

## Platform Ladder | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Platform Ladder

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:
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**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**

	NAME	SIGNATURE	DATE
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.			
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	SCORE	ACTION	
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).

**Note:** 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.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
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,
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.

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	Slips, trips and improper ladder placement	2M	<ul style="list-style-type: none"> <li>- Conduct a pre-work risk assessment to identify potential hazards in the area, such as uneven surfaces or obstacles that could cause trips and slips.</li> <li>- Ensure workers have undergone proper training on ladder safety, correct placement, and techniques for maintaining balance while working at height.</li> <li>- Regularly inspect the platform ladder for any damage or wear that may compromise its stability and replace or repair as needed.</li> <li>- Choose the appropriate size and type of platform ladder for the task being performed, considering factors such as height, stability, and weight capacity.</li> <li>- Place the platform ladder on a flat, stable surface free from clutter or debris that could cause it to wobble or move during use.</li> <li>- Utilise non-slip footwear or safety shoes with good grip to prevent slipping on ladder rungs or platforms.</li> <li>- Install temporary cordoning or barriers around the work area to reduce the risk of trip hazards caused by other workers or equipment.</li> <li>- Consider using a spotter to monitor and assist with stabilising the ladder while it is in use, especially if the worker is carrying heavy or awkward objects.</li> <li>- Ensure the platform ladder is secured properly and locked in place according to manufacturers' specifications before commencing work.</li> <li>- Encourage the use of tool belts and other equipment designed to keep tools and materials secure while working on the ladder, reducing the need to hold items while climbing or working at height.</li> <li>- Implement regular breaks and rotation of tasks among workers to minimise fatigue and maintain concentration, further reducing the risk of slips and trips related to human error.</li> </ul>	1L	
2. Inspection	Incomplete inspection, sharp edges or other defects	2M	<ul style="list-style-type: none"> <li>- Conduct a pre-use inspection of the platform ladder, ensuring all components are present and in good working order.</li> <li>- Check for any visible signs of wear, damage, or corrosion on the ladder and its components, including steps, locking mechanisms, and side rails.</li> <li>- Ensure that the ladder has been properly assembled and locked into position, with all fasteners securely tightened.</li> <li>- Inspect for sharp edges or other defects on all surfaces of the ladder, including steps, side rails, and platform. If found, report the defect and immediately take the ladder out of service until it has been repaired or replaced.</li> <li>- Examine the non-slip feet of the platform ladder, ensuring they are in good condition and free from debris that may compromise their effectiveness.</li> <li>- Verify that there are no loose or missing screws, nuts, bolts, or other connecting hardware that could compromise the structural integrity of the ladder.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Confirm that the ladder is positioned on a stable, level surface, and that all legs are making full contact with the ground to ensure proper weight distribution and stability.</li> <li>- Make sure the platform ladder has not exceeded its maximum load capacity or height restrictions, as specified by the manufacturer.</li> <li>- Double-check that all safety devices, such as guardrails and toeboards, are properly installed and in working order.</li> <li>- Ensure that workers who will be using the platform ladder have received appropriate training on safe ladder use and understand their responsibilities in relation to workplace health and safety.</li> <li>- Implement a regular maintenance programme for the platform ladder to keep it in optimal working condition and to prolong its lifespan.</li> <li>- Create a system for documenting inspections, findings, and any preventative and corrective actions taken relating to ladder safety.</li> <li>- Provide personal protective equipment (PPE) such as gloves and safety footwear to workers, if necessary, to reduce the risk of injury when handling the ladder and performing tasks at height.</li> <li>- Create a clear line of communication for workers to report any concerns or hazards relating to the platform ladder so that they can be addressed promptly and effectively.</li> </ul>		
3. Assembly	Pinch points, musculoskeletal injuries from lifting	2M	<ul style="list-style-type: none"> <li>- Provide adequate training: Ensure that all workers involved in the assembly process have received proper training to do so safely, including lifting techniques and potential hazards.</li> <li>- Use appropriate personal protective equipment (PPE): Workers should wear fitting gloves and appropriate attire to minimise the risk of injuries due to pinch points and musculoskeletal strains.</li> <li>- Two-person lifting: If the platform ladder components are particularly heavy or awkward to manage, consider having two people working together during assembly to lessen the strain on a single worker.</li> <li>- Implement correct lifting techniques: Encourage workers to lift with their legs while keeping their back straight and avoid twisting their bodies while lifting to minimise the potential for injury.</li> <li>- Leverage mechanical aids: Where possible, utilise equipment such as a dolly or a crane to move and assemble parts of the platform ladder, reducing manual handling risks.</li> <li>- Inspect ladder components before assembly: Check for any defects, wear, or warping of the ladder parts and immediately report any issues that may compromise the integrity of the assembled ladder.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Establish a safe workspace: Ensure the assembly area is clean, clutter-free, and well-lit, providing ample space for workers to safely maneuver during the assembly process.</li> <li>- Secure ladder components: When assembling the ladder, double-check that all fasteners and connections are securely tightened and properly aligned, minimising pinch points and potential injuries.</li> <li>- Take regular breaks: Encourage workers to take short, frequent breaks to rest their bodies and prevent muscle fatigue, which could potentially lead to musculoskeletal injuries.</li> <li>- Monitor the work environment: Continuously assess the conditions of the workspace for any new hazards or changes in existing hazards and communicate updates to all workers as needed to ensure their ongoing safety throughout the assembly process.</li> </ul>		
4. Positioning	Falling objects, unstable ground for ladder	3H	<ul style="list-style-type: none"> <li>- Prior to positioning the platform ladder, conduct a thorough inspection of the worksite to identify any potential hazards, such as unstable ground or obstructions in the immediate vicinity.</li> <li>- Ensure that platform ladders are regularly inspected and maintained as per the manufacturer's recommendations to reduce the risk of equipment failure or malfunction during use.</li> <li>- Train all workers involved in the task on the correct method of setting up and positioning the platform ladder, emphasising the importance of maintaining a safe distance from overhead obstacles, power lines, and other potential risks.</li> <li>- Use ladder stabilizers or levelers to provide a secure foundation for the platform ladder on uneven or unstable ground surfaces, ensuring that all legs are in full contact with the ground.</li> <li>- Establish a designated drop zone around the work area and communicate this to all employees. This will confine the potential fall area for any tools or materials used during the workstep and minimise the risk of injury from falling objects.</li> <li>- Set up safety barriers or warning signs around the work area to alert pedestrians and other site personnel to the potential hazards associated with the positioning and use of the platform ladder.</li> <li>- Regularly monitor weather conditions throughout the day, as heavy rainfall, strong winds, or extreme temperatures can compromise the stability of the ladder and increase the risk of falling objects.</li> <li>- Implement a strict no-throw policy for tools, equipment, or materials being transported up and down the ladder. Instead, utilise tool belts, hoists, or bags to safely transport items and reduce the likelihood of falling objects.</li> <li>- Avoid overreaching while working on the platform ladder by repositioning it to maintain a stable, centered posture at all times. This will help to minimise the risk of losing balance or inadvertently knocking items off the platform.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Consider implementing the buddy system, where one worker remains on the ground near the ladder base and is responsible for monitoring and maintaining its stability while their colleague works at height.</li> <li>- Schedule periodic safety audits for ongoing tasks involving the positioning and use of platform ladders to ensure that all control measures are being effectively implemented. Identify any areas of non-compliance and provide guidance or additional training as necessary to rectify issues and maintain a safe working environment.</li> </ul>		
5. Climbing	Falls from height, overreaching, and shifted body weight	3H	<ul style="list-style-type: none"> <li>- Implement a 3 points of contact climbing technique (two hands and one foot or one hand and two feet) for climbing up and down the ladder, ensuring workers maintain stability at all times.</li> <li>- Require all workers to undergo comprehensive training on proper platform ladder use, emphasising safe climbing practices and hazard awareness. Regular refresher training should also be provided.</li> <li>- Provide personal protective equipment (PPE) such as non-slip footwear and safety harnesses to further minimise the risk of falls while climbing the ladder.</li> <li>- Inspect the ladder thoroughly before use to ensure it is in good condition, stable, and free from damage or defects that could compromise safety.</li> <li>- Position the ladder on a flat, even surface and ensure it is level before climbing. If an uneven surface cannot be avoided, utilise levelers or stabilizers to enhance stability.</li> <li>- Implement tool belts or bags to prevent tools from falling during the climb, potentially causing injury or distraction to workers below.</li> <li>- Prohibit workers from carrying heavy or bulky items up the ladder, instead use mechanical lifting equipment or systems like rope (and gin wheel) to lift tools or materials to the required heights.</li> <li>- Establish designated 'safe standing zones' to discourage overreaching, ensuring the worker's body remains within the railings of the platform ladder at all times.</li> <li>- Enforce strict adherence to load limits and weight restrictions stipulated by the platform ladder manufacturer.</li> <li>- Clearly communicate the maximum allowed weight (worker and tools combined) for using the platform ladder and ensure supervisors monitor compliance.</li> <li>- Encourage regular breaks to prevent fatigue, which can contribute to unsafe climbing practices and increased overall risk.</li> <li>- Plan the work tasks to minimise the need for repeated climbing up and down the ladder, reducing the time spent at height and the risk of falls.</li> <li>- Utilise barriers or caution tape to create a safety zone around the base of the ladder, reducing the potential for collisions or other incidents that could result in the worker losing their balance during the climbing process.</li> </ul>	1L	



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6. Performing Work	Dropped tools, unsecured work platform, and overhead hazards	3H	<ul style="list-style-type: none"> <li>- Ensure all platform ladders meet relevant safety standards and are regularly inspected for signs of damage or wear.</li> <li>- Implement a strict "no tools on top" policy, requiring all tools to be secured using tool lanyard systems or placed in secure tool storage areas when not in use.</li> <li>- Provide suitable barriers or signage around the work area to prevent unauthorised access and alert pedestrians to potential overhead hazards.</li> <li>- Train workers on safe ladder use, including three points of contact, appropriate weight distribution, and how to maintain stability while performing tasks.</li> <li>- Make sure the work platform is secured and locked into position before any work begins, with anti-slip footing and guardrails in place if required.</li> <li>- Establish clear communication protocols between ground crew and workers on the platform to ensure safety concerns are promptly addressed.</li> <li>- Monitor weather conditions closely, with work paused during high winds or storms to minimise risks posed by unstable ladders.</li> <li>- Regularly inspect and maintain the work environment to eliminate trip hazards, such as cords, debris, or uneven surfaces, that could compromise ladder safety.</li> <li>- Evaluate appropriate personal protective equipment (PPE) for each worker, such as hard hats to protect against falling objects, gloves for grip, and harnesses for fall protection if deemed necessary.</li> <li>- Encourage regular breaks and rotation of tasks to reduce fatigue-related incidents and improve individual focus.</li> <li>- Develop an emergency response plan outlining procedures in case of a fall or injury, ensuring all workers are aware of their responsibilities and first-aid resources are readily available on-site.</li> <li>- Foster a culture of safety within the workplace, promoting open discussions about risk management, incident reporting, and continuous improvement of safety protocols.</li> </ul>	2M	
7. Communication	Miscommunication leading to accidents, errors	2M	<ul style="list-style-type: none"> <li>- Implement a clear and concise communication protocol for all team members to follow when using the platform ladder, including standardised terms for actions and movements.</li> <li>- Conduct thorough briefings on the work plan prior to commencing the task, ensuring everyone is familiar with their roles, responsibilities, and potential risks associated with the job.</li> <li>- Clearly convey any changes to the original plan or new information about hazards related to platform ladder usage during regular team updates.</li> <li>- Promote active listening among team members and encourage frequent check-ins to ensure important information is fully understood and retained.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Establish designated communicators for specific stages of the work process who can monitor progress and relay essential details to the team without interruptions.</li> <li>- Equip all team members with appropriate communication devices such as two-way radios or headsets to enable timely and efficient exchanges of information.</li> <li>- Introduce visual cues like signage or hand signals to supplement verbal communication when noisy environments may hinder audible conversations.</li> <li>- Ensure that all team members are fluent in the working language of the site to avoid potential misunderstandings and miscommunications that could contribute to accidents.</li> <li>- Develop robust reporting mechanisms to facilitate prompt feedback about potential risks or errors related to the platform ladder, fostering an environment where concerns can be openly discussed without fear of reprisal.</li> <li>- Regularly review and evaluate communication practices within the team, using insights gathered from incidents or near-misses to improve processes and mitigate future risks.</li> <li>- Provide ongoing training and development opportunities for team members to enhance their communication skills, both individually and as part of a cohesive team working with platform ladders.</li> </ul>		
8. Breaks	Unauthorised access to ladder, loose materials	2M	<ul style="list-style-type: none"> <li>- Implement a restricted access zone around the ladder platform to prevent unauthorised personnel from climbing or accessing the ladder.</li> <li>- Install appropriate signage, highlighting possible hazards and work in progress, ensuring people are aware of the risks associated with entering the restricted area.</li> <li>- Regularly inspect the ladder platform for any loose materials or debris that may pose a tripping hazard and remove them immediately upon discovery.</li> <li>- Utilise appropriate storage methods for tools and equipment to prevent accidental falls or dislodgement of materials while on the ladder platform. This can include tool belts, lanyards, and other securing measures.</li> <li>- Establish communication protocols for personnel working on or near the ladder platform to ensure coordination between team members and avoid unexpected situations.</li> <li>- Train all personnel who will be utilising the ladder platform on correct usage, handling, and safety measures to ensure they are well-informed about potential risks and necessary control measures.</li> <li>- Provide appropriate rest breaks for workers using the ladder platform, to mitigate fatigue and minimise the likelihood of accidents due to exhaustion or loss of concentration.</li> <li>- Implement a buddy system for workers on the ladder platform so that one person is always accountable for their partner's safety and can provide assistance if required.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Conduct toolbox talks before commencing work on the ladder platform to discuss the planned work, identify potential hazards, and review the established control measures with all team members.</li> <li>- Continuously evaluate site conditions regarding weather, terrain, and other environmental factors that may influence the stability and safety of the ladder platform. Adjust the work plan or implement additional control measures as needed, based on these assessments.</li> </ul>		
9. Emergency Management	Inadequate response in emergencies, poor evacuation procedure	2M	<ul style="list-style-type: none"> <li>- Develop site-specific emergency response procedures, including a tailored plan to manage emergencies involving platform ladders.</li> <li>- Conduct regular emergency response training and refreshers for all personnel working with or around platform ladders, ensuring that each worker is well-versed in the appropriate response actions.</li> <li>- Clearly identify and mark emergency exit routes that are easily accessible from all work locations where platform ladders are used.</li> <li>- Ensure that first aid kits are readily available at each worksite, with contents appropriate for dealing with common accidents or injuries that may occur during platform ladder use.</li> <li>- Install alarms, strobes, or other appropriate warning systems within the workplace to provide effective communication during emergency situations.</li> <li>- Assign key personnel to act as emergency coordinators, responsible for controlling and managing on-site emergencies related to platform ladders and engaging with outside emergency response teams as needed.</li> <li>- Regularly check and maintain fire safety equipment, such as fire extinguishers, hoses, and detectors, located near areas where platform ladders are used.</li> <li>- Provide clear instructions in evacuation procedures, with emphasis on the order of operations, communication channels, and meeting points for all team members once they have exited the danger area.</li> <li>- Create mock emergency scenarios relevant to real-world platform ladder hazards and conduct periodic drills to test the effectiveness of the existing emergency management systems in place.</li> <li>- Schedule safety audits and inspections of work areas to ensure compliance with established procedures and correct any observed deficiencies in emergency preparedness.</li> <li>- Implement a buddy system while working with platform ladders, so team members can quickly support one another in the event of an emergency situation.</li> <li>- Raise awareness among workers about the importance of reporting hazardous situations, incidents, or "near miss" events that could lead to emergency situations involving platform ladders, fostering continuous improvement in workplace safety.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Establish clear lines of responsibility for ongoing maintenance of emergency response equipment, such as rechargeable battery packs for alarms and exit route lights, ensuring their consistent functionality.</li> <li>- Encourage open communication among all team members to discuss potential hazards or concerns related to platform ladder use, ensuring that emergency management plans continue to evolve and adapt effectively.</li> </ul>		
10. Housekeeping	Cluttered work area, obstructed access, fire hazards	2M	<ul style="list-style-type: none"> <li>- Regularly inspect the work area to ensure it is clean and free of debris that could cause clutter or obstruct access to the platform ladder.</li> <li>- Implement a clean-as-you-go policy, ensuring tools and materials are promptly returned to their designated storage areas when not in use.</li> <li>- Provide adequate storage facilities on-site for all necessary tools, equipment, and materials, helping to maintain an organised workspace.</li> <li>- Clearly mark designated walkways and access routes to minimise the risk of slips, trips, and falls caused by obstructed pathways.</li> <li>- Schedule regular housekeeping activities, including sweeping, waste removal, and general tidying of the work area, to ensure it remains orderly and safe throughout the project duration.</li> <li>- Conduct safety meetings with workers to emphasise the importance of maintaining a clean and organised worksite, as well as their individual responsibilities in providing a safe work environment.</li> <li>- Display safety signage around the work area as reminders for workers to keep pathways clear and report hazards to supervisors immediately.</li> <li>- Enforce proper disposal methods of flammable materials and chemicals, ensuring they are correctly stored and disposed of away from ignition sources.</li> <li>- Establish designated smoking areas, located away from workspaces, to help prevent potential fire hazards caused by discarded cigarettes.</li> <li>- Develop emergency evacuation plans, clearly marking escape routes and exits, and holding routine drills to familiarise staff with protocols.</li> <li>- Install appropriate fire extinguishers and other firefighting equipment within the work area, offering training on their usage and maintenance.</li> <li>- Regularly monitor the condition of electrical cords, appliances, and power tools, ensuring they are safely operated and maintained to minimise the risk of fire.</li> <li>- Utilise non-flammable or flame-resistant materials whenever possible, reducing the likelihood of fires developing or spreading within the work area.</li> <li>- Encourage open communication amongst staff, promoting the reporting of hazards or potentially dangerous situations to supervisors, facilitating prompt intervention and resolution.</li> </ul>	1L	

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11. Climbing Down	Loss of balance, slippery rungs, incorrect footing	3H	<ul style="list-style-type: none"> <li>- Prior to climbing down, the worker must ensure that the area around the base of the platform ladder is clear and free from any potential obstacles or obstructions.</li> <li>- Workers must maintain three points of contact with the ladder while climbing down to ensure proper stability and manage the risk of slipping or losing balance.</li> <li>- Inspect ladder rungs carefully for cleanliness and dryness before descending. If any slippery surfaces are identified, clean and dry them thoroughly before continuing to use the ladder.</li> <li>- Workers should wear properly-fitting, non-slip footwear, with adequate grip on the outsoles, to minimise the risk of slipping off the ladder rungs.</li> <li>- Utilise personal protective equipment (PPE), such as safety harnesses, when required, to provide additional support while descending the ladder.</li> <li>- Workers should descend the ladder slowly and deliberately, paying attention to their footing at all times, rather than rushing to get off the platform quickly.</li> <li>- Ladder angles should be maintained at 75° from the ground or level surface to minimise the likelihood of loss of balance or incorrect footing.</li> <li>- Immediate supervisors should monitor staff during ladder dismantling tasks to identify any areas of poor practice or risky behaviour, which may need correction or further training.</li> <li>- Encourage regular breaks during work to reduce fatigue, which may contribute to mistakes or accidents while descending a platform ladder.</li> <li>- Provide refresher training for workers on safe ladder usage, emphasising appropriate techniques for climbing down, maintaining three points of contact, and positioning on the ladder.</li> <li>- Always double-check that the ladder is locked into place and stable before stepping onto the first rung while climbing down.</li> <li>- Adequate lighting levels should be maintained in the work area to ensure that workers can see all ladder rungs clearly while climbing down without casting shadows or glare.</li> <li>- For extended work periods, consider using elevated work platforms (EWP) or mobile scaffolding as an alternative to a platform ladder, which can better cater to worker comfort and reduce the risk of accidents.</li> <li>- Install safety signage and demarcate exclusion zones around the base of the platform ladder to alert other workers not to obstruct or interfere with the ladder while someone is climbing down.</li> </ul>	2M	
12. Disassembly and Storage	Potential pinching and heavy lifting	2M	<ul style="list-style-type: none"> <li>- Provide proper training to workers on the disassembly and storage of platform ladders, ensuring they understand the risks associated with pinching injuries and heavy lifting.</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
			<ul style="list-style-type: none"> <li>- Perform a thorough risk assessment before commencing work involving the platform ladder, to identify hazards and implement appropriate control measures.</li> <li>- Ensure that workers wear suitable personal protective equipment (PPE) such as gloves and safety shoes, to protect against pinching injuries and potential slips during heavy lifting.</li> <li>- Implement safe manual handling practices, including bending at the knees, maintaining a straight back, and securing a firm grip when lifting heavy items.</li> <li>- Establish procedures for workers to safely lower the platform ladder, avoiding pinch points or trapping their fingers.</li> <li>- Work in pairs where possible during the disassembly and storage process, ensuring improved communication and sharing of load.</li> <li>- Inspect the platform ladder before and after each use, particularly looking out for any damaged parts or mechanisms that could cause pinching injuries during dismantling.</li> <li>- Encourage workers to take short breaks and rotate tasks among team members, which can prevent fatigue-related accidents due to heavy lifting.</li> <li>- Clearly mark designated storage locations for platform ladders, ensuring they are easily accessible and not obstructing pathways or other work areas.</li> <li>- Keep the floor around the storage area free from debris and tripping hazards, preventing accidents involving heavy items during storage.</li> <li>- Use mechanical aids such as trolleys or dollies whenever possible to transport heavy components, reducing physical strain on workers.</li> <li>- Maintain a good housekeeping policy, including cleaning the ladder's steps prior to storage to prevent slippery surfaces.</li> <li>- Stay informed regarding recent technological advances, such as latch guards or lift-assist systems in modern platform ladders, to provide safer practices during disassembly and storage.</li> <li>- Regularly review and update the Safe Work Method Statement (SWMS) for platform ladder disassembly and storage, ensuring all control measures remain effective and relevant.</li> </ul>		

## 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>	