

SAFE WORK METHOD STATEMENT

Work Activity/Task: **WORKING AT HEIGHTS**

Client: _____

Date: _____

Site address: _____








Phone: _____

Control Measures

Control measures will be monitored by employees and site supervisors and reviewed during pre start checks and tool box talks.

Resources Trades involved; Carpenters, Joiners, Staircase Installers
Equipment used: Ladders, Power tools, Hand tools
Materials used; Timber, Stainless Steel, Wrought Iron, Glues
Maintenance; Complete checklist below and provide copy of tagging register

Equipment Inspection Checklist (complete prior to commencement of work)

Maintenance Checks	<input type="checkbox"/> All Electrical Tools Tagged <input type="checkbox"/> Hand tools <input type="checkbox"/> Drop Saw <input type="checkbox"/> Drill <input type="checkbox"/> Trestles	<input type="checkbox"/> Power Saw <input type="checkbox"/> Ladder <input type="checkbox"/> Hammer Drill <input type="checkbox"/> Nail Gun <input type="checkbox"/> Grinders	<input type="checkbox"/> Signage <input type="checkbox"/> Power Planer <input type="checkbox"/> Router <input type="checkbox"/> Extension Leads	<input type="checkbox"/> RCD Box <input type="checkbox"/> Amenities <input type="checkbox"/> First Aid Kit <input type="checkbox"/> Jig Saw
PPE	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/> 			
Other				

Personal Qualifications and Experience

- WHS Green Card as issued by Work Cover
- Trade Licences
- Trade Certificates
- Supervised training on the installations of stairs
- Site Specific Induction for staircase and Balustrade installation (Record of induction to be kept on file)

Personal duties and Responsibilities

- All workers are required to follow and adhere to the Work Health and Safety Act 2011.
- Follow industry best practice in regards to health and safety.
- Allow fellow workers to perform their duties in accordance with health and safety laws.
- Supervisors will be responsible for the health and safety of themselves and ensure the health and safety of other trades entering their work area.

EMPLOYEES WORK METHOD STATEMENT CHECKLIST

This WMS checklist relates to the following activity: _____

Date: _____

This WMS checklist relates to the following site address: _____

Place a tick next to each correct answer	YES	NO
WMS includes the name of the high risk/prescribed construction activity	<input type="checkbox"/>	<input type="checkbox"/>
WMS includes hazards associated with the activity	<input type="checkbox"/>	<input type="checkbox"/>
WMS includes control measures to be followed	<input type="checkbox"/>	<input type="checkbox"/>
WMS includes how the control measures will be monitored and reviewed	<input type="checkbox"/>	<input type="checkbox"/>
WMS includes any relevant prescribed occupations	<input type="checkbox"/>	<input type="checkbox"/>
IF A PRESCRIBED ACTIVITY	<input type="checkbox"/>	<input type="checkbox"/>
WMS includes the arrangements for appropriate training & supervision	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL	<input type="checkbox"/>	<input type="checkbox"/>
WMS has been completed	<input type="checkbox"/>	<input type="checkbox"/>
This WMS includes site specific hazards related to the above address	<input type="checkbox"/>	<input type="checkbox"/>
I have been trained in this WMS	<input type="checkbox"/>	<input type="checkbox"/>
I understand I am responsible for following this WMS	<input type="checkbox"/>	<input type="checkbox"/>

I have read the above questions and have ticked all boxes where the answers are correct.

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

Name: _____

Signature: _____

Date: _____

SITE SUPERVISOR: NO WORK TO COMMENCE UNTIL ALL ABOVE REQUIREMENTS HAVE BEEN MET

RISK MATRIX

This Risk Matrix is to be used to identify and assess risks associated with the work method statement.

LIKELIHOOD How likely is it to happen?	CONSEQUENCES How severely could it hurt someone if it happens?				
	INSIGNIFICANT (No injuries)	MINOR (First aid only, spillage contained at site)	MODERATE (Medical treatment spillage contained with outside help)	MAJOR (Extensive injuries, loss of production)	CATASTROPHIC (Death, toxic release of chemicals)
ALMOST CERTAIN Expected in most circumstances	2	2	1	1	1
LIKELY Will probably occur in most circumstances	2	2	2	1	1
POSSIBLE Might occur at some time	3	2	2	2	1
UNLIKELY Could occur at some time	3	3	2	2	2

Risk Class	Likelihood / Consequence
1	The hazard has the potential to, (1) Permanently disable or kill. (2) Cause major damage to structure. (3) Have significant impact on the surrounding population and environment
2	The hazard has the potential to, (1) Temporally disable or seriously injure. (2) Cause minor damage to the structure. (3) Breach the site boundary and pollute the environment.
3	The hazard has the potential to, (1) Cause minor injury. (2) Be contained within the site boundary.

CONTROL MEASURES

When deciding on control measures they should be implemented in the following order:

ELIMINATION

Get rid of the harm or prevent the risk (best outcome)

IF THIS IS NOT POSSIBLE:

Substitution and/or	Replace hazardous materials, equipment, chemicals with something less harmful;
Isolation	Separate people from harm, for example using barriers
Engineering	Separate people from the harm, change the physical working environment, for example, by redesigning work, plant, equipment, components or premises; and/or
Administration	Establish administrative procedures such as work method statements, safety instructions and provide staff with training in them; and/or
PPE	Use protective clothing

Work Method Statement

PROCEDURE TYPE Staircase installation	ACTIVITY/ TASK Working at heights	DATE LAST REVISED 14 th February 2011
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STEPS IN ACTIVITY		POTENTIAL HAZARDS	RISK CLASS	CONTROL MEASURES	RESPONSIBLE PERSON
1	Assess access to work area and weather conditions.	Slips, trips, falls, unsecured / unstable ladders, lack of handrails and or edge protection.	2	Secure ladders, steps or ramps, ensure edge protection & handrails are in place where required and do not work in hazardous weather conditions.	Staircase Installer / Area supervisor
2	Check equipment & work area below.	Falls & trips, equipment in poor conditions & lack of P.P.E.	3	Check condition of equipment, hard hats, gloves, footwear and any other P.P.E. appropriate for this situation.	Staircase Installer / Area supervisor
3	Arrange tools & Equipment.	Falling objects	2	Provide safe means of raising, receiving, storing & lowering of tools & equipment.	Staircase Installer / Area supervisor
4	Proceed to work area	Falls, trips due to lack of attention & concentration.	2	Maintain an awareness of surroundings; maintain three points of contact on ladders, steps, and rails at all times.	Staircase Installer / Area supervisor
5	Carry out the work.	Slips, trips, falls, falling objects.	2	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.	Staircase Installer / Area supervisor
6	Leaving the work area.	Unsecured tools & equipment, falling objects, slips, trips & falls.	3	Secure tools & equipment against unexpected changes in weather or 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.	Staircase Installer / Area supervisor

This SWMS has been developed through consultation with our employees and has been read and signed by all employees

NAME	SIGNATURE	DATE	TITLE

Personnel qualifications and experience required to complete the task:	Specific training required to complete this task:	Engineering Details / Certificates/ Work cover Approvals
Minimum 1 years building site experience	Green card	
Workers with less than 1 years experience to work under close supervision of experienced persons	Site induction	
	SWMS induction	

