

GUTTER VACUUMING 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.
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THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

<input type="checkbox"/> Confined spaces	<input type="checkbox"/> Mobile plant movement	<input type="checkbox"/> Demolition of a load-bearing structure	<input checked="" type="checkbox"/> Asbestos disturbance
<input type="checkbox"/> Using explosives	<input type="checkbox"/> Diving work	<input type="checkbox"/> Artificial extremes of temperature	<input type="checkbox"/> Tilt-up or pre-cast concrete
<input checked="" type="checkbox"/> Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services			
<input type="checkbox"/> Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse			
<input checked="" type="checkbox"/> Involves a risk of a person falling from 2m or more, including work on telecommunications towers		<input type="checkbox"/> Work in a ceiling space (W.A. Only)	
<input type="checkbox"/> Working at depths greater than 1.5 metres, including tunnels or mines		<input type="checkbox"/> Work in an area that may have a contaminated or flammable atmosphere	
<input type="checkbox"/> Work carried out adjacent to a road, railway or shipping lane, traffic corridor		<input type="checkbox"/> 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:

<input type="checkbox"/> L 1: Work on the ground or solid construction	<input type="checkbox"/> L 4: Use a fall arrest system e.g., safety harness, catch platforms
<input type="checkbox"/> L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP	<input type="checkbox"/> L 5: Implement administrative controls e.g., signage, or instruction
<input type="checkbox"/> L 3: Use a work positioning system e.g., travel restraint, rope access	<input type="checkbox"/> Other?

More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes). 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.

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS			
5. HRCW Work area set-up	<ul style="list-style-type: none"> Fall from height Impact injuries Fatality 	4A	<ul style="list-style-type: none"> Perform as much of the task as possible on the ground or on a solid structure. Ensure height access and/or fall restraint/arrest systems are in place before starting work. Ensure that footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily or caked with mud or other contaminants. 		2M	Supervisor and workers to ensure control measures followed.
	Animal interactions	3H	<ul style="list-style-type: none"> Conduct a visual inspection before starting. Use tools or water to gently coax animals away. Wear gloves to prevent bites or stings. Keep a first aid kit on-site for animal-related injuries. Be aware of nesting seasons and avoid disturbing nests. 		2M	
6. Environment	Environmental impact	3H	<ul style="list-style-type: none"> Noise & vibration - Be aware of maximum noise levels at the site. The plant is maintained to minimise noise. No noise produced outside council-approved hours of operation. Waste - Place all waste and rubbish in bins or other appropriate containers. Waterways & soils - Do not wash out tools or containers where residue can enter waterways or drains. Vehicle movement - Use designated entry and exit points. 		2M	Supervisor and workers to ensure control measures followed
7. House keeping	Slips, trips & falls	3H	<ul style="list-style-type: none"> Maintain housekeeping throughout the shift & clean-up. Ensure sufficient lighting to detect changes in level (using temporary lighting as required). Do not jump from elevated edges >180mm, step carefully and use prepared access areas. The work area is as clean and uncluttered as possible. Do not place equipment where it may become a tripping hazard. Check for stored items, corners or other obstructions that could cause tripping. Ensure there is room to manoeuvre and no obstacles in the way. Check the end destination is prepared correctly for placement of the materials/equipment. Clean spills immediately. Footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, oily soles, or caked with mud or other contaminants. 		2M	Supervisor and workers to ensure control measures followed
8. Manual tasks	Musculoskeletal Disorder (MSD) injuries	3H	<ul style="list-style-type: none"> Materials/equipment placed as close to the work area as possible. Ensure there are adequate workers to perform the task. Planning access to the roof location: <ul style="list-style-type: none"> Wherever possible, use mechanical methods to deliver materials to the roof, e.g. crane Ensure all crane operators, riggers and doggers are licensed, competent and trained in the activity. Avoid lifting loads more than 1/4 of your body weight. 		2M	Supervisor and workers to ensure control measures followed

JOB TASK	HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
13. HRCW Gutter cleaning from an EWP	<ul style="list-style-type: none"> EWP use Falls from height > 2m. 	4A	<ul style="list-style-type: none"> Per-inspect and use the fall arrest system following the manufacturers' instructions: <ul style="list-style-type: none"> Conduct a visual inspection before each use of the safety harness. The fall arrest system must comply with relevant AS/NZS. Formal inspection by a competent person per manufacturer (6 monthly or more if exposed to hazardous environment). Per-inspect and use the EWP following the manufacturers' instructions: <ul style="list-style-type: none"> Only one designated person should operate the controls (except in an emergency). Never exceed the Workload Limit (WLL) of the EWP – know the weight of materials and workers. Ensure the entry gate is closed before elevating. All loads stored within the platform perimeter. All occupants must wear approved fall restraint devices attached to designated anchorage points. No ground-operated controls engaged without permission of elevated operator worker except in an emergency. Keep the platform deck and level-free from debris (especially oil or grease). Stop work and lower the platform to the ground during bad weather, e.g. windy conditions. <ul style="list-style-type: none"> Do not exceed the working height of the unit. Do not overreach. Do not stand on handrails. Do not lean/reach out of the platform. Do not store items in areas that cause a tripping hazard, fall or overload bay. Do not use ladders on the platform. Do not exit the platform once elevated. Keep all body parts inside the platform when moving EWP. Never allow any body part to be under the EWP platform when it is elevated. Always check under EWP before lowering. 	2M	<p>Supervisors to check all controls are in place and followed.</p> <p>Workers are to follow controls and make the supervisor aware of any issues.</p>
	Contact with overhead electric lines	4A	<p>⚠ All work is undertaken with reference to the applicable State/Territory documents relating to undertaking work near overhead assets.</p> <ul style="list-style-type: none"> When setting up and operating the EWP, ensure it is not close to electrical power lines. Check for: <ul style="list-style-type: none"> Service cables to premises. Communications cables. Electrical transformers (mounted lower than cables). 	2M	

HIERARCHY OF CONTROLS

MOST EFFECTIVE



LEAST EFFECTIVE

RISK MATRIX

STEP 1: DETERMINE LIKELIHOOD: What is the possibility that the effect will occur?

	CRITERIA	DESCRIPTION
ALMOST CERTAIN	Expected in most circumstances.	The effect is a common result.
LIKELY	Will probably occur in most circumstances.	The effect is known to have occurred previously.
POSSIBLE	Could possibly occur at some time.	The effect could occur. I've heard of it happening before.
UNLIKELY	Unlikely but possible.	The effect could occur, but I have not heard of it happening before.
RARE	Highly unlikely to occur.	The effect is practically impossible.

STEP 2: DETERMINE CONSEQUENCE: What will be the expected effect?

LEVEL OF EFFECT	EXAMPLE OF EACH LEVEL
INSIGNIFICANT	No effect – or so minor that effect is acceptable.
MINOR	Minor first aid treatment, minimal business disruption, minimal environmental effect.
MODERATE	Serious injuries, medium business interruption, medium environmental impact.
MAJOR	Extensive injuries/fatality, significant business interruption, environmental harm, prosecution.
CATASTROPHIC	Multiple permanent disability/fatalities, business failure, substantial environmental harm, prosecution/imprisonment.

STEP 3: DETERMINE THE RISK SCORE:

EFFECT LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
ALMOST CERTAIN	2 MOD.	2 MOD.	3 HIGH	4 ACUTE	4 ACUTE
LIKELY	2 MOD.	2 MOD.	3 HIGH	4 ACUTE	4 ACUTE
POSSIBLE	1 LOW	2 MOD.	2 MOD.	3 HIGH	4 ACUTE
UNLIKELY	1 LOW	1 LOW	2 MOD.	3 HIGH	4 ACUTE
RARE	1 LOW	1 LOW	2 MOD.	2 MOD.	3 HIGH

STEP 4: RECORD RISK

SCORE	ACTION
4A: ACUTE	<u>DO NOT PROCEED until risk level is reduced:</u> immediately introduce high-level controls. <i>Re-assess before proceeding.</i>
3H: HIGH	<i>Review before commencing work.</i> Introduce new controls and/or maintain high-level controls to lower the risk level. Controls are to be monitored frequently.
2M: MOD.	<i>Maintain control measures.</i> Be cautious when working. Monitor and review regularly.
1L: LOW	<i>Record and monitor.</i> Proceed with work. Regularly review risks.