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# SAFE WORK METHOD STATEMENT FOR PLATFORM LADDER USE

## SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

<b>Client/Principal Contractor</b>	Insert client and/or PC name	<b>Project Address:</b>	Insert the project's address
<b>Company Address:</b>	Insert your company address	<b>Phone Number:</b>	Insert your business number
<b>SWMS Prepared By:</b>	Insert person	<b>In Consultation With:</b>	Refer to Consultation and Sign-Off Record
<b>SWMS Approved By:</b>	Insert person	<b>Distribution To:</b>	Persons involved in the work scope
<b>SWMS Date:</b>	Insert date	<b>Review Due:</b>	12 months or as required
<b>Person(s) responsible for implementing, monitoring and compliance to the SWMS:</b>	Insert person(s)	<b>Consultation Person Number:</b>	Insert person/telephone number
<b>Work Scope Description:</b>	Working on a platform ladder		
<b>List the qualifications and training requirements for this activity:</b>	<ul style="list-style-type: none"> <li>Instruction in safe work method statement.</li> <li>Understanding the manufacturer's instructions and conditions on using the platform ladder.</li> </ul>		
<b>Details of inspections and maintenance checks required for this activity:</b>	Platform ladder must be regularly inspected by a competent person in accordance with the manufacturer's recommendations.		
<b>Are there any additional circumstances that may affect this activity:</b>	Personnel must follow all additional safe work procedures, plans, rules and instructions given by an authority at the workplace.		
<b>Legislative Reference:</b>	<ul style="list-style-type: none"> <li>Work Health and Safety Act</li> <li>Work Health and Safety Regulation</li> <li>How to Manage Work Health and Safety Risks Code of Practice</li> <li>Managing the Risk of Falls at Workplaces Code of Practice</li> <li>Australian Standard 1892.1 - Portable Ladders - Metal</li> <li>Australian Standard 1892.2 - Portable Ladders - Timber</li> <li>Australian Standard 1892.3 - Portable Ladders - Reinforced Plastic</li> <li>Australian Standard 1892.5 - Portable Ladders - Selection, Safe Use and Care</li> </ul>		

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"> <li>Uncoordinated work plan.</li> <li>Unprepared personnel.</li> <li>Unqualified personnel.</li> <li>Unnecessary work from platform ladders.</li> </ul>	<ul style="list-style-type: none"> <li>Risk of not understanding procedures.</li> <li>Suitable platform ladder not available.</li> <li>Personnel not trained or having inadequate knowledge of the task.</li> <li>Risk of crushing or falling.</li> <li>Slips, trips and falls.</li> </ul>	3	2	6	<ul style="list-style-type: none"> <li>Ensure consultation with the Principal Contractor and/or Client has been undertaken to identify risks and hazards associated with the work.</li> <li>Personnel must be consulted on the work from the platform ladder and on any necessary control measures.</li> <li>Personnel must wear the site-specific PPE (e.g. high visibility clothing).</li> <li>Always ensure the platform ladder complies with the standard BS 1892.</li> <li>Ensure the working surface is of a high standard and surfaces are stable and secure.</li> <li>Assess and implement signage and barricading, if required to enable safe work.</li> <li>Obtain tool lanyards if required to prevent falling objects.</li> <li>Ensure the necessary training and instruction is provided to personnel whose job involves work from a platform ladder.</li> </ul> <p><b>Note:</b> Platform ladders must only be used by personnel who have undertaken</p>	1	2	2 Low	Manager Supervisor Workers