

CLEANING (WATER-FED POLE SYSTEM) SAFE WORK METHOD STATEMENT (SWMS)












Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC Address:
Signature:	Date:	PC Phone #: Date SWMS provided to PC:
Contact Phone #:		Job Site Address:

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

- | | | | | |
|--|--|---|--|---|
| <input type="checkbox"/> Electrical equipment | <input type="checkbox"/> Elevated levels | <input type="checkbox"/> Slips, trips and falls | <input type="checkbox"/> Hazardous substances | <input type="checkbox"/> ? |
| <input type="checkbox"/> Hot Work | <input type="checkbox"/> Hazardous manual tasks | <input type="checkbox"/> Outdoor work | <input type="checkbox"/> Remotely &/or isolated work | <input type="checkbox"/> ? |
| <input type="checkbox"/> Noise and vibration | <input type="checkbox"/> Native vegetation & weeds | <input type="checkbox"/> Air quality | <input type="checkbox"/> Waste | <input type="checkbox"/> Vehicle movement |
| <input type="checkbox"/> Fuels, oils & chemicals | <input type="checkbox"/> Terrestrial fauna | <input type="checkbox"/> Waterways & soils | <input type="checkbox"/> Cultural heritage | <input type="checkbox"/> ? |

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

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| <input type="checkbox"/> Confined spaces | <input type="checkbox"/> Mobile plant movement | <input type="checkbox"/> Demolition of a load-bearing structure | <input type="checkbox"/> Asbestos disturbance |
| <input type="checkbox"/> Using explosives | <input type="checkbox"/> Diving work | <input type="checkbox"/> Artificial extremes of temperature | <input type="checkbox"/> Tilt-up or pre-cast concrete |
| <input type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services | | | |
| <input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse | | | |
| <input type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers | | | |
| <input type="checkbox"/> Working at depths greater than 1.5 Metres, including tunnels or mines | <input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere | | |
| <input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor | <input type="checkbox"/> In or near water or other liquid that involves the risk of drowning | | |

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	
											Rings, watches, jewellery that may become entangled must not be worn. Long and loose hair must be tied back.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4 - ACUTE		
LIKELY	2 - MODERATE	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4A - ACUTE	DO NOT PROCEED.
POSSIBLE	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	4 - ACUTE	3H - HIGH	Review before commencing work.
UNLIKELY	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	2M - MODERATE	Maintain control measures.
RARE	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	3 - HIGH	1L - Low	Record and monitor.

HIERARCHY OF CONTROLS	MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE
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JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
1. HRCW Planning	Contact with overhead electric lines	4A	<ul style="list-style-type: none"> Use non-conductive poles, e.g. carbon fibre or moulded plastic Liaise with electricity supply authorities regarding control measures for working near overhead electric lines In general: <ul style="list-style-type: none"> 3m above, either side and below power lines is No Go Zone 3-6.4m of power lines a Spotter is required Further than 6.4m of electric wires is an open area No work to be conducted within a 10m radius of SWER transformer. <p><i>Note: Authorised persons may be permitted to work within minimum safe distance zones for jobs such as tree clearing work, provided requirements of State Energy Authority and owner of the electric line are followed.</i></p>	Supervisor to liaise with electricity supply authorities
2. Working outdoors	Extreme weather	3H	<ul style="list-style-type: none"> Check weather conditions – do not work in extreme conditions Reschedule works to work in more moderate temperatures. 	Supervisor to maintain awareness of weather conditions Operator to follow controls
	Hyperthermia Hypothermia	3H	<ul style="list-style-type: none"> Ensure workers are trained to recognise the symptoms of hyperthermia and hypothermia Hot conditions. Ensure: <ul style="list-style-type: none"> Suitable protective clothing Sun brim on hard hats Safety glasses - UV rated Use 30+ sunscreen on exposed skin Adequate drinking water Access to shade on breaks Adequate breaks. Cold conditions. Ensure: <ul style="list-style-type: none"> Schedule warm-up breaks Hold breaks inside Dress warmly in layers Stay dry (wet clothing chills the body rapidly) Workers must get out of the cold as soon as they can if starting to feel symptoms Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold. 	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> Locate equipment where it will not become a tripping hazard Check for stored items, corners or other obstructions that could cause tripping Ensure there is room to manoeuvre and no obstacles in the way Store materials to minimise manual tasks hazards, trip hazards Stack material away from vehicle and traffic areas as much as possible Ensure footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, oily soles, or caked with mud or other contaminants 	
7. Manual tasks	Musculoskeletal (MSD) injuries	3H	<ul style="list-style-type: none"> Materials/equipment placed as close to the work area as possible Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight Do not use extreme force to move items Hold lifted items close to the body whenever possible Keeping knees bent and back straight and lift, unload keeping knees bent Use team lifts and mechanical means for heavy items Schedule regular breaks and practice job rotation Use the correct tool for the process Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending. 	Supervisor and workers to ensure control measures followed
8. HRCW Working with hand & power tools	<ul style="list-style-type: none"> Electrocution Injury Tool malfunction Fire Asphyxiation 	4A	<ul style="list-style-type: none"> Use tools only for the purpose specified by the manufacturer Pre-inspect and operate tools following the 'manufacturer's instructions. If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures Ensure operations manual is available, read and understood All electric power tools and leads are Tested and Tagged and are current Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices <ul style="list-style-type: none"> ⚠ Do not use plug top 'RCD's fitted to power tools as the RCD cannot be tested Ensure switchboards have appropriately rated circuit breaker Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing <ul style="list-style-type: none"> ⚠ Do not run a diesel/petrol-powered generator inside a building (e.g. shed), or where ventilation is limited Wear PPE as recommended by the manufacturer. 	Supervisor and workers to ensure control measures followed
9. HRCW Window cleaning	Equipment malfunction	3H	<ul style="list-style-type: none"> Inspect, connect and operate the water-fed pole system following manufacturers' instructions Read all instructions and become familiar with the controls before use Check for damage or faults regularly during operation ⚠ Do not use if any defect/damage/missing parts. Report immediately and follow tag-out/lock-out procedures. 	Supervisor and workers to ensure control measures

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	Working near traffic	4A	<ul style="list-style-type: none"> • Ensure where barriers are present that workers do pass beyond the barriers • Follow spotters instructions • Check regularly for changing hazards and monitor work position at all times • High visibility clothing worn at all times by all workers. 	
	<ul style="list-style-type: none"> • Falling pole • Electrocution • Injury to others 	4A	<ul style="list-style-type: none"> • CEASE work if there is a weather change that may cause the operator to lose control of the pole, i.e. winds, rain, thunder and lightning • Consider wearing lifting gloves to improve grip • Avoid becoming fatigued: <ul style="list-style-type: none"> ○ Operate poles with using the power of the legs, by stepping a single stride forward and back. In this way, use of the arms can be significantly reduced ○ Share the pole with other members of the team ○ Switch from the left-hand side of the body to the right, and visa-versa ○ Take regular breaks to undertake other tasks ○ Take periodic breaks free from activity. 	
	Unauthorised access from the public	4A	<ul style="list-style-type: none"> • Maintain an exclusion zone as required • Maintain a safe working distance from the public when working • If the exclusion zone is breached, cease work immediately. 	
	Aggressive persons	3H	<ul style="list-style-type: none"> • Workers are to cease operations if they encounter anyone who makes them feel uncomfortable or that is acting suspiciously and report back to the Supervisor • Should always work in teams and should not work alone at any time during the activity. 	
	Water under pressure	3H	<ul style="list-style-type: none"> • Use the lowest pressure needed for the work to be performed ⚠ <i>Never put your hand over a jetting nozzle when operating</i> ⚠ <i>Never use high-pressure water to clean yourself, clothing or footwear (Water jet at 1500psi will cause injury if it contacts a person).</i> 	
	<ul style="list-style-type: none"> • Muscular stress • MSD 	3H	<ul style="list-style-type: none"> • Only extend the pole to the required height • Try to exercise a sound, systematic, fluent technique • Move the pole with your body versus your arms as much as possible to reduce strain • Switch regularly from the left-hand side of the body to the right, and visa versa • The neck is at risk of getting stiff during this work. If working alone take regular breaks as needed • When extending water-fed poles, raise the pole vertically. When this is not possible: <ol style="list-style-type: none"> 1. Extend the pole to the desired length horizontally along the ground 2. Raising the pole from this position will be a two-person operation, one to stabilise the base and steady the pole while the second "walks" the pole up. 	
	Slips	3H	<ul style="list-style-type: none"> • Clean up excess water on the ground using a squeegee, mop or rags 	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> Check for dangers to self before helping others Maintain control of the area and stabilise the situation Apply first aid to the injured worker Complete an incident report. 	<p><i>responses.</i></p> <p>followed</p>

OVERALL RISK RATING AFTER CONTROLS	— 1 - Low	— 2 - MODERATE	— 3 - High	— 4 - ACUTE
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PERMITS	<input type="checkbox"/> Not applicable	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Confined Space	<input type="checkbox"/> Local council	<input type="checkbox"/> ?	<input type="checkbox"/> ?
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PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES	SUPERVISORY ARRANGEMENTS
<input type="checkbox"/> Electrical tools and leads	Tested and tagged quarterly	<p><i>List hazardous substances taken on-site and have the SDS on-site.</i></p> <ol style="list-style-type: none"> 	<input type="checkbox"/> Audits <input type="checkbox"/> Spot Checks <input type="checkbox"/> Reporting systems <input type="checkbox"/> Suitably qualified supervisors for job <input type="checkbox"/> Direct on-site supervision <input type="checkbox"/> Remote site: communication systems/schedule
<input type="checkbox"/> Hand tools - Meet AS/NZS	Regular visual inspection		
<input type="checkbox"/> Ladders - Meet AS/NZS	Inspected and tagged out if damaged		
<input type="checkbox"/> Mobile plant- <i>specify</i>	Inspected and tagged out if damaged		
<input type="checkbox"/> ?			
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<input type="checkbox"/> ?			

SWMS SIGN-OFF

This SWMS has been developed in consultation and cooperation with workers and relevant organisation representatives. I have read the above SWMS, and I understand its contents. I confirm that I have the skills and training, including appropriate certification, to conduct the task as described. I agree to comply with safety requirements within this SWMS, including risk control measures, safe work instructions and PPE described.

WORKERS' NAME	SIGNATURE	JOB ROLE / POSITION E.G. SUPERVISOR, WORKER, TRAINEE	DATE	WORKERS' NAME	SIGNATURE	JOB ROLE / POSITION SUPERVISOR, WORKER, TRAINEE	DATE
E.g. Jack Morris		Supervisor	12/12/2019				