

Safe Work Method Statement					
Project name:	Practical demonstration of Sitetech Safety Edge Protection			Version 1.0	Date developed: 20/08/2021
Work activity:	Setting up & dismantling EBracket Edge Protection System	Work location / address			Review date: 19/08/2022
Prepared by:					
Name (printed):	Signature:	Position:	Name (printed):	Signature:	Position:
James Himmelsbach		National Operations Manager			
James Arnold		Sales Manager National Product Sales			
Scope of Works	<ul style="list-style-type: none"> Setting up EBracket Edge Protection System for training purposes (Residential) 				
Actions required before work commences:	<ul style="list-style-type: none"> Site specific induction All personnel to be qualified with appropriate tickets, certificates, licenses and competencies where required Checklist/JSA completed, capturing all daily, specific hazards (weather, adjacent works etc.) – during daily pre-start SWMS to be tool boxed and signed off by workers before commencing Work area exclusion zones set up, bollards, bunting tape and clear signage 				
Actions required during work:	<ul style="list-style-type: none"> Mandatory PPE to be worn, including safety non-slip boots, gloves. Safety glasses, hearing protection, safety helmet, safety harness, shock absorbing lanyard and total restrain system as appropriate Regular documented monitoring to be carried out by the supervisor All hazards/incidents to be reported Exclusion zones maintained by site personnel 				
Actions required after work is completed:	<ul style="list-style-type: none"> Ensure tools and equipment are packed away Restoration of the area meets contractual requirements, all waste and foreign matter to be removed warehouse/site 				
Summary of Potential Hazards (See SWMS Control Recommendations)	<input checked="" type="checkbox"/> Electrical <input type="checkbox"/> Dust or Fume <input type="checkbox"/> Radiation <input type="checkbox"/> Ignition sources <input checked="" type="checkbox"/> Manual Handling <input type="checkbox"/> Moving Plant <input checked="" type="checkbox"/> Mechanical (crush points) <input checked="" type="checkbox"/> Work at Height <input type="checkbox"/> Noise <input type="checkbox"/> Chemical <input type="checkbox"/> Explosive Tools				

<p>Plant, Equipment and materials to be used, maintenance checks to be completed/documented</p>	<p>Legislation, Codes of Practice, Australian Standards applicable:</p>
<ul style="list-style-type: none"> • Light Vehicle (van or ute) • Edge Protection equipment • Harnesses • Anchor points Inc. temporary • First Aid Kit • Fire Extinguisher • Ladders • Hand tools • Impact Driver or wrench 	<ul style="list-style-type: none"> • Occupational Health and Safety Act 2004 (VIC) • Occupational Health and Safety Regulation 2017 (VIC) • Occupational Health and Safety Act 2011 (NSW) • Occupational Health and Safety Regulation 2017 (NSW) • Occupational Health and Safety Regulation 2011 (Queensland) • Occupational Health and Safety Act 2011 (Queensland) • Code of practice for safe electrical work Victoria • AS/NZS 4836:2011 Safe working on or near low-voltage electrical installations and equipment • AS/NZS 1891.4:2009 Industrial fall-arrest systems and devices
<p>Training and Certificates required</p>	<p>Barricades, warning signs and other control measures:</p>
<ul style="list-style-type: none"> • Working at Heights • Site Induction 	<ul style="list-style-type: none"> • Edge Protection equipment • Flagging/bunting tape • Bollards • Signage • Fall Restraint Equipment

Step #	Activity Step	Identified Hazards / Risks	Inherent Risk	Required Hazard Control	Residual Risk	Responsible Person
SITE SETUP						
1	Site establishment / Pre-work setup and inspection	Vehicle and pedestrian interactions	E	<ul style="list-style-type: none"> Traffic controls implemented. Warehouse is to be cordoned off to eliminate risk of pedestrians and mobile plant. Workers to identify the hazard of unloading Sitetech edge protection materials in or adjacent to traffic via a pre-start JSEA. Vehicles to be parked safely and legally. 	M	Supervisor / Team Leaders, Workers
		Untrained workers in safe operating procedures	H	<ul style="list-style-type: none"> Ensure workers are inducted to this SWMS and hold relevant working at heights certification (where works will be working at a heights). 	M	Supervisor / Team Leaders, Workers
		Manual Handling	M	<ul style="list-style-type: none"> Work planning ensures manual handling tasks are minimised where possible, and controls provided to minimise potential for injury. Mechanical aid / equipment will be used where reasonably practicable to mitigate risk of manual handling. Team Lifts as required. Tools carried in tool bags/boxes. 	L	Supervisor / Team Leaders, Workers
		Worker interaction with others causing an incident (failing to communicate, consult and coordinate with other stakeholders)	E	<ul style="list-style-type: none"> Ensure all employees are aware the premises is a shared worksite while demonstrations are in progress, and others must not enter the area without clearance from the supervisor. Ensure entry points to the demonstration area are isolated. Where possible, isolate and barricade the main entry points into showroom / warehouse. Workers and visitors to be conscious of persons entering the worksite from inside a building - not just outside. 	M	Supervisor / Team Leaders, Workers
		Impairment from drugs or alcohol	H	<ul style="list-style-type: none"> Workers to present themselves to be fit for work and rested. Check-ins and observations in pre-start meeting toolboxes. 	M	Supervisor / Team Leaders, Workers
		Working in heat / dehydration / fatigue	H	<ul style="list-style-type: none"> In summer, wear full length clothing, hat with a brim and sunscreen. Take breaks and drink fluids to maintain hydration. 	M	Supervisor / Team Leaders, Workers
PREPARING & ERECTING POLE AND BRACKET FIXTURES						
2	Preparing pole and brackets to be set up on the ground	Manual handling / musculoskeletal injury	H	<ul style="list-style-type: none"> Workers to engage in slight stretches prior to commencing works (within each workers' own physical preference / limits). Work planning ensures manual handling tasks are minimised where possible, and controls provided to minimise potential for injury. This includes: <ul style="list-style-type: none"> Assessment to be made of amount of edge protection and equipment to be used prior to unloading from vehicle. This eliminates the need to manually handle equipment from vehicles which is not required for the job. Team lifts as required. 	L	Supervisor / Team Leaders, Workers

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		Failure to adopt inspection and regular maintenance checks	E	<ul style="list-style-type: none"> Inspect edge protection equipment prior to installing. Visually inspect bolts / brackets for dints / bends / damage. Report and tag out items for continued which are damaged / not fit for purpose 	M	Supervisor / Team Leaders, Workers
		Trips / slips	M	<ul style="list-style-type: none"> Suitable PPE to be work (enclosed footwear). Workers to be mindful of the ground and uneven surfaces. Assess the setup of edge protection in an area which is clear and free of debris / ground hazards. 	M	Supervisor / Team Leaders, Workers
		Electricity	E	<p>Workers to assess overhead work area prior to handling any edge protection poles to identify any overhead electricity cables / powerlines</p> <ul style="list-style-type: none"> Edge protection poles not be used where its possible for the steel poles to make contact with overhead powerlines. 	M	Supervisor / Team Leaders, Workers
		Pinch points	M	<ul style="list-style-type: none"> Keep handing and feet clear of part / hinges / brackets where there is a risk of pinch or crushing 	L	Supervisor / Team Leaders, Workers
		Grinding cuts, abrasions and entanglement	H	<ul style="list-style-type: none"> Ensure correct PPE is worn (safety glasses and additional PPE described in this SWMS). 	M	Supervisor / Team Leaders, Workers
3 – 4	Erecting pole/s and bracket/s (Repeated)	Electricity	E	<p>Workers to assess overhead work area prior to handling any edge protection poles to identify any overhead electricity cables / powerlines</p> <ul style="list-style-type: none"> Edge protection poles not be used where its possible for the steel poles to make contact with powerlines. 	M	Supervisor / Team Leaders, Workers
		Manual handling / musculoskeletal injury	H	<ul style="list-style-type: none"> Work planning ensures manual handling tasks are minimised where possible, and controls provided to minimise potential for injury. Team lifts as required. 	L	Supervisor / Team Leaders, Workers
		Pinch points	M	<ul style="list-style-type: none"> Keep handing and feet clear of part / hinges / brackets where there is a risk of pinch or crushing. 	L	Supervisor / Team Leaders, Workers
5 – 10	Fitting guardrails to brackets and erecting additional poles and brackets to live edge (Repeated)	Lack of operation / training and competency	H	<ul style="list-style-type: none"> Workers must be trained in setting up the edge protection, having read and understand the Sitetech Edge Protection User’s Manual Workers to be trained in Working at Heights Workers to be inducted to site, and client / company specific safety induction 	M	Supervisor / Team Leaders, Workers
		Failure to adopt inspection and regular maintenance checks	E	<ul style="list-style-type: none"> Inspect edge protection equipment prior to installing Visually inspect bolts / brackets for dints / bends / damage Report and tag out items for continued which are damaged / not fit for purpose 	M	Supervisor / Team Leaders, Workers
		Making contact with overhead powerlines	E	<p>Workers to assess overhead work area prior to handling any edge protection poles to identify any overhead electricity cables / powerlines</p>	M	Supervisor / Team Leaders, Workers

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				<ul style="list-style-type: none"> Edge protection poles not be used where its possible for the steel poles to make contact with powerlines. 		
		Working at a height (falls risks from roof / ladder slipping)	E	<ul style="list-style-type: none"> Daily visual Inspection of Ladder Feet, Rungs and Stiles must be undertaken. If the ladder is not in serviceable condition, do not use, and ensure a "Danger" tag is placed on the ladder and it is removed from service. Second worker spots and holds the ladder while the roof worker climbs to tie off securely. Ladder at 4 up 1 out slope. Ladders extend at least 1 meter above roof or landing. Workers to maintain 3 points of contact when ascending / descending the ladder. Workers to ensure risk of falls have been assessed against the hierarchy of controls for falls (HOCFF). Where the risk assessment deems safety harness and fall arrest must be used, ensure: <ul style="list-style-type: none"> Harness are inspected prior to use Comply with AS 1891.1 <i>Industrial fall-arrest systems and devices</i> Working at heights Rescue plan is developed. Only persons competently trained in current working at heights (RIIWH5204D) can engage in working at heights works 	M	Supervisor / Team Leaders, Workers
		Drilling / pinch points / cuts and abrasions	M	<ul style="list-style-type: none"> Ensure correct PPE is worn (safety glasses and additional PPE described in this SWMS). Correct operation of tools as per manufacturer's instructions. Tools to be battery powered. Cordless equipment to be used. 	L	Supervisor / Team Leaders, Workers
		Slippery roof surfaces (including moss and loose roof tiles)	M	<ul style="list-style-type: none"> Ensure correct PPE is worn (suitable grip footwear / boots and additional PPE described in this SWMS). Assess roof prior to stepping onto surface. Do not step on brittle or slippery roofing without controls being implemented so far as is reasonably practicable to prevent risks of falls (in accordance with HOCFF). 	L	Supervisor / Team Leaders, Workers
		Manual handling guardrail pole(s) & guardrail clamping pole	M	<ul style="list-style-type: none"> Team lifts as required. Do not attempt to raise pole and bracket to live edge from the base of the pole (opposite to the bracket end) as this creates strain. Instead, gradually walk your hands along the pole starting just below the bracket until the pole aligns with the live edge. 	L	Supervisor / Team Leaders, Workers
		Debris and small items falling into workers eyes while looking up to fix guard rails	M	<ul style="list-style-type: none"> Ensure correct PPE is worn (safety glasses and additional PPE described in this SWMS). 	L	Supervisor / Team Leaders, Workers

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		Falling objects (Dropping tools and equipment onto personnel below)	H	<ul style="list-style-type: none"> Workers are to establish drop zones with barricading below work areas when working within 2m of an edge, and attach tools to lanyards When manoeuvring guardrail poles, ensure person's are not standing below. Until guardrail poles are secured using the clamp, they can move and fall to the ground. Control should include cordoning off and signposting all entry points to inform persons are working above and there is a falling object hazard. Ensure correct PPE is worn (safety helmet / hard hat and additional PPE described in this SWMS). 	M	Supervisor / Team Leaders, Workers
DISMANTLING / CLEANUP						
5 – 10 (Steps in reverse)		Making contact with overhead powerlines	E	<p>Workers to assess overhead work area prior to handling and dismantling any edge protection poles to identified any overhead electricity cables / powerlines</p> <ul style="list-style-type: none"> Edge protection poles not be used where it is possible for the steel poles to make contact with powerlines. 	M	Supervisor / Team Leaders, Workers
		Working at a height (falls risks from roof / ladder slipping)	E	<ul style="list-style-type: none"> Second worker spots and holds the ladder while the roof worker climbs to tie off securely. Ladder at 4 up 1 out slope. Ladders extend at least 1 meter above roof or landing. Workers to maintain 3 points of contact when ascending / descending the ladder. Workers to ensure risk of falls have been assessed against the hierarchy of controls for falls (HOCFF). Where the risk assessment deems safety harness and fall arrest must be used, ensure: <ul style="list-style-type: none"> Harness are inspected prior to use Comply with AS 1891.1 <i>Industrial fall-arrest systems and devices</i> Working at heights Rescue plan is developed. Only persons competently trained in current working at heights (RIIWH5204D) can engage in working at heights works Only persons competently trained in current working at heights (RIIWH5204D) can engage in working at heights works 	M	Supervisor / Team Leaders, Workers
		Drilling / pinch points / cuts and abrasions	M	<ul style="list-style-type: none"> Ensure correct PPE is worn (safety glasses and additional PPE described in this SWMS). Correct operation of tools as per manufacturer's instructions. Tools to be battery powered. Cordless equipment to be used. 	L	Supervisor / Team Leaders, Workers

Step #	Activity Step	Identified Hazards / Risks	Inherent Risk	Required Hazard Control	Residual Risk	Responsible Person
		Slippery roof surfaces (including moss and loose roof tiles)	M	<ul style="list-style-type: none"> Ensure correct PPE is worn (suitable grip footwear / boots and additional PPE described in this SWMS). Assess roof prior to stepping onto surface. Do not step on brittle or slippery roofing without controls being implemented so far as is reasonably practicable to prevent risks of falls (in accordance with HOCFF). 	L	Supervisor / Team Leaders, Workers
		Manual handling guardrail pole(s) & guardrail clamping pole	M	<ul style="list-style-type: none"> Team lifts as required. Do not attempt to lower pole and bracket from live edge from the base of the pole without forethought on slowly lowering the pole down toward the ground. There is a risk of the weight of bracket falling toward the ground and hitting persons / workers. 	L	Supervisor / Team Leaders, Workers
		Debris and small items falling into workers eyes while looking up to fix guard rails	M	<ul style="list-style-type: none"> Ensure correct PPE is worn (safety glasses and additional PPE described in this SWMS). 	L	Supervisor / Team Leaders, Workers
		Falling objects (Dropping tools and equipment onto personnel below)	H	<ul style="list-style-type: none"> Workers are to establish drop zones with barricading below work areas when working within 2m of an edge, and attach tools to lanyards When manoeuvring / dismantling guardrail poles, ensure person's are not standing directly below. They can move and fall to the ground. Control should include cordoning off and signposting all entry points to inform persons are working above and there is a falling object hazard. 	M	Supervisor / Team Leaders, Workers
	Work site clean up	Manual handling	H	<ul style="list-style-type: none"> Remove roof anchor points and restore roof to normal conditions. Second worker spots and holds the ladder while the roof worker unties the ladder. Lower ladder. Clean up worksite. 	M	Supervisor / Team Leaders, Workers

CONSEQUENCE				LIKELIHOOD			RISK MATRIX	CONSEQUENCE				
Level	DESCRIPTOR	Safety	Environment	Level	Descriptor	Description	LIKELIHOOD	Catastrophic:	Major:	Moderate:	Minor:	Insignificant:
1	Catastrophic:	Fatality or permanent disability	Toxic release off site with detrimental effect	A	Almost certain	Event is expected to occur in most circumstances	A (Almost certain)	E	E	H	H	M

2	Major:	Lost time injury or illness	Off-site release with no detrimental effect	B	Likely	Event will probably occur in most circumstances	B (Likely)	E	H	M	M	L	
3	Moderate:	Medical treatment	Off-site release contained with outside assistance	C	Moderate	Event might occur at some time	C (Moderate)	H	M	M	L	N	
4	Minor:	First aid treatment	On-site release immediately contained	D	Unlikely	Event could occur at some time	D (Unlikely)	H	M	L	L	N	
5	Insignificant:	Incident report only	No environmental impact	E	Rare	Event may occur only in exceptional circumstances	E (Rare)	M	L	N	N	N	
Score		Action					Hierarchy of Controls						
E=	Extreme Risk	Work must cease until additional controls are implemented.					Most Effective Least Effective	Eliminate		eliminate the hazardous process or material			
H=	High Risk	Additional controls must be implemented <i>within 24 hours</i>						Substitute		substitute a less hazardous process or material			
M=	Moderate Risk	Additional controls should be considered						Engineering controls		e.g. guarding, isolation etc.			
L=	Low Risk	Monitor performance						Administrative controls		e.g. signage, warnings, SWPs, SWMS			
N =	Negligible Risk	No further action required						PPE		e.g. hard hats, harnesses, safety glasses			

SWMS Sign On:

By signing onto this SWMS, I confirm that I:

1. Have been given the opportunity to have input into this SWMS;
2. Have read and agree with the contents of the SWMS;
3. Agree to work to the control's measures; and
4. I will stop work immediately, if I cannot work to this SWMS.

Name (Printed):	Signature:	Date:	Employer:

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<ol style="list-style-type: none"> 1. Have been given the opportunity to have input into this SWMS; 2. Have read and agree with the contents of the SWMS; 3. Agree to work to the control's measures; and 4. I will stop work immediately, if I cannot work to this SWMS. 			
Name (Printed):	Signature:	Date:	Employer:

I, the undersigned Supervisor confirm that I have checked all qualifications tendered and verify they are applicable and current. I have also ensured that all inductions have taken place and that all tools and equipment are properly maintained and safe to use. I have issued all relevant permits and have ensured to the best of my ability that the work area is safe and that the work will not damage any property or injure any persons.

Supervisor Name _____ Supervisor Signature _____ Date _____