

Working at heights, ladders & platforms				PROBABILITY		CONSEQUENCE						
Contract:		JCD / Adbooth		Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)		
Site/Project:		Working at heights, ladders & platforms (Work that involves the risk of falling more than 2 metres)		Common or repeating occurrence	Almost Certain (5)	Medium 11	High 16	Extreme 20	Extreme 23	Extreme 25		
Work Area:				Known to occur, or, "it has happened"	Likely (4)	Low 7	Medium 12	High 17	Extreme 21	Extreme 24		
Name:		Simon White	Signature		Could occur	Possible (3)	Low 4	Medium 9	Medium 13	High 18	Extreme 22	
Position:		National Project Manager - 0450 251 778	Date	10/10/2025	Not likely to occur	Unlikely (2)	Low 2	Low 5	Medium 10	Medium 14	High 19	
Revision Details:		Rev No.:	3.1	Rev Date:	10/10/2025	Practically Impossible	Rare (1)	Low 1	Low 3	Low 6	Low 8	Medium 15

1. IDENTIFY THE JOB STEPS		2. ID THE HAZARDS	3. ASSESS RISK	4. ENGAGE RISK CONTROLS	5. RESIDUAL RISK	
STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	
	Site Induction	Confusion	High 18	<ul style="list-style-type: none"> <li>Complete site-specific induction</li> <li>Consultation with the workgroup in development of the SWMS</li> </ul>	Low 2	Supervisor, Operators, Workers
	Public safety	Pedestrians or traffic accessing area	High 18	<ul style="list-style-type: none"> <li>Check that all traffic and pedestrian signs and barricades are in place.</li> <li>Never leave an exposed excavation unattended or not barricaded.</li> <li>A barricade of a least 900mm should be in place to prevent access</li> <li>Visually check the surroundings for any hazards or risks</li> </ul>	Medium 9	Supervisor, Operators, Workers
	Emergency Response	Failing to have procedures in place in the case of an emergency	Extreme 21	<ul style="list-style-type: none"> <li>Emergency Response Procedure to be followed.</li> <li>Emergency evacuation point to be identified and communicated to all personnel involved in task.</li> <li>"000" to be called when emergency services required.</li> <li>High Risk Rescue plans are to be developed for tasks deemed high risk.</li> <li>Ensure effective communications means are in place for all work groups.</li> </ul>	Medium 9	Supervisor
	Working Outdoors	U.V Exposure	High 17	<ul style="list-style-type: none"> <li>Wide brimmed hats, Sun brims on hard hats, tinted safety glasses.</li> <li>Long sleeved shirts and long trousers to be worn.</li> <li>sunscreen to be available on site.</li> </ul>	Low 2	All personnel working in exposed areas
		Hot weather/ Heat Stress	Medium 13	<ul style="list-style-type: none"> <li>Planned tasks to include regular rest breaks &amp; task rotation.</li> </ul>	Low 2	Supervisor

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				<ul style="list-style-type: none"> <li>• Potable water for fluid replacements be made available.</li> <li>• Appropriate shaded rest areas deemed necessary.</li> </ul>		
		Wet Weather – slippery surfaces	Medium 13	<ul style="list-style-type: none"> <li>• Assessment of slippery conditions to be carried out.</li> <li>• Take into account movement of machinery as well as personnel.</li> </ul>	Low 2	All personnel working in exposed areas
		Working in Animal or Insect Habitats	Medium 13	<ul style="list-style-type: none"> <li>• Work areas must be inspected prior to activities in any animal habitats.</li> <li>• Spider, Snake bite, insect repellent and first aid kits to be available on site.</li> <li>• Supervisors to ensure trained First Aider onsite</li> </ul>	Low 2	All personnel working in exposed areas
	Manual Tasks	Manual Handling Injuries	Medium 13	<ul style="list-style-type: none"> <li>• Inducted personnel only.</li> <li>• Adopt good posture and manual handling techniques.</li> <li>• Use of mechanical devices.</li> <li>• Team lifting</li> </ul>	Medium 9	Supervisor All workers
	Personal fall protective equipment requirements	Injuries due not having adequate travel restraint whilst working within 2 metres of an unprotected edge	Extreme 21	<ul style="list-style-type: none"> <li>• Harness or suitable attachment that does not allow a person into a fall position.</li> <li>• Anchorage point rated to 6kN for single person attachment.</li> <li>• Personnel must attach to the system prior to being in a position where they could fall.</li> <li>• System must not come into contact with anything that could affect the integrity of the system</li> <li>• Fixed/permanent systems must be inspected at least every 6 months by a competent person.</li> <li>• An observer will be on site at all times while work is being carried out</li> </ul>	Medium 9	Supervisor All workers
		Injuries due not having adequate fall arrest equipment whilst working where a person could fall 2 metres or more.	Medium 12	<ul style="list-style-type: none"> <li>• Harness, lanyard assembly/shock absorbing device, anchorage, in a potential fall position.</li> <li>• Adequate anchorage(s) to withstand potential loadings (15kN for single person attachment).</li> <li>• Personnel must attach to the system prior to being in a position where they could fall.</li> <li>• System will not come into contact with anything that could affect the integrity of the system;</li> <li>• System will consist of a device (shock absorbing device) to ensure that no greater than 6kN of force could be applied to a falling person.</li> <li>• Lanyard length will allow for enough fall clearance for those who may fall, once force has been applied to all system components.</li> </ul>	Medium 9	Supervisor All workers


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				<ul style="list-style-type: none"> <li>All fall arrest equipment is to be inspected with records kept by a competent person at least every 6 months.</li> <li>If it is a fixed/permanent system – inspection records have been reviewed and are current.</li> <li>A rescue/retrieval method to be implemented</li> </ul>		
		Rescue/retrieval considerations	Medium 12	<ul style="list-style-type: none"> <li>Competent stand-by person to individually manage rescue/retrieval equipment.</li> <li>Safety harness/rescue kit in vicinity with competent user/s.</li> <li>Specific retrieval equipment / plant items such as ladders, work platforms, EWP's</li> </ul>	Medium 9	Supervisor All workers
	Boom Type Elevating Work Platform (EWP) Requirement		Extreme 21	<ul style="list-style-type: none"> <li>EWP of any type will require a certified / authorised operator.</li> <li>Whilst working in the machine all persons must be attached at all times.</li> <li>Minimum clearance distances need to be maintained from overhead hazards (power lines, structures, moving plant, etc).</li> <li>Specific controls will be required to ensure an appropriate ground / surface slope for placement of the EWP.</li> <li>Barriers or signage need to be erected around the EWP (to restrict access by persons or other plant items).</li> <li>Personnel using the EWP will be familiar with set-up, control of the EWP and emergency egress.</li> <li>Until the platform is completely lowered it is forbidden for any person to exit the basket.</li> </ul>	Medium 9	Supervisor EWP Operator
	Ladders	Injuries due to working from ladders.	Medium 12	<ul style="list-style-type: none"> <li>Only industrial or commercial ladders are to be used. (No domestic ladders).</li> <li>A pre-start inspection of the ladder is to be performed.</li> <li>The ladder is set up on firm and stable ground.</li> <li>The ladder is the correct height for task to avoid reaching or stretching.</li> <li>If necessary, have another person holding the base of the ladder.</li> <li>The ladder is rated for the weight of the person and tooling etc.</li> <li>Only light duty work is to be undertaken while on ladder, where 3-point contact can be maintained and tools can be operated safely with one hand.</li> <li>Ladders are not to be used when:               <ul style="list-style-type: none"> <li>In access areas or doorways</li> <li>On scaffolding or EWP to get extra height</li> </ul> </li> </ul>	Low 4	Supervisor All workers

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				<ul style="list-style-type: none"> <li>○ Next to power lines</li> <li>○ In very wet or windy conditions</li> <li>○ Next to traffic areas unless the working area is adequately barricaded.</li> </ul> <ul style="list-style-type: none"> <li>● Fall protection must be used if there is the possibility of falling more than 2 metres.</li> <li>● Only approved non-conductive ladders are to be used for electrical work.</li> </ul>		
		Injuries due incorrect use of single or extension ladders.	Medium 12	<ul style="list-style-type: none"> <li>● Ladders are to be placed at a slope of 4 (vertical) to 1 (horizontal).</li> <li>● Secure ladder at top or bottom, or if necessary, at both ends.</li> <li>● 3 points of contact to be used at all times.</li> <li>● Always face ladder.</li> <li>● If using ladder to access or egress, ensure that the ladder extends on metre past stepping off point.</li> <li>● Fall protection must be used if there is the possibility of falling more than 2 metres</li> </ul>	Low 4	Supervisor All workers
		Injuries due incorrect use of step or platform ladders.	Medium 12	<ul style="list-style-type: none"> <li>● Ensure ladder is rated weight of person and equipment tooling.</li> <li>● Ensure ladder is set up on stable even surfaces.</li> <li>● All locking devices on the ladder are secure</li> <li>● Never work where your feet are positioned above the 2nd from top tread of the ladder.</li> </ul>	Low 4	Supervisor All workers
	Falling Object & Other Precautions		Medium 12	<ul style="list-style-type: none"> <li>● Exclusion zones &amp; barricading to restrict access.</li> <li>● Tool restraints / lanyards to be used at height.</li> <li>● Catch platforms / decks for falling objects.</li> <li>● Covers over sharp roof / plant edges.</li> <li>● Head protection.</li> <li>● Warning notices / barricades required.</li> </ul>	Low 4	Supervisor All workers

## ADDITIONAL REQUIREMENTS

TRAINING REQUIRED	TOOLS/EQUIPMENT/PPE REQUIRED	LICENCES/PERMITS/APPROVALS REQUIRED	EQUIPMENT/MAINTENANCE CHECKS REQUIRED
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Correct posture and movement to handle equipment and conduct this task	Safety signs/Barricades	EWP Platforms	Contract Specific Inductions	Testing and tagging of electrical cords & machinery in accordance with Australian Standards – via Inspection Reports
Chemical handling training	Goggles (if chemical is used then applicable) & Wet Weather Gear where applicable & Gloves		License for operator Working at heights licenses	Test and Tag checked in OHS Audit Visits
How to wear correct PPE	Pressure Washer – Electrical and or Gas		Emergency Procedure is in place for job at hand	
EWP Competency	Microfiber cloths		EPW Ticket, Working from Heights Ticket	
	Hi-Vis Uniform (closed up, no red or green), Safety Boots (lace up), Gloves, Safety glasses, Sunscreen, Brim hats, Mask, Long sleeve shirts and trousers			

								
Gloves	Face mask	Eye protection	Hi-Vis Clothing	Appropriate footwear	Hearing protection	Protective clothing	Brim Hats	Sunscreen
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

### Injury &/or Emergency Response

<b>Injury</b>	<ul style="list-style-type: none"> <li>In the first instance, provide medical assistance to the injured worker &amp; contact the ARA Supervisor / CRM.</li> </ul>
<b>Emergency</b>	<ul style="list-style-type: none"> <li>Follow the site Emergency Response procedure as directed by site operator.</li> <li>The ARA Incident Response &amp; Reporting Procedure will then be implemented</li> </ul>

## 5. SWMS CONSULTATION

The following companies / contractors participated in the development of this SWMS and agreed on the control measures to reduce the risk

NAME	DATE	POSITION	Company	NAME	DATE	POSITION	SIGNATURE
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1. Simon White	10/10/2025	National Project Manager	ARA	5.			
2. Joshua Beckman	10/10/2025	Senior HSE Advisor	ARA	6.			
3.			ARA	7.			
4.			ARA	8.			

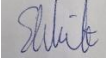
## SWMS SIGN OFF

Person(s) responsible for supervising/inspecting work to sign. Cleaners to sign when they have read, understood, is competent to do this task safely and agrees with the SWMS

NAME	DATE	POSITION	SIGNATURE	NAME	DATE	POSITION	SIGNATURE
1.				11.			
2.				12.			
3.				13.			
4.				14.			
5.				15.			
6.				16.			
7.				17.			
8.				18.			
9.				19.			
10.				20.			

## 6. APPROVAL

To be signed by the FM or delegate once all fields of this form have been completed and all hazards have been eliminated or reduced as low as reasonably practicable.

NAME	DATE	POSITION	SIGNATURE
Simon White	10/10/2025	National Project Manager	

## 7. LEGISLATION / REGULATIONS REFERENCE

<p><b>ACT:</b> Work Health and Safety Act 2011 Work Health and Safety Regulation 2011</p> <p><b>NT:</b> Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011</p> <p><b>SA:</b> Work Health and Safety Act 2012 Work Health and Safety Regulation 2012</p> <p><b>VIC:</b> Occupational Health and Safety Act 2004 Occupational Health and safety Regulations 2017</p>	<p><b>NSW:</b> Work Health and Safety Act 2011 Work Health and Safety Regulation 2017</p> <p><b>QLD:</b> Work Health and Safety Act 2011 Work Health and Safety Regulation 2011</p> <p><b>TAS:</b> Work Health and Safety Act 2012 Work Health and Safety Regulations 2012</p> <p><b>WA:</b> Work Health and Safety Act 2020 Work Health and Safety (General) Regulations 2022</p>
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## 8. CHANGE REGISTER

Revision Number	Date	Change	Expiry
1	October 2018	Creation of SWMS	September 2020
2	October 2020	PPE, review job steps, reallocation of risk ratings, change to PPE requirement , changes to legislations	September 2022
3	June 2022	Consultation, review job steps	June 2024
3.1	October 2025	Revision	October 2027