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| **SAFE WORK METHOD STATEMENT (SWMS)** | | | | | | | | |
| **PROJECT DETAILS:** | | | | | | | | |
| Project: | | | | Area: | | | | |
| Job Address: | | | | | | | | |
| Job Description: | | | | | | | | |
| **WORK ACTIVITY:** | Working At Heights | | | | | | | |
| **Consult relevant workers during development, approval and communication of this SWMS** | | | | | SWMS Approved by: | | Page 1 of 13 | |
| Name: (Include names of workers who were consulted in relation to this SWMS) | | Signature: | Job Title: | Date: | Name: | | | |
| Signature: | | | |
| Date: | | | |
| Personnel responsible for monitoring and managing activity: | | | | | Overall Risk Rating After Controls | **4 A**cute | | **3 H**igh |
| **2 M**oderate | | **1 L**ow |
| **COMMUNICATE THIS SWMS TO ALL PERSONS INVOLVED IN TASK PRIOR TO WORK COMMENCING**   * \_\_\_\_\_\_\_\_\_\_\_\_will conduct regular inspections and observations to ensure SWMS is being complied with. * Hold Daily Tool Box Talks to identify, control and communicate additional site hazards. * Cease work immediately if incident or near miss occurs. Amend the SWMS in consultation with relevant persons. * \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will approve and communicate amendment to all affected workers before work resumes. * As required by WHS legislation, make the SWMS available for inspection or review. * As required by WHS legislation, keep record of SWMS (until job is complete or for 2 years if involved in a notifiable incident). | | | | | | | | |

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| **IMPORTANT NOTES:** |
| Check local government standards, codes of practice, regulations and legislation for any training requirements before use.  Apprentices and Trainee Personnel are usually permitted to operate certain machinery and equipment provided they are guided and supervised by an experienced and qualified person, while also recording the hours of use in an approved logbook.  WorkCover National Certificates of Competency are nationally recognised and these specific certificates do not have to be changed over to work interstate.    1. These procedures apply for situations when according to a risk assessment, a person may be injured as a result of a fall from a lesser height than that specified, or where a man may fall more than the height or distance specified by the Regulatory Authority.  2. Refer to workplace practices manual or specific safe work procedures for further information on topics. |

| **Task Steps** | **Potential Hazards/Risks of Each Step** | **RB** | **Control Measures - Steps To Follow  Safety Checks & PPE** | **RA** | **Responsible Officer** |
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| **NOTE: RB** = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented. | | | | | |
| 1. General precautions | Falling objects  Electrical hazards |  | To prevent objects falling off working surfaces, provide edge protection.  To prevent access to areas where objects may fall, barricades may be used.  Before commencing working, make sure that electric wires and de-energized, insulated with matting, and identified with “tiger tails”.  On sites where falling objects may occur, wearing head protection is recommended.  Always maintain a safe distance from electric catenary wires. |  |  |
| 2. Ladders | Falls |  | For access only, use extension or single ladders, except where the work to be carried out is of the nature that the equipment or material used does not cause loss of balance, or restrict the movement; the trunk remains cantered on the ladder, and equipment can be used with one hand.  Use only industrial ladders and have 3 points of contact always.  Stand the ladder on a firm, stable surface, and secure it against movement. |  |  |
| 3. Scaffolding | Improper erection  Instability  Overloading  Persons falling |  | A person holding a Certificate of Competency as a Scaffolder only should erect a scaffolding, from which an object or a person could fall 4 meters or more.  Scaffoldings that are not prefabricated types must be erected by a scaffolder.  Erect scaffolds only on stable, firm base.  Before allowing any person to work from or climb on to a completed scaffold, always check the stability.  Mobile scaffolds must have their wheels locked before any person is allowed to climb on to the scaffolding.  Never exceed the safe working load of any component of the scaffold.  All parts of the work platform and scaffold must have safe means of access.  Unattended or incomplete scaffoldings should be prevented against unauthorized access.  Levelling screws must be used to make sure that all uprights are vertical.  All scaffolding must be marked SWL  Suitable access ladders must be used. |  |  |
| 4. Work platforms | Persons falling  Falling objects |  | Work platform should be at least 450mm wide and be capable of carrying the load that the type of work carried out may require, unless specifically allowed in codes or practice or regulations.  To prevent persons from falling from the outside edges of work platforms, guardrails and mid-rails may be fitted.  If loose objects or other materials may be present on the platforms, edge protection must be provided on work platforms.  Where permitted by the Authority for “light work” only, a single plank of 225mm width may be used. |  |  |
| 5. Edge Protection | Persons falling  Falling objects |  | To prevent persons falling, edge protection must be erected around the perimeter of the work. This must comprise of a mid-rail and a guardrail designed to withstand any reasonable force, which is expected to fall against it.  Edge protection should conform to the requirements stated by the Authority.  Where objects can fall onto people in the adjoining areas such as residences, streets, etc., catch platforms or hoardings must be used, along with perimeter screening.  Guardrail must be minimum 900mm high with toe board and mid-rail.  Only a competent person should erect an edge protection system and this must be used according to the instructions of the manufacturer. |  |  |
| 6. Elevating work platforms / boom lifts | Unsafe operation  Overturning  Overloading of platform  Persons falling  Falling objects  Electric shock |  | For operating a machine with a boom greater than 11 meters, the operator must hold a Class WP license.  Machine must be operated on firm level surface, for stability, use outriggers.  Make sure that the total load in the bucket of the EWP, including personnel, tools and equipment and materials does not exceed the safe working load of the unit.  Approved parachute type safety harness must be worn by person in bucket. This will prevent them from falling on to any part of the machine or truck, or to the ground.  To prevent tools from falling from EWP during use, lanyards, etc. may be used.  Powered equipment such as chainsaws must be started outside of bucket.  For electric work, use EWPs, which are approved for the electric work.  Unless specifically authorized, do not go near electricity wires.  Make sure that a competent operator will be operating the machine.  Do not operate machine with jerky or sudden movements.  Do not exceed the safe working load of the EWP.  Safety belts are not suitable.  Always attach the harness to the bucket.  Never carry flammable liquids in bucket.  For safe approach distances, refer to SWP257 Electrical safety. |  |  |
| 7. Scissor lifts | Overloading  Persons falling  Falling objects  Electric shock |  | Make sure that the total load in the bucket of the unit, including personnel, tools and equipment and materials does not exceed the safe working load of the unit.  Make sure the unit cannot move when platform is extended, by checking the operations of outriggers, stops, brakes, etc.  When working at heights, persons must not lean out over the rails of the platform.  Always lower the platform, even when moving the unit for short distances only.  To prevent tools from falling from the unit during use, lanyards, etc. may be used.  Unless specifically authorized to access or carry out electrical work, do not go near electricity wires.  Observe the safe clearing distances.  Do not exceed the safe working load of the scissor lift.  If brakes and stops fail to prevent all movement of the unit, do not use.  Always keep body inside platform.  Never travel with a raised platform.  For safe approach distances, refer to SWP257 Electrical safety. |  |  |
| 8. Fall Restraint system | Persons falling |  | A fall arrest system or a restraint should comprise of items compatible with one another, and have negligible risk of accidental release of connections.  Only a competent person must install all systems.  A restraint belt will be acceptable only when working on a slope of 15º or less, and the length of the restraint will arrest the vertical free fall of the wearer.  If the slope or roof is greater than 15º and the person can maintain a secure footing, a fall arrest harness or a work positioning harness must be worn.  All components must conform to the Australian Standard relevant to those components.  Any person must be connected to a minimum one fall-arrest system, if they are at a risk of falling.  It is not recommended to use inertia reel. |  |  |
| 9. Safety Harnesses and Fall Arrest Devices | Person striking against  Suspension trauma  Failure of components  Incorrect use and fitting |  | Where there is a likelihood of a person falling more than 600m, a fall arrest harness must be worn.  In the event of a fall, suitable equipment to rescue a person must be available within a short period for minimizing the risk of suspension trauma.  Fall arrest harnesses must comply with the Australian Standards AS 1891.1 Industrial fall-arrest systems and devices-Safety belts and harnesses.  Before being allowed to use the harness, all persons must receive instructions and training in the correct use of the harness.  Under work position, make sure adequate fall clearance is available.  All persons on site must be instructed in procedures for rescue.  Never use faulty or out-of-date equipment.  For safety in use, harnesses must be properly fitted. |  |  |

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| PERSONAL PROTECTIVE EQUIPMENT |
| Personal Protective Equipment Requirements |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Foot Protection** | **Hearing Protection** | **Protective Clothing** | **Head Protection** | **Eye Protection** | **Hand Protection** | **Sun Protection** | **Safety Harness** | | C:\Users\Virtual\Desktop\Safety PPE Signs\Boots.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Ear Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Apron.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Hard Hat.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Eye Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Gloves.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Sun Protection.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Safety Harness1.jpg |   **PPE Notes:** The above PPE Requirements are the minimum requirements for all personnel involved in this task. Be sure to conduct a Risk Assessment for other factors that may influence the work environment such as Temperatures – Hot/Cold, Working in the Sun, Night Work etc. Be sure that all PPE used is approved by Australian Standards. |
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| References: |  |
| **WorkCover NSW**  **Codes of Practice**  **Codes of Practice**  **AS/NZS 1418.10:2011** | Safe Working at Heights Guide  Managing the Risks of Falls at Workplaces  Managing the Risks of Plant in the Workplace  Cranes, Hoists and Winches – Safe Use – Mobile Elevating Work Platforms |

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| **SIGN OFF** |
| Workers and relevant Persons Conducting Business or Undertaking (PCBU) were consulted for developing this SWMS. I have read the above SWMS and I understand its contents. I confirm that I have the necessary training and skills, including any relevant certifications to undertake the related tasks contained in this SWMS. I agree to comply with any safety guidelines, requirements and recommendations as set forth by the responsible officer within this SWMS including safety instructions and use of recommended Personal Protective Equipment. |

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| **Name** | **Qualifications** | **Signature** | **Date** | **Time** | **Employer** |
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| **RISK ASSESSMENT** |
| References: Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines |

**Step 1 Determine Likelihood –** What is the possibility that the effect will occur? **Step 2 Determine Consequence –** Expected Consequences

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|  | **Likelihood** | **Definition** |
| **Almost certain** | Expected to happen in most circumstances. | A common and very possible result |
| **Likely** | Will probably occur in most circumstances. | Known to have occurred and has happened before |
| **Possible** | Might occur at some time | Could occur and is likely it has happened before |
| **Unlikely** | Could occur at some time | Not likely to occur |
| **Rare** | May occur only in exceptional circumstances | Very unlikely |

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| **Level of Consequence** | **Examples** |
| **Insignificant/Acceptable** | No consequence – so minor that the consequence is manageable |
| **Minor** | First aid treatment only; manageable and contained. |
| **Moderate** | Medical treatment; manageable with 3rd party assistance. |
| **Major** | Serious injuries; Down time and loss of productivity |
| **Catastrophic** | Death; Very serious consequences |

**Step 3 Determine the risk score Step 4 Record risk score** (**Note** – Risk scores are only estimated and should not be

Solely relied upon)

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|  | **CONSEQUENCE** | | | | |
| **LIKELIHOOD** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Almost certai**n | 3 High | 3 High | 4 Acute | 4 Acute | 4 Acute |
| **Likely** | 2 Medium | 3 High | 3 High | 4 Acute | 4 Acute |
| **Possible** | 1 Low | 2 Medium | 3 High | 4 Acute | 4 Acute |
| **Unlikely** | 1 Low | 1 Low | 2 Medium | 3 High | 4 Acute |
| **Rare** | 1 Low | 1 Low | 2 Medium | 3 High | 3 High |

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| **Score** | **Action** |
| **4**  **A: Acute** | URGENT – Act on and lower the risks immediately. Demands immediate attention. |
| **3**  **H: High** | Decisions required urgently by Management. |
| **2**  **M: Moderate** | Follow instructions given by management. |
| **1**  **L: Low** | Manageable. Review regularly, and if any conditions of work change. |

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BlueSafe Australia Pty Ltd supplies a generic template system of word documents that helps the employer to get a head start by providing them with a foundation to build a Work Health & Safety system for their business. BlueSafe Australia Pty Ltd templates are generic in nature and are not designed to be relied solely upon without the customisation of specific tasks.

Acquiring or creating & implementing an WHS System can greatly reduce the risks which are associated with your business, however having a complete WHS System does not 100% insulate a business from accidents or injuries in a workplace, and it does not guarantee that a Compensation Claim won’t be filed, however it significantly reduces the probability or likelihood by creating, adjusting and refining your systems as much as possible and ensuring that staff follow them.

The documents provided by BlueSafe Australia Pty Ltd are designed to help the employers’ awareness to safety in the workplace, and helping them with the first step to meeting their legislative obligations as an employer. Not only this, but it also creates an awareness for the employee in helping them be aware of their legislative obligations in the workplace, by taking responsibility for their actions, be ‘Safety Minded’ and helping the employer to create and maintain a safe workplace which also significantly reduces the possibilities and risks of an injury while at work.

The obligation rests with the employer to ensure that all systems in the workplace are applicable, practical and safe for their employees while ate work.

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