

Safe Work Method Statement

Setup and operation of scissor lifts and boom-type EWPS

PCBU:	Robertson's Remedial and Painting Pty Ltd 10/56 Buffalo Road, Gladesville NSW 2111 Phone: (02) 9181 3519 ABN: 16 140 746 247	Site address:	[Insert Site Address Here]
Project Manager:	■ [Insert Project Manager Name Here]	Date SWMS provided to PC:	19-Mar-26
Work activity:	Setup and operation of scissor lifts and boom-type EWPs	Principal Contractor (PC):	[Insert Principal Contractor (PC) Here]

High Risk Construction Work (HRCW):
☒ Risk of a person falling more than 2 metres
☐ Likely to involve disturbing asbestos
☐ Work in or near a shaft or trench deeper than 1.5 m or a tunnel
☐ Work on or near chemical, fuel or refrigerant lines
☐ Tilt-up or precast concrete elements
☐ Work on a telecommunication tower
☐ Temporary load-bearing support for structural alterations or repairs
☐ Use of explosives
☐ Work on or near energised electrical installations or services
☐ Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians
☐ Demolition of load-bearing structure
☐ Work in or near a confined space
☐ Work on or near pressurised gas mains or piping
☐ Work in an area that may have a contaminated or flammable atmosphere
☒ Work in an area with movement of powered mobile plant
☐ Work in areas with artificial extremes of temperature
☐ Work in or near water or other liquid that involves a risk of drowning
☐ Diving work

Person responsible for ensuring compliance with SWMS:	■ [Insert Supervisor Name Here]	Date SWMS received:	19-Mar-26
What measures are in place to ensure compliance with the SWMS?	Toolbox meetings, SWMS sign off, job observations and supervision review. If issues with the SWMS or new hazards are identified, the supervisor must be notified. When changes are made to SWMS, it will be communicated to all workers.		
Person responsible for reviewing SWMS control measures:	■ [Insert Project Manager Name Here]	Date SWMS received by reviewer:	19-Mar-26
How will the SWMS control measures be reviewed?	The control measures implemented will be reviewed and if necessary, revised annually or if work methods change, the control measures are not effective in controlling the risk, a new hazard/risk is identified or following an incident. The SWMS will be reviewed in consultation with workers and/or others who may be affected by the SWMS. Any changes to the SWMS will be communicated with workers at induction, daily pre-starts and toolbox talks.		
Reviewer's signature:	■ [Insert Project Manager Name Here]	Review date:	19-Mar-26

This SWMS must be kept and be available for inspection until the high-risk construction work to which this SWMS relates is completed. If the SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to the high-risk construction work in this SWMS, the SWMS must be kept for at least 2 years from the date of the notifiable incident.

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PRE-REQUISITES TABLE

Must be in place before starting work			
PPE — All Persons on Site	- Steel-capped safety boots - High-vis vest or long sleeves - Safety glasses/eye protection - Safety gloves (general handling) - Hard hat during installation and dismantling	Additional PPE	- Full body harness (AS/NZS 1891.1) with rope grab on independent safety line - Hearing protection (AS/NZS 1270) if ≥85 dBA - Sun protection SPF 50+ - Wet weather gear (non-slip footwear) for rain operations
Licences / Qualifications	- White Card (all workers) - EWP Licence (WP class) - Working at Heights training (current within 2 years)	Permits & Approvals	- Plant Setup Permit (if required by PC) [Insert any site-specific permits required Here]
Plant & Equipment	- EWP (boom or scissor lift) — current Plant Safety/Registration Verification (PSV) on site - Pre-use inspection checklist (manufacturer or equivalent) — completed before each shift - Emergency descent controls — confirmed accessible and operational before each shift - Trauma straps (boom lifts, travel towers, cherry pickers)	Hazardous Substances	- Chemical register on site — all paints, primers, sealers, solvents listed with current SDS (≤5 years old) - SDS available on site at all times - Flammable liquids stored in compliant cabinet per AS 1940
Consultation	Workers consulted in preparation of this SWMS per NSW WHS Regulation r.299(3) and r.300(2). SWMS reviewed with all workers before work commences — workers sign off before starting.	Legislative Basis	Work Health and Safety Act 2011 (NSW) WHS Regulation 2017 (NSW) rr.291–302 Code of Practice: Managing the Risk of Falls in Housing Construction AS/NZS 1891.1 Industrial fall-arrest systems and devices

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Brief Description: Setup and operation of scissor lifts and boom-type EWP's on construction sites. EWP delivery to site and refuelling are performed by the supplier/hirer — not within scope. Applicable HRCW: risk of fall >2m; movement of powered mobile plant. Includes emergency rescue from elevated platform.

STEP-BY-STEP SAFE WORK METHOD TABLE

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.1	Site induction, daily sign-in and SWMS induction	- Workers commencing without site awareness — uncontrolled hazard exposure - SWMS not understood or controls not verified before commencing - Unauthorised workers accessing site	Low (1)	Admin: - Daily Sign-In and critical control confirmation completed by all workers - Site induction completed by all workers on first day - SWMS (site-specific) induction completed and signed by all workers including membership in PM WhatsApp work group - Toolbox talk conducted weekly — covers tasks, hazards, controls, weather, site changes — recorded in Breadcrumb	Low (1)	- SUP — conduct induction, confirm sign-in, verify White Card and SWMS sign-off - WKR — sign Daily Sign-In and SWMS induction register before starting work	STOP-WORK TRIGGER - Worker cannot produce White Card - Worker not site and SWMS inducted - Worker unfamiliar with Emergency Response procedures RISK CODE: SYS-L1
1.2	Residents and public interface	- Fall from unprotected edge — resident or public not excluded from drop zones - Falling objects striking residents or public - Unauthorised entry to EWP operating and exclusion zones	Medium (2)	Engineering: - Temporary fence or hard barriers protecting all unprotected edges >1.5m — drop zones below all elevated work barricaded to full fall-line of debris - EWP exclusion zone barricaded and signed before EWP deployment Admin: - Residents notified via third party minimum 48 hours before work commences — written notice specifying dates, times, and nature of work - Work hours comply with council DA conditions and strata by-laws — no work outside approved hours without written approval - Signage at building entry and work zones: 'CONSTRUCTION WORK IN PROGRESS', contact details, and exclusion zone warnings	Low (1)	- SUP — verify barriers in place, notifications sent, signage erected before work commences - WKR — confirm exclusion zone is established before starting each day	STOP-WORK TRIGGER - Resident or member of public enters exclusion zone - Barricade displaced or removed - Complaint of health effect from dust, fumes, or noise — notify PM WhatsApp work group RISK CODE: SYS-M2

Safe Work Method Statement

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.3	Emergency response	- Medical emergency on site — delayed response - Fire or chemical spill — escalation without plan - Worker incapacitated at height — EWP platform - Building evacuation required	High (3)	Admin: - Site Emergency Plan communicated at induction and toolbox talk after being updated — emergency contacts displayed at toolbox talk or site entry — call 000 for any serious injury or emergency — supervisor directs responders - Assembly point identified and communicated at induction — muster procedure: supervisor conducts headcount, confirms all workers accounted for - EWP Rescue Plan documented and practised — rescue equipment on site; support personnel trained in emergency descent for each EWP type before first lift - Chemical spill: spill response equipment available where chemicals are decanted on site - Fire: activate alarm, evacuate, call 000 — fire extinguisher locations identified at induction - Incident reporting: incidents, injuries, near-misses and hazards — notify PM WhatsApp work group — notifiable incidents reported to SafeWork NSW	Low (1)	- SUP — maintain Emergency Plan, confirm rescue equipment on site and emergency descent demonstrated, conduct induction briefing - WKR — confirm emergency contacts and assembly point known before starting each day	STOP-WORK TRIGGER - Any emergency — all work ceases until area declared safe by supervisor - No restart without toolbox talk on incident and any changed controls RISK CODE: SYS-H3

Safe Work Method Statement

	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.4	Pre-use inspection and plant safety verification	- Defective or uncertified plant — structural failure, crush, fall - Safety devices non-functional — undetected operator hazard - Unauthorised or incompetent operator accessing EWP	High (3)	Engineering: - PSV current and on site — all safety devices confirmed fitted and operational before use - Scissor lifts: control cover/bar and OPS confirmed operational - Boom types: crush bar and/or proximity system confirmed operational Admin: - Pre-use inspection per manufacturer checklist before each shift — any defect suspends use; supervisor records licence/Yellow Card before approving use - All defects tagged out of service and reported to supervisor and supplier/hirer before plant is returned	Low (1)	- SUP — verify PSV on site, licence recorded, safety devices operational before approving use - WKR — conduct pre-use inspection; report all defects immediately; do not operate defective plant	HOLD POINT 1.4 - PSV current and on site - Operator licence/EWPA Yellow Card sighted and recorded - All manufacturer safety devices fitted and operational STOP-WORK TRIGGER - PSV expired or not on site - Any safety device non-functional or missing - Operator not licensed for this EWP type/height RISK CODE: EWP-H1
1.5	Site setup, ground assessment and exclusion zone	- Soft or unstable ground — EWP tip-over, collapse - Overhead electrical services — electrocution, arc flash - Underground services beneath wheel or outrigger positions - Unauthorised persons entering EWP operating area	High (3)	Engineering: - EWPs on solid, level surface — all-terrain EWP and tyres required for rough terrain - Overhead clearances confirmed before positioning; exclusion zone barricaded to contain full working radius Admin: - Dial Before You Dig completed; underground services marked before EWP deployment - Spotter deployed near traffic or restricted clearances - All personnel briefed on EWP exclusion zone before work commences	Low (1)	- SUP — confirm ground, clearances, exclusion zone, and Plant Setup Permit before approving EWP deployment - WKR — comply with exclusion zone; report ground, overhead, or underground hazards to SUP immediately	HOLD POINT 1.5 - Ground confirmed solid and level (or all-terrain EWP deployed) - Overhead clearances confirmed safe - Exclusion zone barricaded before EWP moves - Plant Setup Permit on site if required STOP-WORK TRIGGER - Ground soft, unstable, or settling under EWP - Overhead service within minimum safe clearance - Exclusion zone not established RISK CODE: MOB-H2

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.6	Scissor lift operation	- Fall from platform — operator exits EWP at height - Scissor mechanism — entrapment of hands or limbs - Tip-over on slope or uneven surface during travel - Platform contacts overhead structure — pinch/crush - Overloading — platform structural failure	High (3)	Engineering: - Solid, level surface only; OPS, contact switches, and control cover/bar confirmed operational - Guardrails closed and latched when elevated - Platform SWL confirmed not exceeded before elevating Admin: - Operator holds EWPA Yellow Card (scissor class) — sighted before each shift - Support personnel briefed on emergency controls; emergency descent accessible at ground level	Low (1)	- SUP — Yellow Card sighted, support personnel in place and briefed, safety devices active before each shift - WKR OP — operate within SWL on solid surface; safety devices active; do not exit platform at height	HOLD POINT 1.6 - EWPA Yellow Card (scissor class) sighted and current - Support personnel in place and briefed on emergency controls - Operator Presence System confirmed operational - Platform SWL calculated and not exceeded STOP-WORK TRIGGER - Ground becomes soft or uneven during operation - Platform SWL exceeded - Safety device fails during operation - Support personnel not in position or comms lost RISK CODE: WAH-H3
1.7	Boom lift, travel tower and cherry picker operation	- Fall from platform at elevation — fatality risk - Boom strikes overhead structure — operator crush/entrapment - Tip-over on uneven or soft ground - Entanglement with overhead electrical services - Operator ejected by sudden unexpected platform movement	High (3)	Engineering: - Protective structure, crush bar and/or proximity system confirmed operational before use - Solid surface only — all-terrain tyres for rough terrain - Full body harness anchored to approved point inside platform at all times when elevated — no exceptions - Emergency descent accessible at ground level Admin: - WP HRWL for boom >11m; EWPA Yellow Card for ≤11m — sighted before use - Trauma straps fitted; BL-licensed support in place with line of sight maintained at all times	Low (1)	- SUP — sight HRWL/Yellow Card; harness anchored; trauma straps fitted; BL support in place before each lift - WKR OP — harness anchored when elevated; operate within SWL WKR SUPP — maintain comms, know emergency descent	HOLD POINT 1.7 - WP HRWL sighted for boom >11m; Yellow Card for ≤11m - Harness fitted, trauma straps fitted, anchored to approved point - BL-licensed support personnel in position and briefed - Crush bar/proximity system confirmed operational STOP-WORK TRIGGER - Harness not worn or not anchored when elevated - Support personnel not in position or comms lost - Safety device non-functional - Ground becomes soft or settling during operation RISK CODE: WAH-H4

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.8	EWP travel through restricted spaces	- EWP strikes doorframe or overhead structure — crush, structural damage - Operator struck by overhead obstruction during travel - Loss of controlled movement in confined or restricted area	Medium (2)	Engineering: - External remote/ground-level controls preferred for travel in restricted spaces - Clearances measured and confirmed; platform lowered to safe travel height before entry Admin: - Spotters on both sides of restricted space - Creep speed only when approaching and within restricted area - No personnel in path of travelling EWP at any time	Low (1)	- SUP — confirm clearances, external operation used, spotters positioned before travel commences - WKR — operate externally at creep speed; spotters confirm clearance; no personnel in travel path	STOP-WORK TRIGGER - Insufficient clearance confirmed for EWP passage - No spotter available for external operation - Platform cannot be lowered to safe travel height RISK CODE: MOB-M5
1.9	End of use, defect reporting and demobilisation	- Unsecured EWP rolling or moving when unattended - Defective EWP returned to service without reporting — latent risk to next user - Residual slip, trip, and falling object hazards in EWP work area	Low (1)	Admin: - Lower platform fully; engage travel locks and brakes; remove keys before leaving EWP unattended - Post-use inspection: record and report all defects to supervisor and supplier/hirer before handback — no defective plant returned without written notification - Complete inspection log; clear work area and signage; remove exclusion zone only after EWP is secured - EWP delivery to site and refuelling performed by supplier/hirer — outside scope of this SWMS	Low (1)	- SUP — confirm defects reported, site cleared, keys removed, EWP secured before demobilisation sign-off - WKR — lower and lock platform; complete inspection log; report all defects to SUP before leaving site	STOP-WORK TRIGGER - EWP defect identified — tag out, notify supplier in writing - Platform not lowered and locked before site vacated RISK CODE: EWP-L6

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	Task	Hazard	Risk (Pre)	Controls	Risk (Post)	Responsibility	CCVS Code
1.10	Emergency response — rescue from elevated EWP platform	- Operator incapacitated at height — medical, fall arrest, or entrapment - Mechanical failure — platform unable to descend by normal operation - Delayed rescue — prolonged suspension in fall arrest harness (suspension trauma) - Second person injured during unplanned rescue attempt	High (3)	Engineering: - Emergency descent confirmed accessible and operational at ground level before each shift; EWP positioned to maintain accessibility throughout work Admin: - Rescue plan prepared and communicated to all workers before EWP work commences - Support personnel trained in emergency descent for specific EWP type — mandatory before first lift - Trauma straps required in boom lifts and travel towers — fitted and demonstrated before use 000 called immediately if operator incapacitated, trapped, or suspended - If normal descent fails: activate emergency descent; if that also fails, await emergency services only — no improvised rescue at height	Low (1)	- SUP — rescue plan communicated, emergency descent demonstrated, trauma straps fitted before first lift of each shift - WKR SUPP — operate emergency descent; call 000 immediately if operator incapacitated; no improvised rescue at height	HOLD POINT 1.10 - Emergency descent controls demonstrated to support personnel - Rescue plan communicated to all workers on site - Trauma straps fitted (boom lifts, travel towers, cherry pickers) STOP-WORK TRIGGER - Emergency descent controls not accessible or not operational - Support personnel cannot operate emergency descent controls - Operator unresponsive — call 000 immediately RISK CODE: WAH-H7

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CCVS TABLE

Task	Critical Control	Who Checks	How Often	What They Look For
Pre-use inspection and plant safety verification (Step 1.4)	PSV current and on site; operator licence/Yellow Card sighted and recorded; all safety devices confirmed fitted and operational	Supervisor	Before each shift	Completed pre-start inspection checklist signed and dated; PSV sighted; operator licence or EWPA Yellow Card recorded; OPS/crush bar/proximity system functional
Site setup, ground assessment and exclusion zone (Step 1.5)	Ground confirmed solid and level; overhead clearances confirmed safe; exclusion zone barricaded before EWP moves	Supervisor / Plant operator	Daily and before each EWP repositioning	Ground inspection record; photographs of cleared area; operator sign-off on stability; overhead clearance certificate if near services; exclusion zone barricade in place
Scissor lift operation — SWL and safety devices (Step 1.6)	EWPA Yellow Card (scissor class) sighted; platform SWL not exceeded; OPS and control cover/bar operational	Supervisor	Before each shift and before each elevating cycle where load changes	Yellow Card current; SWL calculation confirmed; OPS function test completed; pre-start checklist signed by operator
Boom lift and cherry picker operation — harness and support (Step 1.7)	Full body harness anchored to approved point before elevation; trauma straps fitted; BL-licensed support personnel in position with line of sight	Supervisor / EWP Operator	Before each use and before each lift	Visual confirmation of lanyard attachment point; trauma strap fitted; support personnel position confirmed; HRWL or Yellow Card sighted; dated pre-start checklist signed
Emergency rescue readiness (Step 1.10)	Emergency descent controls accessible, operational, and demonstrated to support personnel; rescue plan communicated before first lift of each shift	Supervisor	Before first lift each shift	Emergency descent function tested; support personnel can operate controls; rescue plan sign-off on site; trauma straps fitted and confirmed
Induction and sign-on confirmation (Step 1.1)	Signed induction confirmation obtained from each worker before EWP work commences	Supervisor	Each shift start	Signed toolbox talk register and induction confirmation sheets on file; SWMS sign-off completed by all workers
Demobilisation — EWP secured and defects reported (Step 1.9)	EWP platform lowered and locked; keys removed; all defects reported to supplier in writing before handback	Supervisor	End of each shift	Post-use inspection log completed; travel locks and brakes engaged; keys removed; any defect notification to supplier on file

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RISK RATING MATRIX — Consequence × Likelihood					
Risk Level	Description of Consequence or Impact	Consequence	Unlikely (1)	Possible (2)	Almost Certain (3)
HIGH	Actual/Potential fatality, disability or irreversible damage. Major structural failure. Off-site environmental discharge not contained, significant long-term environmental harm.	Major (3)	Medium (3)	High (6)	High (9)
MEDIUM	Actual/Potential temporary disability, MTI or LTI. Structural failure/damage, >1-day outage. On-site environmental discharge contained, minor remediation, short-term harm.	Moderate (2)	Low (2)	Medium (4)	High (6)
LOW	Incident requiring first aid. Environmental discharge immediately contained, minor clean-up, no short-term environmental harm.	Minor (1)	Low (1)	Low (2)	Medium (3)
Level	Likelihood / Probability				
Almost Certain (3)	Occurs frequently; >66% chance of occurring				
Possible (2)	Could happen occasionally; >33% but <66% chance of occurring				
Unlikely (1)	May occur only in exceptional circumstances; <33% chance of occurring				
Class / Ranking	Description / Requirements				
High 6, 9	STOP immediately. Implement controls. Controls recorded on a SWMS.				
Medium 3, 4	Planned control. Controls recorded on a SWMS.				
Low 1, 2	Managed via routine procedure.				
Note — WHS Act s.18 "reasonably practicable": Requires consideration of the likelihood of the risk, degree of harm, knowledge of the hazard, availability and suitability of controls, and cost vs. risk. If you cannot show how that decision was made, the action becomes harder to defend after an incident.					

Safe Work Method Statement

WORKER SWMS INDUCTION SIGN-OFF			
Date:	Name:	Signature:	I confirm I have read and understood this SWMS. I will verify that critical controls are in place prior to commencing high-risk tasks and will suspend work if controls are not established.
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If work methods, site conditions, or hazards change — stop, complete this table, re-brief all workers, obtain new sign-offs. Required under WHS Regulation r.300(3).

SWMS AMENDMENTS						
Under WHS Act s18, "reasonably practicable" requires consideration of likelihood of risk, degree of harm, what the person knows about the hazard, availability and suitability of controls, cost vs risk. If you cannot show how that decision was made, the action becomes harder to defend after an incident.						
Date	Work Activity / Task	Hazard / Risk	Risk Rating (Pre)	Controls — Hierarchy of Control	Risk Rating (Post)	Responsible

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EWP Safety: Critical Hold Points & Stop Work Triggers

Pre-Operational Hold Points



Immediate Stop Work Triggers

