

**SITE SPECIFIC - SAFE WORK METHOD STATEMENT**

**Notes:**

- Work must be performed in accordance with this SWMS.
- This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed.
- If the SWMS is revised, all versions should be kept.
- If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

<b>Work Activity: (Job Description)</b>	<b>Working At Heights</b>	<b>Workplace location:</b>	
<b>High Risk Work:</b> <i>Indicate if any of the HIGH risk activities are performed by workers</i>	<input type="checkbox"/> is carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres, or tunnel	<input type="checkbox"/> work carried out in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/> Work involving structural alterations or repairs that require temporary support to prevent collapse
	<input type="checkbox"/> Risk of a person falling more than 2 metres (note: in some jurisdictions this is 3 metres.)	<input type="checkbox"/> work carried out in or near a confined space	<input type="checkbox"/> work carried out on or near pressurised gas distribution mains or piping
	<input type="checkbox"/> work carried out on or near energised electrical installations or services	<input type="checkbox"/> Involves, or is likely to involve, the disturbance of asbestos	<input type="checkbox"/> work carried out on or near chemical, fuel or refrigerant lines
	<input type="checkbox"/> Work in an area with movement of powered mobile plant		<input type="checkbox"/> work carried out in an area that may have a contaminated or flammable atmosphere
	<input type="checkbox"/> Work on, in or adjacent to a road, or other traffic corridor in use by traffic other than pedestrians	<input type="checkbox"/> Work involving demolition of an element of a structure that is load-bearing or otherwise related to the physical integrity of the structure	<input type="checkbox"/> work is carried out on a telecommunication tower
<b>Person responsible for ensuring compliance with Site Specific SWMS:</b>		<b>Supervisor:</b>	<b>Date completed:</b>
<b>What measures are in place to ensure compliance with the SWMS?</b>		<b>Compliance with SWMS: Site Inspections by Supervisor.</b>	
<b>Authorised by:</b>	<b>Name and signature:</b>	<b>Date:</b>	

**Note: The following Permits (P20.F03) must be completed in conjunction with this SWMS document (if applicable):**

<input type="checkbox"/> Excavation & Trenches Permit	<input type="checkbox"/> Working at Heights Permit
<input type="checkbox"/> Working Near Overhead Powerlines Permit	<input type="checkbox"/> Hot Works Permit
<input type="checkbox"/> Roadworks Permit	<input type="checkbox"/> Work in or near water or other liquid Permit
<input type="checkbox"/> Plant Permit	

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

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
<b>List the work tasks in logical order.</b>	<b>Identify the hazards and risks that may cause harm to workers or the public.</b>	<b>Describe what will be done to control the risk. What will you do to make the activity as safe as possible ?</b>
<b>Step 1. Planning</b>	Multiple Hazards: - Incorrect Plant/Equipment selection. Injury, Fatality	Trained and Competent Workers assigned for this task. Assess Task and Plan for Safety Equipment Required. What of the following are required ?: - Ladders - Harness – Fall Arrest or Fall Restraint - Scaffolding - Elevated Work Platform
	Multiple Hazards: - Faulty Equipment - Untested equipment Injury, Fatality	Check all equipment is Tested, Tagged and in Date: Ladders fit for purpose and in good condition. Harness is in Date and has current Tag attached. Scaffolding erected by competent person. Scaffold is Tagged and approved for use. Elevated Work Platform is tagged and ready for use.
	Traffic: Injury, Fatality	Appropriate TGS has been assigned for job if required.
<b>Step 2. Site Set Up</b>	Multiple Hazards: - Falls Injury, Illness, Fatality	Assess site for hazards specific to site Complete Site-Specific Risk Assessment Complete Site Specific SWMS <b>P20.F03 High Risk Work Permit Book</b> completed for tasks if required – <i>Working At Heights.</i> <i>Roadworks / Traffic.</i> <i>Working Near Overhead Powerlines</i> <i>Plant Permit</i> Complete Pre-Start Tool Box Talk All SCC workers and Subcontractors signed on and inducted to site
<b>EMERGENCY PROCEDURES</b>	Multiple Hazards: - Falls - Retrieval of Worker Injury, Illness, Fatality	Prior to starting At Height Works: <b>P20.F03 High Risk Work Permit Book</b> completed for: <i>High Risk Work Rescue Plan.</i>
	Traffic: - Struck by Moving Vehicle Injury, Crush Injury, Fatality	Ensure TGS operating as planned and is suitable for site conditions. If Site Suitable not sufficient, request Site Specific TGS. Competent work crew or subcontractors to set up TGS.

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	Unauthorised Access: - Injury to Public - Falling Objects Injury, Death	Isolate work area. Erect Safety Barriers / Warning Tape / Signage to warn of Workers Above. Assess using lanyards for tool security. Ensure building materials that are stored at height are properly secured. Ground workers to wear Hard Hat.
<b>Step 3. At Height Works</b>	Overhead Power: - Electrocution Injury, Death	Low Voltage Rescue Kit on site and placed in readily accessible position. Work Crew members competent in rescue plan process.
	Ladder Use: - Unstable / Uneven Ground - Falls Injury, death	<b>Two persons when using a ladder.</b> Ladder to be tied off. Ladder to be footed. <a href="#">Reference: SWI136 Ladders Use and Maintenance</a>
	Mobile Plant (EWP): - Unstable / Uneven Ground - Plant Rollover Injury, Crush Injury, Fatality	Experienced operator only to use. EWP Book up to date and filled in. Spotter for any EWP movements <a href="#">Reference: SWI18 Elevated Work Platform</a>
	Harness Usage: - Falls - Stuck in Fall Arrest Injury, Fatality	Harness fitted correctly Connected to secure anchor point Maintain attachment at all times.
	Scaffolding Usage; - Falls - Contact with Overhead Powerlines Injury, Electrocution, Fatality	Scaffolding Certified and Tag attached if over 3m. Scaffolding erected by Trained and Competent person(s) if under 3m. Inspect scaffolding before use. Do not erect scaffold within 4m of powerlines. <b>DO NOT OVERLOAD SCAFFOLDING.</b>
<b>Step 4. De-Establish Site</b>	At Heights Tools & Equipment: - Falling Equipment and Materials - Unsecured Equipment and Materials - EWP Removal - Scaffold Removal Injury, Fatality	Ensure all equipment and materials have been removed from site. Ensure all unsecured equipment and materials are either secured or removed. EWP or Scaffold disassembled and removed from site by competent and trained workers.
	Traffic: - Struck by Moving Vehicle Injury, Fatality	Competent work crew or subcontractors to break down TGS

