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| **ABN:** 35145102432 Address:18 hunter place, castle hill, NSW 2154 PH:0412641287 E:[peter@fieldsglassandglazing.net.au](mailto:peter@fieldsglassandglazing.net.au) Web: www.fieldsglassandglazing.net.au | | | | | | | | | |
| **SAFE WORK METHOD STATEMENT (SWMS)** | | | | | | | | | |
| **PROJECT DETAILS:** | | | | | | | | | |
| Project: | | | | Area: | | | | | |
| Job Address: | | | | | | | | | |
| Job Description: | | | | | | | | | |
| **WORK ACTIVITY:** | Platform Ladder | | | | | |  | | |
| **Consult relevant workers during development, approval and communication of this SWMS** | | | | | SWMS Approved by: | | | Page 1 of 7 | |
| 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. Never use domestic ladders at workplaces, rather use industrial ladders.  2. Consider the nature and duration of the task when selecting an appropriate ladder.  3. Always face a ladder to climb or descend, using both hands on stiles (or rails if fitted) and climb or descend slowly.  4. Always display suitable safety and warning signs in areas where ladders are used to prevent misuse or incorrect use of ladders. |

| **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 | Slips, falls  Electric shock |  | Make sure ladder is approved for industrial use, and designed in compliance with Australian Standard AS/NZS1892 Portable Ladders – never use domestic ladders or non-conforming ladders.  Make sure that working platform is of proper height for work to be carried out.  Use only non-conductive ladders on electrical work. |  |  |
| 2. Inspection | Damage to ladder |  | Inspect all the stiles for cracks, splits or impact damage – never use ladders if damaged, is worn or has missing parts.  Inspect all the steps – there must be no wearing or damage, and be clean of oil or grease, etc.  Inspect the entire platform surface for defects or foreign matter that could cause a person to slip – keep all surfaces clean.  Inspect all the rails around platform to make sure that they are securely fitted and capable of preventing a person falling when leant on – never use ladder if platform rails are not properly secured.  Non-slip ladder feet must be fitted properly, and be in sound condition – make sure that foot stops are in good order and working properly.  Platform ladders must have rubber caps fitted to all feet, and castor spigots must slide freely without binding. |  |  |
| 3. Setting up & use | Falls  Electric shock |  | Footwear worn should have a non-slip sole, and be free from oil, grease or other matter that may affect grip – make sure that ladder feet never move when ladder is being used.  Ladders should always be set up on a firm, clean, level surface – open its legs fully and secure brace on folding types.  Avoid carrying anything in the hand while climbing or descending a ladder – use other means of hauling tools, materials, etc., up to the work level.  Place ladder as close as possible to work to avoid over-reaching or leaning from work platform – never lean out or over-reach.  Avoid cluttering platform floor with material – use box or similar means attached to rail to hold material being handled. Keep ladder platform clear. Never overload rails.  Never use conductive ladders for electrical work or near electricity wires – always use approved ladders only. |  |  |

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| PERSONAL PROTECTIVE EQUIPMENT |
| Personal Protective Equipment Requirements |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **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: |  |
| Code of Practice  Factsheet  AS 1657-1992  AS/NZS 1892.5:2000  AS/NZS 1892.1:1996  AS 1892.2-1992  AS/NZS 1892.3:1996  AS/NZS 2210.1:2010 | Managing the Risk Falls at Workplace  Falling objects  Fixed platforms, walkways, stairways and ladders–Design, construction and installation  Portable ladders–Selection, safe use and care  Portable ladders–Metal  Portable ladders–Timber  Portable ladders–Reinforced plastic  Safety, protective and occupational footwear– Guide to selection, care and use |

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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.

The obligation rests with the employer to ensure that all systems in the workplace are applicable, practical and safe for their employees while ate work.

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