

Insert your company logo or company name here.

SAFE WORK METHOD STATEMENT FOR LADDER USE

SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

Client/Principal Contractor	Insert client and/or PC name	Project Address:	Insert the project's address
Company Address:	Insert your company address	Phone Number:	Insert your business number
SWMS Prepared By:	Insert person	In Consultation With:	Refer to Consultation and Sign-Off Record
SWMS Approved By:	Insert person	Distribution To:	Persons involved in the work scope
SWMS Date:	Insert date	Review Date:	At least 2 months or as required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Responsible Person:	Insert person(s) responsible
Work Scope Description:	Working on a ladder - general		
List the qualifications and training requirements for this activity:	<ul style="list-style-type: none"> Instruction in safe work method statement. Understanding of the manufacturer's instructions on using the ladder. 		
Details of inspections and maintenance checks required for this activity:	Ladders must be inspected before use in accordance with the manufacturer's instructions.		
Are there any additional circumstances that may affect this activity?	Persons must comply with safe work procedures, plans, rules and instructions given by an authority or person in charge of the workplace.		
Legislative Reference	<ul style="list-style-type: none"> Work Health and Safety Act Work Health and Safety Regulation Managing Work Health and Safety Risks Code of Practice Managing the Risk of Falls at Workplaces Code of Practice Australian Standard 1892.1 - Portable Ladders - Metal Australian Standard 1892.2 - Portable Ladders - Timber Australian Standard 1892.3 - Portable Ladders - Reinforced Plastic Australian Standard 1892.5 - Portable Ladders - Selection, Safe Use and Care Australian Standard 4994 - Temporary Edge Protection 		

JOB STEP		POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level	LIKELIHOOD	CONSEQUENCE	REVISED RISK SCORE	PERSON(S) RESPONSIBLE
1.	Planning and preparation	<ul style="list-style-type: none"> Uncoordinated work plan. Unprepared personnel. Unnecessary work from ladder. 	<ul style="list-style-type: none"> Risk of not understanding procedures. Suitable ladder not available. Risk of injury to personnel. 	3	2	6	<ul style="list-style-type: none"> Ensure consultation with the Principal Contractor and/or Client has been undertaken to identify risks and hazards associated with the work. Personnel must be competent on the work from a ladder and receive necessary training. Always ensure the ladder complies with the relevant standard 1899. Ensure ladders are stored in a safe manner. Ensure training and instruction is provided to personnel whose job involves working from a ladder. Ladders must only be used by personnel who have undertaken training in the safe use of a ladder and are deemed competent. <p>Note: Work from a ladder must only be undertaken if the equipment or tools can be used with one hand (unless a control measure is used to prevent falls).</p>	1	2	2 Low	Manager Supervisor Workers