

## Fall Arrest Systems | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Fall Arrest Systems

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

### THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:

Signature:

Title:

Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:

Title:

Phone:

**ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED**

**NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS**

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME	SIGNATURE	DATE

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.

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### CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	<b>SCOPE OF WORKS</b>
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

### ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

<input type="checkbox"/> involves a risk of a person falling more than 2 meters.	<input type="checkbox"/> is carried out on or near pressurised gas mains or piping.
<input type="checkbox"/> is carried out on a telecommunication tower.	<input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines.
<input type="checkbox"/> involves demolition of an element of a structure that is load-bearing.	<input type="checkbox"/> is carried out on or near energised electrical installations or services.
<input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure.	<input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere.
<input type="checkbox"/> involves, or is likely to involve, disturbing asbestos.	<input type="checkbox"/> involves tilt-up or precast concrete.
<input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse.	<input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.
<input type="checkbox"/> is carried out in or near a confined space.	<input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant.
<input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives.	<input type="checkbox"/> is carried out in areas with artificial extremes of temperature.
<input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.	<input type="checkbox"/> involves diving work.

### ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
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 work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p><b>Notes on Hierarchy of Controls:</b> Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<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"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p><b>Note:</b> A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> <li>1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and,</li> <li>3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.</li> </ol>											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Uneven surfaces, overhead hazards	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough site inspection prior to work commencement to identify uneven surfaces and overhead hazards, documenting any areas of concern.</li> <li>- Ensure workers receive proper training in identifying potential hazards associated with the use of fall arrest systems, as well as techniques for preventing accidents.</li> <li>- Provide workers with personal protective equipment (PPE) such as slip-resistant footwear, hard hats, and safety glasses to protect against the identified hazards.</li> <li>- Establish designated walkways or pathways through work zones that are clearly marked and free from obstacles, ensuring that these are consistently maintained.</li> <li>- Install appropriate temporary barriers, warning signs, and/or caution tape around hazardous areas to alert workers and prevent accidental access.</li> <li>- Keep the worksite clean and well-organised by promptly removing debris, tools, and equipment that could cause tripping hazards or other accidents.</li> <li>- Utilise adequate lighting in work areas to ensure visibility, taking care not to create glare, which can be an additional hazard to workers.</li> <li>- Incorporate the use of leveling tools and materials as necessary to stabilise work platforms and ladders, reducing the likelihood of falls and other incidents related to uneven surfaces.</li> <li>- Schedule regular breaks for workers, allowing them to rest and recover, which helps maintain proper vigilance when working within hazardous environments.</li> <li>- Implement a buddy system where workers are encouraged to report potential hazards immediately, fostering a proactive safety culture among the team members.</li> <li>- Perform periodic supervision and site audits throughout the project duration, ensuring compliance with established safety measures and procedures, and revising practices as necessary to accommodate changes or new hazards encountered.</li> </ul>	1L	
2. Equipment selection	Incorrect size, lack of training	3H	<ul style="list-style-type: none"> <li>- Proper training: Ensure all workers using the fall arrest systems have been adequately trained in selecting the right equipment and its safe usage.</li> <li>- Correct size selection: Workers must select the correct size of harnesses, lanyards, and other necessary equipment for proper fit and function.</li> <li>- Inspection before use: Thoroughly inspect all fall arrest equipment daily prior to each use for signs of wear, damage or defects that may impact its effectiveness.</li> <li>- Consultation with suppliers: Collaborate with competent equipment providers to ensure the suitability of materials and products being used in accordance to relevant standards.</li> <li>- Equipment compatibility: Verify that all components of the fall arrest system are compatible and suitably rated for the intended application.</li> <li>- Manufacturer's instructions: Always follow the manufacturer's recommendations and guidelines on the selection, installation, and maintenance of fall arrest systems.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Proper storage: Store all equipment in a clean, dry, and well-ventilated area that is free from direct sunlight, extreme temperatures, and exposure to chemicals.</li> <li>- Weight capacity considerations: Ensure that the fall arrest system has the appropriate weight capacity to support the worker with their tools and equipment.</li> <li>- Regular maintenance: Schedule periodic maintenance checks on all fall arrest equipment and keep records of inspection results as required by legislation and industry best practices.</li> <li>- Clear communication: Encourage open communication among workers to share knowledge on proper equipment selection and hazard identification.</li> <li>- Personal Protective Equipment (PPE): Require workers to wear suitable PPE, such as helmets and eye protection, when utilising fall arrest systems.</li> <li>- Tool tethering: Implement tool tethering protocols to prevent tools from falling and causing potential injuries when working at heights.</li> <li>- Emergency response plan: Develop and implement a clear emergency response plan for addressing incidents involving fall arrest equipment.</li> <li>- Continuous improvement: Encourage workers to suggest improvements for safer work processes and procedures, promoting a robust safety culture within the workplace.</li> </ul>		
3. Fall arrest anchorage installation	Faulty connections, corrosion	4A	<ul style="list-style-type: none"> <li>- Inspection and Maintenance: Regularly inspect fall arrest anchorage systems for signs of wear and tear, including faulty connections and corrosion. Schedule routine maintenance to keep equipment in optimal working condition.</li> <li>- Proper Anchorage Selection: Select appropriate anchorage points based on the type of work being performed and the specific requirements of the fall arrest system. Ensure that anchorages are designed and rated for use with the chosen fall arrest equipment.</li> <li>- Quality Control: Use only high-quality, certified fall arrest anchorage systems from reputable suppliers to reduce the risk of faulty connections and corrosion-related incidents.</li> <li>- Cleanliness: Keep all components of the fall arrest system free from dirt and debris, which can contribute to corrosion and impaired functionality. Proper cleaning procedures should be followed according to the manufacturer's guidelines.</li> <li>- Training: Provide thorough training for workers on the correct installation and inspection procedures for fall arrest anchorage systems. Workers should be able to identify potential hazards, such as faulty connections and corrosion, and report them immediately.</li> <li>- Redundancy: Implement a redundant fall arrest system to ensure that if one anchorage point fails, the worker is still protected by another secure anchorage point. This allows for an additional safeguard against faulty connections or corroded anchorages.</li> </ul>	3H	

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			<ul style="list-style-type: none"> <li>- Use of Corrosion-Resistant Materials: Utilise fall arrest anchorage systems made of materials that are resistant to corrosion, such as stainless steel or galvanized steel, to minimise the likelihood of corrosion-related issues.</li> <li>- Environmental Considerations: Assess the specific environmental conditions of the worksite (e.g., exposure to moisture, chemicals, or salt) and select appropriate fall arrest anchorage systems that can withstand these conditions without compromising safety.</li> <li>- Safe Work Procedures: Establish and enforce safe work procedures that prioritise proper installation and inspection of fall arrest anchorage systems. These should include step-by-step instructions for workers to follow, ensuring consistency and safety throughout the team.</li> <li>- Incident Reporting and Investigation: Encourage workers to report any concerns or incidents involving faulty connections or corrosion in fall arrest anchorage systems. Promptly investigate these reports and take corrective action as needed to prevent future occurrences. Regularly review and update safety procedures based on lessons learned from these investigations.</li> </ul>		
4. Harness inspection	Damaged, worn equipment	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough pre-use inspection of the harness, checking for any visible signs of damage, wear, or defects before each use.</li> <li>- Ensure regular maintenance and inspection of all fall arrest equipment by a competent person, including harnesses, in accordance with the manufacturer's recommendations and applicable regulations.</li> <li>- Train workers on proper harness inspection procedures to promote their ability to identify damaged or worn equipment swiftly and accurately.</li> <li>- Remove from service and replace any damaged or worn harnesses, while also keeping a log of any discarded equipment.</li> <li>- Utilise a consistent tagging system to mark the date of the last inspection, making it clear when harnesses are due for their next check.</li> <li>- Store the harnesses and fall arrest equipment in a clean and dry area away from direct sunlight and extreme temperatures to prevent premature wear and tear.</li> <li>- Avoid using harnesses with signs of chemical or UV damage, as these factors can compromise their material integrity and strength.</li> <li>- Periodically review and update company guidelines and protocols for harness inspection based on industry standards and best practices.</li> <li>- Ensure all workers receive proper instructions on how to correctly don and adjust their harnesses, as incorrect usage can cause excessive wear and decreased effectiveness.</li> <li>- Encourage workers to promptly report any issues they discover with their harness so that necessary remedial actions can be taken immediately.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Provide workers with guidance on avoiding contact between harnesses and sharp edges or abrasive surfaces that could cause damage to the equipment during use.</li> <li>- Implement quality assurance procedures, including regular audits of inspection and maintenance logs, to ensure that control measures are being followed consistently.</li> <li>- Consider supplying harnesses in a variety of sizes and styles to accommodate worker preferences, potentially reducing improper usage and associated wear.</li> <li>- Communicate the importance of proper harness care and maintenance as an integral part of employee safety responsibilities to help foster a safe workplace culture focused on proactive prevention efforts.</li> </ul>		
5. Harness fitting	Incorrectly fitted, tangled	3H	<ul style="list-style-type: none"> <li>- Provide comprehensive training to workers on the correct procedures for fitting and adjusting the harness, ensuring they are familiar with their equipment before use.</li> <li>- Establish a clear routine for inspecting and checking the harness during every use, including visual checks for tangles, wear and tear, and appropriate fit.</li> <li>- Implement step-by-step instructions for putting on the full body harness, which should be easily accessible for reference in the workplace.</li> <li>- Ensure that all harnesses, lanyards, and connectors are compatible with one another, meeting fall arrest system requirements and compatibilities specified by the manufacturer.</li> <li>- Encourage open communication among team members where anyone can voice their concerns or call attention to potentially dangerous situations such as incorrect fitting of the harness.</li> <li>- Designate a trained supervisor or safety officer to regularly monitor and evaluate the correct use and fitting of the harness, providing guidance and feedback to workers.</li> <li>- Set up adequate lighting and visibility at the work site, so workers can easily detect any potential hazards with their harness or other equipment.</li> <li>- Gradually introduce practical exercises during training sessions where workers are required to demonstrate proper fitting, adjustment, and removal of the harness under various conditions.</li> <li>- Create an environment that fosters constructive peer reviews among workers, helping each other identify and address issues related to their harness and overall safety.</li> <li>- Encourage the practice of maintaining clean and well-organised workspaces, which will allow for easy identification and handling of the harness without entanglement or misplacement.</li> <li>- Provide periodic refresher courses to workers, emphasising crucial safety aspects, including correct fitting and handling of the fall arrest system harness.</li> </ul>	2M	



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			<ul style="list-style-type: none"> <li>- Incorporate documented standard operating procedures outlining the necessary steps for assessing and maintaining the harness, thus minimising the risk associated with improper fitting and use.</li> </ul>		
6. Attachment to anchor point	Incorrect hook-up, weak anchorage points	4A	<ul style="list-style-type: none"> <li>- Conduct thorough equipment inspection: Prior to commencing work, ensure that all fall arrest system components are in good working order and free from defects or damage.</li> <li>- Implement comprehensive training programs: Ensure that all workers involved in the task have completed relevant training courses covering the correct use of fall arrest systems and attachment techniques.</li> <li>- Establish clear pre-task communication: Clearly communicate the proper hook-up procedure, as well as any warnings or hazards associated with the anchor point, so that all workers can understand their roles and responsibilities.</li> <li>- Select appropriate anchor points: Utilise only certified and secure anchor points when attaching fall arrest systems, ensuring that the force capacity is sufficient for the number of users.</li> <li>- Follow manufacturer recommendations: Adhere to the manufacturer's guidelines on how to properly connect fall arrest devices and harnesses, including the recommended connectors, energy absorbers, and lanyards.</li> <li>- Perform visual inspections: Regularly check anchor points for signs of corrosion, stress, or any other factors that could compromise their integrity throughout the duration of the job.</li> <li>- Monitor load-bearing limits: Abide by specified load limits for anchorage points, taking into account the combined weights of personnel, tools, and equipment that will be secured to them.</li> <li>- Use compatible equipment: Eliminate potential incompatibility issues by using components and connectors that are designed specifically for use with one another.</li> <li>- Install temporary anchors correctly: If using temporary anchor points, ensure they are properly installed according to the manufacturer's specifications and verify their stability before proceeding.</li> <li>- Develop a rescue plan: In case of an emergency, prepare an effective rescue plan that outlines procedures for safely bringing a worker down after a fall has been arrested.</li> <li>- Periodically review and update SWMS: Regularly review and modify Safe Work Method Statements (SWMS) as needed to reflect changes in tasks, equipment, or workplace environments, ensuring optimal safety at all times.</li> </ul>	3H	
7. Work at height commencement	Poor communication, worker distraction	2M	<ul style="list-style-type: none"> <li>- Implement and maintain a clear and effective communication system among all workers, including using two-way radios if necessary to ensure coordination at all times.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Provide pre-start safety meetings every day before beginning work at height, making sure to discuss the specific tasks, hazards, and control measures relevant to that day's activities.</li> <li>- Conduct thorough training and competency assessments for all workers involved in working at heights, ensuring they understand the risks and the appropriate use of personal protective equipment (PPE) and fall arrest systems.</li> <li>- Utilise a buddy system or designate a safety monitor responsible for observing an individual or team performing work at height, ensuring they follow proper safety procedures and manage any distractions.</li> <li>- Establish and enforce designated exclusion zones around the work area where work is being performed at height, preventing unauthorised entry from those who may cause distractions.</li> <li>- Provide properly maintained and certified PPE and fall arrest equipment relevant to the task, ensuring it is inspected regularly and used as recommended by the manufacturer.</li> <li>- Develop detailed task-specific Safe Work Method Statements (SWMS) which outline the process, hazards, controls, and emergency response procedures related to working at heights.</li> <li>- Schedule regular breaks to reduce worker fatigue and help maintain heightened focus and awareness while working at height.</li> <li>- Encourage workers to address and report any concerns related to working at heights, including potential hazards or distractions, which can be reviewed by management and used to refine safety measures.</li> <li>- Display warning signs and safety notices emphasising the dangers of poor communication and distractions when working at height, serving as a visual reminder to all workers on-site.</li> <li>- Conduct ongoing risk assessments throughout the work period and adjust control measures accordingly to accommodate changing conditions or new hazards that may emerge.</li> <li>- Promote an open and supportive safety culture within the workplace, where all workers feel empowered to discuss any hazard concerns or ideas for improving safety procedures without fear of retribution.</li> </ul>		
8. Monitoring and adjusting fall arrest systems	System malfunction, interference	3H	<ul style="list-style-type: none"> <li>- Regular inspection and maintenance: Ensure that fall arrest systems are regularly inspected by a competent person for any signs of wear and tear, damage, or malfunction. Establish a routine maintenance schedule to ensure the system's reliability and safety.</li> <li>- User training: Provide appropriate training to all workers who will be using the fall arrest systems. This includes how to properly adjust and operate the system, as well as how to identify potential hazards and signal for assistance if needed.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Detailed work plan and communication: Develop a detailed work plan outlining each aspect of the task and communicate this with all workers involved. Establish clear communication protocols to ensure that any changes or problems can be addressed quickly and efficiently.</li> <li>- Protective measures against interference: Install barriers or other protection measures to prevent unauthorised personnel from interfering with the fall arrest systems. Clearly define access points and maintain proper supervision at all times.</li> <li>- Daily pre-use checks: Require workers to perform daily checks on their fall arrest equipment before use, ensuring all components are functioning correctly and securely connected.</li> <li>- Active monitoring: Supervisors should engage in active monitoring of workers using fall arrest systems, watching for any signs of improper adjustment or other issues that could compromise the system's effectiveness.</li> <li>- Load capacity check: Always adhere to manufacturer guidelines and weight limits for fall arrest systems. Monitor and control the number of users at any given time to ensure the system is not overloaded.</li> <li>- Emergency response procedures: Develop and implement emergency response procedures in case of any malfunctions, failures, or accidents involving a fall arrest system. Make sure everyone using the system is familiar with these procedures.</li> <li>- Documentation and record-keeping: Keep accurate records of all inspections, maintenance, and repairs performed on the fall arrest systems. Maintain worker training logs to ensure everyone has received the required training.</li> <li>- Weather considerations: Be aware of the impact of weather conditions on the fall arrest system. Wind, rain, extreme temperatures, or other environmental factors may impact the system's effectiveness, and it may be necessary to modify the work plan accordingly.</li> <li>- Frequent updates and improvements: Stay up-to-date with the latest fall arrest technologies, standards, and industry best practices. Incorporate any new findings or improvements into the workplace safety protocols to continuously enhance the safety and efficiency of the fall arrest systems.</li> </ul>		
9. Rescue/evacuation readiness	Lack of procedures, inadequate training	4A	<ul style="list-style-type: none"> <li>- Develop and implement a site-specific rescue and evacuation plan that outlines the procedures to be followed in case of a fall or emergency situation, addressing potential risks and hazards.</li> <li>- Ensure all workers involved in the use of fall arrest systems receive comprehensive training on rescue and evacuation procedures, including practical exercises simulating real-life scenarios.</li> <li>- Provide regular refresher training sessions for workers to reinforce their knowledge about rescue and evacuation procedures, and ensure they are up-to-date with any changes or updates to the methods being used.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Designate trained rescue team members onsite who are responsible for responding to emergencies and have a clear understanding of their roles and responsibilities during a rescue operation.</li> <li>- Maintain properly stocked and easily accessible rescue kits that contain essential equipment such as ropes, harnesses, descenders, and stretchers. Regularly inspect and maintain this equipment to ensure it is in good working condition.</li> <li>- Clearly communicate the location of rescue and evacuation equipment to all workers, ensuring everyone knows where to find it in case of an emergency.</li> <li>- Establish and maintain effective communication channels between workers and designated safety supervisors or first aid personnel, allowing for rapid response in the event of a fall arrest or other safety incidents.</li> <li>- Close monitoring of weather conditions and other external factors than can increase the risk associated with a fall arrest system, and adjust or postpone work activities when appropriate to minimise risks.</li> <li>- Conduct regular safety audits and inspections of the work area to identify any potential obstacles or hazards that may impede rescue efforts, and take action to address these concerns before they become critical issues.</li> <li>- Develop a thorough debriefing process following any emergency situation or drill involving the use of fall arrest systems, to review what went well, identify areas for improvement, and update training and procedures accordingly.</li> </ul>		
10. Regular system inspection	Miscommunication, overlooking issues	2M	<ul style="list-style-type: none"> <li>- Conduct daily toolbox talks: Hold regular discussions about the current work progress, potential hazards, and safety measures in place, ensuring open communication among all team members to minimise the risk of miscommunication.</li> <li>- Identify competent inspectors: Ensure that only qualified personnel with relevant expertise and experience are responsible for conducting inspections of fall arrest systems.</li> <li>- Develop a clear checklist: Create a detailed and easy-to-follow checklist for inspections that outlines all important components and risk areas that need to be assessed.</li> <li>- Encourage two-way reporting: Allow workers to report any issues or concerns they have with the fall arrest system, creating an atmosphere where everyone is actively engaged in identifying hazards and problems.</li> <li>- Establish a fixed inspection schedule: Regularly inspect the fall arrest systems according to a predetermined schedule to ensure consistent oversight and hazard detection.</li> <li>- Provide hands-on training: Offer comprehensive training sessions for all staff members on proper use, maintenance, and inspection procedures of fall arrest systems to minimise overlooking potential issues.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Ensure clear record-keeping: Maintain accurate and up-to-date records of all inspections, including any identified hazards, their resolution, and corresponding preventative measures implemented.</li> <li>- Employ visible tagging: Clearly tag fall arrest equipment and systems according to their inspection status (e.g., "inspected," "requires repair," "do not use"), minimising confusion or miscommunication regarding its condition.</li> <li>- Facilitate cross-functional collaboration: Encourage collaboration between different departments and teams within the organisation who use the same fall arrest systems to share knowledge and best practices regarding the identification, prevention, and management of risks.</li> <li>- Undertake periodic reviews: Perform an ongoing review process to evaluate the effectiveness of the implemented control measures, adapting them as needed based on findings from inspections and the evolution of operational conditions.</li> </ul>		
11. Dismantling the system	Dropping objects, entanglement	3H	<ul style="list-style-type: none"> <li>- Conduct a thorough inspection of the work area to identify any potential hazards or obstructions before the dismantling process begins.</li> <li>- Ensure all workers involved in the dismantling process have received appropriate training and are competent in performing the task.</li> <li>- Utilise appropriate personal protective equipment (PPE) such as gloves, hard hats, eye protection, and steel-toed boots to protect workers from falling objects and entanglement hazards.</li> <li>- Establish an exclusion zone around the dismantling area to prevent unauthorised persons from accessing the site and being exposed to potential hazards.</li> <li>- Use tag lines or ropes to control the movement of suspended components during the dismantling process, reducing the risk of dropped objects and entanglement.</li> <li>- Implement a system for registering tools and equipment used during the dismantling process, ensuring they are accounted for and stored safely when not in use to minimise falling object risks.</li> <li>- Apply adequate tension to wire ropes and other fall arrest components during dismantling to prevent them from becoming slack and causing entanglement hazards.</li> <li>- Keep the work area clean and organised, removing any debris or waste materials that could interfere with proper dismantling procedures.</li> <li>- Use proper lifting equipment and techniques when transferring heavy components during the dismantling process to mitigate the risk of dropping or destabilising objects.</li> <li>- Clearly communicate tasks and safety instructions among team members to ensure an efficient dismantling process and maintain awareness of potential hazards.</li> <li>- Schedule regular breaks for workers involved in the dismantling process to prevent fatigue-related accidents and maintain alertness in identifying dangers.</li> </ul>	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> <li>- Record details of the dismantling process, including hazards identified, control measures implemented, and any incidents or near misses that occur. This documentation can inform future planning and improve safety measures for similar work tasks.</li> <li>- Conduct a toolbox talk prior to the commencement of the dismantling process to remind workers about the hazards and control measures related to the task. This session can also be used as an opportunity to address any concerns or questions the team may have.</li> </ul>		
12. Storage and maintenance	Improper storage, neglecting maintenance	2M	<ul style="list-style-type: none"> <li>- Ensure that all Fall Arrest Systems equipment is stored in a clean, dry and well-ventilated area when not in use to prevent any damage or deterioration.</li> <li>- Conduct regular inspections of all Fall Arrest Systems components to identify wear and tear, corrosion, or other potential hazards to ensure their proper functioning and safety.</li> <li>- Follow the manufacturer's recommendations for maintenance intervals and procedures in order to keep the equipment in optimal working condition.</li> <li>- Clearly label storage containers/lockers with the appropriate equipment designations and signage to avoid confusion and unauthorised access.</li> <li>- Utilise a system to track inspection and maintenance records for all Fall Arrest Systems equipment to ensure compliance with relevant regulations and standards.</li> <li>- Implement training programs to ensure all workers are aware of the correct storage, handling and maintenance procedures for Fall Arrest Systems equipment.</li> <li>- Immediately remove any malfunctioning or damaged Fall Arrest System equipment from service and report it to relevant personnel for repair or replacement.</li> <li>- Regularly review and update Standard Operating Procedures (SOPs) related to Fall Arrest Systems to reflect changes in industry standards, technologies, and regulations.</li> <li>- Provide personal protective equipment (PPE) - such as gloves, safety goggles, and face masks - to reduce exposure to hazardous materials during maintenance tasks.</li> <li>- Designate specific personnel who are responsible for overseeing equipment storage and maintenance, and provide them with ongoing support and training in order to maintain their competency.</li> <li>- Establish clear lines of communication between management, workers, and maintenance staff to encourage prompt reporting of problems and timely resolution of issues.</li> <li>- Monitor and evaluate the effectiveness of implemented control measures to ensure they are successfully reducing the risks associated with storage and maintenance hazards.</li> <li>- Foster a safe workplace culture by encouraging open discussions about potential hazards, promoting the importance of regular maintenance and proper storage</li> </ul>	1L	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			practices, and recognizing employees for consistently adhering to these safety measures.		

## EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

## LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

<p><b>Queensland &amp; Australian Capital Territory</b>                      Work Health and Safety Act 2011                      Work Health and Safety Regulations 2011                      Legislation QLD: <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws">https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</a>                      Codes of Practice QLD: <a href="https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</a>                      Legislation ACT: <a href="https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations">https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations</a>                      Codes of Practice ACT: <a href="https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice">https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</a></p>	<p><b>Victoria</b>                      Occupational Health and Safety Act 2004                      Occupational Health and Safety Regulations 2017                      Legislation VIC: <a href="https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations">https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations</a>                      Codes of Practice VIC: <a href="https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice">https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</a></p>
<p><b>New South Wales</b>                      Work Health and Safety Act 2011                      Work Health and Safety Regulations 2017                      Legislation NSW: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislation">https://www.safework.nsw.gov.au/legal-obligations/legislation</a>                      Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice">https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</a></p>	<p><b>Western Australia</b>                      Work Health and Safety Act 2020                      Work Health and Safety Regulations 2022                      Legislation Western Australia: <a href="https://www.commerce.wa.gov.au/worksafe/legislation">https://www.commerce.wa.gov.au/worksafe/legislation</a>                      Codes of Practice WA: <a href="https://www.commerce.wa.gov.au/worksafe/codes-practice">https://www.commerce.wa.gov.au/worksafe/codes-practice</a></p>
<p><b>Northern Territory</b>                      Work Health and Safety (National Uniform Legislation) Act 2011                      Work Health and Safety (National Uniform Legislation) Regulations 2011                      Legislation NT: <a href="https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws">https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws</a>                      Codes of Practice NT: <a href="https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice">https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</a></p>	<p><b>Safe Work Australia Links</b>                      Law and Regulation (All States): <a href="https://www.safeworkaustralia.gov.au/law-and-regulation">https://www.safeworkaustralia.gov.au/law-and-regulation</a>                      Model Codes of Practice: <a href="https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice">https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</a></p>
<p><b>South Australia</b>                      Work Health and Safety Act 2012 (SA)                      Work Health and Safety Regulations 2012 (SA)                      Legislation for SA: <a href="https://www.safework.sa.gov.au/resources/legislation">https://www.safework.sa.gov.au/resources/legislation</a>                      Codes of Practice for SA: <a href="https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs">https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</a></p>	<p><b>Model Codes of Practice</b></p> <ul style="list-style-type: none"> <li>- Managing noise and preventing hearing loss at work</li> <li>- Confined spaces</li> <li>- Labelling of workplace hazardous chemicals</li> <li>- Managing risks of hazardous chemicals in the workplace</li> <li>- Welding processes</li> <li>- First aid in the workplace</li> <li>- Managing the risk of falls at workplaces</li> <li>- Hazardous manual tasks</li> <li>- Managing the risk of falls in housing construction</li> <li>- Managing electrical risks in the workplace</li> <li>- Demolition work</li> <li>- Excavation work</li> <li>- Work health and safety consultation, cooperation and coordination</li> <li>- Managing the work environment and facilities</li> <li>- How to manage work health and safety risks</li> <li>- Managing risks of plant in the workplace</li> <li>- Construction work</li> </ul>
<p><b>Tasmania</b>                      Work Health and Safety Act 2012                      Work Health and Safety (Transitional and Consequential Provisions) Act 2012                      Work Health and Safety Regulations 2012                      Work Health and Safety (Transitional) Regulations 2012                      Legislation for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a>                      Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a></p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> <li>- Permits from local council</li> <li>- Authorisation to commence work</li> <li>- Any required documents.</li> </ul>	



## SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

## SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

**The SWMS must be reviewed regularly** to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

**The SWMS must be monitored regularly** for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
NAME							
INITIALS							
DATE							

## SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	<input type="checkbox"/>	<input type="checkbox"/>	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Check control measures added to the SWMS are the most effective selections.	<input type="checkbox"/>	<input type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>	
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>	
<b>REVIEWED BY</b>		<b>DATE REVIEWED</b>	
<b>SIGNATURE</b>		<b>DATE COMPLETED</b>	