WORK METHOD STATEMENT – Part 1

Company details

Company Name:	B&K Kenway Trust T/a Safer Sites	Contact Name, Position and phone number:	Brett Kenway Principal Safer Sites M: 0409 906 721 F: 07 5514 6879 E: safersites@bigpond.com
ABN:	69 680 673 672		
Address:	6 Ginger Rogers Road Maudsland Qld 4210		

Project details

Project:		Project Manager:	
Job Address:			
Job Description:			

Activity: Roofing Works – Installation and Dismantling of Edge Protection

This WMS has been developed in consultation with:				WMS Approved by:	
Name:	Signature:	Job Title:	Date:	Name: Brett Kenway Signature: Date:	Page 1 of 12
Brett Kenway		Principal			

Personnel responsible for monitoring and managing activity:	Overall Risk Rating Level After Controls	Level 1 Level 2 **Level 3**	**H**igh Medium **Low**
Name Contact no. Brett Kenway 0409 906 721			

ALL PERSONS INVOLVED IN TASK MUST HAVE THIS WMS COMMUNICATED TO THEM PRIOR TO WORK COMMENCING

- Regular inspections and observations will be conducted by the **Principal** to ensure WMS is being complied with.
- Daily Tool Box Talks by the Principal will be undertaken to identify, control and communicate additional site hazards.
- Work must cease immediately if incident or near miss occurs.
- WMS must be amended in consultation with relevant persons.
- Amendments must be approved by the **Principal** and communicated to all affected workers before work resumes.

Personal Protective Equipment

Non-Slip Foot Protection	Hearing Protection (where req.)	High Visibility Clothing	Head Protection (Hard Hat/Sun Hat)	Eye Protection (Safety/UV)	Hand Protection (where req.)
					

Day Operations – Normal Requirements:

Safety footwear, hearing protection, high visibility shirt or vest, hard hat (if required), sun protection. Eye/face protection (goggles/glasses/sun glasses), hand protection (gloves) as required. Any other site specific PPE requirements (to be supplied by Principal Contractor)

Safety Notes

The WMS covers general safety aspects associated with the installation and dismantling of edge protection. It does not contain detailed information in relation to plant and equipment (such as Truck mounted cranes, Forklifts, Scaffolding etc.) as these require a dedicated WMS. A task and site specific WMS must be developed.

Main hazards:

- Falls, slips & trips
- Falling objects
- Manual Handling
- Electric shock
- Laceration

Plant/Tools/Equipment: (List plant and equipment to be used on the job.)	Maintenance Details: (Include maintenance on cranes, forklifts, electrical equipment etc.)
• Prefabricated aluminum and steel components – Speedsafe Edge Protection system which complies with AS/NZS: 4994.1 (2004) • Rules and measures • Battery operated drills • Hand tools	• Edge Protection components are maintained as per manufacturers recommendations

Method of identifying, assessing and managing work health and safety risks

For each potential hazard identified a risk level will be determined by referring to the Risk Matrix below. The Hierarchy of Control will be used to manage the risks identified.

Step 1 Determine Likelihood – What is the possibility that the effect will occur?
Step 2 Determine Consequence - What will be the expected effect?
Step 3 Determine the risk level
Step 4 Hazard Elimination or Risk Control

Risk Matrix	**Step 1: Likelihood**				
Step 2: Consequences	**Certain to occur**	**Very Likely**	**Possible**	**Unlikely**	**Rare**
Fatality					
Permanent disability					
Lost time injury					
Medical treatment injury					
First aid injury					

Risk Rating: Likelihood / Consequence	**Risk Level**
This Risk Level 1 hazard has the potential to: • permanently disable or kill • cause major damage to the structure • have significant impact on the surrounding population and environment	Level 1: High Risk
This Risk Level 2 hazard has the potential to: • temporarily disable or seriously injure • cause minor damage to the structure • breach the site boundary and pollute local environment	**Level 2: Medium Risk**
This Risk Level 3 hazard has the potential to: • cause minor injury • be contained within the site boundary	**Level 3: Low Risk**

Hazard Elimination and Risk Control

The risk levels are ranked from highest to lowest using the following control measures.

Control measures should be considered and implemented in the following order with Level 1 the highest level of protection and level 3 the lowest:

Risk Rating Level	Preference of Control	Hierarchy of Control	Example of Control Measures to implement
Level 1	Highest level of protection	• Eliminate the hazard	• The most effective control involves elimination the hazard and associated risk. e.g. eliminating the risk of fall form height by working from the ground
Level 2	Acceptable level of protection if Level 1 is not reasonably practicable	• Substitute the hazard with a safer option • Isolate the hazard from people • Reduce the risk through engineering controls	• Use a different, less dangerous piece of equipment or replace chemicals with safer materials. • Separate noisy equipment by soundproofing or install guard rails to exposed edges and hole in floors • Add machine guarding or use trolleys or hoists to move heavy loads
Level 3	Lowest level of protection and should only be used as a last resort or in conjunction with other levels of control	• Reduce exposure to the hazard using administrative actions • Use personal protective equipment	• Establish work methods or safe work procedures for tasks or erect signage to warn people of the hazard • Limit the exposure to the hazard by implementing face masks, gloves, protective eyewear, UV protection and train people in their use.

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.					
Training Records, Consultation, Supervision & Safe Work Procedures	A lack of knowledge may lead to potential near misses / incidents / injuries	**L1**	• All workers are required to be trained in the Work Method Statement (WMS) & have signed a record. • All workers are to receive training on the procedures of installing and dismantling edge protection in accordance with the manufacturers Installation and Maintenance Manual and engineers specifications • The installation procedures will be readily available • Consultation with workers to be available for checking understanding of requirements & reviewing feedback. • All workers must have an Industry Induction Card eg. a blue/white card. • All workers must attend Toolbox Talks & sign off on record. • All training records must be retained by the Principal. • All employees of the workgroup will be adequately supervised by a competent & suitably qualified person	**L3**	• Principal • Installer
Incident/ Accident Management & Emergency Response	Incident/Accidents on site.	**L1**	• Incidents, near misses & accidents must be reported immediately to the Principal • An incident/near miss/accident report must be completed by the injured worker and given to the Principal • Where an injury or illness requires medical attention the Principal Contractor (builder) and/or Primary Subcontractor must be notified. • Serious incidents/near misses/accidents are to be reported to the Workplace Health & Safety Qld. • Injured workers must be attended to and receive medical attention where required • Record of incidents, near misses or accidents must be kept and investigated by the Principal to prevent a re-occurrence.	**L3**	• Principal • Installer

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.					
Planning & Analysing job site	• Slips, trips, falls, falling objects, property damage, electrocution	**L1**	• Identify site specific areas of risk to workers' health & safety. • Assess the risks & select appropriate risk controls to effectively eliminate or reduce the risk. • Inspect all structure where edge protection is to be installed, make sure all joists/walls/beams are fitted and secured. • An exclusion zone must be established from the installation of 6m (high voltage) and 3m (low voltage). If the install is to be within these measurements, extra control measures are to be put in place such as insulation, tiger tails and authorized spotter, which all need to be completed form the power authority • Use hierarchy of controls procedure. • Additional hazards and control measures are to be outlined in Part 2 of this WMS and consultation with all workers • Assess weather conditions i.e. excess heat or cold, wind, rain, frost and/or dew and take appropriate precautions which may include re-schedule of work date, additional protective clothing. • Identify changes to weather conditions during work and adjust work methods accordingly.	**L3**	• Principal • Installer
Unloading vehicle and handling components	• Manual Handling	**L1**	• Correct manual handling techniques are to be used at all times by using correct posture, lifting aids and 2 person lift • Position vehicle as close to work area, to minimise manual handling of components • Wear gloves to eliminate hand injuries when handling components	**L3**	• Principal • Installer
Secure work areas - Signs & Barricades	• Exposure to hazards, falling objects, property damage	**L1**	• Ensure appropriate warning signs are in place to advise & warn the public & other trade's people • Barricade hazardous areas and/or erect "Danger" signage for persons working above so all other trades and visitors are aware that Employees are working above. • Barricade areas to contain all materials and tools that may fall from above • Ensure access to roof is restricted to installers only	**L3**	• Principal • Installer

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.					
Access the Roof Identify safe access & egress; and set up ladder	• Contact with power lines: Electrocution • Fall from ladder. • Sprain / strain while setting up ladder • Fall from roof • Structure collapse	**L1**	Fall Arrest system (if used as an alternative to ladder) • Installers must be trained and certified in the use of fall arrest systems and have working at heights certification • An emergency rescue procedure must be in place. Refer to page 10 of this WMS. • The system must be attached to a structurally secure point • A ladder, EWP or scaffold must be used pre floor installations Step Ladders • Use of a step ladder with a platform and handrails is recommended • If using a ladder that has no platform and handrails the user must not go on or above the 2nd step from the top Ladders • Ladders used for access, will be erected or a check performed to ensure the ladder provided is: ○ Rated industrial standard and in good condition ○ On a level and solid base ○ Secured at top and / or bottom to prevent movement. For short term use only or while securing the ladder a second person shall foot the ladder whilst in use ○ Extends a minimum of 1 metre above the area being accessed ○ Placed at an angle of between 70 to 80 degrees or at a 4 to 1 ratio ○ Use gutter guard to avoid sideways movement & secure ladder ○ Ladders are to be not more than 6.1m for a single ladder and not more than 7.5m for an extension ladder	**L3**	• Principal • Installer

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.					
			Ladders cont.. • 3 points of contact maintained with ladder at all times. ie 1 foot and 2 hands or 2 feet and 1 hand must be maintained at all times whilst on the ladder • When on a ladder the user must be facing the ladder at all times • Any tools or equipment to be carried up the ladder must be in a backpack, tool belt or other means to ensure that the users hands remain free • DO NOT place the ladder in front of doorways, on pathways or driveways where people, vehicles and equipment could collide with the ladder • Always ensure that the ladder is positioned to avoid overreaching from the ladder, all work should be in easy reach to avoid overbalancing and subsequent falls. • Prior to getting on a ladder the user must ensure that his shoes are fully enclosed and free of mud, grease or other contaminants that would make shoes slippery		
Installation of post brackets, clamps and posts	Fall from ladder, falling objects	**L1**	• Place components around the perimeter of the building ○ Posts and corner clamps inside wall frame ○ Rails on ground outside building Using 2 Installers – one passing components the other installing components • Install brackets and post clamps to the rafter from inside the frame • Ensure top plate is at chest height when on ladder to be used as protection from falls maintaining 3 points of contact • Install post brackets and posts ensuring all clamps are tightened	**L3**	• Principal • Installer
Installation of rail and corner bays	• Fall from ladder, falling objects	**L1**	• Using short ladder and top plate as fall protection maintaining 3 points of contact, place ends of bottom rails through the sections in the posts • Slide the rail into position and tighten the post sections • Continue this process for all rails in this bay • Join with the corner bay	**L3**	• Principal • Installer

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.					
Installation of additional rail	• Fall from ladder, falling objects	**L1**	• Once initial corner bays are installed and secured access to the roof from can now be made by staying behind the installed bays • Work along the roof and complete each section of rail in front while working off the installed bays ensuring they are secure • Ensure the truss/rafter space does not exceed 600mm centres as a protection of fall • If spaces are more than 600mm continue to perform the installation from the ladder as above	**L3**	Installer
Dismantling rail Components	•		• Position vehicle close to working area to reduce manual handling. • Dismantle components in reverse order to installing using all control measures for all hazards. • Ensure equipment is passed down not thrown • Using 2 Installers – one passing components the other dismantling components • Inform all trades people on site of intention to work in area		Installer
Installation of re-roof rail system, through rail roof system and dismantling rail components	• Fall from ladder, falling objects	**L1**	• Inspect fall arrest system including safety harness, adjustable lanyard and all components prior by competent person • Using 2 Installers – one passing components the other dismantling components • Place ladder against gutter ensuring it extends at least 1 metre above gutter line. Installer to foot ladder • Dismantler connects fall arrest system to anchorage point as trained to do so • Install/dismantle components using fall restraint techniques as trained to do so • Ensure that the last bay to be installed/dismantled is at an anchorage point • Disconnect from anchorage point ensuring ladder is secured or footed by second installer • Make way to and descend ladder which is footed/secured and descend immediately	**L3**	Installer

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.					
Final inspection / handover	• Injury to persons on site/other trades	**L1**	• Visually inspect installation for stability and check that all components have been installed correctly • If installation is not completed. Sign and block access accordingly • If installation is complete. Erect "Access Point" signage and ensure it is clearly visible • Complete handover certificate and safe use instructions and ensure they are displayed or given to the Principal or Sub Contractor	**L3**	Installer
Site clean up	• Injury to others on site	**L2**	• Ensure all rubbish is removed from site or placed in the bin provided on site • Remove barricade area (if complete) and any working signage	**L3**	Installer

Procedures for Rescue of a Worker Suspended in a Safety Harness

The rescue of a worker who has fallen and is being suspended in his/her safety harness needs to be undertaken as quickly as possible for several reasons:

1. The worker may have suffered injuries during the fall and may need medical attention.
2. Workers suspended in their safety harness for long periods may suffer from blood pooling in the lower body and this can result in "**suspension trauma".**
3. The suspended worker may panic if they are not rescued quickly.
4. The event that led to the fall may create additional risks that need to be addressed.

General Rescue Procedures:

A. If Elevating Work Platform is available on site:

- Bring it to the site and use it to reach the suspended worker.
- Ensure that rescue workers are protected against falling.
- Ensure that the EWP has the load capacity for both the rescuer(s) and the victim.
- If the victim is not conscious, 2 rescuers will be probably be needed to safely handle the weight of the victim.
- Position the EWP platform below the worker and disconnect his lanyard when it is safe to do so.
- Treat the victim for Suspension Trauma and any other injuries.
- Arrange for transport to nearest hospital.

B. If no Elevating Work Platform is available:

- Where possible, use ladder(s) to reach the victim.

- Rig separate lifelines for rescuers to use while carrying out the rescue from the ladder(s).
- If worker is not conscious or cannot reliably help with his/her own rescue, at least 2 rescuers may be needed.
- If worker is suspended from a lifeline, where possible, move the suspended victim to an area that can be safely reached by the ladder(s).
- If victim is suspended directly from his/her lanyard or from a lifeline, securely attach a separate lowering line to the victim's harness.
- Other rescuers should lower the victim while he/she is being guided by the rescuer on the ladder.
- Once the victim has been brought to a safe location, administer First Aid and treat the person for Suspension Trauma and any other injuries.
- Arrange for transport to nearest hospital.

C. If the injured person is suspended near the work area and can be safely reached from the floor below or the area they fell from:
- Ensure that rescuers are protected against falling.
- If possible, securely attach a second line to the workers' harnesses to assist in pulling them to a safe area. (Note: at least 2 strong workers will be needed to pull someone up.)
- Ensure that any slack in the retrieving lines is taken up to avoid slippage.
- Once the victim has been brought to a safe location, administer First Aid and treat the person for Suspension Trauma and any other injuries and arrange for transport to the nearest hospital.

D. If a person has fallen and is suspended in an inaccessible area (e.g. a tower, against a building or structure that has no openings):
- Specialised rescue techniques are needed for this type of situation. It may involve a rescuer rappelling or being lowered down to the victim, it may involve using the lifeline to retrieve the fallen worker, or the use of high-reach emergency equipment.

Due to the inherent risk to the rescuers and/or the victim, this type of rescue should not be undertaken by people without specialised training and experience.

References:
Work Health & Safety Act 2011
Work Health & Safety Regulation 2011
Hazardous Manual Tasks Code of Practice 2011
How to Manage Work Health and Safety Risks Code of Practice 2011
Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011
Managing the Risk of Falls at Workplaces Code of Practice 2011
Work Health and Safety Consultation, Co-operation and Co-ordination
First Aid Code of Practice 2004
Plant Code of Practice 2005
QLD DEIR Building and Construction Industry Workplace Health and Safety Guide
AS/NZS: 4994.1 (2004) Temporary Roof Edge Protection for Housing and Residential Buildings
AS/NZS: 1657 (1992) Fixed Platforms, walkways, stairways and ladders – Design, construction and installation

WORK METHOD STATEMENT – Part 2
Additional Hazards Identified on this site

Procedure (in steps):	Possible Safety or Environmental Hazards	RB	Control Measures to Reduce risk	RA	Responsible Officer
NOTE: RB = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented.					

WORK METHOD STATEMENT – Part 3

Personal Qualifications and Experience required for the job:	Duties and Responsibilities of those employees undertaking the task:	Training Required to Complete the Work: (All employees must be trained in relevant procedures.)
• Blue/White Card • Working at heights certificate (persons required to work at heights) • Basic Scaffolding Licence (Principal/Leading Hand) • First Aid	• Blue/White Card – all employees on site • First aid • Conformance with WMS and project site rules • Compliance with OHS Legislation	Nature of the hazards Site-specific inductions. Training in this WMS First Aid Emergency Response Care and use of PPE

Employee Sign-off

This WMS has been developed through consultation with employees and Employees. I have read the above WMS and I understand its content. 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 WMS including safe work instructions and Personal Protective Equipment described.

Name	Qualifications	Signature	Date	Training Undertaken	Trainer	Signature
Brett Kenway	Basic Scaffold Licence no. 0003128362					
Brett Kenway	Work at Heights RIIOHS204A					
Brett Kenway	Roof Tiling – BSA Supervisor Licence no. 725621					
Brett Kenway	WHS Blue Card no. 0247942			3rd February 2005		

Review No.	1	2	3	4	5	6	7	8	9
Name and initials									
Date									