Scope of Work Activity Covered by this Work Method Statement

Site:

This Work Method Statement outlines the main hazards and risks associated with **Working at Heights**

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	Y	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

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**	**High Risk Licence - Working at Heights**	**Where Required**
Construction Industry White Card	**All Personnel**	**High Risk Licence - Elevated Work Platform**	**Where Required**
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 accordanxce with Maniufacturers Specifications	**Electrical Equipment**	Tag & Test. Safety check prior to use. Maintenance & Safety Checks in accordanxce with Maniufacturers 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 accordanxce with Maniufacturers 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 → / Likelihood ↓	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.
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
2-4	Low risk	Manage and Monitor by routine internal procedures.
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.
7-8	High risk	Immediate action to be implemented by Operations Manager and HSEQ Manager. GM to be notified
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.

Hierarchy of Controls	
1. Elimination	Complete elimination of risk
2. Substitution	Replacement of material, process, substance, etc.
3. Engineering	Designing risks out or isolation of risks
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	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 2550.10-2006 Cranes, Hoists and Winches - Safe Use Mobile Elevating Work Platforms

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**
Site Establishment	Excavation & Burried Services	3	4	**H7**	1 - Ensure HAZMAT register has been reviewed and all workers are aware if any ACM or HAZMAT material are present. 2 - If applicable HAZMAT Management plan to be incorporated or devised. 3 - If HAZMAT has been identified during the works, material is to be tested to be identified if it is positive and then a	Site Supervision All Workers	2	3	**M5**
Site Establishment	Hot Work - Fire, Explosion	3	5	**H8**	Hot work permit system including observer	Site Supervision All Workers	2	3	**M5**
Site Establishment	HAZMAT (contamination from ACM, Lead).	3	4	**H7**	1 - Ensure HAZMAT register has been reviewed and all workers are aware if any ACM or HAZMAT material are present. 2 - If applicable HAZMAT Management plan to be incorporated or devised. 3 - If HAZMAT has been identified during the works, material is to be tested to be identified if it is positive and then a Management plan is to be incorporated in the removal/remediation or management of the identified material	Site Supervision All Workers	2	3	**M5**
Access & Egress - Traffic Management	Injury due to Vehicle Collision - Collision with pedestrians and site vehicles	3	4	**H7**	1 - Traffic Management Plan 2 - Area to be barricaded/fenced from unauthorised access.	Site Supervision All Workers	2	3	**M5**
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 - Evactuation Plan - Blue Mountains Hospital 3 - Traffic Management Plan 4 - Site Induction	Site Supervision All Workers	3	2	**M5**

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
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**
Overhead Wires	Electrocution	3	5	**H8**	1 - Overhead Wires Identified Using "Tiger Tails" 2 - Safe Distance Assessment - Mandatory Minimum Approach Distances As Per SafeWork NSW COP Working Near Overhead Power Lines 3 - Use of Observer 4 - Safe Effective Hazardous Working at Heights Procedures 5 - Training & Qualification, Site Induction & Toolbox Talks	Site Supervision All Workers	2	3	**M5**
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**
Introduction to work site of EWP	Fall from Heights. Hit by moving plant and equipment. Pinch point injury	3	4	**H7**	1 - Ensure EWP has been introduced to site and stakeholders are aware. Only if required for project 2 - Ensure only trained employees use EWP. 3 - Ensure all servicing is current. 4 - Ensure correct procedure and use is adhered to. 5 - Ensure EWP is on level and stable ground. 6 - If required, ensure correct fall protection is utilised. 7 - No Skylarking. 8 - Reference - SWMS Elevated Work Platform	Site Supervision All Workers	2	3	**M5**

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Isolate Electrical Services If Required	Electrical Shock Eye Injuries Hearing injuries Falls Injuries to people below from falling objects Burns Skin irritations Excessive noise	4	4	**H8**	2 - Ensure other power source from outside the site is identified and disconnected. Ensure workers use Volt Sticks are used to check for live circuits. 3 - Ensure other power source from outside the site is identified and disconnected. Ensure Earth Leakage Switch is installed on mains supply or generator 4 - Ensure irregular ('bodgie') connections are identified and disconnected. Ensure temporary connections are identified, tagged and isolated 5 - Warm up briefly beforehand. Keep back straight, eyes fixed straight ahead; lift with legs & not the back. 6 - Get help if load is too heavy or awkward. Don't twist. 7 - Wear safety boots and gloves if necessary 8 - Visually check before use to make sure all safety features and guards are in place & there is no damage. Don't operate in wet conditions 9 - Ensure earth leakage protections is in place and is at the supply end of the extension lead 10 - If device trips, don't reset and start again until cause is found 11 - Switch tool off if any faults or abnormal actions become apparent 12 - Ensure tool action is stopped before setting down 13 - Wear appropriate PPE – safety glasses, ear protection Secure any loose hair and clothing 14 - Inspect ladder prior to use – make sure is in sound condition, clean and undamaged 15 - Use two person to carry if required 16 - Secure ladder to structure before climbing onto steps 17 - Have another person near the ladder supervising the area to support the ladder 18 - Wear appropriate footwear when climbing ladders 19 - Have three limbs on the ladder at all times 20 - Wear a tool pouch to carry tools 21 - Watch what is being done… don't be distracted by others and activities within the work arealf device trips, don't reset and start again until cause is found Switch tool off if any faults or abnormal actions become apparent Ensure tool action is stopped before setting down Wear appropriate PPE – safety glasses, ear protection Secure any loose hair and clothing Inspect ladder prior to use – make sure is in sound condition, clean and undamaged Use two person to carry if required Secure ladder to structure before climbing onto steps Have another person near the ladder supervising the area to support the ladder Wear appropriate footwear when climbing ladders Have three limbs on the ladder at all times Wear a tool pouch to carry tools Watch what is being done… don't be distracted by others and activities within the work area	Site Supervision All Workers	2	2	**L4**

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Isolate Electrical Services If Required	Electrical Shock Eye Injuries Hearing injuries Falls Injuries to people below from falling objects Burns Skin irritations Excessive noise	4	4	**H8**	1 - Wear appropriate PPE – eye protection if sawing and sanding; steel capped boots 2 - Circuit dead locked off tagged and tested and proved dead, this work to be done by sire electrician. 3 - Drill 50mm holes in top of switch board and bush holes with cable bushing. 4 - Bring cable into switchboard. 5 - Terminate cables as per clients drawings 6 - Check cables for damage and conduct circuit testing with a meter 7 - Wear ful llength clothing, glasses and hearing protectionWhen working at heights above 2 metres, ensure appropriate fall protection is in place Carry out risk assessment prior to starting work: Locate power lines & stay at least 2 metres clean, Identify any other obstructions, Ensure ladders are placed on a level surface Barricade area to remove any dangers to other people in the area – this will isolate hazards and control the risks Inform client and site electrician. Barricade immediate area with warning signs. Have electrical rescue kit with a trained person on standby in electrical rescue and CPR	Site Supervision All Workers	2	2	**L4**
Errecting Scaffold If Required	Scaffold Collapse Fall from heights Falling objects Overloading	4	5	E9	1 - Scaffold to be loaded as per scaffold duty classification 2 - Bricks & materials to be stacked over scaffold transoms to allow a minimum of 450mm passage way along working platform 3 - Do not stack bricks higher than platform handrail. 4 - Do not alter scaffold. 5 - Remove waste regularly 6 - Check scaff-tag & working platforms before use. Do not use if unsafe. 7 - Ensure all fall hazards are protected by handrail and brick guards. 8 - References - Approved SWMS Scaffolding, COP Managing the Risks of Falls, AS1576.1:2010	Site Supervision All Workers	2	3	**M5**
Isolate Plumbing Services If Required	Manual handling/body stressing Slips/trips Back strain Muscle strain Impact injuries	3	3	**M6**	1 - Ensure hydraulic services are isolated at main source. 2 - Test various output prior to demolishing.	Site Supervision All Workers	2	2	**L4**

Site Establishment

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Hazardous Substances	Injury from exposure to hazardous substances such as concrete, concrete additives, sealing compounds. Injury due from contact with Flux Welding rods, Oxy acetylene, glues,	3	5	**H8**	1 - Manage chemicals/sunstances in accordance with Chemicals Management Program - Refer Hazardous Chemicals 2 - PPE in accordance with SDS 3 - Reference COP Managing the Risks of Hazardous Chemicals in the Workplace.	Site Supervision All Workers	2	2	**L4**
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**
Site Safety; Securing redundant area. Barricades/ fencing and/or signage	Slips, trips and falls, cuts and abrasions, sprains and back injuries, impact injuries	3	3	**M6**	1 - Ensure Work areas are covered securely at the completion of works each day; 2 - Ensure adequate signage is securely installed at multiple points at the completion of works each day; 3 - Ensure that all barricades and fencing around the work site are well established and secure at the completion of works each day; 4 - Ensure all duty of care has been taken to establish a safe environment around the secured work area. 5 - Reference AS4687:2007 Temporary Fencing	Site Supervision	2	2	**L4**

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 up to 2 Metres

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Monitor & Review		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. The 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.	Supervisor Work Team	1	1	**L2**

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 4. Fixed or portable ladders	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. ☐ Scaffolding ☐ Harness points installed ☐ Guardrail systems ☐ Work Positioning System ☐ 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**

Ladders Over 2 Metres

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
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)	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**	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**

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	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**

Ladders Over 2 Metres

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
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**
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 - Al 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**

Ladders Over 2 Metres

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Monitor & Review		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. The 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.	Supervisor Work Team	1	1	**L2**

Elevated Work Platform

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Site Safety	Collision, damage to machine Personal injury Entanglement	4	3	**H7**	1 - Check area where machine will be operated for obstructions, adverse ground conditions, overhanging or low structures, and vehicle and pedestrian traffic. 2 - Operators must wear PPE as required for site, and protective gloves when handling loads, slings or attachments. 3 - Persons must not wear loose clothing, jewellery or unrestrained long hair in vicinity of moving parts of machinery.	All Workers Operator Site Supervision	2	3	**M5**
Site Environment	All workers unaware of site issues. Slips trips and falls Manual Handling Noise Fatigue	3	4	**H7**	1 - 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. 2 - Toolbox talks 3 - Ensure site rules are adhered to at all times. 4 - Ensure site traffic management is adhered to 5 - Correct PPE to be worn - Site Safety Rules 6 - Site Working Hours	All Workers Site Supervision	2	2	**L4**
Loading & Unloading	Collision, damage to machine Personal injury Entanglement	5	2	**H7**	1 - Wear required PPE, safety footwear, rigger's gloves, safety helmet and high-visibility clothing. 2 - Always ensure that the correct machinery unloading process if followed and that it is undertaken by a competent person. Ensure that ramps are secured in place and that spotter is engaged to guide the operator. 3 - Wear required PPE, safety footwear and high visibility clothing. 4 - Follow correct procedures when unloading and loading machinery and do not use excavator without experience. You MUST be competent to drive the machinery. 5 - Wear correct PPE. 6 - Always remain at a safe distance from the machinery. 7 - Provide a spotter when required.	Operator Site Supervision	3	1	**L4**
Overhead Wires	Electrocution	3	5	**H8**	1 - Overhead Wires Identified Using "Tiger Tails" 2 - Safe Distance Assessment - Mandatory Minimum Approach Distances As Per SafeWork NSW COP Working Near Overhead Power Lines 3 - Use of Observer 4 - Safe Effective Hazardous Working at Heights Procedures 5 - Training & Qualification, Site Induction & Toolbox Talks	Operator Site Supervision	2	3	**M5**
Pre-Start Check	Personal injury Entanglement	5	2	**H7**	1 - Check wheels bolt & nuts for tightness before using EWP 2 - Carry out daily checks in accordance with manufacturers specifications, before each work shift 3 - Carry out daily checks inspecting for missing peeling or illegible safety decals 4 - Notify Site Manager immediately if your operators manual or log book are missing	Operator	3	1	**L4**

Elevated Work Platform

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Changing EWP	Electrocution	3	4	**H7**	1 - Obey all Danger, Warning, Caution, Important notices & Operation Instructions	Operator Site Supervision	3	2	**M5**
Operating EWP Combustion Models Only	Asphyxiation	3	4	**H7**	1 - Be aware that this equipment must only be used in areas with adequate ventilation.	Operator Site Supervision	2	2	**L4**
Operation	Overloading Instability and overturning Striking against or collision Unauthorised operation or accidental movement	4	4	**H8**	1 - You must have been instructed on the safe use of this equipment & if required by law you must hold the correct certificate of competency to use this equipment 2 - Read & Understand operating manual	Operator Site Supervision	3	2	**M5**
Driving Elevated	Fall from Platform Tip Over Collison Injury	4	4	**H8**	1 - Never stand or sit on handrails or mid rail, ensure gate is securely closed, carry out pre-operational checks as descried in operators manual. Always wear harness in boom type EWP's. 2 - Ensure your tyres are inflated to the correct pressure. 3 - Ensure you look up, down, forward, backward, left & right when moving the EWP	Operator Site Supervision	2	3	**M5**
Driving Lowered	Collison Injury	4	4	**H8**	1 - Ensure you look up, down, forward, backward, left & right when driving the EWP. 2 - Take extreme care when driving down a slope. Never exceed EWE gradably.	Operator Site Supervision	2	3	**M5**
Elevating EWP	Collison Injury Tip Over Electrocution Tip Over	4	4	**H8**	1 - Ensure you look up, down, forward, backward, left & right when elevating the EWP 2 - Never operate the EWP in strong wind conditions, stop using the EWE when it is deemed to be unsafe. 3 - Be aware of electrocution hazard ask competent person for safe clearances & refer warning signs & operator manual as a guide. Understand your EWP is not insulated. 4 - Never elevate the platform unless you are on a firm & level surface. Never overload the EWP.	Operator Site Supervision	2	3	**M5**
Vertical Lifts	Collison Injury Tip Over Electrocution Tip Over	4	4	**H8**	1 - Ensure you follow the correct procedure when moving, lifting, positioning & setting up the Vertical Lift	Operator Site Supervision	2	3	**M5**

Elevated Work Platform

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Lowering EWP	Collision injury to yourself & others	4	4	**H8**	Always check below before lowering the EWP. Ensure there are no obstructions under the platform & no persons in close proximity.	Operator Site Supervision	2	3	**M5**
Working from EWP	Tip Over Injury to personnel Below Tip Over Fall from Platform Tip Over	4	4	**H8**	1 - Do not use as a crane or lifting device, do not overload platform. 2 - Ensure all tools & material are safely stowed/secured in the platform to prevent materials or equipment being dropped over the side. 3 - Never use your EWP to push or pull other objects. Never use damaged or malfunctioning equipment. Never modify EWP. 4 - Should the platform fail to lower never climb down elevating assembly. 5 - Never use ladders, scaffolding, or other objects on the platform to gain additional height 6 - Never leave the EWP to gain access to a building or any other equipment.Never overload your platform; always distribute the load evenly over the platform. Locate & understand your Safe Working Load (S.W.L)	Operator Site Supervision	2	3	**M5**
Securing after Use	Unauthoriosed use	3	3	**M6**	1 - Lower platform at the end of work shift, remove keys, position in safe location	Operator	2	2	**L4**
Cleaning & Maintenance	Moving Parts, Burns	3	3	**M6**	Always observe precautions in operator's manuals when cleaning and washing machine. All mantenance in accordance with manufacturers specifications. Inspect all parts of machine for wear, damage or loose or missing parts. Use only approved parts and lubricants when maintaining and servicing. Only re-fuel the EWP when the engine is shut down, in an area free from sparks: flame and other hazards which may cause lire or explosion. Never check radiator water level when engine is hot Only change batteries in well ventilated areas Always wear safety glasses when inspecting batteries. No smoking or naked flames	Operator Site Supervision	3	2	**M5**
Use of Stabilisers	Instability or overturning	3	4	**H7**	1 - Use stabilisers only to increase the stability of the machine. 2 - Improper use of stabilisers can cause instability. 3 - Level the machine by means of the level indicator before raising any load. 4 - Ensure that the stabiliser indicator lamp is on before using the boom.	Operator Site Supervision	2	2	**L4**

Elevated Work Platform

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					**Residual Risk**		
Monitor & Review		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. The 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.	Supervisor Work Team	1	1	**L2**

Working on Scaffolding

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Erect & Remove Sacffolding	Scaffold Collapse	4	5	E9	Scaffolding installed to the requirements of AS1576.Part 1 by Licensed Scaffolder	Licensed Scaffolding Provider	2	3	**M5**
Work in an Area with Movement of Powered Mobile Plant	Horizontal and Vertical Movement of Scaffold - Crush Injuries from Crane Lifting of	3	5	**H8**	1 - No workers will stand under a lifted load. 2 - No workers will walk behind plant. 3 - Workers will make contact with the operator before entering the work area of the crane. 4 - All workers will follow the direction of dogman/crane operator and keep a safe distance from the load. 5 - All workers will wear high visibility clothing. 6 - All workers will consult with dogman prior to assisting with any loads.	All Workers Site Supervision	2	3	**M5**
Working on Sacffolding	Scaffold Collapse	3	5	**H8**	1 - Scaffolding installed to the requirements of AS1576.Part 1 by Licensed Scaffolder. 2 - Site supervisor will complete ongoing regular handovers every 30 days and after adverse weather.	Site Supervision	2	3	**M5**
Working on Sacffolding	Falls from Scaffold - (external and internal)	3	5	**H8**	1 - No workers will commence scaffold installation works unless a certified scaffolder is present to complete / supervise the works 2 - No workers will climb the outside of the scaffold 3 - All scaffolds will have a handrail externally at decks. 4 - Scaffold will always have a fully boarded deck at 2 metre horizontal spacings 5 - Workers will use “The 1 Metre Rule” to install scaffold which will include workers standing on a 450mm platform 1 metre above the fully boarded deck to install the handrails of the deck to be constructed. 6 - Workers will install the boards for the deck being built from below. No workers will gain access to the deck until it is fully boarded out and handrails are installed and there are no areas where workers can fall. 7 - Access to the decks will be via stair or ladder 8 - A licenced Scaffolder will complete an inspection of the scaffold and ensure that there are no live edges before completing the handover certificate.	All Workers Site Supervision	2	3	**M5**
Working on Sacffolding	Falls from a Aadder while Gaining Access to Scaffold	3	5	**H8**	1 - Workers will secure ladders clamps at a suitable slope. 2 - Workers will use stair access in preference to ladders. 3 - Workers will ensure that the ladder will pass at least 1 metre past the landing. 4 - Workers will review the stability of the ladder and remove if the ladder is not adequate.	All Workers Site Supervision	2	3	**M5**

Working on Scaffolding

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Working on Sacffolding	Materials falling more than 3 Metres	3	5	**H8**	1 - Establish an exclusion zone before commencing install and dismantle works. 2 - Complete and assessment of the area to determine the amount of space required for the exclusion zone. 3 - Install a combination of flagging, signage, bunting or barriers to establish the exclusion zone. 4 - Complete and assessment and determine if a spotter is required in high traffic areas.	All Workers Site Supervision	2	3	**M5**
Monitor & Review		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. The 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.	Supervisor Work Team	1	1	**L2**

Fall Protection Plan

Site:	0	Start Date:
Task Description:		

Site Specific Fall Hazards

Max. Height (Peak):	Max. Height (Eaves):	Max. Height (Other):
Roof Slope(s), If Applicable:		
Proximity to High Voltage Power Lines:		
Ground Cover/Hazards:		
Other/Comments:		

Type of Fall Protection to be Used

❑ Fall Restraint	❑ Fall Arrest	❑ Temporary Guardrail System

Equipment Inspection

Item	Comment/Defect	Item	Comment/Defect
❑ Full Body Harness		❑ Anchors	
❑ Vertical lifelines		❑ Ladders	
❑ Lanyards		❑ Ladder hoist	
❑ Rope Grabs		❑ Toeboards	

Falls Emergency Rescue Plan

Location of closest medical facility:			Approximate response time:		
Location of closest emergency services:			Approximate response time:		

Can rescue be undertaken onsite by trained personnel?	□Yes (Y) □No (N)
Indicate rescue equipment that will be provided:	
□ Fibre rope (meets relevant standards) □ Auto-stop Descender □ Karabiner (number required?) □ Triple Lock Karabiner □ Rescue Knife	□ Rescue Stretcher □ Round Sling □ Pre-rigged Control Descent Device □ Recovery Pole □ Other? (Specify)
Provide details of communication equipment that will be used:	

Provide details of trained rescue personnel (trained within last 12 month period)	**Name**	**Course Name**	**Date of Training**
Provide details of trained first aiders for rescue (trained within last 12 month period)	**Name**	**Course Name**	**Date of Training**

Documented rescue plan developed**? Y ☐ N ☐**	Documented rescue plan rehearsed? **Y** ☐ **N** ☐	Documented Rescue plan accessible on site? **Y** ☐ **N** ☐

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