

<p>NOTE : Work must be performed in accordance with this SWMS. 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. 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>			
(PCBU Name, ABN, Office Address and Phone)		(Name, ABN, Office Address)	
Works Manager:		Date SWMS provided to PC:	
Contact phone:			
Work activity:	Working off ladders	Workplace location:	
High risk construction work involves :	<input type="checkbox"/> Risk of a person falling more than 2 metres	<input type="checkbox"/> Work on or near energised electrical installations or services	<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines
	<input type="checkbox"/> Work in an area with movement of powered mobile plant	<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work in areas with artificial extremes of temperature
	<input type="checkbox"/> Tilt-up or precast concrete elements	<input type="checkbox"/> Use of explosives	<input type="checkbox"/> Work on or near pressurised gas mains or piping
	<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	<input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning
	<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel	<input type="checkbox"/> Work in or near a confined space	<input type="checkbox"/> Diving work
<input type="checkbox"/> Demolition of load-bearing structure	<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere	<input type="checkbox"/> Work on a telecommunication tower	
<p>Have workers been consulted about the SWMS? Note: Consultation with Health and Safety Representatives (HSRs) should be undertaken where there is a HSR at a workplace</p>			
<p>Person/s responsible for ensuring compliance with SWMS:</p>		<p>Date SWMS received:</p>	
<p>What measures are in place to ensure compliance</p>			

with the SWMS?	
Person responsible for reviewing SWMS control measures:	Date SWMS received by reviewer:
How will the SWMS control measures be reviewed?	
Review date:	Reviewer's signature:

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
List the work tasks in a logical order.	Identify the hazards and risks that may cause harm to workers or the public.	Describe what will be done to control the risk. What will you do to make the activity as safe as possible?
Check for access options	1.1.1.1 Fall from height	Ladders are generally used for access above or below ground level or to gain access to a difficult work area, prior to use of a ladder all other safer alternatives must be ruled out as practicable alternatives
		Scaffold stairs, instant scaffolds or EWPs should be considered prior to use of a ladder
Ladder selection	Fall from ladder / ladder falling / ladder failing	All ladders used on construction sites must be rated for industrial use, be free of defects in accordance with WorkCover requirements and have a minimum load rating of 120kgs.
		Ladders should be inspected at regular intervals for defects or deterioration. Defective ladders are to be removed from site until they are repaired by a competent person. If the ladder can not be repaired it should be rendered unusable by cutting into lengths of not more than 2 rungs
		The ladder must be of sufficient length to provide at least 0.9m beyond the height of the task or the level being accessed
		Step ladders are only to be used in the fully open position
	Fall from height	Where a ladder is used for working at height a ladder with a work platform and hand rails is recommended
	Electrocution	Where electrical hazards exist the ladder used must be made of non



		conductive material i.e. fibre glass or timber
Ladder use - general	Unstable / uneven footing causing the ladder to fall	When used on soft ground it will be necessary to place boards or planks under the ladder feet to prevent the ladder from sinking
		Ladders should only be used on level ground, packing up the ladder with a board may be acceptable in some cases but the packing used should be stable and much wider than the ladder feet to prevent the ladder feet from falling off.
	Slippery surfaces causing the ladder to slide or fall	The ground surface must be assessed, if the ground is found to be slippery further controls may be required to ensure the ladder will grip the surface
		All feet of the ladder must have slip resistant feet made of rubber or other similar non slip material
Ladder use - general cont.	Fall from ladder	3 points of contact i.e. 1 foot and 2 hands or 2 feet and 1 hand must be maintained at all times whilst on the ladder
		When on a ladder the user must be facing the ladder at all times
		Always ensure that the ladder is positioned to avoid overreaching from the ladder, all work should be in easy reach to avoid overbalancing and subsequent falls.
		No more than one person shall be on a ladder at any time.
		Any tools or equipment to be carried up the ladder must be in a backpack, tool belt or other means to ensure that the users hands remain free
		Prior to getting on a ladder the user must ensure that his shoes are fully enclosed and free of mud, grease or other contaminants that would make his shoes slippery
	Back injury	2 persons shall be used to carry ladders that are in excess of 20kgs
		Use ladders made of light weight material where possible
Straight ladders	Fall from ladder / ladder falling	The ladder must be secured at the top and bottom, the top secured at the stiles not the rungs and the bottom secured by a suitable block

		fastened to the floor
	Fall from ladders / ladder falling continued	For short term use only or while securing the ladder a second person shall foot the ladder whilst in use
		The ladder must be positioned at a slope of 4 in 1 (for every metre in height the base of the ladder should be set back 250 mm
Step ladders	Fall from height	Use of a step ladder with a platform and handrails is recommended
		If using a ladder that has no platform and handrails the user must not go on or above the 2 nd step from the top
Working near handrails	Fall from height	When working near a handrail on a ladder a safe distance must be maintained at all times from the handrails.
		In cases where the ladder must be used at an edge it may be possible to increase the height of the handrail or install a screen to prevent falls over the rails

Name of Worker/s	Worker signature/s
Date SWMS received by workers	

PLEASE NOTE: It may be necessary to use more than one page to complete an adequate safe work method statement (SWMS).