Scaffolding | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Scaffolding

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.

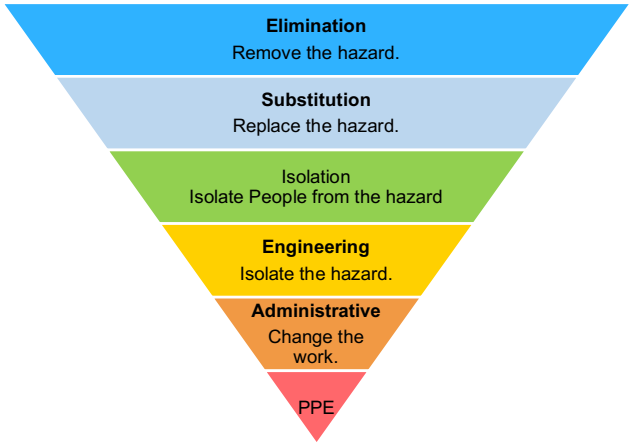
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ 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 over materials, Falling from height	2M	- Conduct a thorough risk assessment before starting any work involving scaffolding to identify, analyse, and control all potential hazards. - Ensure that all workers involved in the scaffolding process are adequately trained and certified in proper assembly, inspection, maintenance, and dismantling procedures. - Keep the work area around the scaffold clean, dry, and free of any trip and slip hazards, such as tools, materials, and cables. - Establish designated walking paths and entry/exist points for scaffolding work area. - Apply highly visible markings or signs at critical areas to highlight any obstacles or potential hazards. - Provide workers with appropriate personal protective equipment (PPE), such as hard hats, safety footwear, and harnesses, if required. - Inspect scaffolding and related components, such as base plates, guardrails, and planks, regularly for any signs of damage, wear and tear, or other deficiencies. - Implement fall protection systems, such as guardrails, toe boards, and catch platforms, as well as personal fall arrest systems for scaffold users when working at heights. - Ensure the scaffolding has been designed by a competent person and erected according to the manufacturer's guidelines or relevant regulations. - Establish a regular communication channel (e.g., toolbox talks or safety meetings) so that workers can raise any concerns, share insights, and discuss new developments regarding scaffold safety. - Initiate and enforce a permit-to-work system to ensure that only authorised personnel access and carry out work on scaffolding. - In case of adverse weather conditions, such as heavy rain, strong winds, or lightning, suspend any work on scaffolding and perform regular inspections until the situation is deemed safe.	1L	
2. Scaffold Base Construction	Crushing fingers or hands, Uneven surface	2M	- Inspect the work site and identify any uneven surfaces, tripping hazards, or obstructions that may interfere with the scaffold base construction. Report these issues to a supervisor for rectification before commencing work. - Conduct a pre-start toolbox talk to discuss the specific risks associated with the scaffold base construction and the importance of proper handling techniques and communication when lifting and positioning equipment. - Ensure appropriate PPE, such as safety gloves and steel-toed boots, are worn by all workers involved in the construction process to prevent injuries from crushing fingers or hands and provide protection against potential dropped objects.	1L	

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			- Use appropriate hand tools for leveling and compacting the ground where the scaffold base will be set up, ensuring a stable and flat surface for secure scaffolding construction. - Clearly mark out the designated area for scaffold base construction with visible tape or signs to keep unauthorised personnel away from the potential risk zones. - Assign a competent person with adequate experience in scaffold construction to supervise the task and ensure all workers adhere to the established control measures and safe work methods. - Ensure that all scaffold components and materials are properly stored when not in use, preventing trip hazards and potential damage to equipment. - Use mechanical aids such as trolleys, hoists or cranes, when available, to miniimise manual handling risks associated with transporting heavy scaffolding materials. - Implement an effective communication system among workers, such as using hand signals or radios, to coordinate tasks efficiently and avoid accidents resulting from misunderstandings or miscommunication during the scaffold base construction process. - Schedule regular breaks for workers involved in physically demanding tasks during scaffold base construction, allowing them to rest, recuperate, and miniimise the risk of fatigue-related injuries.		
3. Tower Assembly	Falling objects, Incorrect assembly	3H	- Pre-assemble scaffolding on the ground: Miniimise the risk of falling objects by assembling as many components of the scaffold tower as possible on the ground before moving them to the installation location. - Use toe-boards and guardrails: Install toe-boards and guardrails around the working area of the scaffolding to prevent materials and components from falling off and causing accidents. - Provide personal protective equipment (PPE): Supply all workers involved in the assembly with properly fitting PPE, including safety helmets, safety footwear, gloves, and high visibility clothing. - Ensure a safe lifting process: Utilise hoists, cranes, or forklifts to safely lift and transport heavy or oversized components. - Implement a buddy system: Encourage a buddy system where team members can support each other, ensuring secure footing, and proper lifting techniques during the assembly process. - Conduct a thorough inspection of all components: Before assembly, inspect all scaffolding materials and components to ensure their quality and suitability for use. - Follow manufacturer's instructions: Assemble the tower scaffold according to the manufacturer's guidelines, ensuring accurate and safe installation.	1L	

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			- Train and supervise staff: Provide adequate training to all workers involved in the tower assembly process, and maintain active supervision throughout the project. - Secure tools and equipment: Attach lanyards or tethers to tools and equipment to prevent them from falling and causing injury. - Communicate effectively: Establish clear communication channels among team members to provide timely warnings and updates on any potential hazards or issues. - Restrict access to the area: Limit access to the assembly area only to authorised personnel and keep pedestrians and unauthorised workers at a safe distance. -Control wind conditions: Monitor weather conditions closely, and halt work if the wind speed exceeds safe limits (as specified by the manufacturer) to avoid instability of the scaffold during assembly.		
4. Erection of Guardrails	Falling from height, Dropping tools	3H	- Provide adequate training to workers on the correct procedures for erecting guardrails, ensuring they understand the risks and controls associated with working at heights. - Supply workers with appropriate personal protective equipment (PPE), such as harnesses, lanyards, and helmets, to protect against potential falls and impacts from dropped tools. - Inspect scaffolding components regularly for damage or missing parts that could compromise the overall stability of the structure, and replace any damaged or missing parts before continuing work. - Implement proper tool management practices, such as tool lanyards, compartments or bags to secure tools, to prevent them from accidental dropping during the erection of guardrails. - Utilise a buddy system, where one worker assists or spot checks another worker during the task, providing additional support and oversight to ensure safe work practices are followed. - Establish clearly marked exclusion zones around the scaffolding area to prevent unauthorised personnel entering the work site, thereby reducing potential risk of injury from falling objects. - Use temporary edge protection or handrails during the process of erecting permanent guardrails to provide an extra layer of safety, preventing falls from the scaffolding platform. - Ensure scaffold platforms have been designed and installed securely, with no excessive overhangs or unsupported sections, to prevent collapse during the erection of guardrails. - Communicate any changes in plans or anticipated hazards to workers immediately, to prevent misunderstandings or lack of awareness regarding potential risks during the erection of guardrails.	2M	

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			- Plan and schedule the erection process in advance, allowing adequate time for safe completion of tasks and accounting for factors such as weather conditions and workers' abilities, to miniimise rushed or hazardous situations.		
5. Installation of Planks	Pinched fingers, Falls between planks	2M	- Provide proper training to workers on how to handle planks and avoid pinching fingers or slipping while installing planks. - Use gloves with anti-slip material that provides better grip and reduces the risk of pinching fingers during installation. - Ensure that scaffolding planks are properly inspected and in good condition before use, replace any damaged planks immediately. - Create a physical barrier at the edges of the scaffold using guardrails or toe boards to reduce the risk of falls between planks. - Implement a buddy system where workers always work in pairs, ensuring someone is watching out for potential hazards and providing assistance as needed. - Rely on mechanical lifting devices, such as forklifts or hoists, to handle heavy-weight planks and miniimise manual handling efforts wherever possible. - Install non-slip surfaces or traction devices (such as ladder grips) on planks to miniimise the risk of slipping and falling between planks. - Communicate clearly any housekeeping requirements, such as keeping walkways clear of debris or ensuring tools are properly secured when not in use, to maintain a tidy and safe work environment. - Conduct regular safety audits and observations to identify hazardous conditions early on and implement corrective actions promptly. - Establish a clear reporting procedure for incidents or near misses, ensuring all workers understand their responsibility in improving safety and preventing accidents on site.	1L	
6. Ladder Setup	Slips, trips and falls, Inadequate ladder placement	2M	- Conduct a thorough inspection of the ladder before use to ensure it is in good working condition, with no defects or damage. - Select the appropriate type and size of the ladder for the specific task being performed, and ensure it meets relevant safety standards. - Train workers on proper ladder use, including selection, setup, climbing, and securing techniques as well as how to identify potential hazards. - Ensure that the base of the ladder is placed on a flat, stable surface and secured properly to prevent movement during use. Use non-slip materials or supports if necessary. - Maintain a 1:4 ratio of ladder angle, meaning for every 4 meters of height, the ladder should be 1 meter away from the structure it's leaning against.	1L	

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			- Extend the ladder at least 1 meter above the landing point to provide adequate handholds when stepping off the ladder onto the scaffold platform. - Always maintain three points of contact (two hands and one foot or two feet and one hand) when climbing the ladder to prevent slips, trips, and falls. - Install ladder access gates or swing gates at the ladder entrance points on the scaffold platform to prevent accidental falls. - Use caution when carrying tools or materials while climbing the ladder; consider using tool belts or rope-and-pulley systems to transport items safely. - Limit the number of individuals on the ladder at any given time, and never allow more than one worker per ladder rung. - Implement regular housekeeping measures such as keeping the ladder access area clean and free of debris, spills, or other obstructions that may pose a tripping hazard. - Perform regular checks throughout the workday to ensure ladder placement remains secure and monitor for any changes to site conditions or weather that may impact safe ladder use.		
7. Inspection and Sign-off	Missed hazards, Unauthorised access	2M	- Regular Site Inspections: Conduct thorough and frequent site inspections by a qualified professional to quickly identify any missed hazards or potential risks that may have been overlooked during the scaffolding setup. - Comprehensive Risk Assessment: Before commencing work, perform an in-depth risk assessment to identify all possible hazards and implement appropriate control measures to mitigate them. - Access Control: Limit access to the scaffolding area to authorised personnel only by implementing access control measures such as secure entry points, restricted areas, or proximity card systems. - Scaffolding Signage: Prominently display signage at entry points and around the scaffolding structure warning unauthorised individuals about the potential hazards and restricted access. - Trained Workforce: Ensure that all workers who will be using the scaffolding are adequately trained in proper usage, safety procedures, and the importance of preventing unauthorised access. - Pre-Start Safety Meetings: Hold pre-start safety meetings before each shift to discuss the specific hazards and control measures associated with the current phase of the project, as well as address any questions or concerns from workers. - Toolbox Talks: Encourage regular communication amongst workers regarding safety concerns and safe work practices by conducting periodic "toolbox talks" focused on scaffolding safety topics.	1L	

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			- Clear Communication Channels: Establish clear lines of communication between supervisors and workers to ensure that the inspection process is being followed and that any identified hazards are addressed promptly. - Documented Inspection Checklists: Use standardised inspection checklists, consistently applied by trained personnel familiar with the scaffolding system being used, to ensure no hazards are overlooked during the inspection process. - Inspection Follow-Up: Once an inspection has been completed and any issues identified, ensure appropriate corrective actions are taken immediately to rectify the issue and reduce risk. - Designated Site Safety Representative: Assign a designated site safety representative to oversee the safe operation of the scaffolding system, ensuring compliance with relevant regulations and the implementation of all necessary control measures. - Emergency Response Plan: Develop and maintain an up-to-date emergency response plan for the scaffolding worksite that includes clear procedures for dealing with incidents involving unauthorised access, such as intruders or trespassers.		
8. Working on Scaffolding	Falls from height, Struck by moving equipment	3H	- Ensure all workers have received proper training on working at heights and are familiar with the specific scaffolding system being used. - Provide appropriate personal protective equipment (PPE) for workers, including harnesses, hard hats, and non-slip footwear. - Implement and enforce a strict no-access policy to the scaffolding area for unauthorised personnel. - Conduct regular inspections of scaffolding and its components, including checking for damage or wear before each use and ensuring guardrails are securely in place. - Make sure all scaffold platforms are fully planked and have toe boards installed to prevent objects from falling off the work surface. - Maintain clear and unobstructed pathways while working on the scaffolding by keeping tools and materials organised and properly stored when not in use. - Establish a safe distance barrier around the scaffolding structure to miniimise the risk of people or vehicles colliding with the scaffolding or workers. - Use hi-visibility vests and signage to make it obvious that there is work being performed on scaffolding, ensuring both workers and passersby are aware of potential hazards. - Develop a rescue plan in case of a fall from height, making sure all workers are aware of the procedures and actions they need to take in such an event. - Properly secure any tools, equipment, or loose objects, using tool lanyards if needed, to prevent items from accidentally falling and causing injury to workers or bystanders below.	2M	

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			- Limit the load capacity on the scaffolding as per the manufacturer's guidelines, ensuring no overloading occurs, which could cause structural collapse or instability. - Require workers to always maintain three points of contact when ascending or descending the scaffolding and miniimise carrying objects while climbing. - Regularly communicate and remind workers about the importance of following safety protocols and encourage them to report any potential hazards or concerns to their supervisor immediately.		
9. Dismantling Guardrails	Dropping tools, Falling from height	2M	- Proper planning and communication with all team members involved in dismantling guardrails, ensuring everyone is aware of the steps and procedures. - Implementing a toolbox talk prior to commencement of work to discuss safety precautions and address any concerns from workers. - Ensuring all workers who are dismantling guardrails have completed relevant training and hold appropriate licenses or certifications for the task. - Inspecting scaffolding and guardrails for any damage or wear before starting the dismantling process, ensuring all components are in good condition. - Providing workers with suitable personal protective equipment (PPE), including safety harnesses, gloves, helmets, and hi-visibility vests. - Establishing a safe exclusion zone around the area where the guardrails are being dismantled to prevent other workers or pedestrians from entering the site. - Implementing tool lanyards or securing all tools and equipment used during the dismantling process to prevent them from falling and causing injury. - Utilising the buddy system, having at least two people working together during the dismantling process to ensure no one is putting themselves at risk of falling. - When dismantling guardrails at height, using fall arrest systems such as safety harnesses attached to secured anchor points to prevent falls. - Ensuring there is adequate lighting in the work area, particularly if dismantling occurs during dusk or dawn, to increase visibility and reduce the risk of accidents. - Regularly monitoring weather conditions and postponing dismantling activities if adverse weather conditions pose a risk to worker health and safety, such as strong winds, heavy rain, or electrical storms. - Closely supervising inexperienced workers throughout the dismantling process, offering guidance and support to miniimise the risk of accidents. - Reviewing and updating the Safe Work Method Statement (SWMS) regularly, capturing any learnings and changes necessary to account for new hazards and risks identified during the dismantling process.	1L	
10. Removal of Planks	Pinched fingers, Falls between planks	2M		1L	

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			- Provide proper training to workers on correct procedures for removing and handling planks, with a focus on avoiding pinched fingers and maintaining balance while working at height. - Ensure all workers wear appropriate Personal Protective Equipment (PPE), such as gloves to miniimise the risk of pinched fingers and safety harnesses to guard against falls. - Implement a buddy system in which workers always remove planks in pairs, ensuring that one worker can provide support and assistance if necessary. - Use specific tools designed for plank removal (e.g., pry bars), reducing the possibility of pinching fingers or causing instability on the scaffold. - Establish clear communication protocols between ground personnel and workers on the scaffold to prevent surprises or sudden movements, which may lead to accidents. - Ensure that scaffold edges are equipped with guardrails in order to miniimise the risk of falls, particularly when planks are being removed or rearranged. - Maintain regular inspections and assessments by a competent person to ensure the scaffolding remains in safe working condition, especially while planks are being removed or replaced. - Employ a systematic method to remove planks, starting from the highest level, which will help miniimise potential hazards related to falling objects or incorrect support points. - Keep the work area clean and free of debris in order to reduce tripping hazards during plank removal, which can lead to falls or other injuries. - Strictly enforce a no-working-underneath policy while planks are being removed, eliminating risks associated with falling objects and promoting overall workplace safety.		
11. Tower Disassembly	Falling objects, Incorrect disassembly	3H	- Prioritise training: Ensure all workers involved in the tower disassembly process have adequate training, understanding the correct procedures for safely dismantling scaffolding. - Use of PPE: Require all workers to wear appropriate personal protective equipment (PPE), such as helmets, gloves, and safety boots, to protect them from falling objects and other hazards during the disassembly process. - Work in small teams: Divide the disassembly tasks among small teams to miniimise the number of workers at any one time, reducing potential contact with hazardous materials. - Implement exclusion zones: Establish designated exclusion zones around the scaffold to prevent unauthorised personnel or pedestrians from entering the area during disassembly.	1L	

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			- Utilise proper tools and equipment: Ensure all workers use appropriate and well-maintained tools to safely dismantle the scaffold. Inspect tools before use and replace any damaged or worn-out parts. - Controlled dismantling: Methodically and systematically dismantle the scaffold starting from the top level and working down, removing each part systematically while ensuring that the remaining structure remains stable until completely dismantled. - Tag-and-release system: Implement a tag-and-release system to ensure that only authorised personnel remove sections of the scaffold, which keeps the disassembly process orderly and decreases the risk of accidental falls. - Edge protection: Keep edge protection barriers in place for as long as possible during the disassembly process to reduce the risk of workers falling from unprotected edges. - Secure loose components: Properly secure all loose components to prevent them from sliding or rolling off working platforms and becoming falling hazards. Use tool lanyards whenever possible to secure tools during the disassembly process. - Communication: Maintain open and clear communication among workers during the entire disassembly process. This includes using established hand signals, radios, or other communication methods to alert team members of potential hazards or coordinate movements. - Monitor weather conditions: Continuously monitor weather conditions during the disassembly, postponing dismantling activities if high winds, excessive heat, or other adverse weather conditions pose a risk to worker safety.		
12. Scaffold Base Removal	Crushing fingers or hands, Uneven surface	2M	- Proper training: Ensure that all workers involved in the scaffold base removal process receive adequate training and are familiar with safe dismantling procedures. - Inspection of the worksite: Regularly inspect the site for potential hazards, such as debris or uneven surfaces, before commencing the removal process. - Use of appropriate personal protective equipment (PPE): Workers should wear suitable gloves, safety footwear, and high-visibility clothing to miniimise the risk of injuries during scaffold base removal. - Clear communication: Establish clear lines of communication among the team members to ensure everyone is aware of current activities and potential hazards. - Proper storage of tools and equipment: Securely store any tools and equipment not in use to prevent trip hazards or accidents caused by misplaced items. - Controlled dismantling: When removing the scaffold base, follow a systematic and controlled method to prevent unexpected shifting of components, leading to crushing injuries.	1L	

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			- Teamwork approach: Utilise a buddy system or a designated spotter to supervise the worker engaged in the removal process, providing an extra set of eyes for detecting hazards. - Maintaining a safe clearance zone: Establish a restricted area around the workspace to keep unauthorised personnel at a safe distance during the scaffold base removal process. - Use of correct lifting techniques: Encourage workers to use proper manual handling techniques when lifting and carrying heavy components, minimising the risk of hand and finger injuries. - Leveling the surface: Address uneven surfaces by using leveling materials or adjusting the scaffolding legs to provide a stable base during the removal process. - Regular maintenance and inspections: Conduct routine checks on scaffolding components, ensuring they are well-maintained and free from defects that could cause accidents during dismantling.		

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**	