Working at Heights | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Working at Heights

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.

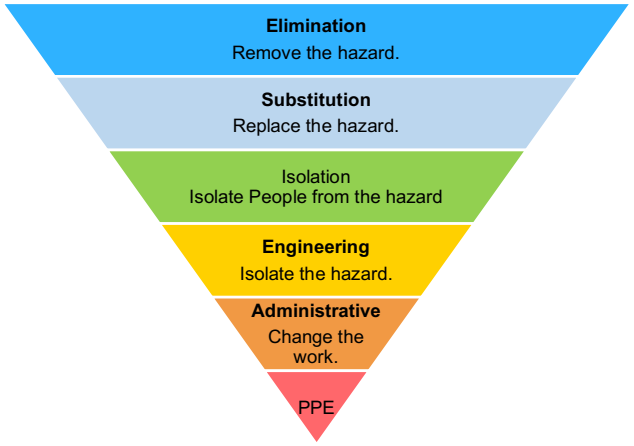
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ 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	Falling from height, Unauthorised access to work area	3H	- Safety induction: Conduct a thorough safety induction for all workers involved in the working at heights task to ensure they are properly informed about the workplace health and safety requirements, as well as emergency procedures. - Proper supervision: Continuously provide proper supervision of all workers on-site to make certain that they follow safe work practices and guidelines when working at heights. - Training and competency checks: Ensure that all employees undertaking the working at heights task have received appropriate training and hold relevant licenses or certifications for their tasks at an elevated level. - Adequate edge protection: Install adequate edge protection systems, such as guardrails, handrails, or similar measures, to prevent workers from falling off edges while working at heights. - Fall arrest systems: Employ suitable and certified fall arrest systems, including safety harnesses, lanyards, and anchor points, to reduce the risk of injury in the event of a fall. - Access control: Restrict unauthorised access to the work area with clear signage, barriers, or temporary fencing to reduce the risk of accidental falls. - Pre-work inspection: Conduct a pre-work inspection of the work area and equipment to identify potential hazards and address them before starting any tasks at height. - Personal Protective Equipment (PPE): Ensure that all workers are wearing suitable PPE, such as hard hats, non-slip footwear, and high-visibility clothing, to enhance their safety while working at heights. - Safe and stable platforms: Use certified, safe, and stable working platforms, such as scaffolding or elevated work platforms, to prevent falls during working at heights tasks. - Weather conditions monitoring: Regularly monitor weather conditions and halt work if high winds, rain, or other hazardous conditions arise that could compromise worker safety. - Communication protocols: Establish and maintain clear communication protocols among workers at height, ground support teams, and supervisors to flag any potential hazards or safety concerns quickly. - Emergency plan: Develop and implement a comprehensive emergency plan that covers appropriate response procedures in case of a fall or other incidents related to working at heights. Ensure all workers are familiar with the plan and know their respective roles in emergency situations.	2M	
2. Equipment setup	Incorrect equipment setup, Tripping hazards	2M	- Conduct thorough equipment inspections before use to ensure proper functioning and compliance with safety regulations.	1L	

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			- Ensure all workers are trained and competent in the correct setup, operation, and dismantling of equipment used for working at heights. - Provide clear instructions and guidelines on the safe setup of equipment, including the manufacturer's recommendations. - Clearly mark and identify designated work areas, and maintain a clean workspace free from hazards such as cords, debris, or loose tools that could cause tripping. - Set up equipment on level, stable surfaces to miniimise the risk of tipping or collapsing. Utilise safety devices such as outriggers and stabilizers when necessary. - Implement barriers or barricades around the work area to prevent unauthorised access and reduce potential trip hazards. - Use non-slip shoes and ensure that the workplace is well-lit to miniimise the likelihood of tripping hazards. - Schedule regular maintenance and servicing of equipment to assure it remains in optimal working condition for safe use. - Keep all equipment and materials neatly organised and stored away when not in use to miniimise any potential for tripping hazards. - Utilise proper lifting techniques when setting up equipment and carry only manageable loads to reduce the risk of injury. - Encourage open communication among team members, fostering an environment where workers feel comfortable bringing up any concerns or issues related to incorrect equipment setup or tripping hazards. - Establish daily pre-shift briefings to discuss any upcoming tasks, potential hazards, needed equipment, and precautions to be taken while working at heights. - Establish procedures for reporting any incidents or near-misses involving incorrect equipment setup or tripping hazards and perform root cause analyses to prevent future occurrences. Review and update control measures as necessary.		
3. Installing safety measures	Ineffective safety system, Untrained personnel	3H	- Conduct thorough equipment inspections: Regularly inspect all equipment related to working at heights, such as scaffolding, ladders, and fall protection systems, to ensure they are in good working condition and meet safety requirements. - Develop and implement a comprehensive training programme: Provide mandatory training for all workers involved in working at heights tasks, covering the proper use of safety equipment, risk identification, and emergency protocols. - Employ a buddy system: Encourage workers to watch out for one another and report any hazards or unsafe practices immediately. - Clearly communicate safety expectations: Ensure that project supervisors articulate clear, specific safety expectations for working at heights and reinforce these expectations throughout the project duration.	2M	

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			- Cultivate a culture of accountability and support: Promote a workplace environment where workers feel comfortable discussing safety concerns without fear of reprisal. - Implement a comprehensive fall protection plan: Use appropriate fall protection measures, such as guardrails, safety nets, and personal fall arrest systems, to miniimise the risk of injury from falls. - Maintain proper housekeeping: Keep work areas clean and free of clutter to reduce the risk of accidents, including slip, trip, and fall hazards. - Monitor weather conditions: Stay informed about current and expected weather conditions that may impact the safety of working at heights, and postpone operations if necessary. - Establish an emergency response plan: Develop and practice a detailed emergency response plan that outlines what steps workers should take in the event of an incident, including reporting responsibilities, evacuation protocols, and first aid procedures. - Perform regular audits and assessments: Conduct ongoing safety audits to identify potential risks and ensure that safety measures are consistently being enforced and followed. - Update and review SWMS documentation: Continuously review and update the Safe Work Method Statement (SWMS) for working at heights to address changing industry guidelines and best practices, as well as to incorporate lessons learned from past incidents.		
4. Accessing work area	Loose footing, Edge protection failure	3H	- Install temporary or permanent guardrails or edge protection systems to secure the perimeter of elevated work areas, preventing workers from accidentally falling. - Check and ensure that all access routes, such as ladders, stairs, or platforms, are secure, stable, and have appropriate anti-slip measures in place before use. - Routinely inspect and maintain edge protection systems, ensuring they remain intact, well-anchored, and effective at preventing falls from heights. - Limit access to authorised personnel who are adequately trained in working at heights, understanding specific safety requirements according to the site and task. - Equip workers with personal protective equipment (PPE) like harnesses and fall arrest systems when working near unprotected edges or where edge protection might fail. - Regularly review the work area for changes in conditions like wet or slippery surfaces and re-assess potential hazards to keep workers informed about evolving risks during their tasks. - Establish and enforce a clear housekeeping plan to miniimise loose debris, materials, or tools that could present tripping hazards or obstruct access routes to the elevated work area.	2M	

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			- Provide adequate supervision and encourage open communication among workers so they can promptly report any unsafe conditions or compromised edge protections, enabling prompt corrective actions. - Clearly mark boundaries for safe work areas using high-visibility markings or safety cones, reminding workers to stay within designated safe zones while conducting their tasks. - Develop emergency plans and regular drills for scenarios involving falls from heights or edge protection failure to ensure swift response in case of accidents, mitigating potential injuries and impacts on workers' wellbeing.		
5. Performing tasks at height	Falling objects, Loss of balance	3H	- Implement appropriate fall protection systems, such as guardrails and toe boards, to prevent objects from falling and protect users from losing their balance. - Use Personal Protective Equipment (PPE) like safety harnesses, lanyards, and fall arrest systems to ensure the worker's safety in case of a loss of balance or slip. - Develop clear communication protocols between workers at height and ground level personnel to warn about potential hazards, moving equipment, or falling objects. - Implement the practice of securing tools and equipment using tool tethers or lanyard attachments, reducing the risk of dropped objects that could injure workers below. - Inspect all work platforms, scaffolds, and equipment regularly for signs of wear, corrosion, or damage, ensuring it is safe to use for performing tasks at height. - Ensure proper training in working at heights, including the correct use of ladders, scaffolds, and aerial lifts, along with strategies for maintaining balance and avoiding falls. - Store materials and equipment safely away from the workspace edge to miniimise the chances of accidentally knocking them over or creating a tripping hazard. - Establish exclusion zones on the ground beneath elevated work areas to protect people who may be at risk from falling objects and ensure these zones are clearly marked and enforced. - Organise regular toolbox talks or safety briefings, emphasising the importance of following correct procedures and best practices for working at height and managing associated risks. - Implement a robust rescue plan to quickly respond to any incidents of a worker falling or being injured while working at height, having a well-trained emergency response team and required resources available.	1L	
6. Moving between work areas	Falls, Uneven surfaces	3H	- Proper Training: Ensure that all workers receive adequate training in Working at Heights, which includes understanding potential hazards and their control measures.	2M	

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			- Pre-task Assessment: Before moving between work areas, assess the ground conditions, and identify potential hazards such as unstable surfaces, tripping hazards, or abrupt changes in level. - Use of Appropriate PPE: Workers should wear slip-resistant boots, safety harnesses, and other relevant personal protective equipment (PPE) appropriate to the task and environment. - Warning Signage: Post clear warning signage in designated work areas, indicating potential hazards related to falls and uneven surfaces and reminding workers to exercise caution. - Implement Fall Prevention Systems: Install guardrails, toe boards, or other fall prevention systems where practical and ensure their use whenever accessing elevated work surfaces. - Safe Access Routes: Designate and maintain safe access routes for workers to move efficiently between different work areas without encountering potential hazards. - Regular Inspections and Maintenance: Conduct periodic inspections and maintenance of work surfaces and access routes to detect and rectify any uneven surfaces, debris, or other hazards. - Proper Housekeeping: Keep work areas clean and free from clutter, waste materials, or obstructions to miniimise risks associated with tripping hazards and uneven surfaces. - Stairways and Ladders: Confirm stairways and ladders are in excellent condition, provide secure handholds and have appropriate weight-bearing capacity for employee use when transitioning between heights. - Environmental Controls: Monitor weather conditions, and if necessary, halt work during heavy rain, strong winds, or low visibility to reduce the likelihood of hazards while moving between work areas. - Efficient Scaffolding System: If scaffolding is used, double-check its structural stability, ensure secure connections, and monitor closely to prevent unauthorised access or modification during work hours. - Communication: Maintain open channels of communication among workers, supervisors, and managers to raise awareness of potential hazards, report incidents, and share information on control measures. By implementing these control measures in a comprehensive and proactive manner, we can significantly reduce the risks associated with moving between work areas at heights and maintain a safe working environment.		
7. Adjusting equipment	Incorrect load rating, Overloading	2M	- Ensuring all equipment used for working at heights is regularly inspected and has a current, valid certification from a qualified professional.	1L	

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			- Thoroughly inspecting all equipment before use, including checking for signs of wear or damage, and promptly reporting any defects to the site supervisor. - Selecting equipment like fall arrest systems, harnesses, lanyards, and anchors that is rated to bear the appropriate load according to manufacturers' recommendations and legislative requirements. - Providing comprehensive training to all workers on the proper adjustment, selection, and usage of equipment to prevent overloading and ensure compliance with safe working loads. - Conducting regular toolbox talks and awareness sessions about the hazards associated with working at heights and the importance of adhering to manufacturer's guidelines for weight limits and equipment capacities. - Ensuring clear signage and labels are displayed on all equipment stating load ratings and weight capacity to better inform users about potential hazards. - Implementing a system in which an excess load or incorrect adjustment of equipment can be easily identified and addressed by supervisors or health and safety representatives. - Assigning dedicated personnel to monitor each worker closely while working at heights to ensure they understand and follow correct procedures when adjusting the work equipment. - Developing and implementing rescue plans in the event of an emergency situation involving incorrectly adjusted or overloaded equipment while working at heights. - Regularly reviewing and updating risk assessments related to working at height activities, specifically addressing any changes in equipment or work processes. - Establishing and enforcing strict guidelines regarding maximum load allowances for work platforms, scaffolding, and other height access equipment. - Distributing reference materials such as charts or guides to aid workers in making informed decisions about the selection and usage of equipment based on its load rating. - Encouraging open communication channels among workers and their supervisors, allowing for any concerns or suggestions to be heard and addressed promptly to avoid potential overloading or adjustment issues. - Applying appropriate disciplinary measures for non-compliance with proper equipment adjustment and adherence to load limits, including immediate cessation of work until compliance is achieved.		
8. Communication with ground team	Miscommunication, Equipment malfunction	2M	- Implement a clear communication plan: Establish a well-defined and concise communication plan to be followed by all team members, both at height and on the ground, including any necessary hand signals or verbal cues.	1L	

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			- Conduct regular toolbox talks: Ensure all workers are briefed on the current procedures and expectations with regard to working at heights and their respective roles in maintaining effective communication. - Use communication devices: Provide appropriate communication devices such as two-way radios or walkie-talkies for easy communication between the ground team and those working at heights. - Clearly mark equipment: Label all safety equipment and tools used for working at heights with easily visible tags or markers to miniimise confusion and potential malfunctions during use. - Regularly inspect equipment: Conduct routine inspections of all relevant equipment (including communication devices) for damage, wear, or malfunction and have them replaced or repaired as needed. - Establish an emergency communication plan: Develop a protocol to communicate emergencies quickly and effectively between those working at heights and their ground support team, including emergency contact numbers and evacuation procedures. - Implement visual aids: Employ visual aids such as flags or signs that can be seen clearly from a distance to indicate important information, like the status of a task or the presence of hazardous areas. - Establish designated roles: Assign specific team members to act as primary communicators, responsible for relaying important information between those working at heights and the ground team, ensuring streamlined communication. - Conduct safety training: Provide comprehensive safety training related to work at heights for all personnel involved, specifically focusing on hazard identification, risk assessment, and effective communication within the team. - Encourage open dialogue: Create a culture where open communication is encouraged, and team members can discuss concerns, issues, or suggestions to improve communications and overall safety without fear of repercussion. - Employ trained professionals for rigging: Hire qualified and experienced professionals who are skilled in setting up safe work zones for working at heights, ensuring that equipment is secure and works effectively to reduce the risk of malfunction. - Encourage adherence to procedures: Regularly emphasise the importance of following all established communication procedures and protocols with all team members while continuing to review and modify them as needed based on feedback and experience.		
9. Removing safety measures	Loose hardware, Inadequate fall protection	3H	- Conduct regular safety briefings and training sessions for all personnel involved in the project, emphasising the risks associated with working at heights and the importance of following proper safety procedures.	2M	

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			- Ensure all workers are equipped with appropriate personal protective equipment (PPE) such as hard hats, safety harnesses, and high-visibility clothing before commencing work. - Implement a strict inspection regime for all height safety equipment, including regular checks by qualified inspectors to identify any signs of wear and tear or damage that could compromise their effectiveness. - Use guardrails, toeboards, and other fixed barrier systems wherever possible to provide passive fall protection and prevent loose hardware from falling to lower levels. - Install fall arrest systems using certified anchor points to ensure adequate fall protection for workers who are required to remove safety measures at heights. - Clearly mark exclusion zones beneath areas where work is being undertaken at heights, ensuring that only authorised personnel can enter these restricted areas. - Establish clear communication channels between ground-based supervisors and workers on elevated platforms to identify hazards and coordinate safety measures in real-time. - Schedule regular maintenance and cleaning activities for working environments to reduce the risk of accidents or injuries caused by loose hardware or debris. - Maintain detailed records of all safety equipment inspections, maintenance activities, and incident reports to help identify trends and inform future safety improvements. - Encourage worker participation in hazard identification and risk assessment processes, actively seeking feedback, and fostering a culture of open communication around workplace safety. - Plan and allocate ample time for the safe removal of safety measures at the end of each shift or when no longer required, avoiding rushed or impromptu activities that could increase the risk of accidents. - Store all dismantled safety features (e.g., guardrails, restraints, etc.), securing them safely and neatly within the designated storage area to reduce the risk of tripping hazards and injuries. - Incorporate regular worksite audits, led by an experienced Workplace Health and Safety Consultant, to ensure that all safety protocols are being adhered to and that any potential hazards or risks are identified and addressed promptly.		
10. Dismantling work site	Tripping hazards, Equipment damage	2M	- Clear and effective communication: Ensure that all team members are aware of the dismantling process and their individual responsibilities to miniimise tripping hazards and equipment damage during the work. - proper organisation: Prioritise keeping the work site organised throughout the dismantling process, with clear pathways for workers and separate areas for equipment storage and waste disposal.	1L	

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			- Use of appropriate PPE: Ensure that everyone on site is wearing appropriate personal protective equipment, such as sturdy footwear with slip-resistant soles to miniimise the risk of tripping hazards. - Implement a tool drop prevention system: Install tool lanyards or another suitable tool drop prevention system to avoid accidental drops of tools and equipment from heights, preventing damage to equipment and injuries from trip hazards. - Inspection of equipment before dismantling: Conduct thorough visual inspections and functional checks of all equipment to be dismantled, ensuring they are in proper condition and ready for disassembly. - Safe storage and transportation: Store and transport dismantled equipment and materials in secure, marked containers to miniimise the risk of tripping and equipment damage. - Appropriate training: Provide ongoing training for all team members involved in the dismantling process to ensure that they are aware of the safe handling and storage techniques for the equipment being dismantled. - Use of a buddy system: Encourage workers to use the buddy system during dismantling tasks, whereby one worker can help another maintain balance and stability, reducing the risk of tripping hazards. - Signage and barrier implementation: Clearly mark potential tripping hazards and use temporary barriers around them, if necessary, to prevent accidents during the dismantling process. - Regular housekeeping: Schedule frequent clean-up and maintenance breaks to keep the work site organised and free of tripping hazards. - Follow established procedures: Adhere to any established workplace procedures and guidelines that specifically address working at heights and dismantling equipment to ensure consistent best practices are followed.		
11. Cleaning up	Slips on wet surfaces, Tripping over debris	2M	- Ensure that workers receive thorough training on proper cleaning techniques and workplace safety protocols relevant to working at heights before commencing work. - Conduct regular inspections of the working area to identify any potential hazards such as wet surfaces or debris, and provide immediate remediation where necessary. - Provide adequate signage alerting workers and visitors of wet surfaces or areas where there may be a risk of tripping due to debris. - Maintain properly functioning and efficient drainage systems around the elevated work platforms to miniimise the risk of wet and slippery surfaces. - Use absorbent materials and appropriate cleaning solutions specifically designed for removing dirt or spills without causing a slippery surface.	1L	

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			- Encourage workers to maintain a tidy work environment by promptly disposing of waste materials in designated receptacles throughout the work process, reducing the likelihood of tripping hazards. - Implement temporary footpaths or walkways with non-slip surfaces to safely navigate around hazardous areas such as wet floors or debris-filled areas during work operations. - Equip workers with appropriate personal protective equipment (PPE), including non-slip shoes, gloves, and safety goggles when handling chemicals or cleansing agents, to help prevent slips, trips, and falls while cleaning up. - Implement a system of layered cleaning, ensuring that less hazardous tasks are completed first before undertaking more hazardous cleaning processes, reducing overall risk within the work environment. - Monitor weather conditions at sites where working at heights is occurring, and adjust the schedule or temporarily halt any cleaning operations if adverse weather conditions pose an increased risk. - Create clear channels of communication among all involved parties – including site supervisors, employers, and workers – to ensure swift identification and reporting of hazards, and appropriate actions are taken to mitigate risks. - Regularly review, update and communicate SWMS to all team members, addressing any new or foreseeable hazards that may arise throughout the project's duration.		
12. Debrief and review	Information not shared, Inadequate documentation	2M	- Conduct pre-job meetings: Ensure that all workers involved in the project attend a pre-job meeting where they are briefed on the details of the task, hazards associated with working at heights, and the control measures to be implemented. - Implement clear communication channels: Set up reliable communication channels such as two-way radios, designated hand signals or whistles to facilitate coordination and information sharing among crew members while working at heights. - Regular updates and briefings: Provide regular updates and debriefing sessions to keep everyone informed of the progress made, changes in conditions or procedures, and any new hazards that have been identified. - Utilise appropriate documentation tools: Use suitable documentation tools like checklists, job hazard assessments, or SWMS templates to ensure that potential hazards, their likelihood, consequences, and controls are comprehensively documented. - Train workers on proper documentation: Provide training sessions to educate workers on the importance of thorough documentation in managing workplace risks, how to use the specific tools, and their role and responsibilities in maintaining accurate records.	1L	

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			- Assign a dedicated safety officer: Designate a competent person as the safety officer responsible for overseeing work at height activities, ensuring that all safety protocols are followed and appropriately documented. - Encourage a culture of open reporting: Foster an environment where workers feel comfortable raising concerns about potential hazards, lapses in safety compliance, and near misses without fear of retaliation. - Regularly review and update SWMS: Periodically review the Safe Work Method Statement (SWMS) to ensure that it remains relevant and current, incorporating new information, innovations in technologies, or changes in applicable regulations. - Offer constructive feedback: During debriefing sessions, provide workers with constructive feedback on their adherence to safety protocols, highlighting areas for improvement as well as recognizing exemplary compliance. - Conduct after-action reviews: After each project or significant work step, conduct an after-action review to evaluate the effectiveness of the implemented control measures, identify any areas for improvement, and incorporate relevant findings into future SWMS. - Maintain accurate records: Keep precise records of all hazard assessments, safety inspections, incident reports and reviews, and worker training and competency checks to demonstrate compliance with workplace health and safety regulations as well as aid in tracking performance improvements over time.		

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**	