

Activity Information					
High Risk Activity	Working at Heights - Portable Ladders	Project		VISY BEVERAGE YATALA	
SWMS No	009	Revision No			
Company Information					
Company Name	Monteur Group Pty Ltd	Company ABN		16 602 453 985	
Company Address	493 Morayfield Road, BURPENGARY, QLD, 4505	Company Contact		Shane Stoner	
		Phone Number		07 5497 8410	
Supervisor:	Robert Francis	Personnel Consulted in Development			
Requirements					
High Risk Work Contained in This Activity	☐ Asbestos ☐ Confined Space	☐ Demolition ☐ Excavation and Trenching	☐ Hazardous Substances ☒ Heights	☐ Plant ☐ Working on or near Energised Electrical Installations Equipment	☐ Working Near Overhead Powerlines ☐ Working on or near a Road
PPE/Emergency Equipment Required	Protective Clothing, Head Protection, Eye Protection, Slip Resistant Shoes, Sun Protection				
Plant/Equipment Required for this Activity	Ladders				
Permit/s Required (tick if permits required)	☐ Confined Space ☐ Excavation	☐ Hot Work ☐ Live Electrical	☐ High Voltage ☐ Radiation	☐ Penetration of Walls and Structures	☐ Other, specify
Potential Environmental Impacts (tick applicable impacts)	☐ Vibration ☐ Air pollution (Dust) ☐ Spills to ground or water	☐ Noise pollution ☐ Fire prevention ☐ Mud	☐ Soil Management ☐ Hazards to flora & fauna ☐ Waste Management	☐ Asbestos ☐ Lead Exposure ☐ Services Proximity (Power/Gas)	☐ Other (List):
Competencies/Qualifications/Training Requirements	Trained in use of this SWMS				

Risk Matrix

		CONSEQUENCE				
		Insignificant [1]	Minor [2]	Moderate [3]	Major [4]	Catastrophic [5]
LIKELIHOOD	Almost Certain [5]	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely [4]	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible [3]	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely [2]	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare [1]	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

If the residual risk	=	Catastrophic (16+)	then	Work unable to proceed seek other methods (Significant)
	=	High (10 - 15)	then	Permission from high level management for work to proceed (Significant)
	=	Moderate (4 - 9)	then	Permission from worker in charge for work to proceed (Insignificant)
	=	Low (1 - 3)	then	Work able to proceed (Insignificant)

1. Eliminate	2. Substitute	3. Isolate	4. Redesign	5. Administrative	6. PPE Last Resort
<i>Eliminate the hazard</i>	<i>Substitute with a less hazardous material, process or equipment</i>	<i>Isolate the hazard</i>	<i>Redesign equipment or work process</i>	<i>Introduce administrative controls</i>	<i>Use appropriate Personal Protective Equipment</i>

C = Consequence	L = Likelihood
5 = Catastrophic = Fatality, permanent disability, long term widespread impacts, huge financial loss.	5 = Almost Certain = It is almost certain that the risk will occur in most circumstances.
4 = Major = Permanent disability or extensive injuries, medium to long term widespread impact, major financial loss.	4 = Likely = The risk is likely to occur in most circumstances.
3 = Moderate = Lost time injury, reversible medium term local impact, high financial loss.	3 = Possible = There is uncertainty that the risk could occur.
2 = Minor = Medical treatment, reversible short – medium term impact to local area, medium financial loss.	2 = Unlikely = The risk could occur at some time but there is confidence that it will not.
1 = Insignificant = First aid, limited impact to minimal area, low financial loss.	1 = Rare = The impact/risk may occur only in exceptional circumstances.

SWMS Working at Heights - Portable Ladders- **Date Created: «Date»**

PROCEDURE (break the job down into steps)	POTENTIAL SAFETY AND ENVIRONMENTAL HAZARDS (what can go wrong)	INHERENT RISK SCORE	MANAGEMENT METHOD (controls to be in place in order to manage potential hazards)	RESIDUAL RISK SCORE	PERSON RESPONSIBLE (to ensure implementation of controls)												
Transport of ladders on vehicle	Strains or sprains and musculoskeletal injury	<table><tr><td>L</td><td>C</td><td>R</td></tr><tr><td>2</td><td>3</td><td>6</td></tr></table>	L	C	R	2	3	6	Consider a two person lift to move ladder over 20kg including extension ladders. Ensure ladder is firmly secured into the slide racks on vehicle and tied off.	<table><tr><td>L</td><td>C</td><td>R</td></tr><tr><td>1</td><td>3</td><td>3</td></tr></table>	L	C	R	1	3	3	Workers
L	C	R															
2	3	6															
L	C	R															
1	3	3															
Selecting the right type of ladder	- Ladder not suitable for work type - Electric shock	<table><tr><td>L</td><td>C</td><td>R</td></tr><tr><td>4</td><td>2</td><td>8</td></tr></table>	L	C	R	4	2	8	- Use industrial standard ladders only, never use non-conforming or domestic ladders. - Make sure that the working platform is of proper height for work to be carried out. - Ensure ladders have load rating of at least 120kg. Use non-conductive ladders (i.e. fibreglass) when working with conductive hazards.	<table><tr><td>L</td><td>C</td><td>R</td></tr><tr><td>2</td><td>2</td><td>4</td></tr></table>	L	C	R	2	2	4	Workers
L	C	R															
4	2	8															
L	C	R															
2	2	4															
Inspection of ladder	- Damaged ladder - Slips or falls	<table><tr><td>L</td><td>C</td><td>R</td></tr><tr><td>4</td><td>3</td><td>12</td></tr></table>	L	C	R	4	3	12	<u>For Step Ladders</u> - Check that the rungs are in good condition, and not loose or missing. - Feet of ladders must be non-slip and in good condition. - Damaged ladders to be marked or tagged and taken out of service, until it has been repaired by a competent person. If the ladder cannot be repaired, it must be rendered unusable by cutting into lengths of not more than 2 rungs. - Inspect entire platform surface for defects or foreign matter that could cause a person to slip – keep all surfaces clean. - Stiles must be free from grease, oil, dirt that could be slippery. - Ladder must have all rivets, screws and fasteners intact. <u>For platform ladders</u> - Inspect all the stiles for cracks, splits or impact damage. - Inspect all steps – there must be no wearing or damage, and be clean of oil or grease, etc. - Keep platform surfaces clean and free from grease. - Visually inspect rails around platform to make sure that they are securely fitted and capable of preventing a person falling when leant on. - Platform ladders must have non-slip caps fitted to all feet, in good condition, and castor spigots must slide freely without	<table><tr><td>L</td><td>C</td><td>R</td></tr><tr><td>2</td><td>3</td><td>6</td></tr></table>	L	C	R	2	3	6	Workers
L	C	R															
4	3	12															
L	C	R															
2	3	6															

			binding. Damaged ladders must be tagged “Out of service”, and repaired by competent person before using.														
Setting up ladder	- Falling from height - Unstable or uneven ground surfaces - Electric shock	<table><tr><td>L</td><td>C</td><td>R</td></tr><tr><td>4</td><td>4</td><td>16</td></tr></table>	L	C	R	4	4	16	- Ladders should always be set up on a firm, clean, level surface – open its legs fully and secure brace on folding types. - Ladder is secured against displacement at the top, bottom or both. If not possible, have someone hold the ladder in place while in use. - Place ladder at an angle of ratio 4:1 (every 4m up, ladder extends 1m outwards away from the wall/surface) - Where ladder is placed against a brittle material or window opening, a device should be provided across the stiles at the top to distribute the load. - If the top ladder is supported against a pole or tree, it should be fitted with a pole chain, strap or hoop. - Ladders must be placed clear of overhead powerlines. - If ladder is placed near a doorway, the door should be blocked open, or locked closed, or have a person on guard at the foot of the ladder. - Ensure ladder is fully opened and secured. Ensure extension ladders extend 1m above where access is required.	<table><tr><td>L</td><td>C</td><td>R</td></tr><tr><td>2</td><td>4</td><td>8</td></tr></table>	L	C	R	2	4	8	Workers
L	C	R															
4	4	16															
L	C	R															
2	4	8															
Use of ladder	- Falling from heights - Object or tool falling - Electric shock - Musculoskeletal injuries - Fatigue	<table><tr><td>L</td><td>C</td><td>R</td></tr><tr><td>4</td><td>4</td><td>16</td></tr></table>	L	C	R	4	4	16	- Slip resistant shoes are worn. - Place ladder as close as possible to work. - Avoid over-reaching or leaning over. - Never carry any tools of equipment while ascending or descending a ladder – use a tool belt or side pouch. - Maintain three points of contact at all times while working on ladder. - Worker must face the ladder at all times. - No one else is on the ladder at all times except the worker. - Never stand on a rung closer to 900mm to the top of a single or extension ladder. - Stand on or below the second tread below the top plate of ladder; except for a three-step ladder (for step ladders only). Do not stand on top of ladder. - Do not use tools that require a high degree of leverage, such as pipe wrench, pinch bars or torque wrenches. - Ensure that no one is works underneath the ladder. - Allow breaks for tasks that require more than a few hours to prevent fatigue. - Never straddle a ladder. - A secondary person may be required to ensure that the ladder is not at risk of being knocked by passing traffic or pedestrians.	<table><tr><td>L</td><td>C</td><td>R</td></tr><tr><td>2</td><td>4</td><td>8</td></tr></table>	L	C	R	2	4	8	Workers
L	C	R															
4	4	16															
L	C	R															
2	4	8															

			and to assist with lifting or lowering of plant or materials. • Avoid using a ladder if prone to fainting or are taking medications that would affect balance, concentration or coordination. • Practise good housekeeping on platform floor with material – use box attached to rails to hold materials. Never overload rails. <i>(for platform ladders only)</i>														
Ladder Maintenance	• Damaged ladders	<table><tr><td>L</td><td>C</td><td>R</td></tr><tr><td>2</td><td>2</td><td>4</td></tr></table>	L	C	R	2	2	4	• Ladders with the following faults should be replaced or repaired: ○ Stiles that are twisted, bent, kinked, cracked welds, crushed, and damaged feet ○ Rungs, steps, treads or top plates that are missing, worn, damaged or loose ○ Tie rods that are missing, broken or loose ○ Ropes, braces or brackets that are missing, broken or worn ○ Missing, loose, bent or worn fasteners, i.e. rivets, bolts and pins • Ladders should not be painted, as essential safety information may be obscured. Ladders should only be re-finished to manufacturers specifications • Ladders must be inspected in accordance with the manufacturers specifications every 6 months as a minimum, and records of inspection shall be maintained (i.e. Ladder / Asset Register).	<table><tr><td>L</td><td>C</td><td>R</td></tr><tr><td>1</td><td>1</td><td>1</td></tr></table>	L	C	R	1	1	1	Workers
L	C	R															
2	2	4															
L	C	R															
1	1	1															

Legislations/Standards	
Queensland (QLD)	
Work Health and Safety Act 2011	AS/NZS 1892.1:1996 Portable Ladders – Metal
Work Health and Safety Regulation 2011	AS/NZS 1892.3:1996 Portable Ladders – Reinforced Plastic
COP Managing Risks of Falls at Workplaces 2012	AS/NZS 1892.5:2000 Portable Ladders – Selection, Safe Use and Care

REVIEW	
To ensure controls are implemented and monitored effectively: • Toolbox (pre-work meetings will be undertaken) • Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information • Control measures will be monitored throughout works: ○ Spot Checks ○ Consultation ○ Scheduled Audits	Ensure all controls are reviewed as per the following: • If controls fail to reduce risk adequately • When changes to the workplace or work activity occur that create new/different risks where controls may no longer be effective • New hazards identified • After an incident involving work activities relevant to this SWMS • During consultation with relevant persons indicate review is needed

REFERENCE DOCUMENTS
Work Health and Safety Act, Work Health and Safety Regulations, Environmental Protection Regulation, Environmental Protection Act, COP Hazardous Manual Tasks, COP Managing Noise and Preventing Hearing Loss at Work, COP Plant, COP Excavation Work, COP Manual Crane, Principal Contractor's Workplace Health & Safety Management Plan (WHSMP)

We the undersigned, confirm that we have been consulted in the development of this SWMS. If a failure is identified within the SWMS work will stop, the SWMS amended and changes communicated to the workforce. We also clearly understand that the controls must be applied as documented, otherwise work is to cease immediately. We also confirm that we are qualified to carry out the works identified above; a copy of our required qualifications has been provided and where applicable all insurances and work cover policies to undertake this activity are current.

Name & Signature	Date	Name & Signature	Date

SWMS Working at Heights - Portable Ladders- **Date Created: 20 Aug 2019**

Approver Name	Shane Stoner		Signature			Date of Approval		5 November 2020	
Review No	1	2	3	4	5	6	7	8	9
Name & Initials									
Date									