



Height Spec Pty Ltd
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SAFE WORK METHOD STATEMENT (SWMS) PART 1		
Work Activity: Rope Access		SWMS #: 01
Business Name: HEIGHT SPEC		
Business Contact: KAYLAB HINDMARSH 0434 627 251		
SWMS APPROVED BY: <i>EMPLOYER / PCBU / DIRECTOR / OWNER.</i>		
NAME: KAYLAB HINDMARSH		
SIGNATURE: 		DATE:
PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS: KAYLAB HINDMARSH		
PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS: KAYLAB HINDMARSH		
PRINCIPAL CONTRACTOR DETAILS <i>(The builder or the organisation you are working for.)</i>		
PRINCIPAL CONTRACTOR (PC):	PROJECT NAME:	DATE:
PROJECT ADDRESS:		
PROJECT MANAGER (PM):	PM SIGNATURE:	CONTACT PH:
SWMS SCOPE: This SWMS covers general hazards associated with the use of industrial rope access systems. This SWMS does not cover the specific setup of height access equipment. A dedicated SWMS will be required for the set-up/erection of height access equipment such as Mobile and Fixed Scaffolds, Mobile Elevated Work Platforms etc.		
REQUIREMENTS Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards. Work must cease immediately if an incident or near miss occurs. SWMS must be amended in consultation with relevant persons. Amendments must be approved by Height Spec and communicated to all affected workers before work resumes. SWMS must be made available for inspection or review as required by WHS legislation.		

Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK"

☐ Confined Spaces	☐ Mobile Plant	☐ Demolition	☐ Asbestos
☐ Lifting Glass Panels	☐ Emergency Make Safe	☐ Artificial extremes of temperature	☐ Night Works
☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse			
☐ Involves a risk of a person falling more than 2m			
☐ Working at depths greater than 1.5 Metres, including tunnels or mines		☐ Work in an area that may have a contaminated or flammable atmosphere	
☐ Work carried out adjacent to a road, railway or shipping lane, traffic corridor		☐ In or near water or other liquid that involves risk of drowning	

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	MOST EFFECTIVE
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE				
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.		
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.		
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.		
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.		
									LEAST EFFECTIVE

PERSONAL PROTECTIVE EQUIPMENT (PPE): *ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.*

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	FULL BODY HARNESS	Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
1. Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incidents.	3H	Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of: • Health and Safety rules • Induction for all workers – site specific and toolbox meetings • Supervisory arrangements • Communication arrangements • All relevant workers are appraised for required competencies & for any pre-existing medical conditions if working in remote or isolated locations. • Rigging plan must be developed and approved by a competent person / company • PPE required • Site plans – showing no go zones for pedestrians • Traffic Management Plan • Exclusion Zones • Risk Assessments • SWMS and ToolBox • Injury reporting procedures • Hazard reporting procedures. • Ensure all components and the Rope Access system meet relevant standards	2M	Supervisor / Workers
2. Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incidents.	3H	Ensure all relevant workers have undertaken training and/or received instruction in working at heights (nationally accredited working at heights competency based training ticket) and training in the safe use of the rope access system. Preferred training: • Level 1 Industrial rope access training for 'simple' jobs • Level 2 & 3 Industrial rope access training respectively to supervise/conduct more complex work. Including: • Reporting procedures for incidents • Correct use of equipment including selecting, fitting, use, care of and maintenance • Correct use of all tools used • Use of supervision where required (e.g. new starters or new equipment) • Ensure supervisors, foremen etc. are suitably experienced in the type work to be conducted • All workers are trained in this SWMS. ● Check workers are in fit condition to work i.e. no signs of fatigue, alcohol or drugs.	2M	Supervisor / Workers

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<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
3. Undertaking High Risk Work while requiring Spotter	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incidents.	4A	<i>A Falls Emergency Rescue Plan tool is included in this SWMS.</i> Procedure for Using a Spotter during High-Risk Work: 1. Prior to commencing the high-risk work, identify the need for a spotter based on the nature of the task, potential hazards, and regulatory requirements. 2. Select an individual with the necessary training, knowledge, and experience to serve as the spotter. Ensure that the spotter understands their responsibilities and the specific hazards associated with the work. 3. Conduct a Toolbox briefing with the spotter and the workers involved in the task. Discuss the objectives, potential risks, and communication protocols. 4. Clearly define the roles and responsibilities of the spotter, including their primary focus on monitoring the work area and providing timely warnings or assistance to workers. 5. Ensure that the spotter has a clear line of sight and an unobstructed view of the high-risk work area. If needed, provide the spotter with appropriate equipment, such as binoculars or communication devices, to enhance their effectiveness. 6. Establish effective communication channels between the spotter and the workers, such as hand signals, two-way radios, or other suitable means. 7. Instruct the spotter to remain vigilant throughout the entire duration of the high-risk work, continuously monitoring for any potential hazards, unsafe behaviours, or deviations from established safety procedures. 8. Empower the spotter to take immediate action in case of an emergency or if they observe any imminent danger. They should be authorised to halt work, warn workers, or request assistance as needed. 9. Encourage ongoing communication between the spotter and the workers, fostering a collaborative environment that prioritises safety. 10. Regularly assess and review the spotter's performance to ensure their effectiveness in mitigating risks and promoting a safe work environment.	2M	Supervisor / Workers

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4. Implement a Falls Emergency Rescue Plan	Suspension trauma	4A	Document and rehearse of rescue plan. (in conjunction with Tool box form rescue plan) Considerations for rescuing workers who have fallen and are suspended: • Whenever a person is wearing a harness, a rescue plan must be in place as suspension trauma can occur to persons who fall and remain in the harness for more than 5 minutes • The rescue must be able to commence immediately • The victim must be moved from suspension in stages – if moved too quickly from full suspension into a horizontal position serious injury or death can occur • If a suspension may last up to 5 minutes – foothold straps or other way of placing weight on legs must be provided. In event of a fall and suspension - Workers should be trained to: • Use a sit – type harness with padded legs to allow legs to remain horizontal • Move their legs in the harness to push against any footholds • Move their legs as high as possible and keep their head as horizontal as possible. Note: The ability for workers to be able to follow these procedures should be a consideration when selecting harnesses for use • Ensure all workers on-site are trained and familiar with emergency and evacuation procedures • Ensure EWP is fitted with an emergency retrieval device, controlled descent device and an escape-rescue facility.	2M	Supervisor / Workers

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<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
5. Assess on-site conditions	Lack of a clear assessment may lead to personal injury, property damage &/or environmental incidents.	3H	Assess conditions at site on arrival. Ensure: • If applicable ensure site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons etc.) • Assess mobile phone reception (alternative emergency communications procedures in place if no reception available) • Work site is exactly as detailed by Principal Contractor • Suitable access for all equipment required • Suitable space for operation of equipment. Conduct risk assessment to identify potential hazards: • Access points • Height and pitch of work area • Cladding materials, obstructions under roof area • Proximity to utilities and power lines • Presence of hazardous materials/conditions • Structural strength to support required load • Ensure the system can support expected loads and is able to withstand likely impact from a person falling onto the system. • Dynamic loads from impact of person falling • Whether the system can be fixed to structural members.	2M	Supervisor / Workers
	Contact with electricity	3H	• Ensure no overhead obstructions (such as electric lines) • Do not work within No Go Zones of electric lines unless power is isolated and evidence of on-going isolation is obtained from the electrical supplier (Energex 13 12 5313 12 53)	2M	Supervisors / Workers

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	Weather effects Sunburn/heatstroke etc.	3H	Working outdoors. Ensure: - Suitable protective clothing - Sun brim on hard hat when not wearing helmet - Safety glasses - UV Rated - Use 30+ sunscreen on exposed skin areas - Do not abseil in rain - Adequate drinking water - Access to shade during breaks - Adequate breaks - Check weather conditions – do not work in extreme weather. - 0 to 38 C+ - Monitor throughout day wind and gust conditions	2M	
6. Work area set up	Hazardous manual tasks - musculoskeletal disorder (MSD)	3H	Ensure materials /equipment is as close to the work area as possible.	2M	Supervisors / Workers
	Work adjacent to road & public safety	4A	- When practical, park working vehicle in driveway or allocated parking to avoid travelling across roads when delivery working equipment - If setting up roadside – comply with local laws and permits - Erect any barriers & signage necessary to keep others safe and aware.	2M	
	Property damage	3H	Ensure equipment is not placed in areas where they may be run over, damaged or exposed to water (unless rated for wet environments). Keep power leads up off the ground and out of the way.	2M	
	Contact with electricity	4A	Locate: - Any electrical cabling, power lines, gas pipes, water pipes, air conditioning ducts etc. prior to work commencing - Power cables should be redirected or power isolated for the duration of the work where necessary by competent person	2M	

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	Contact with electricity		Equipment: - All power tools and leads are Tested and Tagged and are current - Pre-inspect equipment - If equipment is damaged, do not use. Take out of service, apply Lock-out/tag-out (LOTO) procedures and inform supervisor immediately.		
	Contact with asbestos	3H	Determine presence of asbestos/ACM: - Competent person to identify if ACM present (e.g. roof, eaves etc.) - Obtain as much information as possible on the location, type and condition of ACM - If available, obtain a copy of the asbestos register for the site - If older house try to determine if roof had ever been asbestos in the past (roof space may still contain hazardous fibres) - Do not drill or disturb asbestos unless qualified to do so.	2M	
7. Anchor points	Falls/impact injury	4A	All anchor points should be tested and approved by a competent person before use Certification must be provided. Ensure it contains: - Name/address of persons requiring anchor - Name / address of installer - Location details - Time / date - Compliant with relevant Standards Ensure competent persons certify that the anchor point meets required standards and is safe for use. This must be in writing before anchor point is used and made available to any rope access crew prior to works proceeding. - Ensure any person within two metres of an unprotected edge is adequately secured or edge protection is in place.	2M	Supervisors / Workers

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	Public safety	3H	- Erect any barriers & signage as reasonably as practical to keep others safe and aware of the work being conducted overhead - Ensure all areas around anchor points are barricaded to prevent impact/tampering from mobile plant/vehicles/ pedestrians and unauthorised entry, or keep Roof entries closed to prevent unauthorised access	2M	
	Falls/Falling objects	4A	Anchor points should not be fastened to the following unless specifically modified to do so: - Conduit / cable trays - Piping / support racks / Vent stacks - Scaffolding / supports / Suspended platforms - Guards rails/ handrails - Wood trusses (unless specifically designed), gable ends, fascia, overhangs, damaged framing etc. - Mobile plant /hoists - Areas with sharp edges / protrusions.	2M	
8. Pre operational Inspection	Falls/impact injuries	3H	Conduct visual inspection before each use. (Formal inspection by a competent person as per manufacturer specifications. (6 monthly or more if exposed to hazardous environments). - All labels are present, legible and securely attached <u>Slings</u>: Begin at one end and inspect the entire length – both sides. Hold belts with hands approx. 20 cm apart – draw hands together to make an upside down “U” shape with belt. Look for frayed edges, broken fibres, tufting, pulled stitching, cuts or chemical damage <u>Karabiners, ascenders, and descenders</u>: Look for distortion, cracks, deep scratches, breaks, rough or sharp edges. Can pivot freely <u>Rope</u>: All ropes should be inspected before each use. Any rope that has sheath damage should be removed from use as either a working rope or safety rope <u>Rope grabs, lanyards, slings, and pulley wheels</u>: Look for distortion, cracks, deep scratches, breaks, rough or sharp edges. Can pivot freely <u>Rivets</u>: Tight and unable to be removed with fingers. Lay flat against material – not bent <u>Tongue buckle</u>: No grommets missing. Free of distortion overlap buckle frames – move freely in sockets. Rollers move freely on the frame	2M	Supervisors / Workers

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<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
			□ <u>Lanyard:</u> Inspect entire length – slowly rotate to ensure circumference checked: ○ Steel: Check for cuts, fraying, unusual wear patterns ○ Web: Bend over pipe, check both sides for cuts, breaks ○ Rope: Rotate – check for frayed, worn or broken fibres, changes in diameter in sections ▪ Use shock absorbers with these lanyards □ <u>Shock-absorbing packs:</u> Check for burn holes, rips, deterioration, and loose strands – especially around stitching on D-rings, belt or lanyard □ <u>Hooks:</u> ○ Ensure hooks are double-action type ○ Do not connect snap hooks to each other ○ Use screw gate karabiners or hex nut connectors. ● <i>If any defects are found on ANY component of the Rope Access System – DO NOT USE. Take out of service and render it unusable.</i>		

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9. Rope Access Operation	Falls	3H	Set up anchor points/rope system as per rigging plan. If deviations are required from the initial plan, seek advice from competent persons. Ensure manufacturer's instructions for the rope system are followed. Ensure: • No person to work alone or isolated from other members of a team • Operators attached to at least two independently anchored systems (same diameter) before suspending themselves • Edges padded to eliminate the chance of rope damage • Connection to rope system is not in an area where persons can fall more than 2m • Descender has dead-man "hands off" function • Ropes reach the ground or suitable landing site and stopper knots tied • Do not rush, run or play around • Use deliberate motion • Never lunge for dropped objects (maintain balance at all times) • Suitable lanyards are used (such as steel) if cutting / grinding tasks are being performed • If during work, inclement weather is observed (such as heavy rain or high winds), work should cease immediately. ● <i>Do not make adjustments to harness while working at heights.</i>	2M	Supervisors / Workers
	Hazardous manual tasks - MSD	3H	• Avoid any twisting, awkward positions and side-bending • Do not use excessive force when operating tools • Avoid long periods in harness. Alternate drops with others.	2M	

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	Falls through openings	4A	Holes or other openings through which a person can fall. Ensure: • All holes or openings are protected/closed from falls immediately after creating • Ensure the cover is secured to prevent movement • Use signage or other clearly marked hazard alerts to identify hazard.	2M	
	Falls from access ladders	4A	• Ladder extends at least 1 m above the place of landing of the highest rung to be reached by the feet of any person working on ladder • Ladders be set up on a level area on firm footing with the base located approximately a quarter of the vertical height of the ladder from the wall • Metallic, wire- reinforced or conductive ladders should be avoided around live electrical equipment • Face ladder when ascending/descending. Ensure 3 points of contact remain on ladder at all times • Load rating of at least 120 kg • Correct size and length for job • No damage, clean and dry • Secured to work site (base and top) • Ensure only 1 person working from each ladder. <i>DO NOT:</i> • <i>Attempt to move or extend ladder when on it</i> • <i>Slide down stiles</i> • <i>Step up or down two or more rungs at a time.</i>	2M	

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	Falling objects	3H	- Do not throw tools or material, always lower in a controlled motion - Tools weighing over 8 kgs are secured on separate line (never on secondary safety system) - Tools are secured to operator - Bags and containers for gear should have a retained safety factor of 5:1 relative to the expected loads, and be inspected as part of the same system.	2M	
10. Dismantling Rope Access system	Hit by falling objects	3H	- Surrounding persons are made aware that dismantling operations are about to commence - Immediate area should be cordoned off - The method and process of dismantling components is pre-planned and understood by all workers - Dismantling is carried out in a systematic and progressive manner Components are not to be dropped or thrown when dismantling - Lower all components in a controlled manner - Wear a Rope Access helmet when dismantling. - Wear close fitting leather gloves that do not restrict movements if required	2M	Supervisors / Workers
11. Working on Ground	Hit by mobile plant	4A	Check constantly for changing hazards while exiting roof - High visibility clothing worn at all times - Do not stand behind reversing vehicles - Allow sufficient distance from plant during operation (allow sufficient room for equipment failure – such as arm/boom failure or plant rollover) - Alertness at all times. Listen for: - Reversing alarms/beepers - Calls from Plant Operators - Work positions should be in clear sight of plant operators	2M	Supervisors / Workers

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			Follow traffic management plan requirements. NOTE: Some traffic management plans may say that pedestrians have right-of-way. Never assume this. Make visual and verbal contact with the plant operator as required.		
12. Using power tools	Contact with electricity	4A	Ensure: - Use tools only for the purpose specified by the manufacturer - Use tools as per Safe Operating Procedures and/or operators manual - Never carry electrical tools by power cord - Do not use power cord to pull equipment from power socket - Unplug tool when not in use - Check for damage or faults regularly during operation. Examples, if excessive vibration occurs, stop using immediately.	2M	Supervisors / Workers
	Vibration / Muscular stress / MSD	3H	- Avoid overreaching - Job rotation - Avoid any twisting, awkward positions and side-bending - Do not use excessive force when operating power tools.	2M	
	Noise	3H	Wear hearing protection, ensure it is: - Worn by all persons throughout the period of exposure to noise - Suitable for the type of working environment and the work tasks - Comfortable and correctly fitting for the worker - Regularly inspected and maintained to ensure it remains in good, clean condition.	2M	

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13. Remote and/or isolated work	Personal Injury from delay in emergency assistance to remote workers	3H	A 'Buddy' system must be utilised at all times when working at height. Ensure: • An emergency response procedure is developed & followed • Mobile phones are fit for purpose, tested before departure & phones have spare, fully charged batteries and facilities for continuing charging.	2M	Supervisors / Workers
14. On completion	Slips, trips, falls causing injury	3H	• Clean up tools and any waste ensuring the site is left in clean and tidy condition • Clean debris and ensure offcuts are removed from the roof area.	2M	Supervisors / Workers
	Contact with electricity	3H	• Disconnect power tool/extension leads from power point before winding up, so that you don't get a shock if the lead is damaged • Inspect leads and power equipment for damage • If safe to do so, remove isolation locks/tags and test appliances for function.	2M	
	Public safety	3H	• If acceptable, remove or add barricades, contact supervisor and return as agreed.	2M	

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)						
What type of rescue may be required :											
☐ Rescue from Descent ☐ Rig to rescue ☐ Vertical Aid Climb Rescue			☐ Horizontal Aid Climb Rescue ☐ Big loop Rescue ☐ Keelhaul Rescue			☐ Rope to Rope Rescue ☐ Hauling Rescue ☐ Passing double / single Deviation knot					
Documented rescue plan developed?		Y	N	Documented rescue plan rehearsed?		Y	N	Documented Rescue plan accessible on site?		Y	N
☐		☐	☐	☐		☐	☐	☐		☐	☐
Draw a basic diagram of selected rescue plan											

EMERGENCY RESPONSE - CALL 000 IMMEDIATELY.

If work is to be conducted on a construction site (or a site controlled by another Employer / PCBU) follow the site-specific Emergency Management Plan. Ensure:

- Adequate numbers of first aid trained staff are on site when working at heights occurs
- First aiders are trained and competent in managing injuries
- All rescue equipment is in good condition, available for use and in close proximity to the work site.

Ensure workers have access to:

- First aid kit/supplies
- First Aid trained personnel familiar with Resuscitation and emergency response for electric shock
- MSDS
- Communication devices (check mobile phones will have service in area)
- Suitable fire protection equipment.

Relevant Legislation & Codes of Practice

Codes of Practice / Standards Consulted:

These must be complied with.

Work Health & Safety Act 2011; Work Health and Safety Regulations 2011. I.R.A.T.A International code of practice for industrial rope access with AS/NZ 1891.2009 parts 1-4, AS/NZ 4488 Parts 1 & 2 1997 Australian Standards 4487.5 Part 5, div 1/46 Act 2011 ISO 22846-2: 2012-03 (E) Managing Risk of Hazardous Chemicals in the Workplace COP 2021; AS 3012:2010. AS 1891.4 2009. AS 4488 1997; Hazardous Manual Task COP 2021; How to Manage Work Health and Safety Risks COP 2021; Managing Noise and Preventing Hearing loss at Work COP 2021; Managing Risk of Falls at Workplace COP 2021. Work Health and Safety Consultation, Co-ordination COP 2021. AS/NZS 1891:4 Industrial Fall Arrest Systems and devices 'safe use'. Electrical Safety Regulation 2013 maintenance AS 1418.4 Cranes, Hoist & winches-mobile cranes AS 1353.2 Flat Synthetic-webbing slings – care & use AS1418.4 cranes, Hoist & Winches elevating work platforms AS2550.1

SAFE WORK METHOD STATEMENT (SWMS) PART 2

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and PPE described.

OVERALL RISK RATING AFTER CONTROLS

☐ **1 Low**

☐ **2 MODERATE**

☐ **3 High**

☐ **4 ACUTE**

WORKERS' NAME	JOB ROLE / POSITION	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>		DATE	SIGNATURE
		TYPE / DESCRIPTION	NUMBER		
Kaylab Hindmarsh	Managing Director	Construction Card	1305084		
		IRATA Card	3/99149		
		Construction Card			
		IRATA Card			
		High Risk Card			
		EWP Card			
		Construction Card			
		IRATA Card			
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