Working on a Ladder	Fall from ladder Falling objects	3	3	M6	1. Ensure the ladder: a) Is an industrial rated ladder and in good working order b) Is on firm, stable and level ground c) Is the correct height for the task to avoid reaching or stretching d) Is not too close or too far from the support structure. The ratio must be 4:1. For example, the distance between the ladder base and the supporting structure should be approximately one metre out for every four metres of working ladder height e) Is secured against slipping or sliding, and/or there is another person holding the base of the ladder f) Has all the locking devices on the ladder secured into position g) Is extended a minimum of 1m past the access point, where accessing the roof or platform from a ladder h) Ensure materials or tools are not carried while climbing the ladder. Tools should be carried in a tool belt or side pouch 2 - Ladders are not to be used: a) in access areas or next to doors unless steps are implemented to manage the risks of pedestrians entering through the door or past ladder b) on scaffolding or an elevating work platform to get extra height c) in very wet or windy conditions d) Next to traffic areas unless the working area is barricaded	Site Supervision / All Workers	2	2	L4
Use of trestles	Fall from trestle	3	3	M6	1 - Work must only be performed between the trestles 2 - The minimum width of the working platform should not be less than 450mm (2 planks) 3 - Where the fall height exceeds two metres edge, protection is to be provided 4 - Always observe the maximum plank spans of the plank manufacturer	Site Supervision / All Workers	2	2	L4
Use of EWP	Fall from EWP Overturning of EWP Ejected from EWP	3	3	M6	1 - Operator of a boom-type EWP must hold a High Risk Work Licence where the EWP has the capacity to reach over 11 metres 2 - All workers in a boom-type EWP must wear their harness and have it connected to the EWP anchor point 3. EWP should be located close to the work area to prevent the worker from needing to reach from the EWP to undertake the work 4 - Where outriggers are used, the outrigger pads must be sufficient to provide the needed stability for EWP 5 - Ensure the EWP is operated on consolidated level ground 6 - Workers must not stand on the handrails of the EWP 7 - Work must be performed from within the EWP 4. A risk assessment and control measures need to be in place prior to a worker exiting an extended EWP (Refer to AS2550.10 Crane hoists winches – Safe use, Part 10: Mobile elevating work platforms, Section 5.9) Guard rail system should include: 1 - toeboards or mesh infill to prevent falling objects, unless a 2 metre 'no go' zone has been established 2 - a clear gap between rails not exceeding 450mm 3 - the clear gap between the midrail and toeboard not to exceed 275mm 4 - no gap between the roof edge, including the gutter, and a guardrail located outside the roof line exceeding 100mm 5 - a clear distance between the roof cladding and bottom rail of not less than 150mm and no greater than 275mm 6 - an effective guardrail height above the roof surface of not less than 900mm (for roofs with a pitch over 10 degrees the effective height must be measured from a point 300 mm inside the roof edge) 7 - infill panels where the pitch of the roof exceeds 26 degrees	Site Supervision / All Workers	2	2	L4
Use of guard rails for roofing work	Falls while installing fall protection system Providing insufficient protection to prevent fall	3	3	M6	1 - toeboards or mesh infill to prevent falling objects, unless a 2 metre 'no go' zone has been established 2 - a clear gap between rails not exceeding 450mm 3 - the clear gap between the midrail and toeboard not to exceed 275mm 4 - no gap between the roof edge, including the gutter, and a guardrail located outside the roof line exceeding 100mm 5 - a clear distance between the roof cladding and bottom rail of not less than 150mm and no greater than 275mm 6 - an effective guardrail height above the roof surface of not less than 900mm (for roofs with a pitch over 10 degrees the effective height must be measured from a point 300 mm inside the roof edge) 7 - infill panels where the pitch of the roof exceeds 26 degrees	Site Supervision / All Workers	2	2	L4

Ladders Over 2 Metres

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Construct Scaffold - Mobile and Fixed	Manual handling Falling from heights Falling objects Sharps edges Structural collapse	3	4	H7	1 - Safe means of access and egress to and from the scaffold 2 - Where distribution lines or services are closer than 4 metres, seek advice and approval from the electrical infrastructure owner before proceeding 3 - As erection work proceeds, install edge protection and fully deck at every working bay (during construction) 4 - All scaffold components to be installed as you go to maintain structural integrity 5 - Buddy lifting and handballing techniques should be used. Job rotation applied to vary the work stresses 6 - Maintain 4 metre exclusion zone for those not involved in scaffold erection 7 - Hard hats, gloves, safety glasses and safety footwear should be worn by all involved 8 - Install toe boards on working decks to minimise the risk of items falling 9 - Scaffold must be at least 4 metres away from overhead distribution lines or service supply cables 10 - Where the fall height is over 4m, written confirmation is to be supplied by a licensed person, identifying the scaffolding is complete and safe to use7. Hard hats, gloves, safety glasses and safety footwear should be worn by all involved 8. Install toe boards on working decks to minimise the risk of items falling 9. Scaffold must be at least 4 metres away from overhead distribution lines or service supply cables 10. Where the fall height is over 4m, written confirmation is to be supplied by a licensed person, identifying the scaffolding is complete and safe to use	Site Supervision / All Workers	2	2	L4
Working from Scaffold	Falling from the structure Falling objects Electric shock Falling from height	3	4	H7	1 - Materials not to be carried up access ladder. Use ropes and buddy system to handball up materials 2 - Remain on scaffold deck at all times, no trestles or climbing rails for additional height or reach No alterations to scaffold unless the worker holds a High Risk Work Licence where the fall height exceeds 4 metres, or for heights less than 4 metres is a competent person	Site Supervision / All Workers	2	3	M5
Use of work positioning systems	Falling from height Incorrectly fitted harness Insufficiently anchored harness Pendulum effect while using restraint technique Access roof to connect to anchor point	3	5	H8	1 - Only full body harnesses are to be used 2 - The anchor point should be determined by a competent person to ensure: 3 - Anchorages are to be a minimum of 12 kilo newtons 4 - Each anchor point should be located so that the lanyard can be readily attached to prevent the worker being exposed to falling 5 - Set and maintain the lanyard length to prevent the person from reaching the edge	Site Supervision / All Workers	3	3	M6
Use of Fall Arrest Systems	Fall from Height	3	5	H8	1 - Unsuitable for fall heights less than 6.5 metres 2 - Anchorages are to be a minimum of 15 kilonewtons 3 - Each anchor point should be located so that the lanyard can be readily attached to prevent the worker being exposed to falling 4 - Where a fall arrest system is used an emergency rescue plan must be developed and implemented before work commences	Site Supervision / All Workers	3	3	M6

Ladders Over 2 Metres



Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Working in an elevated work area. Working in the vicinity of an opening or any other place a worker could fall	Fall from Height	3	5	H8	1 - All openings must be barricaded or covered to prevent access prior to work starting. 2 - Barricades must be placed a minimum of 2 mtrs from the unprotected edge 3 - Warning Signs are to be erected	Site Supervision / All Workers	3	3	M6
Working in a Roof	Fall through Ceiling	3	5	H8	The structural integrity of ceiling material and the risk of falls must be assessed prior to, and immediately upon, entry to a roof space. Controls must be put in place to prevent the risk of falling through fragile ceiling material, and exclusion zones established under the work area where there is a risk of a fall.	Site Supervision / All Workers	3	3	M6

Monitor & Review

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Implementation		4	4	H8	1 - Company policies and procedures. 2 - Construction and Rail Industry Inductions. 3 - SWMS Briefings and Sign Off by Operators. Any changes during consultation are incorporated into the SWMS and Workers briefed on changes. 4 - All relevant permits and approvals obtained prior to commencement of work.	Management Supervision Work Team	1	1	L2
Monitor		4	4	H8	1 - SWMS to be reviewed by all staff through daily pre-start and weekly toolbox talks for effectiveness & application to site. 2 - Compliance to the SWMS is monitored using a system of routine or random workplace inspections. 3 - In the event that the work is not being carried out in accordance with the SWMS, all work will cease immediately. SWMS are reviewed to identify non-compliance and ensure the method in the SWMS is the most practical and safest way of doing the task. The SWMS is revised if another method is identified as being a safer option, before work resumes. 4 - Feedback to be given by all staff and improvements to be included in revision of SWMS. 5 - In the event of changes to SWMS, workers are briefed on changes and sign off on revised SWMS.	Management Supervision Work Team	1	1	L2
Review		4	4	H8	SWMS are reviewed under the following circumstances: 1 - Following an incident. 2 - If the SWMS is deemed impractical through consultation with Workers. 3 - If new hazards have been identified. 4 - If the work method has changed including changes to the workplace, environment, a system of work, a process or a procedure. 5 - On restarting the activity after a significant break. 6 - At the request of a HSR. 7 - Annually if none of the above.	Management Supervision Work Team	1	1	L2

Sign Off

The representatives of Ages Build listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Workers Name	Role	Signature	Date