**Safe Work Method Statement**

**Form 007.2**

**Safe Work Method Statement (Part 1)**

|  |  |  |
| --- | --- | --- |
| **Job: SURVEILLANCE TOWERS INSPECTION & OPERATION** | | **Document Reference** |
| **Department:**  **Section:**  **Work Area: Surveillance Towers** | | **No:** |
| **Revision Date:**  **Manager’s Approval:**  **Manager’s Name:** |
| **Key Safety Plant / Equipment / (including P.P.E.)** | | **Safety Checks / Hazardous Substances** |
| * Surveillance towers * Video/camera equipment * PPE – sun protection/broad-brimmed hat/wet weather protection | | * Physical inspection of tower * Physical inspection of winch/pulley/hoist & rope * Physical inspection of landings/platform * Physical inspection of camera mounting |
| **Codes of Practice Legislation: Applicable to Work? Y/N**  **If Yes, state:**   * Section 6.1, Racing NSW Minimum Standards | | **External Considerations**   * Compliance with relevant statutory/regulatory guidelines including AS 1657 |
| **Person/s required to carry out work** | **Duties & Responsibilities** | **Qualifications / Experience / Training required to complete work** |
| Club Secretary/Racecourse Manager | Assess condition of tower | WHS training |

|  |  |  |  |
| --- | --- | --- | --- |
| **SAFE WORK METHOD STATEMENT (PART 2)** | | **Document Reference:** | |
| **Job: SURVEILLANCE TOWERS INSPECTION & OPERATION** | | **No:** | |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Inspect stairs/ladders for damage before use | Failure of step or ladder rung | | Ensure steps and rungs are inspected including connections to treads to stiles. |
| Laceration | | Ensure handrails and/or ladder stiles are not corroded, smooth & free of rust. |
| Ensure stair treads/ladder rungs non-slip | Slip, trip or fall | | Ensure that appropriate anti-slip/grip tape applied to ladder rungs if necessary. |
| Appropriate footwear worn | Slip, trip or fall | | All persons ascending/descending the tower must wear appropriate fully enclosed footwear with non-slip soles at all times. |
| Climb stairs/ladders only if physically capable of doing so | Slip, trip or fall | | All persons using the tower must be in sound physical condition and capable of climbing ladder. |
| Fear of heights | | Any person with a fear of heights should not use the tower and be replaced by a suitable substitute |
| Correct technique for ascent & descent of towers | Slip, trip or fall | | Persons must always maintain three points of contact with the ladder/stairs, i.e. two hands and one foot or alternatively two feet and one hand on the stairs/ladders at all times. |
| Slip, trip or fall | | Persons must not descend a ladder in a forward direction under any circumstances. |
| Raising & lowering equipment to & from the work platform | Slip, trip or fall; dropping item onto ground or persons below | | Only small items can be carried up & down the stairs. When ascending/descending a ladder, items must be secured in pockets, around the wrist with a proper wrist strap or over the neck & shoulder with a secure strap. Items must not be carried in the hand.  Larger and/or heavier items must be raised & lowered using a winch, pulley or appropriate hoisting system at all times. |
| **Procedure (in steps)** | **Possible Hazards in Executing Procedure** | | **Key Safety Controls & Associated Procedures** |
| Inspect work platform handrail | Fall from height | | Ensure that handrail is fitted to work platform (except across ladder opening/s), not less than 900mm height and not more than 1100mm height. |
| Inspect work platform toe board | Object could be kicked from platform & fall | | Ensure that toe boards are present, except across ladder opening(s) |
| Reporting | Necessary repairs could be overlooked | | Any concerns with the towers or hazards identified by users must be reported immediately to the Club Secretary Manager so that appropriate action can be taken. |
| Structural Assessment | Structural failure | | Towers must be inspected by a Chartered Professional Engineer (“CPEng”) and certified for structural adequacy plus compliance with relevant statutory standards/ regulations (such as AS 1657). |
| Structural repairs | Structural failure | | Any necessary structural repairs must be undertaken by a licensed contractor holding appropriate training/ accreditation (such as working at heights). |
| Lightning Protection | Electrocution | | Towers must be earthed with an appropriate lightning protection system which complies with relevant statutory standards/regulations (such as AS/NZS 1768) |