

### THE IMPORTANCE OF COMPLETING A SAFE WORK METHOD STATEMENT (SWMS)

- Regular inspections and observations must be conducted by the person in charge of the workplace to ensure the SWMS is being complied with.
- Employee and subcontractor toolbox talks must be undertaken to identify, control and communicate site hazards.
- Work must cease immediately if an incident or near miss occurs. The SWMS must be amended in consultation with relevant persons to ensure the incident will not re-occur.
- The SWMS must be easily accessible for inspection or review and must be retained until work has been completed.

**⚠ All persons involved in working at height tasks must have the SWMS communicated to them prior to work commencement.**

### PERSONAL PROTECTIVE EQUIPMENT REQUIRED WHEN WORKING AT HEIGHTS



**HEAD PROTECTION**



**FOOT PROTECTION**



**HAND PROTECTION**



**HI VISIBILITY**



**HARNES EQUIPMENT**

**⚠ Ensure all PPE meets relevant Australian Standards. Regular inspection to ensure suitability and good working order to be carried out by the workplace manager.**

### WORKER COMPETENCY ASSESSMENT IS ESSENTIAL WHEN WORKING AT HEIGHTS

Prior to work commencing, ensure correct competency of worker as recommended:

- Must be fit and healthy with no recent track record of symptoms that could affect the safety of the worker.
- Must have completed a Working At Heights Competency Training Course by a Registered Training Organisation (RTO) within the last 3 years.
- Must have completed an Industry OH&S Induction Course (Red Card or White Card) by a Registered Training Organisation (RTO).
- Must have sufficient competence to use the fall protection systems provided through a combination of experience and training or be under the control of a suitably competent operator.

#### DISCLAIMER

All product specifications and technical descriptions, recommendations and other information provided in this manual, are given as general guidance and advice, and are to be read in conjunction with Sayfa Group installation instructions and any other data available and applicable to each particular standard product or system. Use of such data is however the user's sole responsibility, taking into account the intended application and actual conditions existing on the particular worksite. Consequent selection of the right product for any particular use, remains the user's ultimate responsibility. Sayfa Group is therefore not obligated or liable for any direct or indirect, incidental or consequential damages, losses or expenses in connection with, or by reason of the suitability and use of or otherwise, any product or system for any purpose. Implied warranties of merchantability or fitness for any particular purpose, are specifically excluded.

All Sayfa Group products must be installed and used by competent personnel trained in the selection, safe use and maintenance of fall arrest systems and equipment by a Registered Training Organisation (RTO). Installation not in accordance with Sayfa Group requirements or the use of non Sayfa Group components will void all certification and warranties.

Suitability of support structure and design layout of system is the responsibility of the installer and should be verified by a structural engineer or a site specific live load test done to ensure conformance. Maintenance and usage of the system in accordance with Sayfa Group requirements is the responsibility of the owner or manager of the workplace.

Sayfa Group maintains a policy of continuous improvement and development, and therefore reserves the right to modify, amend or otherwise alter product and system designs and specifications, models and part numbers, colours and pricing etc without prior notice. Errors and omissions are excepted, and Sayfa Group accepts no liability for incorrect information, errors or omissions.

# WORKING AT HEIGHTS

## SAFE WORK METHOD STATEMENT (SWMS)

### RISK ASSESSMENT CHECKLIST WHEN WORKING AT HEIGHTS

TASK	HAZARD & RISK	CONTROL MEASURES
OUTDOOR WORK	<ul style="list-style-type: none"> <li>- Exposure to UV rays causing sunburn &amp; skin disorder</li> </ul>	<ul style="list-style-type: none"> <li>- Provide appropriate UV protection to include sun-screen, sunglasses and wide brimmed hats</li> </ul>
ACCESSING ELEVATED AREAS VIA LADDER, STEPS OR STAIRWAY SUCH AS: <ul style="list-style-type: none"> <li>- ROOFS</li> <li>- PLATFORMS</li> <li>- TOWERS</li> <li>- STRUCTURES</li> <li>- ETC</li> </ul>	<ul style="list-style-type: none"> <li>- Slips and trips causing injury</li> <li>- Fall from height causing severe injury or death</li> <li>- Falling objects possibly injuring persons below</li> </ul>	<ul style="list-style-type: none"> <li>- Do not work alone</li> <li>- Only trained/competent personnel to work at heights</li> <li>- Barricade a No Go Zone below the access point preventing unauthorised access within the work area</li> <li>- Do not access in inclement weather conditions</li> <li>- Use ladders for access only and not to work off</li> <li>- Portable ladders over 6.0M should not be used</li> <li>- Portable ladders must be restrained to prevent ladder slip or movement</li> <li>- Ladders must extend above the exit landing by at least 1.0M</li> <li>- Fixed ladders above 3.0M should include fall protection</li> <li>- When climbing ladders, 3 points of contact must be maintained at all times</li> <li>- All tools and accessories to be securely tethered to workmen</li> </ul>
MANUAL HANDLING OF EQUIPMENT	<ul style="list-style-type: none"> <li>- Slips and trips causing injury</li> <li>- Fall from height causing severe injury or death</li> <li>- Falling objects possibly injuring persons below</li> </ul>	<ul style="list-style-type: none"> <li>- Do not work alone</li> <li>- Only trained/competent personnel to work at heights</li> <li>- Barricade a No Go Zone below the area of manual handling preventing unauthorised access</li> <li>- Avoid manual handling of equipment in inclement weather</li> <li>- Workmen to be fully protected from accessing beyond the fall edge</li> <li>- Avoid man handling of equipment by hoisting</li> <li>- Crane lift or use mechanical hoisting device preferentially</li> </ul>
USE OF FALL ARREST HARNESS GEAR & EQUIPMENT FOR SAFETY WHILST PERFORMING LIGHT TO MEDIUM MAINTENANCE DUTIES ABOVE 2.0M	<ul style="list-style-type: none"> <li>- Fall from height causing severe injury or death</li> <li>- Suspension trauma as a result of free fall causing blood flow restriction</li> <li>- Slips and trips causing injury</li> </ul>	<ul style="list-style-type: none"> <li>- Do not work alone</li> <li>- Only trained/competent personnel to use fall arrest systems</li> <li>- Do not use if equipment is out of date or damaged</li> <li>- Always work in fall restraint where possible (no access beyond fall edge)</li> <li>- Rope line lanyard slack to be kept to a minimum</li> <li>- A rescue plan must be in place</li> </ul>
WORKING ON LOW PITCHED AREAS (UNDER 15°) WITHIN 2.0M OF A FALL EDGE FOR GENERAL MAINTENANCE: <ul style="list-style-type: none"> <li>- GUTTER MAINTENANCE</li> <li>- ROOF MAINTENANCE</li> <li>- SKYLIGHT CLEANING</li> <li>- WINDOW CLEANING</li> <li>- ROOF MOUNTED EQUIPMENT MAINTENANCE</li> <li>- ETC</li> </ul>	<ul style="list-style-type: none"> <li>- Slips and trips causing injury</li> <li>- Fall from height causing severe injury or death</li> <li>- Falling objects possibly injuring persons below</li> </ul>	<ul style="list-style-type: none"> <li>- Do not work alone</li> <li>- Only trained/competent personnel to work at heights</li> <li>- Barricade a No Go Zone below the working area to prevent unauthorised access within the work area</li> <li>- Do not work at heights in inclement weather</li> <li>- Provide suitable fall protection to prevent access beyond the fall edge</li> <li>- Skylights/brittle roofs to be barricaded or suitable protective overlay provided</li> <li>- All tools and accessories to be securely tethered to workmen</li> <li>- Equipment/materials that could be blown off roof to be securely tethered</li> </ul>

