



Safe Work Method Statement

Elevated Working Platform (EWP) Operations

KWN-SWMS-004

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, Work Health and Safety (General) Regulations 2022, Work Health and Safety (Mines) Regulations 2022 Environmental Protection Act 1986, Environmental Protection Regulations 1987, COR-PRO-0067 Operate Elevated Work Platform, AS 1418. Elevating work platforms, AS 1657–1992 Fixed platforms, walkways, stairways and ladders– design, construction and installation, AS/NZS 1891 (series) Industrial fall-arrest systems and devices, Code of Practice: Prevention of falls in workplaces 2004 Work Safe WA.		
Permits Required:	☒ Work at Heights	☐ Confined Space	☐ Hot Works
	☐ Other	☒ EWP	☐ Ground Penetration
	☐ Isolation		
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
Name:			
Signature:			
Date:			

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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

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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.		

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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	Preparation / Planning	• Inadequate planning • Incorrect EWP selection • SIMOPS conflict • Ground instability • Overhead obstructions • Working near live plant	A Job Hazard Analysis (JHA) must be completed prior to the commencement of work and reviewed whenever task conditions change. The hierarchy of control shall be applied and documented, confirming why work at height cannot be eliminated and why a safer engineered solution (such as scaffold or fixed platform) is not reasonably practicable prior to selecting the use of an Elevated Work Platform. The correct EWP type (scissor lift, articulated boom, telescopic boom) must be selected based on task requirements, reach, ground conditions and environmental constraints. Ground conditions must be assessed prior to mobilisation, including surface compaction, voids, underground services, trenches, gradients and proximity to excavations. Simultaneous operations (SIMOPS) must be identified and controlled prior to work commencing. An exclusion zone must be established around the EWP operating area to prevent unauthorised access and exposure to falling objects. Weather conditions must be assessed prior to commencement and monitored throughout the task.	P4
2	JHA, Permits & Competency	• Incorrect permit issuance • Unauthorised operator	A Working at Heights Permit must be raised and approved prior to commencement where a fall risk exists.	P4

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		- Workers unaware of hazards - Rescue arrangements inadequate	The Permit Holder and Permit Approver must not be the same person. The JHA and Working at Heights Permit must be reviewed with all personnel involved in the task. All personnel must sign onto the permit prior to work commencing. All operators of boom-type EWPs must hold a current High Risk Work Licence (WP class), relevant site induction and site-specific Verification of Competency (VOC) for the specific plant. Operators of scissor lifts must hold Working at Heights competency and site-specific VOC. All personnel working within the basket must be trained and competent in Working at Heights and must understand the task-specific rescue plan. A designated spotter must be assigned where required by risk assessment. The spotter must be trained in the operation of emergency ground controls and understand the rescue procedure.	
3	Pre-Start Inspection of EWP	- Mechanical failure - Hydraulic leak - Safety device malfunction - Entrapment risk - Emergency descent failure	A pre-operational inspection must be conducted at the commencement of each shift and documented in the plant logbook. The inspection must verify that all safety devices are functional, including tilt alarms, overload alarms, emergency stop functions, secondary guarding (where fitted), descent systems and interlocks.	P4

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			Hydraulic hoses, structural components, guardrails, gates and anchor points must be inspected for damage, excessive wear or defects. The emergency lowering system must be tested prior to use. Any defect that impacts the safe operation of the EWP must result in the plant being immediately removed from service, tagged out and reported to the Supervisor. Under no circumstances is an EWP to be operated with an inoperable or defective safety device.	
4	Mobilise to Work Area	• Collision with plant • Vehicle interaction • Pedestrian strike • Ground failure • EWP overturning	Mobilisation to the work front must be undertaken in a controlled manner. A spotter must be utilised where there is interaction with mobile plant, pedestrian traffic, restricted access areas or overhead obstructions. Positive communication must be maintained between the operator and spotter at all times. The travel path must be inspected prior to movement to ensure it is clear of obstructions and suitable for the plant. The EWP must not be driven or positioned on ground that exceeds the manufacturer's rated slope or gradeability. The EWP must not be elevated on soft, unstable or uneven ground.	P4

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			Clearance must be maintained from excavations, edges and penetrations.	
5	Working from EWP (Elevated Position)	- Fall from basket - Ejection from basket - Entrapment/crush - Overreaching - Dropped objects - Suspension trauma - Contact with overhead structures	100% tie-off must be maintained at all times while operating from the basket. All personnel within the basket must wear a full body harness connected to the manufacturer-approved anchor point using a short lanyard or self-retracting lifeline appropriate to the task. Personnel must remain within the confines of the basket at all times. Standing, sitting or climbing on guardrails or toe boards is strictly prohibited. Ladders or makeshift devices must not be used inside the basket to gain additional height. Where overreaching is required to perform the task, the EWP must be repositioned. The Safe Working Load (SWL) of the basket must not be exceeded. Loads must not be lifted, suspended or transported from the EWP unless the plant is specifically designed and approved for that purpose. Secondary guarding must be fitted and operational on boom-type EWPs where required. Where working near overhead obstructions or structures, the EWP must be operated in slow mode and a spotter must be utilised to prevent entrapment or crushing.	P4

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			Dropped Object Controls – An exclusion zone must be established beneath the elevated work area to prevent unauthorised access to the drop zone. All tools and equipment used at height must be secured using approved tool lanyards. Small components such as bolts, fittings and consumables must be stored in secured containers or buckets. Chin straps must be worn on hard hats when working at height. A dropped object checklist must be completed prior to commencement of work. Good housekeeping must be maintained at all times.	
6	Emergency & Rescue	• Suspension trauma • Mechanical failure at height • Entrapment incident • Inability to lower platform	A task-specific rescue plan must be developed and documented prior to commencement of work. The rescue plan must identify emergency communication methods, responsible personnel and the method of lowering or recovery. The designated spotter must be trained and capable of operating emergency ground controls.	P4

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			Emergency contact numbers and radio channels must be confirmed prior to work commencing. Rescue arrangements must ensure that a suspended worker can be recovered within an acceptable timeframe to prevent suspension trauma.	
7	Completion & Demobilisation	• Premature removal of barricades • Isolation breach • Poor housekeeping • Manual handling injuries	The basket must be fully lowered prior to personnel exiting. Barricades and exclusion zones must remain in place until all work at height activities are complete. All guarding and protective systems must be reinstated prior to removal of isolations. Buddy checks must be undertaken during removal of personal locks. The Supervisor must remove the final lock and close the permit. The work area must be left in a clean and safe condition.	P4

High Risk Task Rescue Plan

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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			



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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:	



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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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