

<b>SWMS Title:</b>	Using Portable Ladders	<b>Description of Task / Activity:</b>	Using Portable Ladders
<b>Partner Site:</b>	All Partner Sites		
<b>Qualifications Required</b>		<b>Training Required to Complete Work</b>	
Refer to <a href="#">HR-PO-13 Licenses &amp; Memberships Policy</a>		Completion of City Team Member Induction Refer to <a href="#">HR-MN-007 Safety and Compliance Training Catalogue</a> Refer to <a href="#">HR-MN-008 Technical Training Catalogue</a>	
<b>Plant/Equipment Required—Mobile or Static</b>		<b>Plant/Equipment Maintenance Checks Required</b>	
Portable electrical tools and equipment. Portable hand tools. Ladder. PPE. Warning Barricades.		Portable electrical tools and safety equipment to display current test tag. Conduct visual inspection on all portable plant and equipment items prior to use and confirm in serviceable condition.	
<b>Related WHS Legislation</b>		Refer to <a href="#">HSEQ-FM-020 Compliance Obligation Register</a>	
<b>In the event of an Emergency</b>		Refer to site emergency response plan. Call 000 for Police, Fire or Ambulance.	
<b>Developed / Reviewed by:</b>	George Covino	<b>Date</b>	07/09/2021
<b>Approved by:</b>	Paul Nichols	<b>Date:</b>	07/09/2021


**Minimum Required PPE (Personal Protective Equipment)**

<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SEQUENCE/TASK DESCRIPTION <small>List the tasks required to perform the activity in the sequence they are carried out.</small>	HAZARDS/RISKS <small>What can harm you—Hazards? What can happen—Risks?</small>	RISK LEVEL	RISK CONTROL MEASURES <small>List the control measures required to eliminate or minimise the risk of injury and detail how the control measures will be put in place.</small>	NEW RISK LEVEL	ACTION BY: <small>Person Responsible</small>
1. General Working Requirements	Nil		<ul style="list-style-type: none"> <li>Sign in to site.</li> <li>Notify site/store management that work will be taking place in the area.</li> <li>Discussion to be carried out before work commences to ensure all team members have appropriate PPE in serviceable condition.</li> <li>Review weather conditions prior to work commencing and determine if it is safe to proceed.</li> <li>If solar array fitted on site, refer to Site Solar Array Layout Map and identify restricted access areas.</li> </ul>		City Team Member/s

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			<ul style="list-style-type: none"> <li>Roof and Ceiling Space Work Permit is to be completed prior to the commencement of any work that requires access onto the roof / ceiling space. Permit also required when accessing Coles sites fitted with a solar photovoltaic (PV) system.</li> </ul> <p><b>Special Note:</b> <i>If the access methods used control the risks of falls from heights such as the use of plant platforms, access ladders, handrails and designated walkways a permit is not required to be completed.</i></p>		
2. Set up work area Move tools and equipment to site	Manual Handling Strain / Crush Injury Lacerations Material Weight and size of object Pedestrian and motorised traffic	13 Med (C3)	<ul style="list-style-type: none"> <li>Ensure correct manual handling techniques are used e.g. lift with back straight and knees bent.</li> <li>Ensure distances to be travelled are minimised.</li> <li>Barricade and isolate work area to prevent unauthorised access. Special consideration is to be given to appropriately protecting work areas when work is to be performed on sites where children are present.</li> <li>When working with knives or sharp objects cut resistant gloves to be worn.</li> <li>Hi/Vis safety vests to be worn when working in loading dock and motor vehicle trafficable areas.</li> <li>Hi/Vis safety vests to be worn at all times in Coles Express sites.</li> <li>Hi/Vis safety vests to be worn at all times in Coles Distribution Centres.</li> </ul>	6 Low (B2)	City Team Member /s
3. Ensure ladder is compliant with AS1892 and the work to be done	Potential Electric Shock	18 High (C4)	<ul style="list-style-type: none"> <li>Metal or wire reinforced ladders shall not be used for any electrical work.</li> </ul>	6 Low (B2)	City Team Member /s
4. Inspect the ladder for condition	Falling	18 High (C4)	<ul style="list-style-type: none"> <li>Inspect ladders, do not use if damaged.</li> </ul>	6 Low (B2)	City Team Member /s

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5. Position ladder correctly to ensure stability	Falling Working at Height	18 High (C4)	<ul style="list-style-type: none"> <li>• Position ladders a minimum of 1 metre from edges of slabs or floors.</li> <li>• Increase this distance as working at heights increases.</li> <li>• Straight or extension ladders to be secured or supported appropriately at top / bottom as necessary to prevent slippage.</li> <li>• Ladders to extend 1 metre above landing level and to be long enough to work at least 1 metre from the top.</li> <li>• Angle of ladder should be nominally 1 in 4.</li> <li>• Always face the ladder and keep within stiles.</li> <li>• When ascending or descending a ladder keep a minimum of three points of contact on the ladder.</li> <li>• Ensure ladder feet are in good working order and the ladder position is on a flat, hard non-slip surface.</li> <li>• When working on a step ladder and both hands are required for a task, ensure 3 points of contact are maintained with the ladder by positioning both feet on a ladder step and maintaining contact between ladder and upper legs, hip or torso so as to maintain stability while working.</li> <li>• Ensure step ladder legs are fully spread with locking mechanism correctly engaged.</li> <li>• Do not climb higher than the third step from the top.</li> </ul>	6 Low (B2)	City Team Member /s

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6. Stepping off the ladder	Falling Strains & Sprains	13 Med (C3)	<ul style="list-style-type: none"> <li>When stepping off the ladder, ensure you step backwards. Do not step sideways when stepping off the ladder.</li> </ul>	4 Low (C1)	City Team Member /s
7. Completing the task – exiting the work area	Strains and sprains Slips, trips or falls In the event of an emergency, Store awareness of who is on site	13 Med (C3)	<ul style="list-style-type: none"> <li>Remove tools and equipment from the work area and use correct manual handling techniques.</li> <li>Remove all waste materials and rubbish from the work area.</li> <li>Identify recyclable materials and arrange drop off to appropriate recycling centre.</li> <li>Waste materials to be disposed of in accordance with jurisdictional waste disposal requirements.</li> <li>Ensure worksite is clean and tidy.</li> <li>Remove barricades.</li> <li>Ensure area is free from trip hazards.</li> <li>Sign out of site.</li> </ul>	4 Low (C1)	City Team Member /s

### Induction Statement

I the employee listed below: <ul style="list-style-type: none"> <li>• Have been consulted and understand the requirements of this developed / amended Safe Work Method Statement relevant to the activities/tasks for which I have been engaged on the site and understand that I am responsible to work in accordance with this Safe Work Method Statement.</li> </ul>		
Name	Signature	Date

Site Manager or Delegate	Signature	Date

### Instructions on How to Complete a SWMS:

1. Break the job/task down into steps.
2. Identify the **'Safety Hazards'** associated with each step.
3. Use the **'Risk Matrix'** to determine the risk of each hazard occurring with no controls in place and record the risk score.
4. Consider and document **'Control Measures'** used to control the risk, use the **'Hierarchy of Control'** to ensure all possible controls have been reviewed, document and record new risk score.
5. SWMS developed or reviewed onsite must be approved and signed by the Store Manager or Delegate prior to any works commencing.

Hierarchy of Control	Risk Matrix																																																																																																											
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