

Insert your company logo or company name here.

SAFE WORK METHOD STATEMENT FOR WORKING AT HEIGHTS

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 Sign-Off Record
SWMS Approved By:	Insert person	Distribution To:	All persons involved in the work scope
SWMS Date:	Insert date	Review Date:	and 12 months is required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Responsible Person's Phone Number:	Insert the person's phone number
Work Scope Description:	Work where there is a risk of a fall by a person from an edge to a lower level that is reasonably likely to cause injury. If working at a height where a person could fall more than 2 metres. This is defined as a 'High Risk Construction Work' under the Work Health and Safety Act 2011.		
List the qualifications and training requirements for this activity:	<ul style="list-style-type: none"> • Instruction in safe work practices and methods. • Understanding and adherence to instructions with the ability to prevent or arrest a fall. • Persons must be trained on emergency rescue procedures involved in the work at height rescue. 		
Details of inspections and maintenance checks required for this activity:	Inspections must be carried out on any fall arrest, fall restraint, ladders, scaffold or high-lift devices used in the project.		
Are there any additional circumstances that may affect this activity?	Persons must comply with all 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 2011 • Work Health and Safety Regulation 2011 • The Risk of Falls at Workplaces Code of Practice • Scaffolding Code of Practice • Australian Standard 1576.1 - Scaffolding - General Requirements • Australian Standard 1891.4 - Industrial Fall-Arrest Systems and Devices-Selection, Use and Maintenance • Australian Standard 1892.5 - Portable Ladders - Selection, Safe Use and Care • Australian Standard 4389 - Roof Safety Mesh • Australian Standard 4488 - Industrial Rope Access Systems • Australian Standard 4576. Guidelines for Scaffolding • 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. Unqualified personnel. Unnecessary work at height. 	<ul style="list-style-type: none"> Risk of not understanding procedures. Unsuitable plan and equipment. Risk of having unqualified personnel undertake the task. Risk of injury from falls, trips and slips. 	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, have the necessary skills and necessary competencies. Ensure that all arrest and fall protection equipment complies with Australian Standards. Obtain tool lanyards for use at height to prevent dropping tools. Assess and install signage and barriers. Ensure personnel have high-risk work licenses (HRWL) required, e.g. Dogger (DG), Rigger (RA, RB, RI), EWP (WP), Crane Operator (CN, C1, C2, C6, CO), Scaffolder (SB, SI, SA). In some circumstances, the unit of competency for 'work safely at heights' (e.g. RI1WHS204E) may be required. Do not undertake any work at height alone. Ensure that training and instruction is provided to personnel whose job involves working at height. <p>Note: Work at height must only be undertaken by personnel who have</p>	1	2	2 Low	Manager Supervisor Workers