

SWMS Title:	Working at Heights	Description of Task / Activity:	Working at Heights
Partner Site:	All Partner Sites		
Qualifications Required		Training Required to Complete Work	
Refer to HR-PO-13 Licenses & Memberships Policy		Completion of City Team Member Induction Refer to HR-MN-007 Safety and Compliance Training Catalogue Refer to HR-MN-008 Technical Training Catalogue	
Plant/Equipment Required—Mobile or Static		Plant/Equipment Maintenance Checks Required	
Portable electrical tools and equipment. Portable hand tools. Ladder. PPE. Warning Barricades. Elevated Work Platform. Fall Restraint Safety Harness Kit (if applicable).		Portable electrical tools and safety equipment to display current test tag. Conduct visual inspection on all portable plant and equipment items prior to use and confirm in serviceable condition. Complete EWP pre start operational familiarisation checklist prior to use.	
		Related WHS Legislation	
		Refer to HSEQ-FM-020 Compliance Obligation Register	
		In the event of an Emergency	
		Refer to site emergency response plan. Call 000 for Police, Fire or Ambulance.	
Developed / Reviewed by:	George Covino	Date	30/07/2021
Approved by:	Paul Nichols	Date:	30/07/2021

Minimum Required PPE (Personal Protective Equipment)

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SEQUENCE/TASK DESCRIPTION <small>List the tasks required to perform the activity in the sequence they are carried out.</small>	HAZARDS/RISKS <small>What can harm you—Hazards? What can happen—Risks?</small>	RISK LEVEL	RISK CONTROL MEASURES <small>List the control measures required to eliminate or minimise the risk of injury and detail how the control measures will be put in place.</small>	NEW RISK LEVEL	ACTION BY: <small>Person Responsible</small>
1. General Working Requirements	Nil		<ul style="list-style-type: none"> ▪ Sign in to site. ▪ Notify site/store management that work will be taking place in the area. ▪ Discussion to be carried out before work commences to ensure all team members have appropriate PPE in serviceable condition. ▪ Review weather conditions prior to work commencing and determine if it is safe to proceed. 		City Team Members(s)

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			<ul style="list-style-type: none"> ▪ If solar array fitted on site, refer to Site Solar Array Layout Map and identify restricted access areas. ▪ Roof and Ceiling Space Work Permit is to be completed prior to the commencement of any work that requires access onto the roof / ceiling space. Permit also required when accessing Coles sites fitted with a solar photovoltaic (PV) system. <p>Special Note:</p> <ul style="list-style-type: none"> ▪ <i>If the access methods used control the risks of falls from heights such as the use of plant platforms, access ladders, handrails and designated walkways a permit is not required to be completed.</i> <p>Applicable to Coles Distribution Centres Only:</p> <ul style="list-style-type: none"> ▪ An EWP and Scaffold Work Permit shall be completed if using an EWP (includes Scissor Lift) or if the erection and use of scaffold is required. 		
2. Set up work area Move tools and equipment to site	Manual Handling Strain / Crush Injury Lacerations Material Weight and size of object Pedestrian and motorised traffic	13 Med (C3)	<ul style="list-style-type: none"> ▪ Ensure correct manual handling techniques are used e.g. lift with back straight and knees bent. ▪ Ensure distances to be travelled are minimised. ▪ Barricade and isolate work area to prevent unauthorised access. Special consideration is to be given to appropriately protecting work areas when work is to be performed on sites where children are present. ▪ When working with knives or sharp objects cut resistant gloves to be worn. ▪ Hi/Vis safety vests to be worn when working in loading dock and motor vehicle trafficable areas. ▪ Hi/Vis safety vests to be worn at all times in Coles Express sites. ▪ Hi/Vis safety vests to be worn at all times in Coles Distribution Centres. 	6 Low (B2)	City Team Member /s
3. Outdoor work	Exposure to UV radiation causing sunburn and skin disorders	14 High (B4)	<ul style="list-style-type: none"> ▪ Use of appropriate UV protection i.e. sunscreen, sunglasses and broad-brimmed hat 	4 Low (C1)	City Team Members (s)

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4. Accessing elevated areas (roof, platform, structures, etc) via ladders, steps or stairways	<ul style="list-style-type: none"> Slips / trips causing injury Fall from height causing serious injury or death Falling objects possibly injuring persons below	18 High (C4)	<ul style="list-style-type: none"> Barricade a No Go Zone below the access point to prevent unauthorised access to the work area Do not access in inclement weather conditions Portable ladders should only be used for access or short duration, light duty tasks Portable ladders should not be used to work at heights greater than 6m Portable ladders should be restrained to prevent ladder slip or movement Ladders must extend at least 2 rungs (1m) above the exit landing When climbing ladders, 3 points of contact must be maintained at all times All tools and accessories must be secured appropriately so they cannot drop or be blown off roof. 	5 Low (B2)	City Team Members (s)
5. Manual handling of equipment	<ul style="list-style-type: none"> Slips / trips causing injury Fall from height causing serious injury or death Falling objects possibly injuring persons below	18 High (C4)	<ul style="list-style-type: none"> Barricade a No Go Zone below the area of manual handling to prevent unauthorised access to the work area Avoid manual handling of equipment in inclement weather conditions Workers to be fully protected from accessing beyond the fall edge Avoid manual handling of equipment by hoisting Preference should be given to crane lift or mechanical hoisting devices 	5 Low (B2)	City Team Members (s)
6. Use of personal fall protection for safety whilst performing work above 2m	<ul style="list-style-type: none"> Slips / trips causing injury Fall from height causing serious injury or death	18 High (C4)	<ul style="list-style-type: none"> Only trained/competent personnel to work at heights Personal fall protection equipment is only to be used as a work positioning system – i.e. fall-restraint (no access beyond fall edge) CITY team members are NOT to use individual fall-arrest systems Do not use equipment if out of date or damaged Rope line lanyard slack to be kept to a minimum 	5 Low (B2)	City Team Members (s)
7. Working on low pitched roof (under 15°) within 2m of a fall edge	<ul style="list-style-type: none"> Slips / trips causing injury Fall from height causing serious injury or death Falling objects possibly injuring persons below	18 High (C4)	<ul style="list-style-type: none"> Only trained/competent personnel to work at heights Barricade a No Go Zone below the access point to prevent unauthorised access to the work area Do not access in inclement weather conditions Provide suitable fall protection to prevent access beyond the fall edge Skylights / brittle roofs to be barricaded or suitable protective overlay provided All tools and accessories must be secured appropriately so they cannot drop or be blown off roof. 	5 Low (B2)	City Team Members (s)

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8. Working on steeper pitched roof (greater than 15°)	<ul style="list-style-type: none"> ▪ Side roll at any point on the roof resulting in fall from height causing serious injury or death ▪ Slips / trips causing injury Falling objects possibly injuring persons below	21 Ext (D4)	<ul style="list-style-type: none"> ▪ Only trained/competent personnel to work at heights ▪ Barricade a No Go Zone below the access point to prevent unauthorised access to the work area ▪ Do not access in inclement weather conditions ▪ Provide suitable fall protection to prevent rolling or sliding off roof ▪ If anchor / static line system is used, operator must maintain 100% attachment at all times – i.e. connected to the system and working in restraint at all times ▪ Skylights / brittle roofs to be barricaded or suitable protective overlay provided ▪ All tools and accessories must be secured appropriately so they cannot drop or be blown off roof. 	5 Low (B2)	City Team Members (s)
9. Working on an elevated object inside a building or structure	<ul style="list-style-type: none"> ▪ Slips / trips causing injury ▪ Fall from height causing serious injury or death ▪ Collision with surroundings or object below Falling objects possibly injuring persons below	18 High (C4)	<ul style="list-style-type: none"> ▪ Barricade a No Go Zone below the access point to prevent unauthorised access to the work area ▪ Provide suitable protection to ensure workers are protected from colliding with their surroundings or objects lower down All tools and accessories must be secured appropriately so they cannot drop.	5 Low (B2)	City Team Members (s)

Induction Statement

I the employee listed below:

- Have been consulted and understand the requirements of this developed / amended Safe Work Method Statement relevant to the activities/tasks for which I have been engaged on the site and understand that I am responsible to work in accordance with this Safe Work Method Statement.

Name	Signature	Date

Site Manager or Delegate	Signature	Date

Instructions on How to Complete a SWMS:

1. Break the job/task down into steps.
2. Identify the **'Safety Hazards'** associated with each step.
3. Use the **'Risk Matrix'** to determine the risk of each hazard occurring with no controls in place and record the risk score.
4. Consider and document **'Control Measures'** used to control the risk, use the **'Hierarchy of Control'** to ensure all possible controls have been reviewed, document and record new risk score.
5. SWMS developed or reviewed onsite must be approved and signed by the Store Manager or Delegate prior to any works commencing.

Hierarchy of Control	Risk Matrix		Risk Matrix																																																																																																														
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