

Safe Work Method Statement

Work Location	
Work Activity	Maintenance &/or Repair of Smoke Alarms
Works Manager	Operations Manager
High Risk Work Involves	Working at Heights

Person responsible for ensuring compliance with SWMS	
Person(s) Responsible for reviewing SWMS	Robert Bell - WHS Officer
Date SWMS reviewed	22/12/2016
Workers Name	
Date Received	

What are the risks involved?	What are the hazards and risks?	What are the control measures?
Access to work area and weather conditions	Slips, trips, unsecured/unstable ladders.	Securely place ladder in safe upright position. Insure ladder is in safe working order. Do not work in hazardous weather conditions.
Check equipment & work area below	Falls & trips, equipment in poor condition & lack of P.P.E	Check condition of equipment, footwear and any other P.P.E appropriate for this situation
Arrange tools & equipment	Falling Objects	Provide safe means of raising, receiving, storing & lowering of tools & equipment
Proceed to work area.	Falls, trips due to lack of attention & concentration	Maintain awareness of surroundings: Maintain three points of contact on ladders, steps, and rails at all times.
Carry out the work	Slips, trips, falls, falling objects	Maintain awareness of surroundings, focus vision on work platform (not the ground below) avoid stepping backwards, keep traffic areas & platform clear of materials, avoid hazardous weather conditions
Leaving the work area	Unsecured tools & equipment, falling objects, slips, trips & falls	Secure tools & equipment against unexpected changes in weather of unauthorised use when vacating the work area, check stability & any changes to ladders, steps or ramps before descending, do not carry tools & equipment while descending ladders, have tools & equipment. lowered.