

## WORKING IN CEILING SPACES | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: WORKING IN CEILING SPACES

Business Name:

ABN:

SWMS#

Business Address:

Contact Person:

Phone:

Email:

### Permits

Will permits be required?

 Yes

 No

*(Refer to local site requirements on permit conditions) (Please tick relevant permits)*



**Permit to Work**  
Used for authorising activities that are non-routine




**Hot Work**  
Activities that generate an ignition source




**Group Isolation**  
Activities that require a group isolation for energy sources




**Confined Space**  
Activities that require entry into a confined space.




**High Voltage Isolation**  
Activities that require isolation of high voltage power




**Lift Plan**  
Activities that require non-standard or significant crane lifts




**Work Box**  
Activities that require use of a work box with a crane




**Excavation/Penetration**  
Activities that require excavation or penetration into walls




**Working at Heights**  
Activities that require working near an unprotected edge




**Powerline Corridor**  
Activities within 10m (30ft) powerline corridor




**Fixed Floor & Guard Rail Removal**  
Activities that require removal of fixed floor, guardrail, and walls




**Land Disturbance**  
Activities that require the clearing of land or vegetation




**Other Permits:**

### Other Requirements *(Please tick required resources)*




**Fire Equipment**




**Emergency Shower & Eye Wash**




**First Aid**




**Spill Kit**




**Remote Work Equipment**




**Signage**




**Barricading & Bollards**




**Comms.**




**Gas Monitor**




**Safety Data Sheets**




**Safe Work Instructions *(Please Specify)***



**Other:**

### Licenses & Competencies

Will specific licenses or competencies be required?

 Yes

 No

*(Please tick relevant licenses and qualifications)*



**Trucks**




**Mobile Equipment**




**Cranes & Hoists**




**Dogman & Rigger**




**Elevated Work Platform**




**Scaffolding**




**Trades**



**Other:**

Hazards <small>(Please tick)</small>				Key: <span style="color: yellow;">●</span> Health & Safety Hazard <span style="color: green;">●</span> Environmental Impact <span style="color: blue;">●</span> Community Impact					
	<input checked="" type="checkbox"/> Trip hazards		<input checked="" type="checkbox"/> Falling objects		<input type="checkbox"/> Compressed air		<input type="checkbox"/> Food spoilage		<input type="checkbox"/> Surface water
	<input checked="" type="checkbox"/> Slip hazards		<input type="checkbox"/> Suspended loads		<input type="checkbox"/> Elastic energy		<input type="checkbox"/> Infection		<input type="checkbox"/> Groundwater
	<input checked="" type="checkbox"/> Working at heights		<input type="checkbox"/> Unstable objects		<input type="checkbox"/> Pressurised fluids		<input type="checkbox"/> Parasites		
	<input type="checkbox"/> Rotating parts		<input type="checkbox"/> Power lines		<input type="checkbox"/> Lightning storms		<input type="checkbox"/> Working near water		<input type="checkbox"/> Native flora
	<input type="checkbox"/> Sheer points		<input type="checkbox"/> Electrical equipment		<input type="checkbox"/> High winds		<input type="checkbox"/> Engulfment		<input type="checkbox"/> Native fauna
	<input type="checkbox"/> Cut, crush & impact		<input type="checkbox"/> Water v Electricity		<input type="checkbox"/> Heavy rain				<input type="checkbox"/> Weeds/Pests
	<input type="checkbox"/> Inhalation		<input type="checkbox"/> Explosive		<input type="checkbox"/> Heavy load		<input type="checkbox"/> Road conditions		<input type="checkbox"/> Soil contamination
	<input type="checkbox"/> Contact with skin/eyes		<input checked="" type="checkbox"/> Flammable/combustible		<input type="checkbox"/> Awkward posture		<input type="checkbox"/> Driving behaviour		<input type="checkbox"/> Soil loss/erosion
	<input type="checkbox"/> Ingestion		<input type="checkbox"/> Vegetation		<input type="checkbox"/> Repetitive work	<input checked="" type="checkbox"/> Fitness for work	<input type="checkbox"/> Fitness for work		<input type="checkbox"/> Silt/deposition
	<input type="checkbox"/> Ionizing radiation		<input type="checkbox"/> High temperatures		<input type="checkbox"/> SME v vehicles		<input type="checkbox"/> High noise levels		<input type="checkbox"/> Environmental dust
	<input type="checkbox"/> Non-ionizing radiation		<input type="checkbox"/> Hot gases/materials		<input type="checkbox"/> Pedestrians		<input type="checkbox"/> Whole body vibration		<input type="checkbox"/> Environmental noise
	<input type="checkbox"/> Magnetic fields		<input type="checkbox"/> Hot surfaces		<input type="checkbox"/> Road conditions				
	<input checked="" type="checkbox"/> Dangerous animals		<input checked="" type="checkbox"/> Dust exposure		<input type="checkbox"/> Remote work		<input type="checkbox"/> Landholder impact		<input type="checkbox"/> Litter
	<input checked="" type="checkbox"/> Venomous animals		<input type="checkbox"/> Asbestos/mineral fibres		<input type="checkbox"/> Lone work		<input type="checkbox"/> Community impact		<input type="checkbox"/> Solid waste
	<input checked="" type="checkbox"/> Bites/stings		<input type="checkbox"/> Silica dust						<input type="checkbox"/> Resource waste

Fatality Risk <small>(Please tick any of the following activities that will be undertaken as part of the task. Refer to group procedures for specific requirements)</small>													
	<input type="checkbox"/> Lifting Operations		<input type="checkbox"/> Surface Mobile Equipment		<input type="checkbox"/> Confined Space Entry		<input type="checkbox"/> Light Vehicle Operation		<input type="checkbox"/> Working at Heights		<input type="checkbox"/> Plant Isolation		<input type="checkbox"/> Aviation

### Line of Fire (Mark areas of body exposed to "line of fire")

Whole Body

### Personal Protective Equipment (In addition to mandatory site PPE please tick required PPE)

	<input checked="" type="checkbox"/> Safety Goggles		<input type="checkbox"/> Faceshield		<input type="checkbox"/> Welding Shield		<input checked="" type="checkbox"/> Dust Mask		<input checked="" type="checkbox"/> Respirator
	<input checked="" type="checkbox"/> Mandatory PPE		<input checked="" type="checkbox"/> Hard Hat		<input type="checkbox"/> Hearing Protection		<input checked="" type="checkbox"/> Fall Arrest		Other: <input type="checkbox"/>
	<input type="checkbox"/> Splash Suit		<input type="checkbox"/> Buoyancy Vest		<input type="checkbox"/> High Voltage Equipment				

### PRINCIPAL CONTRACTOR DETAILS & SWMS APPROVAL

Client: Double click to add client or Principal Contractor.	SCOPE OF WORKS
Project Name: Double click to add project name.	This SWMS covers the general hazards associated with Working in Ceiling Spaces.
Project Address: Double click to add project address.	
Project Manager: Double click to add project manager.	
Contact Phone: Double click to add contact phone.	
Project Manager Signature (SWMS Approval):	
Date SWMS supplied to Project Manager: 19/09/2023	

### ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

<input checked="" type="checkbox"/> involves a risk of a person falling more than 2 meters.	<input type="checkbox"/> is carried out on or near pressurised gas mains or piping.
<input type="checkbox"/> is carried out on a telecommunication tower.	<input type="checkbox"/> is carried out on or near chemical, fuel, or refrigerant lines.
<input type="checkbox"/> involves demolition of an element of a structure that is load bearing.	<input type="checkbox"/> is carried out on or near energised electrical installations or services.
<input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure.	<input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere.
<input type="checkbox"/> involves, or is likely to involve, disturbing asbestos.	<input type="checkbox"/> involves tilt-up or precast concrete.
<input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse.	<input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.
<input checked="" type="checkbox"/> is carried out in or near a confined space.	<input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant.
<input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives.	<input type="checkbox"/> is carried out in areas with artificial extremes of temperature.
<input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.	<input type="checkbox"/> involves diving work.

JOB STEPS	POTENTIAL HAZARDS	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
1.Risk Assessment	<p>Untrained workers</p> <p>Environmental damage</p> <p>Personal injury</p>		<ul style="list-style-type: none"> <li>• Conduct a risk assessment before commencing work activities and Liaise with the Principal contractor regarding the contractor's Site Safety Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS). Communication arrangements, hazard reporting procedures, and injury reporting procedures must be covered.</li> <li>• Consider the task at hand and assess any risk factors which may lead to manual handling injuries, account for the following factors – <ul style="list-style-type: none"> <li>○ Actions and movements used.</li> <li>○ Pre-existing injuries.</li> <li>○ Layout/condition of the work environment.</li> <li>○ Duration and frequency of the activity.</li> <li>○ Weight and position of the objects and their intended final location.</li> <li>○ Force that is to be applied.</li> <li>○ Weather factors.</li> <li>○ Age, skill, and experience of the worker.</li> <li>○ PPE required.</li> </ul> </li> <li>• Ensure workers are trained and have relevant qualifications and experience to complete the tasks required.</li> <li>• All workers are appraised for licences or certification of competency before work can commence.</li> </ul>		
2.Site induction/arrival to site	<p>Personnel unaware of site-specific hazards and unfamiliar with work area or unqualified</p>		<ul style="list-style-type: none"> <li>• Site safety induction to be completed for all construction personnel including check of qualifications, an evacuation plan, identification of site-specific hazards, trade activities and amenities. <b>If identified hazards or activities will affect planned works, they must be added to this document with relevant control measures at time of induction.</b></li> <li>• All personnel including subcontractors must have completed the General Construction Induction Training and hold a current card or certification.</li> <li>• A site-specific induction must be conducted for <b>ALL project workers</b>. Workers must sign a Site Induction Register that includes: <ul style="list-style-type: none"> <li>○ Site specific hazards and work to be carried out.</li> <li>○ Location of amenities and first aid facilities.</li> <li>○ Safety controls and revised Safe Work Method Statements (SWMS).</li> <li>○ Correct use and maintenance of appropriate PPE.</li> <li>○ Emergency and evacuation procedures.</li> </ul> </li> </ul>		
3.PPE (Personal Protective Equipment)	<p>Excessive noise levels - damage to hearing</p> <p>Dust and fumes</p>		<ul style="list-style-type: none"> <li>• <b>PPE</b> must be suitable for the nature of the work or hazard and must be suitable size and fit for the individual.</li> <li>• <b>PPE</b> must be maintained, repaired, or replaced and must be clean and in serviceable condition.</li> <li>• Ensure all workers are issued with and wear the recommended <b>PPE</b> as necessary for safety on the worksite and specific to the relevant task.</li> </ul>		

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	Personal injury		<ul style="list-style-type: none"> <li>Workers must be trained and informed on the correct use, maintenance, fit testing, and storage of all required <b>PPE</b>.</li> <li><b>⚠ Inspect the condition of all required PPE before use.</b></li> <li>Personal hygiene while using <b>PPE</b> should be adhered to including:               <ul style="list-style-type: none"> <li>Washing face and hands with soapy water prior to and after wearing <b>PPE</b>.</li> <li>Wipe down reusable <b>PPE</b> such as eye protection and respirators with a damp cloth/sanitiser cloth.</li> <li>Avoid storing <b>PPE</b> in extreme environments.</li> </ul> </li> <li>Avoid using any <b>PPE</b> which is damaged, defective, or unclean. <b>NEVER</b> start work until appropriate <b>PPE</b> has been obtained.</li> </ul>		
4.Working at heights	Falls from heights  Falling objects  Unauthorised persons entering site  Personnel injury		<ul style="list-style-type: none"> <li>A minimum of two competent personnel is to be present when working at height.</li> <li>Provide edge protection to prevent objects falling off work surfaces.</li> <li>Make sure fall arrest systems are in place when working at heights.</li> <li><b>Only competent persons must install all systems.</b></li> <li>To prevent access to areas where objects may fall, barricades may be used.</li> <li>On sites where falling objects may occur, wearing hardhats is recommended.</li> <li>Erect signage below the overhead work warning of potential Hit by Falling Objects.</li> <li>Ensure all access ladders, steps and ramps are safe and secure.</li> <li>Always maintain a safe distance from electric catenary wires.</li> <li>Always wear appropriate footwear, hardhats when working below work at heights.</li> <li>Ensure personnel have appropriate training.</li> <li>Provide safe means of raising, lowering, and storing tools and materials.</li> <li><b>Refer to Working at heights SWMS.</b></li> </ul>		