

## HEIGHT (BUILDING MAINTENANCE UNIT (BMU) SAFE WORK METHOD STATEMENT (SWMS))












Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC Address:
Signature:	Date:	PC Phone #: <span style="float: right;">Date SWMS provided to PC:</span>
Contact Phone #:		Job Site Address:

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

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

<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 checked="" 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 checked="" 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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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. Planning	<ul style="list-style-type: none"> <li>Incorrect system design</li> <li>System collapse</li> </ul>	4A	<p><b>⚠️ All components of the BMU designed and approved by a competent person (such as an engineer).</b></p> <ul style="list-style-type: none"> <li>Purpose-built BMUs must:               <ul style="list-style-type: none"> <li>Be verified by an engineer</li> <li>Be clearly marked with the brand name, model number, and serial number</li> <li>Be clearly marked with its capacity and intended use</li> <li>Clearly display the mass in kg of any movable or removable counterweights.</li> </ul> </li> </ul> <p><b>⚠️ Before operating the BMU, a written statement that the BMU is complete and safe for use to be supplied by the person responsible for erecting or altering the BMU.</b></p>	Supervisor to confirm the correct system
2. Implement a <a href="#">Falls Emergency Rescue Plan</a>	Personal injury from fall	4A	<ul style="list-style-type: none"> <li>Ensure a falls rescue plan completed for every job</li> <li>Amend the plan if conditions of the work change in a way that could affect a rescue/response               <ul style="list-style-type: none"> <li>Trained first aid providers must be available on site</li> <li>Ensure a reliable means to contact emergency services is available</li> </ul> </li> </ul>	Supervisor to ensure the plan is in place
3. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> <li>The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary)</li> <li>Do not park illegally</li> <li>Identify and obey all safety-related signage (check site entry requirements)</li> <li>Report to Site Supervisor</li> <li>Ensure site-specific induction undertaken</li> <li>Assess mobile phone reception</li> <li>The worksite is exactly as detailed in Terms of Agreement or contract</li> <li>Complete a JSA specifying the control measures for unanticipated hazards.</li> </ul>	Supervisor to check the site and conduct JSA where necessary

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> <li>Use designated entry and exit points.</li> <li><b>Terrestrial fauna</b> - No domestic animals on-site</li> <li>Ensure all food scraps placed in lidded bins.</li> </ul>	
6. Working outdoors	Extreme weather	3H	<ul style="list-style-type: none"> <li>Check weather conditions – do not work in extreme conditions</li> <li>Reschedule works to work in more moderate temperatures</li> </ul>	<b>Supervisor</b> to maintain awareness of weather conditions  <b>Workers</b> to follow controls
	Hyperthermia  Hypothermia	3H	<ul style="list-style-type: none"> <li>Ensure that workers trained to recognise the symptoms of hyperthermia and hypothermia</li> <li><u>Hot conditions. Ensure:</u> <ul style="list-style-type: none"> <li>Suitable protective clothing</li> <li>Sun brim on hard hats</li> <li>Safety glasses - UV rated</li> <li>Use 30+ sunscreen on exposed skin</li> <li>Adequate drinking water</li> <li>Access to shade on breaks</li> <li>Adequate breaks.</li> </ul> </li> <li><u>Cold conditions. Ensure:</u> <ul style="list-style-type: none"> <li>Schedule warm-up breaks</li> <li>Hold breaks inside</li> <li>Dress warmly in layers</li> <li>Stay dry (wet clothing chills the body rapidly)</li> <li>Workers must get out of the cold as soon as they can if starting to feel symptoms</li> <li>Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold.</li> </ul> </li> </ul>	
7. House keeping	Slips, trips & falls	3H	<ul style="list-style-type: none"> <li>Maintain housekeeping throughout the shift &amp; clean-up</li> <li>Wherever possible use battery-operated hand tools to avoid trips from power cords, hoses etc.</li> <li>Ensure sufficient lighting to detect changes in level (using temporary lighting as required)</li> <li>Do not jump from elevated edges &gt;180mm, step carefully and use prepared access areas</li> <li>The work area is clean and uncluttered as possible</li> <li>Locate equipment where it will not become a trip hazard</li> <li>Check for stored items, corners or other obstructions that could cause tripping</li> <li>Ensure there is room to manoeuvre and no obstacles in the way</li> <li>Check the end destination is prepared correctly for placement of the materials/equipment</li> <li>Ensure that footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud or other contaminants</li> </ul>	<b>Supervisor and workers</b> to ensure control measures followed
8. Manual tasks	Musculoskeletal (MSD) injuries	3H	<ul style="list-style-type: none"> <li>Materials/equipment placed as close to the work area as possible</li> <li>Ensure there are adequate workers to perform the task</li> <li>Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight</li> <li>Do not use extreme force to move items</li> <li>Lifted items held close to the body whenever possible:             <ul style="list-style-type: none"> <li>Keeping knees bent and back straight and lift, unload keeping knees bent</li> </ul> </li> <li>Use team lifts and mechanical means for heavy items</li> <li>Schedule regular breaks and practice job rotation</li> <li>Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending.</li> </ul>	<b>Supervisor and workers</b> to ensure control measures followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
12. HRCW Emergency response	<ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Environmental damage</li> </ul>	4A	<ul style="list-style-type: none"> <li><b>For police, fire or ambulance call '000.'</b></li> <li>Follow site emergency and evacuation procedures</li> <li>A communication system is available, e.g. a mobile phone or radio</li> <li>Check for dangers to self before helping others</li> <li>Maintain control of the area and stabilise the situation</li> <li>Apply first aid to the injured worker</li> <li>Complete an incident report.</li> </ul>	Supervisors and workers ensure controls followed
	Suspension trauma	4A	<ul style="list-style-type: none"> <li>Document and rehearse post-fall rescue plan</li> <li>Whenever a person is wearing a harness, a rescue plan must be in place as suspension trauma can occur to persons who fall and remain in the harness for more than 5 minutes</li> <li>The rescue must be able to commence immediately</li> <li>The victim must be moved from suspension in stages – if moved too quickly from full suspension into a horizontal position serious injury or death can occur</li> <li>If a suspension may last up to 5 minutes – foothold straps or another way of placing weight on legs must be provided</li> <li>Workers trained to:               <ul style="list-style-type: none"> <li>Use a sit – type harness with padded legs to allow legs to remain horizontal</li> <li>Move their legs in the harness to push against any footholds</li> <li>Move their legs as high as possible, and keep their head as horizontal as possible. Consider the ability for workers to be able to follow these procedures when selecting harnesses</li> <li>Ensure on-site workers are trained and familiar with emergency and evacuation procedures.</li> </ul> </li> </ul>	

**OVERALL RISK RATING AFTER CONTROLS**

1 - Low    
  2 - MODERATE    
  3 - High    
  4 - ACUTE

**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		HAZARDOUS SUBSTANCES	SUPERVISORY ARRANGEMENTS
<input type="checkbox"/> Electrical tools and leads	Tested and tagged quarterly	<i>List hazardous substances taken on-site and have the SDS onsite.</i> 1. 2. 3. 4. 5.	<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"/> ?			