

SAFE WORK METHOD STATEMENT	SWMS Working at Heights		
<b>Reference documents</b>	Work Health & Safety Act 2011 and Regulation's 2017, How to manage work health and safety risks: Code of practice 2019, Work health and safety consultation cooperation and coordination: Code of practice 2019, Managing the risks of falls at workplaces: Code of practice 2019 Managing the risks of falls in housing construction: Code of Practice 2019, Excavation work: Code of practice 2020, Work Near Overhead Powerlines: Code of Practice 2006, SafeWork NSW Code of Practice: Safe Work on Roofs Part 1 – Commercial and Industrial Buildings, SafeWork NSW Code of Practice: Safe Work on Roofs Part 2 – Residential Buildings, SafeWork NSW Safety Guide: Use of Fall Arrest Systems, SafeWork NSW Safety Guide: Portable Ladders, AS/NZS 1891: 4 Industrial Fall Arrest Systems and Devices – Selection, Use and Maintenance, AS/NZS 1892.5 Portable Ladders – Selection, Use, and Care, AS/NZS 4567 Guidelines for Scaffolding, AS 1577 Scaffold Planks, AS 1657 Fixed Platforms, walkways, stairs and ladders AS/NZ 1891.4 Industrial Fall Arrest, National Self-Insurer OHS Audit tool 2014, P04 Document Control and Safety Records, P20 Inspection, testing and Health surveillance, P13.F01 Working at height – Risk Assessment Checklist, Load Restraint Guide 2018, P28 Energy Isolation & Barricading procedure & P28.F01 Energy Isolation Plan		
<b>SWI:</b>	SWI18 Safe Work Instruction - Elevated Work Platform, SWI87 Safe Work Instruction - Site Inspection SWI6 Safe Work Instruction - Ceiling Spaces - Access & Working In SWI91 Safe Work Instruction - Tag Out SWI36 Safe Work Instruction - Ladders Use and Maintenance		
<b>Training and Competencies</b>	Work Safely at Heights, Licence to operate boom type elevating work platform, dogging, rigging and scaffolding licences, General construction induction card (white card), Risk Management, First aid training.		
<b>Safety data Sheets</b>	To be supplied by Manufacturer or available by accessing Chemwatch		
<b>Personal Protective Equipment</b>	As determined by risk assessment. High visibility clothing, Safety footwear, eye protection, task appropriate gloves, hardhat, safety harness, sunscreen.		
<b>Plant and Equipment</b>	Working at heights safety kit, static lines, EWP, Scissor lifts, Scaffold, and ladders		
<b>Inspection and Testing</b>	Equipment inspection of all equipment to be used including Harness, Ladders, Lanyards, and all fall arrest and fall restraint devices. Check equipment as per manufactures guidelines/Australian standards to ensure safe to use. Scaffolding tag attached. Pre-start checks on all plant and equipment.		
<b>Hazardous Chemicals and Dangerous Goods</b>	As required		
<b>High Risk Work</b> <i>Indicate if any of the High-Risk activities are performed by workers</i>	<input checked="" type="checkbox"/> Where there is a risk of a person falling more than two metres.	<input type="checkbox"/> On in or adjacent to roadways, railways, shipping lanes or other traffic corridor.	<input type="checkbox"/> In, over or adjacent to water or other liquids where there is a risk of drowning.
	<input type="checkbox"/> At workplaces where there is any movement of powered mobile plant.	<input type="checkbox"/> Involving the use of explosives.	<input type="checkbox"/> In an area where there are artificial extremes of temperature.
	<input type="checkbox"/> On or near energised electrical installations or services.	<input type="checkbox"/> Involving a trench or shaft if the excavated depth is more than 1.5 metres.	<input type="checkbox"/> On or near pressurised gas distribution mains or piping.
	<input type="checkbox"/> Involves structural alterations or repairs that require temporary support to prevent collapse.	<input type="checkbox"/> Involving a confined space.	<input type="checkbox"/> On or near chemical, fuel, or refrigerant lines.
	<input type="checkbox"/> Involving tilt-up or precast concrete.	<input type="checkbox"/> On telecommunications towers.	<input type="checkbox"/> Involving diving.
	<input type="checkbox"/> Involving removal or likely disturbance of asbestos	<input type="checkbox"/> In an area that may have a contaminated or flammable atmosphere.	<input type="checkbox"/> Involves demolition of an element of a structure that is load bearing or otherwise related to the structural integrity of the structure.
	<input type="checkbox"/> Involving a tunnel.		
<b>SWMS Prepared by:</b>	<b>Name and signature:</b>		<b>Date:</b>

<b>Authorised by:</b>	<b>Name and signature:</b>	<b>Date:</b>
<b>Persons Responsible for Ensuring Compliance with SWMS:</b>		
<b>Methods used to Ensure Compliance with SWMS:</b>		
<b>Persons Responsible for Reviewing SWMS Control Measures:</b>		
<b>When should Risk Control Measures be reviewed:</b>		
<b>Review Date:</b>		<b>Reviewer's Signature</b>

*\*SWMS are to be reviewed as per the Document Control Procedure or when there has been a change to the Task / Process or Legislation.*

Job Step	Hazard	Risk	Initial Risk Rating E,H,M,L	Control Measures <i>Controls have been identified using the hierarchy of controls</i>	Responsibility <i>Who</i>	Residual Risk Rating E,H,M,L
<b>Pre-plan: Before commencing work at Heights</b> <ul style="list-style-type: none"> <li>Request for work is received</li> <li>Arrive at site</li> </ul>	<ul style="list-style-type: none"> <li>Emergency lack of communication</li> </ul>	<ul style="list-style-type: none"> <li>Delayed assistance</li> </ul>	H	<ul style="list-style-type: none"> <li>Develop Rescue Plan, as documented in Risk Assessment Checklist – Working at Heights</li> <li>First Aid Kit</li> <li>Establish appropriate communication e.g. two-way radio or mobile phone</li> <li>Inform Supervisor of work duration</li> <li>Supervisor may conduct welfare check / phone call</li> <li>Two persons when working off a ladder</li> </ul>	Supervisor and Workers	L
	<ul style="list-style-type: none"> <li>Unauthorized entry</li> </ul>	<ul style="list-style-type: none"> <li>Serious illness to others/or untrained worker</li> </ul>	M	<ul style="list-style-type: none"> <li>Ensure workers and others are aware of worksite</li> <li>Isolate work area, erect barrier / safety tape / temporary fencing and warning signage, workers above.</li> </ul>	Supervisor and Workers	L

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<ul style="list-style-type: none"> <li>Site Inspection</li> </ul> <p><b>Pre-plan: Before commencing work at Heights</b></p> <ul style="list-style-type: none"> <li>Site Inspection (continued)</li> </ul>	<ul style="list-style-type: none"> <li>Slips &amp; trips</li> <li>Other personal</li> <li>Unfamiliar site</li> </ul>	<ul style="list-style-type: none"> <li>Muscular skeletal injury</li> <li>Cuts and abrasion</li> <li>Struck by plant or equipment</li> <li>Damage to plant or equipment</li> </ul>	H	<ul style="list-style-type: none"> <li>All staff on site to complete a Site-Specific Risk Assessment</li> <li>Confirm staff are fit for work</li> <li>Ensure staff are trained and have appropriate skills/competencies</li> <li>Clear all bystanders from the area before commencing work.</li> </ul>	Competent Person	L
	<ul style="list-style-type: none"> <li>Inclement weather</li> </ul>	<ul style="list-style-type: none"> <li>Lightning, wind, UV</li> </ul>	E	<ul style="list-style-type: none"> <li>Check the BOM for weather updates.</li> <li>Review weather forecasts prior to starting work</li> <li>Wear appropriate PPE, have regular breaks, ensure workers stay hydrated in hot conditions</li> <li>Stop work if required until conditions improve</li> <li>Reassess site before re-commencing work</li> </ul>	Supervisor and Workers	M
	<ul style="list-style-type: none"> <li>Overhead Powerlines</li> </ul>	<ul style="list-style-type: none"> <li>Electric shock</li> </ul>	E	<ul style="list-style-type: none"> <li>Competent person completes isolation of services</li> <li>Refer to SWI – Tag Out. Do Not Operate tags are attached to all isolated services</li> <li>Refer to P28 Energy Isolation &amp; Barricading procedure &amp; P28.F01 Energy Isolation Plan</li> <li>Trained spotter required if working near overhead power lines</li> </ul>	Competent Person	M
<ul style="list-style-type: none"> <li>Equipment inspection</li> </ul>	<ul style="list-style-type: none"> <li>Manual handling</li> <li>Pinching</li> <li>Entrapment</li> <li>Equipment out of date.</li> </ul>	<ul style="list-style-type: none"> <li>Muscular skeletal injury</li> <li>Cuts, abrasion, and bruising</li> <li>Injury through</li> </ul>	M	<ul style="list-style-type: none"> <li>Check equipment meets Australian Standards, is in good order, is within the manufacturers remove from service date and ensure safe to use.</li> <li>3 points of contact on ladders.</li> </ul>	Supervisor and Workers	L

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	<ul style="list-style-type: none"> <li>Equipment doesn't meet Australian Standards</li> </ul>	equipment not meeting Australian standards		<ul style="list-style-type: none"> <li>Keep hands and fingers away from pinch points.</li> <li>Check equipment has been tested and tagged (where required)</li> </ul>		
<ul style="list-style-type: none"> <li><b>Pre start checks of vehicles and plant</b></li> </ul>	<ul style="list-style-type: none"> <li>Unroadworthy or incorrectly set up vehicles and plant</li> </ul>	<ul style="list-style-type: none"> <li>Damage to plant or injury to persons</li> </ul>	H	<ul style="list-style-type: none"> <li>Inspect / check vehicles and plant for road worthiness</li> <li>Conduct pre-start checks</li> </ul>	Supervisor and Workers	L
<ul style="list-style-type: none"> <li><b>EWP/EDD and crane test certificates</b></li> </ul>	<ul style="list-style-type: none"> <li>Plant not certified</li> </ul>	<ul style="list-style-type: none"> <li>Damage to plant or equipment</li> </ul>		<ul style="list-style-type: none"> <li>Check EWP and crane test certificates are up to date</li> </ul>		
<ul style="list-style-type: none"> <li><b>EWP/EDD and crane test certificates</b></li> </ul>	<ul style="list-style-type: none"> <li>Inadequately secured tools and equipment</li> </ul>	<ul style="list-style-type: none"> <li>Unrestrained items hitting pedestrians or vehicles</li> </ul>	H	<ul style="list-style-type: none"> <li>Ensure vehicles are correctly loaded as per Load Restraint Guide 2018</li> <li>Operators are trained and competent to manufacturers guidelines.</li> </ul>	Supervisor and Workers	M
<ul style="list-style-type: none"> <li><b>Loading of plant and equipment</b></li> </ul>	<ul style="list-style-type: none"> <li>Climbing / loading vehicles</li> </ul>	<ul style="list-style-type: none"> <li>Muscular skeletal injury</li> <li>Sprains and strains</li> </ul>	H	<ul style="list-style-type: none"> <li>Maintain 3 points of contact when accessing and egressing plant or equipment</li> <li>Use treads and steps provided and ensure boots are clean</li> </ul>	Supervisor and Workers	L
<b>Traffic/access management (if required)</b>	<ul style="list-style-type: none"> <li>Vehicle, pedestrian, unauthorised access</li> </ul>	<ul style="list-style-type: none"> <li>Serious injury to persons</li> <li>Damage to plant or equipment</li> </ul>	H	<ul style="list-style-type: none"> <li>Traffic management plan</li> <li>Site security and access requirements</li> </ul>	Supervisor and Competent Person	M
<b>Carry out Job</b> <ul style="list-style-type: none"> <li><b>Prepare equipment and hardware for the task</b></li> </ul>	<ul style="list-style-type: none"> <li>Unclear instructions</li> </ul>	<ul style="list-style-type: none"> <li>Injury to persons and/or damage to plant or equipment</li> </ul>	H	<ul style="list-style-type: none"> <li>Confirm staff know tasks / procedures</li> </ul>	Supervisor and Competent Person	L

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<ul style="list-style-type: none"> <li>Carry out task as per instructions</li> <li>Remove / replace equipment and hardware</li> </ul> <p><b>Carry out Job</b></p> <p>(continued)</p>	<ul style="list-style-type: none"> <li>Site conditions</li> </ul>	<ul style="list-style-type: none"> <li>Slips, trips and falls</li> </ul>	H	<ul style="list-style-type: none"> <li>Confirm staff know tasks / procedures</li> <li>Only store required items in the work area</li> <li>Where possible work on level surfaces that are free of debris</li> <li>Items to be transported to multi levels to be assembled on the ground level if possible.</li> </ul>	Supervisor and Competent Person	L
	<ul style="list-style-type: none"> <li>Incorrect manual handling</li> </ul>	<ul style="list-style-type: none"> <li>Muscular skeletal injury</li> </ul>	H	<ul style="list-style-type: none"> <li>2-man lifts, use mechanical device, stretches</li> </ul>	Supervisor and Competent Person	M
	<ul style="list-style-type: none"> <li>Electrical apparatus failure</li> </ul>	<ul style="list-style-type: none"> <li>Shock, burns, injury</li> </ul>	H	<ul style="list-style-type: none"> <li>All electrical apparatus test and tagged</li> </ul>	Supervisor and Competent Person	L
	<ul style="list-style-type: none"> <li>Vehicle, plant or equipment movement</li> </ul>	<ul style="list-style-type: none"> <li>Injury to persons and/or damage to plant or equipment</li> </ul>	H	<ul style="list-style-type: none"> <li>Traffic Management Plan</li> <li>Spotters in place</li> </ul>	Supervisor and Competent Person	L
	<ul style="list-style-type: none"> <li>Fall from heights</li> </ul>	<ul style="list-style-type: none"> <li>Serious injury- no fall restraint or arrest system in place</li> </ul>	H	<ul style="list-style-type: none"> <li>Fit harness as instructed in working at heights training.</li> <li>Attach harness to secure anchor point, maintain attachment at all times</li> <li>2<sup>nd</sup> Person check</li> <li>Is there a roof access system installed</li> <li>Is scaffolding certified and a Scaff tag attached</li> </ul>	Supervisor and Competent Person	M
	<ul style="list-style-type: none"> <li>Improper fitment of harness</li> </ul>	<ul style="list-style-type: none"> <li>Suspension intolerance</li> </ul>	H	<ul style="list-style-type: none"> <li>Workers trained and competent</li> </ul>		M
	<ul style="list-style-type: none"> <li>Objects falling</li> </ul>	<ul style="list-style-type: none"> <li>Serious injury person being</li> </ul>	H	<ul style="list-style-type: none"> <li>Set-up exclusion zones under drop site</li> <li>Ensure staff keep clear of the drop</li> </ul>	Supervisor and Competent	L

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		struck by falling object		zone <ul style="list-style-type: none"> <li>Ensure tools are in tool bags or have lanyards attached</li> <li>Keep the workplace clear of obstacles</li> <li>Inspect all equipment before use</li> <li>Ensure building materials that are being used and/or stored on the roof are adequately restrained.</li> </ul>	Person	
	<ul style="list-style-type: none"> <li>Plant, tools or equipment failure</li> </ul>	<ul style="list-style-type: none"> <li>Shock, burns, injury</li> </ul>	H	<ul style="list-style-type: none"> <li>Operate tools and equipment within their limits</li> </ul>	Supervisor and Competent Person	L
<b>Complete the Task</b> <ul style="list-style-type: none"> <li><b>Inspect work for completion and compliance</b></li> </ul>	<ul style="list-style-type: none"> <li>Vehicle and equipment movement</li> </ul>	<ul style="list-style-type: none"> <li>Injury to persons and/or damage to plant</li> </ul>	H	<ul style="list-style-type: none"> <li>Inspect work for completion and compliance</li> <li>Maintain safe working clearances</li> <li>Continue to use safety observer until leaving site</li> <li>Staff sign off the SCC RAC and are aware of the changed conditions</li> </ul>	Supervisor and Competent Person and workers	L

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<ul style="list-style-type: none"> <li>All tools and equipment removed from site.</li> </ul>	<ul style="list-style-type: none"> <li>Housekeeping</li> <li>Unsecured loads</li> <li>Incorrect manual handling techniques</li> </ul>	<ul style="list-style-type: none"> <li>Injury to persons</li> <li>Slips, trips and falls</li> <li>Injury to persons and/or damage to plant</li> <li>Muscular skeletal injury</li> </ul>	H	<ul style="list-style-type: none"> <li>Tools and equipment are removed from the site</li> <li>Tools are inspected, cleaned and stowed away</li> <li>Faulty tools and equipment are tagged out and reported to Supervisor</li> <li>Ensure loads are restrained as per load restraint guidelines 2018</li> <li>Use correct manual handling techniques, use mechanical means where practicable</li> </ul>	Supervisor, Competent Person and Workers	L
<ul style="list-style-type: none"> <li>Staff aware that work has ceased / debriefed</li> </ul>	<ul style="list-style-type: none"> <li>Failure to ensure all staff sign off the permit and understand the changed conditions</li> <li>Failure to conduct debrief</li> </ul>	<ul style="list-style-type: none"> <li>Injury due to non-communication</li> </ul>	H	<ul style="list-style-type: none"> <li>All staff involved in debrief.</li> <li>All actions documented</li> </ul>	Supervisor and Workers	L
<ul style="list-style-type: none"> <li>Remove waste material</li> </ul>	<ul style="list-style-type: none"> <li>Waste / materials left at the workplace</li> </ul>	<ul style="list-style-type: none"> <li>Environmental contamination, fire</li> </ul>	H	<ul style="list-style-type: none"> <li>Ensure correct disposal of waste material</li> </ul>	Supervisor and Competent Person and workers	L
<ul style="list-style-type: none"> <li>Relinquish traffic management (if required)</li> </ul>	<ul style="list-style-type: none"> <li>Vehicle and equipment movement</li> <li>Unprotected workplace</li> <li>Unauthorised access</li> </ul>	<ul style="list-style-type: none"> <li>Injury to persons and/or damage to plant</li> <li>Public risk of injury</li> </ul>	H	<ul style="list-style-type: none"> <li>Maintain traffic management until all personnel and equipment have left site</li> <li>Remove all signs and barriers to restore traffic flow</li> </ul>	Supervisor and Competent Person	M

<b>LIKELIHOOD</b> How likely is it to happen? ↓	<b>E=EXTREME H=HIGH M=MEDIUM L=LOW</b>				
	← <b>CONSEQUENCES – How severely could it affect health and safety?</b> →				
	<b>CATASTROPHIC</b> Kill or cause Permanent Disability	<b>MAJOR</b> Serious Illness or Injury	<b>MODERATE</b> Medical Attention, Time off Work	<b>MINOR</b> First Aid Required	<b>INSIGNIFICANT</b> No Injuries
<b>ALMOST CERTAIN</b> Is expected to occur	<b>E</b>	<b>E</b>	<b>H</b>	<b>H</b>	<b>M</b>
<b>LIKELY</b> Will probably occur	<b>E</b>	<b>H</b>	<b>H</b>	<b>M</b>	<b>M</b>
<b>POSSIBLE</b> Might occur	<b>H</b>	<b>H</b>	<b>H</b>	<b>M</b>	<b>L</b>
<b>UNLIKELY</b> Could occur	<b>H</b>	<b>M</b>	<b>M</b>	<b>L</b>	<b>L</b>
<b>RARE</b> May occur only in exceptional circumstances	<b>H</b>	<b>M</b>	<b>M</b>	<b>L</b>	<b>L</b>

<b>Risk Level</b>	<b>Required Action</b>
<b>Extreme</b>	<b>Act immediately:</b> The proposed task or process activity must not proceed. Steps must be taken to lower the risk level to as low as reasonably practicable using the hierarchy of controls.
<b>High</b>	<b>Act today:</b> The proposed activity can only proceed, provided that: The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls. The risk controls must include those identified in legislation, Australian Standards, Codes of Practice etc. and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared and The supervisor must review and document the effectiveness of the implemented risk controls
<b>Medium</b>	<b>Act this week:</b> The proposed task or process can proceed, provided that (i) The risk level has been reduced to as low as reasonably practicable using the hierarchy of controls and The document has been reviewed and approved by the supervisor and A Safe Working Procedure or Safe Work Method has been prepared.
<b>Low</b>	<b>Act this month:</b> Managed by local documented routine procedures which must include application of the hierarchy of controls.



### Acknowledgement register

All workers are to sign this register to indicate they have read and understood this document prior to commencing work.

Name	Signature	Date	Name	Signature	Date