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Safe Work Method Statement Title		Using Portable Ladders		SWMS No. 7				
			Authorized and email Signed by the (Managing Director / CEO / Partner / Proprietor) on Date 14/11/2016					
Safe Work Procedure for the Work:- Yes		Employees trained and familiar with Tree Watch S W P:- Yes						
Have employees signed off on any other Safe Work Method Statements relevant to this work:- Yes <input type="checkbox"/> No <input type="checkbox"/> (List Below)								
Names of staff that have read and understand this SWMS: Stephen Bayley, Angus Cullenward, Daniel Bayley, Ashley Morrison, David Smith								
MSDS Sheets applicable to the work being undertaken	1 3	2 4						
Issue Date: 01/08/2016	Revision Date: 01/08/2016	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							
Likelihood / Probability - Risk Factors		Consequence - Risk Factors		Risk Assessment				
Very Likely (V)	Probably occur immediately or within a short period of time	Fatality (F)	May cause death or loss of facility	Consequence ↓ Fatality Major (M) Minor (m) Negligible	Likelihood / Probability			
Likely (L)	Probably occur in time	Major (M)	Severe injury or illness or major property damage		V	L	U	H
Unlikely (U)	Could eventually happen	Minor (M)	Minor (usually reversible) injury or illness resulting in days off work or minor property damage		H	H	M	M
Highly Unlikely (H)	Has potential to occur, but probably never will occur	Negligible (N)	Minor injury, possible first aid		H	M	M	L
Remember to Consider Equipment / Plant / Environment / Worker Competency					M	M	L	L
Hierarchy of Control Hierarchy of Control								
1 Elimination	Can the work process, substances or plant creating the hazard be eliminated?							
2 Substitution	Can the work process, substance or plant be substituted for something safer?							
3 Engineering Controls	Means changing process, equipment or tools to minimise the hazard exposure.							
4 Administration Controls	Develop measures to ensure that the work is performed safely through safe work procedures to reduce exposure to hazards.							
5 PPE	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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Work Method / Task Description List the tasks required to perform the activity in the sequence in which they occur	Hazards Against each task list the Hazards that could result in injury when the task is performed by the worker	Risk Score	Risk Control Measures List the Control measures required to eliminate or minimize the workers exposure to each identified hazard	Responsible Person 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"> Suitable clothing, hats, glasses should be used to reduce exposure All employees to apply SPF 30+ sunscreen at the beginning of the day and reapply every 2 hours 	Supervisor Employee
Manual handling	Excessive manual handling could lead to muscular skeletal injury.	M	<ul style="list-style-type: none"> Use mechanical aids ie forklift Lift with correct posture and do not try to lift something too heavy Request help when lifting heavy loads 	Supervisor Employee
Personal protective equipment required for this activity	Personal injuries	H	<ul style="list-style-type: none"> Hi visibility clothing Safety footwear Safety glasses as required Safety Helmet as required Hearing protection as required 	Supervisor Employee
Inspect the ladder for condition.	Fall from height	H	<ul style="list-style-type: none"> Inspect ladders. Do not use damaged ladders 	Employee
Check for access options	Fall from height	H	<ul style="list-style-type: none"> 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 Ladders can only be used for permitted work before using a ladder Refer to the SWP Manual (Page 60 Safe Use of Ladders If a ladder must be used a platform ladder must be the first option. Ladders are generally used for access above or below ground level or to gain access to a difficult work area, prior to use of a ladder all other safer alternatives must be ruled out as practicable alternatives Scaffold stairs, instant scaffolds or EWP's should be considered prior to use of a ladder 	Supervisor Employee
Ladder selection	Fall from ladder	H	<ul style="list-style-type: none"> Select appropriate ladder with regard to compliance with the relevant part of AS 1892 and the work to be done. All ladders used on construction sites must be rated for industrial use, be free of defects in accordance with WorkSafe requirements and have a minimum load rating of 	Supervisor Employee



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			120 kgs.	
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Ladder selection	Fall from ladder Ladder falling Fall from height Electrocution	H H H H	<ul style="list-style-type: none"> Ladders should be inspected at regular intervals for defects or deterioration. Defective ladders are to be removed from site until they are repaired by a competent person. If the ladder cannot be repaired it should be rendered unusable by cutting into lengths of not more than 2 rungs. The ladder must be of sufficient length to provide at least 1M beyond the height of the task or the level being accessed. Step ladders are only to be used in the fully open position. Where a ladder is used for working at height a ladder with a work platform and hand rails is recommended Metal or wire reinforced ladders shall not be used for any electrical work Where electrical hazards exist the ladder used must be made of non conductive material ie; fibreglass or timber 	Supervisor Employee
Ladder use (general)	Unstable / uneven footing causing the ladder to fall Slippery surfaces causing the ladder to slide or fall Fall from ladder	H H H	<ul style="list-style-type: none"> When used on soft ground it will be necessary to place boards or planks under the ladder feet to prevent the ladder from sinking Ladders should only be used on level ground, packing up the ladder with a board may be acceptable in some cases but the packing used should be stable and much wider than the ladder feet to prevent the ladder feet from falling off. The ground surface must be assessed, if the ground is found to be slippery further controls may be required to ensure the ladder will grip the surface Ladders should only be used on level ground, packing up the ladder with a board may be acceptable in some cases but the packing used should be stable and much wider than the ladder feet to prevent the ladder feet from falling off. The ground surface must be assessed, if the ground is found to be slippery further controls may be required to ensure the ladder will grip the surface All feet of the ladder must have slip resistant feet made of 	Employee



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rubber or other similar non slip material

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Ladder use (general)	Unstable / uneven footing causing the ladder to fall Slippery surfaces causing the ladder to slide or fall Fall from ladder	H H H	<ul style="list-style-type: none"> • 3 points of contact ie 1 foot and 2 hands or 2 feet and 1 hand must be maintained at all times whilst on the ladder • When on a ladder the user must be facing the ladder at all times • Always ensure that the ladder is positioned to avoid over reaching from the ladder, all work should be in easy reach to avoid overbalancing and subsequent falls. • No more than one person shall be on a ladder at any time. • Any tools or equipment to be carried up the ladder must be in a backpack, tool belt or other means to ensure that the users hands remain free • Prior to getting on a ladder the user must ensure that his shoes are fully enclosed and free of mud, grease or other contaminants that would make his shoes slippery • 2 persons shall be used to carry ladders that are in excess of 20 kgs • Use ladders made of light weight material where possible 	Employee
Straight ladders	Fall from ladder / ladder falling	H	<ul style="list-style-type: none"> • The ladder must be secured at the top and bottom, the top secured at the stiles not the rungs and the bottom secured by a suitable block fastened to the floor. • For short term use only or while securing the ladder a second person shall foot the ladder whilst in use • The ladder must be positioned at a slope of 4 in 1 (for every metre in height the base of the ladder should be set back 250 mm • Position ladders a minimum of 1 metre from edges of slabs or floors. Increase this distance as working heights increases. • Ladders need to extend 1 metre above landing level and to be long enough to work at least 1 metre from the top • Fall protection to be used when working above 2.0 meters 	Supervisor Employee



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Step ladders	Fall from height	H	<ul style="list-style-type: none"> Use of a step ladder with a platform and handrails is recommended If using a ladder that has no platform and handrails the user must not go on or above the 2nd step from the top 	Employee
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Working near handrails	Fall from height	H	<ul style="list-style-type: none"> When working near a handrail on a ladder a safe distance must be maintained at all times from the handrails. In cases where the ladder must be used at an edge it may be possible to increase the height of the handrail or install a screen to prevent falls over the rails 	Supervisor Employee

Personnel Qualifications and Experience	Personnel Duties and Responsibilities	Training Required to Complete Work
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 elevated work. Fall protection equipment to be worn where required	

Engineering Details / Certificates / WorkSafe Approvals / Australian Standards	Referenced – Guidance Notes / Legislation / Regulations
AS 1892 Ladders for industrial use AS 1470 Health and Safety at Work – Principles and Practices	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 3 - Part 3.3 Prevention of Falls 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 Building and Construction Workplace (Compliance Code) Code of Practice for Manual Handling (Compliance Code)

Responsible Person (Supervisor Foreman)	Name: Various
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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.