SAFE WORK METHOD STATEMENT (SWMS) – ROOF EDGE PROTECTION

ACTIVITY: ROOF EDGE PROTECTION	SWMS #: 04
BUSINESS NAME: ANDERSON'S SCAFFOLDING	BUSINESS ABN #: 14142038113
BUSINESS ADDRESS: 49 CAMFIELD DRIVE, HEATHERBRAE NSW 2324.	
BUSINESS CONTACT: RICK ANDERSON	PHONE #: (02) 4964 9597

SWMS APPROVED BY: ANDERSONS' SCAFFOLDING.

NAME: RICK ANDERSON	
SIGNATURE:	DATE: 01/06/20

PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS: RICK ANDERSON

PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS: RICK ANDERSON, JOSHUA PRIOR, SCOTT WILLIS, GERARD HINGERTY (IN CONSULTATION WITH ALL WORKERS)

RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.			ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.
NAME	SIGNATURE	DATE	Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards.
RICK ANDERSON		**01/06/20**	Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons.
JOSHUA PRIOR		**01/06/20**	Amendments must be approved by Rick Anderson and communicated to all affected workers before work resumes.
SCOTT WILLIS		**01/06/20**	SWMS must be made available for inspection or review as required by WHS legislation.
GERARD HINGERTY		**01/06/20**	Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).

PRINCIPAL CONTRACTOR DETAILS

PRINCIPAL CONTRACTOR (PC):	PROJECT NAME:	DATE SWMS PROVIDED TO PC:
PROJECT ADDRESS:		
PROJECT MANAGER (PM):	PM SIGNATURE:	CONTACT PH. #:

SWMS SCOPE: This SWMS covers general aspects associated with installation, use and subsequent dismantling of roof edge protection systems. Included is the use of safety harness, ladders, and mobile scaffolding.

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK"

☐ Confined Spaces	☑ Mobile Plant	☐ Demolition	☐ Asbestos
☐ 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 more than 2m, including work on telecommunications towers

☐ Working at depths greater than 1.5 Metres, including tunnels or mines

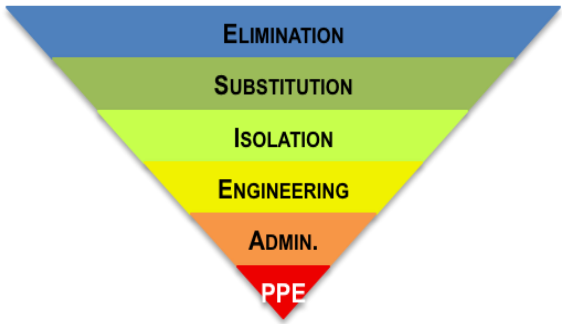
☐ Work in an area that may have a contaminated or flammable atmosphere

☐ Work carried out adjacent to a road, railway or shipping lane, traffic corridor

☐ In or near water or other liquid that involves risk of drowning

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE		
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED.
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before commencing work.
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Maintain control measures.
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Record and monitor.

HIERARCHY OF CONTROLS



PERSONAL PROTECTIVE EQUIPMENT (PPE): ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS AND IS INSPECTED, AND REPLACED AS NEEDED.

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	FALL ARREST	
											Rings, watches, jewellery that may become entangled in machines must not be worn. Long and loose hair must be tied back.
☑	☐	☑	☑	☐	☐	☐	☑	☐	☑	☑	☑

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
			INHERENT** RISK-RATING **(IR)** RESIDUAL RISK-RATING **(RR)		
1. Planning & preparation	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or environmental incident.	**3H**	• Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of: ○ WHS Rules and requirements ○ Induction for all workers – site specific and toolbox meetings ○ Supervisory arrangements ○ Communication arrangements ○ All relevant workers are appraised for required competencies & for any pre-existing medical conditions if working in remote or isolated locations. ○ PPE required ○ Site plans – showing no go zones for pedestrians ○ Traffic Management Plan ○ Exclusion Zones ○ Risk Assessments ○ SWMS and Risk Assessment (RA) ○ Injury reporting procedures ○ Hazard reporting procedures. • Edge protection system – always consider: ○ Access points ○ Height and pitch of roof ○ Cladding materials, condition, and method of fixing ○ Obstructions under roof area ○ Rafter truss length ○ Width and type of eaves ○ Batten type ○ Gutter and fascia types ○ Proximity to utilities and power lines ○ Presence of hazardous materials ○ Structural strength to support required load ○ Building materials and condition ○ Ensure system can support expected loads and is able to withstand likely impact from person falling onto system. Examples: ○ Not less than 600N static load in any direction ○ Dynamic loads from impact of person falling. Take into account: ▪ **<u>Roof Pitch no more than 30°</u>** ▪ Sliding distance ▪ Wind and environmental loads ○ Whether system can be fixed to structural members. • Ensure edge protection system designed by suitably competent person. Include: ○ Construction sequence and detailed install instructions ○ Location of guardrails on structure – wherever a fall risk exists – includes edge, voids, stairwells, skylights, unsafe or brittle roof surface etc. ⚠ ***Ensure all components of the edge protection system meet relevant Standards.*** ⚠ ***Do not perform any work if the pitch of roof is more than 30°*** ⚠ ***Consult with Principle Contractor /Client regarding Falls Emergency Rescue Plan***	**2M**	Principal Contractor Client / Customer Contractors Anderson's Scaffolding

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2. Training and Capabilities	Personal injury, property damage &/or environmental incident.	**3H**	• Ensure site-specific induction is undertaken (include location of amenities, first aid facilities, emergency plans and evacuation points, incident reporting, communication, contact persons etc.) • Ensure all persons entering site have a General Construction Induction Card (white card) • Ensure all relevant workers have undertaken training and/or received instruction in the installation, use and removal edge protection systems, including control measures for use of height access equipment. Including: ○ Reporting procedures for incidents ○ Valid Working at Heights Ticket ○ Construction sites - General Construction Induction Card (white card) ○ Correct use of height access equipment including selecting, fitting, use, care of and maintenance ○ Correct use of all tools used ○ Use of supervision where required (e.g. new starters or new equipment) ○ Ensure supervisors, foremen etc. are experienced in the type work to be conducted ○ All workers are trained in this SWMS. ⚠ ***Check workers are in fit condition to work – no signs of fatigue, alcohol, or drugs.***	**2M**	Principal Contractor Client / Customer Contractors Anderson's Scaffolding
3. Arrival at site	Hit by mobile plant	**4A**	• Park working vehicle in driveway or allocated parking to avoid travelling across roads when delivery working equipment • Erect any barriers & signage necessary to keep others safe and aware. • Follow traffic management plan requirements: ○ High visibility clothing worn at all times ○ Do not stand behind reversing vehicles ○ Allow sufficient distance from plant during operation (allow sufficient room for equipment failure – such as arm/boom failure or plant rollover) ○ Alertness at all times. Listen for: ▪ Reversing alarms/beepers and/or calls from plant operators ○ Work positions should be in clear sight of plant operators	**2M**	Principal Contractor Client / Customer Contractors Anderson's Scaffolding
	Personal injury, property damage &/or environmental incident.	**3H**	○ Access /egress to site ○ Method of access to installation site (example: operators must not exit any elevated work platform when in raised position) ○ Height and pitch of roof/structure ○ Site hazards and obstructions in area ○ Proximity to utilities and power lines ○ Presence of hazardous materials/conditions. Example: ○ Asbestos / Lead ○ Skylights, etc. ○ Algae /vegetation on roof/structure. ○ Building materials and condition ○ Structural strength and load bearing capacity to support required loads.	**2M**	

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4. Work area set up	Manual handling tasks	**3H**	• Movement of material from the delivery point to the installation area usually represents the greatest opportunity for damage or injury, particularly if being placed manually. • Ensure: o Using team-lifts for heavier items • Unload components from vehicle: o Lift within physical capabilities of individual o Keep arms close to body (this excludes large/bulky items that are difficult to grasp, or hot/cold objects that cannot be held against body) o Flat, even floor surface o Inspect roof rail components prior to lifting. Check they are in good condition o Suitable PPE provided ▪ Seek assistance if the load is too heavy or break down the load to make it lighter ▪ Use proper lifting techniques when loading and unloading ▪ When going down an incline remain on the uphill side o Bend your knees when placing the feet on the ground o If dropping materials along roof perimeter, ensure loads remain stable.	**2M**	Principal Contractor Client / Customer Contractors Anderson's Scaffolding
	Contact with electricity	**4A**	• Visually locate: o Any electrical cabling, power lines and other services prior to work commencing o Power should be isolated for the duration of the work where necessary o All power tools and leads including cordless equipment is Tested and Tagged current o Pre-inspect equipment - If equipment is damaged, take out of service and tag out.	**2M**	
	Contact with asbestos	**3H**	• Determine presence of asbestos containing material (ACM): o Competent person to identify if ACM present (e.g. roof, eaves etc.) o Obtain as much information as possible on the location, type, and condition of ACM o If available, obtain a copy of the asbestos register for the site o If older house, try to determine if roof had ever been asbestos in the past (roof space may still contain hazardous fibres) o Do not drill or disturb asbestos unless qualified to do so.	**2M**	
	Falling objects	**3H**	• Isolate the area below roof work wherever there is any danger of people being struck by falling material or tools • Roof declared a 'No Go' area for all persons except those directly involved in the roof work • Ensure mechanical lifting equipment is functioning as manufacturer's instructions avoiding equipment failure allowing falling objects (hoists, lifting aids, pulleys, etc.): o Weight of materials to be lifted is known and displayed o Lifting equipment in good working condition no sign of obvious damage, rusting o Instruction manuals for equipment use attached	**2M**	

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Work Area set up – *(Cont.)*	Falling Objects	**3H**	○ Ropes used to be free of cuts or signs of external wear ○ Handlines to be minimum 12mm ○ When planning to store materials on the roof, check and ensure that the existing roof structure can support the weight of the materials ○ Liaise with other contractors at worksite to ensure no work undertaken underneath area during install. ○ Provide barricades i.e. barrier tape, witches hats or spotter if practicable.	**2M**	Principal Contractor Client / Customer Contractors Anderson's Scaffolding
	Falls	**4A**	• Ensure height access and/or fall restraint/arrest systems are in place before starting work • Inspect working surfaces: ○ Check for moisture, dust or any other condition that may cause loss of stable footing ○ Access is available e.g. entry through edge protection or other (do not climb on the outside of scaffold or over top rails of edge protection) ○ Suitable weather conditions (no strong wind, rain, storms etc.)	**2M**	
5. Harness / Lanyard / Anchors	Falls		Fall Arrest System: • Fall arrest system must comply with relevant Australian Standard • Formal inspection by competent person per manufacturer (6 monthly or more if exposed to hazardous environment) • Inspect all fall arrest equipment before each use • Whenever any person is wearing a harness, a rescue plan must be in place as suspension trauma can occur to persons who fall and remain in the harness for more than 5 minutes. Harness / Lanyard and Anchor Points: • Use a fall restraint lanyard and a full body harness and connect them to robust anchor/s i.e. fixed anchor points or temporary roof mounted anchor points load rated at a minimum of 15Kn.		Principal Contractor Client / Customer Contractors Anderson's Scaffolding
6. Installation of Roof Edge Protection -	Manual Handling Injuries Personal Injury	**3H**	• Stand an upright i.e.(6.5 metre tube) up to the gutter edge, allow a minimum of 1.2 metres above the gutter level. • Secure the foot by forcing tube firmly into the ground. • Attach into place with a single / putlog coupler to the gutter edge, approximately 3.5m to 4.5m to the left or the right stand a another 6.5 metre tube and secure/fix in the same way. • If the standard is located on a hard surface, use a ledger rail where required. • Fix three double couplers to each standard above the gutter level, each coupler is to be located to ensure correct rail heights and spacing's. • Fixed rail heights are as follows: ○ The bottom rail must be 250mm above roof line, ○ The middle rail 575mm above roof line, and ○ The top rail 900mm above roof line.	**2M**	Anderson's Scaffolding

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Installation of Roof Edge Protection – *(Cont.)*	Manual Handling Injuries
	
	Personal Injury
		3H	• Fit all rails adjust rail heights to suit.
			• A spur tube is to be attached at the location of each standard. The spur tube should be placed at a downward angle no greater than 70° toward the ground. Prior to fixing to the rails the spur tube foot shall be secured by ramming into ground.
			• If in soft ground a butt tube spreader is to be fixed to the foot at ground level.
			• If on a hard surface, then the use of a ledger rail joining standards on double couplers and an 'A' frame brace shall be used to maintain stability of the spur. The spur tube is to be fixed in either of two ways:
			  ○ If the rail spacing and spur angle allows the spur should be fixed above the mid rail and below the top rail with couplers to each rail.
			  ○ If the rail spacing and spur angle are such that the spur can only fix to one rail, then the spur shall be fixed to the top rail and the foot of the spur and standard are to be fixed as if the spur was located on a hard surface.
			• An 'A' frame must be formed at the location of each standard at ground level, and a 1.5m tube is to be attached to the spur tube at approximately 3m above ground level using a double couple fitting; it is then attached using a swivel coupler to the 6.5m standard at the location of the ledger rail as required.
			• Install a 6m tube placing on diagonal from ground level across to the next standard and must be fixed secondary above the gutter height but no higher than the third handrail double coupler.
			• Fix into position using swivel coupler fitting this tube fitting is commonly known as a *"Sway Brace"*. A sway brace is not needed where the handrail returns around a 90° corner.
			• Perform a visual inspection to ensure that all footings are secure, and connectors are tight.
			⚠ If expansions are placed in series, each rail is to be joined with an internal joint pin or a sleeved coupler and standards placed a maximum of 200mm from the joint.
			⚠ For small sections of a project where the ground profile or gable ends require an additional height i.e. up to a 6.8 metre roof height the standards and spurs may be sleeved up by 1.5 metres provided a second 'A' frame brace is installed at each sleeved-up standard.
				2M	Anderson's Scaffolding

	Falls/hit by falling objects	**3H**	• Wear head protection
			• Inspect edge protection system components:
			  ○ Prefabricated components are in good as new condition and meet manufacturer's quality specifications
			  ○ Able to be identified (parts number, make, model etc.)
			  ○ Tubes have square cut ends
			  ○ Free of oil, grease, or paint
				2M	

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Installation of Roof Edge Protection – *(Cont.)*			○ Nuts and hinges run and turn freely ○ No missing / damaged end fixings ○ No corrosion, flattened components, or cracked welds etc. • Follow supplier's recommended procedures for installing the roof edge protection • Ensure that persons accessing the roof can pass through the roof edge protection without having to climb over the top or midrail • If ladders are to be used for access after the edge protection is in place, ensure it is securely fixed to prevent movement.		Anderson's Scaffolding
	Falls – suspension trauma	**3H**	• Ensure workers are trained and instructed in the safe use of fall-arrest equipment and emergency rescue procedures. Fall arrest system: ○ Fall arrest system must comply with relevant Australian Standard ○ Formal inspection by competent person per manufacturer (6 monthly or more if exposed to hazardous environment) ○ Inspect all fall arrest equipment before each use.	**2M**	
	Falls – Use of Mobile Scaffold	**3H**	Use of Mobile Scaffold – • Erect and inspect mobile scaffold as per manufacturers' instructions: ○ Mobile Scaffold is level, plumb ○ Casters locked before accessing, not moved when persons on scaffold ○ Accessed by internal ladder only, do not climb on scaffold ○ Clear of penetrations or floor edges (by at least 1metre where possible) ○ Do not use steps or ladders on top of the work platform to gain extra height ○ Do not move the scaffold with persons or materials on it, ensure area is clear of obstructions, both overhead and, at ground level before moving mobile scaffold	**2M**	
	Falls – Use of Ladders	**3H**	Use of Ladders to access height – • Erect and inspect ladders as per manufacturers' instructions: ○ Ladder extends at least 1 m above the place of landing of the highest rung to be reached by the feet of any person working on ladder ○ Ladders be set up on a level area on firm footing with the base located approximately a quarter of the vertical height of the ladder from the wall ○ Secured against movement ○ Metallic or conductive ladders should be avoided around live electrical equipment ○ Face ladder when ascending/descending. Ensure 3 points of contact remain on ladder at all times ○ Load rating of at least 120kg ○ Correct size and length for job ○ No damage, clean and dry ○ Secured to work site (base & top) *DO NOT:* • *Attempt to move or extend ladder when on it* • *Slide down stiles* • *Step up or down two or more rungs at a time.*	**2M**	

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Installation of Roof Edge Protection – *(Cont.)*			○ Ensure only 1 person working from each ladder • Holes or other openings through which a person can fall. Ensure: ○ All holes or openings are protected/closed from falls immediately after creating ○ Ensure the cover is secured to prevent movement ○ Use signage or other clearly marked hazard alert to identify hazard.		Anderson's Scaffolding
	Working with hand & power tools	**3H**	• Pre-inspect and operate tools as per manufacturer's instructions • Ensure operations manual is available, read and understood • Ensure all handheld battery power drills are tested and tagged as required for use • Always ensure that the drill is switched off and power isolated before pre-start check, adjusting, changing set-ups, or repairing • Stay alert – concentrate on what you are doing at all times and be aware of kickback Drill, ensure: ○ Do not carry with finger on starting switch ○ Keep all fingers clear during operation ○ Do not attempt to exceed rated capacity of the gun ○ Correct drill and bit for type of material ○ Hold drill so that it can be released if the bit grabs & drill body continues to rotate • Ensure tool suitable for task: ○ Not too powerful for task i.e. do not use larger tool than needed ○ Sufficient power for task – excessive force not required • Safety Devices: ○ Low impact tools where possible ○ Single operation when trigger pressed ○ Guards in place, undamaged, retracts and cover danger areas • Ensure tools are not carried in pockets or clothing (use sheaths, tool belts, etc.) • PPE worn as manufacturers recommendations.	**2M**	
	Working with hand & power tools	**3H**		**2M**	
	Hazardous manual tasks - MSD	**3H**	• Do not overreach • Use mechanical hoisting equipment where the height of a roof or other factors makes it impracticable to raise or lower equipment by hand.	**2M**	
	Contact with electricity	**4A**	• Locate and maintain awareness aware of any power lines when handling components • Locate and maintain awareness aware of any extension leads while handling components.	**2M**	
	Heat stroke/ sunburn dehydration	**3H**	• Wear suitable protective clothing • Sun brim on hard hat • Safety glasses - UV Rated • Use 30+ sunscreen on exposed skin areas • Adequate drinking water • Access to shade during breaks • Adequate breaks • Check weather conditions – do not work in extreme weather.	**2M**	

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7. Handover	Falls	**3H**	⚠ Inspect before handover before issuing a handover certificate, advise client that if impact is experienced during use of the system then Anderson's Scaffolding must be immediately contacted in order to revisit and recheck footings and connectors.
			• Items to be checked:
			  ○ Connected to frame and secured adequately
			  ○ Connections between components secured
			  ○ Access/egress suitable
			  ○ Access for tile conveyor etc.
			• Certification must be provided. Ensure it contains:
			  ○ Name/address of persons requiring fall protection
			  ○ Name/address of installer
			  ○ Location details
			  ○ Time/date
			  ○ Compliant with relevant Standards.
			• Inspect before use, whenever altered or moved.
			• Ensure regular visual inspections undertaken at least monthly.
				2M	Anderson's Scaffolding

8. Dismantling Edge protection	Hit by falling objects	**3H**	• Surrounding persons are made aware that dismantling operations are about to commence • Immediate area below must be cordoned off as a designated exclusion zone all items must be dropped in the designated exclusion zone • The number of workers needed for the breakdown process is determined for each project • The method and process of dismantling components is pre-planned and understood by all workers • Dismantling is carried out in a systematic and progressive manner. • Wear a hard hat when dismantling	**2M**	Anderson's Scaffolding
9. On completion	Slips, trips, falls causing injury	**3H**	• Clean up tools and any waste ensuring the site is left in clean and tidy condition • Clean debris and ensure offcuts are removed from roof area.	**2M**	Anderson's Scaffolding
	Contact with electricity	**3H**	• Disconnect power tool/extension leads from power point before winding up, so that you do not get a shock if the lead is damaged • Inspect leads and power equipment for damage • If safe to do so, remove isolation locks/tags and test appliance for function.	**2M**	
	Public safety	**3H**	• If acceptable, remove or add barricades, contact supervisor, and return as agreed.	**2M**	

EMERGENCY RESPONSE - CALL *000* IMMEDIATELY.	
If work is to be conducted on a construction site (or a site controlled by another Employer / PCBU) follow the site-specific Emergency Management Plan. Ensure: • Adequate numbers of first aid trained staff are on site when working at heights occurs • First aiders are trained and competent in managing injuries associated with demolition until emergency services arrive • All rescue equipment is in good condition, available for use and in close proximity to the work site.	Ensure workers have access to: • First aid kit/supplies • First Aid trained personnel familiar with Resuscitation and emergency response for electric shock • Safety Data Sheet (SDS) • Communication devices (check mobile phones will have service in area) • Suitable fire protection equipment.

REVIEW NO.	1	2	3	4	5	6	7	8	9	10
NAME:	Rick Anderson	Rick Anderson								
INITIAL:	RA	RA								
DATE:	01/06/19	01/06/20								

PLANT/TOOLS/EQUIPMENT LIST FOR THE JOB				

Relevant Act & Regulations	Codes of Practice
• Work Health and Safety Act 2011 (NSW) • Work Health and Safety Regulation 2017 (NSW)	• First Aid in The Workplace Code of Practice • How to Manage Work Health and Safety Risks Code of Practice • Managing the Risk of Falls at Workplace Code of Practice • Managing the Work Environment and Facilities Code of Practice • Work Health and Safety Consultation, Coordination and Cooperation Code of Practice

SAFE WORK METHOD STATEMENT (SWMS) – ROOF EDGE PROTECTION

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU).* I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and PPE described.

OVERALL RISK RATING AFTER CONTROLS	☐ 1 LOW	☑ 2 MODERATE	☐ 3 HIGH	☐ 4 ACUTE

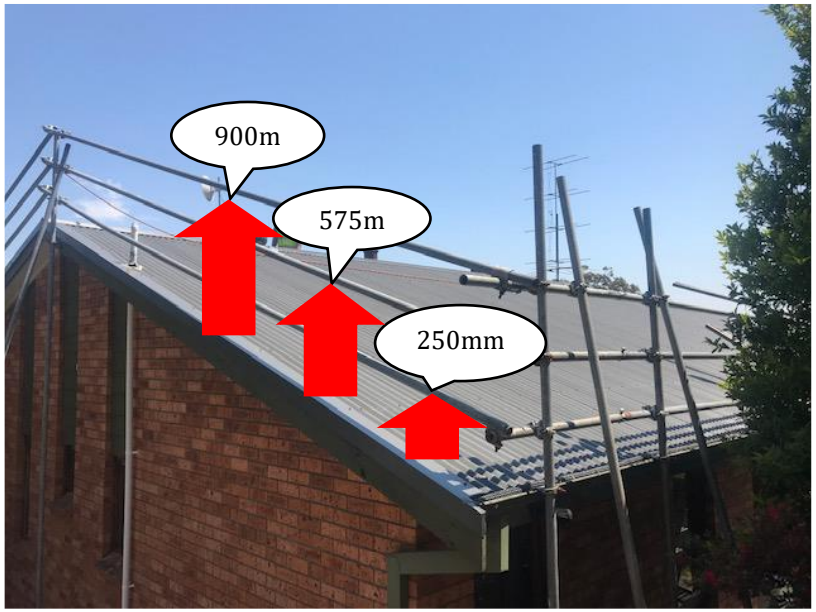

Figure 1 – Example of fixed handrail height.

Figure 2 – Example of correct PPE / fixing coupler.

Figure 3 – Example of erected roof rail.

Figure 4 – Example of erected roof rail / support brace