



# SAFE WORK METHOD STATEMENT

## WORKING AT HEIGHT

Safety Management Systems  
Safe Work Method Statements  
Management Plans  
Safety Documents  
Industry Solutions

Prepared for

<b>Client:</b>		<b>Project No:</b>	
<b>Site:</b>		<b>Date Prepared:</b>	

### 1. RESPONSIBILITIES

**CompanyName** will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the **CompanyName** office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities*.

All **CompanyName** workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. No glass containers will be allowed on site (except in meal rooms). The consumption of illegal drugs and alcohol is prohibited.

### 2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.

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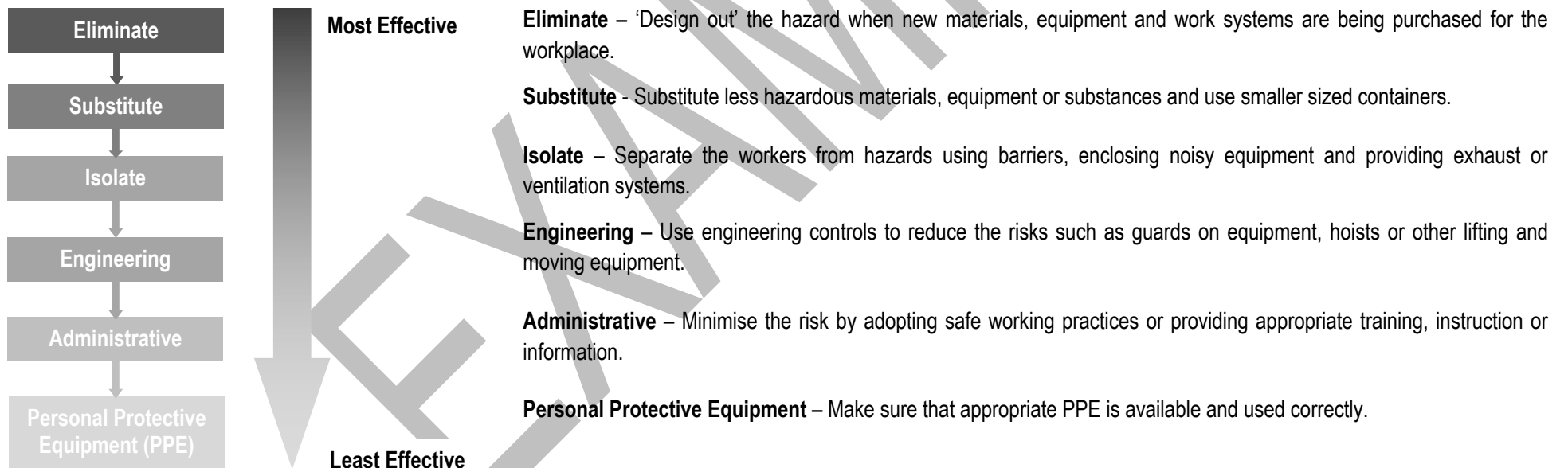
### 3. RISK ASSESSMENT

#### Risk Assessment Table

Consequence or Impact of Hazard	Level of harm	A	P	U	Likelihood/Probability	Risk Rating
H-Potential death, permanent or long term disability or illness, significant detrimental environmental impact	H-High	1	1	2	A-Almost certain could happen at any time	1-Immediate action is required
M-Potential temporary disability or illness requiring medical attention, short term environmental impact	M-Medium	1	2	3	P-Possible risk could happen occasionally	2-Control the risks/ hazards a.s.a.p.
L-Potential minor injury requiring first aid or minimal environmental impact	L-Low	2	3	3	U-Unlikely may happen rarely	3-Control risks with routine procedures

- When assessing the risk of a particular hazard remember:
- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
  - The more Hazards you identify the greater the overall Risk on the site.
  - Overall Risk increases as the number of people exposed to a Hazard increases.
  - The more serious the potential impact to a person's health from a Hazard the greater the Risk.
  - The frequency of exposure to a Hazard will increase the Risk.

#### Hierarchy of Controls



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**The Work Process** - “Risk Rating” and “Who is Responsible” is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

**RESIDUAL RISK SWMS TEMPLATES ALSO AVAILABLE ON REQUEST. FREE UPGRADES TO RESIDUAL RISK SWMS TEMPLATES FOR EXISTING CUSTOMERS!!**

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
1	Risk Assessment	Workplace / worksite hazards Unlicensed / untrained workers		<ul style="list-style-type: none"> <li>Do a Risk Assessment prior to commencing work and review the Principal Contractor's Site Safety Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS);</li> <li>Identify additional safety controls where required using the <i>Risk Assessment Worksheet</i> and <i>Hazard Report Form</i>;</li> <li>Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury;</li> <li>Obtain approvals from the supply authorities where required;</li> <li>Make sure workers are trained, qualified or experienced to carry out the specified tasks; and</li> <li>Request appropriate licences or certification when required before allowing work to commence, including local council approval where required.</li> </ul>	
<b>WORK STEPS REMOVED – EXAMPLE ONLY</b>					
5	Preparation of work area	Falls from heights Hit by falling objects		<ul style="list-style-type: none"> <li>Make sure, so far as is reasonably practicable, that any work involving the risk of a fall is carried out on the ground;</li> <li>All workers on the ground must wear hard hats and maintain constant awareness of overhead work;</li> <li>Erect signage below the overhead work warning of potential Hit by Falling Objects;</li> <li>Where possible, barricade or tape off the area underneath overhead work and restrict access;</li> <li>Provide safe means of raising, lowering and storing tools, plant, materials and debris; and</li> <li>Prior to work commencing, clear work area and remove large items with assistance using correct manual handling techniques.</li> </ul>	
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Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?
6	Working below overhead work	Hit by falling objects Slips, trips and falls		<ul style="list-style-type: none"> <li>Only authorised workers are to enter the barricaded or taped off area whilst overhead work is being carried out;</li> <li>All authorised workers on the ground in the barricaded or taped off area must wear safety boots and hard hats and maintain constant awareness of overhead work; and</li> <li>Make sure appropriate equipment is used to raise and lower objects, including ensuring that working load limits are not exceeded.</li> </ul>	
<b>WORK STEPS REMOVED – EXAMPLE ONLY</b>					
11	Leaving the work area	Fall from heights Hit by falling objects Access and egress Manual handling – strains, sprains and back injuries Slips, trips and falls		<ul style="list-style-type: none"> <li>Make sure the work area is left clean and tidy;</li> <li>Never leave ladders or tools and equipment unattended in case of unauthorised use or an unexpected change in weather;</li> <li>Always check to make sure all ladders, steps and ramps are stable before descending;</li> <li>Provide safe means of lowering tools, plant, materials and debris to make sure they are not carried while descending ladders, steps and ramps; and</li> <li>Make sure entry and egress areas are secure against unauthorised entry.</li> </ul>	

**Site Specific Requirements** - To be completed by the PCBU or Site Supervisor if site-specific hazards are identified (attach additional pages if necessary):

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?

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#### 4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

Minimum number of workers required to complete this work	2
Trade licence required to complete this work	Licence No: Held By:
Additional qualifications, permits and/or experience required to complete this work	Certificate of Competency for Scaffolding (where a person could fall 4 metres or more)
Additional training required to complete this work	Site Specific Induction and SWMS review required for all workers

#### 5. SAFETY RESPONSIBILITIES

The **Officer** for this project is \_\_\_\_\_, he/she can be contacted on \_\_\_\_\_.

The **Site Supervisor** for this project is \_\_\_\_\_, he/she can be contacted on \_\_\_\_\_.

The **Health and Safety Representative (HSR)** for this project is \_\_\_\_\_, he/she can be contacted on \_\_\_\_\_.

All CompanyName workers:

- **WILL** be required to have relevant trade experience.
- **WILL** be required to attend regular site inductions, project and task specific induction training and possess the current General Construction Induction Training card.

#### Work Health and Safety - Responsibilities

- a) \_\_\_\_\_ will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.
- b) \_\_\_\_\_ will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.
- c) \_\_\_\_\_ will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.
- d) \_\_\_\_\_ will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.
- e) \_\_\_\_\_ will be responsible for preparing, maintaining and making accessible the register of hazardous substances.
- f) \_\_\_\_\_ will be responsible for maintaining first-aid stocks.
- g) \_\_\_\_\_ will be responsible for managing accident and emergency procedures.
- h) \_\_\_\_\_ will be responsible for keeping WHS records.
- i) \_\_\_\_\_ will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.
- j) \_\_\_\_\_ will be responsible for workplace injury management and rehabilitation.
- k) \_\_\_\_\_ will be responsible for managing communication between Health and Safety Committees (where applicable).
- l) \_\_\_\_\_ will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.

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## 6. TRAINING RESPONSIBILITIES

The HSR will:

- identify the WHS training needs of management, supervisors and workers on site;
- make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;
- make sure that all personnel attend general construction WHS induction training before starting work;
- make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;
- conduct induction training, task training and refresher safety training for everyone working on site; and
- keep appropriate records of WHS training at the **CompanyName** office.

## 7. INCIDENT MANAGEMENT

The HSR will:

- be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and
- make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.

## 8. PLANT AND EQUIPMENT

Plant and Equipment used on site includes but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required
Elevated work platforms	Visual inspection prior to use and as per manufacturer's recommendations
Scaffold (mobile or fixed)	Visual inspection prior to use and as per installers recommendations
Ladders (portable and platform)	Visual inspection prior to use and check monthly

## 9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

1	Hard hats / sun hats	6	High visibility clothing / vests
2	Safety boots	7	Safety harness / fall arrest
3	Sunglasses / safety glasses	8	Sun protection
4	Hearing protection	9	
5	Protective gloves	10	



## 10. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.

## 11. LEGISLATION, REGULATIONS, CODES AND STANDARDS

The following reference documents have been identified as relevant to this project and a copy is kept at the **CompanyName** office. This list is a guide only and is not necessarily all the relevant documentation:

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2017
- COP First Aid in the Workplace
- COP Managing the Risk of Falls at Workplaces
- COP How to Manage Work Health and Safety Risks
- COP Managing the Work Environment and Facilities
- AS 1892.5:2020 - Portable ladders Selection, safe use and care
- AS/NZS 1418.10:2011 - Cranes, hoists and winches Mobile elevating work platforms
- AS/NZS 1576:2019 - Scaffolding General requirements
- AS/NZS 4994.1:2023 - Temporary edge protection General Requirements
- AS/NZS 1891.4:2009 - Industrial fall-arrest systems & devices Selection, use & maint

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## 12. SIGNOFF

The representatives of **CompanyName** listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Worker on site	Role (e.g. worker, supervisor)	Signature	Date

Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Position: \_\_\_\_\_

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