

SAFE WORK METHOD STATEMENT

ELEVATED WORK PLATFORMS

Prepared for

Client:	Charles Sturt University	Project No:	
Site:		Date Prepared:	

1. RESPONSIBILITIES

Charles Sturt Campus Services Limited 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 Limited office for future reference.

The Principal Contractor or Client will provide adequate amenities (toilets, wash rooms, 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 Limited workers engaged in site work are required to wear the necessary Personal Protective Equipment (PPE) as noted in this document. No glass containers will be allowed on site (except in meal rooms). 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. Annual cleaning of gutters from debris on the majority of CSU buildings
2. Annual cleaning of high external windows on the majority of CSU buildings



3. RISK ASSESSMENT

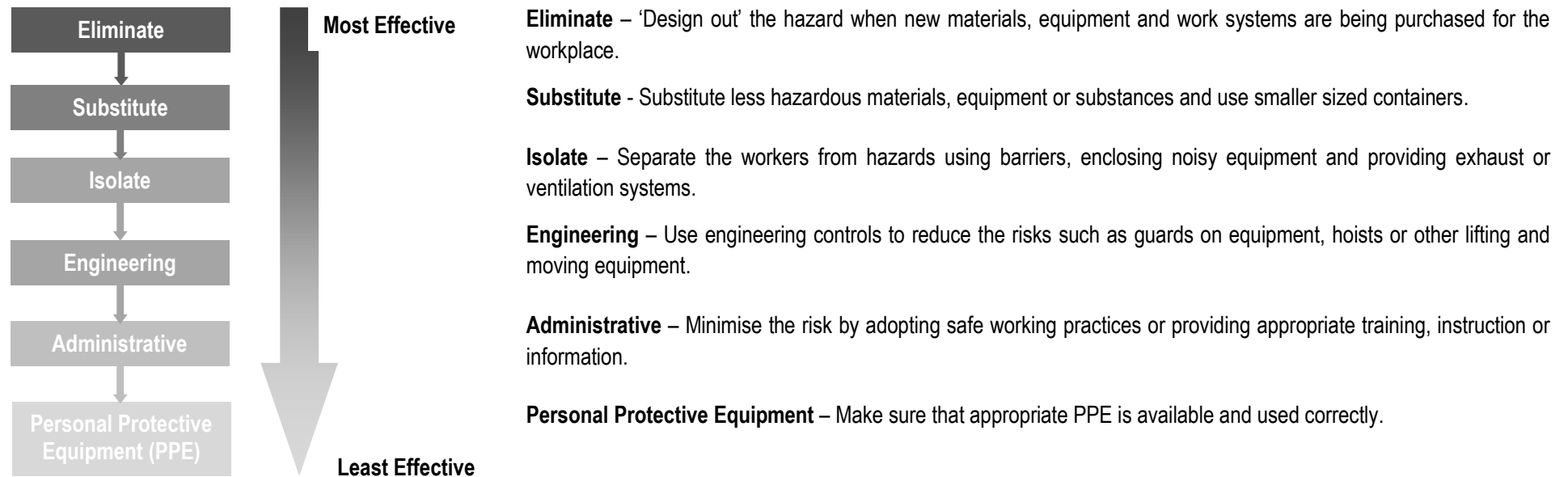
Risk Assessment Table

▶ 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
▶ 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	N/A	<ul style="list-style-type: none"> • Complete Part 1 and 2 Of the EWP Association of Australia Safe Use Information Pack. • Complete a Safe Work Method Statements (SWMS) for Elevated Work Platforms; • 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. 		EWP Operator, Supervisor, WIO, PCBU
2	Personal Protection Equipment (PPE)	Injury, illness, permanent disability and in extreme cases death.	N/A	<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 visibility reflective clothing or vests, ear plugs or earmuffs and any other Personal Protective Equipment (PPE) appropriate for this work; • PPE is to be used only when no other control can reduce or eliminate the hazard / risk; 		EWP Operator, Supervisor, WIO, PCBU

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"> 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 Death/Serious Injury	CAT 2 High Risk No.19 (Unlikely to Occur)	<ul style="list-style-type: none"> Site Supervisor to check for overhead hazards; Make sure Elevated Work Platforms (EWP) are not erected within 4 metres of overhead power lines unless they are protected; 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. If contact is made with live services the operator is to <ol style="list-style-type: none"> Warn all persons that the EWP is live If safe manoeuvre the EWP clear of live apparatus If unable to manoeuvre clear, all personnel are to be advised not to approach the EWP and to contact emergency services immediately (Ph 000) <p>If it is necessary to exit EWP jump clear do not step off (only to exit if absolutely necessary e.g. fire or explosion)</p>	CAT 3 MODERATE RISK NO. 10	Site Supervisor, EWP Operator

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 Collisions, Impacts Death/Serious Injury	CAT 2 High Risk No.19 (Unlikely to Occur)	<ul style="list-style-type: none"> • Make sure all access ladders, steps and ramps are safe and secure; • Make sure edge protection and handrails are in place and secure where 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; • Remove any items that may obstruct the work activity; and • Check for any items that may cause slips, trips and falls and remove or secure them as required. 	CAT 4 LOW RISK NO. 3	Site Supervisor, EWP Operator
5	Preparation of work area	Falls from heights Hit by falling objects Death/Serious injury Collisions, Impacts	CAT 2 High Risk No.19 (Unlikely to Occur)	<ul style="list-style-type: none"> • All workers on the ground must wear hard hats and 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 • Prior to work commencing, clear work area and remove large items with assistance using correct manual handling techniques. 	CAT 4 LOW RISK NO. 3	EWP Operator

Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
6	Inspect Elevated Work Platform	Plant and equipment – impact / crushing injuries Fall from heights Hit by falling objects Powerlines – electrocution Death/Serious Injury Equipment failure Hydraulics failure	CAT 2 High Risk No.19 (Unlikely to Occur)	<ul style="list-style-type: none"> • Check condition of all PPE; • Check current certificate of registration; • Elevated Work Platform (EWP) shall be inspected and tested by the operator or a competent person, in accordance with the manufacturer's pre-operational checklist; • Before checking or operating the EWP, disconnect 240v power (battery charger/extension cords); • Check rated Safe Working Load (SWL) is marked on equipment; • Workers operating the Elevated Work Platforms (EWP) must be trained and instructed in safe operating procedures for the particular brand and type of equipment; • The EWP should only be used as working platforms, they should not be used as a means of access to and egress from a work area unless the conditions set out in AS 2550.10 are met; • Unless the EWP are designed for rough terrain, the platforms must be used only on a solid level surface; • EWP surface area must be checked to make sure that there are no penetrations or obstructions which could cause uncontrolled movement or overturning of the EWP; • When the EWP is designed for rough terrain, make sure the manufacturer's/suppliers' instructions are consulted for information on safe operation; • Make sure appropriate fall protection is in place when working at heights, such as safety harnesses, safety nets and/or other safe fall arrest methods; 	CAT 4 LOW RISK NO. 3	EWP Operator, WIO, Site Supervisor



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 the lanyard is as short as possible; • Check warning devices, such as flashing lights and audible alarms are operational; • Check socket outlet and the Residual-Current Device (RCD) on boom hoist; • Make sure all equipment is operating and functioning correctly; • Check pneumatic tyred wheels are free of defects and inflated to the correct pressure to ensure stability; • Make sure puncture proof tyres (foam filled) or dual wheels are used where there is the possibility of tyre damage; • Check condition of steering linkages, wheels and wheel nuts; • Check condition of chassis, scissor, boom sections, outrigger / stabiliser legs for cracks / damage / security; • Inspect all fibreglass components for cracks especially where bonded to boom; • Inspect chain and cable mechanisms for slackness and damage (for vertical lifts); • Inspect hydraulic hoses and fuel system for leaks/damage (look for puddles on ground); • Check all fluid levels (engine oil to main and auxiliary engines, radiator, fuel and hydraulic tank); • Inspect all cables and wiring for damage; • Check controls are not damaged and they return to the neutral / central position when released; 		



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"> • Check operation of emergency stop and deadman (if applicable). Machine should stop when deadman button or foot control is released; • Check operation of brakes and controls at ground and platform levels (fwd / rev / raise / lower / slew etc). Be aware some machines have a time delay before brakes apply; • Check operation of platform emergency descent and / or operator retrieval system (if fitted); • Provide and practice rescue from the EWP; and • Clean mud from footwear before climbing onto work platform. • Fill out and complete the "Pre Operational Inspection Checklist" form daily. 		
7	Using elevated work platform	Plant and equipment – impact / crushing injuries Fall from heights Hit by falling objects Powerlines - electrocution	CAT 2 High Risk No.19 (Unlikely to Occur)	<ul style="list-style-type: none"> • Check manufacturers operating instructions are on machine and familiarise yourself with these before operating EWP; • All workers to wear recommended Personal Protective Equipment (PPE) as advised by the Site Supervisor after all other controls to eliminate hazards are in place. PPE includes but is not limited to: eye and hearing protection, approved respirators, hard hats, safety boots, gloves and sun protection; • All workers to wear an approved fall arrest harness designed for attachment to a lanyard assembly including a personal energy absorber if there is a risk of free-fall; 	CAT 3 MODERATE RISK NO. 10	EWP Operator



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"> • Assess the weight to be lifted (workers, materials, tools and equipment) and never exceed the recommended lifting capacity; • Use boom lift as an access platform only; • Make sure all guardrails and/or access doors are closed and secure before leaving the ground; • Make sure all workers stay within the platform or boom bucket at all times; • Immediately cease work and return to ground level if the weather becomes hazardous; • Secure all loose objects. Use a lanyard where appropriate such as carrying hand tools; • Check materials, equipment or objects below or near work platform are secure; • Maintain control of materials on the work platform; • Make sure platform is kept well clear of materials and other equipment; • Make sure all workers enter and exit the EWP from ground level; • Never enter or exit the EWP when in the raised position; • Never use ladders, steps or similar on the EWP to gain extra reach; • Never use the EWP to carry heavy tools or equipment; and • Provide safe means of raising, lowering and storing tools, plant, materials and debris. 		



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Residual risk after Hierarchy of controls applied	Who is responsible?
8	Leaving the work area/Securing EWP after use	Fall from heights Hit by falling objects Access and egress Manual handling – strains, sprains and back injuries Slips, trips and falls Unauthorised use, causing damage to property and people	CAT 2 High Risk No.19 (Unlikely to Occur)	<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; • Provide safe means of lowering tools, plant, materials and debris to make sure they are not carried while descending ladders, steps and ramps; and • Make sure EWP is secure against unauthorised entry. 	CAT 3 MODERATE RISK NO. 10	EWP Operator, WIO

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	Who is responsible?



Steps	Step by Step Procedure	Possible Hazards	Risk Rating	Safety Controls	Who is responsible?

4. RESOURCES, QUALIFICATIONS AND PERMITS REQUIRED

Minimum number of workers required to complete this work	2
Trade licence required to complete this work	Licence: Work Cover National Licence to Perform High Risk Work WP Licence EWPAA Yellow Card - SL & BL
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 _____ or _____.

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

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

All Charles Sturt Campus Services Limited EWP 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) **Area Manager, HR & Safety Manager and EWP Operators** will be responsible for identifying and assessing the hazards associated with the works, and documenting the hazard control measures to be taken.
- b) **HR and Safety Manager** will be responsible for compliance with Work Health and Safety (WHS) legislation, regulations, standards, codes, and the site-specific Sites Safety Rules.
- c) **HR & Safety Manager** will be responsible for assessing and monitoring your capabilities, and for making sure they meet WHS requirements.
- d) **HR & Safety Manager** will be responsible for managing the acquisition and communication of WHS information to managers, supervisors and people working on site.
- e) **CSCS & CSU** will be responsible for maintaining first-aid stocks.
- f) **CSCS and CSU** will be responsible for managing accident and emergency procedures.
- g) **HR & Safety Manager** will be responsible for keeping WHS records.
- h) **Area Manager** 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.
- i) **CSU HR** will be responsible for workplace injury management and rehabilitation.
- j) **Area Manager** will be responsible for managing communication between Health and Safety Committees (where applicable).



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 Limited 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
Elevated Work Platforms	Visual inspection prior to use and as per manufacturer's recommendations

9. PERSONAL PROTECTIVE EQUIPMENT (PPE)

PPE for this task includes but is not limited to:

1	Hard hats / sun hats	6	High visibility clothing / vests
2	Safety boots	7	Safety harness / fall arrest
3	Sunglasses / safety glasses	8	Sun Protection
4	Hearing Protection	9	
5	Protective gloves	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 Limited 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
- AS/NZS 3760 In service safety inspection & testing of electrical equipment
- AS 6001 - Working Platforms for Domestic Construction

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
- National Standard for Licensing Persons Performing High Risk Work
- Work Cover Preventing Slips, Trips and Fall

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

- Preparation of Safety Data Sheets for Hazardous Chemicals
- Labelling of workplace Hazardous Chemicals
- 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

Standard Operating Procedures

- Check Schedule & Sign off on Completions

Work Instructions

- Clean Ceilings and cornices
- Clean Doors, Walls and partitions
- Clean Graffiti off all surfaces
- Dust Air Conditioning and return vents
- Clean window coverings



12. SIGNOFF

The representatives of Charles Sturt Campus Services Limited 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's Name	Qualifications (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: _____