



Safe Work Method Statements

Version 0.2

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How to identify hazards

Identifying hazards in the workplace involves finding things and situations that could potentially cause harm, hazards generally arise from the following aspects of work and their interaction:

- Physical work environment
- Equipment, materials and substances used
- Work tasks and how they are performed
- Work design and management

Common types of workplace hazards include:

Hazard	Description
Manual tasks	Overexertion or repetitive movement can cause muscular strain
Gravity	Falling objects, falls, slips and trips of people can cause fractures, bruises, lacerations, dislocations, concussions, permanent injuries or death
Electricity	Potential ignition source, exposure to live electrical wires can cause shock, burns or death from electrocution
Machinery and equipment	Being hit by moving vehicles, or being caught by moving parts of machinery can cause fractures, bruises, lacerations, dislocations, permanent injuries or death
Hazardous chemicals	Chemicals (such as acids, hydrocarbons, heavy metals) and dusts (such as asbestos and silica) can cause respiratory illness, cancers or dermatitis
Extreme temperature	Heat can cause burns, heat stroke or fatigue, cold can cause hypothermia or frost bite
Noise	Exposure to loud noise can cause permanent hearing damage
Radiation	Ultra violet, welding arc flashes, micro waves and lasers can cause burns, cancer or blindness
Biological	Micro-organisms can cause hepatitis, legionnaires disease, Q fever, HIV/Aids or allergies
Psychological hazards	Effects of work-related stress, bullying, violence and work-related fatigue

You can identify hazards by:

- Inspecting the workplace
- Consulting with other workers
- Reviewing available information (safety data sheets, instruction manuals etc.).

How to access risks

All hazards have the potential to cause different types and severities of harm, ranging from minor discomfort to a serious injury or death.

To estimate the severity of harm that could result from each hazard you should consider the following:

- What type of harm could occur?
- What factors could influence the severity of the harm?
- How many people are exposed to the hazards and how many people could be harmed?
- Could one failure lead to another?
- Could a small event escalate into a much larger event with more serious consequences

You can rank the severity as one of the following:

Ranking	Description
A	Catastrophic - Death
B	Major – Extensive injuries
C	Moderate – Medical treatment required
D	Minor – First aid treatment
E	No injuries – reversible health effects, first aid at most

The likelihood that someone will be harmed can be estimated by considering the following:

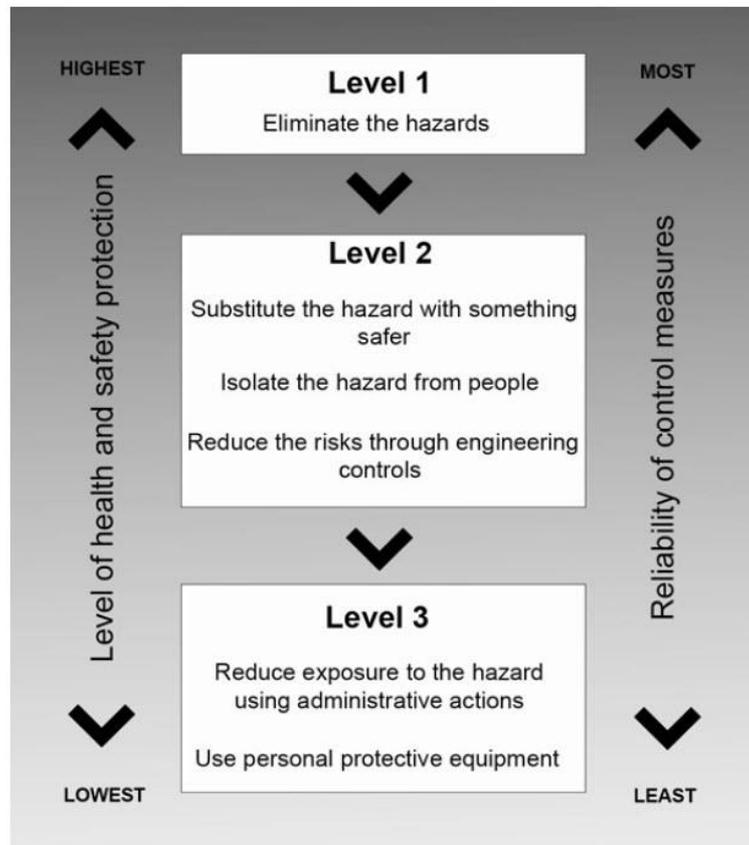
- How often are people exposed to the hazard?
- How long are people exposed to the hazard?
- How effective are current controls in reducing risk?
- Could any changes increase the likelihood?
- Are hazards more likely to cause harm because of the work environment?
- Could the way people act or behave affect the likelihood of a hazard causing harm?
- Do the differences between individuals in the workplace make it more likely for harm to occur?

You can rank the likelihood as one of the following:

Ranking	Description
5	Certain to occur – expected to occur in most circumstances
4	Very Likely – will probably occur in most circumstances
3	Possible – might occur occasionally
2	Unlikely – could happen at some time
1	Rare – may happen only in exceptional circumstances

How to control risks

You must always aim to eliminate a hazard, which is the most effective control. If this is not reasonably practicable, you must minimise the risk by working through the other alternatives in the hierarchy.



Maxwell Recruitment Safe Work Methods

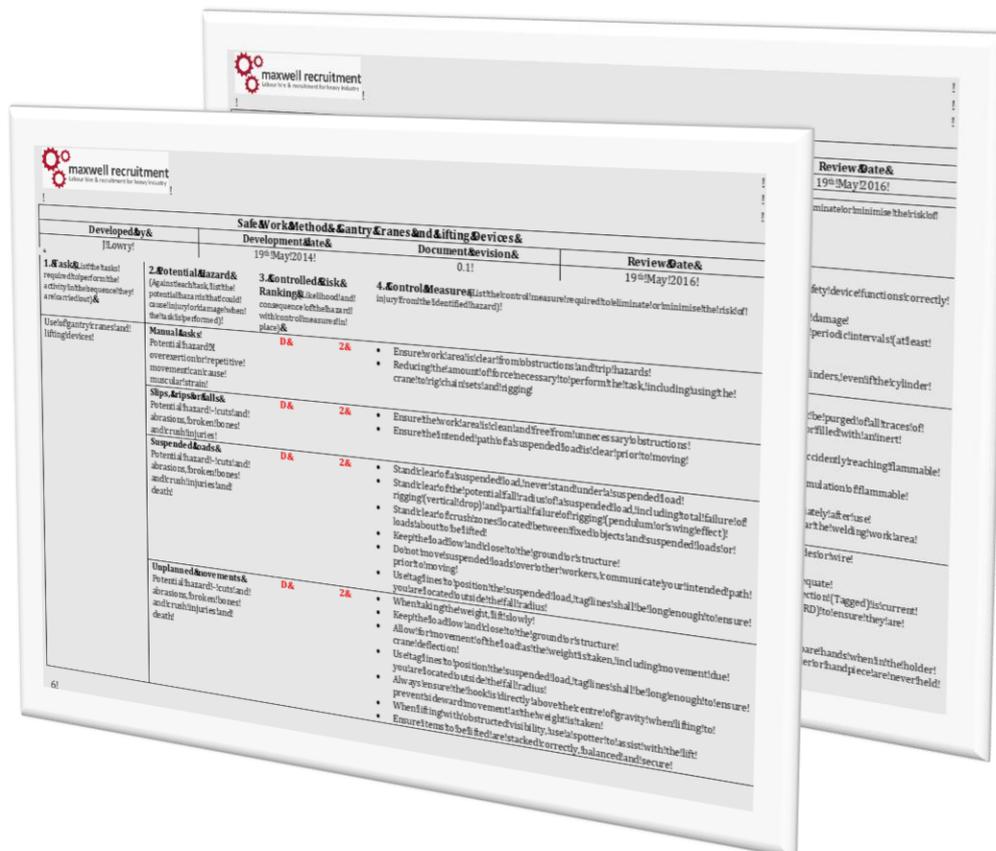
Maxwell Recruitment has developed a range of safe work methods to familiarise workers with potential hazards. They identify hazards and outline control measures for a specific activity (i.e. working at heights) rather than a specific task (i.e. install lighting bracket).

Maxwell Recruitment has adopted this approach, as it is not practicable to identify specific hazards that vary from host employer to host employer. Factors that may influence specific hazards include:

- Facilities
- Different types of equipment
- Workshop or site specific hazards
- Changes in weather conditions
- Amount of supervision and experience
- Host employer policies and procedures
- Contributing hazards, including fatigue or extended shifts

Maxwell Recruitment workers are required to complete task specific safe work method statement or equivalent document (safe work procedure, job safety analysis) prior to commencing a task at the host employer's facility.

If the host employer has safe work methods or equivalent documents (safe work procedure, job safety analysis) in place the worker must review the document ensuring all hazards are identified, suitably controlled and understood before signing on.



Safe Work Method – Gantry Cranes and Lifting Devices

Developed by	Development date	Document revision	Review Date	
J Lowry	10th June 2014	0.1	10 th June 2016	
1. Task (List the tasks required to perform the activity in the sequence they are carried out)	2. Potential Hazard (Against each task, list the potential hazards that could cause injury or damage when the task is performed)	3. Controlled Risk Ranking (Likelihood and consequence of the hazard with control measures in place)		4. Control Measure (List the control measure required to eliminate or minimise the risk of injury from the identified hazard)
Use of gantry cranes and lifting devices	Manual tasks Potential hazard - overexertion or repetitive movement can cause muscular strain	D	2	<ul style="list-style-type: none"> Ensure work area is clear from obstructions and trip hazards Reducing the amount of force necessary to perform the task, including using the crane to rig chain sets and rigging
	Slips, trips or falls Potential hazard – cuts and abrasions, broken bones and crush injuries	D	2	<ul style="list-style-type: none"> Ensure the work area is clean and free from unnecessary obstructions Ensure the intended path of a suspended load is clear prior to moving
	Suspended loads Potential hazard – cuts and abrasions, broken bones and crush injuries and death	D	2	<ul style="list-style-type: none"> Stand clear of a suspended load, never stand under a suspended load Stand clear of the potential fall radius of a suspended load, including total failure of rigging (vertical drop) and partial failure of rigging (pendulum or swing effect) Stand clear of crush zones located between fixed objects and suspended loads or loads about to be lifted Keep the load low and close to the ground or structure Do not move suspended loads over other workers, communicate your intended path prior to moving Use tag lines to position the suspended load, tag lines shall be long enough to ensure you are located outside the fall radius
	Unplanned movements Potential hazard – cuts and abrasions, broken bones and crush injuries and death	D	2	<ul style="list-style-type: none"> When taking the weight, lift slowly Keep the load low and close to the ground or structure Allow for movement of the load as the weight is taken, including movement due to crane deflection Use tag lines to position the suspended load, tag lines shall be long enough to ensure you are located outside the fall radius Always ensure the hook is directly above the centre of gravity when lifting to prevent sideward movement as the weight is taken When lifting with obstructed visibility, use a spotter to assist with the lift Ensure items to be lifted are stacked correctly, balanced and secure Ensure the load comes to a complete stop before changing direction

	<p>Equipment failure Potential hazard – cuts and abrasions, broken bones and crush injuries and death</p>	D	2	<ul style="list-style-type: none"> • Thoroughly check every component of the rigging system to ensure it is fit for purpose prior to use • Ensure equipment is free from damage and has not been modified • Ensure all components in the rigging system and the crane are suitably rated for the load intended to be lifted. • Know the weight of the object prior to lifting • Never use cranes to pull loads sideways • Ensure rigging gear can move freely and is not caught up during the initial stages of the lift
	<p>Unauthorised access Potential hazard – cuts and abrasions, broken bones and crush injuries and death</p>	D	2	<ul style="list-style-type: none"> • Communicate the intended lift with other workers and bystanders • Barricade the area to prevent pedestrian access, including doorways that are within the lifting area
5. Personal Protective Equipment required for the task	6. Hazardous substances that may be present	7. Required qualifications, experience or licence	8. Required documentation, certificates or permits	
<ul style="list-style-type: none"> • Safety glasses • Safety boots • Gloves (rigging) 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • 	

Safe Work Method – Manual Handling

Developed by	Development date	Document revision	Review Date
J Lowry	10th June 2014	0.1	10 th June 2016

1. Task (List the tasks required to perform the activity in the sequence they are carried out)	2. Potential Hazard (Against each task, list the potential hazards that could cause injury or damage when the task is performed)	3. Controlled Risk Ranking (Likelihood and consequence of the hazard with control measures in place)		4. Control Measure (List the control measure required to eliminate or minimise the risk of injury from the identified hazard)
Manual handling	Repetitive, sustained, high and sudden application of force Potential hazard – overexertion can cause muscular strain	D	2	<ul style="list-style-type: none"> Designing the layout of the work area and positioning of the load in a way that allows workers to adopt a comfortable position Always remain balanced when manual handling Use mechanical aids (trolleys, mobile lifting devices) Reduce the size and weight of the load Avoid asymmetric lifting (lifting to the side) Never attempt to lift an object that's weight is beyond your limit Size up the load to be carried Bend the legs, keep normal curvature of the spine and lift using thigh muscles Avoid double handling, plan the task
	Repetitive movement Potential hazard - overexertion or repetitive movement can cause muscular strain	D	2	<ul style="list-style-type: none"> Designing the layout of the work area and positioning of the load in a way that allows workers to adopt a comfortable position Always remain balanced when manual handling Use mechanical aids (trolleys, mobile lifting devices) Reduce the size and weight of the load Avoid asymmetric lifting (lifting to the side) Never attempt to lift an object that's weight is beyond your limit Size up the load to be carried Bend the legs, keep normal curvature of the spine and lift using thigh muscles Avoid double handling, plan the task
	Sustained or awkward posture Potential hazard - overexertion or repetitive movement can cause muscular strain	D	2	<ul style="list-style-type: none"> Designing the layout of the work area and positioning of the load in a way that allows workers to adopt a comfortable position Always remain balanced when manual handling Use mechanical aids (trolleys, mobile lifting devices) Reduce the size and weight of the load Avoid asymmetric lifting (lifting to the side) Never attempt to lift an object that's weight is beyond your limit Size up the load to be carried

				<ul style="list-style-type: none"> Bend the legs, keep normal curvature of the spine and lift using thigh muscles Avoid double handling, plan the task
	<p>Exposure to vibration (whole-body and hand/arm) Potential hazard – vibration can disrupt blood circulation in the hands and forearms and damage nerves and tendons. Can cause lower back pain, degeneration of the lumbar vertebrae and disc herniation</p>	D	2	<ul style="list-style-type: none"> Properly maintain vehicle suspension and suspension system mounted seats Use tools that produce less vibration (where practicable)
	<p>Overbalancing Potential hazard – cuts and abrasions, broken bones and crush injuries</p>	D	2	<ul style="list-style-type: none"> Designing the layout of the work area and positioning of the load in a way that allows workers to adopt a comfortable position Always remain balanced when manual handling Avoid lifting loads over your head
	<p>Slips, trips or falls Potential hazard – cuts and abrasions, broken bones and crush injuries</p>	D	2	<ul style="list-style-type: none"> Ensure the work area is clean and free from unnecessary obstructions Ensure the intended path to be travelled is free from unnecessary obstructions Wear non-slip footwear
5. Personal Protective Equipment required for the task	6. Hazardous substances that may be present	7. Required qualifications, experience or licence	8. Required documentation, certificates or permits	
<ul style="list-style-type: none"> Non-slip footwear Gloves 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	

Safe Work Method – Noise in the Workplace

Safe Work Method – Noise in the Workplace			
Developed by	Development date	Document revision	Review Date
J Lowry	10th June 2014	0.1	10 th June 2016
1. Task (List the tasks required to perform the activity in the sequence they are carried out)	2. Potential Hazard (Against each task, list the potential hazards that could cause injury or damage when the task is performed)	3. Controlled Risk Ranking (Likelihood and consequence of the hazard with control measures in place)	
Working in a noisy environment	Noise Potential hazard – loss of hearing	D	2
			<ul style="list-style-type: none"> Substitute plant or process to reduce noise (i.e. bend metal with a press rather than hammering in a vice) Isolate the noise by locating the noise source further away from workers Build enclosures or sound proof covers around noise sources Notify other workers in advance of noisy work so they can limit their exposure to it Keep workers out of noisy areas if their work does not require them to be there Sign posting noisy areas and restrict access Limiting the time workers spend in noisy areas by moving them to quiet work before their daily noise exposure levels exceed the exposure standard Use suitable personal protective equipment like ear plugs and ear muffs
5. Personal Protective Equipment required for the task	6. Hazardous substances that may be present	7. Required qualifications, experience or licence	8. Required documentation, certificates or permits
<ul style="list-style-type: none"> Ear plugs or ear muffs 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

Safe Work Method - Use of Tools

Developed by	Development date	Document revision	Review Date
J Lowry	10th June 2014	0.1	10 th June 2016

1. Task (List the tasks required to perform the activity in the sequence they are carried out)	2. Potential Hazard (Against each task, list the potential hazards that could cause injury or damage when the task is performed)	3. Controlled Risk Ranking (Likelihood and consequence of the hazard with control measures in place)		4. Control Measure (List the control measure required to eliminate or minimise the risk of injury from the identified hazard)
Use of hand tools	Manual tasks Potential hazard - overexertion or repetitive movement can cause muscular strain	D	2	<ul style="list-style-type: none"> Designing the layout of the work area and positioning the work in a way that allows workers to adopt a comfortable position Ensure work area is clear from obstructions and trip hazards Reducing the amount of force necessary to perform the task, such as using rigging to lift heavy work piece and power tools where practical
	Slips, trips or falls Potential hazard - cuts and abrasions, broken bones and crush injuries	D	2	
	Overbalancing Potential hazard - cuts and abrasions, broken bones and crush injuries	D	2	
	Tool Failure Potential hazard - cuts and abrasions, broken bones and crush injuries	D	2	
	Incorrect tool selection Potential hazard - cuts and abrasions, broken bones and crush injuries	D	2	
Use of electrically operated power tools	Manual tasks Potential hazard - overexertion or repetitive movement can cause muscular strain	D	2	<ul style="list-style-type: none"> Designing the layout of the work area and positioning the work in a way that allows workers to adopt a comfortable position Ensure work area is clear from obstructions and trip hazards Reducing the amount of force necessary to perform the task, such as using rigging to lift heavy work piece and power tools where practical
	Electricity Potential hazard - ignition source, exposure to live electrical wires	D	2	

	can cause shock, burns or death from electrocution			<ul style="list-style-type: none"> Do not drag live leads
	Sparks, swarf and airborne debris Potential hazard – ignition source, burns, cuts and abrasions, foreign bodies in eyes and eye injuries	D	2	<ul style="list-style-type: none"> Ensure all guards are fitted correctly before using equipment Wear suitable personal protective equipment and safety glasses, goggles or visor Protect other workers in the area by using screens and barricades Ensure there are no unnecessary flammable or combustible substances in the work area
	Overbalancing Potential hazard – cuts and abrasions, broken bones and crush injuries	D	2	<ul style="list-style-type: none"> Position yourself so you are balanced when using rotating tools like grinders and drills to absorb torque during operation and if the tool grabs
	Slips, trips or falls Potential hazard – cuts and abrasions, broken bones and crush injuries	D	2	<ul style="list-style-type: none"> Ensure the work area is clean and free from unnecessary obstructions Route leads so they do not create a trip hazard
Use of pneumatically operated power tools	Manual tasks Potential hazard - overexertion or repetitive movement can cause muscular strain	D	2	<ul style="list-style-type: none"> Designing the layout of the work area and positioning the work in a way that allows workers to adopt a comfortable position Ensure work area is clear from obstructions and trip hazards Reducing the amount of force necessary to perform the task, such as using rigging to lift heavy work piece and power tools where practical
	Stored energies Potential hazard - cuts and abrasions, foreign bodies in eyes and eye injuries	D	2	<ul style="list-style-type: none"> Direct exhausted air away from the operator and other workers Ensure tools are isolated and disconnected before servicing or changing consumables Connect hoses and tools with air supply isolated
	Sparks, swarf and airborne debris Potential hazard – ignition source, burns, cuts and abrasions, foreign bodies in eyes and eye injuries	D	2	<ul style="list-style-type: none"> Ensure all guards are fitted correctly before using equipment Wear suitable personal protective equipment and safety glasses, goggles or visor Protect other workers in the area by using screens and barricades Ensure there are no unnecessary flammable or combustible substances in the work area
	Overbalancing Potential hazard – cuts and abrasions, broken bones and crush injuries	D	2	<ul style="list-style-type: none"> Position yourself so you are balanced when using rotating tools like grinders and drills to absorb torque during operation and if the tool grabs
	Slips, trips or falls Potential hazard – cuts	D	2	<ul style="list-style-type: none"> Ensure the work area is clean and free from unnecessary obstructions Route hoses so they do not create a trip hazard

	and abrasions, broken bones and crush injuries			
5. Personal Protective Equipment required for the task	6. Hazardous substances that may be present	7. Required qualifications, experience or licence	8. Required documentation, certificates or permits	
<ul style="list-style-type: none"> • Safety glasses, goggles or visor • Flame resistant long sleeve shirt and long pants • Safety boots • Gloves (depending on the tool being used) 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • Electrical licence for maintenance and repair of electrically powered tools 	<ul style="list-style-type: none"> • 	

Safe Work Method - Welding and Allied Processes

Developed by	Development date	Document revision	Review Date
J Lowry	10th June 2014	0.1	10 th June 2016

1. Task (List the tasks required to perform the activity in the sequence they are carried out)	2. Potential Hazard (Against each task, list the potential hazards that could cause injury or damage when the task is performed)	3. Controlled Risk Ranking (Likelihood and consequence of the hazard with control measures in place)		4. Control Measure (List the control measure required to eliminate or minimise the risk of injury from the identified hazard)
Set up and inspection of equipment and work area	Compressed and liquefied gas, compressed air Potential hazard - asphyxiation, fire and explosion from gas leaks, hearing damage from sudden release of compressed gas/air.	D	2	<ul style="list-style-type: none"> Ensure cylinders are stored correctly Store cylinders in an upright position to ensure that safety device functions correctly Secure cylinders to prevent dislodgement Maintain cylinders to ensure that there are no leaks or damage Ensure that flash back arrestors on hoses are tested at periodic intervals (at least every 12 months) Keep the cylinder valve closed when not in use Keep all sources of heat and ignition away from gas cylinders, even if the cylinder does not contain flammable material
	Fire and explosion Potential hazard - serious burns and potential death	D	2	<ul style="list-style-type: none"> Isolate ignition sources from fuel sources Drums, vessels and tanks which are to be welded must be purged of all traces of flammable or combustible materials prior to welding or filled with an inert substance such as nitrogen gas or water Use fire resistant barriers to prevent welding sparks accidentally reaching flammable and combustible materials when welding Ensure work areas are well ventilated to prevent accumulation of flammable vapours in the work area Drain and purge equipment, such as gas hoses immediately after use Do not store flammable and combustible materials near the welding work area Keep fire fighting equipment near the work area
	Electricity Potential hazard - ignition source, exposure to live electrical wires can cause shock, burns or death from electrocution	D	2	<ul style="list-style-type: none"> De-energise the power source when changing electrodes or wire De-energise power source when changing leads Check connections and ensure work return lead is adequate Ensure equipment is serviceable and electrically inspection (Tagged) is current Check hazard reduction devices HRD's (for example VRD) to ensure they are working correctly Use fully insulated electrode holders Prevent contacting electrodes or welding wires with bare hands when in

				<p>the holder or welding gun (wear dry gloves) and ensure the holder or handpiece are never held under the armpits</p> <ul style="list-style-type: none"> • Prevent the electrode holder or welding gun from coming in contact with any other person • Ensure the working area does not have any potentially live structures, components or wet areas • Maintain all equipment in good condition, including power switches, terminals, connections, cables and insulation. Only competent people, such as licensed electricians, should carry out electrical repairs
	<p>Manual tasks Potential hazard - overexertion or repetitive movement can cause muscular strain</p>	D	2	<ul style="list-style-type: none"> • Designing the layout of the work area and positioning the work piece in a way that allows workers to adopt a comfortable position • Ensure work area is clear from obstructions and trip hazards • Reducing the amount of force necessary to perform the task, such as using rigging to lift heavy work piece and using trolleys to transport cylinders
Welding and cutting operations	<p>Airborne contaminants Potential hazards – fumes, dust, vapour and gases may be toxic, asphyxiate, and cause respiratory illness</p>	D	2	<ul style="list-style-type: none"> • Substitute a hazardous chemical with a less hazardous one • Reduce the quantity of a hazardous chemical that is used, handled or stored in the workplace • Isolate the source of exposure, for example, welding in isolated work areas away from others • Use ventilation systems and extraction fans • Use appropriate respiratory protection • Review safety data sheets and procedures to handle hazardous chemicals safely
	<p>Electricity Potential hazard - ignition source, exposure to live electrical wires can cause shock, burns or death from electrocution</p>	D	2	<ul style="list-style-type: none"> • De-energise the power source when changing electrodes or wire • De-energise power source when changing leads • Check connections and ensure work return lead is adequate • Use fully insulated electrode holders • Prevent contacting electrodes or welding wires with bare hands when in the holder or welding gun (wear dry gloves) and ensure the holder or handpiece are never held under the armpits • Prevent the electrode holder or welding gun from coming in contact with any other person • Ensure the working area does not have any potentially live structures, components or wet areas • Position work return lead as close to the area being welded as possible • Do not drag live leads • Do not wrap welding leads around yourself or your limbs • Maintain all equipment in good condition, including power switches, terminals, connections, cables and insulation. Only competent people, such as licensed electricians, should carry out electrical repairs

	<p>Manual tasks Potential hazard - overexertion or repetitive movement can cause muscular strain</p>	D	2	<ul style="list-style-type: none"> • Designing the layout of the work area and positioning the work piece in a way that allows workers to adopt a comfortable position • Ensure work area is clear from obstructions and trip hazards • Reducing the amount of force necessary to perform the task, such as using rigging to lift heavy work piece and using trolleys to transport cylinders
	<p>Fire and explosion Potential hazard - serious burns and potential death</p>	D	2	<ul style="list-style-type: none"> • Isolate ignition sources from fuel sources • Drums, vessels and tanks which are to be welded must be purged of all traces of flammable or combustible materials prior to welding or filled with an inert substance such as nitrogen gas or water • Use fire resistant barriers to prevent welding sparks accidentally reaching flammable and combustible materials when welding • Ensure work areas are well ventilated to prevent accumulation of flammable vapours in the work area • Drain and purge equipment, such as gas hoses immediately after use • Dispose of welding electrode stubs in a steel container until cool • Do not store flammable and combustible materials near the welding work area • Keep fire fighting equipment near the work area
	<p>Radiation Potential hazard – ultra violet, welding arc flashes, infrared, electromagnetic radiation and lasers can cause burns, cancer and blindness</p>	D	2	<ul style="list-style-type: none"> • Install non-flammable screens and partitions (if the work environment continually changes utilise portable or temporary screens) • When working near other workers, use screens between welding locations to prevent welding flashes • Use signs to warn that welding is occurring and that entry into the work area is not permitted unless personal protective equipment is worn • Wear gloves and other protective equipment to cover exposed skin • Use personal protective equipment including filter shades for goggles and face shield to protect the eyes from radiation • Workers with pacemakers or other susceptible devices should avoid exposure to electromagnetic fields (for example electric arc welding) and should seek medical advice beforehand • Do not stand close to the power source or drape the welding cables around your body or limbs
Welding and cutting at heights	<p>Welding at heights Potential hazard - falls and falling objects can cause fractures, bruises, lacerations, dislocations, concussions, permanent injuries or death</p>	D	2	<ul style="list-style-type: none"> • Eliminate the need to work at heights by performing welding and allied processes at ground height level • Carry out work on solid construction that includes a safe means of access and egress • Minimise the risk of fall by providing and maintaining a safe system of work including: <ul style="list-style-type: none"> ○ Using fall prevention devices (example, temporary work platforms and guard railing)

				<ul style="list-style-type: none"> ○ Work positioning systems (example, industrial rope access system) ○ Fall arrest systems such as a catch platform
Welding and cutting in confined spaces	Welding in confined spaces Potential hazard - exposure to hazardous substances, unsafe oxygen levels, potential for fire, explosion and engulfment	D	2	<ul style="list-style-type: none"> ● Complete a task specific risk assessment (Mandatory) ● Do not enter a confined space unless you have been issued a confined space entry permit for the work ● Only enter and work in a confined space if you are competent (skill, experience and qualification) to do so ● Avoid work being carried out in oxygen-enriched (over 23 percent) or oxygen-depleted (under 19 percent) atmospheres ● Use air supplied respirator/welding helmet in confined spaces (if required) ● Keep work area well ventilated, particularly in low lying areas and roof spaces where gas can accumulate ● Monitor the atmosphere in the confined space to ensure it is free of harmful contaminants and contains adequate oxygen levels
Weld finishing, pickling and passivation	Hazardous chemicals Potential hazard – chemicals such as acids, pickling and passivation chemicals can cause burns, respiratory illness, cancers and dermatitis	D	2	<ul style="list-style-type: none"> ● Reduce the quantity of hazardous chemical used ● Isolate the source of exposure to the hazardous chemical (use in an isolated, well ventilated area) ● Use ventilation and extraction systems to remove airborne contaminants follow manufacturers recommendations and safety procedures
Maintenance and repair of equipment	Electricity – Potential ignition source, exposure to live electrical wires can cause shock, burns or death from electrocution	D	2	<ul style="list-style-type: none"> ● Prevent contacting electrodes or welding wires with bare hands when in the holder or welding gun (wear dry gloves) and ensure the holder or handpiece are never held under the armpits ● Prevent the holder or welding gun from coming in contact with any other person ● Ensure the working area does not have any potentially live structures, components or wet areas ● Only competent people, such as licensed electricians, should carry out electrical repairs
	Manual tasks Potential hazard - overexertion or repetitive movement can cause muscular strain	D	2	<ul style="list-style-type: none"> ● Reducing the amount of force necessary to perform the task, such as using rigging to lift heavy work piece and using trolleys to transport cylinders

5. Personal Protective Equipment required for the task	6. Hazardous substances that may be present	7. Required qualifications, experience or licence	8. Required documentation, certificates or permits
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<ul style="list-style-type: none"> • Safety glasses and or visor • Welding helmet/goggles with suitable filter shade depending on process or method of thermal cutting • Safety boots • Flame resistant long sleeve shirt and long pants • Gloves (for welding and for handling chemicals like pickling paste) • Respiratory protection (acids, pickling and passivation solutions) • Protective welding garments as required (may include jackets, hoods, spats, aprons etc.) 	<ul style="list-style-type: none"> • Thoroughly read the safety data sheet for welding consumables including electrodes, wires and shielding gases • Acids, pickling and passivation solutions 	<ul style="list-style-type: none"> • Electrical licence for maintenance and repair of electrical welders • Trade qualifications 	<ul style="list-style-type: none"> • Confined space entry permit (mandatory to enter and work in a confined space). • Isolation permit (refer to site requirements) • Hot work permits (refer to site requirements)
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Safe Work Method – Working at Heights

Developed by	Development date	Document revision	Review Date
J Lowry	10th June 2014	0.1	10 th June 2016

1. Task (List the tasks required to perform the activity in the sequence they are carried out)	2. Potential Hazard (Against each task, list the potential hazards that could cause injury or damage when the task is performed)	3. Controlled Risk Ranking (Likelihood and consequence of the hazard with control measures in place)		4. Control Measure (List the control measure required to eliminate or minimise the risk of injury from the identified hazard)
Working near edges, openings and holes	Slips, trips and falls Potential hazard – cuts and abrasions, broken bones, concussion and death	D	2	<ul style="list-style-type: none"> Install barriers to prevent a person falling over edges and into holes Install perimeter guard rails at the edges of roofs, mezzanine floors, walkways, stairways, ramps and landings Install covers to holes and openings when not in use Affix signs to hole covers communicating the dangers
Using temporary work platforms (scaffolding and mobile scaffolding)	Slips, trips and falls Potential hazard – cuts and abrasions, broken bones, concussion and death	D	2	<ul style="list-style-type: none"> Ensure that working platforms are kept free of debris and obstructions Ensure incomplete or defective scaffolds are not accessed Ensure a safe means of access and egress to scaffold is provided Do not make unauthorised modifications to scaffolds (such as removing guard rails, planks, ties, toe boards and braces)
	Unplanned movement Potential hazard – cuts and abrasions, broken bones, concussion and death	D	2	<ul style="list-style-type: none"> Do not overload scaffold When using mobile scaffolding, ensure that the scaffold remains level and plumb at all times When using mobile scaffolding, the scaffold is not accessed until castors are locked to prevent movement When using mobile scaffolding, ensure that the scaffold is not moved while anyone is on it Ensure scaffold is only accessed using internal ladders
Using Elevating Work Platforms (EWP) including scissor lifts, cherry pickers, boom lifts and travel towers	Slips, trips and falls Potential hazard – cuts and abrasions, broken bones, concussion and death	D	2	<ul style="list-style-type: none"> Ensure that working platforms are kept free of debris and obstructions Wear a properly anchored safety harness when working in EWP's Only use EWP's as a working platform and not a means of entering and exiting a work area unless the conditions set out in <i>AS 2550.10 Cranes, hoists and winches – safe use – mobile elevating work platforms</i> are met
	Untrained operator Potential hazard – cuts and abrasions, broken bones, concussion and death	D	2	<ul style="list-style-type: none"> Ensure workers are suitably trained and instructed in safe operating procedures for the particular brand and type of equipment, as well as safe use of fall-arrest equipment and emergency rescue procedures Ensure workers are licenced when operating boom-type elevating working platforms with a boom length of 11 meters or more, or yellow card below 11 meters
	Unplanned movement	D	2	<ul style="list-style-type: none"> Unless designed for rough terrain, Only use EWP's on a level and solid

	Potential hazard – cuts and abrasions, broken bones, concussion and death			surface capable of supporting such a load
Using a Work Positioning System (industrial rope access systems)	Slips, trips and falls Potential hazard – cuts and abrasions, broken bones, concussion and death	D	2	<ul style="list-style-type: none"> Ensure workers do not work alone in case they require assistance in an emergency Ensure a back up system is used to protect the worker Use Two independent anchored ropes are used for each person Any person within three (3) meters of an unguarded edge is adequately secured in a full body harness All workers using work positioning systems must wear a full body harness Workers have communication with other workers and supervisors
	Falling objects Potential hazard – cuts and abrasions, broken bones, concussion and death	D	2	<ul style="list-style-type: none"> Barricade and signpost all points of access to areas below the working area and anchorage locations to exclude and alert the public and other workers Use tool lanyards to prevent falling objects
	Untrained operator Potential hazard – cuts and abrasions, broken bones, concussion and death	D	2	<ul style="list-style-type: none"> Ensure that workers are competent in the technique
	Equipment failure Potential hazard – cuts and abrasions, broken bones, concussion and death	D	2	<ul style="list-style-type: none"> Ensure all equipment is checked regularly by a competent person Ensure all fixed anchor points are checked by a competent person before attaching access lines
Using Fall-arrest Systems	Slips, trips and falls Potential hazard – cuts and abrasions, broken bones, concussion and death	D	2	<ul style="list-style-type: none"> Ensure the worker wears adequate head protection Install the fall-arrest system so the worker travels the shortest possible distance before having the fall stopped Ensure the worker is wearing a full body harness that is correctly fitted Ensure workers do not work alone in case they require assistance in an emergency Install anchorage points as high as possible and in a location with the least possibility of swing down or swing back
	Untrained operator Potential hazard – cuts and abrasions, broken bones, concussion and death	D	2	<ul style="list-style-type: none"> Ensure workers are suitably trained and instructed in safe operating procedures for the particular brand and type of equipment, as well as safe use of fall-arrest equipment and emergency rescue procedures

	Equipment failure Potential hazard – cuts and abrasions, broken bones, concussion and death	D	2	<ul style="list-style-type: none"> • Ensure all equipment is checked by a competent person after it is installed but before it is used and at regular intervals • Ensure all fixed anchor points are checked by a competent person before attaching access lines • If the equipment has been used to arrest a fall it is not used until it has been inspected and certified by a competent person as safe to use
Using ladders	Slips, trips and falls Potential hazard – cuts and abrasions, broken bones, concussion and death	D	2	<ul style="list-style-type: none"> • Wear slip resistant shoes • Do not carry tools or materials whilst climbing ladders, and maintain three points of contact at all times • Only carry out light duty work whilst on a ladder, where three points of contact can be maintained • Always face the ladder when going up and down
	Unplanned movement Potential hazard – cuts and abrasions, broken bones, concussion and death	D	2	<ul style="list-style-type: none"> • Place ladders at a slope of 4:1 and set up stepladders in the fully open position • Secure ladders at the top or bottom, or if necessary at both ends • Set ladders up on firm, stable and level ground • Ensure the ladder is the correct length (a ladder should extend at least 1 meter above the platform being accessed) • Ensure all locking devices on the ladder are secure • Do not use ladders in traffic areas, pedestrian access or doorways. If necessary, erect a barrier or lock the door shut
	Equipment failure Potential hazard – cuts and abrasions, broken bones, concussion and death	D	2	<ul style="list-style-type: none"> • Inspect ladders before use to ensure they are free from damage and all locking devices are serviceable • Do not overload ladders (ladders should have a load rating of at least 120 kg and must be manufactured for industrial use)

5. Personal Protective Equipment required for the task	6. Hazardous substances that may be present	7. Required qualifications, experience or licence	8. Required documentation, certificates or permits
<ul style="list-style-type: none"> • Suitable head protection (type dependant on task) • Gloves • Full body harness (depending on task) • Non-slip footwear 	<ul style="list-style-type: none"> • 	<ul style="list-style-type: none"> • High risk licence EWP (for boom lifts over 11 meters) • Yellow card under 11 meters • Working safely at heights 	<ul style="list-style-type: none"> • Equipment certification

