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<b>Safe Work Method Statement Title</b>		Working at Height		<b>SWMS No. 16</b>				
			<b>Authorized and email Signed by the</b> (Managing Director / CEO / Partner / Proprietor) on <b>Date</b> 14/11/16					
Safe Work Procedure for the Work:- Yes <input type="checkbox"/> No <input type="checkbox"/>		Employees trained and familiar with Tree Watch S W P:- Yes <input type="checkbox"/> No <input type="checkbox"/>						
Names of staff that have read and understand this SWMS: <b>Stephen Bayley, Angus Cullenward, Daniel Bayley, Ashley Morrison, David Smith</b>								
<b>MSDS</b> Sheets applicable to the work being undertaken	1 3	2 4						
Issue Date:01/08/2016	Revision Date: 14/11/2016	Revision No: 1	Prepared By: Stephen Bayley					
Project Name: Various	Section/Area: Various	Project Manager: Various						
Client: Various	Distribution: Client OH&S Officer / Company Personnel							
<b>Likelihood / Probability - Risk Factors</b>		<b>Consequence - Risk Factors</b>		<b>Risk Assessment</b>				
Very Likely (V)	Probably occur immediately or within a short period of time	Fatality (F)	May cause death or loss of facility	<b>Consequence</b> ↓	<b>Likelihood / Probability</b>			
					V	L	U	H
Likely (L)	Probably occur in time	Major (M)	Severe injury or illness or major property damage	<b>Fatality</b>	H	H	H	M
Unlikely (U)	Could eventually happen	Minor (M)	Minor (usually reversible) injury or illness resulting in days off work or minor property damage	<b>Major (M)</b>	H	H	M	M
Highly Unlikely (H)	Has potential to occur, but probably never will occur	Negligible (N)	Minor injury, possible first aid	<b>Minor (m)</b>	H	M	M	L
<b>Remember to Consider</b> Equipment / Plant / Environment / Worker Competency				<b>Negligible</b>	M	M	L	L
<b>Hierarchy of Control Hierarchy of Control</b>								
<b>1 Elimination</b>	Can the work process, substances or plant creating the hazard be eliminated?							
<b>2 Substitution</b>	Can the work process, substance or plant be substituted for something safer?							
<b>3 Engineering Controls</b>	Means changing process, equipment or tools to minimise the hazard exposure.							
<b>4 Administration Controls</b>	Develop measures to ensure that the work is performed safely through safe work procedures to reduce exposure to hazards.							
<b>5 PPE</b>	Personal protective equipment is the last resort in responding to work place hazards and should be used only as an interim measure.							



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<b>Work Method / Task Description</b> List the tasks required to perform the activity in the sequence in which they occur	<b>Hazards</b> Against each task list the Hazards that could result in injury when the task is performed by the worker	<b>Risk Score</b>	<b>Risk Control Measures</b> List the Control measures required to eliminate or minimize the workers exposure to each identified hazard	<b>Responsible Person</b> with responsibility for control measure implementation
Working outdoors	Personnel are exposed to excessive ultra violet light without adequate protection.	M	<ul style="list-style-type: none"> <li>Suitable clothing, hats, glasses should be used to reduce exposure</li> <li>All employees to apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours</li> </ul>	Supervisor Employee
Manual handling	Excessive manual handling could lead to muscular skeletal injury.	M	<ul style="list-style-type: none"> <li>Use mechanical aids ie forklift</li> <li>Lift with correct posture and do not try to lift something too heavy</li> <li>Request help when lifting heavy loads</li> </ul>	Supervisor Employee
Personal protective equipment required for this activity	Personal injuries	H	<ul style="list-style-type: none"> <li>Hi visibility clothing</li> <li>Safety footwear</li> <li>Safety glasses as required</li> <li>Safety Helmet as required</li> <li>Hearing protection as required</li> <li>Harness with lanyard and shock absorber</li> </ul>	Supervisor Employee
<b>Working at heights can be in the form of :-</b> Working on a roof, on the top of a tank, from an elevated platform, from a ladder, a building facade, a building under construction / renovation, working on a structure e.g. steel, timber, concrete, slippery surface, sloping surface, working over water, in or near lift shafts within 2.0 m of an edge where there is the potential to fall 2.0 m or more.	Falling  Hanging  Personal injury	H  H  H	<ul style="list-style-type: none"> <li>Employees to be trained in height awareness.</li> <li>A stable &amp; securely fenced work platform (including portable system) must be used.</li> <li>If work platform not reasonably practical, use security perimeter screens, fencing, handrails or other physical barriers capable of prevent the fall of a person.</li> </ul>	Supervisor Employee
Using fall arrestor systems	Falling  Hanging  Personal injury  Personal injury Fatality	H  H  H  H	<ul style="list-style-type: none"> <li>If perimeter fencing, etc not reasonably practical, an approved fall arrestor system (inertia reels, static lines and harnesses) must be used.</li> <li>Don't use fall prevention equipment unless trained in selection, assembly and use of the system.</li> </ul>	Supervisor Employee



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Using fall arrestor systems	Falling  Hanging  Personal injury  Personal injury Fatality	H  H  H  H	<ul style="list-style-type: none"> <li>Anchorage points must be installed by a competent person who has, through a combination of training, qualification and experience, acquired knowledge and skills enabling that person to correctly perform a specified task. Competent person - extract from AS/NZS 1891.4.2009 Industrial fall-arrest systems and devices - Selection, use and maintenance</li> <li>Anchorage points must be inspected before first use &amp; then regularly thereafter to ensure capable of supporting design load of 22 kN.</li> </ul>	Supervisor Employee
Using fall arrestor systems	Lack of rescue plan  Personal injury  Fatality	H  H  H	<ul style="list-style-type: none"> <li>Anchorage points must be located to minimise pendulum effect</li> <li>When using fall arrestor systems, ensure that approved rescue equipment is available on site, is maintained &amp; has been inspected within past 6 months (with tag).</li> <li><b>Rescue plan must be available on site</b></li> <li>Only trained and certificated staff to use rescue equipment.</li> <li>You have only 10 minutes to release a person whose fall is arrested by a fall arresting device before injury occurs.</li> </ul>	Supervisor Employee
Work near electrical conductors	Electric Shock	H	<ul style="list-style-type: none"> <li>Don't work within 3 metres of power lines (up to 132 kV), when using hoists, lifting equipment, scaffolding, etc.</li> <li>Isolate power as required</li> <li>Trained spotters are to be used for operations near electrical conductors</li> </ul>	Supervisor Employee
Ladder use	Falling  Personal injury	H  H	<ul style="list-style-type: none"> <li>Using a ladder is considered to be High Risk Work. Before undertaking work with a ladder a risk assessment must be undertaken (Refer to page 63 SWP Manual) and all other safer alternatives must be ruled out as practicable alternatives</li> <li>Ladders can only be used for <b>permitted work</b> before using a ladder Refer to the SWP Manual (Page 60 Safe Use of Ladders</li> <li>Prior to using a ladder Employees to be familiar with and</li> </ul>	Employee



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sighed of on SWMS No 2 Using portable ladders

<b>Work Method / Task Description</b> List the tasks required to perform the activity in the sequence in which they occur	<b>Hazards</b> Against each task list the Hazards that could result in injury when the task is performed by the worker	<b>Risk Score</b>	<b>Risk Control Measures</b> List the Control measures required to eliminate or minimize the workers exposure to each identified hazard	<b>Responsible Person</b> with responsibility for control measure implementation
Ladder use	Falling  Personal injury	H  H	<ul style="list-style-type: none"> <li>Ladders, etc used to move between different levels of the workplace meet industrial standards, have been regularly checked and maintained.</li> <li>Ladders are secured both top and bottom or held in place by staff when in use.</li> </ul>	Employee
Scaffold use	Falling  Personal injury	H  H	<ul style="list-style-type: none"> <li>Employees to be familiar with and sighed of on SWMS No 4 Erecting and using mobile scaffolds</li> <li>Only competent certificated persons are to erect, alter or dismantle scaffolds.</li> </ul>	Employee
Elevated work platforms	Personal injuries  Falling  Hanging	H  H  H	<ul style="list-style-type: none"> <li>Employees to be familiar with and sighed of on SWMS No 1 Elevated Work Platforms</li> </ul>	Supervisor Employee
Work procedures	Struck by falling objects  Personal injury	M  M	<ul style="list-style-type: none"> <li>Hard hats must be worn when there is a possibility of injury.</li> <li>Tools, plant, equipment used at heights must be kept to a minimum &amp; secured to prevent falling.</li> <li>A safe means is available for raising &amp; lowering plant, materials and debris.</li> </ul>	Employee
<b>Personnel Qualifications and Experience</b>		<b>Personnel Duties and Responsibilities</b>		<b>Training Required to Complete Work</b>
Construction OH&S induction (White Card) Company OH&S induction Site specific induction		Supervisor to carry out daily inspections of work site for hazards.  Personal Protective Equipment (PPE) to be worn at all times on site.		Supervisor to be appropriately trained, qualified and competent in OH&S.  Supervisor to be trained in risk identification risk assessment and risk control
Trained Spotters are to be used for operations near electrical conductors		All personnel to maintain tidy work area on site at all times.		On the job skills training to be conducted by Supervisor to personnel
Tradesman and others trained and competent in the use of portable ladders and working around electricity		Barricading to be used as appropriate to protect others from working below elevated work		
A Certificate of Competency for Elevated Work		Fall protection equipment to be worn where required		



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Platforms is required for any operators of boom type elevated work platforms over 11.0 m capacity		
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Engineering Details / Certificates / WorkSafe Approvals / Australian Standards		Referenced – Guidance Notes / Legislation / Regulations	
Ladders to be in accordance with Australian Standard AS 1892 AS/NZS 1891.4.2000 Industrial fall arrest systems and devices Part 4: Selection, use and maintenance. Scaffolds to be designed to Australian Standard AS 4576 Ensure design and erection takes in to account any overhead powerlines or conductors. Floor capacity sufficiently engineered to carry weight of elevated work platform/s. AS 1470 Health and Safety at Work – Principles and Practices Plant Hazard Identification and Risk Assessment to be conducted for plant use eg Scissor Lift, Boom Lift, etc		Occupational Health and Safety Act 2004 & all OH&S Acts within other States Occupational Health and Safety Regulations 2007 & all OH&S Regulations within other States OH&S Safety Regulations 2007,Chapter 5 - Part 5.1 Construction OH&S Safety Regulations 2007,Chapter 3 - Part 3.3 Prevention of Falls OH&S Safety Regulations 2007,Chapter 3 - Part 3.5 Plant OH&S Safety Regulations 2007,Chapter 3 - Part 3.6 High Risk Work OH&S Safety Regulations 2007,Chapter 3 - Part 3.1 Manual Handling Code of Practice for Plant 1995 (Compliance Code) Code of Code of Practice for Building and Construction Workplace (Compliance Code) Code of Practice for Manual Handling (Compliance Code) WorkSafe Victoria Framework for Undertaking Work Near Overhead and Underground Assets	
Plant / Equipment		Maintenance Checks	
Ladders complying with the relevant part of Australian Standard AS 1892 Hazard Identification to be conducted for scaffolding plant used.		Ladders to be checked daily Harness lanyards etc to be checked before use and recorded Scaffolding to be used and inspected as per manufactures and clients requirements Elevated Work Platform/s maintained in accordance with manufacturers recommendations Daily / weekly / monthly inspections / safety checklist for EWP to be completed Daily / weekly / monthly inspections / safety checklist to be available on site	
<b>Responsible Person (Supervisor Foreman)</b>	<b>Name: Various</b>		



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The persons (employees, subcontractors and others) that have signed below:

1. been involved in the hazard/risk assessment and the determination of the hazard/risk controls applicable to their tasks, duties and responsibilities
2. had all hazards and risk controls have been communicated to them
3. and are fully aware of and understand the hazards/risks and safety risk controls and rules required
4. agreed to all the hazard/risk controls
5. agreed to and understand their Duty of Care to themselves and others
6. *agreed that they are the 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.*

*Print name clearly date a sign here:*

**If any unforeseen circumstances should arise and 100% compliance with this Safe Work Method Statement is not possible work is to cease until the Safe Work Method Statement is reviewed.**

**Note: All personal must be inducted into the above Safe Work Method Statement via a toolbox meeting with their acknowledgment signatures of being inducted on it; prior to work commencing.**