|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **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:** | Safety Harness | | | | | | | |
| **Consult relevant workers during development, approval and communication of this SWMS** | | | | | SWMS Approved by: | | Page 1 of 11 | |
| 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). | | | | | | | | |

|  |
| --- |
| **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. In Australia, all fall arrest harnesses must comply with Australian Standard AS 1891.1 Industrial fall-arrest systems and devices - Safety belts and harnesses.  2. All safety harnesses must be used strictly according to the instructions of the manufacturer and only for the purpose that they were designed.  3. Before being allowed to use a harness, users must receive instructions and training in their use. |

| **Task Steps** | **Potential Hazards/Risks of Each Step** | **RB** | **Control Measures - Steps To Follow  Safety Checks & PPE** | **RA** | **Responsible Officer** |
| --- | --- | --- | --- | --- | --- |
| **NOTE: RB** = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented. | | | | | |
| 1. Marking | All harness, belt, lanyard assemblies including fall-arrest assemblies must be legibly and indelibly marked or labelled permanently by the manufacturer showing the relevant information listed on the right hand column. | **3H** | The device designation, such as 'Pole strap”, 'lanyard assembly', etc.,  The name, trade name or trademark of the manufacturer,  The device's serial number,  For fall-arrest harnesses and lanyard assemblies, the maximum free fall allowable,  Any instruction necessary for fitting, assembly and putting-on, etc.,  If applicable, a statement for the specific application of the device,  A statement showing the device is designed for use in more than one specific configuration together with the applicable limitations, such as attachment points.  The location where the primary load-bearing attachment hardware attaches to the pole strap, restraint line or lanyard assembly,  The month and year when the device should be discontinued from service, (Maximum limit is 10 years from the date of manufacture.  Use harnesses only for the purpose for which they were designed.  If used for any purpose other than their intended function, harnesses may fail to provide necessary level of protection, and/or expose the wearer to risk levels that are unacceptable in the performance of the task being carried out.  Safety harnesses above 10 years of age must never be used. | **2M** |  |
| 2. Inspection | Remove the equipment from service, if any of the conditions on the right are detected during inspections. | **3H** | Equipment age is more than 10 years.  Labels are found obliterated, illegible, missing or removed.  Evidence is found for charring, stiffness or melting, or there are indications of the device being exposed to extreme heat or cold.  It shows damage from exposure to organic solvents, caustics or acids.  There is indication of excessive wear on the device, such as frayed or furry.  There is indication of excessive pitting corrosion, general corrosion, or any broken, worn, distorted, burred or cracked hardware.  Knots have formed in any part of the equipment.  The device shows visible damage, loss of resilience, discoloration that raises doubts regarding the ability for withstanding potential overloading and the strength of the equipment.  Part of the mechanism is found to be not moving freely.  There is a visible reduction in the cross-sectional area of webbing or rope, lose or unravelling of fibres, stitching or strands.  Approved cleaning methods are unable to remove the excessive contamination.  Do not use out-of-date or faulty equipment. | **2M** |  |
| 3. Use | Persons falling | **3H** | After inspection, lay out the harness and make sure it is not tangled or crossed.  On the attachment point on the rear of the harness, attach the lanyard assembly.  Wear on the body as like any other similar garment.  Connect all buckles, and make sure the belts are not twisted or crossed.  Tighten the belts and make the harness fit firmly on the body, do not over tight.  Make sure body movements are still full range, while wearing the harness.  Recheck all buckles and belts. If there is evidence of movement, do not use the harness.  Fit harnesses properly for safety in use. | **2M** |  |
| 4. Withdrawal from service | Equipment must be removed from service for any of the events listed on the right. | **3H** | The equipment has been involved in a fall, or  The equipment is more than 10 years old, or  The equipment is deteriorated, damaged or worn.  Never use stressed or out-of-date equipment. | **2M** |  |
| 5. Maintenance |  | **3H** | Synthetic textile material may be cleaned with warm water and mild soap  Harness material should not be cleaned or washed using either abrasive cleaners, solvents, etc.  Inspect all fittings, buckles and belts for evidence of damage, distortion or wear.  Unauthorized replacement of parts or repairs must not be allowed.  Harnesses must be stored in dry, cool areas, hanging from hooks for avoiding entanglement.  Contact supplier or manufacturer for any advice on specialist cleaning.  Use mild cleaners or soap only.  Never use faulty or out-of-date equipment.  The device must be returned to supplier or manufacturer for repair, or discard. | **2M** |  |

|  |
| --- |
| 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. |
|  |

|  |  |
| --- | --- |
| References: |  |
| **Codes of Practice**  **AS/NZS 1891.1** | Managing the risks of falls at workplaces  Industrial fall-arrest systems and devices - Harnesses and ancillary equipment |

|  |
| --- |
| **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. |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Name** | **Qualifications** | **Signature** | **Date** | **Time** | **Employer** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

|  |
| --- |
| **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

|  |  |  |
| --- | --- | --- |
|  | **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 |

|  |  |
| --- | --- |
| **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)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **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 |

|  |  |
| --- | --- |
| **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.