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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:** | Scissor Lift | | | | | | | |
| **Consult relevant workers during development, approval and communication of this SWMS** | | | | | SWMS Approved by: | | Page 1 of 9 | |
| 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. Scissor lifts should be operated only by authorised persons who have been instructed in the safe use of the machine and the precautions to be observed.  2. Before operations, check with the relevant authority for local requirements. Certain sites such as mines, etc. may have specific operational requirements to be applied. |

| **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. Pre-start Checks | Loss of power – Causing entrapment  Loss of control – Causing falls and injury.  Risk of falls – Causing crushing and Injury, or fatalities.  Accidental movement | **3H** | Before the scissor lift is used for working at any height, make sure the batteries are fully charged.  Before operations, inspect the levels of all liquids such as hydraulic oil, coolant, oil, fuel, etc.  Before commencing use of the lift, inspect all controls for proper functioning.  Before commencing use, inspect all movements and make sure they are steady and smooth.  Inspect the operation of outriggers, stops, brakes, etc. to make sure the unit remains immovable when the platform is extended.  Make sure that the gate/s and guard fence is able to close securely.  Never use if the battery charge is low.  Recharge the batteries before use.  If the liquid levels are low, top up their levels.  Never use a faulty equipment.  Never use if the movements are jerky.  Never use the unit if the stops or brakes are unable to prevent all movement of the unit.  Inspect the operation of the gate latch. | **2M** |  |
| 2. Travel | Instability – Causing falls and injury, damage to equipment. | **3H** | Move at low speed when traversing areas where the visibility is restricted, such as blind corners, on rough surfaces or when traversing corners.  For moving even short distances, lower the platform.  When travelling, make sure the body is kept fully within the confines of the platform.  Always use safe speed when travelling.  Never travel when the platform is raised.  When travelling, make sure the gates of the cage remain closed. | **2M** |  |
| 3. Security of worksite | Collision – Causing falls, instability and damage to equipment.  Falling objects – Causing injury. | **3H** | To prevent collision of scissor lift with any other vehicle or plant working in the vicinity, use signs, traffic cones and barricades.  Do not allow access to persons in the vicinity of scissor lift when the platform is raised.  An assistant or observer on the ground must take precautions against falling objects.  The work area must be protected with barriers.  Wearing high-visibility garments is recommended.  Prevent unauthorised entry.  Wearing head precaution is recommended. | **2M** |  |
| 4. Working at heights | Instability – Causing falls and injury.  Overhead obstacles – Causing instability and injury to persons. | **3H** | Before raising the platform, make sure the unit is on a level surface. If working on uneven surfaces, level the unit with outriggers.  Make sure that the gates on the platform guard rails are closed and are locked in place.  When working at heights, never reach out beyond the confines of the platform.  If the unit is raised, never rock the unit.  Be careful when working close to overhead structures, ceilings or roofs.  Always keep a safe distance from overhead electrical installations and catenary wires. Alternately, isolate the services and have them locked out before starting work in the vicinity.  Before starting to raise, make sure that the unit is parked on a firm and stable surface.  Never open the gates when the platform is elevated.  Always wear a harness or a safety belt.  Always avoid any jerky or sudden movements.  Always wear head protection. Before commencing work, always identify the electrical hazards. | **2M** |  |

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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: |  |
| **WorkCover NSW**  **Codes of Practice**  **Codes of Practice**  **AS/NZS 1418.10:2011** | Safe Working at Heights Guide  Managing the Risks of Falls at Workplaces  Managing the Risks of Plant in the Workplace  Cranes, Hoists and Winches – Safe Use – Mobile Elevating Work Platforms |

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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. |

DISCLAIMER

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.

BlueSafe Australia Pty Ltd or any of our strategic alliances including associates or any third parties will not and cannot be held responsible for any claims, legal responsibility and litigation resulting from a workplace incident. It is the employers’ responsibility to provide a safe work environment for all staff, contractors and visitors in which BlueSafe Australia Pty Ltd does not in any way offer any service that carries or negates that responsibility. BlueSafe Australia Pty Ltd offers a number of products that gives employers a foundation to begin building a comprehensive system in order to meet their legislative requirements and obligations. BlueSafe Australia Pty Ltd will not and does not in any way offer any protection or indemnity from any form of litigation or claims, or any liabilities incurred or sustained. The absolute responsibility to create, implement and maintain a safe system of work and a safe working environment ultimately rests with the employer.