**SAFE WORK METHOD STATEMENT TEMPLATE**

**(Working at Heights)**

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| --- | --- | --- | --- | --- |
| REVISION STATUS | | | | |
| Revision | Author | Description | Date | Approved By |
| REV01 | Peter Dark | Grouting and Anchor Installation | 17/4/2013 |  |
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**SAFE WORK METHOD STATEMENT**

# Introduction

This Safe Work Method Statement (SWMS) describes the work methodology for working at heights. It identifies all Critical Risks and highlights the key Health, Safety and Operational requirements for safe completion of this scope of works.

# Scope of works

Working at Heights

# Critical Risk

The general requirements of completing (Insert task) under this SWMS have been considered and activities that are classified as a Critical Risk have been identified. Refer to [Section 12](#_Significant_risk_activities_) for the Significant Risks and reference for the relevant Burton Coal Safety and Health Management System.

# Programme

The following key programme dates (if applicable) are required for the activity covered by this SWMS.

|  |  |  |  |
| --- | --- | --- | --- |
| Item | Planned Start Date | Planned Finish Date | Comments |
| Working at Heights | TBC | TBC | Determine by Geotech. Evaluation of ground conditions |

**Key equipment**

The following key items of plant and equipment, tools are required for activities covered by this SWMS.

|  |  |  |  |
| --- | --- | --- | --- |
| Work Activity | Key Plant & Equipment | Competency Required | Isolation Requirements |
| Working at Heights in work area on top of high wall | Harnesses | Rope Access | Buddy Buddy |
| Working at Heights in work area on top of high wall | Rope Access | Access Trained | Checks prior to works |

# PPE Requirements

The following items of PPE are required for the activity covered by this SWMS. These PPE items shall not replace the standard site PPE requirements but are specific for the task being conducted.

|  |  |  |
| --- | --- | --- |
| Work Activity | PPE Item | Condition |
| Working at Heights | Rope access helmet | Twin Rope Access and static lines utilised |

# Quality assurance

The following Inspection and Test plans (if applicable) apply to activities covered by this SWMS.

|  |  |  |
| --- | --- | --- |
| ITP / Hold Point | Description | Approved |
| Anchor Testing | To test anchor to enable to use for rope access techniques 1.5 tonne | N.A |

# Hazardous substances

The following hazardous substances are required for activities covered by this SWMS. These hazardous substances must be included in the site Hazardous Substance Register.

|  |  |  |  |
| --- | --- | --- | --- |
| Substance Name | Application | MSDS Supplied | Approved |
| N/A | N/A | N/A | N/A |

# Labour resources

The following labour resources (if applicable) are required for activities covered by this SWMS.

|  |  |
| --- | --- |
| Labour Resources | Qualification / Skills |
| 4 Rope Access Specialist | Twin rope access trained and certified |

# Environmental controls

The environmental controls are required for activities covered by this SWMS. The environmental controls can be split into environmental conditions and working environment.

|  |
| --- |
| Description of Environmental Control |
| N/A |

# Reference documents

The following reference documents are required for the activity covered within this SWMS. These are Protocols, Standards, (Refer to [Section 12](#_Significant_risk_activities_)) or Operational Procedures for the Significant Risk activities covered by this SWMS.

|  |  |
| --- | --- |
| Reference Number | Title |
| AS/NZS 189.1:2007 | Industrial Full arrest systems and devices, harness and ancillary equipment |
| AS/NZS 189.1.4:2009 | Industrial full arrest system and devices, selection use and maintenance |

# Methodology

List below the sequence (steps) for completing the activity covered within this SWMS.

* Complete rope access checklist on equipment
* Buddy buddy check on equipment
* Test anchors to ensure they meet Australian standards of 1.5 tonne
* Set up fall arrest or fall restraint rope system
* Attach safety lanyard. Lanyard depending on rope system being utilised
* Secondary buddy buddy check
* Once the previous check has been complete rope technician is able to commence works
* Also have spotter in place where required

# Significant Risks

|  |  |  |
| --- | --- | --- |
| Significant Risks | Are any of these Activities relevant to this SWMS  (Yes / No) | Applicable SOP |
| Entering a trench more than 1.5 metres deep. | Yes / **No** | Hazardous Work |
| Entering a confined space. (See Significant Risk Standard) for definition) | Yes /  **No** | Hazardous Work |
| Potential to fall from a height greater than 1.8m | **Yes** / No | Working at Heights |
| Work that produces fire / heat / sparks / fumes | Yes /  **No** | Hazardous Work |
| Work in, over or adjacent to water. | Yes /  **No** | Working at Heights |
| Work that requires the isolation of hazardous energy | Yes / **No** | Control of Hazardous Energy |
| Lifting using a mechanical lifting device. | Yes / **No** | Lifting using Mechanical Devices |
| Operation of mobile Plant and equipment | Yes /  **No** | Operation of Mobile Plant and Equipment |
| Using hazardous substances (See Significant Risk Standard for definition) | Yes /  **No** | Hazardous Substances |
| Working beside rotating equipment | Yes /  **No** | Plant and Equipment Safeguarding |
| Use of high pressure equipment | Yes / **No** | Hazardous Work |
| Require access to high or low voltage electrical equipment | Yes / **No** | Hazardous Work |
| Work on or adjacent to a road or railway. | Yes / **No** | Work Adjacent to Road and Rail |

|  |  |  |
| --- | --- | --- |
| Critical Risk | Are any of these Activities relevant to this SWMS  (Yes / No) | Applicable SOP |
| Exposure to excess noise, vibration, excess lead, silica. | Yes /  **No** | Health and Hygiene |
| Excessive air emissions, ground contamination due to work processes | Yes / **No** | Environmental |
| Prescribed Activity  (Demolition or removal of asbestos) | Yes / **No** |  |
| Tilt-up or Pre-cast Construction Work | Yes /  **No** | Lifting using Mechanical Aids |
| Use of Light Vehicles | Yes /  **No** | Use of Light Vehicles |

**Critical Risks continued**

# Hazard Control Study

If you answer YES to any of the questions in Section 12 then a Hazard Control Study is required.The controls included in the Hazard Control Study must be in place prior to the commencement of work. Relevant Significant Risk Standards are to be used as the primary source of control measures that must be implemented to control risk. A representative from all work areas involved in the work task must be consulted and provide feedback into the development of the SWMS.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Critical Risk | Measures to Control Critical Risk | Risk Rating | | |
| Consequence | Likelihood | Rating |
| Potential fall from heights | Trained & competent rope access technicians. Refer to Specialised Geo JHA. Conduct buddy buddy checks | 5 | E | E |
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# Approval

Approval for the SWMS shall be sort from the list below prior to release.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Position | Signature | Date | Comments |
|  |  |  |  |  |
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# Revision

To be completed upon any revision or change of process or design.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name | Position | Signature | Date | Comments |
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