

<b>ACTIVITY: Working at Heights</b>			<b>SWMS No.: 11117</b>		
<b>SAFE WORK METHOD STATEMENT (SWMS) - Part 1</b>					
Company Name: The Hills Bark Blower		Address: 81 Riverstone Parade, Riverstone		ABN: 12 075 880 652	
Company Contact:		Position:		Phone No.: 02 9654 2288	
<b>Project Details</b>					
Project:					
Job Address:					
Job Description:					
<b>Relevant workers must be consulted in the development, approval and communication of this SWMS:</b>				SWMS Approved by <i>Employer/PCBU/Director/Owner</i> :	
Name:	Signature:	Job Title:	Date:	Signature:	
				Date:	
Name of Principal Contractor:		Principal Contractor Company Name:			
Date SWMS provided to Principal Contractor:		Principal Contractor Signature:			Date:

Name of person responsible for ensuring compliance with SWMS:	Signature:	Date:
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**SWMS Scope**

This SWMS covers the risk management processes and procedures that need to be followed when preparing to work at height. Covered in this document is planning and preparation, pre-start inspections, operational considerations and emergency management procedures. This SWMS does not cover Elevated Work Platforms (e.g. cherry pickers, scissor lifts), Erecting scaffolding, Attaching restraints, Installation of edge protection, Work tasks in sufficient detail. Dedicated SWMS should be developed for these tasks, and for any risks not covered in this SWMS. Due to the high-risk nature of working at height, Height equipment specific SWMS will need to be implemented for these tasks prior to commencing the activity or this SWMS modified to suit.

**Personal Protective Equipment (PPE)**

Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.

**High Risk Construction Work**

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Hand Protection	Sun Protection
						Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)

This work activity involves the following “High Risk Construction Work”:

- Moving Plant
- Working at heights greater than 2 Metres, including work on telecommunications towers.

AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>

Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk
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Job Step: Planning		
<b>Hazards include:</b> <ul style="list-style-type: none"> <li>- Adverse weather - hot, cold, windy, wet</li> <li>- Falls from a height</li> <li>- Work at height above 2 metres</li> <li>- Overhead power lines</li> <li>- Plant – operating</li> <li>- Equipment failure - Scaffold /trestle / ladder /EWP / harnesses etc</li> <li>- Inappropriate equipment/plant</li> </ul>	<b>Risks include:</b> <ul style="list-style-type: none"> <li>- Heat exhaustion, sunstroke, dehydration</li> <li>- Wind gusts causing equipment failure or sudden movement resulting in fall from height</li> <li>- Being struck by lightning causing burns, electrocution</li> <li>- Falling from height causing serious injury or death</li> <li>- Falling objects – being struck /</li> </ul>	<b>Consultation in relation to hazards and risks. Ensure:</b> <ul style="list-style-type: none"> <li>- Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task</li> <li>- If represented by an elected Health and Safety Representative (HSR), they must be included in any consultation</li> <li>- Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made</li> <li>- Document consultation and action items.</li> </ul> Liaise with Principal Contractor to establish that the following on-site systems and procedures are in place: <ul style="list-style-type: none"> <li>- Health and Safety rules</li> <li>- Induction for all workers – site specific</li> </ul>

<ul style="list-style-type: none"> <li>- Work outdoors</li> <li>- Hazardous Manual Tasks - awkward, twisting, bending positions.</li> </ul>	<ul style="list-style-type: none"> <li>crushed</li> <li>- Equipment failure resulting in fall from height</li> <li>- Electric Shock/ Electrocutation</li> <li>- Entrapment - by machinery or equipment</li> <li>- Fall off plant causing injury /death</li> <li>- Being run over/ struck by mobile plant causing serious injury/ death</li> <li>- Collision with objects / plant</li> <li>- Friction injury – rubbing, chaffing, rope burn</li> <li>- Burn – Sunburn</li> <li>- Slips, trips &amp; falls – fractures, sprains, strains</li> <li>- Muscular stress/ Musculoskeletal Disorder.</li> </ul>	<ul style="list-style-type: none"> <li>- Supervisory arrangements</li> <li>- Communication</li> <li>- Injury reporting</li> <li>- Hazard reporting</li> <li>- Personal Protective Equipment</li> <li>- Exclusion Zones</li> <li>- Risk Assessments</li> <li>- SWMS and JSA's.</li> </ul> <p>Assess the exposure of workers to noise, including the frequency of exposure to noise levels that exceed the legislated Exposure Standard while working on site and determine required controls such as Audiometric Testing and PPE. Refer to Noise Control SWMS for detailed information regarding the prevention of hearing loss and legislative requirements.</p> <p><b>Audiometric Testing.</b> If Audiometric testing is required it must:</p> <ul style="list-style-type: none"> <li>- Be provided within three months of the worker commencing work</li> <li>- Be started before people are exposed to hazardous noise (such as new workers or those changing jobs)</li> <li>- Provide a baseline as a reference for future audiometric test results</li> <li>- Have follow-up tests carried out at least every two years.</li> <li>- Be carried out with consultation with your workers and their health and safety representatives</li> <li>- Be carried out by competent persons in accordance with the procedures in the relevant Australian Standard</li> <li>- Workers should be given the results of audiometric testing accompanied by a written explanation of the meaning and implications.</li> </ul> <p>All workers to be trained, licenced and competent to work at heights. Working at heights is a High Risk Work activity as outlined in the WHS Regulations 2011, all workers working at height must have the appropriate licence, check with relevant authority on High Risk Work Licences. Training must include:</p> <ul style="list-style-type: none"> <li>- General induction (include location of amenities, first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons etc.)</li> <li>- Construction Induction Card or equivalent</li> <li>- Site-specific induction (include manual task risk assessment and management and working at heights. Include specific requirements for working at height e.g. Codes of conduct for personal interactions</li> <li>- Health and Safety Rules for site</li> <li>- PPE requirements for site</li> <li>- Types of hazards for site</li> </ul>
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		<ul style="list-style-type: none"> <li>- Rescue procedures in the event of a fall</li> <li>- Correct procedure for handling equipment and materials while working at heights</li> <li>- Manual handling.</li> </ul>			
		<table border="1"> <tr> <td><b>RB: 4A</b></td> <td><b>Person responsible to implement control measures:</b></td> <td><b>RA: 3H</b></td> </tr> </table>	<b>RB: 4A</b>	<b>Person responsible to implement control measures:</b>	<b>RA: 3H</b>
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<b>Job Step: Preparation</b>					
<p>Hazards include:</p> <ul style="list-style-type: none"> <li>- Adverse weather - hot, cold, windy, wet</li> <li>- Falls from a height</li> <li>- Work at height above 2 metres</li> <li>- Overhead power lines</li> <li>- Plant – operating</li> <li>- Equipment failure - Scaffold /trestle / ladder /EWP / harnesses etc</li> <li>- Inappropriate equipment/plant</li> <li>- Work outdoors</li> <li>- Hazardous Manual Tasks - awkward, twisting, bending positions.</li> </ul>	<p>Risks include:</p> <ul style="list-style-type: none"> <li>- Heat exhaustion, sunstroke, dehydration</li> <li>- Wind gusts causing equipment failure or sudden movement resulting in fall from height</li> <li>- Being struck by lightning causing burns, electrocution</li> <li>- Falling from height causing serious injury or death</li> <li>- Falling objects – being struck / crushed</li> <li>- Equipment failure resulting in fall from height</li> <li>- Electric Shock/ Electrocution</li> <li>- Entrapment - by machinery or equipment</li> <li>- Fall off plant causing injury /death</li> <li>- Being run over/ struck by mobile plant causing serious injury/ death</li> <li>- Collision with objects / plant</li> <li>- Friction injury – rubbing, chaffing, rope burn</li> <li>- Burn – Sunburn</li> <li>- Slips, trips &amp; falls – fractures, sprains, strains</li> <li>- Muscular stress/ Musculoskeletal Disorder.</li> </ul>	<p>Working outdoors. Ensure:</p> <ul style="list-style-type: none"> <li>- Suitable protective clothing</li> <li>- Sun brim on hard hat</li> <li>- Safety glasses - UV Rated</li> <li>- Use 30+ sunscreen on exposed skin areas</li> <li>- Adequate drinking water</li> <li>- Access to shade during breaks</li> <li>- Adequate breaks</li> <li>- Check weather conditions – do not work in extreme weather.</li> </ul> <p>Based on the Risk Assessment for the task adopt one or more of the following control for working at height: Ensure always adopt the highest level of controls possible:</p> <ul style="list-style-type: none"> <li>- (Higher) Use a passive fall restraint system e.g. guard rails, scaffolding, elevated work platform</li> <li>- (Medium) If option one (1) is not reasonably practicable, provide a work positioning system e.g. Industrial rope access or a travel restraint</li> <li>- (Lower) If option one (1) or two (2) are not reasonably practicable then use a fall arrest system e.g. catch platforms, safety harness.</li> </ul> <p><b>Note:</b> Consideration should be made to use more than one type of control where required. If a fall arrest system is utilised, emergency and rescue procedures must be developed for the system. Do not commence work until:</p> <ul style="list-style-type: none"> <li>- These procedures are developed and in place</li> <li>- The procedures have been tested</li> <li>- All relevant workers are provided training and instruction in these emergency and rescue procedures.</li> </ul> <p>Barricading and signage is developed for particular site. Ensure:</p> <ul style="list-style-type: none"> <li>- Signs used to provide clear instruction on required PPE, entry permissions and hazard areas</li> <li>- Clearly identified vehicle and pedestrian access paths, parking/ loading zones, traffic controllers</li> <li>- Consider appropriate barricades for exclusion zones. Conduct risk assessment and utilise appropriate barricade for exclusion zones.</li> </ul> <p>Locate:</p> <ul style="list-style-type: none"> <li>- Any existing power cables, water pipes, air conditioning ducts etc. prior to work commencing.</li> </ul>			

		<p>Power cables:</p> <ul style="list-style-type: none"> <li>- Depending upon the risk of electrocution to on site workers (roof workers, crane operators, labourers etc.) the following must be considered:</li> <li>- “Tiger Tails” can be installed. (Note: Tiger tails ONLY give a visual warning of the proximity of power lines)</li> <li>- Power cables can be redirected or power isolated for the duration of the work.</li> </ul> <p>Emergency procedures. Ensure:</p> <ul style="list-style-type: none"> <li>- Adequate number of first aid trained staff are on site when working at heights occurs</li> <li>- First aiders are trained and competent in managing injuries associated with falls until emergency services arrive.</li> </ul> <table border="1" data-bbox="1014 560 2042 608"> <tr> <td><b>RB: 4A</b></td> <td><b>Person responsible to implement control measures:</b></td> <td><b>RA: 3H</b></td> </tr> </table>	<b>RB: 4A</b>	<b>Person responsible to implement control measures:</b>	<b>RA: 3H</b>
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<b>Job Step: Pre- start Inspection</b>					
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		<ul style="list-style-type: none"> <li>○ Formal training conducted for use</li> <li>- Serviced/Maintained.</li> </ul> <p>If any equipment is damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO (Lock-Out / Tag-Out) procedures.</p> <p>Whenever any person is wearing a harness, a rescue plan must be in place as suspension trauma can occur to persons who fall and remain in the harness for more than 5 minutes.</p> <p>Inspect working surface e.g. plant, roof etc.</p> <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 scaffold or over top rails of edge protection)</li> <li>- Surface is strong enough to support weight (seek advice from competent person if unsure (e.g. engineer)</li> <li>- Check for damage or rusted areas.</li> </ul> <p>Ensure:</p> <ul style="list-style-type: none"> <li>- This SWMS has been reviewed by all relevant persons undertaking a task at height</li> <li>- Relevant detailed SWMS are also in place for the particular control measures being used for working at height (e.g. scissor lifts, scaffolding, harness etc.)</li> </ul> <table border="1" data-bbox="1014 786 2042 829"> <tr> <td data-bbox="1014 786 1153 829"><b>RB:4A</b></td> <td data-bbox="1153 786 1924 829"><b>Person responsible to implement control measures:</b></td> <td data-bbox="1924 786 2042 829"><b>RA:3H</b></td> </tr> </table>	<b>RB:4A</b>	<b>Person responsible to implement control measures:</b>	<b>RA:3H</b>
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<b>Job Step: Working at height</b>					
<p>Hazards include:</p> <ul style="list-style-type: none"> <li>- Adverse weather - hot, cold, windy, wet</li> <li>- Falls from a height</li> <li>- Work at height above 2 metres</li> <li>- Overhead power lines</li> <li>- Plant – operating</li> <li>- Equipment failure - Scaffold /trestle / ladder /EWP / harnesses etc</li> <li>- Inappropriate equipment/plant</li> <li>- Work outdoors</li> <li>- Hazardous Manual Tasks - awkward, twisting, bending positions.</li> </ul>	<p>Risks include:</p> <ul style="list-style-type: none"> <li>- Heat exhaustion, sunstroke, dehydration</li> <li>- Wind gusts causing equipment failure or sudden movement resulting in fall from height</li> <li>- Being struck by lightning causing burns, electrocution</li> <li>- Falling from height causing serious injury or death</li> <li>- Falling objects – being struck / crushed</li> <li>- Equipment failure resulting in fall from height</li> <li>- Electric Shock/ Electrocution</li> </ul>	<p>Hazardous Manual Handling:</p> <ul style="list-style-type: none"> <li>- Avoid long periods of repetitive movements</li> <li>- Avoid awkward and sustained positions</li> <li>- Use mechanical lifting aids when possible</li> <li>- Use two or more people for lifting &amp; moving heavy / awkward equipment</li> <li>- Regular breaks.</li> </ul> <p>Ensure:</p> <ul style="list-style-type: none"> <li>- Workers comply with all reasonable instructions relating to work methods, directions from supervisors and any applicable user guide or manual for equipment.</li> </ul> <p>Working on solid structures. Ensure:</p> <ul style="list-style-type: none"> <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> </ul> <p>Holes or other openings through which a person can fall. Ensure:</p>			

	<ul style="list-style-type: none"> <li>- Entrapment - by machinery or equipment</li> <li>- Fall off plant causing injury /death</li> <li>- Being run over/ struck by mobile plant causing serious injury/ death</li> <li>- Collision with objects / plant</li> <li>- Friction injury – rubbing, chaffing, rope burn</li> <li>- Burn – Sunburn</li> <li>- Slips, trips &amp; falls – fractures, sprains, strains</li> <li>- Muscular stress/ Musculoskeletal Disorder.</li> </ul>	<ul style="list-style-type: none"> <li>- All holes or openings are protected from falls immediately after creating</li> <li>- Use signage or other clearly marked hazard alert to identify hazard</li> <li>- Cover hole/opening with a material strong enough to support the weight of a person falling or stepping onto it</li> <li>- Ensure the cover is secured to prevent movement.</li> </ul> <p>Work positioning. Ensure:</p> <ul style="list-style-type: none"> <li>- Use all height-access equipment as per manufacturer’s instructions and for its designed purpose</li> <li>- Do not exit EWP in raised positions</li> <li>- Use only ladders provided for access to scaffolds, towers etc</li> <li>- When working on a ladder, do not over reach. Descend ladder and re-position as required</li> <li>- Do not carry materials when ascending/descending a ladder.</li> </ul> <p>Avoid working in static or awkward postures (such as bending or working with arms raised above head height) for more than 30 minutes at a time and/or 2 hours over entire shift.</p> <table border="1" data-bbox="1014 722 2042 769"> <tr> <td><b>RB: 4A</b></td> <td><b>Person responsible to implement control measures:</b></td> <td><b>RA: 3H</b></td> </tr> </table>	<b>RB: 4A</b>	<b>Person responsible to implement control measures:</b>	<b>RA: 3H</b>
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<b>Job Step: Maintenance</b>					
<p>Hazards include:</p> <ul style="list-style-type: none"> <li>- Equipment failure - Scaffold /trestle / ladder /EWP / harnesses etc</li> <li>- Inappropriate equipment/plant</li> <li>- Hazardous Manual Tasks - awkward, twisting, bending positions.</li> </ul>	<p>Risks include:</p> <ul style="list-style-type: none"> <li>- Serious injury or death as a result of inadequate maintenance and selection of equipment / plant</li> <li>- Muscular stress/ Musculoskeletal Disorder.</li> </ul>	<p>Ensure all servicing, maintenance and repairs are performed by suitably qualified &amp; competent persons. Follow manufacturer’s instructions for maintenance schedule of all machinery and equipment. Do not rely on hydraulic system to hold any part of equipment in raised position during maintenance. Always use suitable Safe Working Load (SWL) blocks/jacks and/or on-board safety features.</p> <p>Ensure:</p> <ul style="list-style-type: none"> <li>- All Maintenance, service and repair is carried out as necessary</li> <li>- Preventative maintenance program based on work environment, frequency and severity of use</li> <li>- All safety related problems rectified before any equipment is used</li> <li>- All replacement parts comply with manufacturers specifications</li> <li>- Inspections shall be carried out with sufficient frequency to ensure equipment remains in good condition</li> <li>- Records (logbook, inspection reports, maintenance) kept and easily accessible.</li> </ul> <p>Lock-out/tag-out procedures must be followed when conducting any maintenance.</p> <table border="1" data-bbox="1014 1248 2042 1294"> <tr> <td><b>RB: 4A</b></td> <td><b>Person responsible to implement control measures:</b></td> <td><b>RA: 3H</b></td> </tr> </table>	<b>RB: 4A</b>	<b>Person responsible to implement control measures:</b>	<b>RA: 3H</b>
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## Emergency Procedures / Emergency Response

Emergency Response: Call **000** immediately, then administer first aid to injured person/s, and refer to emergency plan.

Develop and implement an emergency response plan for the site. Include:

- Assembly points
- Communication
- Consultation methods
- Responsible persons
- Emergency contacts - names and phone numbers
- First aid equipment
- Fire Extinguishers – accessible & serviced.

Ensure all workers on-site are trained and familiar with emergency and evacuation procedures.

**Note:** Whenever any person is wearing a harness, a rescue plan must be in place as suspension trauma can occur to persons who fall and remain in the harness for more than 5 minutes.

Develop site-specific rescue procedures/SWMS.

**Person/s responsible to implement and follow emergency procedures and control measures:**

## Review

To ensure controls are implemented and monitored effectively:

- **Toolbox /pre-work** meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
  - **Spot checks**
  - **Consultation**
  - **Scheduled audits**
- Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons)

Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- **A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.**

**Person/s responsible to implement and follow monitoring and review procedures and control measures:**

## SAFE WORK METHOD STATEMENT - Part 2

Formal Training, Licences required for workers undertaking this task:

Duties of workers undertaking this task:

Details of Supervisory Arrangements for workers undertaking this task:

<p>Example:</p> <ul style="list-style-type: none"> <li>- Licence to Perform High Risk Work (operating certain plant, equipment)</li> <li>- TAFE or other recognised training organisation</li> <li>- Construction Induction Card (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>- Competent in operation of make/model of plant</li> <li>- Emergency procedures – emergency response</li> <li>- PPE</li> <li>- Traffic Management Plans</li> </ul>	<p>Example:</p> <p>(Name): Operator          (Name): Clean-up crew          (Name): Supervisor          Etc.</p>	<p>Example:</p> <ul style="list-style-type: none"> <li>- Suitably qualified supervisors for job</li> <li>- Direct on-site supervision</li> <li>- Remote site – communication systems/ schedule</li> <li>- Audits</li> <li>- Spot Checks, etc.</li> <li>- Reporting systems</li> </ul>
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Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:	Relevant Legislation, Codes of Practice: Note: Retain only the legislation references applicable to your state of operation for this SWMS.	
<p>Example:</p> <ul style="list-style-type: none"> <li>- Local council permits</li> <li>- Building Approvals</li> <li>- EPA approvals/permits</li> <li>- Certain plant to be registered with State Authority</li> </ul> <p>PPE to comply with relevant Australian Standards</p> <p>Plant/Tools/Equipment: (List plant and equipment to be used on the job.)</p> <p>Example: Elevated Work Platform (Make &amp; Model)</p>	<ul style="list-style-type: none"> <li>• <b>Commonwealth, NSW, QLD, ACT</b> <ul style="list-style-type: none"> <li>○ Work Health and Safety Act 2011</li> <li>○ Work Health and Safety Regulations 2011</li> </ul> </li> <li>• <b>Northern Territory</b> <ul style="list-style-type: none"> <li>○ Work Health and Safety (National Uniform Legislation) Act 2011</li> <li>○ Work Health and Safety (National Uniform Legislation) Regulations</li> </ul> </li> <li>• <b>SA, Tasmania</b> <ul style="list-style-type: none"> <li>○ Work Health and Safety Act 2012</li> <li>○ Work Health and Safety Regulations 2012</li> </ul> </li> <li>• <b>Codes of Practice: Safe Work Australia (2011):</b> <ul style="list-style-type: none"> <li>○ Construction Work</li> <li>○ First Aid in the Workplace</li> <li>○ Managing the Risk of Falls at Workplaces</li> <li>○ Managing the Risk of Plant in the Workplace</li> <li>○ Managing Noise and Preventing Hearing Loss in the Workplace</li> <li>○ How to Manage Work Health and Safety Risks</li> <li>○ Hazardous Manual Tasks</li> <li>○ Managing Electrical Risks in the Workplace</li> <li>○ Managing the Work Environment and Facilities</li> <li>○ WHS Consultation, Cooperation &amp; Coordination</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Victoria</b> <ul style="list-style-type: none"> <li>○ Occupational Health &amp; Safety Act 2004</li> <li>○ Occupational Health &amp; Safety Regulations 2007</li> <li>○ <b>Codes of Practice:</b></li> </ul> </li> <li>• <b>Western Australia</b> <ul style="list-style-type: none"> <li>○ Occupational Safety &amp; Health Act 1984</li> <li>○ Occupational Safety &amp; Health Regulations 1996</li> <li>○ <b>Codes of Practice:</b></li> </ul> </li> <li>• <b>Australian Standards:</b> <ul style="list-style-type: none"> <li>○ AS/NZS1269: 2005 Occupational noise management</li> <li>○ AS/NZS 4501:2008 (set) Occupational Protective Clothing</li> <li>○ AS4024.1: 1996 Safeguarding of machinery - General principles</li> <li>○ AS 4024.1:2006 Safety of machinery</li> <li>○ AS/NZS 1576.1:2010 Scaffolding – General requirements</li> <li>○ AS.1892.5: 2000 Portable Ladders – selection, safe use and care</li> <li>○ AS 1319:1994 Safety Signs for Occupational Environment</li> <li>○ AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment</li> <li>○ AS/NZS 4576:1995 Guidelines for Scaffolding</li> <li>○ AS 1576.4:2013 Scaffolding; suspended scaffolding</li> <li>○ AS/NZS 4994 Temporary Edge Protection</li> <li>○ AS 2550 Series: Cranes, Hoists and Winches: Safe Use</li> <li>○ AS/NZS 1657 Fixed platforms, walkways, stairways and ladders - Design, construction and installation</li> <li>○ AS/NZS 1891.1 (set) Industrial fall-arrest systems and devices - Harnesses and ancillary equipment</li> </ul> </li> </ul>
Reference Documents		

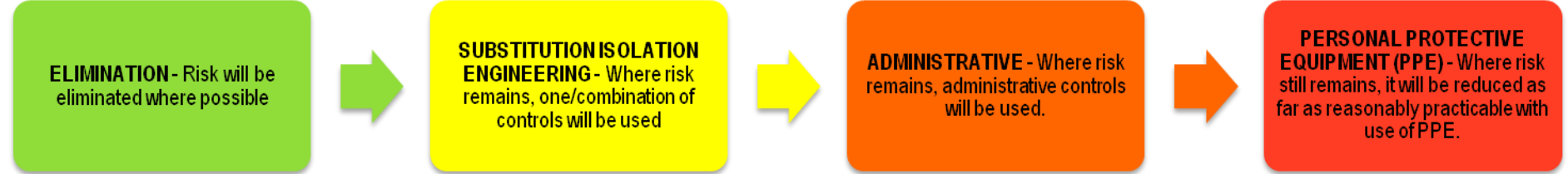
Safe Work Australia (2011): Code of Practice: <i>Managing the Risk of Falls at Workplaces</i>	WorkSafe Victoria (2008): Compliance Code: <i>Prevention of falls in General Construction Health and Safety Executive (HSE) (2005) Safe Use of Ladders and Step Ladders – An Employers Guide</i>
Safe Work Australia (2011): Code of Practice: <i>Managing Noise and preventing hearing loss at work</i>	Sai Global: Australian Standard: AS/NZS 3760:2010 <i>In-service safety inspection and testing of electrical equipment</i>
Safe Work Australia (2011): Code of Practice: <i>Hazardous Manual Tasks</i>	
Safe Work Australia (2011): Code of Practice: <i>Control of workplace hazardous substances</i>	

**SAFE WORK METHOD STATEMENT - Part 3**

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. 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 Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low		2 Moderate		3 High		4 Acute	
Employee/Worker Name	Job Role / Position		Signature		Date	Time	Employer/PCBU/ Supervisor	
Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								

**HIERARCHY OF CONTROLS**



## RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>  
 References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood		
What is the possibility that the effect will occur?		
Criteria	Description	
<b>Almost certain</b>	Expected in most circumstances.	Effect is a common result.
<b>Likely</b>	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened.
<b>Possible</b>	Might occur at some time.	Effect could occur at the site or I've heard of it happening.
<b>Unlikely</b>	Could occur at some time.	Effect is not likely to occur at the site or I have not heard of it happening.
<b>Rare</b>	May occur only in exceptional circumstances.	Effect is practically impossible.

Step 2: Determine Consequence	
What will be the expected effect?	
Level of Effect:	Example of each level:
<b>Insignificant/Acceptable</b>	No effect – or so minor that effect is acceptable.
<b>Minor</b>	First Aid treatment only; no lost time injury.
<b>Moderate</b>	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days.
<b>Major</b>	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death.
<b>Catastrophic</b>	Multiple Permanent Total Disability injuries; multiple deaths.

Step 3: Determine the risk score					
Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Almost certain</b>	3 High	3 High	4 Acute	4 Acute	4 Acute
<b>Likely</b>	2 Moderate	3 High	3 High	4 Acute	4 Acute
<b>Possible</b>	1 Low	2 Moderate	3 High	4 Acute	4 Acute
<b>Unlikely</b>	1 Low	1 Low	2 Moderate	3 High	4 Acute
<b>Rare</b>	1 Low	1 Low	2 Moderate	3 High	3 High

Step 4: Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
Score	Action
<b>4 A: Acute</b>	<b>DO NOT PROCEED.</b> Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding.
<b>3 H: High</b>	<b>Review before commencing work.</b> Introduce new controls and/or maintain high level controls to lower the risk level. Monitor frequently to ensure control measures are working.
<b>2 M: Moderate</b>	<b>Maintain control measures.</b> Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
<b>1 L: Low</b>	<b>Record and monitor.</b> Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.