WORKING AT HEIGHT SAFE WORK METHOD STATEMENT (SWMS)

<table>
<thead>
<tr>
<th>Business Contact:</th>
<th>Phone #:</th>
<th>Principal Contractor (PC):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible person (for monitoring SWMS and work):</td>
<td></td>
<td>PC Address:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
<td>PC Phone #:</td>
</tr>
<tr>
<td>Contact Phone #:</td>
<td></td>
<td>Job Site Address:</td>
</tr>
</tbody>
</table>

**THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS**

- □ Electrical equipment  □ Elevated levels  □ Slips, trips and falls  □ Hazardous substances  □ ?
- □ Hot Work  □ Hazardous manual tasks  □ Outdoor work  □ Remotely &/or isolated work  □ ?
- □ Noise and vibration  □ Native vegetation & weeds  □ Air quality  □ Waste  □ Vehicle movement
- □ Noise and vibration  □ Terrestrial fauna  □ Waterways & soils  □ Cultural heritage  □ ?

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

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

<table>
<thead>
<tr>
<th>Foot Protection</th>
<th>Hearing Protection</th>
<th>High Visibility</th>
<th>Head Protection</th>
<th>Eye Protection</th>
<th>Face Protection</th>
<th>Hand Protection</th>
<th>Protective Clothing</th>
<th>Breathing Protection</th>
<th>Sun Protection</th>
<th>Safety Harness</th>
</tr>
</thead>
<tbody>
<tr>
<td>□</td>
<td>□</td>
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<td>□</td>
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<td>□</td>
</tr>
</tbody>
</table>

**FOOT PROTECTION**
- Rings, watches, jewellery that may become entangled must not be worn. Long and loose hair must be tied back.
<table>
<thead>
<tr>
<th>Hierarchy of Controls</th>
<th>Most Effective</th>
<th>Least Effective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Task</td>
<td>Control Measures</td>
<td>Responsible Person</td>
</tr>
<tr>
<td>1. HRCW Arrival on-site &amp; assess onsite conditions</td>
<td>Personal injury, property damage &amp;/or environmental incident</td>
<td>3H</td>
</tr>
<tr>
<td>2. HRCW Work area set-up</td>
<td>Fall from height, impact injuries, fatality</td>
<td>4A</td>
</tr>
</tbody>
</table>
## 17. HRCW Emergency response

**Hazard:**
- Injury
- Fatality
- Environmental damage

**Risk:**
4A

**Control Measures:**
- "For police, fire or ambulance call ‘000.’"
- Follow site emergency and evacuation procedures
- A communication system is available, e.g. a mobile phone or radio
- 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.

**Responsibility Person:**
Supervisors and workers ensure controls followed

### Overall Risk Rating after Controls

<table>
<thead>
<tr>
<th>Risk</th>
<th>Low</th>
<th>Moderate</th>
<th>High</th>
<th>Acute</th>
</tr>
</thead>
</table>

### Permits
- ☐ Not applicable
- ☐ Hot Work
- ☐ Confined Space
- ☐ Local council
- ☐?

### Site Management Plan

- Is the work associated with a Construction Project?
- ☐ Yes ☐ No

If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.

### Plant & Equipment

<table>
<thead>
<tr>
<th>Type/Description</th>
<th>Class</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical tools and leads</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hand tools - Meet AS/NZS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ladders - Meet AS/NZS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mobile plant</td>
<td>specify</td>
<td></td>
</tr>
</tbody>
</table>

### Hazardous Substances

- List hazardous substances taken on-site and have the SDS onsite.

### Supervisory Arrangements

- ☐ Audits
- ☐ Spot Checks
- ☐ Reporting systems
- ☐ Suitable supervisors for job
- ☐ Direct on-site supervision
- ☐ Remote site: communication systems/schedule

### SWMS Sign-Off

This SWMS 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 relevant 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

<table>
<thead>
<tr>
<th>Job Role / Position</th>
<th>Licences, Competencies &amp; Qualifications (Add as Applicable)</th>
<th>Date</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>E.G. Supervisor, Worker, Trainee</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>