16.18 Safe Work Method Statement – Boarding by ladder

Transport and Main Roads

Safe Work Method Statement for personnel transfers from launch to ship in the Gladstone Region

MSQ Region	Gladstone	**Regional Harbour Master**	+61 7 4971 5205 +61 459 827 398
Relevant Legislation, Standards and Codes for the SWMS	*Work Health and Safety Act 2011*, *Work Health and Safety Regulation 2011*, Managing the risk of falls at workplaces Code of Practice (CoP) 2021, AMSA Marine Orders.		
Minimum number of employees	One (1)		
Description of activity	Travel on a launch to the anchorage then boarding a ship whilst at anchor and disembarking from a ship to launch and returning to port.		
Related Documents	Vessel Safety Management System and boarding procedures		

Overview

All persons involved in this task must have the SWMS communicated to them prior to the work commencing (see signoff)

- This Safe Work Method Statement (SWMS) identifies generic hazards identified and associated with this particular type of work (see list identified hazards and risks below).
- Other checklists, forms, training or procedures may be referenced in this document as controls for specific steps of the task being performed.
- This SWMS will need to be reviewed by the person supervising the activity to ensure it is specific to the work being performed, and any adjustments recorded on the daily prestart form for the day.
- The employee shall monitor the work to ensure this SWMS is being complied with and additional hazards are identified, controlled and recorded on the daily prestart for the day.
- If there are changes to the work being performed, that raises the risk level after controls are in place higher than what has been assessed, the employee must consider additional controls, or stop the activity covered by the SWMS.
- Where additional controls are implemented to address site specific risks, they must be documented in the site-specific SWMS section of the daily prestart and other workers involved in the task consulted in these changes.
- SWMS must be made available for inspection or review where the work is being undertaken, such as a hardcopy or be electronically accessible.

Licensing / Qualifications required for this activity:

Indicate all the appropriate licences / qualifications required to undertake the above-mentioned high-risk construction activity.

Role	Licence / Qualification	Required		Role	Licence / Qualification	Required
All including passengers		No		Master of Vessel	Coxswain	Yes
Crew Members	Elements of shipboard safety (or higher qualification such as Coxswain)	No		At least one crew member	Applied first aid	Yes

Training required for this activity:

- Vessel SMS Induction for a master and crew member/s
- Vessel SMS Induction for a passenger

Equipment Required to undertake this activity safely:

Refer below

Additional Personal Protective Equipment required to undertake this activity:

*This section is to capture the **additional** PPE needed. It does not include the Mandatory PPE for outdoor work environment) (refer to Other Company work practices/procedures).*

Eye protection must be worn:	Full face mask respiratory protectionmust be worn:	Half mask must be worn:	Hard hat must be worn:	Hearing protection must be worn:	Hand protection must be worn:	AS 2210 compliant footwear must be worn:	Protective body clothing must be worn:	Face protection must be worn:	Life jacket must be worn:
Y ☐ N ☒	Y ☐ N ☒	Y ☐ N ☒	Y ☒ N ☐	Y ☐ N ☒	Y ☒ N ☐	Y ☒ N ☐	Y ☐ N ☒	Y ☐ N ☒	Y ☒ N ☐
Glasses can be worn where required, secured with a lanyard.	Not with-standing any COVID-19 PPE requirements.	Not with-standing any COVID-19 PPE requirements.	Approved high visibility helmet (not hard hat) to be worn with chin strap secured.		For climbing rope ladder. Not rubber rubber gloves.	Non-slip covered footwear should be worn.			Life jacket worn must be a self-inflating and within service date.

IDENTIFIED HAZARDS AND RISKS FOR THIS HIGH-RISK WORK	
A Falling in water from vessel/ship	J Unfavourable weather
B UV Radiation	K Vessel propulsion failure
C Workers not competent working at heights	L Access Ladder in poor condition
D Restricted movement when wearing equipment	M Marine life (Sharks, Crocodiles, Irukandji or other identified marine life)
E Slippery structure slip, trip or fall	N Struck by falling objects
F Vessel ropes	O Crushing injury between vessel and ladder
G Vessel colliding with ladder/structure when working	P Isolation from medical assistance
H Drowning	Q Vessel Accident
I Manual handling	

Preparation before activity commences

This SWMS requires the following tasks to be undertaken before the SWMS can be used.

Task	Controls	Responsible Officer
Check for inclement weather, sea state and vessel to be boarded.	• Weather/tidal information is to be reviewed • Commencement of work to be assessed against forecasted weather conditions • Daylight only transfer	Vessel master
Conduct Daily Prestart	• Review controls within this SWMS • Ensure all controls have been implemented before leaving berth • Ensure all passengers/crew have been inducted onto the vessel	Vessel master
Fitness for duty: Master/crew/passengers	• Not under the effects of medicinal drugs, illegal drugs or alcohol • Master/crew/passenger not suffering from an injury or illness that may impact on this activity • Not be suffering from fatigue • Crew/passenger Identified by master as being capable of conducting work type	Vessel master

Commence Activity

Task	Identified Hazards	Initial Risk (without controls)	Implement Controls	Final Risk (with controls)	Monitor and Review / Responsible Officer	
					How control is monitored	Who is responsible
1. Boarding vessel for transfer	E, J, K, Q	Medium	• Persons boarding will act upon instructions from crew or master. • Ensure 3 points of contact when boarding. • All gear to be passed from the berth to the vessel crew for storage. Be aware of slips, trips and falls. • Persons boarding to be aware of ropes.	Low	• Inducted by trained crew and/or master of vessel. • Induction training paperwork is completed and signed and placed in SMS.	Vessel master or crew.
2. Generic induction to vessel	Fire, collision, grounding, muster stations, man overboard, flooding	Medium	• . Induction of personnel onto vessel.	Low	• Inducted by trained crew and/or master of vessel. • Induction training paperwork is completed and signed and placed in SMS.	Vessel master or crew.
3. Travel via vessel to ship to be boarded with crew/ passengers Crew/passengers competent for travel.	A-Q Sea sickness	High	• Vessel SMS MOB training to be provided. • Undertake vessel SMS induction crew and passenger/s. • Vessel crew advise access and egress of vessel. • Follow instructions from vessel crew. • Three points of contact while on board.	Low	• Vessel Master ensures briefings are recorded in vessel log	Vessel master or crew.
4. Approaching ship to be boarded (Assessment).	E,J,K,Q Sea sickness	High	• Vessel master to ensure all persons on vessel requiring transfer are ready for transfer. • Master of vessel to make contact with the ship's Captain and determine the best lee of the ship and advise which section of the ship the transfer will take place. • Master of the vessel to discuss the transfer of the persons with crew prior to engaging contact with the ship.	Low	• Vessel master	Vessel master

Task	Identified Hazards	Initial Risk (without controls)	Implement Controls	Final Risk (with controls)	Monitor and Review / Responsible Officer	
					How control is monitored	Who is responsible
5. Climbing the vessel via boarding ladder	A-Q	High	• Passengers and crew to await master's confirmation prior to leaving the wheelhouse. • Transfers are to be at the discretion of the vessel master in consultation with the ship's Captain, but generally should not be undertaken when at greater than Sea State 4 and a wind strength of 20 knots. • Three points of contact at all times. • Persons to ensure their lifejacket is worn correctly, is self-inflatable and within service • Approved safety helmet is to be worn with chin strap attached. • Ensure gloves are worn suitable for rope handling. • Ensure laces on boots/shoes are tied correctly (where necessary). • Vessel crew to be wearing an approved helmet with chin strap whilst transfer is taking place. • Persons to follow instructions from vessel master and crew. • Vessel to transfer persons on the side of ship that provides the best lee in consultation with the ship Master. • The boarding ladder is to be lowered and secured by the ship's crew; an inspection will be conducted of the ladder at this time by the person boarding and the vessel crew. Should the ladder be determined unsuitable for climbing, the Captain of the ship is to be advised. If another ladder suitable to be used cannot be produced, the vessel is to return to port and advise VTS of this decision and why the transfer did not take place. • Inspect path to climb on approach. • If in doubt stay on vessel, return to port and advise VTS of the decision. • No equipment to be carried by any person boarding while climbing the ladder. • Equipment will be passed up and down the ship in a bag by a heaving line.	High	• Employee to cancel transfer if they do not feel safe, are uncertain, or as instructed by vessel crew or the vessels master. • Weather and sea state to be monitored by master of vessel. • All persons to await instructions from vessel crew or master whilst on the vessel.	Vessel master/crew/person boarding.

Task	Identified Hazards	Initial Risk (without controls)	Implement Controls	Final Risk (with controls)	Monitor and Review / Responsible Officer	
					How control is monitored	Who is responsible
			• The master will manoeuvre the vessel to ensure the person boarding can grasp the boarding ladder. • Wait for the vessel to manoeuvre into position and settle before stepping onto the ladder. • Be aware of weather and sea state. • Once the person has hold of the boarding ladder and is positioned on the ladder, the master will move the vessel away from the ship away from the ladder fall zone. • The person should maintain three points of contact while climbing the ladder. • The vessel is to remain close by in the event the person climbing should fall from the ladder. • Should a person fall from the ladder, the man overboard procedure is to be conducted.			
6. On board ship after ladder climb	A-Q	High	• Ensure self-inflating lifejacket is worn and the approved helmet is worn. Remove helmet after boarding when safe to do so. • The top of the Pilot ladder may involve an accommodation ladder (staircase with a handrail) to assist and trip hazards (trap doors). • At top of ladder climb onto ship, following instructions by ship's crew. • Maintain 3 points of contact at all times • Person to advise master of transfer vessel by hand signal (thumbs up) or radio signal, whichever is appropriate once on board safely.	Medium	• Person transferred	Vessel master
7. Disembarking from vessel	A-Q	High	• Ensure self-inflating lifejacket is worn. • Approved safety helmet is to be worn. • The top ladder may involve an accommodation ladder (staircase with a handrail) to assist. • When descending the ladder, ensure any trip hazards are removed/person is aware of these hazards. • Person to position themselves on the boarding ladder ready to disembark. • Wait for vessel to settle alongside. • Descend the ladder in a slow and safe manner.	High	• Vessel crew to monitor descending person. • Vessel crew to be aware of falling objects.	Vessel master

Task	Identified Hazards	Initial Risk (without controls)	Implement Controls	Final Risk (with controls)	Monitor and Review / Responsible Officer	
					How control is monitored	Who is responsible
			• No person is to carry any equipment whilst descending the ladder. • Vessel crew to ensure they are wearing an approved helmet with a chin strap during the transfer. • Maintain 3 points of contact at all times. • Vessel crew will monitor descent. • Follow instructions of the vessels crew to time step off ladder.			
8. On board the vessel.	A-Q Sea sickness	High	• Once safely on board, person is to return to the vessel wheelhouse. • Vessel crew to take hold of any gear being delivered back down from the ship by the heaving rope. • Once all the persons and gear have been removed, the vessel is to manoeuvre safely away from the ship. • Master to advise ship's Captain that all persons are present, and the vessel is returning to port.	Medium	• Crew to ensure all persons and gear on board before departure.	Vessel master
9. Disembarking the vessel when back at port.	E, J, K, Q	High	• All persons to wait in the wheelhouse of the vessel until the vessel has berthed. • Await pilot crew or master's instructions to leave the vessel • When leaving the vessel be aware of slips, trips and falls. • Ensure three points of contact when disembarking the vessel. • Vessel crew to pass any gear from vessel to person once the person has safely disembarked.	Low	• All persons on board including crew and master.	Vessel master.

Approved by Regional Harbour Master Gladstone

This document was created in consultation with the following:

John Fallon RHM Gladstone

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Date of consultation:___/_____/ _____

SAFE WORK METHOD STATEMENT

Safe Work Method Statement has been discussed with the undersigned and the control measures to be followed have been understood.

Date	Name of worker	Signature	Date	Name of worker	Signature

Risk Matrix

Risk Dimensions		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost Certain
Consequence	Severe	HIGH	HIGH	HIGH	EXTREME	EXTREME
	Major	MEDIUM	MEDIUM	HIGH	HIGH	EXTREME
	Moderate	LOW	MEDIUM	MEDIUM	HIGH	HIGH
	Minor	LOW	LOW	MEDIUM	MEDIUM	MEDIUM
	Insignificant	LOW	LOW	LOW	MEDIUM	MEDIUM

ACTIONS TO BE TAKEN	
Extreme Risks	• unacceptable • work must cease immediately, or not to be undertaken, until the risk is reduced • implement further control measures and/or obtain specialist advice.
High Risks	• immediate action required • risks to be reduced if possible • manager/supervisor authorisation required before work proceeds • ensure the work team is informed of the risk potential and control measures.
Medium Risks	• work can proceed, however, reduce the risks where practical and feasible • authorisation by the manager/supervisor is required • ensure the work team is informed of the risk potential and control measures.
Low Risks	• no additional risk control necessary • work can proceed • ongoing STOP-THINK-GO assessment by workers.

Consequence			Likelihood	
1	Insignificant	• Injury/illness requiring first aid treatment at most • Treatable health issues	Rare	• May occur only in very exceptional circumstances. • Frequency - Once in every 5 - 10 years
2	Minor	• Reversible injury/illness to one or more persons requiring medical treatment, but does not result in time lost or restricted duties. • Unresolved minor health issues.	Unlikely	• Could occur at some time but unlikely. • Frequency - Once in 1 to 5 years.
3	Moderate	• Moderate irreversible injury/illness to one or more persons. • Reversible injury/illness to one or more persons resulting in time lost and/or restricted duties. • Acute short term health issues.	Possible	• Will probably occur in some circumstances. • Once per month - year.
4	Major	• Considerable irreversible injury/illness to one or more persons. • Serious reversible injury/illness to one or more persons. • Progressive chronic condition, serious health issues.	Likely	• Will probably occur in most circumstances. • Once per week - month.
5	Severe	• Fatality, or significant disabling injury/illness to one or more persons. • Significant prolonged health issues.	Almost certain	• Is expected to occur in most circumstances. • Once per day - week.

Hierachy of control			
1.Elimination	**First option - most effective**: can the hazard be removed altogether by elimination of process or substance?	4. Engineering	Change the design of equipment, the workplace or the process ..... do it differently.
2. Substitution	Involves replacing the hazard with one that presents a lower risk.	5. Administrative	Reduce or eliminate the exposure to a hazard by adherence to procedures, instructions, signage or training. Administrative controls are dependent on human behaviour for success.
3. Isolation	Separate yourself from the hazard or separate the hazard from you.	6. PPE	**Last option - least effective**: provides a barrier between a person and the hazard. This is dependent on PPE being chosen correctly as well as fitted and work at all times where required.

Risk Matrix