

SAFE WORK METHOD STATEMENT

LADDERS

Prepared for Charles Sturt Campus Services

Client:		Project No:	
Site:		Date Prepared:	

1. RESPONSIBILITIES

Charles Sturt Campus Services will conduct inductions for all workers (inclusive of employees and subcontractors) prior to commencing site work. A record of site inductions and toolbox meetings will be kept at the Charles Sturt Campus Services office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, washrooms, dining facilities etc) as defined for this work type and in accordance with Safe Work Australia Code of Practice *Managing the Work Environment and Facilities*.

All Charles Sturt Campus Services workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. The consumption of illegal drugs and alcohol is prohibited.

2. DESCRIPTION OF WORK

This brief, step by step work summary is to be completed by the Person Conducting Business or Undertaking (PCBU) or Site Supervisor on site prior to work commencing to assist in the identification of possible hazards:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.



3. RISK ASSESSMENT

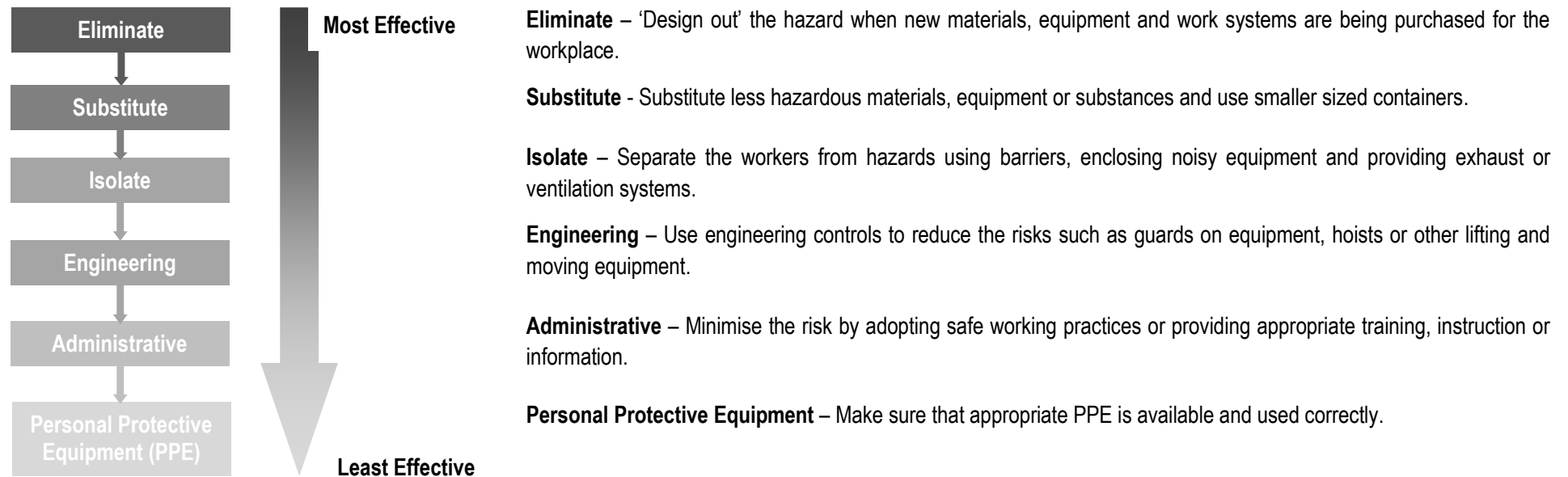
Risk Assessment Table

▶ LIKELIHOOD (probability)	▼ CONSEQUENCES				
	▼ If the risk event actually occurs what is the severity of Injuries/Potential damages/Financial impacts?				
How likely is the event to occur?	▼ DISASTROUS	▼ MAJOR	▼ SERIOUS	▼ MINOR	▼ NEGLIGIBLE
	<ul style="list-style-type: none"> Fatality / Permanent Disability. Extensive Damage & Financial loss 	<ul style="list-style-type: none"> Long term Illness or Significant injury. Major – Damage & Financial loss 	<ul style="list-style-type: none"> Medical attention more than one week off normal duties. Serious Damage & Financial loss 	<ul style="list-style-type: none"> Medical attention less than one week off normal duties. Minor Damage & Financial loss 	<ul style="list-style-type: none"> 1st Aid injury. Negligible Damage & Financial loss
▶ ALMOST CERTAINLY WILL OCCUR	CAT 1. CRITICAL RISK No. 25.	CAT 1. CRITICAL RISK No. 23	CAT 2. HIGH RISK No. 20	CAT 2. HIGH RISK No. 16	CAT 3. MODERATE RISK No. 11
▶ GOOD CHANCE IT COULD OCCUR	CAT 1. CRITICAL RISK No. 24	CAT 2. HIGH RISK No. 21	CAT 2. HIGH RISK No. 17	CAT 3. MODERATE RISK No. 12	CAT 3. MODERATE RISK No. 7
▶ LIKELY TO OCCUR	CAT 1. CRITICAL RISK No. 22	CAT 2. HIGH RISK No. 18	CAT 2. HIGH RISK No. 13	CAT 3. MODERATE RISK No. 8	CAT 4. LOW RISK No. 4
▶ UNLIKELY TO OCCUR	CAT 2. HIGH RISK No. 19	CAT 2. HIGH RISK No. 14	CAT 3. MODERATE RISK No. 9	CAT 3. MODERATE RISK No. 5	CAT 4. LOW RISK No. 2
▶ EXTREMELY UNLIKELY TO OCCUR	CAT 2. HIGH RISK No. 15	CAT 3. MODERATE RISK No. 10	CAT 3. MODERATE RISK No. 6	CAT 4. LOW RISK No. 3	CAT 4. LOW RISK No. 1

When assessing the risk of a particular hazard remember:

- The rating you use should indicate the importance of the action required to minimise the Risk posed by the Hazard.
- The more Hazards you identify the greater the overall Risk on the site.
- Overall Risk increases as the number of people exposed to a Hazard increases.
- The more serious the potential impact to a person's health from a Hazard the greater the Risk.
- The frequency of exposure to a Hazard will increase the Risk.

Hierarchy of Controls





The Work Process - “Risk Rating” and “Who is Responsible” is to be completed by the PCBU or Site Supervisor prior to work commencing. Additional Site Specific Requirements are to be entered following this section:

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
1	Risk Assessment	Workplace / worksite hazards Unlicensed / untrained workers	Category 3 – Moderate Risk	<ul style="list-style-type: none"> Do a Risk Assessment prior to commencing work and review the Principal Contractor's Site Safety Plan and Emergency Procedures and/or your subcontractors' Safe Work Method Statements (SWMS); Identify additional safety controls where required using the Risk Assessment Worksheet and Hazard Report Form; Manage the risks to health and safety associated with falls from one level to another that is reasonably likely to cause an injury; Obtain approvals from the supply authorities where required; Make sure workers are trained, qualified or experienced to carry out the specified tasks; and Request appropriate licences or certification when required before allowing work to commence, including local council approval where required. 	Category 4 – Low Risk	
2	Personal Protection Equipment (PPE)	Injury, illness, permanent disability and in extreme cases death.	Category 1 – Critical Risk	<ul style="list-style-type: none"> Where applicable, check condition of harnesses, ropes, shackles and fixing points for fall arrest system; Check condition of hard hats - brim or neck flaps, gloves, safety boots, sunscreen, high 	Category 4 – Low Risk	



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				visibility reflective clothing or vests, ear plugs or ear muffs and any other Personal Protective Equipment (PPE) appropriate for this work; <ul style="list-style-type: none"> • PPE is to be used only when no other control can reduce or eliminate the hazard / risk; • Inspect all PPE prior to use making sure it is suitable for use; • Make sure all workers are issued with and wear the recommended PPE as required for safety on the worksite and specific to the activities and tasks; and • Train workers in the correct use, maintenance and storage of PPE. 		
3	Services / Utilities	Overhead services and electricity / powerlines	Category 2 – High Risk	<ul style="list-style-type: none"> • Site Supervisor to check for overhead hazards; • Make sure a minimum distance of 4 metres is maintained when erecting metal ladders near overhead power lines; • Never work in high winds near overhead power lines; • If power lines are in close proximity to the work area, but greater than 4 metres, cover the lines with tiger tails; and • If power lines are closer than 4 metres, power must be turned off as tiger tails are not insulators. 	Category 3 – Moderate Risk	



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
4	Assess work area access and weather conditions	Access and egress Public (pedestrians / others) Falls from heights Hit by falling objects Slips, trips and falls Lighting Eye injury	Category 2 – High Risk	<ul style="list-style-type: none"> Remove any items that may obstruct the work activity; Check for any items that may cause slips, trips and falls and remove or secure them as required; Immediately cease work in hazardous weather conditions such as: <ul style="list-style-type: none"> Thunderstorms and strong winds that may cause loss of balance; Rain is causing a slippery work surface; Excessive glare is being emitted from work surfaces and/or poor lighting affects visibility. 	Category 4 – Low Risk	
5	Preparation of work area	Falls from heights Hit by falling objects	Category 2 – High Risk	<ul style="list-style-type: none"> Consideration should be given to whether an elevated work platform or scaffolding would be safer and more efficient. Make sure all workers and other persons within the work area are wearing approved hard hats and safety boots; All workers on the ground must maintain constant awareness of overhead work; Erect signage below the overhead work warning of potential Hit by Falling Objects; Where possible, barricade or tape off the area underneath overhead work and restrict access; Provide safe means of raising, lowering and storing tools, plant, materials and debris; and 	Category 4 – Low Risk	



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				<ul style="list-style-type: none"> Prior to work commencing, clear work area and remove large items with assistance using correct manual handling techniques. 		
6	Setting up ladders	Falls from heights Hit by falling objects Powerlines - electrocution Slips, trips and falls	Category 2 – High Risk	<ul style="list-style-type: none"> Extension or single ladders should generally only be used as a means of access to or egress from a work area. Ladders should only be used as a working platform for light work of short duration that can be carried out safely on the ladder. Platform ladders are to be used when a portable ladder is the safest and most efficient working platform for the task. Ladders are to be of an industrial standard complying with AS1892; Portable ladders to have a minimum load rating of 120kg; Locate overhead power supply and any other overhead obstructions; Never set up aluminium or metal ladders closer than 4m to overhead power lines; Inspect ladders regularly to make sure they are in good condition with no loose or broken rungs; Use platforms or scaffolding for heavy or lengthy work; Make sure appropriate fall protection is in place when working at heights; Erect ladder on a level and firm surface away from overhead obstructions; 	Category 3 – Moderate Risk	



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				<ul style="list-style-type: none"> Place ladder base 1m out from its support for every 4m in height; Make sure the ladder extends at least 1m above the landing platform; Make sure all the locking devices on the ladder are secure and fixed at the base; Make sure materials or tools are not carried while climbing the ladder. Tools should be carried in a tool belt or side pouch; Make sure the ladder is securely fixed at the base; Where necessary, ladders to be secured at the top with a gutter guard, ladder brackets or approved equivalent to prevent movement during use; Make sure stepladder legs are fully spread before using; and Never set up ladders in front of doorways. 		
7	Ascending and descending ladders	Falls from heights Falling objects Slips, trips and falls	Category 2 – High Risk	<ul style="list-style-type: none"> Always maintain a sound awareness of your surroundings. Always face the ladder when going up or down; Always maintain a minimum three-point contact when climbing ladders, steps and rails (i.e. both hands and one foot). Where 3 points of contact cannot be maintained, make sure falls are prevented by using a pole strap or approved fall arrest system which is not attached to the ladder; 	Category 4 – Low Risk	



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				<ul style="list-style-type: none"> • Use a tool pouch or lanyards for carrying tools whilst ascending or descending the ladder; • Never climb higher than the third rung from the top; and • Always check to make sure ladders, steps and ramps are stable before descending. 		
8	Working from ladders	Falls from heights Hit by falling objects Powerlines - electrocution Slips, trips and falls	Category 2 – High Risk	<ul style="list-style-type: none"> • Platform ladders are to be used when work is to be carried out from a portable ladder; • Ladders are to be of an industrial standard complying with AS1892; • Portable ladders to have a minimum load rating of 120kg; • Locate overhead power supply and any other overhead obstructions • Make sure only one person is on the ladder at one time; • Use a tool pouch or lanyards for carrying tools whilst working from the ladder; • Always maintain a sound awareness of your surroundings; • Only perform work on ladders as recommended by the manufacturer; • Make sure the material or equipment being carried does not restrict movement or cause loss of balance; • Make sure the trunk of the body remains centred on the ladder; 	Category 3 – Moderate Risk	



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
				<ul style="list-style-type: none"> • Make sure tools and equipment can be used with one hand whilst working off a ladder (unless a fall arrest system is used); • Never work on ladders in high winds near overhead power lines; • Never over-reach when on a ladder; • Never leave tools and equipment in the ladder rungs or on the platform; • Never exceed manufacturer's recommended load weight; and • Immediately make your way in a safe manner to ground level if any hazards arise such as poor weather conditions. 		
9	Leaving the work area	Fall from heights Hit by falling objects Access and egress Manual handling – strains, sprains and back injuries Slips, trips and falls	Category 2 – High Risk	<ul style="list-style-type: none"> • Make sure the work area is left clean and tidy; • Never leave ladders or tools and equipment unattended in case of unauthorised use or an unexpected change in weather; • Always check to make sure all ladders, steps and ramps are stable before descending; and • Provide safe means of lowering tools, plant, materials and debris to make sure they are not carried while descending ladders, steps and ramps. 	Category 3 – Moderate Risk	
10	Transport of ladders on vehicle	Personal injury Equipment damage Ladder falling off vehicle	Category 2 – High Risk	<ul style="list-style-type: none"> • Correct manual handling techniques • Consider a two person lift to move ladder over 20kg • Ensure ladder is firmly secured into the slide racks on vehicle and tied off 	Category 4 – Low Risk	



Site Specific Requirements - To be completed by the PCBU or Site Supervisor if site-specific hazards are identified (attach additional pages if necessary):

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?



4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

Minimum number of workers required to complete this work	1 or more
Trade licence required to complete this work	Licence No: Held By:
Additional qualifications, permits and/or experience required to complete this work	
Additional training required to complete this work	Site Specific Induction and SWMS review required for all workers

5. SAFETY RESPONSIBILITIES

The **Officer** for this project is _____, he/she can be contacted on _____.

The **Site Supervisor** for this project is _____, he/she can be contacted on _____.

The **Health and Safety Representative (HSR)** for this project is _____, he/she can be contacted on _____.

All Charles Sturt Campus Services workers:

- **WILL** be required to have relevant trade experience.
- **WILL** be required to attend regular site inductions, project and task specific induction training and possess the current General Construction Induction Training card.

Work Health and Safety - Responsibilities



- a) _____ will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.
- b) _____ will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.
- c) _____ will be responsible for assessing and monitoring your subcontractors' capabilities, and for making sure they meet WHS requirements.
- d) _____ will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.
- e) _____ will be responsible for preparing, maintaining and making accessible the register of hazardous substances.
- f) _____ will be responsible for maintaining first-aid stocks.
- g) _____ will be responsible for managing accident and emergency procedures.
- h) _____ will be responsible for keeping WHS records.
- i) _____ will be responsible for making sure that the Site Safety Rules are available and provided to people who may work on or visit the Site.
- j) _____ will be responsible for workplace injury management and rehabilitation.
- k) _____ will be responsible for managing communication between Health and Safety Committees (where applicable).
- l) _____ will be responsible for displaying the Site Safety Rules on noticeboards and other suitable locations on site.

6. TRAINING RESPONSIBILITIES

The HSR will:

- a) identify the WHS training needs of management, supervisors and workers on site;
- b) make sure that appropriate training is carried out internally and/or by Safe Work Australia accredited trainers;
- c) make sure that all personnel attend general construction WHS induction training before starting work;
- d) make sure that all personnel attend adequate site-specific induction, work activity and refresher safety training;
- e) conduct induction training, task training and refresher safety training for everyone working on site; and
- f) keep appropriate records of WHS training at the Charles Sturt Campus Services office.

7. INCIDENT MANAGEMENT

The HSR will:

- a) be available (both during and outside normal working hours) to prevent, prepare for, respond to and recover from incidents; and
- b) make sure that the procedures for contacting the relevant person(s) are communicated and clearly displayed on the sites.



8. PLANT AND EQUIPMENT

Plant and Equipment used on site includes but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required
Portable ladders	Visual inspection prior to use and check monthly
Platform ladders	Visual inspection prior to use and check monthly

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

1	Hard hats / sun hats	6	Safety harness / fall arrest
2	Safety boots	7	Sun protection
3	Sunglasses / safety glasses	8	
4	Protective gloves	9	
5	High visibility clothing / vests	10	



10. ACCESS

No access shall be permitted by other trades into the work area whilst work is in progress. If necessary, appropriate signage and/or hoarding will be set up around the work area to prevent access. Such signs and hoarding will be removed and area made-good on completion of work.



11. LEGISLATION, REGULATIONS, CODES AND STANDARDS

The following reference documents have been identified as relevant to this project and a copy is kept at the Charles Sturt Campus Services office. This list is a guide only and is not necessarily all the relevant documentation:

Australian Standards

- AS/NZS 4801:2001 Occupational Health & Safety Management Systems - specifications
- OHSAS 18001:2007 Occupational Health & Safety Management Systems – requirements

Legislation

- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2014
- Safework compliance policy & prosecution guidelines
- Workers Compensation Act 1987
- Workplace Injury Management & Workers Compensation Act 1998
- Workers Compensation Regulation 2010

Industry Codes

- Managing Noise & Preventing Hearing Loss at Work
- Manual Handling
- Managing Electrical Risks in the workplace
- Managing the risks of falls in the workplace
- Managing the Work Environment and Facilities

- Ladders
- Hazardous Manual Tasks
- Safe Work Method Statements
- First Aid in the Workplace
- How to Manage Work Health and Safety Risks
- Electrical Risks in the workplace
- Guide to preventing and responding to workplace bullying
- Dealing with workplace bullying – a worker's guide

Work Instructions

- Clean Ceilings and cornices
- Clean Doors, Walls and partitions
- Clean Fittings
- Clean Glass and Mirrors – 1800mm
- Clean Graffiti off all surfaces
- Clean Shower curtains
- Dust Air Conditioning and return vents
- Clean venetian blinds
- Clean vertical and horizontal surfaces to 1800mm
- Clean window coverings
- Clean window sills and ledges to 1800mm
- Cleaning furniture and fittings



12. SIGNOFF

The representatives of Charles Sturt Campus Services listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Worker on site	Qualifications (e.g. Licences, Tickets, etc)	Signature	Date

Signature and details of person responsible for site supervision of the work, inspecting and approving work areas, work methods, compliance with SWMS, protective measures, plant, equipment and power tools for this site:

Signed: _____ Date: _____

Name: _____ Position: _____