

SAFE WORK METHOD STATEMENT (SWMS) PART 1

ACTIVITY: FALL ARREST SYSTEMS			SWMS #:
BUSINESS NAME: Coastal Hire And Sales Pty Ltd			ABN: 70114481408
BUSINESS ADDRESS: 33 Jindalee rd, Port Macquarie, NSW 2444			
BUSINESS CONTACT:			PHONE #: 0429810200
SWMS APPROVED BY: EMPLOYER / PCBU / DIRECTOR / OWNER.			
NAME:			
SIGNATURE:			DATE:
PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS:			
PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS:			
RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.			ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.
NAME	SIGNATURE	DATE	Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.
			Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.
			Amendments must be approved by _____ and communicated to all affected workers before work resumes.
			SWMS must be made available for inspection or review as required by WHS legislation.
			Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).
PRINCIPAL CONTRACTOR DETAILS (The builder or the organisation you are working for.)			
PRINCIPAL CONTRACTOR (PC):		PROJECT NAME:	DATE SWMS PROVIDED TO PC:
PROJECT ADDRESS:			
PROJECT MANAGER (PM):		PM SIGNATURE:	CONTACT PH. #:
SWMS SCOPE: (TO BE FILLED IN ACCORDING TO ON-SITE SPECIFICS)			

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK"

- | | | | |
|--|---------------------------------------|---|---|
| <input type="checkbox"/> Confined Spaces | <input type="checkbox"/> Mobile Plant | <input type="checkbox"/> Demolition | <input type="checkbox"/> Asbestos |
| <input type="checkbox"/> Using explosives | <input type="checkbox"/> Diving work | <input type="checkbox"/> Artificial extremes of temperature | <input type="checkbox"/> Tilt up or pre-cast concrete |
| <input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services | | | |
| <input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse | | | |
| <input type="checkbox"/> Involves a risk of a person falling more than 2m, including work on telecommunications towers | | | |
| <input type="checkbox"/> Working at depths greater than 1.5 Metres, including tunnels or mines | | <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere | |
| <input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor | | <input type="checkbox"/> In or near water or other liquid that involves risk of drowning | |

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	MOST EFFECTIVE
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE				↑
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.		
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.		
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.		
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.		

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	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	FALL ARREST	Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS MAY BE PURCHASED AT [HTTP://WWW.SAIGLOBAL.COM](http://www.saiglobal.com)

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR)</i> <i>RESIDUAL RISK-RATING (RR)</i>		
1. Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.		<p>Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of:</p> <ul style="list-style-type: none"> - Health and Safety rules - Induction for all workers – site specific and toolbox meetings - Supervisory arrangements - Emergency plans - All relevant workers are appraised for required competencies & for any pre-existing medical conditions if working in remote or isolated locations. - Communication arrangements - Hazard reporting procedures - Injury reporting procedures - Ensure Work Safe notification for deep excavations prior for planned work (where applicable) - PPE required - Site plans – showing no go zones for pedestrians - Traffic Management Plan detailing movement of vehicles during work - Exclusion Zones - Risk Assessments, SWMS and JSA's - Ensure relevant guidance material for electrical NO GO ZONES is on site and consulted before work commences. - Underground essential services - including gas, water, sewerage, telecommunications, and electricity. 		
2. Training and Capabilities	Lack of training or the		Ensure all persons entering site have a General Construction Induction Card (white card).		

	<p>assessment of capability may lead to personal injury, property damage &/or environmental incident.</p> <p>Powered mobile plant</p>	<p>Check that plant operators are appropriately qualified with correct licence endorsements for the applicable item of plant.</p> <p>Ensure all relevant workers have undertaken training and/or received instruction in the use of control measures. Include:</p> <ul style="list-style-type: none"> - Instructed on the use of this SWMS - Reporting procedures for incidents - Correct use of equipment including selecting, fitting, use, care of and maintenance - Correct use of all tools used - Emergency plans - Use of supervision where required (e.g. new starters or new equipment) - Conduct a pre-start toolbox talk to ensure that all workers have been made fully aware of the scope of work to be performed <p>NOTE: Check workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs.</p> <p>IMPORTANT: If operating powered mobile plant e.g. excavator, skid steer etc., for this task, ensure there are separate, dedicated SWMS for the plant and that all workers/employees have relevant training and licensing</p>		
<p>3. Assess onsite conditions</p>	<p>Lack of a clear assessment may lead to personal injury, property damage &/or environmental incident.</p>	<p>Assess conditions at site on arrival. Ensure:</p> <ul style="list-style-type: none"> - Ensure site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons etc.) - Assess mobile phone reception (alternative emergency communications procedures in place if no reception available) - Work site is exactly as detailed in Terms of Agreement or contract - Suitable access for all equipment required - Suitable space for operation of equipment - Suitable lighting, including night-works (include flood lighting and operator head lamps as applicable) - Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task 		

		<ul style="list-style-type: none"> - If represented by an elected health and safety representative, the representative should be included in any consultation - Any other persons on site who are affected by the same matter are consulted and co-operative arrangements are made <p>Conduct risk assessment to identify potential hazards e.g.</p> <ul style="list-style-type: none"> - Changes in levels - Underground/overhead electrical services - Mobile plant - Hot conditions. 		
4. Set up work area	Contact with electricity	<p>Ensure work is not conducted in close proximity to electrical power lines. Check for:</p> <ul style="list-style-type: none"> - Overhead power lines (including high and low voltage distribution conductors) - Single wire earth return (SWER) - Service cables to premises - Communications cables - Electrical transformers (mounted lower than cables) <p>Identify maximum range of equipment and how close equipment or load can come to asset (known as design envelope) the following dimensions are taken from the closest point of any extended component of the machine e.g. extended long reach boom</p> <p>In general, for up to and including 132,000 volts</p> <ul style="list-style-type: none"> - 3m above, either side and below power lines is No Go Zone. 		
		<ul style="list-style-type: none"> - Between 3-6.4m of power lines a Spotter is required. - Further than 6.4m of power lines is open area - No work to be conducted within 10m radius of SWER transformer. <p>NOTE: No work to be conducted within Minimum Clearance Zones without written permission from power supplier.</p> <p>IMPORTANT: Approach distances will vary based on the voltage level of the live electrical apparatus. Always contact your local power asset owner for information prior to commencing crane operations if unsure.</p>		
	Underground	Ensure underground services have been identified and marked accurately for depth and		

	safety	<p>considered in developing alternative pedestrian access:</p> <ul style="list-style-type: none"> ○ Travel speed of road traffic ○ Traffic volumes ○ Percentage of heavy vehicles ○ The alignment of the road <ul style="list-style-type: none"> - If alternative route is immediately adjacent to the road, concrete or water filled barriers to protect pedestrians from road traffic should be used - Pedestrians will be directed by defined walking paths clearly marked with using appropriate measures (e.g. barriers, fencing hazard netting) - Signage must be appropriate and easily seen - Temporary pathways must have no trip hazards and the ground/pavement should be free of holes, dips, mud or debris 		
		<ul style="list-style-type: none"> - Mobility impaired e.g. wheelchair access, pram ramps, handrails must be considered in respect to widths, surface and grade - Barrier fencing flagging or other acceptable method must be erected to prevent the public from entering hazardous areas of the work site - Access should be monitored through a single-entry point. 		
6. Delivery of materials and equipment	Hit by mobile plant/vehicle	<p>Alertness at all times. Listen for:</p> <ul style="list-style-type: none"> - Reversing alarms/beepers - Calls from Plant Operators - Safety/warning signs, Spotters, traffic barriers etc. must be obeyed as required - Work positions should be in clear sight of plant operators - Follow traffic management plan requirements. <p>Reversing trucks, ensure:</p> <ul style="list-style-type: none"> - Never stand between truck and another structure when vehicle is reversing - Always maintain visual contact with driver's mirrors (Remember: if you can't see the driver – he can't see you!) - Use a spotter where practicable to direct trucks on site. 		

		<p>When unloading ensure:</p> <ul style="list-style-type: none"> - Within Safe working load (SWL) if using hoisting machinery - Suitable ground and sufficient room for operation - Delivery driver and other personnel are removed from area (use physical barriers to maintain exclusion zone) <p>If Driver is unloading – establish and enforce exclusion zone</p> <ul style="list-style-type: none"> - Persons do not stand on or beside delivery vehicle during unloading - Loads are secure and will not free-fall - Use lifting equipment for larger packs. 		
7. Standards Compliance	Standards Design Use	<p>In Australia, any fall arrest system used, must comply with the Australian Standard AS/NZS 1891 Industrial Fall-arrest Systems and Devices.</p> <p>For fall arrest purposes, use only parachute type of harnesses.</p> <p>Attach the lifeline or the lanyard at the top dorsal position. Use the D-ring on the side of the harness on steeply sloping roofs.</p> <p>Never use waist type belts at work where there is a possibility of a person falling.</p>		
8. Travel restraint system	Anchorage Use of harnesses	<p>Use a recommended design capacity of 22KN, except when a lesser design load can provide a minimum safety factor of 6.</p> <p>For workers moving from safe areas of a roof to unsafe areas, use travel restriction systems such as lanyards and safety harnesses.</p> <p>The lanyard length must be less than the minimum distance to the edge.</p>		
9. Lanyards	Tensile strength Fall arrest lanyards	<p>Use lanyards with a minimum tensile strength of 22.2 Kn.</p> <p>Where all other methods of fall protection are impractical, use lanyards with a personal energy absorption system only.</p> <p>Synthetic lanyards may be damaged if they come into contact with the edges.</p> <p>Make sure that the potential free fall is less than 2 m.</p>		
10. Inertia reel systems	Mounting Anchorage Activation delay	<p>Where possible, mount inertia reels above head height, to limit the free fall distance to one recommended by the manufacturer.</p> <p>Keep the anchorages as high as possible, with recommended capacity of 22KN.</p> <p>Activating a fall arrest system can require a minimum distance of 4 m.</p>		

	<p>Inertia reel line breakage</p> <p>Swing down ("pendulum effect")</p> <p>Multiple use of reels</p> <p>Use of lanyards</p>	<p>When working near the unprotected edge of a structure or roof, falls can be prevented by the use of inertia reel systems. However, such use is subject to approval by the manufacturer and when the line will not be damaged if in contact with the edges.</p> <p>Use an inertia reel as a travel restraint, taking care that the maximum length of the reel line is less than the minimum distance to the unprotected edge.</p> <p>Inertia reels must not be locked to prevent movement and work as supports, since they are not designed to work as continuous support.</p> <p>If the line is extended diagonally across the roof, it could cause a swing down.</p> <p>The reel will begin to operate only when the line has moved back along the edge of the roof, until it is in a position directly in line with the anchorage point.</p> <p>When more than one person is working on the roof, never allow lines to "cross."</p> <p>Never use lanyards when using inertia reels.</p> <p>Make sure that the mounting point is able to withstand the load of a reel stopping a person who is falling.</p> <p>If the line contacts the roof edges, it may affect the operation of the inertia reel or even cause the failure of the reel line.</p> <p>For a person falling down a pitched roof or an inclined surface, an inertia reel may not be fully effective in stopping him.</p> <p>Anchorage points must be used in line with the working position, or a mobile anchorage must be provided, or a secondary anchorage point must be provided to minimise swing.</p>		
<p>11. Static lines</p>	<p>Tensile strength</p> <p>Anchorage</p> <p>Intermediate supports</p> <p>Installation</p> <p>Inspection and maintenance</p>	<p>Use static lines of recommended design capacity of 22KN, except where the lower design load provided a minimum safety factor of 6.</p> <p>Never use an anchorage point whose load bearing capacity is impaired. Make the anchorage inoperable immediately so that it can never be used again.</p> <p>Do not allow intermediate supports for static lines to exceed 4.0 m spacing unless they are specifically designed to do so.</p> <p>Detect any damage, corrosion or fault by inspecting anchorages, fittings and lines before first use, and at regular intervals thereafter.</p> <p>Before each use, visually inspect the static line for any fault.</p> <p>Obtain the static line as a complete system. This is to make sure that all parts will be compatible and will meet all design loadings.</p>		

			Allow only a person holding a Certificate of Competency as a scaffolder or rigger to install static line systems.		
12. Vertical lifelines (droplines)	Use Design Anchorages		When working from ladders and bosuns' chairs, preferably use vertical lifelines. Use vertical lifelines with a minimum tensile strength of 22.2KN. Use self-retracting lifelines with minimum tensile strength of 13.3KN. Use a mounting point vertically as close as possible above the working position, and with a design capacity of 22KN. Make sure there is no obstruction within the activation distance.		
13. General precautions	Use of fittings Inspection of systems Use of hooks		Use fittings and fall arrestor systems according to the instructions from the manufacturer. Before each use, visually inspect all fittings, harnesses and static lines to detect faults. Before each use, check each hook for proper operation, and make sure that the hook can close fully and is not entangled in clothing. Reduce the risk of accidental opening of a hook during use and due to dynamic rollout, by using double locking or automatic types of hook. Make sure the hook has adequate clearance inside to prevent jamming in D-ring. Fall arrest systems must use only approved fittings. Never use faulty equipment. Never use damaged or faulty hooks. Never connect snaphooks to each other.		
14. On Completion	Slips, trips, falls causing injury Mobile plant Cuts, laceration, puncture wounds		Clean up tools and any waste, and make sure the site is clean and tidy condition Store materials to minimise manual tasks hazards, trip hazards, and the potential for falling objects. If mobile plant is to be left onsite make sure: - It is left/parked in a secure and safe manner - All keys are removed - It is locked to prevent unauthorised use. Always wear gloves to avoid sharp edges Never use bare hands to clean equipment (use clean water and stiff brush or other		

	<p>Contact with electricity</p> <p>Muscular stress / musculoskeletal disorder (MSD)</p> <p>Public safety</p>	<p>appropriate method).</p> <p>Disconnect power tool/extension leads from power point before winding up to prevent a shock if the lead is damaged</p> <p>Inspect leads and power equipment for damage</p> <p>If safe to do so, remove isolation locks/tags and test appliance for function.</p> <p>Where manual loading/unloading and storage is necessary:</p> <ul style="list-style-type: none"> - Make sure the access route is clear of hazards - Use hand trucks (trolley) to move heavy materials, where practicable - Use team-lifts where possible. <p>If acceptable, remove or add barricades as necessary, contact supervisor and notify job completion.</p>	
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EMERGENCY RESPONSE - CALL 000 IMMEDIATELY.

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| <p>If work is to be conducted on a construction site (or a site controlled by another Employer / PCBU) follow the site-specific Emergency Management Plan. Ensure:</p> <ul style="list-style-type: none"> • 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 demolition until emergency services arrive • All rescue equipment is in good condition, available for use and in close proximity to the work site. | <p>Ensure workers have access to:</p> <ul style="list-style-type: none"> • First aid kit/supplies • First Aid trained personnel familiar with Resuscitation and emergency response for electric shock • M/SDS • Communication devices (check mobile phones will have service in area) • Suitable fire protection equipment. |
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SAFE WORK METHOD STATEMENT (SWMS) PART 2

FORMAL TRAINING, LICENCES REQUIRED FOR WORKERS UNDERTAKING THIS TASK:

Delete or add as relevant

Licence to Perform High Risk Work (operating certain plant, equipment)

TAFE or other recognised training organisation

Construction Induction Card (or equivalent)

Competent in operation of make/model of plant

Emergency procedures – emergency response

PPE

Traffic Management Plans

DETAILS OF SUPERVISORY ARRANGEMENTS FOR WORKERS UNDERTAKING THIS TASK:

Delete or add as relevant

Suitably qualified supervisors for job

Direct on-site supervision

RELEVANT LEGISLATION & CODES OF PRACTICE

Retain only the legislation references applicable to your state of operation for this SWMS.

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):

Construction Work
First Aid in the Workplace
Managing the Risk of Falls at Workplaces
Managing the Risk of Plant in the Workplace

Victoria:

Occupational Health & Safety Act 2004
 Occupational Health & Safety Regulations 2007

Compliance Codes: WorkSafe Victoria (2008): Compliance Code:

Communicating OHS Across Languages
First Aid in the Workplace
Prevention of Falls in General Construction
Workplace Amenities and Work Environment

Codes of Practice: WorkSafe Victoria
 (1990): No. 13: *Building and Construction Workplaces*
 (2000): No. 25: *Manual Handling*
 (1995): No. 19: *Plant*
 (1998): No. 23: *Plant (Amendment No. 1)*
 (2004): No. 29: *Prevention of Falls in Housing Construction*

- 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.

- 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).

REVIEW NO.	1	2	3	4	5	6	7	8	9	10
NAME:										
INITIAL:										
DATE:										