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SAFE WORK METHOD STATEMENT FOR ELEVATED WORK PLATFORM (EWP) OPERATION

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:	All persons involved in the work scope
SWMS Date:	Insert date	Review Date:	12 months is required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Responsible Phone Number:	Insert the person's phone number
Work Scope Description:	General operation of an elevated work platform (EWP). This task is classified as a High Risk Construction under Section 291 of the Work Health and Safety Regulation - Movement of persons and equipment.		
List the qualifications and training requirements for the person(s) performing the work:	<ul style="list-style-type: none"> EWP license is mandatory if the EWP platform is over 2m. Instruction in the work method statement and the EWP operator's manual. Persons must be trained in emergency rescue procedures involved in the work at height rescue. <p>Note: On some EWP, a boom lift (or other defined competency) may be required for EWP with a boom lift in length.</p>		
Details of inspections and maintenance checks required for this activity:	<ul style="list-style-type: none"> Pre-use and periodic inspections must be carried out on the EWP. EWP must be maintained in accordance with the manufacturer's instructions. 		
Are there any additional conditions that may affect the work?	Persons must follow all additional safe work procedures, plans, rules and instructions given by an authorised person in control of the workplace.		
Legislative Reference:	<ul style="list-style-type: none"> Work Health and Safety Act Work Health and Safety Regulation How to Manage Work Health and Safety Risks Code of Practice Managing the Risk of Falls at Workplaces Code of Practice Managing Risks of Plant in the Workplace Code of Practice Australian Standard 2550.10. Cranes, Hoists and Winches - Safe use - Mobile Elevating Work Platforms Australian Standard 1418.10. Cranes, Hoists and Winches: Elevating Work Platforms Australian Standard 1891.4. Industrial Fall-Arrest Systems and Devices-Selection, Use and Maintenance 		

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. 	<ul style="list-style-type: none"> Risk of not understanding procedures. Suitable plant and equipment not available. Risk of having unprepared and unqualified personnel. 	2	2	4	<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 consulted on the operation of the EWP and discuss any necessary control measures. All persons operating the EWP must have zero tolerance for the use of alcohol and drugs. Personnel must not be under the influence of any medication that may affect their ability to operate the EWP safely. Proper training and instruction is provided to personnel whose job involves the operation of the EWP. <p>Note: The operation of the EWP must only be undertaken by personnel who are competent (under 11-metre boom) or licensed (WP) and competent (over 11-metre boom).</p>	1	2	2	Manager Operator Supervisor Workers
2.	Unloading/loading.	<ul style="list-style-type: none"> Personnel standing too close to the EWP, or personnel nearby. 	<ul style="list-style-type: none"> Risk of collision/impact with structures, personnel or plant. 	3	3	9 High	<ul style="list-style-type: none"> Ensure that a clear area is defined for unloading and parking the EWP. Check for overhead, nearby structures, energy services and other impact hazards and ensure a safe distance is maintained. 	1	3	3 Low	Operators Supervisor Workers