Safety Harnesses | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Safety Harnesses

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		
	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.			

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

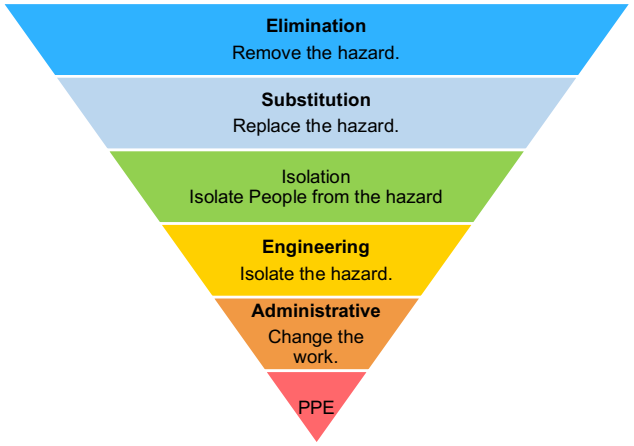
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
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.

Notes on Hierarchy of Controls: 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.

HEIRARCHY OF CONTROLS



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
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

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	Tripping, Falling from height	3H	- Implement a site-specific risk assessment to identify potential hazards and determine the appropriate type of safety harness needed for specific tasks. - Provide workers with comprehensive training on the proper usage, inspection, storage, and maintenance of safety harnesses and related components. - Establish designated walkways in work areas, keeping them free from obstructions, and enforce proper housekeeping practices to prevent tripping hazards. - Use caution tape, barricades, or signage to delineate any drop-offs, holes, or other open-sided walking/post-working surfaces that present fall hazards. - Conduct routine and thorough inspections of safety harnesses and components before each use to ensure they are in good working condition, and follow through with the immediate replacement of any damaged items. - Ensure secure anchor points are provided within safe reach of workers using harnesses and that only suitable anchorage points are used. - Execute proper buddy system protocols, assigning an observer to monitor workers utilising a safety harness during elevated tasks, dedicated to assisting them in case of emergencies or non-compliance with procedures. - Enforce the use of appropriate atmospheric testing, fall protection, edge protection, and tool tethering equipment in conjunction with safety harnesses when necessary. - Implement regular reviews and updates to the SWMS as work conditions change, ensuring ongoing relevance and compliance with Australian workplace health and safety standards. - Encourage workers to report near misses, hazards, or concerns about safety harness systems to supervisors or safety personnel promptly. - Develop emergency response plans specific to incidents involving safety harnesses, such as falls or equipment failures, and provide ongoing training and practice drills so that all workers are prepared to respond effectively.	2M	
2. Harness selection	Incorrect size, Damaged equipment	3H	- Proper Training: Ensure all workers who will be using safety harnesses receive comprehensive training on how to select the correct size and identify damaged equipment. - Pre-use Inspection: Require workers to perform a thorough inspection of the harness before use, checking for any signs of wear, damage, or defects. - Sizing Guidelines: Provide clear sizing guidelines for harness selection, including measurements for chest, waist, and thigh areas. - Manufacturer's Instructions: Encourage workers to consult the manufacturer's instructions regarding proper harness sizing, selection, and care. - Equipment Maintenance: Develop a regular maintenance schedule for harnesses with periodic inspections, cleaning, and replacement when necessary.	1L	

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			- Fit Testing: Implement mandatory fit testing for harness selection, ensuring the correct size is chosen for each worker. - Quick Reference Guide: Create a quick reference guide for harness inspection, outlining key areas to check for potential hazards. - Visual Aids: Post visual aids in storage areas, demonstrating the correct inspection and sizing techniques for harness selection. - Adequate Stock: Maintain adequate stock levels of different harness sizes to ensure workers have access to the proper size when needed. - Incident Reporting: Establish a process for reporting incidents related to incorrect sizing or damaged harnesses, allowing for continuous improvements to safety measures. - Consultation with Suppliers: Collaborate with PPE suppliers to ensure that the provided harnesses meet workplace standards and are suitable for the tasks being performed. - Emergency Procedures: Develop clear emergency procedures for situations where a worker might need support due to failure or ineffectiveness of a harness, such as calling for assistance or activating fall protection systems. - Feedback Loop: Encourage open communication among management and workers about the effectiveness and issues related to safety harnesses, promoting a culture in which safety concerns can be addressed promptly and efficiently.		
3. Inspection and maintenance	Undetected damage, Defective equipment	2M	- Conduct regular visual inspections of all safety harnesses and their components, focusing on signs of wear and tear, fraying, or any other damage that might affect the equipment's integrity. - Implement a scheduled maintenance programme for all safety harnesses at the worksite, with a logbook to record servicing and repairs carried out by qualified personnel. - Establish a system for workers to report any defects or damage they identify in their issued harnesses immediately to their supervisors for immediate removal from use and replacement. - Store safety harnesses in a designated area when not in use, ensuring they are hung up properly and not exposed to direct sunlight, chemicals, or excessive moisture, which could cause gradual deterioration. - Provide comprehensive training for workers on the correct usage, fitting, and inspection of safety harnesses, including how to identify potential hazards and report concerns. - Regularly review manufacturers' guidelines and recommendations for proper care and maintenance of safety harnesses, ensuring both managers and workers remain knowledgeable on the latest best practices.	1L	

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			- If using fall arrest systems, conduct periodic drop tests to ensure equipment is functioning correctly and can safely withstand the forces generated during a fall. - Clearly mark any safety harnesses that have been involved in a significant fall as no longer safe for use and remove them from circulation immediately. - Ensure all safety harnesses have a visible label indicating key information such as the date of manufacture, model number, and their service life, to help track overall usability and lifespan. - Keep abreast of industry updates and product recalls, communicating this information to team members and arranging for appropriate actions to be taken promptly and safely. - Perform routine audits of the personal protective equipment (PPE) management system to continually improve the inspection, maintenance, and replacement processes for safety harnesses in-line with regulatory requirements and industry best practice.		
4. Training and competency	Inadequate knowledge, Incorrect use	4A	- Provide comprehensive training for all personnel who will be using safety harnesses, covering aspects like the proper technique of wearing, adjusting, and maintaining the equipment. - Regularly update the training modules to include new regulations, industry best practices, technological advancements in harness technology, and any practical experiences gained through regular usage. - Make sure that only competent and certified individuals are allowed to use safety harnesses, and periodically verify their certifications to ensure that they remain up-to-date with evolving safety standards. - Establish a clear system for reporting any issues or concerns related to safety harness usage, such as damaged or malfunctioning equipment, and follow through with prompt corrective actions to address the issue. - Conduct pre-work safety toolbox talks – these can be brief, informal discussions covering specific safety topics related to safety harness usage at the worksite to reinforce safety best practices and ensure everyone is on the same page. - Periodically assess and evaluate each worker's understanding and application of safety harness procedures, offering additional guidance or training when needed to correct any incorrect usage observed. - Include safety harness usage as part of the site's emergency response plan, ensuring that all workers understand their responsibilities and required actions in case of an incident involving fall hazards. - Establish clear guidelines for how frequent inspections of safety harnesses should be conducted, along with detailed records of those inspections to enable tracking of equipment condition and replacement schedules.	2M	

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			- Develop thorough documentation of safety harness training, inspection, maintenance, and other relevant information, ensuring accountability and providing an accessible resource for workers and supervisors to reference as needed. - Encourage open communication among employees about safety harness usage and potential risks associated with it. Create a supportive environment in which workers feel comfortable discussing any questions or concerns they may have, thereby fostering a culture of safety awareness and prevention. - Prioritise a proactive approach to workplace health and safety by continuously applying lessons learned from incidents, near misses, or identification of potential hazards to improve safety harness training and competency requirements continually.		
5. Supervision	Lack of monitoring, Improper actions	3H	- Regular site inspections: Ensure that periodic and unannounced site inspections are conducted by a competent person to monitor the proper use of safety harnesses and adherence to safety protocols. - Designate a Safety Officer: Appoint a qualified and experienced safety officer on-site who is responsible for overseeing and supervising all activities related to the use of safety harnesses. - Conduct pre-work briefings: Organise daily pre-work briefings with workers to review safety protocols, discuss potential hazards, and address any concerns or questions related to the use of safety harnesses. - Provide comprehensive training: Ensure all workers are provided with proper training in the use, inspection, maintenance, and storage of safety harnesses, as well as in rescue procedures in case of emergency or accident. - Implement a buddy system: Encourage a buddy system where workers pair up to observe and monitor each other during work at heights, ensuring proper use of safety harnesses and adherence to safety procedures at all times. - Develop clear communication channels: Establish and maintain clear channels of communication between all workers, supervisors, and management to ensure any issues or concerns regarding the use of safety harnesses are addressed promptly and effectively. - Enforce strict disciplinary action: Implement a strict policy outlining disciplinary actions for workers not adhering to safety protocols or using safety harnesses improperly, including warning letters, suspension, or termination. - Review and update risk assessment: Regularly review and update the workplace risk assessment to account for any changes in work processes or equipment related to the use of safety harnesses, ensuring that potential hazards are identified and appropriately managed. - Encourage open reporting of incidents: Foster a positive safety culture by encouraging open reporting of any incidents or near-misses involving the use of safety harnesses, allowing for valuable lessons to be learned and preventive measures to be put in place.	2M	

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			- Maintain records and documentation: Keep comprehensive records of all safety harness inspections, worker training sessions, and reported incidents, ensuring that all documentation is complete, up-to-date, and readily accessible for future reference.		
6. Anchorage point identification	Inadequate strength, Compromised structure	3H	- Regular inspection and assessment of anchorage points by a competent person to ensure their structural integrity and adequate strength for the purpose. - Selecting the appropriate type of anchorage point, certified for personal fall arrest systems, as per the manufacturer's recommendations and relevant Australian Standards. - Ensuring that all anchorages used are professionally installed and tested according to the manufacturer's requirements and industry standards. - Providing ongoing training for workers on how to identify safe anchorage points, and emphasising the importance of selecting only approved points for attaching safety harnesses. - Conducting job hazard analysis before work commences, focusing specifically on identifying potential issues with anchorage points within the workspace. - Implementing regular maintenance procedures that check for signs of wear, corrosion, damage, or degradation on the anchor points, following recommended industry practices and manufacturer guidelines. - Establishing clear communication channels among team members to report any potential concerns regarding anchor points to site supervisors and health and safety consultants promptly. - Using temporary anchorage points when necessary, ensuring that they are designed, installed, and tested in accordance with manufacturer recommendations and Australian Standards. - Consulting with structural engineers or other qualified professionals to assess whether any alterations or repairs are required to anchor points, particularly before starting operations involving heavy loads or complex activities. - Clearly marking and labeling all approved anchorage points to assist workers in quickly identifying suitable options during work processes requiring the use of safety harnesses. - Periodically reviewing and updating the comprehensive Safety Management System to include best practices for anchorage point identification, selection, installation, maintenance, and inspection, based on lessons learned and evolving industry standards.	1L	
7. Connection to anchorage point	Defective connectors, Poor positioning	3H	- Regular inspection and maintenance: Conduct thorough visual inspections of connectors, safety harnesses, and anchorage points before each use, ensuring there are no visible signs of wear, tear, or defects that could undermine their effectiveness.	1L	

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			- Proper training: Ensure all workers using safety harnesses are adequately trained in proper connection techniques and the correct selection of anchorage points to miniimise potential hazards. - Clear communication: Clearly communicate to all team members on-site the importance of adhering to connection protocols and promptly reporting any suspected issues with connectors or positioning. - High-quality equipment: Utilise high-quality, certified safety harness equipment from reputable manufacturers to miniimise the risk of defective connectors or poor positioning. - Implement job-specific safety checks: Develop job-specific safety checks in place for assessing both the connectors and positioning to ensure they are appropriate for the specific work being carried out. - Redundancy systems: Incorporate redundancy systems, such as having multiple anchorage points connected to one another, to provide additional security in case of a single point failure. - Continuous monitoring: Designate competent personnel or supervisors responsible for continuously monitoring work involving safety harnesses to ensure best practices are consistently followed. - Safe work method statements (SWMS): Develop comprehensive SWMS for working at height projects, including detailed directions for safe connections to anchorage points, reducing the risk of misuse or miscommunication. - Pre-determined anchor points: Provide a list of approved and pre-inspected anchor points at the work site to ensure only suitable locations are used for connecting safety harnesses. - Emergency response plan: Establish an emergency response plan outlining the steps to be taken by workers and rescuers in the event of a fall, including the safe extraction and tending to the injured person(s).		
8. Climbing and working at height	Slips and falls, Struck by objects	4A	- Proper Training: Ensure that all workers who will be climbing and working at heights have received comprehensive training on the correct use of safety harnesses, ladders, scaffolding, and other essential equipment. - Pre-work Inspection: Before any work commences, perform a thorough inspection of the work area and equipment to identify any potential hazards or defective equipment. - Correct Equipment Selection: Provide workers with the appropriate safety harnesses and fall arrest systems based on the specific tasks they will be carrying out, ensuring full compatibility between harnesses and connecting devices. - Fall Protection Plan: Develop a detailed fall protection plan specifying the measures to be taken for each task, ensuring workers are confident in their abilities to operate in a safe manner.	2M	

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			- Regular Maintenance Checks: Schedule regular maintenance checks on all safety harnesses, fall arrest systems, ladders, and other related equipment to ensure their integrity and overall effectiveness. - Safe Work Procedures: Establish clear guidelines and procedures for working at heights, including maintaining three points of contact, proper positioning of harness and lanyards, and avoidance of swing hazards. - Use of Spotters and Safety Monitors: Assign trained spotters or safety monitors to watch over workers who are climbing or working at heights, ensuring they follow prescribed safety precautions and intervene as necessary. - Signs and Barriers: Erect signs and barriers around the work area to alert others about the risks of falling objects and restrict access to unauthorised personnel. - Housekeeping Measures: Maintain a clean, tidy work environment free of obstructions, debris, or slippery surfaces, which may increase the risk of slips and falls. - Weather Considerations: Monitor local weather conditions and delay work if high winds, rain, or other adverse conditions could compromise the safety of the workers or the stability of the equipment. - Emergency Response Plan: Develop and communicate a clear emergency response plan to handle incidents such as falls, injuries, or harness malfunction, ensuring workers are familiar with the appropriate actions to take in these situations.		
9. Emergency procedures	Miscommunication, Delay in response	3H	- Establish a clear communication protocol: Set guidelines for communicating any incidents or emergencies, including specific alarms or code phrases that can be easily understood by all team members. - Conduct training sessions on emergency protocols: Ensure all workers understand their roles and responsibilities during an emergency situation through regular hands-on drills and exercises. - Maintain updated emergency contact information: Keep a record of both internal and external contacts necessary during an emergency, such as local authorities, medical facilities, and relevant departments within the organisation. - Implement a buddy system: Pair up workers so that they can closely monitor each other's activities. This helps in reducing miscommunication and allows quicker responses in case of emergencies. - Install clear signage and visual aids: Place signs to guide personnel on the proper actions to take in an emergency, including evacuation routes, assembly areas, and locations of safety equipment. - Equip workers with appropriate Personal Protective Equipment (PPE): Ensure that everyone working at height has proper PPE, including safety harnesses, lanyards, and helmets to miniimise the risk of injuries during an emergency.	2M	

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			- Create an emergency equipment inspection checklist: Regularly inspect all safety-related equipment and tools to ensure they are functioning properly when needed the most. - Designate an emergency response coordinator: Assign a competent individual to oversee all aspects of emergency preparedness and response, ensuring that everything goes smoothly during a critical event. - Develop an emergency communication plan: Utilise radios, phones, or other communication devices to keep everyone interconnected during an emergency and promote a quick response. - Encourage workers to report potential hazards: Foster a culture of safety where employees feel comfortable reporting any issues or unsafe conditions they encounter, potentially preventing emergencies from occurring. - Conduct post-emergency debriefings: After an emergency situation has occurred, organise a thorough review of the events and any necessary improvements to avoid similar situations in the future. This will help in refining emergency response strategies and reinforce learning among the team.		
10. Working around electrical hazards	Electrocution, Electric burns	4A	- Identify and locate all potential electrical hazards in the work area, including overhead power lines and underground cables, by consulting site drawings, utility companies, or using cable locators. - Conduct a thorough risk assessment involving qualified electricians to determine the correct procedures, equipment, and personal protective equipment (PPE) required for each task near electrical sources. - Establish and enforce appropriate exclusion zones around work areas that are deemed "electrical danger zones." These zones should be clearly marked with relevant warning signs and barriers to prevent unauthorised access. - Ensure all workers who may be exposed to electrical hazards have received appropriate training, including how to recognise, avoid, and report electrical hazards and understanding the safe use of safety harnesses while working at height. - Inspect and monitor the effective use of safety harnesses, lanyards, and other fall protection systems by all workers on the worksite. This includes checking for signs of damage or wear, ensuring proper fitting, and implementing a regular inspection and maintenance schedule. - Utilise lockout/tagout procedures for electrical equipment to ensure it remains de-energised while work is being carried out within the designated hazard zones. - Equip workers with proper PPE such as insulated rubber gloves, boots, and flame-resistant clothing when working near electrical hazards to miniimise the risk of burns and electrocution. - Use non-conductive tools and equipment designed for electrical work, and ensure they are regularly checked for any signs of wear or damage that may compromise their insulating properties.	1L	

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			- Plan work tasks so that scaffolding, cherry pickers, and other aerial equipment maintain a safe distance from electrical sources, keeping in mind the risk of tool straps and lanyards inadvertently making contact with power lines. - Implement an emergency response plan tailored for electrical incidents, ensuring all workers are aware of its contents, know the location of first aid supplies and phone numbers for emergency services, and practice drills periodically to be prepared in case of an accident. - Consider isolating power to the work area and any nearby electrical sources or implementing rerouting of power lines around the work area to mitigate potential electrical hazards. - Foster a culture of open communication on the worksite so that workers are comfortable discussing their concerns about electrical hazards and can report potential risks to both supervisors and colleagues. This encourages attention to detail and cooperation in maintaining a safe working environment.		
11. Dealing with adverse weather conditions	Slips and falls, Reduced visibility	3H	- Regularly monitor weather forecasts and updates to stay informed about any potential adverse weather conditions. - Prioritise workers' safety in any decision-making process when working at heights, having alternative plans and schedules in consideration of weather changes. - Implement timely communication within the team about adverse weather conditions, work stoppages, or necessary adjustments. - Provide wind speed measuring devices on-site to ensure compliance with safe operating limits. - Suspend work at heights if visibility drops below an acceptable level that could impact a worker's ability to perform tasks safely. - Establish escape routes and evacuation plans for workers using safety harnesses in case of sudden or worsening weather conditions. - Train workers on the risks associated with slips, falls, and reduced visibility during adverse weather and teach them how to manage these situations. - Equip workers with non-slip footwear designed for wet or slippery surfaces to reduce the risk of slips and falls. - Inspect and prepare the site periodically for improved drainage, removing debris and other obstructions that could pose hazards during adverse weather. - Properly illuminate the work area and provide workers with high-visibility clothing during periods of reduced visibility. - Use fall prevention systems such as guardrails or scaffolding where possible, instead of relying solely on safety harnesses during unstable weather conditions.	2M	

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			- Encourage workers to report unsafe conditions immediately due to unexpected changes in weather, enabling a swift response and implementation of control measures. - Ensure that all equipment, including safety harnesses, is regularly checked for proper function, especially after exposure to heavy rainfall or strong winds. - Allocate additional break times and designate sheltered areas on-site for workers to rest and recover during extreme weather conditions, reducing the risk of fatigue-related incidents.		
12. Disconnecting and storing equipment	Dropping objects, Equipment damage	2M	- Proper Tool Tethering: Ensure that all tools and equipment are securely tethered while working at heights to avoid dropping objects, which could potentially cause harm to individuals below or result in equipment damage. - Designated Drop Zones: Establish designated drop zones with appropriate signage and barriers to prevent unauthorised personnel from entering areas where dropped objects may pose a risk. - Training and Familiarity: Provide comprehensive training for workers on the correct methods for disconnecting, handling, and storing equipment to miniimise the potential for accidents or damage. - Inspection of Equipment: Regularly inspect lanyards, snap hooks, and other components of the safety harness system for signs of wear or damage, ensuring they are in good working condition prior to disconnection and storage. - Controlled Movement: Instruct workers to move slowly and deliberately while disconnecting and storing equipment to help miniimise the risk of dropping objects or causing equipment damage. - Three Points of Contact: Encourage the use of the three-points-of-contact rule when climbing down from elevated platforms or structures to ensure stability and reduce the potential for slips or falls while carrying equipment. - Clean and Organised Storage: Provide suitable storage facilities for all safety harnesses and related equipment, ensuring that the items are well-maintained and easily accessible when needed. - Adequate Lighting: Ensure sufficient lighting is available when disconnecting and storing equipment to improve visibility and reduce the likelihood of mistakes or mishandling. - Personal Protective Equipment (PPE): Require workers to wear appropriate PPE, such as gloves, to protect themselves against potential cuts, abrasions, or impacts while handling heavy or sharp objects during the disconnection and storage process. - Supportive Teamwork: Encourage a supportive team environment, empowering workers to communicate openly and ask for assistance if they are unsure about the correct procedures or experience difficulties during the equipment disconnection and storage process.	1L	

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			- Equipment Tracking System: Implement an equipment tracking system to monitor the condition and location of all safety harnesses, lanyards, and other components as they are disconnected, inspected, and stored. This will help ensure that damaged or defective items are removed from circulation and replaced promptly. - Continuous Improvement: Regularly review and update the SWMS for Safety Harnesses, incorporating any lessons learned or feedback received from workers to ensure that potential hazards are addressed and risk mitigation strategies remain effective.		

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

Queensland & Australian Capital Territory
Work Health and Safety Act 2011
Work Health and Safety Regulations 2011
Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws
Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice
Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations
Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice

New South Wales
Work Health and Safety Act 2011
Work Health and Safety Regulations 2017
Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation
Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice

Northern Territory
Work Health and Safety (National Uniform Legislation) Act 2011
Work Health and Safety (National Uniform Legislation) Regulations 2011
Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws
Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice

South Australia
Work Health and Safety Act 2012 (SA)
Work Health and Safety Regulations 2012 (SA)
Legislation for SA: https://www.safework.sa.gov.au/resources/legislation
Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs

Tasmania
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: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations
Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

Victoria
Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations
Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice

Western Australia
Work Health and Safety Act 2020
Work Health and Safety Regulations 2022
Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation
Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice

Safe Work Australia Links
Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation
Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice

Model Codes of Practice

- Managing noise and preventing hearing loss at work
- Confined spaces
- Labelling of workplace hazardous chemicals
- Managing risks of hazardous chemicals in the workplace
- Welding processes
- First aid in the workplace
- Managing the risk of falls at workplaces
- Hazardous manual tasks
- Managing the risk of falls in housing construction
- Managing electrical risks in the workplace
- Demolition work
- Excavation work
- Work health and safety consultation, cooperation and coordination
- Managing the work environment and facilities
- How to manage work health and safety risks
- Managing risks of plant in the workplace
- Construction work

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	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 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.	☐	☐	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	☐	☐	
Name, signature, position and date signed of the person approving the SWMS.	☐	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☐	☐	
Provides a step-by-step process of tasks required to carry out the activity or task.	☐	☐	
Adequate risk assessment of any identified hazards has been completed.	☐	☐	
Foreseeable hazards are identified and documented for each step.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWMS.	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effective selections.	☐	☐	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☐	☐	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be used.	☐	☐	
Details of inspection checks required for any equipment listed are noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
Reflects and documents any legislative references and/or Australian Standards.	☐	☐	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☐	☐	

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	