SafetyDocs by SafetyCulture

Company Name:
Company Address:
ABN/NZBN:

SCAFFOLDLESS LIFT INSTALLATION SAFE WORK METHOD STATEMENT (SWMS)

Business Contact: Phone #:	Principal Contractor (PC):
Responsible person *(for monitoring SWMS and work):*	PC Address:
Signature: Date:	PC Phone #: Date SWMS provided to PC:
Contact Phone #:	Job Site Address:

SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? ☐ **Yes** ☐ **No**	*If yes* – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - *IDENTIFIED IN THE JOB TASK COLUMN*)

☐ Confined spaces	☒ Mobile plant movement	☐ Demolition of a load-bearing structure	☒ Asbestos disturbance
☐ Using explosives	☐ Diving work	☐ Artificial extremes of temperature	☐ Tilt-up or pre-cast concrete

☒ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services

☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse

☒ Involves a risk of a person falling from 2m or more, including work on telecommunications towers ☐ Work in a ceiling space (W.A. Only)

☐ 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 the risk of drowning

WORKING WITH A RISK OF A FALL OVER 2 METRES. Select the fall from height 'hierarchy of control level' considered when establishing controls:

☐ LEVEL 1: Eliminate hazards by performing the work on solid ground/solid construction	☐ LEVEL 4: Use a fall arrest system e.g., safety harness
☐ LEVEL 2: Use a passive fall prevention device e.g., edge protection	☐ LEVEL 5: Use a ladder or implement administrative controls e.g., SWMS
☐ LEVEL 3: Use a work positioning system e.g.,	☐ Other?

Please describe why it is not reasonably practicable to use higher-order control measures. E.g. The job is less than 5 minutes on a ladder.

Personal Protective Equipment (PPE)

Foot Protection	Hearing Protection	High Visibility	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Breathing Protection	Sun Protection	Safety Harness	
											Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
☒	☐	☒	☒	☐	☐	☒	☐	☒	☐	☒	☒

Job Task	Hazards	IR	Control Measures *Inherent Risk-rating **(IR)** before controls - Residual Risk-rating **(RR)** after controls*	RR	Responsible Person

1. Planning	Shaft collapse	4A	• DO NOT proceed until you receive all applicable safety and construction information
			• Review all plans, diagrams and installation instructions
			• Lifting points – hoisting beams, lifting eyes, and ventilation ducts in place, as specified
			• Ensure contact details for all responsible people, e.g., site supervisors, security etc., are listed and kept on-site during operations
			• When you are working on your own, check that:
			  ○ Someone in authority knows where you are
			  ○ Regular checks are made to ensure your safety
			• Where required, discuss method statements and risk assessments with your supervisor and colleagues before starting work
			• Work safely and follow local codes and agreed practices.
				2M	**Supervisor**

2. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	• The work vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) • Do not park illegally • Identify and obey all safety-related signage (check site entry requirements) • Report to Site Supervisor • Ensure site-specific induction undertaken • Assess mobile phone reception • The worksite is exactly as detailed in Terms of Agreement or contract • Complete a JSA specifying the control measures for unanticipated hazards.	2M	**Supervisor** to check the site and conduct JSA where necessary
	Falling objects	4A	• Confirm lifting points – hoisting beams, lifting eyes, and ventilation ducts are in place, as specified in the plans • 3-phase power supply available for the installation hoist and the elevator • A clean, dry storage space near the shaft is available on the ground floor of the building and with clear access.	2M	

JOB TASK	HAZARDS	IR	CONTROL MEASURES *INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS*	RR	RESPONSIBLE PERSON
			• All electrical wiring and connections: ○ Check that no damage has occurred during installation ○ Cables free of obstruction ○ Plugs correctly inserted into sockets ○ Cable grounding/shields to be correctly clamped and checked.		
12. HRCW Working on car	Falling objects	4A	• All workers are to wear a hard hat • Maintain awareness of other people on the platform • Do not overload the platform, be aware of load limits and spread the load evenly to distribute weight • Do not exceed the specified Safe Working Load of the scaffold • Stack items to prevent sliding or toppling • All loads stored within the platform perimeter • Do not drop items from the platform • Ensure no tools & equipment can be dropped over the side • Use tether on tools/equipment where appropriate • Keep tools and other equipment away from edges × *Do not drop items from the platform.*	2M	**Supervisors** to check all controls in place and followed **Workers** to follow controls and make supervisor aware of any issues
	Falls	4A	When working from the car roof, workers must always park the car using the parking chain and the safety gear before disconnecting the hoist hook.	2M	
13. HRCW On completion - Safety Inspection and handover	Faults	3H	• All safety systems are checked as per the installation manual and passed • Implement fault finding process for failed checks • Relevant documentation (Inspection and test sheets) completed and available for inspection.	2M	**Supervisor** and **workers** to ensure control measures followed
	Unauthorised access	3H	• If acceptable, remove barricades	2M	
	Security breach	3H	• All personnel sign out on the Site Register.	2M	
14. Emergency response	• Injury • Fatality • Environmental damage	4A	• **For police, fire or ambulance, call '000.'** • Follow site emergency and evacuation procedures • A communication system is available, e.g. a mobile phone or radio • Check for dangers to self before helping others • Maintain control of the area and stabilise the situation • Apply first aid to the injured worker • Complete an incident report. • ***Refer to your SWMS implementing instructions for further specific emergency responses.***	2M	**Supervisors** and **workers** ensure controls followed