

## WORKING AT HEIGHT SAFE WORK METHOD STATEMENT (SWMS)












Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC Address:
Signature:	Date:	PC Phone #:                      Date SWMS provided to PC:
Contact Phone #:		Job Site Address:

### THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

- |   |   |  |  |  |
|---|---|--|--|--|
| <input type="checkbox"/> Electrical equipment               | <input checked="" type="checkbox"/> Elevated levels           | <input checked="" type="checkbox"/> Slips, trips and falls | <input type="checkbox"/> Hazardous substances        | <input type="checkbox"/> ?                           |
| <input type="checkbox"/> Hot Work                           | <input checked="" type="checkbox"/> Hazardous manual tasks    | <input checked="" type="checkbox"/> Outdoor work           | <input type="checkbox"/> Remotely &/or isolated work | <input type="checkbox"/> ?                           |
| <input checked="" type="checkbox"/> Noise and vibration     | <input checked="" type="checkbox"/> Native vegetation & weeds | <input type="checkbox"/> Air quality                       | <input checked="" type="checkbox"/> Waste            | <input checked="" type="checkbox"/> Vehicle movement |
| <input checked="" type="checkbox"/> Fuels, oils & chemicals | <input checked="" type="checkbox"/> Terrestrial fauna         | <input checked="" type="checkbox"/> Waterways & soils      | <input type="checkbox"/> Cultural heritage           | <input type="checkbox"/> ?                           |

### THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Confined spaces  | <input type="checkbox"/> Mobile plant movement | <input type="checkbox"/> Demolition of a load-bearing structure                               | <input type="checkbox"/> Asbestos disturbance         |
| <input type="checkbox"/> Using explosives   | <input type="checkbox"/> Diving work           | <input type="checkbox"/> Artificial extremes of temperature                                   | <input type="checkbox"/> Tilt-up or pre-cast concrete |
| <input checked="" type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services |  |   |   |
| <input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse                     |  |   |   |
| <input checked="" type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers                                |  |   |   |
| <input type="checkbox"/> Working at depths greater than 1.5 Metres, including tunnels or mines  |  | <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere |   |
| <input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor  |  | <input type="checkbox"/> In or near water or other liquid that involves the risk of drowning  |   |

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	Rings, watches, jewellery that may become entangled must not be worn. Long and loose hair must be tied back.
											
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4 - ACUTE		
LIKELY	2 - MODERATE	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4A - ACUTE	DO NOT PROCEED.
POSSIBLE	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	4 - ACUTE	3H - HIGH	Review before commencing work.
UNLIKELY	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	2M - MODERATE	Maintain control measures.
RARE	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	3 - HIGH	1L - LOW	Record and monitor.

HIERARCHY OF CONTROLS	MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE
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JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
<b>1. HRCW</b> Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> <li>The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary)</li> <li>Do not park illegally</li> <li>Identify and obey all safety-related signage (check site entry requirements)</li> <li>Report to Site Supervisor</li> <li>Ensure site-specific induction undertaken</li> <li>Assess mobile phone reception</li> <li>The worksite is exactly as detailed in Terms of Agreement or contract</li> <li>Complete a JSA specifying the control measures for unanticipated hazards.</li> </ul>	<b>Supervisor</b> to check the site and conduct JSA where necessary
<b>2. HRCW</b> Work area set-up	<ul style="list-style-type: none"> <li>Fall from height</li> <li>Impact injuries</li> <li>Fatality</li> </ul>	4A	<ul style="list-style-type: none"> <li>Protect all edges where a person can fall</li> <li>Inspect working surface, e.g. plant, roof etc.               <ul style="list-style-type: none"> <li>Check for moisture, dust or any other condition that may cause loss of stable footing</li> <li>Access is available, e.g. entry through edge protection or other (do not climb on the outside of scaffolds or over top rails of edge protection)</li> <li>The surface is strong enough to support the weight (seek advice from a competent person if unsure)</li> <li>Check for damage or rusted areas</li> </ul> </li> <li>Where reasonably practicable, edge protection is in place</li> <li>Edge protection barriers are strong enough to withstand the pressure of a person falling against it</li> <li>Where access is required through edge barrier, gates or other mechanisms can also restrain and withstand the force of a person falling against it</li> <li>Holes or other openings through which a person can fall. Ensure:               <ul style="list-style-type: none"> <li>All holes or openings are protected from falls immediately after creating</li> <li>Use signage or another clearly marked hazard alert to identify a hazard</li> <li>Cover hole/opening with a material strong enough to support the weight of a person</li> <li>Ensure the cover is secured to prevent movement.</li> </ul> </li> </ul>	<b>Supervisor</b> to maintain awareness of weather conditions  <b>Workers</b> to follow controls

JOB TASK	HAZARDS	RISK	CONTROL MEASURES		RESPONSIBLE PERSON	
17. HRCW Emergency response	<ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Environmental damage</li> </ul>	4A	<ul style="list-style-type: none"> <li><b>For police, fire or ambulance call '000.'</b></li> <li>Follow site emergency and evacuation procedures</li> <li>A communication system is available, e.g. a mobile phone or radio</li> <li>Check for dangers to self before helping others</li> <li>Maintain control of the area and stabilise the situation</li> <li>Apply first aid to the injured worker</li> <li>Complete an incident report.</li> </ul>	<ul style="list-style-type: none"> <li>Refer to your SWMS implementing instructions for further specific emergency responses.</li> </ul>	Supervisors and workers ensure controls followed	
<b>OVERALL RISK RATING AFTER CONTROLS</b>			<input type="checkbox"/> 1 - Low	<input checked="" type="checkbox"/> 2 - MODERATE	<input type="checkbox"/> 3 - HIGH	<input type="checkbox"/> 4 - ACUTE
<b>PERMITS</b>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Hot Work <input type="checkbox"/> Confined Space <input type="checkbox"/> Local council <input type="checkbox"/> ? <input type="checkbox"/> ?					
<b>SITE MANAGEMENT PLAN</b>	Is the work associated with a Construction Project? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.			
<b>PLANT &amp; EQUIPMENT</b>		<b>HAZARDOUS SUBSTANCES</b>		<b>SUPERVISORY ARRANGEMENTS</b>		
<input type="checkbox"/> Electrical tools and leads	Tested and tagged quarterly	<i>List hazardous substances taken on-site and have the SDS onsite.</i> 1. 2. 3. 4. 5.		<input type="checkbox"/> Audits <input type="checkbox"/> Spot Checks <input type="checkbox"/> Reporting systems <input type="checkbox"/> Suitably qualified supervisors for job <input type="checkbox"/> Direct on-site supervision <input type="checkbox"/> Remote site: communication systems/schedule		
<input type="checkbox"/> Hand tools - Meet AS/NZS	Regular visual inspection					
<input type="checkbox"/> Ladders - Meet AS/NZS	Inspected and tagged out if damaged					
<input type="checkbox"/> Mobile plant- <i>specify</i>	Inspected and tagged out if damaged					
<input type="checkbox"/> ?						
<b>SWMS SIGN-OFF</b>		This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. I have read the above SWMS, and I understand its contents. I confirm that I have the skills and training, including relevant certification, to conduct the task as described. I agree to comply with safety requirements within this SWMS, including risk control measures, safe work instructions and PPE described.				
WORKERS' NAME	JOB ROLE / POSITION <small>E.G. SUPERVISOR, WORKER, TRAINEE</small>	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				