HKC BUILT

Safe work method statement

WORKING AT HEIGHTS

Principal Contractor	HKC BUILT
Preparing Business	SRS Plumbing & Roofing
Site address	84 Nautilus Drive, Kingston, TAS
Job Number	NAU084
SWMS	SWMS-SRS-Plumbing-Roofing-20261125-Working-at-heights-R00.pdf
Prepared by	Ethan McClelland (SRS Plumbing & Roofing)
Reviewed by Supervisor	Will O'Brien (HKC BUILT)
Contractor WHS rep on site	Ethan McClelland
Date	25/11/2026

Risk assessment

Approved HKC BUILT matrix

HKC-RM-001 (approved 29 September 2026). High residual risk: work must not proceed; revise controls and reassess before signoff.

Likelihood / consequence	Insignificant	Minor	Moderate	Major	Catastrophic
Rare	Low	Low	Medium	Medium	High
Unlikely	Low	Low	Medium	High	High
Possible	Low	Medium	Medium	High	High
Likely	Medium	Medium	High	High	High
Almost certain	Medium	High	High	High	High

Before controls	**Medium**	Possible / Minor
After controls	**Low**	Unlikely / Minor

Selected high-risk work activities

Working at heights

Applying and checking selected controls

Before each work step, the nominated Supervisor confirms the listed controls are in place and briefs affected workers. The Supervisor monitors the work and site conditions while the step is performed. Stop work if a control is ineffective or conditions change; review and revise this SWMS before resuming. The preparer confirmed a review of this site's conditions and the applicable WHS management plan at submission.

Work steps, hazards and controls

Work step	Hazard	Selected controls
Working at heights		
General Planning	Poor access to work areas	• Check that workers and/or contractors are fully trained to complete the required task. • Make sure you consult with the relevant employees/contractors. • Check that there is adequate, competent supervision. • Check that employees are using the correct equipment. • Check that access to the work area is not cluttered. • Check that there is adequate access for carpenters and their equipment. • Provide adequate lighting to the workplace, especially in basements and other enclosed areas. • Check that access ways are suitably defined and lit. • Plant operations will only occur within the working hours displayed on site or contained in the Site Safety Plan. • Delivering, erecting, maintain and dismantling scaffold will only occur within the working hours displayed on site or contained in the Site Plan. • Enter the work site through the proper access.
	Working at heights near the edge, and penetrations putting workers at risk of a fall	• Make sure you consult with the relevant employees/contractors. • Check that there is adequate, competent supervision • Penetrations to be isolated with hard barriers or covered with suitable material that is able to withstand the impact of a person from one level to the other. • Any covers are to be clearly identified as having a void beneath them. • Where mobile plant is operating, hard barriers are to be used and are to be set back at least 1500mm where practicable.
	Impact with moving plant and machinery causing a crush or impact injury to worker	• Plant and equipment to be operated in accordance with manufactures specifications. • All overhead services/objects to be identified prior to works commencing. • Move at a pace allowing for proper visual assessment.

Work step	Hazard	Selected controls
Accessing and working at height in areas protected by physical barriers - hand rails or guard rails	Impact with moving plant and machinery causing a crush or impact injury to worker	• Plant and equipment to be operated in accordance with manufactures specifications. • All overhead services/objects to be identified prior to works commencing. • Move at a pace allowing for proper visual assessment.
	Falling objects putting workers below at a risk of death	• Where there is a risk of objects falling onto workers / persons below, a suitable means of restraining tools, equipment and any other materials is to be used (e.g., lanyards / wrist straps, etc.). • Exclusion zone(s) to be established below. • Tools, equipment, and any other objects / materials are not to be positioned where they could fall.
Moving a Ladder to and from Site	Potential for trips and falls over materials and waste on the work site while carrying and accessing the ladder.	• Conduct a risk assessment of the work and identify what access is required. E.g., Ladder, scaffolding or elevated work platforms. • Use the hierarchy of controls to select the safest option. • Look over the area you have to move the ladder to. • Clear the route where possible of potential trip hazards. • If potential hazards are too great fin another route to the work site. • Ensure other workers are aware of your intentions. • Seek assistance when moving larger ladders. • Do not attempt to negotiate larger ladders through work sites unaided. • Do not erect a ladder in walkways or areas where pedestrian or plant/vehicular traffic is expected.
Checking Ladder	Potential for ladder in poor condition to collapse	• Check the ladder and repair as necessary (fix broken rungs if necessary). • Check base pads are intact. • Check nonslip feet on the ladder are fitted. • Place ladder on even surface and ensure its stability. NOTE. Ladders must be leaning on a 4:1 ratio (1 metre out at base for every 4 metres up). • Confirm ladder is suitable to application. • Do not use metal ladders for electrical work. • Only use commercial grade ladders on Construction Sites rated at minimum 120kg.

Work step	Hazard	Selected controls
Using a Ladder	Potential for poorly secured ladders used as work platforms to fall or collapse	• Use of the appropriate PPE such as: non-slip safety footwear, high visibility clothing, safety glasses and hard hat. • Position ladder in a 4:1 ratio. For every 4 metres in height the base must be 1 metre out from vertical creating a suitable lean. • Ladders must extend at least one metre above point of securing and the top three rungs of ladder must not be used at any time. • Secure ladder top and bottom. • Maintain three points of contact with ladder at all times. Avoid overreaching. • Position trunk between stiles at all times. • Do no overload ladder. One person at a time only to access step ladders. • Do not use ladder as a work platform (other than light work). • Do not use in adverse weather conditions. • Do not use near electrical power lines. • Do not use near exposed or open edge where guarding or railing is not in use and effective for fall protection.
Clear Work Site Below	Falling tools and materials impacting workers below	• Clear the area of all persons working within drop zones. • Display signage and erect barriers where appropriate. • Check tools and materials are secure at heights. Use lanyards where toe boards or exclusion zones cannot be established. • Provide a safe means of raising, receiving, storing, and lowering materials and tools. • Where safety railing is fitted, check mesh guarding is also fitted. • When working off a scaffold, confirm top and mid rail and toe boards are fitted. • Check all planks are secure and in place and gaps (between platform/planks and structure) do not exceed 225mm.
Erecting Structural Beams	Delivery of beams onto site and movement of beams to installation area causing manual handling injuries.	• Assess the specific hazards and risk using a job safety analysis or similar. • Mechanical assistance must be used to lift structural beams into position. • Lifting gear (slings/chains) must be in good condition. All lifting gear must be certified by a competent person (rigger) before use. • Plant operators are to be licensed, competent and experienced. • When using mechanical assistance all slings and/or chains must be left attached to the support beam until beam is adequately secured.

Work step	Hazard	Selected controls
	Unsecured beam falling from position	• A minimum of two workers must secure each end of the beam into position. • Spotters must be deployed to assist when lifting. • No persons are to be under swinging arc of the load. • Predrill anchor holes to enable rapid securing of beam. • Less experienced workers are to be paired with a more experienced worker. • WARNING. Apprentices are not to work alone in securing beams and are to be provided direct supervision.
Working at Heights	Working near unprotected open edges of floors or roofs, unguarded penetrations and voids, unguarded excavations, trenches, shafts, lift wells, unstable structures, work on or near fragile, brittle surfaces, work from unprotected formwork decks and work from unsecured ladders	• Only competent and trained workers to work at heights. • Risk assessment to be conducted to identify all hazards and associated risks. • Fall protection must be provided for all heights over 2.00 metres and for heights under this distance where the work activity causes difficulty in identifying the hazards, such as bright sunny days which cause reflection of roofing materials, or where hazards, such as impalements or trip hazards exist below the work area (such as starter bars/ steel rods) and cannot be cleared. • Where guard or safety rails are not in place ladders are to be used for light work only. • Work from certified scaffold, elevated work platforms, mobile scaffold, or scissor lifts, ensure guard railing or other sufficient barriers are in place and providing fall protection. • Ensure scaffold and EWP have been erected in accordance with manufacturer's specifications and, where over 4 metres in height scaffold can ONLY be erected (and dismantled/ changed) by a certified Scaffolder. • Perimeter scaffold, EWP, temporary scaffold, and platforms can provide fall protection and should be erected as per Scaffold SWMS and Scaffold checklist to be used to ensure correct and proper erection of all scaffold and EWP.
Check Equipment	Faulty or poorly maintained equipment presents hazards to workers through impact, entanglement and Laceration or soft tissue injuries.	• Regularly maintain equipment. • Use equipment only of a high standard and ensure workers competency in using equipment. • Regular testing and tagging where required. • Ensure all guarding is in place and working correctly. • Check condition of harness, rope, shackles, hard hats, and other PPE as signage mandates is used. • Display safety signs; wear suitable gloves, footwear, and other PPE for the situation. • Ensure only workers who are competent and trained use fall arrest systems. • Ensure all anchor points are secure and meet Australian Standards.
Installing Fascia and Gutter	Lacerations from sharp edges.	• Wear gloves and other PPE during this process to protect from lacerations. • Ensure workers have had full training on the correct handling techniques of metal.

Work step	Hazard	Selected controls
	Musculoskeletal injuries.	• Use manual handling training for correct lifting techniques and difficult or heavy materials must not be lifted along. • Use mechanical aids or team lifts where possible.
	Crush Injuries.	• Clear area of all persons working within drop zones and within area of potential falling fascia and gutter. • Where available use a second person to pass up materials for fit off. • If working alone ensure that materials are leant against access platform near work site.
	Injury through falling or handling of materials.	• Exclusion zone to be established prior to work commencing. • Do not attempt to work on securing fascia or guttering in windy conditions. • Provide safe means of raising, receiving, storing, and lowering of materials and tools. • When measuring and cutting ensure that platforms are erected, secured, and accessed properly and carefully • Climb platform via proper access and carefully lift materials into place.
Installing Roof and Wall Sheeting.	Falling materials can cause impact injuries to persons working below	• Exclusion zone to be established prior to work commencing. • Clear area of all persons working within drop zones and within area of potential falling sheets. • Display signage and effect barriers where necessary. • Ensure tools and materials are secure at heights; use lanyards where needed. • Provide safe means of raising, receiving, storing, and lowering of materials and tools. • Where safety railing is fitted ensure mesh guarding is fitted. • When working off scaffold ensure top and mid rail and toe boards are fitted. Ensure all planks are secure and in place and gaps (between platform/planks and structure) do not exceed 225mm.

Work step	Hazard	Selected controls
Using EWP (Elevated Work Platforms)	Unqualified/not competent persons undertaking hazardous tasks	• Supervisor shall confirm operator's competency • Operators using Boom Lifts must have a HRWL to use any lift longer than 11m. (It is advisable for other EWP operators to have a yellow ticket proving competency in the use of the different types of EWP) • Ensure EWP complies with AS 1418.10 and is used in accordance with AS2500 • A competent person is to assess that the loads imposed by the EWP can be sustained by the ground or other means of support. • All aspects of wind loading on the EWP. • Check site to ensure that no underground services which could give way under the weight of the EWP are present. • Where EWP is required to work in close proximity to an excavation or embankment, ensure that the possibility of slippage is assessed. Where necessary reinforce the excavation/embankment • Only competent person is permitted to use EWP. • Conduct prestart inspection as per daily sheet. • Where the inspection reveals a fault place the EWP out of service until it is repaired. Report fault to supplier. • Ensure attachment points for safety harnesses are present and in good condition and comply to AS1891. • Consider the effects that environmental loads can have on the work platform. Do not use in unsafe conditions.
	Falls from height putting workers at risk of death	• A suitable means of access to areas at height is to be provided and used (e.g., appropriately placed / secured ladder, stairs, EWP etc. • Workers are not to access any area(s) where edge protection has not been erected or where any other fall hazard may exist. • Under no circumstances are workers to climb on or otherwise position themselves where they are at risk of falling onto and / or over protected edges.
	Impact with other mobile plant, resulting in the EWP collapsing	• The inclination of the ground surface must not exceed manufacturer’s specification. • Platform should not be extended past it limits. • Ensure communication is used by operators • Establish a site management plan where necessary.

Work step	Hazard	Selected controls
Unqualified or non-competent persons undertaking task of scaffolding erection	Falls from Heights causing serious Injury or death to persons working on or in proximity of scaffold.	• Scaffold less than 4 metres. • Only competent person may erect scaffold under 4m. Supervisor and contractor are to assess. • Prefabricated scaffold shall me erected in accordance with manufacturer's instructions. • No modifications are to be made to scaffold. • Scaffold over 4 metres • Only licenced scaffolders shall erect scaffold 4metres and over. • Scaffold 4m and over shall be erected in accordance with a scaffold plan developed by a competent person. (Licenced scaffolder or engineer) • Once erected a scaffold tag shall be placed on each set of steps/access point on the ground level. • Scaffold must have Handrails at 450mm and 900mm. - Incomplete scaffolds must be signed as "NO Access", and workers must not be allowed to use under any circumstance.
Selection of Scaffold	Falls from Heights serious Injury or death to persons working on or in proximity of scaffold.	• Inspect scaffolding components for any signs of damage before use. Damaged tubes and components are not to be used. • Scaffold components must be compatible. • All scaffolding components must show manufacturers details. • Refer to AS 1576.1 Scaffolding General Requirements Size; type, height and weight rating of scaffolding will be appropriate to the work being undertaken. • Scaffold must have Handrails at 450mm and 900mm. • Ensure work at heights procedures are used when necessary. • Incomplete scaffolds must be signed as "NO Access", and workers must not be allowed to use under any circumstance.
	Scaffold Collapse death of persons working on or in proximity to scaffold	• A worker with the correct competencies should only erect scaffold. • Refer to AS 1576.1 Scaffolding General Requirements Size; type, height and weight rating of scaffolding will be appropriate to the work being undertaken. • The free-standing height of scaffolding to the work platform should be no higher than three times the least base width.

Work step	Hazard	Selected controls
Scaffold Placement	Falls from Heights causing serious Injury to persons working on or in proximity of scaffold.	• Inspect scaffolding components for any signs of damage before use. Damaged tubes and components are not to be used. • Scaffold components must be compatible. • All scaffolding components must show manufacturers details. • Ensure work at heights procedures are used when necessary. • Scaffold must have Handrails at 450mm and 900mm. • Incomplete scaffolds must be signed as “NO Access”, and workers must not be allowed to use under any circumstance.
	Scaffold Collapse due to incomplete scaffold and damage by plant causing death of persons working on or in proximity to scaffold.	• Re-route vehicles away from the location. • Use barricades, signs, and buffer rails to prevent vehicles coming into contact with scaffolding. • Ensure that scaffolding does not have any protrusions. • Refer to Scaffolding Code of Practice 2008. Scaffolding foundations must be able to carry and distribute all the weight of the scaffold, including any workers and tools as well as being able to withstand additional stress caused by environmental conditions (wind & rain) • The slope of a working platform shall not exceed 7 degrees from the horizontal. • On less stable surfaces, the use of sole boards and base plates must be used to assist in evenly distributing the weight of the load.
	Electrocution causing death to worker.	• Care must be taken when performing scaffolding work in close proximity to bare and insulated electrical lines and underground electrical cables. • Contact the electrical entity responsible for the lines to confirm voltage, insulation, and appropriate systems of work. • Determine the exclusion zone as outlined in Electrical Safety Code of Practice 2010 Working Near Exposed Live Parts

Work step	Hazard	Selected controls
Scaffold Erection	Falls from Heights causing serious Injury or death to persons working on or in proximity of scaffold.	• Scaffold less than 4 metres. • Only competent person may erect scaffold under 4m. Supervisor and contractor are to assess. • Prefabricated scaffold shall me erected in accordance with manufacturer's instructions. • No modifications are to be made to scaffold. • Scaffold over 4 metres • Only licenced scaffolders shall erect scaffold 4metres and over. • Scaffold 4m and over shall be erected in accordance with a scaffold plan developed by a competent person. (Licenced scaffolder or engineer) • Once erected a scaffold tag shall be placed on each set of steps/access point on the ground level. • Scaffold must have Handrails at 450mm and 900mm. - Incomplete scaffolds must be signed as "NO Access", and workers must not be allowed to use under any circumstance.
	Scaffold Collapse causing death of persons working on or in proximity to scaffold	• All scaffold components should be installed as the scaffold is erected. • Do not mix components from different scaffolds, while looking similar they often have different dimensions and tolerances. • Do not mix aluminium and steel components. • 'Beam clamps' or 'flange clamps' should be provided with information about safe use, including tightening torque required and when to use different types of couplers. • As soon as enough components of the scaffolding have been erected immediately install: • A platform at least 450 mm wide the full length of the section of scaffolding • An edge protection across the space between the uprights forming the outer frame of the scaffolding • A means of access to the level. • Stairs should be secured to the scaffold bay. • Ensure that the gap between the end of the stair module and a transom is as small as practicable.
	Falling components causing death or serious injury	• Scaffold must have kickboards. • Tool straps will be worn when necessary.

Work step	Hazard	Selected controls
Emergency Considerations	Person suspended in harness from a fall	• Prior to any worker using a Fall Arrest System, Emergency rescue plan is included in this SWMS and is to be reviewed by workers if the Principal Contractor fails to provide an emergency rescue plan. • From the time of the fall the individual may have as little as three minutes prior to commencement of toxins building up in the lower limbs. • This can result in death from toxic shock when the individual is rescued. After 10 minutes the possibility of death is very high. • Rescue actions must commence immediately after the fall this is why rescue equipment must be set up prior to commencement of work.

Sign-off and contact

Prepared by User: Ethan McClelland (SRS Plumbing & Roofing)

Signature:  Date: 25/11/2026

Reviewed by Supervisor User: Will O'Brien (HKC BUILT)

Signature:  Date: 25/11/2026

Contractor WHS representative: Ethan McClelland

Contact: Refer to site register

SWMS SIGN-ON REGISTER

Approved by Supervisor: Will O'Brien · 25/11/2026



Signatures are attached to this issued revision. Names and signatures are publicly visible.

No workers have signed on yet.