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| **SAFE WORK METHOD STATEMENT (SWMS)** |
| **PROJECT DETAILS:** |
| Project: | Area: |
| Job Address: |
| Job Description: |
| **WORK ACTIVITY:**  |  LADDERS |
| **Consult relevant workers during development, approval and communication of this SWMS** | SWMS Approved by: |  Page 1 of 12 |
| Name: (Include names of workers who were consulted in relation to this SWMS) | Signature: | Job Title: | Date: | Name: |
| Signature: |
| Date: |
| Personnel responsible for monitoring and managing activity: | Overall Risk Rating After Controls | **4 A**cute | **3 H**igh |
| **2 M**oderate | **1 L**ow |
| **COMMUNICATE THIS SWMS TO ALL PERSONS INVOLVED IN TASK PRIOR TO WORK COMMENCING*** \_\_\_\_\_\_\_\_\_\_\_\_will conduct regular inspections and observations to ensure SWMS is being complied with.
* Hold Daily Tool Box Talks to identify, control and communicate additional site hazards.
* Cease work immediately if incident or near miss occurs. Amend the SWMS in consultation with relevant persons.
* \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will approve and communicate amendment to all affected workers before work resumes.
* As required by WHS legislation, make the SWMS available for inspection or review.
* As required by WHS legislation, keep record of SWMS (until job is complete or for 2 years if involved in a notifiable incident).
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| **IMPORTANT NOTES:** |
| Check local government standards, codes of practice, regulations and legislation for any training requirements before use.Apprentices and Trainee Personnel are usually permitted to operate certain machinery and equipment provided they are guided and supervised by an experienced and qualified person, while also recording the hours of use in an approved logbook.WorkCover National Certificates of Competency are nationally recognised and these specific certificates do not have to be changed over to work interstate. 1. Workplace ladders must conform to AS/NZS 1892 Portable Ladders.2. Selection of ladder must be appropriate to the task, and suitable for the nature and duration of the task. |

| **Task Steps** | **Potential Hazards/Risks of Each Step** | **RB** | **Control Measures - Steps To Follow Safety Checks & PPE** | **RA** | **Responsible Officer** |
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| **NOTE: RB** = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented. |
| 1. Selection | Design and constructionSlips, fallsElectric shock |  | Never use domestic ladders at workplaces. Industrial ladders used at workplaces must have a minimum load rating of 120 kg.Use extension ladders for access only to roof, platform, etc. and with no work process.Use step ladders for light maintenance work for short duration.Use platform ladders for more complex and longer duration tasks, such as picking stock from shelves, racking, etc.Never use wire reinforced ladders or metal ladders when working near electrical wiring or areas where electrical hazards may be present.Never use non-conforming ladders in workplaces.Always secure the ladder to prevent movement.Open the ladder legs fully and secure the braces.Make sure the footsteps are in working properly and in good order.For electrical work, preferably use non-conductive ladders only. |  |  |
| 2. Inspection | Damage to ladder |  | Check for impact damage, splits or cracks on stiles.Check the reinforcing wire is intact.Check the steps or rungs - must have no damage or wear, and be clean of grease or oil, etc. Check the non-slip ladder feet is fitted properly and is in good condition.Never use ladders with missing parts, are damaged or worn. |  |  |
| 3. Setting up and use | Falls |  | Footwear used must be of non-slip soles, and free of grease, oil or other matter.Set up ladders only on level, clean and firm surfaces.To obtain a sound footing, use ladder leveler or something equally reliable. Never “block up” under ladder feet.Climbing and descending ladder must always be done with facing the ladder and with three of the body limbs always in contact with the ladder. Whenever climbing or descending a ladder, do it slowly and always facing the ladder.Never carry anything in the hand while climbing or descending a ladder. Other means must be used for hauling materials, tools, etc., up to the work level.Make sure the footwear has clean soles.Make sure the ladder is stable before use.Make sure the ladder is adequately supported, has a firm footing, and the feet cannot move. For climbing or descending a ladder, always maintain three-point contact on the ladder.Only one person must be on the ladder at a time.Use an assistant to keep the ladder in place until the top of the ladder can be secured against movement. |  |  |
| 4(a). Single and extension ladders | Falls |  | Except for pole work, access ladders must extend at least 1 m above the level to be accessed, and should be secure against accidental movements.Set up ladders with a slope of 4 up, 1 out. In a confined space, the ladder may be secured at the top and bottom to stop movements.Single ladders must not be more than 6.1m in length.Extension ladders must be more than 9.2m for electrical work, and 7.5m for all other work.Work only on jobs, which are within easy reach from the ladder.Ladders are not meant to be used as a means for crossing an opening or space.Never climb past the third top rung.Make sure the ladder has a good footing on a firm stable surface and is unable to move.This rule is not applicable for work in confined spaces.This rule is not applicable for work in confined spaces.Never over-reach from a ladder.Never misuse ladders. |  |  |
| 4(b). Step ladders | Falls |  | Make sure the step ladder is fully opened and the braces are locked securely in place.Make sure all the feet of the ladder have non-slip caps fitted for preventing movement.Make sure all four feet of the ladder are in good contact with a stable, firm surface.Make sure not to stand on top two rungs of the step ladder, on top or on the rear horizontal braces of the step ladder.Never use as a trestle for planks.At any time, only one person is to be on a step ladder.Never stand on the top of the step ladder, or on the top two rungs. |  |  |
| 4(c). Platform ladders | Falls |  | There must be rubber caps on all feet of a platform ladder and the legs must be able to slide freely without binding.Before use, make sure the folding platform ladders are fully opened and the braces are locked in place.Make sure all four feet of the ladder are in contact with a stable and firm surface.Check the treads and platform surfaces must have no damage or wear, and be clean of grease or oil, etc.Make sure the ladder is sitting firmly on the ground and is not moving, before it is climbed.At any time, only one person is to be on a step ladder. |  |  |
| 4(d). Trestle ladders | Falls |  | While in use, trestles must be placed on stable and firm surfaces and prevented from slipping.Trestles must be secured from moving by either tying to a sturdy wall, bracing to the ground, or applying weights to the bottom of the trestle.Provide suitable edge protection at locations where a person may fall greater than the height specified by regulations in each state.Ends of platforms and along outer edges must have protection.Do not have more than 225m gap between platform and wall.Make sure trestles are put on sound stable footing.Make sure the trestle is secured against any movement.Platforms supported by trestles must be no more than 5m above ground level.For light work, platforms must be at least 225m wide and 450m for other work. |  |  |
| 4(e). Fixed ladders | Falls |  | Fixed ladders should conform to AS1657: Fixed platforms, walkways, stairways and ladders - Design, construction and installation.Provide means of preventing a person from falling from fixed ladders. These could be ladder cages, fenced platforms, fall arrest systems, etc.Never use non-conforming ladders.With a fall arrestor, approved safety harness or belt must be worn. |  |  |

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| PERSONAL PROTECTIVE EQUIPMENT |
| Personal Protective Equipment Requirements |
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| **Foot Protection** | **Hearing Protection** | **Protective Clothing** | **Head Protection** | **Eye Protection** | **Hand Protection** | **Sun Protection** | **Safety Harness** |
| C:\Users\Virtual\Desktop\Safety PPE Signs\Boots.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Ear Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Apron.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Hard Hat.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Eye Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Gloves.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Sun Protection.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Safety Harness1.jpg |

**PPE Notes:**The above PPE Requirements are the minimum requirements for all personnel involved in this task. Be sure to conduct a Risk Assessment for other factors that may influence the work environment such as Temperatures – Hot/Cold, Working in the Sun, Night Work etc. Be sure that all PPE used is approved by Australian Standards. |
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| References: |  |
| **AS/NZS 1892****AS/NZS 1892.5** | Portable LaddersPortable Ladders–Selection, Safe Use and Care |

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| **SIGN OFF** |
| Workers and relevant Persons Conducting Business or Undertaking (PCBU) were consulted for developing this SWMS. I have read the above SWMS and I understand its contents. I confirm that I have the necessary training and skills, including any relevant certifications to undertake the related tasks contained in this SWMS. I agree to comply with any safety guidelines, requirements and recommendations as set forth by the responsible officer within this SWMS including safety instructions and use of recommended Personal Protective Equipment. |

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| **Name** | **Qualifications** | **Signature** | **Date** | **Time** | **Employer** |
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| **RISK ASSESSMENT** |
| References: Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines |

**Step 1 Determine Likelihood –** What is the possibility that the effect will occur? **Step 2 Determine Consequence –** Expected Consequences

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|  | **Likelihood** | **Definition** |
|  **Almost certain** | Expected to happen in most circumstances. | A common and very possible result |
|  **Likely** | Will probably occur in most circumstances. | Known to have occurred and has happened before |
| **Possible** | Might occur at some time | Could occur and is likely it has happened before |
| **Unlikely** | Could occur at some time | Not likely to occur |
| **Rare** | May occur only in exceptional circumstances | Very unlikely |

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| **Level of Consequence** | **Examples** |
| **Insignificant/Acceptable** | No consequence – so minor that the consequence is manageable |
| **Minor** | First aid treatment only; manageable and contained. |
| **Moderate** | Medical treatment; manageable with 3rd party assistance. |
| **Major** | Serious injuries; Down time and loss of productivity |
| **Catastrophic** | Death; Very serious consequences |

**Step 3 Determine the risk score Step 4 Record risk score** (**Note** – Risk scores are only estimated and should not be

Solely relied upon)

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|  | **CONSEQUENCE** |
| **LIKELIHOOD** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
|  **Almost certai**n | 3 High | 3 High | 4 Acute | 4 Acute | 4 Acute |
| **Likely** | 2 Medium | 3 High | 3 High | 4 Acute | 4 Acute |
| **Possible** | 1 Low | 2 Medium | 3 High | 4 Acute | 4 Acute |
| **Unlikely** | 1 Low | 1 Low | 2 Medium | 3 High | 4 Acute |
| **Rare** | 1 Low | 1 Low | 2 Medium | 3 High | 3 High |

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| **Score**  | **Action**  |
| **4** **A: Acute**  | URGENT – Act on and lower the risks immediately. Demands immediate attention.  |
| **3** **H: High**  | Decisions required urgently by Management.  |
| **2** **M: Moderate**  | Follow instructions given by management.  |
| **1** **L: Low**  | Manageable. Review regularly, and if any conditions of work change.  |

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BlueSafe Australia Pty Ltd supplies a generic template system of word documents that helps the employer to get a head start by providing them with a foundation to build a Work Health & Safety system for their business. BlueSafe Australia Pty Ltd templates are generic in nature and are not designed to be relied solely upon without the customisation of specific tasks.

Acquiring or creating & implementing an WHS System can greatly reduce the risks which are associated with your business, however having a complete WHS System does not 100% insulate a business from accidents or injuries in a workplace, and it does not guarantee that a Compensation Claim won’t be filed, however it significantly reduces the probability or likelihood by creating, adjusting and refining your systems as much as possible and ensuring that staff follow them.

The documents provided by BlueSafe Australia Pty Ltd are designed to help the employers’ awareness to safety in the workplace, and helping them with the first step to meeting their legislative obligations as an employer. Not only this, but it also creates an awareness for the employee in helping them be aware of their legislative obligations in the workplace, by taking responsibility for their actions, be ‘Safety Minded’ and helping the employer to create and maintain a safe workplace which also significantly reduces the possibilities and risks of an injury while at work.

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