



SAFE WORK METHOD STATEMENT

(Job Safety Analysis Worksheet)

This Safe Work Method Statement is submitted to:

COMPANY:	REFERENCE # SWMS-FALL ARREST SYSTEMS (EG:HARNESS)
SITE ADDRESS: CONTACT:	JOB DETAILS: WORKING AT HEIGHTS

This Safe Work Method Statement is approved by:

NAME: CHRIS BOND	POSITION: WORKPLACE HEALTH & SAFETY ADVISOR
SIGNATURE:	DATE: 10/12/2012 TIME:
PHONE NUMBER: 07 3456 4437	MOBILE NUMBER: 0409 067 467

This Safe Work Method Statement was prepared by:

NAME: JOHN YANNAKOPOULOS	POSITION: CONSULTANT
SIGNATURE:	DATE: TIME:
PHONE NUMBER: 07 3420 3484	MOBILE NUMBER:

- **DO NOT WORK ALONE**

- **ONLY TRAINED PERSONEL TO WORK AT HEIGHTS**

- **RISK ASSESSMENT TO BE UNDERTAKEN PRIOR TO WORK STARTING**

- **ENSURE THAT EQUIPMENT HAS CURRENT INSPECTION TAG IN PLACE**

- **ANCHOR POINT AND LANYARD MUST NOT EXCEED LENGTH WHERE EQUIPMENT MAY IMPACT PEOPLE OR PLANT IF IT IS DROPPED OR FALLS**

- **ENSURE A RESCUE PLAN IS DEFINED BEFORE WORK STARTS**

SAFE WORK METHOD STATEMENT (Page 2)

JOB SEQUENCE <i>(Outline each task to do the job)</i>	HAZARD IDENTIFICATION <i>(What can affect safety)</i> ASSESS THE RISK <i>(What could happen)</i>	R I S K	CONTROLS THAT WILL BE USED <i>(Safe Work Procedures)</i>
<p>Working in an elevated workplace.</p> <p>Working in the vicinity of an opening. Working in any other place from which a worker could fall and it is reasonably foreseeable that the person would be injured in such a fall due to the distance of the fall.</p>	<p>Worker could fall - Death, Permanent Disability</p>	5	<ul style="list-style-type: none"> • A risk assessment must be undertaken before work at height • Working in the vicinity of an opening through which a worker could fall.
<p>Working in an elevated workplace.</p> <p>Working in the vicinity of an opening. Working in any other place from which a worker could fall and it is reasonably foreseeable that the person would be injured in such a fall due to the distance of the fall.</p>	<p>Worker could fall - Death, Permanent Disability</p>	5	<p>A risk assessment must be undertaken before work at height</p> <ul style="list-style-type: none"> • Working length of slack must not exceed 2.0 metres • Certified anchorage points must be in place prior to commencement of work • Personnel must be attached, via lanyard, prior to any exposure to risk of fall • Components of fall – arrest system are to be compatible • Fall-arrest harness should be correctly fitted. Loose harnesses are a significant risk therefore harnesses should be checked by a competent person.
<p>Working in an elevated workplace.</p>	<p>Falling Objects</p>	4	<ul style="list-style-type: none"> • All equipment used at height i.e. above ground level is to have a lanyard fitted which is to be attached to the person using the item.

SAFE WORK METHOD STATEMENT (Page 3)

JOB SEQUENCE <i>(Outline each task to do the job)</i>	HAZARD IDENTIFICATION <i>(What can affect safety)</i> ASSESS THE RISK <i>(What could happen)</i>	R I S K	CONTROLS THAT WILL BE USED <i>(Safe Work Procedures)</i>
Working in an elevated workplace	Falling Objects	4	<ul style="list-style-type: none"> When not in use, the lanyard is to be fixed to an anchor point. Where possible, pedestrian access is to be restricted.

	Consequence				
Likelihood	Negligible	Minor	Moderate	Major	Catastrophic
Almost Certain	Low	Moderate	High	Extreme	Extreme
Likely	Low	Low	Moderate	High	Extreme
Possible	Very Low	Low	Moderate	High	Extreme
Unlikely	Very Low	Low	Low	Moderate	Extreme
Rare	Very Low	Very Low	Very Low	Moderate	High

Risk Rating Table: - Risk Rating (RR) = Likelihood (L) x Consequence (C)

Risk Rating Action table

Risk Ranking	Required Action
5- Extreme	Stop The Job – Significant & Urgent Actions Are Required – Work Cannot Commence. Full risk assessment needs to be undertaken and risks eliminated
4 - High	Consult with manager. Work cannot commence or continue until verification that control measures have effectively reduced risk severity ranking to as low as reasonably practical.
3 - Moderate	Consult supervisor. Additional control measures may be required to reduce risk severity ranking to as low as reasonably practical before the job can commence.
2 - Low	Exposure must be managed by using SOP, JSA or work instructions. Evaluate conformance
1 - Very Low	Risk tolerable. No further actions required.

SAFE WORK METHOD STATEMENT (Page 4)


(Persons, Operators and Workers who will be involved in the Job Activity)

PERSONS INVOLVED IN ACTIVITY	QUALIFICATIONS EXPERIENCE / LICENCES	SIGNATURE

To be completed prior to Site Induction

The personnel listed above have been made aware of and understand the procedures, hazards and control measures outlined in this Safe Work Method Statement. They will abide by the control measures outlined within this Safe Work Method.

(Checklist of Items that may be required for the job activity)

WORKCOVER APPROVALS / CERTIFICATES	N/A
CODES OF PRACTICE / LEGISLATION APPLICABLE	<ul style="list-style-type: none"> • AS1418.10 – Elevated Work Platforms <ul style="list-style-type: none"> • AS1576 – Scaffolding • AS1577 – Scaffolding Planks • AS1657 – Fixed Platforms, Walkways, Stairways and Ladders • AS1891 – Part 1 - Industrial Fall Arrest Systems and Devices <ul style="list-style-type: none"> • AS1891 – Part 2 - Static Lines • AS1891 – Part 3 - Fall Arrest Devices • AS1892 – Portable Ladders • AS2424 – Plastics Building Sheets • AS2622 – Industrial Safety Belts and Harnesses • AS4626 – Industrial Fall Arrest Devices - selection use and QLD WHS Act 1995 & QLD WHS Regulation 1997
PLANT & EQUIPMENT	Hand Tools
MAINTENANCE CHECKS	Pre Operational Checks as per Manufacturers recommendations
PERSONAL PROTECTIVE EQUIPMENT	
COUNCIL / Qld, NSW, ACT, Vic, SA, WA, NT & Tas/PORT PERMITS	N/A