

Safe Work Method Statement (SWMS) – Risk of a person falling more than 2 metres

ORGANISATION DETAILS			
Principal contractor:	Brendan McKenna Earthmoving PTY LTD	Contact number:	0417 710 806
Project manager or supervisor:		Contact number:	
Other contractors (PCBUs):		Contact number:	
Person completing the SWMS:	Brendan McKenna	Contact number:	0417 710 806
Position:	Site Manager	Reviewed by:	Ron Broadhurst
Date prepared:	25/01/2026	Review date:	25/01/2028
PROJECT DETAILS			
What is the scope of the work?	Risk of a person falling 2 metres or more above the ground. Risk of a person falling 1.5 metres below ground level		
Who else was consulted/involved in preparing this SWMS?	This SWMS has been developed in consultation with Subject Matter Experts. Reviews will be conducted two years, in the event an incident occurs, if there is a change in operational practices and if there is a change in legislation. It will also be reviewed in conjunction with any review of associated procedures and/or training programs. Effectiveness of control measures will be monitored by on site Managers/Supervisors		
What high risk work activities are covered by this SWMS?	Risk of a person falling 2 metres or more above the ground. Risk of a person falling 1.5 metres below ground level		
References: Legislation, Australian Standards, Codes of Practice, MSDS and SOPs.	WHS Act and Regulations 2011 Local and State legislation		
Plant involved in the scope of work:			
What high risk licence classes will be required to do the work?			

Safe Work Method Statement (SWMS) – Risk of a person falling more than 2 metres

The following notes apply to the risk controls where relevant:

Personal Protective Equipment (PPE): The following PPE will need to be worn by workers at times on this project as directed:

☐ High Vis Garments ☐ Hearing protection ☐ Safety Glasses ☐ Hard Hats ☐ Gloves ☐ Safety Footwear ☐ Other

Work on a solid construction: Provides an environment where the likelihood of a fall may be eliminated. Solid construction means an area that:

- is structurally capable of supporting workers, material and any other loads applied to it.
- is provided with barriers around its perimeter and around any openings from or through which a person could fall.
- has even, accessible surface and gradient.
- has a safe means of entry and exit.

Ladder use: Ladders are principally an access system but can be used to work from where the work is short duration and you can maintain 3 points of contact with the ladder at all times. Scaffold towers for deep excavation.

Fall prevention devices (edge protection): include scaffold, guardrail, elevated work platforms, workboxes, wheel stoppers, catchment platforms, trench box extension, cover shield, toe-board guardrail, secure fence, or barricades. Maintaining 1000mm minimum away from edge of excavation all excavated soil, materials, and equipment to prevent a collapse.

Scaffolding where used: means a temporary structure specifically erected to support access or working platforms. Prefabricated heavy duty systems, lightweight independent tower systems and trestle scaffold systems. All types of scaffolds are to be footed on solid and level ground or alternatively timber sole plates. Scaffolders must hold a High-Risk Work Licence where the fall height exceeds 4 metres; for heights less than 4 metres a scaffold may be erected by competent person.

Guardrail systems for excavation: Guardrail systems should include top, mid and bottom rails, or toe boards. Where toe boards are used in place of bottom rails, they must be able to withstand the likely impact of loads. Trench box extensions to extend the complete depth of the trench and extend a minimum of 470mm above the vertical part of the wall, with guardrail attached.

Work positioning system: Should only be considered for use if it is not reasonably practicable to have used a higher-level control to prevent a worker from falling. A work positioning system involves the use of equipment that enables a person to work be supported in a harness in tension in such a way that a fall is prevented. Work positioning system requires a high-level competency on the part of the user and supervisors to ensure safe use. Users and supervisors should undertake a competency-based training course.

Fall Arrest System: Should only be considered for use if it is not reasonably practicable to have used a higher-level control to prevent a worker from falling. A fall arrest system is intended to safely stop a worker falling an uncontrolled distance and reduce the impact of the fall. The system must only be used if it is not reasonably practicable to use higher level controls or if higher level controls might not be fully effective in preventing a fall on their own. Only workers who are trained in the correct selection, installation, and use of the equipment, should use fall arrest systems.

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Identify each task in order	Specify the hazards/risks you have identified	What are the risks to health and safety?	Who is responsible for implementing and monitoring controls?
Use of ladder	Hazard: - Fall from ladder - falling object Risk: - Serious injury, - Injury to others from falling objects	Ensure the ladder: - Is an industrial rated ladder and in good working order - Is on firm, stable and level ground - Is the correct height for the task to avoid reaching or stretching - Is not too close or too far from the support structure. The ratio must be 4:1. For example, the distance between the ladder base and the supporting structure should be approximately one metre out for every four metres of working ladder height - Is secured against slipping or sliding, and/or there is another person holding the base of the ladder - Has all the locking devices on the ladder secured into position - Is extended a minimum of 1m past the access point, when accessing the trench or excavation or platform from a ladder Ensure materials or tools are not carried while climbing the ladder. Tools should be carried in a tool belt, side pouch or buddy system Ladders are not to be used: - on scaffolding or an elevating work platform. - next to traffic areas unless the working area is barricaded.	Site Manager or Supervisor
Use of step ladders and platform ladders	Hazard: - Fall from ladder - falling object	Workers must not: - stand on or above the second tread below the top plate of a step ladder - overreach from the ladder - use the ladder near open floor, penetration or beside any railing	Site Manager or Supervisor

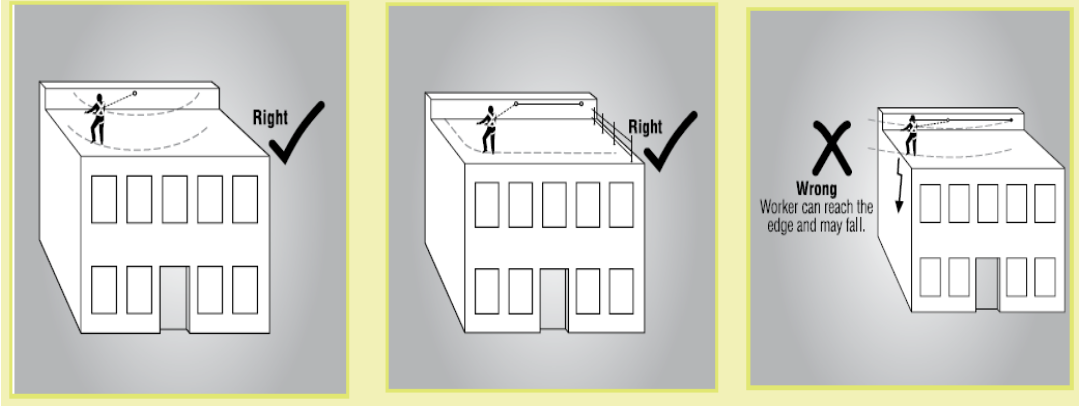
Safe Work Method Statement (SWMS) – Risk of a person falling more than 2 metres

	Risk: • Serious injury, • Injury to others from falling objects	• use tools that require a high degree of leverage force which, if released, may cause the worker to over balance and fall from the ladder • face away from the ladder when going up or down, or when working from the ladder. • Ensure materials or tools are not hung off the edge of the ladder or placed on the platform.	
Construct scaffold Mobile and fixed	Hazard: • Manual handling • Falling from heights • Falling objects • Sharps edges • Structural collapse Risk: • Personal Injuries Injury to others from falling objects	Safe means of access and egress to and from the scaffold Ensure scaffold is positioned where it will not be struck by site traffic Where distribution lines or services are closer than 4 metres, seek advice and approval from the electrical infrastructure owner before proceeding Scaffolding foundations MUST be able to carry and distribute all the weight of the scaffold, including any extra loads. Unstable surfaces such as loose, disturbed ground, and filled areas may require the use of sole boards and base plates to evenly distribute the load of the scaffold to the supporting surface. The sole plates are to be made of hardwood and measure 400mm x 200mm. Base plates are to be centered on the sole boards As erection work proceeds, install edge protection and full deck at every working bay (during construction) Positioning a full deck of planks least 450 mm wide at each lift. Positioning planks on the next lift whilst standing on a full-decked platform. Leaving each lift fully decked in place until it is dismantled. Installing internal guard rails where adjacent structure is still to be built All fittings should be securely tightened for example bracing, ties and guy rope or buttresses. All scaffold components to be installed as you go to maintain structural integrity Buddy lifting and handballing techniques should be used. Job rotation applied to vary the work stresses Maintain 4 metre exclusion zone for those not involved in scaffold erection Hard hats, gloves, safety glasses and safety footwear should be worn by all involved Install toe boards on working decks to minimize the risk of items falling	Site Manager or Supervisor

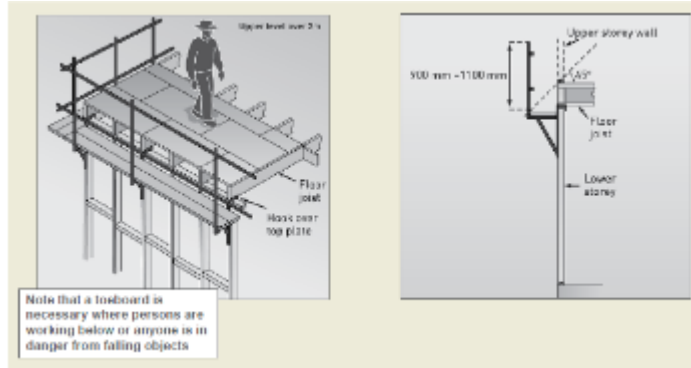
Safe Work Method Statement (SWMS) – Risk of a person falling more than 2 metres

		Trap door ladder must be installed inside the scaffolding, of a commercial quality. (i.e. not domestic), secured at both the top and the bottom and elevated at a correct angle. (e.g. - 4 high to 1 across the base.) Scaffold must be at least 4 metres away from overhead distribution lines or service supply cables Where the fall height is over 4m, written confirmation is to be supplied by a licensed person, identifying the scaffolding is complete and safe to use	
Working from scaffold	Hazard: - Falling from the structure - Falling objects - Electric shock Risk: - Personal Injuries - Injury to others from falling objects	Materials not to be carried up access ladder. Use ropes and buddy system to handball up materials Remain on scaffold deck at all times, no trestles or climbing rails for additional height or reach No alterations to scaffold unless the worker holds a High-Risk Work Licence where the fall height exceeds 4 metres, or for heights less than 4 metres is a competent person	Site Manager or Supervisor
Working within 4 meters of overhead powerlines	Hazard: - Electric shock - Electrocution Risk: - Serious injury - Fatality	Insert written controls as per the written authority from Local authorities. (If working within 4 metres of overhead powerlines).	Site Manager or Supervisor
Use of work positioning systems	Hazards: Falling from height	Only full body harnesses are to be used The anchor point should be determined by a competent person to ensure: Anchorage are to be a minimum of 12 kilonewtons	Site Manager or Supervisor

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	- Incorrectly fitted harness - Insufficiently anchored harness - Pendulum effect while using restraint technique Risk: - Serious injury as result of falling - Fatality	Each anchor point should be located so that the lanyard can be readily attached to prevent the worker being exposed to falling Set and maintain the lanyard length to prevent the person from reaching the edge 	
Use of fall arrest systems	Hazard: - Fall from height Risk: - Personal injury - Serious injury - Fatality	Unsuitable for fall heights less than 6.5metres Anchorage are to be a minimum of 15 kilonewtons Each anchor point should be located so that the lanyard can be readily attached to prevent the worker being exposed to falling Where a fall arrest system is used an emergency rescue plan must be developed and implemented before work commences	Site Manager or Supervisor
Use of fall arrest systems emergency rescue plan	Hazard: Fall from height	Insert details of the emergency rescue plan (Working at heights contractor to provide Risk assessment and recovery plan when applicable for task)	Site Manager or Supervisor

Safe Work Method Statement (SWMS) – Risk of a person falling more than 2 metres

	Risk: - Personal injury - Serious injury - Fatality		
Works on or edge of structure with unprotected edge	Hazard: - Fall from height Risk: - Personal injury - Serious injury Fatality	Fall from edge of the structure. Where the potential fall is reasonably likely to cause injury, adequate protection, such as edge protection, must be provided. This may be achieved using external scaffolding or guard railing. In the case of first floor edge protection this is to be in place prior to the laying of flooring. 	Site Manager or Supervisor

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This SWMS has been developed in consultation and has been read, understood and signed by all workers undertaking the scope of works:

Print Names:	Signatures:	Dates: