

Safe Work Method Statement

Working at Heights

KWN-SWMS-002



SWMS Development Date:			Client Name:							
Work Activity:			Project Name / Number:							
			Project Address:							
			Project SWMS Approver:							
SRG Global SWMS Responsible Person (name, sign and date):			Client SWMS Responsible Person (name, sign and date):							
SWMS Development Team:										
Relevant Legislation etc:	Work Health and Safety Act 2020 (WA), Work Health and Safety (General) Regulations 2022 (WA), Work Health and Safety (Mines) Regulations 2022 (WA), AS1657 – Fixed platforms, walkways, stairways and ladders, AS1891 – Industrial fall arrest systems and devices, AS1892 – Portable ladders.									
Permits Required:	☒ Work at Heights	☐ Confined Space	☐ Hot Works	☐ EWP	☐ Ground Penetration	☐ Isolation				
	☐ Other									
Plant and Equipment Required (includes signage and emergency equipment):				Tools and Materials Required:						
Barricading, signage, rescue equipment, tetra radio				Working at heights equipment (fall arrest / restraint)						
ANY REVIEW OF THIS SWMS IS TO BE NOTED BLEOW, AND ANY CHANGES COMMUNICATED TO THE WORK GROUP INVOLVED IN THIS WORK ACTIVITY										
Review No:	1	2	3	4	5	6	7	8	9	10
Name:										
Signature:										
Date:										

Safe Work Method Statement

Working at Heights

KWN-SWMS-002

										
Safety Helmet	Eye Protection	Safety Visor	Hand Protection	High Vis Clothing / Vest	Hearing Protection	Dust Mask	Half Mask	Full Face respirator	Fall Arrest Harness	Safety Boots
☒	☒	☐	☐	☒	☐	☐	☐	☐	☒	☒

Critical Risk Manual sections relevant to this SWMS to be reviewed before work commences.

										
Cranes & Lifting Gear	Road Transport	Ground Failure	Hazardous Materials	Mobile Plant	Release of Energy	Simultaneous Operations	Temporary Works	Confined Spaces	Work at Height	Work Near Water
☐	☐	☐	☐	☐	☐	☐	☐	☐	☒	☐

High risk construction work (SWMS only required if one of the below eighteen work activities are undertaken)

☒ Work at Height (WAH) applies where a person could fall more than 1.8 metres or is working within 2 metres of an open edge.	☐ Work on a telecommunication tower	☐ Demolition of load-bearing structure
☐ Likely to involve disturbing asbestos or ACM's	☐ Temporary load-bearing support for structural alterations or repairs	☐ Work in or near a confined space
☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel	☐ Use of explosives	☐ Work on or near pressurised gas mains or piping
☐ Work on or near chemical, fuel or refrigerant lines	☐ Work on or near energised electrical installations or services	☐ Work in an area that may have a contaminated or flammable atmosphere
☐ Tilt-up or precast concrete elements	☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	☐ 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	☐ Diving work

Safe Work Method Statement

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KWN-SWMS-002



Sign off Escalation Matrix (Ref.HSE Hazard and Risk Assessment Methodology COR-PRO-0112)

	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	P3 (MEDIUM)	P3 (MEDIUM)	P2 (HIGH)	P1 (EXTREME)	P1 (EXTREME)
Likely	P4 (LOW)	P3 (MEDIUM)	P2 (HIGH)	P2 (HIGH)	P1 (EXTREME)
Possible	P4 (LOW)	P4 (LOW)	P3 (MEDIUM)	P2 (HIGH)	P1 (EXTREME)
Unlikely	P4 (LOW)	P4 (LOW)	P3 (MEDIUM)	P3 (MEDIUM)	P2 (HIGH)
Rare	P4 (LOW)	P4 (LOW)	P4 (LOW)	P3 (MEDIUM)	P2 (HIGH)
Assessment Level	Safety & Health / Environment		Required Actions		
P1 (EXT))	The task must not proceed. Appropriate and prompt action must be taken to reduce the risk to an acceptable level		- Any risk with a rating of P1 EXTREME requires a Risk and Reward case to be included for approval. - Seek approval from the Managing Director to proceed with any activity associated with a risk with this risk score.		
P2 (HIGH)	The task can only proceed in extraordinary circumstances provided there is authorisation by the relevant Executive General Manager and a plan is in place to promptly reduce the risk to an acceptable level.		- Put in place a treatment plan to ensure risk remains within risk appetite and as low as is reasonably practical. - Executive team review treatment actions proposed by the head of the business unit if the risk is outside the organisation's risk appetite. - Risk Owner to maintain an active role in reviewing the appropriateness of the treatment plan with heads of department and EGM.		
P3 (MEDIU)	The task can proceed upon approval of the risk assessment by the relevant General/Divisional Manager. Implementation of a review cycle to review the risks and mitigate further wherever possible.		- Develop treatment plan to ensure the risk is as low as is reasonably practical. - Continue to watch and monitor. Include on the risk register. - Risk owner should report to the risk manager if they are unable to ensure the risk is within risk appetite or as low as is reasonably practical.		
P4 (LOW)	The task can proceed upon approval of the risk assessment by the risk owner. (Responsible Manager overseeing the task)		- Continue with current controls and monitor risk. - If risk is managed consistently and controls are embedded within business activities, consider removing risk from risk registering in consultation with Risk Manager.		

Safe Work Method Statement

Working at Heights

KWN-SWMS-002



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Step #	List the steps required to perform the task in the sequence they are carried out.	List the potential hazards that could cause injury/damage when the task is performed.	List the control measures in place or required to eliminate or minimise the risk of injury/damage.	P4, P3, P2 or P1
1	Carry out Job Hazard Analysis (JHA) for the task.	Unidentified hazards exposing crew to significant injury Hazards not identified due to inadequate planning Interaction with live plant or operational equipment Change in task scope, environment or SIMOPS not reassessed	The hierarchy of control shall be applied and documented, confirming why work at height cannot be eliminated and why fall prevention or fall restraint is not reasonably practicable before selecting fall arrest Confirm the preferred access method (fixed platform, scaffold, Ladder, MWP/EWP, rope access) has been selected using the hierarchy of control and documented in the JHA/L2RA, including justification where alternate access is not reasonably practicable. A JHA must be completed prior to the commencement of work and reviewed daily or when task conditions change. All work crew members to participate in the JHA process and sign onto the JHA to confirm understanding of the identified hazards and controls. The JHA must be reviewed and approved by the Supervisor prior to work commencing. The JHA must specifically identify any interaction with live plant, operational equipment, or plant start-up activities. All hazards and associated control measures relevant to each step of the task must be clearly identified and documented. Prior to any working at heights task, a Pre-Commencement Inspection Checklist must be completed by the Supervisor to verify that all required controls are in place and will not obstruct live plant operation, emergency equipment, or isolation points.	P4

Safe Work Method Statement

Working at Heights

KWN-SWMS-002



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			Scoping must be conducted in consultation with the client (Area Owner / Isolation Officer / Shutdown Coordinator) where working at heights is utilised in or near live processing equipment. Where working at heights has the potential to hinder plant operation, access, emergency response, or start-up, this must be documented and approved prior to work commencing. Where a potential fall greater than 1.8 metres exists, fall prevention or fall arrest systems shall be implemented. Elimination and engineered controls must be considered before administrative controls or PPE.	
2	Permits and Training	Incorrect or unauthorised permit issuance Permit roles incorrectly assigned Untrained or unverified workers exposed to fall hazards Workers unaware of task-specific hazards and controls	All personnel performing Work at Height must be trained, assessed and deemed competent in accordance with a relevant nationally recognised unit of competency and must hold current site-specific verification of competency (VOC). Working at Height Permit Issuers must be formally authorised. The Permit Holder and Permit Issuer shall not be the same person. Spotters and standby personnel must be trained in working at heights and familiar with the task-specific rescue plan Ensure there is a WAH permit in place, completed by the permit holder and approved by the permit approver NOTE: The permit holder and permit approver cannot be the same person.	P4

Safe Work Method Statement

Working at Heights

KWN-SWMS-002



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			The copy of the WAH permit is to be taken into the work area & personnel review and sign onto the permit Working at Height Permits shall remain valid only for the duration specified by site Permit to Work requirements and must be revalidated where conditions change. Emergency Services shall be notified where required by the Working at Height Permit or where the task has been classified as High-Risk Working at Height.	
3	Develop a Rescue Plan	Deficient rescue plan Defective emergency response equipment	Emergency services personnel are trained and competent and can assist the team to develop plans Rescue plan must be reviewed and endorsed by the permit approver for the task Check all emergency equipment prior to task commencing to ensure it is not damaged or defective. Notify supervisor of damaged/defective equipment, tag out and place in quarantine area Site inductions inform how to raise an emergency if Emergency Service assistance is required Workers to review the WAH permit and be aware of the WAH rescue plan Suspension trauma controls: Trauma straps (or equivalent suspension trauma relief) must be available and used where fall arrest is in use and a post-fall suspension is possible, as identified by the task risk assessment and rescue plan.	P4

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Working at Heights

KWN-SWMS-002



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			Contact Site Emergency Services team to see if there is a pre-approved rescue plan A Rescue Plan must be developed prior to commencement of work and documented on the Working at Height Permit. Rescue plans must consider: • Immediate response actions • Rescue equipment requirements • Communication methods • Time to rescue • Competency of rescue personnel Rescue procedures shall be tested periodically through practical or desktop exercises.	
4	Working at height	Failure, damage, or weakening of height safety or fall-arrest equipment Incorrect and/or inappropriate use of height safety equipment Personnel or vehicles hit by falling or flying objects and debris Working alone while at height Incorrect equipment used for task	Wherever practicable, a safe working platform such as a fixed platform or scaffold shall be provided as the primary fall prevention control. Where a working platform is not reasonably practicable, alternative access methods (e.g. MWP, rope access or ladder) must be selected and justified through the risk assessment process. A minimum of two competent persons must be present when fall arrest systems are in use. Use all height safety equipment strictly in accordance with manufacturer specifications and intended design.	P4

Safe Work Method Statement

Working at Heights

KWN-SWMS-002



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		Malfunction of WAH fall prevention systems causing injury Untrained workers being exposed to falls from height Suspension trauma due to delayed rescue	All Working at Heights equipment (including harnesses, lanyards, inertia reels, anchor devices, static lines, and connectors) must be inspected and tagged at a minimum quarterly interval in accordance with site requirements and relevant Australian Standards. Quarterly inspections and tagging may only be conducted by a competent and verified person holding the appropriate nationally recognised competency and site approval. A pre-use inspection must be completed by the user prior to each use. Any equipment found to be untagged, out of date, damaged, or defective must be immediately removed from service, tagged out, quarantined, and the Supervisor notified. Maintain good housekeeping at all times when working at heights to prevent slips, trips, and falls. 100% tie-off must be maintained at all times when exposed to a fall risk. Free fall is not permitted under any circumstances. Secure all tools and equipment with approved tool lanyards when working at height. Establish and maintain barricaded drop zones below elevated work areas to prevent unauthorised access, accounting for potential falling or deflecting materials, and information tags with correct contact information.	

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KWN-SWMS-002



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			Permanent anchor points must be designed, rated and inspected in accordance with AS1891 and site requirements. Temporary anchor points must be assessed prior to use and capable of supporting a minimum 22kN load. Guardrails, handrails, cable trays, mesh flooring, mobile scaffolds and portable ladders shall not be used as anchor points. Do not work above an anchorage point at any time. Anchorage points must meet or exceed the minimum rating requirements specified in the approved scaffold design and relevant Australian Standards. Ensure all attachment hooks are fully closed and correctly engaged after connecting to a harness and/or anchorage point. Supervisor to complete dropped object checklist prior to commencement of task Use fall arrest where fall restraint is not deemed appropriate. Fall distance must be limited to less than 600mm through the use of a self-retracting lifeline or short fixed lanyard wherever practicable. Triple-action karabiners or snap hooks with a minimum rating 15kN for single-person fall arrest, or 21kN for two-person use shall be used for all fall injury prevention systems.	

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KWN-SWMS-002



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			Check colour of test tag on working at height equipment is current, compliant with the relevant month and are attached to all relevant working at height equipment. Anchor points must, where practicable, be above the head of the worker and must ensure that in the event of a fall the person will not swing, nor touch the ground Fall arrest systems must be inspected by a competent and authorised person in accordance with AS1891 and site requirements. Create an exclusion zone with a specific drop zone delineated within the exclusion area, so that a falling object cannot strike a worker. Identify the exclusion area by signage and barricade If total exclusion cannot be achieved, then overhead protective structures must be put in place Chin straps / squid straps are fitted to hard hats to prevent dislodgement Where overhead work is being conducted: • Barricading shall be erected around the fall zone • Tools and equipment shall be secured by approved lanyards Drop zones shall be clearly identified and controlled	
5	Conducting the task	Floor/roof panel, grid mesh and handrail removal process creating exposed edge Fall from ladder	Solid barricading must be required to segregate workers from the exposed edge Anyone required to work inside a barricaded area around a floor opening will be required to wear and use a safety	P4

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Working at Heights

KWN-SWMS-002



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			harness (fall restraint system) attached to an approved anchor point Work from portable ladders must be minimised. Three points of contact must be maintained at all times. Ladders must comply with AS1892 and be inspected and tagged in accordance with site requirements. Ladder to be placed so that the distance from the ladder base to the base of the support wall is $\frac{1}{4}$ of the working length of the ladder; and should be pitched at an angle of 4:1 A ladder is to be used by one person at a time Portable ladders are for access only and must not be used as working platforms, unless the ladder is a purpose-built platform ladder fitted with an OEM-approved enclosure Ladders must be installed and located on a firm and level footing Ladder must be correctly secured into position to prevent slipping or sideways movement If a ladder is being used to approach a platform, it must protrude at least 1000mm beyond the landing for the platform When portable ladders are used in elevated work areas near existing edge protection, suitable barriers must be erected	

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Working at Heights

KWN-SWMS-002



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			A minimum of 900mm handrail edge protection is required at all times Where ladders are used in proximity to exposed edges, additional fall protection or engineered controls must be implemented as identified in the risk assessment. Additional scaffold edge protection or fall protection device to be worn if required following a risk assessment Controls identified in the JHA and WAH permit must be implemented and maintained for the duration of the task Consideration of engineering design for avoiding fixed vertical ladders Fixed ladders must be designed and installed as per Australian Standard 1657 and are purpose built for ascending / descending to other levels	
6	Completing the task	Slip/trip hazards	All fall prevention systems and edge protection must be reinstated prior to removal of barricades Permit holder to: • Ensure work area is left in a safe and clean condition. • Return permits for closure, sign off & archiving. Contact emergency services to advise permit is now closed (if Emergency services have been on stand-by for the job) Housekeeping: put away tools & equipment	P4

Safe Work Method Statement

Working at Heights

KWN-SWMS-002



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			Leave area clean and tidy. Remove all waste materials from area & place in the appropriate bins Working at heights equipment to be inspected by the user after use Any item that cannot be repaired must be destroyed/rendered inoperable and removed from the relevant equipment registers All temporary edge protection, anchors, ladders and access systems must only be removed once the area has been verified safe and the permit has been formally closed.	
7	Lock off process	Person accesses work area after locks have been removed	Buddy checks by crew when locking off/signing off Supervisor to lock off last to ensure all other members have removed locks and signed off before returning permit Confirm all Working at Heights permits and certificates are formally closed prior to handover	P4

Safe Work Method Statement

Working at Heights

KWN-SWMS-002



High Risk Task Rescue Plan				
Potential rescue situations				
Height	☒	Engulfment / Drowning	☐	Mobile Plant and Vehicles
Hazardous atmosphere / Explosions	☐	Hazardous chemicals Explosion / Contamination	☐	Electrical LV / HV
Other:			☐	Fire
Equipment Requirements for team completing the task circle or mark X in box				
Harness / Life / rescue line	☒	Breathing Apparatus	☐	First Aid Kit ☒
Gotcha Kit / 3:1 Haulage / Belay Kit	☒	Gas monitor	☐	Oxygen resuscitation equipment ☐
Frame Tripod /Larkin	☐	Ventilation Equipment	☐	Defibrillators (need based on response time) ☐
Vertical Stretcher / Slide sheet	☐	Radio / Satellite or mobile phone	☒	Emergency Lighting ☐
Firefighting equipment	☐	Personal Flotation Devices (PFD)	☐	Boat / Dinghy / Barge ☐
Other Equipment				
Response requirements (when do emergency services have to know about the task?)				
Emergency Services Contact Details			Emergency Ph / Radio Channel	
Plan includes	RESCUE PLAN / DIAGRAM AND/OR NOTES			
- Entry and exit points - Location of rescue equipment - Evacuation point/s - Emergency assembly area - Location of identified hazards - Location of workers involved in rescue	CALL EMERGENCY RESPONSE (Applicable Site) Provide the following information: Type of emergency Your name Location; specify unit, level, nearest infrastructure or asset number Description of incident Condition of casualty if possible Remember don't hang up in an emergency until instructed to hang up			



Safe Work Method Statement

Working at Heights

KWN-SWMS-002

Supervisor SWMS Review				YES	NO	N/A	Comments
Are the people that have reviewed the SWMS the same people working on the task?							
Has the SWMS been developed specifically for the task?							
Have work scopes or changes to the work scope been adequately identified and controlled?							
Has the SWMS been adequately risk assessed?							
Is the SWMS located in a position to ensure it is available to all persons requiring access to worksite?							
Does the SWMS identify Permit to work or Isolation requirements?							
Are relevant Hazardous Substances and SDS identified on the SWMS and are they available at the worksite?							
Does the SWMS identify and control any potential environmental issues and have these issues been adequately controlled?							
Are all personnel adequately trained to do the task?							
Are any Critical Risks involved in this task?							
a) Are adequate controls in place?							
b) If adequate controls have not been listed has the SWMS been amended?							
Does SWMS identify any conditions that could be identified where the task needs to be reassessed (<i>Hold Point</i>) e.g. change of methodology?							
If Yes list below:							
SWMS APPROVAL							
Supervisor Name:		Contact Phone:		Signature:		Date:	
Client Name: <i>If required</i>		Contact Phone:		Signature:		Date:	



Safe Work Method Statement
Working at Heights
KWN-SWMS-002

This SWMS has been developed in consultation with staff and has been read, understood and signed by all employees undertaking the works					
Name:	Signature:	Date:	Name:	Signature:	Date:



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