**SAFE WORK METHOD STATEMENT – WORKING AT HEIGHT**

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| **RISK MATRIX** | | | | | | | | | | | | | | |
| 1. **CONSEQUENCE -** evaluate the consequences of a risk occurring according to the ratings in the Consequence table i.e. low, moderate, high, or extreme. | | | | | | | | | 1. **LIKELIHOOD** - evaluate the likelihood of an incident occurring according to the ratings in the left-hand column i.e. rare, unlikely, possible, likely, or almost certain. | | | | | |
| **DESCRIPTOR** | | **LEVEL** | **DEFINITION** | | | | | **DESCRIPTOR** | | **LEVEL** | | | **DEFINITION** |
| **Insignificant** | | 1 | No injury | | | | | **Rare** | | 1 | | | May occur somewhere, sometime (“once in a lifetime / once in a hundred years”) |
| **Minor** | | 2 | Injury/ ill health requiring first aid | | | | | **Unlikely** | | 2 | | | May occur somewhere within the workplace over an extended period of time |
| **Moderate** | | 3 | Injury/ill health requiring medical attention | | | | | **Possible** | | 3 | | | May occur several times across the workplace or a region over a period of time |
| **Major** | | 4 | Injury/ill health requiring hospital admission | | | | | **Likely** | | 4 | | | May be anticipated multiple times over a period of time  May occur once every few repetitions of the activity or event |
| **Severe** | | 5 | Fatality | | | | | **Almost certain** | | 5 | | | Prone to occur regularly  It is anticipated for each repetition of the activity of event |
| 1. **RISK MATRIX -** Using the Matrix below, calculate the level of risk by finding the intersection between the likelihood and the consequence | | | | | | | | | 1. **RISK LEVEL / RATING AND ACTIONS** | | | | | |
| **LIKELIHOOD** | **CONSEQUENCE** | | | | | | | |
| **Insignificant** | | | **Minor** | **Moderate** | **Major** | **Severe** | | **DISCRIPTOR** | | | **DEFINITION** | | |
| **Almost Certain** | 1E  Moderate | | | 2E  High | 3E  Extreme | 4E  Extreme | 5E  Extreme | | **Extreme>>** | | | Notify workplace manager and/or management OHS nominee immediately. Corrective actions should be taken immediately. Cease associated activity. | | |
| **Likely** | 1D  Moderate | | | 2D  Moderate | 3D  High | 4D  Extreme | 5D  Extreme | | **High>>** | | | Notify workplace manager and/or management OHS nominee immediately. Corrective actions should be taken within 48 hours of notification. | | |
| **Possible** | 1C  Low | | | 2C  Moderate | 3C  Moderate | 4C  High | 5C  Extreme | | **Moderate>>** | | | Notify nominated worker, HSR / HSC. Nominated worker, OHS representative / HSC is to follow up that corrective action is taken within 7 days. | | |
| **Unlikely** | 1B  Low | | | 2B  Low | 3B  Moderate | 4B  Moderate | 5B  High | | **Low>>** | | | Notify nominated worker, HSR / HSC. Nominated worker, HSR / HSC is to follow up that corrective action is taken within a reasonable time. | | |
| **Rare** | 1A  Low | | | 1B  Low | 1C  Low | 1D  Moderate | 1E  Moderate | |  | |  | | | |

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| --- | --- |
| **HIERARCHY OF CONTROLS** | |
| **Develop Controls in accordance with the hierarchy below (also see diagram on the right):**   1. **Elimination** – Removing the hazard from the workplace e.g. removing damaged equipment and removing unwanted chemicals. 2. **Substitution** – Substituting or replacing the hazard with a less hazardous one e.g. using less hazardous chemicals. 3. **Engineering Control** – Engineering out the hazard e.g. using a trolley to move objects. 4. **Administrative Control** – Introducing work practices that reduce the risk e.g. job rotation and safe work procedures. 5. **Personal Protective Equipment** – This is the last control method that should be used e.g. gloves, masks. Staff must be trained to use PPE correctly**.** | Chart, funnel chart  Description automatically generated |

| **Job description** | **Workplace:** Warehousing Department | **Name of person conducting risk assessment** | **Date:** |
| --- | --- | --- | --- |
| **Name of other workers** | **Signature** |
| **Risk Assessment Purpose**  The purpose of a risk assessment is to identify the risks associated with a task, activity, or process, and put appropriate controls in place to eliminate or reduce those risks. Completing a risk assessment helps ensure that hazards, risks and controls are documented and communicated to those who will be involved in the task, activity, or process.  NB: Residual risk level estimate for each item is dependent on implementation of other related controls listed against other related hazards. | | | |

| **Possible Hazards** | **Identified / Yes** | **Control to be used** | **Risk level after control** |
| --- | --- | --- | --- |
| **Personal protective equipment** | | | |
| **Surface stability** | | | |
| 1. Is the work being undertaken on a fragile surface? |  | * Work from a solid construction e.g., reinforcing the structure before work commences (if so use other to explain control) * Use of EWP * Installing edge protection barricades * Use of fall protection harness * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 1. Are you working on an angled surface e.g. roof pitch greater than 15 degrees? |  |  |
| 1. Is the surface slippery e.g., due to wet conditions? |  |  |
| **Equipment** | | | |
| 1. Equipment being used for work at height has **NOT** been inspected, tested or certified. |  | * Equipment has been replaced with serviced & certified equipment * Ensure tools and equipment have been secured so they cannot fall from height * All terrain EWPs are being used and level alarms are in correct working order * Operators are licensed to use the equipment * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 1. Are you operating Elevated Work Platforms on uneven ground or significant slopes? |  |  |
| 1. Are restricted places to rest tools when working at height |  |  |
| 1. Is there a chance that plant and equipment could fall on people below? |  |  |
| **Harnesses and Ladders** |  |  |  |
| 1. Harnesses are NOT being used in accordance with the controls list   **(Confirm you are using all the controls listed in the controls column by checking the box)** |  | * The following controls are in place for harness use as required:  1. Each anchor point c­­omponent complies with required standards 2. All anchor points have been tested and approved by a competent person before use   Note: a visual inspection may not reveal the structural integrity of the anchor point e.g. subsurface fractures etc.   1. Detailed installation specifications are being followed (by competent persons) for the type of anchorage and location.   **Type of anchor. Consider:**   * Type of anchor required * Purpose of anchor (free fall, limited free fall, horizontal lifelines, restraint techniques etc.) * Type of work being undertaken * Fastening devices (ensure all bolts, nuts, and washers meet required maximum breaking strength for shear (lateral) and axial (tension) directions * Welds must be subject to non-destructive inspection and testing   **Placement of anchor. Consider:**   * Manufacturer’s instructions for installation of anchorages are being followed * Adequate fall distance between operator and lower-level obstructions (machinery, open windows/doors, panels, tree limbs etc.) * Position of workers * Correct position to avoid pendulum effect * Type of likely fall and angle of incidence * Rebound forces * Each anchor point is located so that a lanyard of the system can be attached to it before the person moves into a position where they could fall  1. You will seek permission from a qualified person if changes to installation design plans change 2. Installation area have been visually inspected to ensure structure is exactly as described in installation specs (materials and condition) 3. Anchorages and fasteners are visually inspected 4. You have ensured that fastening materials will make contact with all surfaces as required 5. You have checked the anchor is firmly installed as per instructions 6. You have ensured there are no missing or surplus fasteners 7. You have not used excessive force when installing 8. You have ensured that for anchorages that require a sling, the sling is sufficient length for an angle no greater than 120 degrees between the legs (unless specifically designed for higher loads) 9. Once completed, you have test-loaded strength of anchor as per design specifications 10. You have re-inspected anchorage and fasteners after testing 11. A competent person has certified that anchor point meets required standards and safe for use 12. Anchor points have NOT been fastened to the following unless specifically modified to do so:  * Conduit / cable trays * Piping / support racks / Vent stacks * Scaffolding / supports / Suspended platforms * Guards rails / hand rails  1. You have ensured maximum distance free fall before arrest does not exceed 2m 2. You have ensured sufficient distance between work surface and any surface below to enable shock absorber to fully deploy   **Inspections**   1. Static lines and harness are within test 12 month test period and you have visually inspected it before use |  |
| 1. Ladders are NOT being used in accordance with the controls list   **(Confirm you are using all the controls listed in the controls column by checking the box)** |  | * The following control are in place for ladder use:  1. Ladders are inspected and erected as per manufacturers’ instructions 2. 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 3. Ladders are 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 4. Secured against movement 5. Metallic, wire- reinforced or conductive ladders should be avoided around live electrical equipment 6. Face ladder when ascending/descending. Ensure 3 points of contact remain on ladder at all times 7. Load rating of at least 120kg 8. Correct size and length for job 9. No damage, clean and dry 10. Secured to work site (base & top) 11. Ensure only 1 person working from each ladder |  |
| **Unprotected edges** | | | |
| 1. Are you carrying out tasks near unprotected edge at height e.g., closer than 3m? |  | * Holes or voids have been covered that are designed to withstand loads. * We will be using a fall arrest system that is compliant * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| 1. There is an unprotected edge e.g., near shafts, trenches, pits without guard railing or barricades? |  |  |
| **Electrical** | | | |
| 1. Is there a chance that you could make contact with overhead electrical equipment? |  | * Electrical equipment has been isolated and isolation has been tested * Area near electrical equipment has been cordoned off as a no-go zone * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Climatic conditions** | | | |
| 1. Weather conditions pose a risk of fall, for e.g. hail, thunder storms, rain BOM, Strong winds etc |  | * Tasks have been suspended as weather poses a risk * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Emergency management** | | | |
| 1. Lack of immediate access to medical services |  | * There is an agreed rescue plan in place. * You have access to a first aid kit * Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Other identified hazards** | | | |
| **Hazards** | **Controls** | | **Risk level** |
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