ACTIVITY: Working At Heights	SWMS No.: QSW10026

SAFE WORK METHOD STATEMENTS (SWMS)

Company Name:(SPP PTY LTD) T/A Ecoplant Australia & Seeddown Professional Planting	Address: 81 – 83 Campbell Steet, Surry Hills. NSW 2010 16 Kings Place, Burnside. QLD 4560	ACN: *638 321 847*
Company Contact: Claudia Harms	Position: Secretary	Phone No.: 0472 635 551

Project Details

Project Name:		Job Address:	
Principal Contractor (PC):	[Name, contact details]	Date SMWS provided to PC:	
Projected Start and End Dates:			
Job Description:			
High Risk Activity:	yes (if working with or around mobile plant)		
Name of person responsible for ensuring compliance with SWMS:	Supervisor	Date SWMS received:	
What measures are in place to ensure compliance with SWMS?	Pre job safety inspections, Induction training, Toolbox Talk/ JSAs		
Person responsible for reviewing SWMS control measures:	Supervisor/ Team Leader	Date SWMS received by reviewer:	
How will the SWMS control measures be reviewed?	Control measures reviewed during Toolbox Talk/ JSA completion prior to job commencement and each time a new hazard is identified.		
Training required:	WH&S General Induction for Construction (White Card)	Competencies Required:	SPP PTY LTD employment Induction and WH&S Handbook

Relevant workers must be consulted in the development, approval and communication of this SWMS:

Name:	Signature:	Job Title:	Date:	SWMS Approved by Managing Director's	JOSHUA SANSOM PAUL HARMS
Claudia Harms		Secretary	25/11/2022	Date prepared: 12/08/2015	Reviewed: 25/11/2022

SWMS Scope

This Safe Work Method Statement (SWMS) provides guidance on working at heights. In particular, this SWMS details 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 in specific detail the operation of:

- Elevated Work Platforms (e.g. cherry pickers, scissor lifts)
- Erecting scaffolding,
- Attaching restraints
- Installation of edge protection
- Work tasks

Personal Protective Equipment (PPE)

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

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

Dangerous Works

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.

Work involving a risk of a person falling more than two metres, is defined as "High Risk Construction Work" by *Work Health and Safety Regulations 2011*.

Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk
Job Step: Planning		
Hazards include: Personal Injury: - Impact injuries - Crushing	Risks include: - Impact injuries sustained from falling from height - Strains and sprains from	**Consultation in relation to fall hazards and risks. Ensure:** - Consult with the person you are carrying out the work for to discuss potential hazards and risks associated with the task - If represented by an elected health and safety representative, the representative is included in any consultation

- Strains and sprains - Broken bones - Lacerations - Impalement - Entanglement	incorrect use and fitment of harness - Broken bones, laceration and impalement caused by a fall from height - Entanglement could occur in the harness rope	- Any other persons on site (trade or otherwise) who is effected by the same matter is consulted and co-operative arrangements are made (e.g. co-ordination or alternative measures) **Identify all fall hazards that may arise from the activity. Consider:** - Surface condition (e.g. fragile surface such as old roofs, skylights) - Unstable footing (e.g. wet slippery floor, sloping surfaces) - Unprotected edges (e.g. roof tops, shafts) - Where surfaces may change level - Weather conditions (rain, wind, fog, dew) - Power lines un close proximity - Lack of training - Equipment to be used **Conduct risk assessment of proposed activity based on identified hazards. Consider:** - Whether the task can be wholly or partly completed on the ground or solid construction (e.g. assemble a piece of plant on the ground and lift with a crane rather than assembling at height) - Severity of the risk of falling - Likelihood of a fall occurring - Any existing controls measures and whether they are sufficient - Measures to be put in place to control risk - Determine if current training and experience sufficient for undertaking the task at height - Determine if emergency procedures would be acceptable - Document risk assessment **Ensure all relevant workers undertake training and receive instruction in the use of control measures. Include:** - Reporting procedures for incidents - Correct use of fall restraint equipment including selecting, fitting, use, care of and maintenance - Correct use of all equipment used - Use of supervision where required (e.g. new starters or new equipment) - Recognition and control of falling hazards. - Limitations of the equipment. - Rescue procedures in the event of a fall. - Correct procedure for handling equipment and materials while working at heights

		- Manual handling. **RB: 4A** **Person responsible to implement control measures:** **RA: 2M**
Job Step: Preparation		
Hazards include: Personal Injury: - Impact injuries - Crushing - Strains and sprains - Broken bones - Lacerations - Impalement - Entanglement	Risks include: - Impact injuries sustained from falling from height - Strains and sprains from incorrect use and fitment of harness - Broken bones, laceration and impalement caused by a fall from height - Entanglement could occur in the harness rope	**Ensure the following is provided before work commences:** - General induction (include location of amenities, first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons etc.) - 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, - Health and Safety Rules for site - PPE requirements for site - Types of hazards for site - Traffic Management plans for any vehicles or powered mobile plant associated with this work. - Relevant additional SWMS in place and followed e.g. work platforms, scissor lifts SWMS - Site security requirements - Ensure all persons entering site have a General Construction Induction Card - Sufficient time for job, number of workers - First aid kit/supplies - Communication devices (check mobile phones, satellite phones or radios will have service in area) - Drinking water, clean-up and toilet facilities **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:** - (Higher) Use a passive fall restraint system e.g. guard rails, scaffolding, elevated work platform - (Medium) If option one (1) is not reasonably practicable, provide a work positioning system e.g. Industrial rope access or a travel restraint - (Lower) If option one (1) or two (2) are not reasonably practicable then use a fall arrest system e.g. catch platforms , safety harness

		Note: 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:** - These procedures are developed and in place - The procedures have been tested - All relevant workers are provided training and instruction in these emergency and rescue procedures **Barricading and signage is developed for particular site. Ensure:** - Signs used to provide clear instruction on required PPE, entry permissions and hazard areas - Clearly identified vehicle and pedestrian access paths, parking/ loading zones, traffic controllers - Consider appropriate barricades for exclusion zones. Conduct risk assessment and utilise appropriate barricade for exclusion zones. **Locate:** - Any existing power cables, water pipes, air conditioning ducts etc. prior to work commencing. **Power cables:** - Depending upon the risk of electrocution to on site workers (roof workers, crane operators, labourers etc.) the following must be considered: - "Tiger Tails" can be installed. (Note: Tiger tails ONLY give a visual warning of the proximity of power lines.) Power cables can be redirected or power isolated for the duration of the work. **RB: 4A** **Person responsible to implement control measures:** **RA: 2M**
Job Step: Pre – Operational Inspection		
Hazards include: Personal Injury: - Lacerations - Entanglement - Impact injuries - Crushing	Risks include: - Impact injuries sustained from falling from height - Strains and sprains from incorrect use and fitment of harness	Ensure workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs. **Inspect tools and equipment. Ensure:** - No signs of corrosion, damage, wear or faults - Hand tools are free of damage and in good condition - Power tools are guarded, in good condition, tested/tagged etc. **Inspect Height-access Equipment. Ensure**

- Strains and sprains	- Broken bones, laceration and impalement caused by a fall from height - Entanglement could occur in the harness rope	- Exactly as outlined in the order / design specifications. - Controls labelled, gauges, indicators functional - Safety decals in place and legible - Work lighting sufficient and functional - SWL displayed (where required) - All safety guards are in place and undamaged - Harness/Lanyard/Anchors good condition. - Serviced/Maintained. 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. **Inspect working surface e.g. plant, roof etc.** - Check for moisture, dust or any other condition that may cause loss of stable footing - 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) - Surface is strong enough to support weight (seek advice from competent person if unsure (e.g. engineer) - Check for damage or rusted areas **Ensure:** - This SWMS has been reviewed by all relevant persons undertaking a task at height 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.) **RB: 4A** **Person responsible to implement control measures:** **RA: 2M**

Job Step: Operation		
Hazards include: Personal Injury: - Impact injuries - Crushing - Strains and sprains - Broken bones	Risks include: - Impact injuries sustained from falling from height - Strains and sprains from incorrect use and fitment of harness	**Ensure**: - Workers comply with all reasonable instructions relating to work methods, directions from supervisors and any applicable user guide or manual for equipment **Working on solid structures. Ensure:** - Where reasonably practicable, edge protection is in place - Edge protection barriers are strong enough to withstand the pressure of a person

- Lacerations - Impalement - Entanglement	- Broken bones, laceration and impalement caused by a fall from height - Entanglement could occur in the harness rope	falling against it - Where access is required through edge barrier, gates or other mechanisms can also restrain and withstand the force of a person falling against it. **Holes or other openings through which a person can fall. Ensure:** - All holes or openings are protected from falls immediately after creating - Use signage or other clearly marked hazard alert to identify hazard - Cover hole/opening with a material strong enough to support the weight of a person falling or stepping onto it - Ensure the cover is secured to prevent movement **Work positioning. Ensure** Use all height-access equipment as per manufacturer's - instructions and for its designed purpose. - Do not exit EWP in raised positions. Use only ladders provided for access to scaffolds, towers etc. - When working on a ladder, do not over reach. Descend ladder and re-position as required. - Do not carry materials when ascending/descending a ladder. 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 **RB: 4A** **Person responsible to implement control measures:** **RA: 2M**
Job Step: Maintenance		
Hazards include: Personal Injury: - Impact injuries - Crushing - Strains and sprains - Broken bones - Lacerations - Impalement - Entanglement	Risks include: - Impact injuries sustained from falling from height - Strains and sprains from incorrect use and fitment of harness - Broken bones, laceration and impalement caused by a fall from height - Entanglement could occur in the harness rope	Follow manufacturer's instructions for maintenance schedule of all machinery and equipment Ensure suitably qualified persons perform all maintenance. Keep log-book of service and maintenance history. 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. **RB: 3H** **Person responsible to implement control measures:** **RA: 1L**

Emergency Procedures / Emergency Response

Emergency procedures. Ensure

- Adequate numbers of first aid trained staff are on site when working at heights occurs
- First aiders are trained and competent in managing injuries associated with falls until emergency services arrive

Ensure all rescue equipment is in good condition, available for use and in close proximity to the work site

An emergency management plan is in place up to date and includes:

- Assembly points
- Communication procedures between operator at height and other parties
- Responsible persons
- Emergency contacts (including company representative, nearest medical facility and emergency services)
- First aid equipment and rescue equipment

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:
- Licence to Perform High Risk Work (operating certain plant, equipment) - TAFE or other recognized training organization	- Operator - Supervisor - Clean up crew	- Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule - Audits - Spot Checks, etc. - Reporting systems

		- JSA

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
- Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority PPE to comply with relevant Australian Standards	• **Commonwealth, NSW, QLD, ACT** ○ Work Health and Safety Act 2011 ○ Work Health and Safety Regulations 2011 • **Northern Territory** ○ Work Health and Safety (National Uniform Legislation) Act 2011 ○ Work Health and Safety (National Uniform Legislation) Regulations • **SA, Tasmania** ○ Work Health and Safety Act 2012 ○ Work Health and Safety Regulations 2012 • **Codes of Practice:** Safe Work Australia (2011): ○ *First Aid in the Workplace* ○ *Managing the Risk of Falls at Workplaces* ○ *Managing the Risk of Plant in the Workplace* ○ *Managing Noise and Preventing Hearing Loss in the Workplace* ○ *How to Manage Work Health and Safety Risks* ○ *Hazardous Manual Tasks* ○ *Managing Risks of Hazardous Chemicals* ○ *WHS Consultation, Cooperation & Coordination* • **Victoria** ○ Occupational Health & Safety Act 2004 ○ Occupational Health & Safety Regulations 2007 ○ **Codes of Practice:** • **Western Australia** ○ Occupational Safety & Health Act 1984 ○ Occupational Safety & Health Regulations 1996 ○ **Codes of Practice:** • **Australian Standards:** ○ AS/NZS 1269:2005 Occupational *noise management* ○ AS/NZS 4501:2008 *(set) Occupational Protective Clothing* ○ AS 4024.1:1996 *Safeguarding of machinery - General principles* ○ AS 4024.1: 2006 *Safety of machinery* ○ AS 1319:1994 Safety *Signs for Occupational Environment*
Plant/Tools/Equipment: (List plant and equipment to be used on the job.)	
Full fall arrest safety harness	

Reference Documents

Work Health and Safety Act (2011) and Work Health and Safety Regulations (2011)
Safe Work Australia (2011) – Code of Practice: Managing the Work Environment and Facilities
Safe Work Australia (2011) – Code of Practice: How to manage work health and safety risks
Safe Work Australia (2011) – Code of Practice Hazardous Manual Tasks
Safe Work Australia (2011) – Code of Practice: Managing the Risk of Falls at Workplaces
AS/NZS 1892.5 – 2000 Portable ladders Part 5: Selection, safe use and care.
AS/NZS 4576: Guidelines for Scaffolding
AS 1576.4 – 1991 Scaffolding; suspended scaffolding
AS 1576.4 – 1991 Scaffolding; suspended scaffolding
AS/NZS 49994 Temporary Edge Protection
AS 2550 Series: Cranes, Hoists and Winches: Safe Use
National Standard for Plant [NOHSC: 1010]
HSE (2005) Safe Use of Ladders and Step Ladders – An Employers Guide
WorkSafe Victoria (2008) Compliance Code: Prevention of falls in General Construction

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

Elimination - Risk will be eliminated where possible

Substitution Isolation Engineering - Where risk remains, one/combination of controls will be used

Administrative - Where risk remains, administrative controls will be used.

Personal Protective Equipment (PPE) - Where risk still remains, it will be reduced as far as reasonably practicable with use of PPE.

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
Almost certain	Expected in most circumstances.	Effect is a common result.
Likely	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened.
Possible	Might occur at some time.	Effect could occur at the site or I've heard of it happening.
Unlikely	Could occur at some time.	Effect is not likely to occur at the site or I have not heard of it happening.
Rare	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:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable.
Minor	First Aid treatment only; no lost time injury.
Moderate	Medical treatment; serious injuries, temporary partial disability; lost time injury < 7 days.
Major	Hospital admittance; extensive injuries; lost time injury > 7 days; Permanent Total Disability injury; death.
Catastrophic	Multiple Permanent Total Disability injuries; multiple deaths.

Step 3 Determine the risk score

	Consequence				
Likelihood	**Insignificant**	**Minor**	**Moderate**	**Major**	**Catastrophic**
Almost certain	**3 High**	**3 High**	**4 Acute**	**4 Acute**	**4 Acute**
Likely	**2 Moderate**	**3 High**	**3 High**	**4 Acute**	**4 Acute**
Possible	**1 Low**	**2 Moderate**	**3 High**	**4 Acute**	**4 Acute**
Unlikely	**1 Low**	**1 Low**	**2 Moderate**	**3 High**	**4 Acute**
Rare	**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
4 A: Acute	**DO NOT PROCCED.** Requires immediate attention. Introduce further high level controls to lower the risk level. Re-assess before proceeding.
3 H: High	**Review before commencing work**. Introduce new controls and/or maintain high level controls to lower the risk level. Monitor frequently to ensure control measures are working.
2 M: Moderate	**Maintain control measures.** Proceed with work. Monitor and review regularly, and if any equipment/people/materials/work processes or procedures change.
1 L: Low	**Record and monitor**. Proceed with work. Review regularly, and if any equipment/people/materials/work processes or procedures change.