

WORKING AT HEIGHT SAFE WORK METHOD STATEMENT (SWMS)

Business Contact: Ryan Martin

Phone #: 6559 8059

Principal Contractor (PC):

Responsible person (for monitoring SWMS and work): Site Supervisor

Job Address:

Date: 25th of January 2024

Contact Phone #:

Date SWMS provided to PC:

Contact Phone #: 6559 8059

Contact Name:

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

- | | | | | |
|---|---|--|--|--|
| ☐ Electrical equipment | ☒ Elevated levels | ☒ Slips, trips and falls | ☐ Hazardous substances | ☐ _____ |
| ☐ Hot Work | ☒ Hazardous manual tasks | ☒ Outdoor work | ☐ Remotely &/or isolated work | ☐ _____ |
| ☒ Noise and vibration | ☒ Native vegetation & weeds | ☐ Air quality | ☒ Waste | ☒ Vehicle movement |
| ☒ Fuels, oils & chemicals | ☒ Terrestrial fauna | ☒ Waterways & soils | ☐ Cultural heritage | ☐ _____ |

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

- | | | | |
|---|--|---|---|
| ☐ Confined spaces | ☐ Mobile plant movement | ☐ Demolition of a load-bearing structure | ☐ Asbestos disturbance |
| ☐ Using explosives | ☐ Diving work | ☐ Artificial extremes of temperature | ☐ Tilt-up or pre-cast concrete |
| ☒ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services | | | |
| ☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse | | | |
| ☒ Involves a risk of a person falling from 2m or more, including work on telecommunications towers | | | |
| ☐ Working at depths greater than 1.5 Metres, including tunnels or mines | | ☐ Work in an area that may have a contaminated or flammable atmosphere | |
| ☐ Work carried out adjacent to a road, railway or shipping lane, traffic corridor | | ☐ 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 | |
|---|---|---|---|---|--|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |  | <div>Rings, watches, jewellery that may become entangled must not be worn. Long and loose hair must be tied back.</div> |
| ☒ | ☐ | ☒ | ☒ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☒ | ☐ |

Planning/Preparation	• Liaise with Principal Contractor to identify on-site safety systems and procedures • Establish supervisory and communication arrangements • Principal contractor to confirm emergency response procedures are in place.
Hold Points	• Hold points identified and signed off before continuing work.
Training/Licence	• All workers to have a General Construction Induction Card • Relevant workers have relevant certificates of competency, licenses, and training. • Trained First Aider on site • All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets.
Worker duties and responsibilities	• Fit condition for work, i.e. no signs of fatigue, alcohol or drugs • Attend all site inductions/briefings • Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP) • Only carry out work related to the contract • Inspect completed work and report possible safety, environmental and quality matters to the Supervisor.
Monitor/Review	• All persons involved in the task must have this SWMS communicated to them before work commences • SWMS to be reviewed and amended if necessary, in consultation with relevant persons after any near miss or incident • If additional site hazards identified, review this SWMS and amend control measures to suit • People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP • Give the principal contractor a copy of the revised SWMS • The site supervisor to monitor works against the controls stated in this SWMS • SWMS must be kept on-site and made available for inspection or review • Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident • Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.
Site-Specific Notes: Refer to Job Pack for details	Act, Regulations, Codes of Practice References: ✓ Work Health and Safety Act ✓ Work Health and Safety Regulation ✓ First Aid in the workplace code of practice ✓ Hazardous manual tasks code of practice ✓ How to manage work health and safety risks code of practice ✓ Managing electrical risks in the workplace code of practice ✓ Managing noise and preventing hearing loss at work code of practice ✓ Managing the risk of falls at workplace code of practice ✓ Managing the work environment and facilities code of practice ✓ Managing risks of hazardous chemicals in the workplace code of practice ✓ Managing the risks of plant in the workplace code of practice ✓ Work health and safety consultation, co-ordination, and co-operation code of practice

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
JOB TASK	HAZARDS	RISK	CONTROL MEASURES					RESPONSIBLE PERSON	
1. HRCW Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	- 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) - Do not park illegally - Identify and obey all safety-related signage (check site entry requirements) - Report to Site Supervisor - Ensure site-specific induction undertaken - Assess mobile phone reception - The worksite is exactly as detailed in Terms of Agreement or contract - Complete a JSA specifying the control measures for unanticipated hazards.					Supervisor to check the site and conduct JSA where necessary	
2. HRCW Work area set-up	- Fall from height - Impact injuries - Fatality	4A	- Protect all edges where a person can fall - Inspect working surface, e.g. plant, roof etc. - Check for moisture, dust or any other condition that may cause loss of stable footing - 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) - The surface is strong enough to support the weight (seek advice from a competent person if unsure) - Check for damage or rusted areas - Where reasonably practicable, edge protection is in place - Edge protection barriers are strong enough to withstand the pressure of a person falling against it - Where access is required through edge barrier, gates or other mechanisms can also restrain and withstand the force of a person falling against it - Holes or other openings through which a person can fall. Ensure: - All holes or openings are protected from falls immediately after creating - Use signage or another clearly marked hazard alert to identify a hazard - Cover hole/opening with a material strong enough to support the weight of a person - Ensure the cover is secured to prevent movement.					Supervisor to maintain awareness of weather conditions Workers to follow controls	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	Falling objects	3H	- Erect barricades with adequate signage: - Erected before the commencement of work - Kept in position at all times until the work is completed and it is safe to remove - Regularly inspected and maintained - Provide information to workers and other persons on-site advising them of the exclusion zones - Provide supervision so that no unauthorised person enters an exclusion zone.	
	Emergency	4A	- Ensure first aiders are trained and competent in managing injuries associated with falls until emergency services arrive - Ensure all rescue equipment is available.	
	Extreme weather	3H	- Check weather conditions – do not work in extreme conditions - Reschedule works to work in more moderate temperatures	
	Hyperthermia Hypothermia	3H	- Ensure that workers are trained to recognise the symptoms of hyperthermia and hypothermia <u>Hot conditions. Ensure:</u> - Suitable protective clothing - Sun brim on hard hats - Safety glasses - UV rated - Use 30+ sunscreen on exposed skin - Adequate drinking water - Access to shade on breaks - Adequate breaks. <u>Cold conditions. Ensure:</u> - Schedule warm-up breaks - Hold breaks inside - Dress warmly in layers - Stay dry (wet clothing chills the body rapidly) - Workers must get out of the cold as soon as they can if starting to feel symptoms - Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold.	
3. HRCW Conduct a risk assessment	- Fall from height - Impact injuries - Fatality	4A	- Conduct risk assessment using the 'WORKING AT HEIGHTS RISK ASSESSMENT CHECKLIST' supplied in this SWMS - Consider: - Whether the task can be partially completed on the ground or solid construction (e.g. assemble components on the ground and lift rather than assembling at height) - The severity of the risk of falling or hazardous material exposure - Likelihood of a fall occurring - Any existing control measures and whether they are sufficient - Measures to be put in place to control risk - Determine if current training and experience sufficient for undertaking the task at height - Determine if emergency procedures would be acceptable - Based on the Risk Assessment for the task, adopt controls for working at height: <i>Always ensure the highest possible level of controls is adopted. Examples:</i> - Work on the ground or solid construction	Supervisor to conduct the risk assessment

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			↓ • If option one (1) is not reasonably practicable where possible use a passive fall restraint system, e.g. guard rails, scaffolding, elevated work platform ↓ • If options one (1) or two (2) are not reasonably practicable, or 100% coverage cannot be achieved, consider the provision of a work positioning system, e.g. industrial rope access or a travel restraint ↓ • If options one (1), two (2) or three (3) are not reasonably practicable, a fall arrest system, e.g. catch platforms, safety harness should be used ↓ • When working at the height of 2m or more, it is necessary to implement levels 1, 2, 3 or 4. If risk remains after considering all of the options above, and there is no reasonably practicable alternative, administrative controls must be implemented, e.g. signage, or instruction. • <i>More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes).</i>	
4. Environment	Environmental impact	3H	• Noise & vibration - Be aware of maximum noise levels at the site • The plant is maintained to minimise noise • No noise produced outside council approved hours of operation • Waste - place all wastes and rubbish in bins or other appropriate containers • Separate recycle waste from general waste • Do not mix waste with spoil. • Fuels, oils & chemicals - ensure that a spill response kit is available at all times and clean up spills immediately • Follow instructions in SDS for clean-up requirements • Dispose of chemicals correctly, empty containers/bags in approved waste containers • Triple rinse all empty/unwanted containers and make containers unusable before disposal. • Waterways & soils - do not wash out tools or containers where residue can enter waterways or drains. • Native vegetation & weeds - ensure that plant is washed free of dirt, vegetation, debris before travelling between sites. • Vehicle movement - follow the TMP, only travel on established tracks and roads • Use designated entry and exit points. • Terrestrial fauna - No domestic animals on-site • Ensure all food scraps placed in lidded bins.	Supervisor and workers to ensure control measures followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
5. House keeping	Slips, trips & falls	3H	• Maintain housekeeping throughout the shift & clean-up • Ensure sufficient lighting to detect changes in level (using temporary lighting as required) • Do not jump from elevated edges >180mm, step carefully and use prepared access areas • The work area is clean and uncluttered as possible • Locate equipment where it will not become a tripping hazard • Check for stored items, corners or other obstructions that could cause tripping • Ensure there is room to manoeuvre the signs and no obstacles in the way • Check the end destination is prepared correctly • Clean spills immediately • Ensure footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud or other contaminants.	Supervisor and workers to ensure control measures followed
6. Manual tasks	Musculoskeletal (MSD) injuries	4A	• Materials/equipment placed as close to the work area as possible • Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight • Do not use extreme force to move items • Lifted items should be held close to the body whenever possible: ○ Keeping knees bent and back straight and lift, unload keeping knees bent • Use team lifts and mechanical means for heavy items • Schedule regular breaks and practice job rotation • Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending.	Supervisor and workers to ensure control measures followed
7. HRCW Working at height on fixed structures	Fall from height	4A	• Inspect working surface, e.g. plant, roof etc. ○ Check for moisture, dust or any other condition that may cause loss of stable footing ○ 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) ○ The surface is strong enough to support the weight (seek advice from a competent person if unsure (e.g. engineer) ○ Check for damage or rusted areas • Where reasonably practicable, edge protection is in place • Edge protection barriers are strong enough to withstand the pressure of a person falling against it • Where access is required through edge barrier, gates or other mechanisms can also restrain and withstand the force of a person falling against it.	Supervisor and workers to ensure control measures followed
	Falls through openings	3H	• Holes or other openings through which a person can fall. Ensure: ○ All holes or openings are protected from falls immediately after creating ○ Use signage or other clearly marked hazard alerts to identify the hazard ○ Cover hole/opening with a material strong enough to support the weight of a person ○ Ensure the cover is secured to prevent movement.	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
8. HRCW Working on vehicles/ mobile plant	Fall from height	3H	- Face the machine whenever you mount and dismount the machine - Use provided steps/handholds when entering or exiting cabin (see operations manual for instruction) - Maintain a three-point contact with the steps and with handholds ⚠ <i>Three-point contact can be two feet and one hand</i> ⚠ <i>Three-point contact can also be one foot and two hands</i> - Never mount or dismount a moving machine - Do not jump off the machine - Do not carry tools or supplies when you try to mount/dismount - Do not use any controls as handholds when you enter/exit the operator compartment	Supervisor and workers to ensure control measures followed
9. HRCW Working at height using a fall arrest system – the safety harness	- Fall from height - Fall arrest system failure - Falling objects - Suspension trauma - Impact injuries - Fatality	4A	- Construct or perform as much of the task as possible on the ground or on a solid structure - Implement a Falls Emergency Rescue Plan - Inspect harness components before use, use and maintain as per manufacturer's instructions and it's designed purpose - If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures - Ensure the correct harness size for weight and height of the operator (use manufacturer sizing chart). It is possible to slide out of a harness that is too big - Follow manufacturer's instructions for fitting and use. An operator must ensure: - Physically fit and able to withstand possible fall - Within weight limit (including clothing and equipment) of harness - No loose clothing (could become tangled in hooks/prevent hooks from closing properly) - No obstructions in potential fall zones - No sharp edges that could damage lines - Plan fall arrest system before set-up to eliminate danger areas such as: - Crossing or tangling of connecting sub-systems - Swing down - More than 1 worker - Swing back (if there is a risk of swinging back into building/structure – do not t - Pendulum effect - Document and rehearse post-fall rescue plan - Ensure anchor points or travel restraint system: - Comply with AS/NZS standards, tested & approved by a competent person before use - Are as high as possible above the work area. Never work above anchor point/travel restraint - Ensure the harness is not exposed to chemicals or burn damage while conducting work - Check line/lanyard regularly and ensure it does not make contact with sharp edges - Never work alone. The spotter must maintain visual/verbal contact with harness operator at all times ⚠ Do not make adjustments to harness while working at heights	Supervisor and workers to ensure control measures followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			Carry tools and materials in a tool belt or have them passed to you.	
10. HRCW Working at height on fixed scaffold	- Fall from height - Scaffold collapse - Falling objects - Impact injuries - Fatality	4A	- Construct or perform as much of the task as possible on the ground or on a sold structure - The drop zone will be barricaded and signed. Ensure the signs provide clear instruction on entry permissions and hazard areas if working above others - Do not overload platform, be aware of load limits and spread the load evenly to distribute weight - Do not exceed the specified Safe Working Load (SWL) of the scaffold - Stack items to prevent sliding or toppling. Determine where material may fall (in case of uncontrolled release) and ensure all personnel are clear of that area - Never work directly below other workers or where materials are being placed above - Carry tools and materials in a tool belt or have them passed to you <u>Scaffolding:</u> - Ensure that a handover for all scaffolds where a person could fall more than 4 metres has been undertaken - The scaffold should not be used until sighted proof that the scaffold has been inspected and signed off as completed, by a competent person, at the following times: - After construction - After any repairs to the scaffold - After any incident that may have affected the stability of the scaffold - At least every 30 days regardless of the previous conditions <u>Scaffold access ladders:</u> - Use only access provided, do not climb on railings or other scaffolding components - When on a ladder, do not over-reach. Descend ladder & re-position as required - Do not carry materials when ascending/descending a ladder - Always face the ladder when using - Do not use step ladders to gain extra height - Remove ground level ladder when unattended to prevent unauthorised access - Only competent scaffolder to make changes to the scaffold: - Do not remove any scaffold component, e.g. handrails or boards - Do not remove scaffold ties to support structure - Maintain awareness of other people on scaffold - Guards kept in position on scaffold lifts - Waste materials removed from scaffolding regularly - Hard hats worn at all times - Ensure footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud etc.	Supervisor and workers to ensure control measures followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
11. HRCW Working at height on mobile scaffolding & trestles	- Fall from height - Scaffold collapse - Falling objects - Impact injuries - Fatality	4A	- Construct or perform as much of the task as possible on the ground or on a solid structure - Inspect scaffold components before use, use and maintain as per manufacturer's instructions and it's designed purpose - If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures - The drop zone will be barricaded and signed. Ensure the signs provide clear instruction on entry permissions and hazard areas if working above others - Do not overload platform, be aware of load limits and spread the load evenly to distribute weight (e.g. stacking materials) - Do not exceed the specified Safe Working Load (SWL) of the scaffold - Stack items to prevent sliding or toppling. Determine where material may fall (in case of uncontrolled release) and ensure all personnel are clear of that area - Never work directly below other workers or where materials are being placed above - Carry tools and materials in a tool belt or have them passed to you <u>Mobile Scaffold:</u> - Level, plumb - Casters locked before accessing, not moved when persons on the scaffold - Accessed by internal ladder only, do not climb on the scaffold - Clear of penetrations or floor edges (by at least 1metre where possible) - Do not use steps or ladders on top of the work platform to gain extra height - Do not move the scaffold with persons or materials on it - Before moving the scaffold ensure that it is clear of obstructions, both overhead and, at ground level <u>Trestle scaffold:</u> - Guardrails, toe board sides & ends are in place - Purpose-designed pins - Min 2 planks or 450mm wide - A suitable span of plank (based on thickness). Example: Thickness of 38mm = 1.5m span, Thickness of 50mm = 2m span, Thickness of 63mm = 2.5m span) - Maintain awareness of other people on scaffold - Remove waste materials from scaffolding and placed in provided waste receptacles - Hard hats worn at all times - Ensure footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud etc.	Supervisor and workers to ensure control measures followed
	Contact with overhead electric lines	4A	- Check for overhead wires or other electrical installations before erecting scaffold - Clear of overhead electric lines. Ensure: - Check the location, height, arrangement, visibility of overhead electric power lines	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	Electrocution		- Do not use extended poles or other conductive items within close proximity (4 .0m) to energised electrical systems (flashover or contact may occur) Note: If the 4.0m rule cannot be maintained, contact your State Electricity Supply Authority to determine a safe system of work for the use of the scaffolding.	
12. HRCW Working at height > 2m. on extension or single ladder	- Fall from height - Ladder failure - Falling objects - Impact injuries - Fatality	4A	- Construct or perform as much of the task as possible on the ground or on a sold structure - Inspect the ladder before use, use and maintain as per manufacturer's instructions and it's designed purpose. If damaged take out of service immediately and apply LOTO procedures - Extension or single ladders are only be used as a means of access to or egress from a work area, NOT as a working platform. Consider whether an EWP or scaffolding would be safer - Established a safety zone around the base of the ladder and cordoned off with barriers - The ladder must be set up on a solid and stable surface to prevent the ladder from slipping. To prevent single and extension ladders from slipping: Ensure: - A set-up angle, no greater than 4 in 1 - Flat ground (check manufacturer's limits for side and back slopes) - Solid, stable base (free of oil, mess, leaf litter or loose materials) - Top of ladder projects 1m or more from the landing point - Secure/tie top and bottom - If unable to tie, ensure 2nd person foots ladder - Not set-up within No Go zones of powerlines - Close to work area to prevent overreach - No persons working underneath - Not in doorways, or other areas where it could be knocked over (if necessary, secure doors in an open position, and barricade/place signage) - Not in close proximity to unprotected stairs, voids etc. A spreader board is used across the top of stiles to distribute load if ladder resting against weak, brittle or plastic surfaces - Sufficient height to ensure a person can reach the working area while remaining 900mm from top, or 2nd tread or below from top plate of the step ladder - No make-shift foundations (such as drums, pallets, blocks etc.) are used to gain height - The ladder is not close to live electrical wiring or against operational piping (steam, sprinkler etc.) - When on a ladder, do not over-reach - Face ladder when ascending/descending and maintain a firm grip - Ensure 3 points of contact remain on the ladder at all times - Always maintain the majority of your bodyweight inside the perimeter of the ladder stiles - Carry tools and materials in a tool belt - Ensure footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud etc.	Supervisor and workers to ensure control measures followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
13. HRCW Working on platform ladders	Falls	3H	- Ensure platform ladders are: - Industrial grade, have a minimum 120kg safe working load rating, good condition - Inspected following manufacturers' instructions, before use - Fibreglass for working around electricity - Ensure the base is fully open and the spreaders are locked - Ensure 3 points of contact remain on the ladder at all times - Always maintain the majority of your bodyweight inside the perimeter of the platform or stiles - Ensure footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud etc.	Supervisor and workers to ensure control measures followed
14. HRCW Using vertical ladders	- Fall from height - Ladder failure - Falling objects - Impact injuries - Fatality	4A	- Inspect the ladder before use - Check: - Suitable access ladders with safety hoops - Feet are not damaged - Rungs, steps, treads are not missing, worn, damaged or loose - General strength and rigidity - When on a ladder, do not over-reach - Face ladder when ascending/descending and maintain a firm grip - Ensure 3 points of contact remain on the ladder at all times - Always maintain the majority of your bodyweight inside the perimeter of the ladder stiles - Carry tools and materials in a tool belt - Ensure footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud etc.	
15. HRCW General work at height	Falling objects	3H	- Barricading and signage are developed. Ensure: - Signs used to provide clear instruction on required PPE, entry permissions and hazard areas - Identified vehicle and pedestrian access paths, parking/loading zones, traffic controllers - Consider appropriate barricades for exclusion zones. Conduct risk assessment and utilise appropriate barricade for exclusion zones. - Consider: - Large equipment remains at ground level - Maintain good housekeeping, e.g. ensure the work area is tidy and materials, debris, tools and equipment that are not being used are out of the way - Tethering or otherwise securing tools & materials to prevent them from falling - Keeping tools or other materials away from edges and off of railings or sills - Using chutes when placing debris into a skip below a work area.	Supervisor and workers to ensure control measures followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
16. HRCW On completion	Unauthorised access	3H	If acceptable, remove or add barricades.	Supervisor to confirm all workers have signed out Workers to comply with controls
	Struck by falling objects	3H	<u>DISMANTLING MOBILE SCAFFOLD</u> ⚠ <i>Scaffold components are not to be dropped or thrown</i> - Wear a hard hat when dismantling scaffold - Wear close fitting leather gloves that do not restrict movements if required - Surrounding persons are made aware that dismantling operations are about to commence - Immediate area should be cordoned off - The number of workers needed for the breakdown process is determined - The method and process of dismantling components is pre-planned and understood by all workers - Dismantling is carried out in a systematic and progressive manner - Maintain stability of the scaffold at all times: - Ensure that castor brakes are applied before dismantling - Removal all materials, debris and equipment from the working platforms - Starting at the top and working down small clips, connectors, screws & nails should be placed in a container and lowered to the ground - Bracing should be secured before releasing from form end and safely lowered to the ground/floor: - Only remove bracing to the section being immediately removed - Leave other bracing in place until ready to remove the associated section.	
	Struck by falling objects	3H	- When dismantling the trestles, ensure: - Surrounding persons are made aware that dismantling operations are commencing - The method of dismantling components is pre-planned and understood by all workers - Dismantling is carried out in a systematic and progressive manner - Maintain stability of the trestle at all times: - Removal all materials, debris and equipment from the working platforms - Leave 450mm wide platform in place until last possible stage when dismantling - Wear a hard hat when dismantling trestle - Wear close fitting leather gloves that do not restrict movements if required ⚠ <i>Planks/equipment NOT to be dropped or thrown.</i>	
	Security breach	3H	All personnel sign-out on Site Register.	
	Vehicle/people impact	4A	- Stay to designated access and egress routes - Maintain awareness of surroundings at all times.	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES		RESPONSIBLE PERSON	
17. HRCW Emergency response	- Injury - Fatality - Environmental damage	4A	For police, fire or ambulance call '000.' - Follow site emergency and evacuation procedures - A communication system is available, e.g. a mobile phone or radio - Check for dangers to self before helping others - Maintain control of the area and stabilise the situation - Apply first aid to the injured worker - Complete an incident report.	Refer to your SWMS implementing instructions for further specific emergency responses.	Supervisors and workers ensure controls followed	
OVERALL RISK RATING AFTER CONTROLS			☐ 1 - Low	☒ 2 - MODERATE	☐ 3 - High	☐ 4 - ACUTE
PERMITS	☐ Not applicable ☐ Hot Work ☐ Confined Space ☐ Local council ☐ _____ ☐ _____					
SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? ☐ Yes ☒ No If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.					
PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES		SUPERVISORY ARRANGEMENTS		
☒ Electrical tools and leads	Tested and tagged quarterly	<i>List hazardous substances taken on-site and have the SDS onsite.</i> 1. Refer to Job Pack for Details		☒ Audits ☒ Spot Checks ☒ Reporting systems ☒ Suitably qualified supervisors for job ☐ Direct on-site supervision ☐ Remote site: communication systems/schedule		
☒ Hand tools - Meet AS/NZS	Regular visual inspection					
☒ Ladders - Meet AS/NZS	Inspected and tagged out if damaged					
☒ Mobile plant	Inspected and tagged out if damaged					
☐ _____						
SWMS SIGN-OFF		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 E.G. SUPERVISOR, WORKER, TRAINEE	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				

SWMS SIGN-OFF

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 E.G. SUPERVISOR, WORKER, TRAINEE	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
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		Construction Card				

WORKING AT HEIGHTS RISK ASSESSMENT CHECKLIST

Site Address:

Risk assessor:

Date:

Job Description:

Supervisor:

	Yes	No	N/A	Control Measure	Control Options
Safe access to work areas?	☐	☐	☐		<i>(These are example risk controls, and the list is not exhaustive).</i> A. Edge Protection B. Elevating Work Platform (EWP) C. Scaffold with work platform and internal ladder D. Ladder E. Guard rails F. Scaffolding G. Catch platforms H. Industrial rope access I. Travel restraint J. Fall arrest system K. Permit to work systems L. Safe work method statement M. Warning signage N. Toolbox talks O. A safety harness with lifelines P. Non-slip shoes <i>Note: If using travel restraint or fall arrestors ensure harness and clips are compatible; qualified persons have assessed anchor points.</i> <i>Note: More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes).</i>
Surface condition: Fragile surface?	☐	☐	☐		
Skylights/Penetrations?	☐	☐	☐		
Asbestos?	☐	☐	☐		
Other?	☐	☐	☐		
Is the work area incomplete?	☐	☐	☐		
Roof surface pitch > 25°	☐	☐	☐		
Unstable footing (e.g. wet slippery, sloping surfaces)	☐	☐	☐		
Unprotected edges (e.g. rooftops, shafts, balconies) with edge protection less than 900mm high?	☐	☐	☐		
Surfaces change level?	☐	☐	☐		
Hazardous weather conditions (rain, wind, fog, dew)?	☐	☐	☐		
UV radiation hazard?	☐	☐	☐		
Lack of training (new starters)?	☐	☐	☐		
Equipment to be used or installed?	☐	☐	☐		
Risk of falling material?	☐	☐	☐		
Hot / cold temperature?	☐	☐	☐		
Exposed electrical switchboards/power points ?	☐	☐	☐		
Power lines or electrical cables nearby?	☐	☐	☐		
Does the structure supporting the roof require modification to support safeguards? (E.g. edge protection, travel restraint mounting points)	☐	☐	☐		
Other	☐	☐	☐		