

Scope of Work Activity Covered by this Work Method Statement

This Work Method Statement outlines the main hazards and risks associated with

Working at Heights

Instructions for Safe Work Method Statements

A Safe Work Method Statement (SWMS) is a document that sets out the work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. All work must be carried out in accordance with this SWMS. This SWMS must be kept and be available for inspection. All persons must read, understand and sign off this Work Method Statement.

Applicable High Risk Construction Work Activities (highlighted). A SWMS is required for all high risk work activities.

Y	A risk of a person falling more than 2 M		Demolition of a load-bearing structure.		Work on a tele-communications tower
	Work in or near a shaft or thrench with an excavated depth over 1.5m or in a tunnel		Temporary load-bearing support structures for structural installations or repairs		Work on or near a pressurised gas distribution mains or piping
	Work on or near chemical, fuel or refrigerant lines		Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians		Work on or near energised electrical installations or services
	Likely to involve disturbing asbestos		Work in or near a confined space		Work in an area with movement of powered mobile plant
	Work in areas with artificial extremes of temperature		Work in or near water or other liquid that involves a risk of drowning		Work in an area that may have a contaminated or flammable atmosphere
	Use of explosives		Tilt-up or precast concrete elements		Diving work

Personal Protective Clothing & Equipment (PPE) Required

Safety Boots		Hearing Protection	
Safety Glasses		High Visibility Clothing / Vests	
Seat Belts Must Be Worn While Operating			

Required Qualifications/Verifications

Qualification	Requirement	Qualification	Requirement
Inner West Electrical WHS Induction	All Personnel	Work at Heights Training	

Required Qualifications/Verifications

Plant and equipment used on site includes, but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required	Plant and/or Equipment	Inspection and maintenance checks required
Forklift	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications	Electrical Equipment	Tag & Test. Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications
Hoists	Hoist inspections in accordance with Manufacturer's instructions Safety check prior to use.	Impact Drivers	
Ladders	Safety check prior to use	Extension Leads	Tag & Test Safety check prior to use

Inspections of plant to be carried out before commencement of work, as per listed hazard controls for pre-start checks.

SWMS Develop By: Mark Veenendaal
SWMS Consulted With: Steven Robinson
SWMS Approved By: Steven Robinson

Person Responsible for Ensuring Compliance: Factory Manager
Person Responsible for Monitoring: Factory Manager

Formal communication of Site Safety Rules will occur primarily in three ways:

1. As part of the implementation of this WMS, all parties that in the workgroup to be present for a brief meeting.
2. As new person(s) (employees, subcontractors, etc.) enter the site for the first time they will be briefed on the Site Safety Rules that they must comply with and sign induction form stating that they are aware of the site specific hazards.
3. At regular 'toolbox' meetings – employees will be reminded of the safety site rules, new and existing potential hazards and also constantly reminded of the importance of striving for a hazard free work place.

Risk Rating Matrix

Consequence Likelihood	Low (C1) No Injury most probable outcome Losses <\$500 Environmental impact small, localised and contained	Minor (C2) FAI most probable outcome Losses >\$500 & <\$15,000 Environmental impact contained requiring minor remedial action	Moderate (C3) MTI or LTI most probable outcome Losses >\$15,000 & <\$50,000 Environmental impact - medium term contained impact requiring considerable remedial action	Major (C4) LTI most probable outcome Losses >\$50,000 & <\$100,000 Environmental contamination off site Considerable remediation required	Critical (C5) Fatality(s) most probable outcome Losses >\$100,000 Irreversible/irreparable environmental contamination
Negligible/Rare (L1) A similar incident is unlikely to occur again	L2	L3	L4	M5	M6
Unlikely (L2) A similar incident could occur in the next 5 years	L3	L4	M5	M6	H7
Possible (L3) A similar incident could occur in the next 1 year	L4	M5	M6	H7	H8
Likely (L4) A similar incident could occur in the next 6 months	M5	M6	H7	H8	E9
Almost Certain (L5) A similar incident could occur in the next 1 month	M6	H7	H8	E9	E10
Risk Score	Risk Rating	Required Action			Hierarchy of Controls
2-4	Low Risk	Manage and monitor by routine internal procedures			1 - Elimination Complete elimination of risk
5-6	Moderate Risk	Specific monitoring or procedures to be implemented. Management responsibility to be specified and strategies implemented as part of day to day activities			2 - Substitution Replacement of material, processes, substances
7-8	High Risk	Immediate action to be implemented by Operations and WHS Management General Management notified			3 - Engineering Designing risks out Isolation of risks
9-10	Extreme Risk	Immediate action to be implemented Detailed research and planning required by Operations & WHS Management Top Management notified			4 - Administrative Adjusting the time or conditions of risk exposure. Includes training options. 5 - Personal Protective Equipment Provision of PPE where other

Relevant Legislation, Standards & Codes of Practice relating to the work:

NSW Work Health & Safety Act November 2011

NSW Work Health & Safety Regulations September 2025

NSW Code of Practice -	First Aid in the Workplace	January, 2020
NSW Code of Practice -	Hazardous Manual Tasks	August, 2019
NSW Code of Practice -	How to Manage Work Health and Safety Risks	August, 2019
NSW Code of Practice -	Managing Electrical Risks in the Workplace	August, 2019
NSW Code of Practice -	Managing Noise & Preventing Hearing Loss at Work	December, 2022
NSW Code of Practice -	Managing the Risk of Falls at Workplaces	August, 2019
NSW Code of Practice -	Managing the Risks of Hazardous Chemicals in the Workplace	December, 2022
NSW Code of Practice -	Managing the Risks of Plant in the Workplace	December, 2022
NSW Code of Practice -	Managing the Work Environment and Facilities	August, 2019
NSW Code of Practice -	Work Health and Safety Consultation, Cooperation and Coordination	December, 2022

AS/NZS 1891.4:2009 Industrial Fall-Arrest Systems and Devices, Part 4: Selection, Use and Maintenance

Working at Heights - Ladders up to 2 Metres

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Preparation for Use	Injury from incorrect or faulty ladder Manual Handling Slips and Falls	3	3	M6	1 - Use correct ladder for the job 2 - Only use an industrial ladder 120kgs and fitted with rubber or similar non slip material feet. 3 - Metal ladders or wire reinforced ladders not to used where electrical hazards exist 4 - Examine ladder for any defects or damage before use 5 - Long and heavy ladders (greater than 20kgs) should be handled by at least two people 6 - Wear slip resistant footwear when using ladders	All Workers	2	3	M5
Set Up Ladder	Ladder slipping, falling or collapsing causing personal injury or damage to property	3	3	M6	1 - Do not place ladders in vehicle or pedestrian thoroughfare 2 - Use a second person or physical barrier to ensure the ladder is not knocked by passing traffic or pedestrians 3 - Ladder to be adequately supported at the base to ensure it is level and won't sink into or slide on surface 4 - Set ladder at a slope of 4 in 1 – angled one out and four up 5 - Ladder should extend one metre above access level 6 - Ladder to be firmly secured or tied off or held firmly by another person 7 - The ties should be attached to the stiles of the ladder and not the rungs 8 - Step ladders should only be used in the fully open position	All Workers	2	3	M5
Ascending & Descending Ladder	Fall from Heights	3	4	H7	1 - Climb and descend facing the ladder maintaining three points of contact with the hands gripping the stiles or each rung 2 - Do not carry anything in your hands while climbing or descending 3 - Do not climb higher than the third rung from the top of the ladder 4 - Face the ladder when working from it 5 - Clean off footwear and ladder rungs before using the ladder each time 6 - Three body limbs on the ladder at all times three points of attachment	All Workers	2	4	M6
Working from Ladders	Ladder falling or collapsing Slips and falls causing personal injury Falling from heights	3	4	H7	1 - One person at a time on the ladder 2 - Three body limbs on the ladder at all times three points of attachment 3 - Only work on a job within easy arm's reach 4 - Do not over reach. 5 - Do not straddle the ladder 6 - Do not use equipment or tools that are primarily designed to be used with 2 hands. 7 - Make sure that no one works under the ladder 8 - Ladder is not to be walked by the person standing on the ladder	All Workers	2	4	M6

Fall Protection Plan

Site:		Start Date:
Task Description:		

Site Specific Fall Hazards

Max. Height (Peak):	Max. Height (Eaves):	Max. Height (Other):
Roof Slope(s), If Applicable:		
Proximity to High Voltage Power Lines:		
Ground Cover/Hazards:		
Other/Comments:		

Type of Fall Protection to be Used

☐ Fall Restraint	☐ Fall Arrest	☐ Temporary Guardrail System
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Equipment Inspection

Item		Item	
☐ Full Body Harness	Comment/Defect	☐ Anchors	Comment/Defect
☐ Vertical lifelines		☐ Ladders	
☐ Lanyards		☐ Ladder hoist	

☐ Rope Grabs		☐ Toeboards	
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Falls Emergency Rescue Plan

Location of closest medical facility:				Approximate response time:			
Location of closest emergency services:				Approximate response time:			
Can rescue be undertaken onsite by trained personnel?			☐ Yes (Y) ☐ No (N)				
Indicate rescue equipment that will be provided:							
☐ Fibre rope (meets relevant standards) ☐ Auto-stop Descender ☐ Karabiner (number required?) ☐ Triple Lock Karabiner ☐ Rescue Knife				☐ Rescue Stretcher ☐ Round Sling ☐ Pre-rigged Control Descent Device ☐ Recovery Pole ☐ Other? (Specify)			
Provide details of communication equipment that will be used:							
Provide details of trained rescue personnel (trained within last 12 month period)	Name		Course Name			Date of Training	
Provide details of trained first aiders for rescue (trained within last 12 month period)	Name		Course Name			Date of Training	
Documented rescue plan developed? Y ☐ N ☐	Documented rescue plan rehearsed? Y ☐ N ☐			Documented Rescue plan accessible on site? Y ☐ N ☐			

Monitor & Review

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Monitor		4	4	H8	1 - SWMS to be reviewed by all staff through regular toolbox talks for effectiveness & application to site 2 - Compliance to the SWMS is monitored using a system of routine or random workplace inspections 3 - In the event that the work is not being carried out in accordance with the SWMS, all work will cease immediately. SWMS are reviewed to identify non-compliance and ensure the method in the SWMS is the most practical and safest way of doing the task. The SWMS is revised if another method is identified as being a safer option, before work resumes 4 - Feedback to be given by all staff and improvements to be included in revision of SWMS 5 - In the event of changes to SWMS, workers are briefed on changes and sign off on revised SWMS	Management Supervision Work Team	1	1	L2
Review		4	4	H8	SWMS are reviewed under the following circumstances: 1 - Following an incident 2 - If the SWMS is deemed impractical through consultation with workers 3 - If new hazards have been identified 4 - If the work method has changed including changes to the workplace, environment, a system of work, a process or a procedure 5 - On restarting the activity after a significant break 6 - At the request of a HSR 7 - Annually if none of the above	Management Supervision Work Team	1	1	L2

Sign Off

The representatives of Allpro 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:

Workers Name	Role	Signature	Date