



PCBU / EMPLOYER / COMPANY DETAILS		SWMS No:
Name: Unique Building Services P/L		Revision No: 003
Address: 23 Yazaki Way, CARRUM DOWNS, VIC 3201		Revision Date: 18/12/2023
ABN:	Phone: 03 9701 5501	
Approved by:	Date:	
Works Manager: Simon Blackburn	Mobile: 0490543701	

PROJECT DETAILS	CLIENT / PRINCIPAL CONTRACTOR DETAILS	
Name:	Name:	Date provided to PC:
Address:	Contact:	Phone:

WORK ACTIVITY
Prevention of falls using the hierarchy of controls when working at heights.

SCOPE OF WORK COVERED BY THIS SAFE WORK METHOD STATEMENT
<p>The Working at Heights Safe Work Method Statement (SWMS) outlines the main hazards and risks associated with working at heights in all workplaces in all States and Territories including the risk of falls, falling objects, and use of height access plant and equipment.</p> <p>The SWMS provides details of the safety precautions (including provision of fall protection and fall prevention devices and personal protective equipment requirements) to be observed when working in any situation where a person may be harmed by a fall from one level to another.</p>

GENERAL INSTRUCTIONS FOR SAFE WORK METHOD STATEMENTS	SITE SPECIFIC CONSIDERATIONS
<p>A safe work method statement (SWMS) must be prepared for any and all high risk construction work to be undertaken prior to the work commencing. All high risk construction work must be carried out in accordance with this SWMS.</p> <p>This SWMS must be kept and be available for inspection until the high risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept.</p> <p>If a notifiable incident occurs in relation to the high risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.</p> <p>The PCBU or employer must ensure, so far as is reasonably practicable, that the information, training and instruction is provided in a way that is readily understandable by any person to whom it is provided.</p>	<p>NOTE: This is a generic SWMS. A generic SWMS may be prepared and used for high risk construction work activities that are carried out on a regular basis; however, the generic SWMS must be reviewed by the person carrying out the work to take into account the hazards and risks for the specific workplace and amend the SWMS as necessary for the site where the work is to be carried out, and complete details such as names and qualifications of workers who will carry out the work. All amendments to the SWMS must conform to regulatory requirements and be recorded on the SWMS. Workers and their health and safety representatives (if any) should be consulted before the generic SWMS is first made available to them and all workers instructed in the SWMS by site-specific inductions or toolbox talks. Details of consultation with workers and instruction in the SWMS must be recorded on the SWMS for that project or site. All workers are required to sign-off on the SWMS before the work is commenced.</p>

WHAT MEASURES ARE IN PLACE TO ENSURE COMPLIANCE WITH THIS SWMS?			
Supervision		Inspections	Site audit

PERSON RESPONSIBLE FOR MONITORING COMPLIANCE WITH THIS SWMS			
Name		Date Received	

HOW WILL SWMS CONTROL MEASURES BE REVIEWED?			
Compliance with regulations & CoPs?		Fit for purpose & adequate for task?	

PERSON RESPONSIBLE FOR REVIEW OF SWMS CONTROL MEASURES			
Name		Date Received	

HOW WILL CHANGES TO THIS SWMS BE MADE?			
JSA (on site – approval required)		Revision (revised SWMS re-issued)	

HOW WILL CHANGES TO THIS SWMS BE COMMUNICATED TO WORKERS?			
SWMS induction		Pre-start meeting	Toolbox talk

HIGH RISK CONSTRUCTION WORK ACTIVITIES (CHECK ANY THAT ARE APPLICABLE TO WORK COVERED BY THIS SWMS)					
X	A risk of a person falling more than 2 metres (or 3 metres in SA)		Demolition of a load-bearing structure		Work on a telecommunications tower
	Work in or near a shaft or trench with an excavated depth over 1.5m; or in a tunnel		Temporary load-bearing support structures		Work on or near pressurised gas distribution mains or piping
	Work in an area at a workplace in which there is any movement of powered mobile plant		Work involving the use of explosives		Work on or near chemical, fuel or refrigerant lines
	The disturbance of or likely disturbance of asbestos		Tilt-up or precast concrete		Work in an area in which there are artificial extremes of temperature
	Work on or near energised electrical installations or services		Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor used by traffic other than pedestrians		Work on, under or near water or other liquid that involves a risk of drowning
	Work carried out in or near a confined space		Work in an area that may have a contaminated or flammable atmosphere		Diving work

RISK CONTROL	Actions to be taken to control risks
Hierarchy of risk controls (in order of preference)	<i>How will risk controls be implemented?</i>
1 Elimination (most effective)	Eliminate the hazard and the associated risk
2 Substitution	Substitute the hazard with something safer
3 Isolation	Isolate the hazard from people (e.g., barrier, wall)
4 Engineering means	Physical controls including guards, mechanical devices
5 Administrative controls	Work methods or procedures to minimise exposure
6 PPE (least effective)	Provide protective clothing and equipment to workers

What measures are in place to ensure compliance with this SWMS?	Check
<i>Check all measures used to ensure compliance with this SWMS</i>	
Responsible person appointed to monitor compliance with SWMS by workers	
Site-specific inductions; pre-start meetings and toolbox talks with workers	
SWMS provided to and discussed with workers and signed off	
Ongoing workplace supervision by competent personnel	
Monitoring of work methods and review of SWMS where necessary	
SWMS control measures revised if work methods or risks change	

SAFETY EQUIPMENT REQUIRED

Barricading, traffic control devices	Signage	Fall prevention (safety harness, lanyard)	Traffic control	Other (specify below):
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PERSONAL PROTECTIVE CLOTHING AND EQUIPMENT (PPE)

Required PPE is highlighted in red with green check. Optional PPE is highlighted in blue. Ensure all workers have required PPE before any work requiring the PPE has commenced.

HEAD PROTECTION	EYE PROTECTION	FACE SHIELD	WELDING HELMET	HEARING PROTECTION	RESPIRATORY DUST MASK	RESPIRATORY RESPIRATOR	RESPIRATORY SUPPLIED AIR	PROTECTIVE CLOTHING	HIGH-VISIBILITY CLOTHING	APRON	HAND PROTECTION	SAFETY FOOTWEAR	HAIR NET	FALL PROTECTION SAFETY HARNESS	PERSONAL HYGIENE WASH HANDS

WORKER INSTRUCTION & SIGN OFF

All workers must sign below before commencing work covered by this SWMS: I have been consulted, instructed in and fully understand the content of this SWMS

Worker's name	Signature	Date	Worker's name	Signature	Date

REVIEWS

Review No.	01	02	03	04	05	06
Name						
Signature						
Date						

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Inductions and training	Untrained workers	<p>All persons working on a construction site must hold a General Construction Induction (GCI) card.</p> <p>Carry out site-specific inductions for all workers.</p> <p>All workers must be competent in the tasks carried out.</p> <p>Vehicles, plant and equipment must only be operated by licensed or competent persons.</p>
	Working at heights	<p>All workers required to work at heights will have completed the Unit of Competency – Work safely at heights (or equivalent).</p> <p>Persons working in elevating work platforms (EWP) such as boom lifts and scissor lifts will be instructed in emergency procedures including rescue procedures to be followed in the event of a person falling from the platform.</p>
Site security	Unauthorised entry to site	<p>Provide security fence, safety barricades, etc., around work site, and post warning signs at entrances to site.</p> <p>All plant, materials and tools must be inside barricaded areas.</p> <p>Site must be secured from entry when unattended.</p>
Public safety	Personal injury	<p>Provide safe access for pedestrians past work site.</p> <p>Provide protection for pedestrians from falling objects (e.g., containment screens on scaffolds, gantry, etc.).</p> <p>Do not lift or suspend loads over pedestrians or vehicles on footpath or roads.</p>
Traffic	Collisions	<p>Provide safe parking for vehicles on site where practicable.</p> <p>Use traffic control when working on or near roadways, or during delivery of materials or delivery or removal of plant.</p> <p>Wear high-visibility clothing when working in or near roadways and traffic.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Hazardous manual tasks	Strains, personal injury	<p>Provide sufficient personnel or mechanical aids to handle and move large, heavy or awkward loads.</p> <p>Provide safe means of transporting and moving loads on site to minimise manual movement of heavy items.</p> <p>Provide manual handling training to all persons.</p>
Electrical hazards	Electrocution	Ensure that safety switch is provided on switchboard, and check operation before connecting leads to board.
	Electrical tools and equipment	<p>All electric tools and equipment will be inspected, tested and tagged every 3 months and before use on construction work.</p> <p>Keep electric leads off ground to protect from damage.</p> <p>Inspect tools and check operation of controls daily before use. Faulty electric tools will not be used.</p>
	Overhead electricity lines	<p>Maintain safe approach distance from energised electricity cables when erecting or working on scaffolds and in work at heights equipment.</p> <p>Consult supply authority if work carried out will be placed at risk due to presence of electricity installations.</p>
High risk work licenses	Unauthorised or unsafe operation	Only those persons who hold the appropriate Class of licence are to carry out high risk work, including dogging and rigging work, crane and hoist operation, scaffolding work, and forklift operation.
Preventing falls	Hierarchy of controls	<p>The hierarchy of controls specified in regulations should be applied to all work at heights where there is a risk of a person falling. Regulations require duty holders to select the control that most effectively eliminates or minimises the risk in the particular circumstances.</p> <p>Control measures are required where there is a risk of injury to a person falling irrespective of the height of the fall. Work of longer duration and higher frequency will usually require higher level control measures to provide adequate protection.</p> <p>In some cases, a combination of control measures may be necessary.</p>
	Risk assessment	A generic risk assessment may be applicable to different work areas where the same fall hazards exist, however, individual risk assessments should be made where greater, additional or different risks are present.

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
Work on ground or a solid construction	Work on ground	Carry out as much work as possible on the ground to eliminate the risk of falling from heights. Assemble items on ground to reduce amount of work carried out at heights.
	Work on solid construction	<p>Solid construction means an area that is structurally capable of supporting any loads placed on or applied to it, and that is provided with barriers around its perimeter and around or over openings through which a person may fall.</p> <p>A safe means of access and exit for workers must be provided. Gates in barriers should be of a type that will prevent persons from accessing edges while allowing items to be placed or removed on the level.</p>
	Perimeter guard rails	<p>Perimeter guard rails to prevent a person falling over edges and into holes should be provided on relevant parts of a solid construction including:</p> <ul style="list-style-type: none"> • the perimeters of buildings or other structures (including roofs) • mezzanine floors • openings in floors, or • the open edge of a stair, landing, platform or shaft opening. <p>Effective fall prevention must be provided at the edge of roofs, floors, walkways, etc., and other locations where a fall of a person is likely. Perimeter rails must be designed and erected by a competent person.</p>
Fall prevention devices	Temporary work platforms	A temporary work platform is a working platform used to provide a fixed working area for the duration of the work being carried out.
	Scaffolds	<p>All scaffolds from which a person or object can fall more than 4 metres must be erected, altered and dismantled by or under the direct supervision of a licensed scaffolder.</p> <p>Scaffolding work for which a specific class of high risk work licence is specified must only be carried out by a person who holds the required class of licence for the work to be carried out.</p> <p>A person who erects, alters or dismantles a scaffold where there is a risk of a person or object falling 4 metres or less from the platform or structure does not require a high risk work licence, however, the person must be competent in the work and follow supplier's instructions for its safe use.</p>
	Trestle ladder scaffolds	Trestles must be placed on a firm stable surface and prevented from slipping while in use.

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
	Working platforms	<p>Working platforms must be at least 450mm wide and have a non-slip surface with guardrail, midrails and toe board or mesh infill to prevent persons or objects falling from the working platform.</p> <p>Ends of working platforms must be guarded to prevent a person falling from the ends of a platform.</p> <p>Do not overload work platforms beyond the rated capacity of the platform or scaffold components.</p>
	Boom lift	<p>A high risk work licence (Class WP Boom lift over 11m) is required to operate a boom lift with a boom greater than 11 metres in length.</p> <p>A HRW licence is not required to operate a boom lift with a boom length of 11 metres or less, however, the person must be formally trained and assessed as competent in the use of the equipment.</p> <p>Persons working in boom lifts must wear a full body harness anchored within the boom basket.</p>
	Scissor lift	<p>A HRW licence is not required to operate a scissor lift; however, the person must be formally trained and assessed as competent in the use of the equipment.</p>
	Forklift workbox	<p>A licence is not required for work in a forklift workbox, however, persons working in a forklift workbox should be trained in safe working at heights.</p> <p>Forklifts must only be operated by a person who holds a HRW licence (Class LF Forklift truck).</p>
	Crane workbox	<p>A licence is not required for work in a crane workbox, however, persons working in a crane workbox must be trained in safe working at heights.</p> <p>The crane must be operated by a person who holds the appropriate HRW licence for the type of crane used.</p>
Work positioning systems	Restraint technique	<p>Restraint technique will control a person's movement by physically preventing the person reaching a position where there is a risk of a fall. It consists of a safety harness attached by a lanyard to an anchorage or static line.</p>
Fall arrest systems	Individual fall-arrest systems	<p>Fall arrest systems comprise a safety harness worn by a worker attached by a lanyard to an approved fall arrestor attached to an anchorage designed to withstand the shock loading placed on it in the event of a person falling.</p>

Job activity	Hazards and associated risks	How will the hazards and the risks be controlled?
	Catch platforms and safety nets	<p>Catch platforms are placed below a work area to catch a worker or object in the event of a fall. The platform must be designed to withstand the maximum potential impact load.</p> <p>Safety nets can provide satisfactory protection while allowing workers maximum freedom of movement. Safety nets must conform to relevant Standards and be erected by a competent person.</p>
Use of ladders	Falls of persons from ladders	<p>Ladders are to be an industrial type with a 120kg rating. Do not use domestic ladders in a workplace.</p> <p>Always face ladder, and climb or descend slowly. Do not carry anything in the hand while climbing or descending. Maintain 3 points of contact when climbing or descending or working from ladders.</p>
	Single or extension ladders	<p>Ladders should be used for access only except for light work which can be carried out with one hand.</p> <p>Ladders should extend 1 metre above level being accessed and must be secured against movement.</p>
	Stepladders	<p>Step ladders must be opened fully, and brace locked in place.</p> <p>All feet must be in good contact with a firm, stable surface. Do not stand on top two rungs of step ladder, on top of the step ladder, or on the rear horizontal braces.</p>
	Platform ladders	<p>Folding platform ladders must be opened fully and braces locked in position before use.</p> <p>All feet must be in contact with a firm, stable surface. All treads and platform surfaces must be clean and dry.</p>
Temporary work platforms	Portable work platforms	<p>Folding portable work platforms must be at least 450 mm wide with a non-slip surface on the platform. The platform must be opened fully and braces locked in position before use.</p> <p>All feet must be in contact with a firm, stable surface. All treads and platform surfaces must be clean and dry.</p>

