



## Safe Work Method Statement

Job Task Summary:

Working at heights

During the course of its recovery operations, DRA personnel may be required to undertake tasks where there is a risk of falling. This work will mostly be undertaken using a ladder in domestic environments at ground level.

### Can this involve High Risk Construction Work?

Where there is a risk of a person falling more than two metres?	Yes
At workplaces where there is any movement of powered mobile plant?	Yes
Involving demolition of an element of a structure that is load-bearing	No

Excludes: Any work undertaken which requires specialist training, licensing and equipment. Nothing in this SWMS permits the use of ladders during chainsaw operations.

Applicable to the following worker type: employee, contractor, volunteer

SWMS completed by; Tony Griffiths  
Reviewed by Marcus Punch 1Nov21.

Site: All sites

Date: September 2020

PPC (Mandatory): DRA field clothing including DRA long sleeve shirt, non-synthetic trousers, safety boots or safety gumboots (AS 2210.1.2010 Operational Protective Footwear), non-synthetic layers or outer clothing for warmth (if required).



## Safe Work Method Statement

Other PPE as required by relevant SWMS/Safety 5.

### DRA Policies

1. DRA will, as far as reasonably practicable:
  - a. adopt the procedures contained in the COP
  - b. apply a hierarchy of control for working at heights
  - c. develop, adapt, implement and review a safe system of work based on a risk assessment which is relevant to each site.
2. DRA will not undertake operations on rooftops or utilising scaffolding or elevated work platforms unless conducted in accordance with an SWMS approved by NDFO.
3. DRA will not undertake demolition of an element of a structure that is load-bearing.
4. Notwithstanding personal qualifications, DRA will not undertake work requiring specialist 'working at heights' qualifications unless with the specific approval of NDFO.

## Safe Work Method Statement

R1 Risk without controls

R2 Risk with controls

Procedural step(s)	Possible hazard(s)	R1	Safety control(s)	Person responsible	R2
Site risk assessment/ Safety 5	<p>Falls from height</p> <p>Falling objects including tools</p> <p>Contact with electrical services</p>		<p><b>DRA IMT, DA teams and STL should only consider the use of ladders, especially where there is a risk of fall from more than 2 metres, in exceptional circumstances where there is no other practical solution and after consideration of rejecting the task.</b></p> <p><b>Operations on rooftops or utilising scaffolding or elevated work platforms are prohibited unless conducted in accordance with an SWMS approved by NDFO.</b> Such operations may be considered for approval when there are suitably qualified and licensed personnel and suitable equipment is available.</p> <p>While ladders are often considered to be the first option when working at heights, they should only be considered after safer alternatives, for example use of a machine, have been considered first and found to be not reasonably practicable.</p> <p>Extension or single ladders should only be used as a means of access to or exit from a work area or for short duration light work that can be carried out safely from the ladder.</p> <p>Selecting ladders Ladders should be selected to suit the work to be carried out. In doing this, you should consider the duration of the work, the physical surroundings of where the work is to be carried out and the prevailing weather conditions.</p> <p>Depending on the specific task and how it is carried out, step platforms should provide an improved level of fall protection over traditional step or single ladders as they include a small working platform and a partial handrail.</p> <p>Ladders should have a load rating of at least 120 kg and be manufactured for industrial use. Domestic or 'homemade' ladders should not be selected for industrial use or for use on construction sites.</p>	IMT/ DA Teams/ STL/ workers	

## Safe Work Method Statement

			<p>Ladders must be marked in compliance with <b>AS/NZS 1892 (set)</b> using the standard for the type of construction material.</p> <p>Ladders need to be regularly inspected by a competent person. Ladders with any of the following faults need to be replaced or repaired by a competent person:</p> <ul style="list-style-type: none"> <li>• Timber stiles that are warped, splintered, cracked or bruised.</li> <li>• Metal stiles that are twisted, bent, kinked, crushed or have cracked welds or damaged feet.</li> <li>• Rungs, steps, treads or top plates that are missing, worn, damaged or loose.</li> <li>• Tie rods that are missing, broken or loose.</li> <li>• Ropes, braces, or brackets that are missing, broken or worn.</li> <li>• Timber members that, apart from narrow identification bands, are covered with opaque paint or other treatment that could disguise faults in the timber.</li> </ul> <p>Work around open holes, excavations, creek / river banks, etc...</p> <p>If there is the potential for a worker to fall into an open hole or excavation, or down an embankment (eg. steep or undercut creek or river bank) then measures should be taken to protect them against the risk – ie. define exclusion zones, erect barricades, wear fall-arrest devices or ropes.</p>		
Setting up and use	<p>Falls from height</p> <p>Falling objects including tools</p> <p>Contact with electrical services</p>		<p>Using ladders safely</p> <p>Workers must be provided with information, training and supervision on how to use ladders safely. Personnel should only use a ladder if you have been trained in how to inspect, set up and use ladders correctly. This can be conducted on site</p> <p>Positioning and setting up ladders</p> <p>Before setting up a ladder, it should be inspected for visible damage or faults, for example broken rungs, stiles and footings. Faulty or damaged ladders must be removed from service.</p> <p>When setting up a ladder you should check that:</p> <ul style="list-style-type: none"> <li>• the ladder is the correct height for the work to avoid over-reaching or stretching</li> <li>• locking devices on the ladder are secure, and the ladder is not placed so that the weight of the ladder and any person using the ladder is supported by the rungs.</li> </ul>	<b>STL/ Safety Officer/ workers</b>	

## Safe Work Method Statement

			<ul style="list-style-type: none"> <li>● Ladders used at a workplace should be set up on a solid and stable surface, and to prevent the ladder from slipping. Single and extension ladders can be prevented from slipping by:             <ul style="list-style-type: none"> <li>● ensuring the ladder has non-slip feet</li> <li>● placing ladders at a slope of 4:1 (the distance between the ladder base and the supporting structure should be about 1 metre for every 4 metres of working ladder height), and</li> <li>● securing ladders at the top or bottom, or if necessary, at both ends (see Figure 29).</li> <li>● Step Ladders should be set up in the fully opened position and may require a second person to 'foot' the ladder for added stability.</li> </ul> </li> </ul> <p>Safe use of ladders When using a ladder:</p> <ul style="list-style-type: none"> <li>● always maintain 'three points of contact' as follows:             <ul style="list-style-type: none"> <li>○ when going up or down a ladder, always have two feet and one hand, or one foot and two hands, on the ladder</li> </ul> </li> <li>● when working from a ladder, have two feet and one other point of contact with the ladder, such as a hand or thighs leaning against the ladder.</li> <li>● use a tool belt or side pouch so that materials or tools are not carried in the hands while climbing the ladder             <ul style="list-style-type: none"> <li>○ ensure only light duty work is carried out while on the ladder, where tools can be operated safely with one hand</li> </ul> </li> <li>● make sure that no-one works underneath the ladder</li> <li>● do not allow anyone else on the ladder at the same time</li> <li>● do not straddle the ladder, and</li> <li>● wear slip-resistant footwear.</li> </ul> <p>When using ladders it is not safe to:</p> <ul style="list-style-type: none"> <li>● use metal or metal reinforced ladders when working on live electrical installations, or</li> <li>● carry out 'hot' work like arc welding or oxy cutting.</li> </ul> <p>Except where additional fall protection equipment is used in conjunction with the ladder, it is not safe to:</p> <ul style="list-style-type: none"> <li>○ use a stepladder near the edge of an open floor, penetration or beside a railing</li> </ul>		
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## Safe Work Method Statement

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|  |  | <ul style="list-style-type: none"> <li>○ over-reach—the centre of the torso should be within the ladder stiles throughout the work</li> <li>○ use power or hand tools requiring two hands to operate, for example concrete cutting</li> <li>○ power saws</li> <li>○ use tools that require a high degree of leverage force which, if released, may cause the user to over-balance or fall from the ladder, for example stillsons or pinch bars</li> <li>○ face away from the ladder when going up or down, or when working from it</li> <li>○ stand on a rung closer than 900 mm to the top of a single or extension ladder, or</li> <li>○ stand higher than the second tread below the top plate of a stepladder with the exception of three-rung step ladders, unless working through an overhead opening of the building or structure that provides appropriate additional support above the ladder.</li> </ul> <ul style="list-style-type: none"> <li>● Ladders used in the following situations should only be carried out with additional safety precautions in place: <ul style="list-style-type: none"> <li>○ in access areas or doorways—if necessary, erect a barrier or lock the door shut</li> <li>○ next to power lines, unless the worker is trained and authorised and the correct ladder for the work is being used</li> <li>○ in very wet or windy conditions, and</li> <li>○ next to traffic areas, unless the working area is barricaded.</li> </ul> </li> <li>● Where single or extension ladders are used for entry and exit, you should check that: <ul style="list-style-type: none"> <li>○ there is a firm, stable work platform, free from obstructions, to step onto from the ladder</li> <li>○ the ladder is securely fixed</li> <li>○ the ladder extends at least 1 metre above the stepping-off point on the working platform, and</li> <li>○ fall protection is provided at the stepping-off point where people access the working platform.</li> </ul> </li> </ul> <p>As an alternative to using ladders as a means of access in stairwells, you should consider having the staircase installed as soon as possible.</p> <p>Further information on the selection, safe use and care of portable ladders is set out in AS/NZS 1892 (set) : Portable ladders.</p> |  |
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## Safe Work Method Statement

			The ladder manufacturer's recommendations on safe use should also be followed.		
Climbing on trucks, loads, plant and machinery	Falls from height Falling objects including tools Contact with electrical services		DRA workers are not to climb onto trucks (not including utes) , loads, plant and machinery unless especially trained to do so.	<b>STL/ Safety Officer/ workers</b>	



## Safe Work Method Statement

OTHER JOB REQUIREMENTS			
<b>List staff skills/competencies and licences required for safe job performance:</b> On site training or verification of competency in safe use of ladders <input type="checkbox"/>			
<b>List items of plant/equipment/tools required:</b> ladders suitable for 2-3 metres working height. ladder with associated work platform. <input type="checkbox"/>			
<b>Relevant codes of practice, legislation standards or critical risk controls that may be applicable:</b> <ul style="list-style-type: none"> <li>● <b>Relevant codes of practice, legislation standards or critical risk controls that may be applicable:</b> as adopted by State and territory jurisdictions (less WA and Vic)<sup>1</sup></li> <li>● Worksafe Australia: Model Code of Practice: <a href="#">Managing the risk of falls at workplaces 2018</a></li> <li>● <b>AS/NZS 1892 (set):</b> Portable ladders (includes AS/NZS 1892.1:1996: Portable ladders – Metal; AS 1892.2–1992: Portable ladders – Timber; AS/NZS 1892.3:1996: Portable ladders – Reinforced plastic; AS/NZS 1892.5:2000: Portable ladders – Selection, safe use and care).</li> <li>● Worksafe Victoria - <a href="#">Compliance Code: Prevention of falls in general construction</a></li> <li>● Worksafe WA - <a href="#">Code Of Practice - Prevention of falls from height at workplaces</a></li> </ul>			
<b>Maintenance checks, site/workplace inspections required:</b> <ul style="list-style-type: none"> <li>● Periodic inspection and/or on site inspection of ladders and related equipment</li> </ul>			
<b>Additional approvals, certificates, WorkCover approvals/permits required e.g. confined spaces, working at heights, hot works etc:</b> N/A <input checked="" type="checkbox"/>			
<b>Has a risk assessment been completed for any work involving confined spaces, electrical work or diving work</b> Yes                      No                      N/A <input checked="" type="checkbox"/>			

<sup>1</sup> A court may rely on the codes as evidence of whether you took reasonably practicable steps to ensure the health and safety of your workers.

In Victoria, the codes (known as compliance codes) are legally binding. You should follow the codes at all times





## Safe Work Method Statement

### Approvals

This SWMS is approved by DRA national Director of Field Operations

Name	Signature	Date

**Site SWMS Approval** (Strike Team Leader/ Supervisor i.e. person responsible for ensuring compliance with SWMS)

*I have read and understand this SWMS. I have completed a site risk assessment with the chainsaw operator(s) and team members and will ensure compliance with the SWMS.*

<b>Name:</b>	<b>Signature:</b>	<b>Date:</b>
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### Operator/team confirmation

*I have read and understand this Safe Work Method Statement. I have no medical conditions that may affect my ability to operate the vehicle.*

NAME	SIGNATURE	DATE

### Safety Officer confirmation (or Operations Chief in lieu)

*I confirm that the safety controls detailed above are in place or will be acted upon. I can confirm that proposed tasks are within the scope of operations and that plant operators (if applicable) are duly authorised by the National Training Manager.*

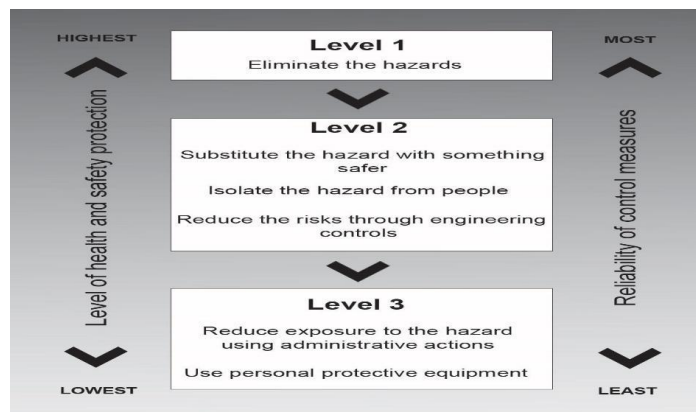
NAME	SIGNATURE	DATE

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### WHS RISK MATRIX

	Minor	Moderate	Substantial	Major	Catastrophic
Almost Certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Low	Medium	High	High
Very Unlikely	Low	Low	Medium	Medium	High

### HIERARCHY OF CONTROLS



#### Acknowledgements:

NSW Government – Department of Industry  
 NSW Government – Department of Primary Industries  
 Health and Safety Handbook - Portner Press