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Recips
11/56 Norcal Road Nunawading Vic. 3131
ABN: 48 304 075 720

Contact Person: Dean Spicer
Contact Number: 9878 9006

SAFE WORK METHOD STATEMENTS

Format 1

for

Various Service Clients for Service work and small installations
Various sites as required

DOCUMENT CONTROL

Issue	Revision	Date	Description	Originator	Approved
00	13.0	June 2015	All SWMS – Format 1		
01	13.1	May 2018	All SWMS – Format 1		

DOCUMENT APPROVAL & ISSUE

Copy Number:

Approved By: **Position:** **Date:**

Issued To: **Date:**

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SAFE WORK METHOD STATEMENT - INDEX		
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Acknowledgement

I have been consulted on the implementation of the Safe Work Method Statements (SWMS) listed above, and I have read and understood the SWMS's and agree to work to the requirements of these Safe Work Method Statements.

Name	Signature	Date

neca MEMBER national electrical and communications association	**Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720**	**Format 1**
	SWMS Title: CONDUIT INSTALLATION, PLACED PRIOR TO POURING CONCRETE	**SWMS 001** / **Page 1 of 4**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018** / **Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations	**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature ……  ……..Position: Director…….Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	High Risk	Hazard has the potential to kill or permanently or temporarily disable
Class 2	Medium Risk	Hazard has the potential to cause lost time injury or illness
Class 3	Low Risk	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 001 – CONDUIT INSTALLATION, PLACED PRIOR TO POURING CONCRETE, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: CONDUIT INSTALLATION, PLACED PRIOR TO POURING CONCRETE		**SWMS NO. 001**	**Page 3 of 4**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check layout and mark out.	Sun exposure	2	Wear long sleeves shirt and hat. Apply sunscreen to exposed skin. Ensure adequte water available. Regular rest breaks during periods of extreme sun exposure.	3	Supervisor/ Worker
	Slips, trips & falls	3	Ensure work areas, in particular, walkways are clear of tripping hazards	3	Supervisor/ Worker
3. Install disposable lids for conduit boxes to timber	Walking on unstable reinforcing steel	2	Use kneel boards or walkways	3	Worker
4. Lay conduit and accessories.	Cuts & abrasions.	3	Wear gloves for hand protection	3	Worker
	Chemical glues	3	Refer to Conduit glue MSDS for correct chemical handling requirements	3	Worker
5. Tie down conduit.	Cuts & abrasions	3	Wear gloves for hand protection	3	Worker
Additional items identified on site					Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 3 or apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task
No previous particular experience required		On the job skills training to be conducted by Supervisor to personnel.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
To AS 3000 Standards and client specifications All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, Industry Standard for Electrical Installations on Construction Sites December 2010 AS 4836 - Safe work on LV electrical installations
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
None	Hand tools to be checked daily

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	SWMS Title: CONDUIT INSTALLATION, IN GROUND	**SWMS 002**	**Page 1 of 5**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name : Dean Spicer……Signature: …… ……..Position: Director…….Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	High Risk	Hazard has the potential to kill or permanently or temporarily disable
Class 2	Medium Risk	Hazard has the potential to cause lost time injury or illness
Class 3	Low Risk	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 002 – CONDUIT INSTALLATION, IN GROUND and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: CONDUIT INSTALLATION, IN GROUND				**SWMS NO. 002**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check area for other services and confirm locations of any gas lines, power cables, telephone cables, water or sewer lines and tree roots.	Electric shock / Explosion	1	"Dial before you dig". Ensure location of other services is confirmed and obtain appropriate access permits. Isolate existing services where possible. Visual inpection for buried marker tape. Excavate manually near existing services.	3	Supervisor/ Worker
	Sun Exposure	2	Wear long sleeves shirt and hat. Apply sunscreen to exposed skin. Ensure adequte water available. Regular rest breaks during periods of extreme sun exposure.	3	Supervisor/ Worker
	Tripping	3	Ensure work area, in particular walkways, are clear of trip hazards .	3	Supervisor/ Worker
3. Check layout and mark out	Tripping Chemical Exposure	3 3	Ensure work area is clear– Wear safety footwear Refer to Line Marking Spray MSDS for correct chemical handling requirements	3 3	Worker Worker
4. Excavating trenches	Mobile Plant	1	Refer to SWMS 036 Trenching with excavator.	3	Supervisor/ Worker/ Operator
	Electric shock / Explosion	1	"Dial before dig". Ensure location of other services is confirmed and obtain appropriate access permits. Isolate existing services where possible. Visual inpection for buried marker tape. Excavate manaully near existing services.	3	Supervisor/ Worker/ Operator

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
4. Excavating trenches (continued)	Falling in trenches	2	Ensure trenches and surrounding area are as even and flat as practical . Barricade work area. Provide warning lights if necessary overnight	3	Worker
	Trench collapse	2	Provide shoring, benches or battering in accordance with the Code of Practice for Safety Precautions in Trenching Operations 1998	3	Worker
	Manual handling	2	Where possible excavate trench with excavator. If excavating trench manually warm up first, share the workload, and have regular short breaks	3	Worker
5. Lay conduit	Manual Handling	2	Ensure work area is clear of obstacles. Where required get assistance to handle large conduits.	3	Worker
	Chemical exposure	2	Refer to Conduit Glue MSDS for correct chemical handling requirements	3	Worker
6. Restore ground to client's specifications	Manual handing,	3	Where possible back fill and remove excess spoil with excavator. If back filling manually warm up first,share the workload, and have regular short breaks	3	Worker
	Tripping	3	Ensure area is clear and level.	3	Worker
Additional items identified on site					Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 3 or apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task
Excavator operator to be trained and conmpetent	Barricading to be used as appropriate	On the job skills training to be conducted by Supervisor to personnel.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Engineering details to include depth of trenches in accordance with AS 3000 and client's specifications. Trenches to be shored in accordance with the Code of Practice for Safety Precautions in Trenching Operations 1998. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, Industry Standard for Electrical Installations on Construction Sites December 2010, Code of Practice for Safety Precautions in Trenching Operations 1998, Code of Practice for Manual Handling, Code of Practice for Plant. AS 4836 - Safe work on LV electrical installations

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
Hand tools for trenching, barricades, warning lights, detection equipment. Hazard Identification to be conducted for plant used eg excavator	Hand tools and ladders to be checked daily. Batteries for barricading warning lighting

neca MEMBER national electrical and communications association	**Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720**		**Format 1**
	SWMS Title: CONDUIT INSTALLATION WALLS AND CEILINGS	**SWMS 003**	**Page 1 of 4**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature: …… ……..Position: Director……..Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	High Risk	Hazard has the potential to kill or permanently or temporarily disable
Class 2	Medium Risk	Hazard has the potential to cause lost time injury or illness
Class 3	Low Risk	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 003 – CONDUIT INSTALLATION, WALLS AND CEILINGS and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: CONDUIT INSTALLATION, WALLS AND CEILINGS		**SWMS NO. 003**	**Page 3 of 4**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check layout and mark out	Slips, trips & falls	3	Ensure area, in particular, walkways are clear of trip hazards Wear safety footwear	3	Supervisor/ Worker
3. Check equipment is tagged	Electric Shock	1	Use only correctly tagged and calibrated equipment	3	Worker
4. Secure fixings and supports	Debris and noise from drilling	2	Use minimum drilling speed consistent with effective work. Ensure drill bits are sharp Use goggles for eye protection, suitable respiratory and hearing protection	3	Worker
	Struck by falling objects	2	Wear safety helmet. Restrict pedestrian movement in work area	3	Worker
	Falling	2	Mobile scaffolds locked Use ladders in accordance with SWMS 005 EWP trained and appropriately certificated where necessary Use fall protection equipment when working at heights	3	Worker
Additional items identified on site					Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: CONDUIT INSTALLATION, WALLS AND CEILINGS	SWMS NO. 003	Page 4 of 4

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 3 or apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Elevated Work Platform training and national certification as required dependent upon equipment to be used.	Barricading to be used as appropriate to protect others from working below elevated work.	On the job skills training to be conducted by Supervisor to personnel. Training on specific elevated work platform to be used if using EWP .

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. Floor capacity sufficiently engineered to carry weight of any elevated work platform/s. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, Industry Standard for Electrical Installations on Construction Sites December 2010.Code of Practice Manual Handling. Code of Practice for Plant. AS 4836 - Safe work on LV electrical installations
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, electrical power tools, ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

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	SWMS Title: CABLE AND LADDER TRAY INSTALLATION	SWMS 004	Page 1 of 5
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer** **Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	High Risk	Hazard has the potential to kill or permanently or temporarily disable
Class 2	Medium Risk	Hazard has the potential to cause lost time injury or illness
Class 3	Low Risk	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 004 - CABLE AND LADDER TRAY INSTALLATION, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: CABLE AND LADDER TRAY INSTALLATION		**SWMS NO. 004**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check layout and mark out	Slips, trips & falls	3	Ensure work area, in particular walkways are clear of trip hazards Wear safety footwear	3	Supervisor/ Worker
3. Secure fixings and supports using correct type and size of bolts and fixings	Debris and noise from drilling	2	Use minimum drilling speed consistent with effective work. Use a PI respirator as a minimum where appropriate Use eye protection eg, full face shield, goggles Use hearing protection Ensure drill bits are sharp.	3	Worker
4. Cut cable ladders or trays to fit using drop saw or 100mm angle grinder	Noise, eye injuries Cuts and abrasions	2 2	Ensure workpiece is clamped. Use eye and hearing protection Use gloves when handling cable tray	3 3	Worker Worker
5. Remove sharp edges and protruding fixings	Burns and fires from cutting and welding	2	Follow Hot Work procedures Ensure fire extinguisher available at the worksite.	3	Worker
6 Secure ladders or trays to support	Working at heights, falls	1	Use fall protection where appropriate Use fall protection in accordance with SWMS 019 Use ladders in accordance with SWMS 005	3	Worker
6 Secure ladders or trays to support (continued)	Cuts and abrasions Struck by falling objects Manual handling	2 2 2	Wear protective gloves when handling cable tray Wear safety helmet Restrict traffic movement in work area Ensure work area is clear. Use manualling aids or get assistance when handling large or heavy objects. Follow manual handling risk control procedures SWMS 015	3 3 3	Worker Worker Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: CABLE AND LADDER TRAY INSTALLATION				SWMS NO. 004	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
6 Secure ladders or trays to support (continued)	Cuts and abrasions	2	Wear protective gloves when handling cable tray	3	Worker
	Struck by falling objects	2	Wear safety helmet Restrict traffic movement in work area	3	Worker
	Manual handling	2	Ensure work area is clear. Use manualling aids or get assistance when handling large or heavy objects. Follow manual handling risk control procedures SWMS 015	3	Worker
Additional items identified on site					Supervisor/ Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: CABLE AND LADDER TRAY INSTALLATION	SWMS NO. 004	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 2 or apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Elevated Work Platform training and national certification as required dependent upon equipment to be used.	Barricading to be used as appropriate to protect others from working below elevated work.	On the job skills training to be conducted by Supervisor to personnel. Training on specific elevated work platform to be used if using EWP.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. Floor capacity sufficiently engineered to carry weight of elevated work platform/s. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010, Code of Practice for Manual Handling. Code of Practice for Plant. Compliance Code Prevention of Falls

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
Portable hand tools, electrical power tools, ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	**Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720**	**Format 1**
	SWMS Title: USING PORTABLE LADDERS	**SWMS 005** / **Page 1 of 5**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018** / **Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations	**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature : ……. ……..Position: Director……..Date……/……../……...

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	High Risk	Hazard has the potential to kill or permanently or temporarily disable
Class 2	Medium Risk	Hazard has the potential to cause lost time injury or illness
Class 3	Low Risk	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 005 – USING PORTABLE LADDERS and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: USING PORTABLE LADDERS		**SWMS NO. 005**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
1.Select appropriate ladder with regard to compliance with the relevant part of AS1892 and the work to be done	Electric shock	1	Metal or wire reinforced ladders *shall not be used* for any work where there may be a live electrical installation.	3	Worker
2.Inspect the ladder for condition	Falling	2	Inspect ladders. Do not use damaged ladders.	3	Worker
3.Handling extension ladders.	Manual Handling Ladder falling on person. Fingers caught in ladder rungs while extending ladder	2 2 2	Two man carry of large extension ladders. Two person lift to stand ladder up – one person footing ladder. Ladder tied into position or footed until top of ladder can be secured. Fingers away from ladder rungs while extending.	3 3 3	Worker Worker Worker
4.Position ladder to ensure stability	Falling Ladder slipping into dangerous location	2	Position ladders a minimum of 1 metre from edges of slabs or floors. Increase this distance as working heights increase. Straight or extension ladders to be secured at top and bottom. Ladders need to extend 1 metre above landing level and to be long enough to work at least 1 metre from the top of the ladder.	3	Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: USING PORTABLE LADDER				SWMS NO. 005	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
4.Position ladder to ensure stability (Continued)			Angle of ladder should be nominally 1 in 4 Always face the ladder when ascending or descending a ladder keep two hands and one foot on the ladder. Fall protection to be used when working above 2.0 m	3	Worker
5.Using the ladder.	Falling Dropping tools on others.	2 2	Hoist tools and equipment with rope – keep both hands free for climbing. Barricade area to prevent persons from walking under ladder while in use. Do not overload pockets or tool belts with items that may fall out. Ensure footwear is appropriate and free from mud or oil.	3 3	Worker Worker
6.Step Ladders	Falling on others	2	Erect stepladders on even and level surface. Tie ladder to permanent structure if possible. Clear people form the immediate area if possible.	3	Worker
7.Working on step ladders	Falling	2	Employees instructed to not use top steps. Not to straddle the step ladder Not to reach out too far Not to place tools and equipment on the top step unless designed for the task	3	Worker
8.Removal of ladder	Falling	3	Leave base of ladder tied until the top is untied	3	Worker
Additional items identified on site					Supervisor/ Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: USING PORTABLE LADDERS	SWMS NO. 005	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Tradesman and others trained and competent in the use of portable ladders and working around electricity	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task
No previous particular experience required	Barricading to be used as appropriate to protect others from working below elevated work.	On the job skills training to be conducted by Supervisor to personnel.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Ladders to be in accordance with Australian Standard AS 1892 All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Compliance Code Prevention of Falls. Code of Practice Manual Handling.

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
Ladders complying with the relevant part of Australian Standard AS 1892.	Ladders to be checked daily.

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: INSTALLING LIGHT FITTINGS	SWMS 006	Page 1 of 4
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director…….Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	High Risk	Hazard has the potential to kill or permanently or temporarily disable
Class 2	Medium Risk	Hazard has the potential to cause lost time injury or illness
Class 3	Low Risk	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 006 – INSTALLING LIGHT FITTINGS and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: INSTALLING LIGHT FITTINGS		**SWMS NO. 006**	**Page 3 of 4**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check layout and mark out.	Struck by falling objects Slips, trips & falls	2 3	Keep lifting area clear of people. Barricade work area Ensure area, in particular, walkways are clear of trip hazards Wear safety foot wear	3	Supervisor/ Worker Supervisor/ Worker
3. Receive lights on site and confirm correct numbers and types	Manual handling	2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures in accordance with SWMS 015	3	Worker
4 Confirm cabling requirements.	Electric shock	1	Test and confirm cables **before commencing work. Isolate and fit danger tags as appropriate**	3	Worker
5. Install light fitting base or bracket and terminate cabling or plug into lighting socket.	Electric shock Falling	1 2	Ensure power tools and leads are tagged Use ladders or work platforms in accordance with SWMS 019 and SWMS 005	3 3	Worker Worker
6. Complete the fitting of any other parts.	Falling	2	Use ladders or work platforms in accordance with SWMS 019 and SWMS 005	3	Worker
7. Confirm fitting is secure and installed to specifications.	Falling	2	Use ladders or work platforms in accordance with SWMS 019	3	Worker
8. Clear area and remove isolation DANGER Tags	Hand injuries	2	Use protective gloves.	3	Worker
Additional items identified on site					Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: INSTALLING LIGHT FITTINGS	SWMS NO. 006	Page 4 of 4

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 4 or apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Elevated Work Platform training and national certification as required dependent upon equipment to be used.	Barricading to be used as appropriate to protect others from working below elevated work.	On the job skills training to be conducted by Supervisor to personnel. Training on specific elevated work platform to be used if using EWP.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. Floor capacity sufficiently engineered to carry weight of elevated work platform/s. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010, Code of Practice for Manual Handling Compliance Code Prevention of Falls Code of Practice Manual Handling. Code of Practice for Plant.
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	**Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720**	**Format 1**
	SWMS Title: INSTALLATION OF SWITCHBOARDS	**SWMS 007** / **Page 1 of 5**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018** / **Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations	**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature ……  ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 007 – INSTALLATION OF SWITCHBOARDS and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: INSTALLATION OF SWITCHBOARDS		**SWMS NO. 007**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards		Document site specific hazards and control measures		Supervisor/ Worker
2. Confirm installation specifications.	N/A	N/A	N/A		Supervisor/ Worker
3. Mark out location ensuring coordination with other services.Prepare installation area and confirm adequate space including door swing for maintenance	Tripping Hand injuries	3 3	Ensure area, in particular, walkways are clear of trip hazards Wear safety footwear Wear protective gloves	3 3	Supervisor/ Worker Worker
4. Use crane or other mechanical handling equipment if needed.	Struck by object	2	Ensure lifting aids are suitable for the task	3	Worker
5. Receive switchboard on site including test certificates.	Falling objects Manual handling	2 2	Keep lifting area clear of people and barricade area Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3 3	Worker Worker
6. Transfer switchboards to installation location	Falling objects Manual Handling	2 2	Keep lifting area clear of people and barricade area Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3 3	Worker Worker
7. Install switchboard to manufacturer's and client's specifications.	Manual Handling	2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3	Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: INSTALLATION OF SWITCHBOARDS				SWMS NO. 007	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
8. Commission switchboard	Electric shock, explosion	1	Carry out pre-commission test and isolation procedures Follow **Standard Safe Working Procedures** **Refer to SWMS 038 - Energise & Commission Intallation**	3	Worker
Additional items identified on site					Supervisor/ Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: INSTALLATION OF SWITCHBOARDS	SWMS NO. 007	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 5 or 2nd year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Trained in the use of manual handling lifting equipment. Certificated dogman / rigger to sling load dependent upon size and weight and lifting method		On the job skills training to be conducted by Supervisor to personnel.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. Floor capacity sufficiently engineered to carry weight of lifting equipment. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010, Code of Practice for Manual Handling ,Code of Practice for Plant.
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Appropriate mechanical lifting / manual handling equipment	Hand tools and ladders to be checked daily. Mechanical lifting / manual handling equipment to be checked in accordance with Statutory and manufacturers recommendations

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: INSTALLATION OF LIGHTING LOOMS	SWMS 008	Page 1 of 4
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer** **Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature: …… ……..Position: Director……..Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

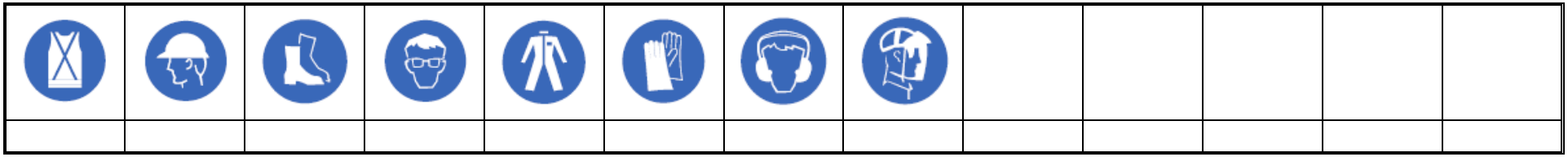
6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements



RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 008 – INSTALLATION OF LIGHTING LOOMS and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: INSTALLATION OF LIGHTING LOOMS		**SWMS NO. 008**	**Page 3 of 4**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check drawings to confirm loom locations and specifications.	N/A	N/A	N/A		Supervisor/ Worker
3. Receive cable and sockets bases on site and confirm correct types, sizes and numbers.	Struck by falling object Manual handling Hand injuries	2 2 3	Keep lifting area clear of people Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015 Wear gloves, Use tools appropriately	3 3 3	Worker Worker Worker
4. Construct lighting looms to client's specifications.	Hand injuries	3	Use correct tool to cut & strip wire.Wear gloves.	3	Worker
5. Label each loom with distribution board and circuit number.	Potential Electric shock	1	Use only correctly tagged equipment	3	Worker
6. Install looms to client's specifications.	Falls from height	2	Use ladders in accordance with SWMS 005 Use fall protection as appropriate, in accordance with SWMS 019	3	Worker
7. Confirm socket locations and fixings to client's specification	Falls from height	2	Use fall protection as appropriate, in accordance with WMS 019	3	Worker
8. Install circuit feeds and switch wires to client's specifications.	Electric shock, Falls	1 2	Do not work live. Isolate and tag out circuits. Use ladders in accordance with SWMS 005	3 3	Worker Worker
9. Clean area.	Hand injuries	3	Wear protective gloves	3	Worker
Additional items identified on site					Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: INSTALLATION OF LIGHTING LOOMS	SWMS NO. 008	Page 4 of 4

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 5 or 2nd year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
No previous particular experience required		On the job skills training to be conducted by Supervisor to personnel.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009 AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010, Code of Practice Manual Handling. Code of Practice for Plant. Compliance Code Prevention of Falls
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, ladders	Hand tools and ladders to be checked daily

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: INSTALLATION OF CABLE SUPPORTS	SWMS 009	Page 1 of 4
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director…….Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	High Risk	Hazard has the potential to kill or permanently or temporarily disable
Class 2	Medium Risk	Hazard has the potential to cause lost time injury or illness
Class 3	Low Risk	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 009 – INSTALLATION OF CABLE SUPPORTS and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: INSTALLATION OF CABLE SUPPORTS		**SWMS NO. 009**	**Page 3 of 4**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check location to drawing and specifications	Tripping and exposed nails	3	Ensure area, in particular walkways, are clear of trip hazards Wear safety footwear	3	Supervisor/ Worker
3. Receive cable supports on site confirming correct type, size and number	Struck by falling objects Manual handling	2 2	Keep lifting area clear of people Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3 3	Worker Worker
4. Mark out route of cable supports to specifications confirming clearance of other services	Falling from height	2	Use ladders in accordance with SWMS 005 Use fall protection in accordance with SWMS 019	3	Worker
5. Install supports to client's specifications supporting as necessary	Electric shock Falling from height	1 2	Ensure power tools and leads are tested and tagged Use ladders in accordance with SWMS 005	3 3	Worker Worker
6. Confirm tightness of fixings	Falling from height Struck by falling objects	2 2	Use ladders in accordance with SWMS 005 Keep lifting area clear of people	3 3	Worker Worker
7. Install cable supports	Falling from height	2	Use ladders in accordance with SWMS 005 Use fall protection in accordance with SWMS 019	3	Worker
8. Clean area	Hand injuries	3	Wear gloves	3	Worker
Additional items identified on site					

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: INSTALLATION OF CABLE SUPPORTS	SWMS NO. 009	Page 4 of 4

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 2 or apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Elevated Work Platform training and national certification as required dependent upon equipment to be used.	Barricading to be used as appropriate to protect others from working below elevated work.	On the job skills training to be conducted by Supervisor to personnel. Training on specific elevated work platform to be used if using EWP.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. Floor capacity sufficiently engineered to carry weight of elevated work platform/s. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010, Code of Practice Manual Handling Code of Practice for Plant. Compliance Code Prevention of Falls
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: INSTALLATIONS OF MAINS	SWMS 010	Page 1 of 5
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control

Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 010 – INSTALLATION OF MAINS and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: INSTALLATION OF MAINS		**SWMS NO. 010**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2.Liaise with Supply Authority to coordinate to supply. Obtain Supply Authority Certificates and check drawings.	N/A N/A	N/A N/A	N/A N/A		Supervisor
3. Coordinate shutdowns with client.	N/A	N/A	N/A		Supervisor
4. Receive mains on site.	Falling objects Manual handling	2 2	Keep lifting and work area clear of people Barricade area Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3 3	Worker Worker
5. Shut down and install DANGER Tags.	Potential Electric shock	1	**Confirm NOT LIVE** before commencing work Lock out required circuits	3	Worker
6. Remove existing mains terminations if applicable.	Potential Electric shock	1	**Confirm NOT LIVE** before commencing work	3	Worker
7. Terminate new mains to specifications.	Potential Electric shock Hand Injuries	1 2	**Confirm NOT LIVE** before commencing work Use correct tools to cut & strip cables. Wear gloves	3 3	Worker Worker
8. Confirm installation to drawings and specifications and ensure connections are tight	Potential Electric Shock	1	**Confirm NOT LIVE** and identify cables before commencing work	3	Worker
9. Clean area	Hand Injuries	3	Wear protective gloves.	3	Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
10. Test installation	Potential Electric Shock	1	**Confirm NOT LIVE** and identify cables before commencing work Isolate as required	3	Worker
11. Liaise with Supply Authority for inspection and test.	N/A	N/A	N/A		Supervisor
12. Remove DANGER Tags	N/A	N/A	N/A		Worker
13. Energise supply	Potential Electric Shock	1	Follow **Standard Safe Working Procedures** **Refer to SWMS 038 - Energise & Commission Intallation**	3	Supervisor/ Worker
14. Install signs or labels as required	Hand injuries	3	Use tools appropriately	3	Worker
Additional items identified on site					Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: NSTALLATION OF MAINS	SWMS NO. 010	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 5 or 3rd year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Elevated Work Platform training and national certification as required dependent upon equipment to be used.	Barricading to be used as appropriate to protect others from working below elevated work.	On the job skills training to be conducted by Supervisor to personnel. Training on specific elevated work platform to be used if using EWP.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. Floor capacity sufficiently engineered to carry weight of elevated work platform/s. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010, Code of Practice Manual Handling. Compliance Code Prevention of Falls Code of Practice for Plant.
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	**Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720**	**Format 1**
	SWMS Title: INSTALLATION OF SWITCHBOARD CONNECTIONS (NEW SWITCHBOARD)	**SWMS 011** / **Page 1 of 5**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer** **Contact Number: 9878 9006**	**Date: 02/05/2018** / **Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations	**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control

Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 011 – INSTALLATION OF SWITCHBOARD CONNECTIONS (NEW SWITCHBOARD) and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: INSTALLATION OF SWITCHBOARD CONNECTIONS (NEW SWITCHBOARD)		**SWMS NO. 011**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Confirm switchboard meets and has been installed to specifications	N/A	N/A	N/A		Supervisor/ Worker
3. Confirm cables to be connected meet specifications and all cables have been installed. Check any specific requirements have been met.	N/A	N/A	N/A		Supervisor/ Worker
4. Group cables together as they enter switchboard and fix with cable ties.	Hand injuries	3	Use suitable gloves	3	Worker
5. Separate cables into groups of like destination. Seal or plug any unused cable entries.	Potential Electric shock	1	**Confirm NOT LIVE** before commencing work Isolate and Lock Out as required	3	Worker
6. Mark each conductors prior to removing any secondary insulation.	N/A	N/A	N/A		Worker
7. Group conductors of like destinations and fix into a loom system	Hand injuries	3	Use suitable gloves	3	Worker
8. Align and terminate each conductor into its correct location.	Potential Electric shock Hand injuries	1 2	**Confirm NOT LIVE** before commencing work Isolate and Lock Out as required Use correct tools to cut & strip cables. Wear gloves	3 3	Worker Worker
9. Check and tighten all terminations and connections	Potential Electric shock	1	**Confirm NOT LIVE** before commencing work Isolate and Lock Out as required	3	Worker
10. Confirm installation meets specifications	N/A	N/A	N/A		Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responisble
11. Install labels, signs or markings as required	N/A	N/A	N/A		Worker
12. Clean switchboard	Hand injuries	3	Use suitable gloves	3	Worker
13. Confirm all circuits have been completed and DANGER Tag any incomplete circuits.	N/A	N/A	N/A		Worker
14. Test and commission switchboard using relevant procedures. Confirm phase rotation of all 3 phase equipment	Potential Electric Shock	1	Follow **Standard Safe Working Procedures** **Refer to SWMS 038 - Energise & Commission Intallation**	3	Supervisor/ Worker
15. Complete records	N/A	N/A	N/A		Worker
Additional items identified on site					Supervisor/ Worker

SWMS Title: INSTALLATION OF SWITCHBOARD CONNECTIONS (NEW SWITCHBOARD)	SWMS NO. 011	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 5 or 2nd year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Elevated Work Platform training and national certification as required dependent upon equipment to be used.	Barricading to be used as appropriate to protect others from working below elevated work.	On the job skills training to be conducted by Supervisor to personnel. Training on specific elevated work platform to be used if using EWP.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. Floor capacity sufficiently engineered to carry weight of elevated work platform/s. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010. Code of Practice Manual Handling. Code of Practice for Plant.. Compliance Code Prevention of Falls

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: INSTALLATION OF SUBMAINS	SWMS 012	Page 1 of 5
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements








RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 012 – INSTALLATION OF SUBMAINS and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: INSTALLATION OF SUBMAINS		**SWMS NO. 012**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check location to drawings and specification layout and mark out	Tripping and exposed nail	3	Ensure area, in particular walkways, are clear of trip hazards Wear safety foot wear	3	Supervisor/ Worker
3. Plan installation so as to work towards the main switchboard.	Potential Electric shock	1	Connections to the main switchboard to be made only when it is **CONFIRMED NOT LIVE** Isolate and Tag Out	3	Supervisor/ Worker
4. Confirm cable specifications and condition.	N/A	N/A	N/A		Worker
5. Install cable to client's specifications.	Potential Electric shock	1	Ensure that no bare conductors can contact any live parts. Effectively insulate both ends of all cables near any live parts. Restrain the ends of all cables near any live parts.	3	Worker
	Falls	2	Use ladders in accordance with SWMS 005 Use fall protection as appropriate, in accordance with SWMS 019	3	Worker
	Manual handling	2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015.	3	Worker
	Hand Injuries	2	Use correct tools to cut & strip cables. Wear gloves	3	Worker
6. Terminate submains to specifications.	Electric shock	1	Isolate main switchboard and install DANGER TAGS. **CONFIRMED NOT LIVE** before making any connections	3	Worker
7. Clean area	Hand injuries	3	Wear protective gloves	3	Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: INSTALLATION OF SUBMAINS				SWMS NO. 012	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Risidual Risk**	**Person Responsible**
8. Test installation	Electric shock	1	**CONFIRMED NOT LIVE** and identify cables before commencing work	3	Worker
9. Remove DANGER TAGS	N/A	N/A	N/A		Worker
10. Energise main switchboard.	Electric shock	1	Follow **Standard Safe Working Procedures as per SWMS 038 - Energise & Commission Intallation**	3	Supervisor/ Worker
11. Install signs or labels are required.	Hand injuries	3	Use tools appropriately	3	Worker
Additional items identified on site					Supervisor/ Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: INSTALLATION OF SUBMAINS	SWMS NO. 012	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 5 or 2nd year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
	Barricading to be used as appropriate to protect others	On the job skills training to be conducted by Supervisor to personnel.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009 AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010, Code of Practice for Manual Handling. Compliance Code Prevention of Falls Code of Practice for Plant

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
Portable hand tools, electrical power tools, drills, leads and ladders.	Hand tools and ladders to be checked daily.

neca MEMBER national electrical and communications association	**Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720**		**Format 1**
	SWMS Title: INSTALLATION OF POWER AND LIGHT CABLING	**SWMS 013**	**Page 1 of 5**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	High Risk	Hazard has the potential to kill or permanently or temporarily disable
Class 2	Medium Risk	Hazard has the potential to cause lost time injury or illness
Class 3	Low Risk	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 013 – INSTALLATION OF POWER AND LIGHT CABLING and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: INSTALLATION OF POWER AND LIGHT CABLING				**SWMS NO. 013**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responnsible**
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check location to drawings and specification layout and mark out	Tripping	3	Ensure area, in particular walkways, are clear of trip hazards Wear safety foot wear	3	Supervisor/ Worker
3. Plan installation so as to work towards the main switchboard.	Electric shock	1	Connections to the main switchboard to be made only when it is **CONFIRMED NOT LIVE**. Isolate and Lock Out & Tag	3	Supervisor/ Worker
4. Confirm cable specifications and condition.	N/A	N/A	N/A		Worker
5. Install cable to client's specifications.	Electric shock	1	Ensure that no bare conductors can contact any live parts. Effectively insulate both ends of all cables near any live parts. Restrain the ends of all cables near any live parts.	3	Worker
	Falls	2	Use ladders in accordance with SWMS 005 Use fall protection as appropriate, in accordance with SWMS 019	3	Worker
	Manual handling	2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3	Worker
6. Terminate submains to specifications.	Electric shock	1	Isolate main switchboard and install DANGER TAGS. **CONFIRMED NOT LIVE** before making any connections	3	Worker
	Hand Injuries	3	Use correct tools to cut & strip cables. Wear gloves	3	Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
7. Clean area	Hand injuries	3	Wear protective gloves	3	Worker
8. Test installation	Electric shock	1	**CONFIRMED NOT LIVE** and identify cables before commencing work	3	Worker
9. Remove DANGER TAGS	N/A	N/A	N/A		Worker
10. Energise main switchboard.	Electric shock	1	Follow **Standard Safe Working Procedures as per SWMS 038 - Energise & Commission Intallation**	3	Supervisor/ Worker
11. Install signs or labels are required.	Hand injuries	3	Use tools appropriately	3	Worker
Additional items identified on site					Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 5 or 2nd year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Elevated Work Platform training and national certification as required dependent upon equipment to be used.	Barricading to be used as appropriate to protect others from working below elevated work.	On the job skills training to be conducted by Supervisor to personnel. Training on specific elevated work platform to be used if using EWP.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. Floor capacity sufficiently engineered to carry weight of elevated work platform/s. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010, Code of Practice for Manual Handling. Compliance Code Prevention of Falls. Code of Practice for Plant.
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: INSTALLATION OF POWER POINTS	SWMS 014	Page 1 of 5
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

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6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

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This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control

Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 014 – INSTALLATION OF POWER POINTS and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: INSTALLATION OF POWER POINTS		**SWMS NO. 014**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check layout to drawings and specifications and confirm with client	N/A	N/A	N/A		Supervisor/ Worker
3. Check walls, cavities and ceilings for other services .	Explosion/ Electric shock	1	Confirm location of any existing water pipes, gas lines, power or telephone cables Isolate, Lock out & Tag other services as required	3	Worker
	Falls	2	Use fall protection as appropriate in accordance with SWMS 019 Use ladders in accordance with SWMS 005	3	Worker
	Personal injury	3	Ensure area is clear Wear safety footwear, use suitable gloves	3	Worker
4. Check equipment is tagged	Electric Shock	1	Use only correctly tagged tools and equipment	3	Worker
5.Fit power point mounting brackets as required	Debris and noise from drilling	2	Use minimum drilling speed consistent with effective work Use appropriate respiratory, eye and hearing protection Eg. Full face shield or goggles Keep drill bits sharp	3	Worker
	Falls	2	Use fall protection as appropriate in accordance with SWMS 019 Use ladders in accordance with SWMS 005	3	Worker
6. Tape or insulate ends of new cable to prevent electrical contact	Potential Electric Shock	1	Use suitable insulating material	3	Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: INSTALLATION OF POWER POINTS				SWMS NO. 014	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual** Risk	**Person Responsible**
7. Run Cables	Electric Shock	1	**Confirm NOT LIVE** before commencing work -Isolate, Lock Out & Tag	3	Worker
	Hand injuries	3	Wear gloves	3	Worker
8. Connect power points	Electric Shock	1	**Confirm NOT LIVE** before commencing work -Isolate, Lock Out & Tag	3	Worker
	Falling	2	Use ladder or elevated work platform as appropriate Use fall protection as appropriate, in accordance with SWMS 019	3	Worker
9. Confirm fittings are secure and installed to specifications	Electric shock	1	**Confirm NOT LIVE** before commencing work -Isolate, Lock Out & Tag	3	Worker
10. Clear area and remove Isolation and DANGER Tags	Hand Injuries	3	Wear gloves	3	Worker
Additional items identified on site					Supervisor/ Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: INSTALLATION OF POWER POINTS	SWMS NO. 014	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 5 or 2nd year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Elevated Work Platform training and national certification as required dependent upon equipment to be used.	Barricading to be used as appropriate to protect others from working below elevated work.	On the job skills training to be conducted by Supervisor to personnel. Training on specific elevated work platform to be used if using EWP.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. Floor capacity sufficiently engineered to carry weight of elevated work platform/s. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010 Compliance Code Prevention of Falls. Code of Practice Manual Handling. Code of Practice for Plant.

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
Portable hand tools, electrical power tools, drills, leads and ladders .Portable pipe and services detection equipment Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: MANUAL HANDLING	SWMS 015	Page 1 of 6
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements








RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control

Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 015 – MANUAL HANDLING and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: MANUAL HANDLING				**SWMS NO. 015**	**Page 3 of 6**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
Risk Assessment	N/A	N/A	Consider the task at hand and assess the risk factors which are likely to cause manual handling injuries, taking into account the following factors – • Actions and movements used; • Layout/condition of work environment; • Posture of the body whilst working; • Duration and frequency of the task; • Weight and position of the object and its intended final location; • Nature of the object; • Work organisation; • Age, skill and experience of the worker; • Force applied.	N/A	Supervisor/ Worker
Risk Control	N/A	N/A	When a manual handling risk has been identified, take steps to control it by – • Redesigning the task to remove or minimise the risk; • If redesign is not possible, use mechanical aids (where practicable) to assist in the task and remove the manual handling risk; • If neither is possible, then provide particular training/ education to the worker(s) to control the risk.	N/A	Supervisor/ Worker
Preparation: Assess size, shape, condition and weight of load(s).	Slips, trips and falls.	2	Ensure personnel are trained in manual handling and/or effectively supervised. If load is heavy or awkward, get help. DO NOT TRY TO LIFT ON YOUR OWN. Use team lifts for heavy, long or awkward loads and control and coordinate team movements with signals.	3	Supervisor/ Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
Preparation: Assess workflow and work area.	Slips, trips and falls.	2	Eliminate unnecessary manual handling- Use mechanical aids where possible. Allow for frequent rest periods and job rotation. Organise a smooth work flow. Ensure personnel are trained in safe lifting procedures. Ensure workplace is uncluttered and well lit & floor surfaces are even and non slip.	3	Supervisor/ Worker
Lift and carry objects.	Muscular skeletal stress / injury	2	Allow for frequent rest periods and job rotation. Ensure new workers are adequately supervised. Perform all movements in a controlled, balanced and comfortable position. Minimise repetitive bending, twisting and over reaching movements.	3	Worker
	Slips, trips and falls.	2	Use correct lifting techniques, including- • Position your feet as close as possible to the load.	3	Worker
	Lacerations and abrasions.	2	• Adopt a balanced position with your knees bent. • Get a safe secure grip diagonally across the object with the palms of your hands.fingertips.	3	Worker
	Crush injuries.	2	• Beware of sharp edged materials – wear safety gloves. • Keep your upper body erect and as straight as possible. • Tuck your chin in, draw your shoulders back and use your body weight to take up the load weight – ensure a proper grip. • Take a deep breath, keep your head up and begin to lift the load by straightening your legs. • Complete the lift with your head held straight. • Hold and carry the load close to your body to reduce the strain on your arms, shoulders and back. • Use your body weight to counter-balance the load weight by leaning slightly backwards as you move. • Use your feet to change direction – do not twist your body, hips or shoulders. • Avoid carrying loads that obstruct your view, particularly on inclines, declines or stairways. • Avoid repetitive lifts from below mid-thigh height and above shoulder height. • Avoid single handed repetitive lifts and avoid lifting while leaning over to reach the load.	3	Worker

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
Lower and stack objects	Muscular skeletal stress/injuries.	2	• Ensure your feet and body face the spot in which the object is to be placed. • Bend your knees, keep your back up straight and hold the object close to your body.	3	Worker
Additional items identified on site					Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: MANUAL HANDLING	SWMS NO. 015	Page 6 of 6

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain a tidy work site. Personal protection equipment (PPE) to be worn at all times.	Supervisor and employees to be instructed in correct Manual Handling techniques. See NECA Toolbox Talk 61 - Manual Handling.
No previous experience required.	Seek assistance with manual handling when required	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
	Supervisor to carry out daily inspections of work site for hazards.	

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
All PPE used to meet & be maintained to Australian Standards	Occupational Health & Safety Act 2004, Occupational Health & Safety Regulations 2007.Code of Practice for Manual Handling

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
Manual handling aids- trolley, stands, winches etc	Ensure manual Handling Aids are fit for purpose

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: WORKING WITH ELEVATED WORK PLATFORMS	**SWMS 016**	**Page 1 of 5**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature ……  ……..Position: Director…….Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements








RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control

Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 016 -WORKING WITH ELEVATED WORK PLATFORMS and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: WORKING WITH ELEVATED WORK PLATFORMS				**SWMS NO. 016**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
NB: - Only holders of appropriate Certificates of Competency may operate certain types of elevated work platform					
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check that machine is safe to use mechanically.	Machine failure, personal injury	1	Check logbook, hydraulics, tyres, audible alarm, and warning lights	3	Worker
3. Check electrical equipment on machine.	Electric shock	1	Check general purpose outlet, residual current device and earth continuity between earth pin and machine frame. Trip test RCD.	3	Worker
4. Check surfaces on which the machine is to be used.	Machine instability Personal injuries	1	Use machine only on stable, level surfaces in accordance with the manufacturers instructions.	3	Worker
5. Secure working area.	Pedestrians Falling objects	1 1	Barricade working area, Use a spotter as required, erect signs. Tie tools on, and secure objects left at height.	3 3	Worker Worker
6. Prevent falls.	Personal injuries	1	Use harness with lanyard and shock absorber. Ensure attachment point is appropriate. **Stay wholly within the bucket at all times.** Enter or exit bucket only while lowered. Do not use EWP in high winds	3	Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
7. Check services in work area.	Electric shock	1	Isolate as required. Ensure required clearance from conductors and power lines. Use spotter in proximity to overhead services	3	Worker
8. Emergency retrieval	Suspension	1	Lower via emergency control on EWP Notify Site Management – Activate Site Incident response procedure as per Site OHS Co Ordination Plan Use another EWP or build scaffolding to support body weight where possible.	3	All All All
	Plant Failure	1	Lower via emergency control on EWP Use another EWP tp transfer personnel	3	All All
9. Storing EWP	Unauthorised use	1	Park EWP in designated area and away from access ways Remove and secure key	3	Supervisor/ Worker
10. Recharging	Electric Shock / Explosion	1	Use only RCD protected supply to recharge machine Recharge in a dry well ventilated area away from access ways.	3	Supervisor/ Worker
Additional items identified on site					Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: WORKING WITH ELEVATED WORK PLATFORMS	SWMS NO. 016	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
A Certificate of Competency for Elevated Work Platforms is required for any operators of boom type elevated work platforms over 11.0 m capacity	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) e.g. Safety Harnesses to be worn at all times.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Trained Spotters are to be used for operations near electrical conductors	Barricading to be used as appropriate to protect others from working below elevated work.	On the job skills training to be conducted by Supervisor to personnel.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Floor capacity sufficiently engineered to carry weight of elevated work platform/s All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, AS 4836 - Safe work on LV electrical installations, Code of Practice for Plant 1995. Compliance Code Prevention of Falls
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: ERECTING AND USING MOBILE SCAFFOLDS	SWMS 017	Page 1 of 4
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature: …… ……..Position: Director…….Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control

Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 017 – ERECTING AND USING MOBILE SCAFFOLDS and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: ERECTING AND USING MOBILE SCAFFOLDS				**SWMS NO. 017**	**Page 3 of 4**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
NB: - Only holders of appropriate Certificates of Competency may erect scaffolds over 4.0 metres high					
1. Erect scaffold in accordance with the manufacturers or supplier's instructions.	Unstable ground. Falling. Manual Handling.	1 1 2	Place appropriate soleboards under standards. Ensure handrails are fitted as erection proceeds. Use fall protection as appropriate, in accordance with SWMS 019 Ensure safe distances are maintained from powerlines Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3 3 3	Worker Worker Worker
2. Check surfaces on which the scaffold is to be used.	Collapse. Scaffold instability .	2	Use scaffold only on stable, level surfaces in accordance with the manufacturer's instructions.	3	Worker
3. Secure working area.	Personal injuries.	2	Barricade working area, erect signs, tie tools on, and secure objects left at height.	3	Worker
4. Observe safe work procedures.	Personal injuries.	2	Wear appropriate personal protective equipment. Stay wholly within the scaffold at all times. Use appropriate fall protection. Ensure SWL is observed and wheels are locked when in working position. Do not use the Scaffolding in high winds	3	Worker
5. Check services in work area.	Electric Shock	1	Ensure required clearance from conductors and power lines Use a spotter as required when moving scaffolding in the vicinity of overhead services.	3	Worker
Additional Site Sprcific requirements					Supervisor/ Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: ERECTING AND USING MOBILE SCAFFOLDS	SWMS NO. 017	Page 4 of 4

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
A Certificate of Competency for Scaffolding relevant to the scaffolding being erected is required for any persons erecting scaffolding over 4.0m high	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	Barricading to be used as appropriate to protect others from working below elevated work.	Training on specific scaffolding type and basics to be conducted for erection and use under 4.0 m high
	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Floor capacity sufficiently engineered to carry weight of scaffolding. Scaffolds to be designed to Australian Standard AS 4576 Ensure design and erection takes in to account any overhead powerlines or conductors All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, AS 4836 - Safe work on LV electrical installations, Code of Practice for Plant 1995. Compliance Code Prevention of Falls 2008. Code of Practice Manual Handling.
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Hazard Identification to be conducted for scaffolding plant used	Scaffold to be used and inspected as per manufacturers and clients requirements

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: DISMANTLING MOBILE SCAFFOLDS	SWMS 018	Page 1 of 4
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

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This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements








RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	High Risk	Hazard has the potential to kill or permanently or temporarily disable
Class 2	Medium Risk	Hazard has the potential to cause lost time injury or illness
Class 3	Low Risk	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 018 – DISMANTLING MOBILE SCAFFOLDS and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: DISMANTLING MOBILE SCAFFOLDS				**SWMS NO. 018**	**Page 3 of 4**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
NB: - Only holders of appropriate Certificates of Competency may alter or dismantle scaffolds over 4.0 m high					
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
1. Dismantle scaffold in accordance with the manufacture's or supplier's instructions.	Falling	1	Use fall protection as appropriate, in accordance with SWMS 019	3	Worker
	Electric shock.	1	Ensure safe distances are maintained from conductors.Isolate,	3	Worker
			Lock Out & Tag conductors where possible.	3	Worker
	Overturning.	2	Remove lower ties only when the scaffold is dismantled down to		
			that level.	3	Worker
	Falling objects.	2	Ensure work platform is clean prior to dismantling.Keep area clear		
			of pedestrians	3	Worker
	Manual handling	2	Ensure work area is clear. Use manual handling aids or get	3	Worker
			assistance when handling large or heavy objects. Implement		
			manual handling risk control procedures as per SWMS 015		
	Personal injury.	2	**Ensure ropes for lowering equipment are securely tied**.	3	Worker
2. Secure working area.	Petrsonal injury	2	Barricade working area and erect signs.	3	Worker
Additional items identified on site					Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: DISMANTLING MOBILE SCAFFOLDS	SWMS NO. 018	Page 4 of 4

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
A Certificate of Competency for Scaffolding relevant to the scaffolding being erected is required for any persons erecting scaffolding over 4.0m high	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	Barricading to be used as appropriate to protect others from working below elevated work.	Training on specific scaffolding type and basics to be conducted for alteration and use under 4.0 m high
	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Floor capacity sufficiently engineered to carry weight of scaffolding. Scaffolds to be designed to Australian Standard AS 4576 All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, AS 4836 - Safe work on LV electrical installations, Code of Practice for Plant 1995. Code of Practice Manual Handling. Compliance Code Prevention of Falls 2008.

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
Hazard Identification to be conducted for scaffolding plant used	Scaffold to be used and inspected as per manufacturers and clients requirements

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: WORKING AT HEIGHTS	SWMS 019	Page 1 of 5
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control

Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 019 – WORKING AT HEIGHTS and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: WORKING AT HEIGHTS				**SWMS NO. 019**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
Working at heights can be in the form of :-	Falling.	1	Recommended controls for fall protection can be in three forms or a combination of either :-	3	Supervisor/ Worker
Working on a roof, on the top of a tank, from an elevated platform, from a ladder, a building façade, a building under construction / renovation, working on a structure e.g. steel, timber, concrete, slippery surface, sloping surface, working over water, in or near lift shafts, within 2.0 m of an edge where there is the potential to fall 2.0 m or more.	Personal injury	2	1. Fall prevention – placing a physical barrier to prevent personnel working where they can fall e.g. Walls, Mesh screening, Guardrailing / Handrails, Fixed barricading set back 3.0m from any fall potential 2. Fall restraint – limiting personnel from reaching the point of potential fall e.g. Parachute type full body safety harness with a limited length inertia reel connected to a fixed point or static line. Roofing kneel boards to spread the load over a span	3	Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
Or Where there is potential for personnel to come within 2.0m of falling 2.0m or more			3. Fall arrest – providing personnel with protection if they do fall e.g. Industrial safety nets, parachute type full body safety harness connected to a fixed length lanyard and shock absorber connected to a fixed point or static line, or a parachute type full body safety harness connected to an inertia reel to a fixed point or static line Further forms of working at height which provide varying degrees of protection include :- Swing stages, Mast climbing work platforms, Scaffolding, Crane man / work box, Elevated Work Platforms, Ladders – in some cases personnel need to be trained and certificated to operate this equipment		
Additional items identified on site					Supervisor/ Worker

SWMS Title: WORKING AT HEIGHTS	SWMS NO. 019	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Personnel will need to be trained and **confident** at working at heights	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Appropriate Certificates of Competency will be required by personnel for particular operations working at height, e.g. scaffolding, dogman, rigger, crane operator, elevated work platform operations	Barricading to be used as appropriate to protect others from working below elevated work. Fall protection equipment to be worn where required	**Training** in the use of specific plant and inspection and maintenance of equipment to be conducted for the type of equipment / plant to be used.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Floor capacity sufficiently engineered to carry weight of elevated work platform/s. Australian Standard AS 4576 Scaffolding General, AS 2550 Cranes – Safe Use. AS 1891 Industrial Fall Arrest Systems and Devices, AS 2626 Industrial Safety Belts and Harnesses. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, AS 4836 - Safe work on LV electrical installations, Code of Practice for Plant 1995, Compliance Code Prevention of Falls 2008. Code of Practice Manual Handling.
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker, cranes, swingstages, crane work box. Ensure compatibility of components particularly for fall protection / restraint / arrest equipment	Cranes, Elevated Work Platform/s, scaffolding in accordance with manufacturers recommendations Fall arrest / protection equipment must be checked prior to every use by a competent, trained person

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: INSTALLATION OF NEW WORK ON EXISTING SWITCHBOARDS (NOT LIVE WORK)	**SWMS 020**	**Page 1 of 5**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature ……  ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

												

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control

Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 020– INSTALLATION OF NEW WORK ON EXISTING SWITCHBOARDS (NOT LIVE WORK) and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: INSTALLATION OF NEW WORK IN EXISTING SWITCHBOARDS (NOT LIVE WORK)				**SWMS NO. 020**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check drawings and specifications	N/A	N/A	N/A		Supervisor/ Worker
3. Arrange isolation of section of, or complete switchboard, with client	N/A	N/A	N/A		Supervisor/ Worker
4. Isolate section of, or complete switchboard, or install insulating barriers	Electric Shock	1	**Confirm NOT LIVE** before commencing work Follow **Standard Safe Working Procedures** Isolate, Lockout & Tag	3	Worker
5. Fit DANGER Tags to isolation devices	N/A	N/A	N/A		Worker
6. Test that work area has been safely isolated	Electric Shock	1	**Confirm NOT LIVE** before commencing work Follow **Standard Safe Working Procedures** Isolate, Lockout & Tag	3	Worker
7. Complete installation to client's specifications	Electric Shock	1	Test and identify cables before commencing work **Confirm NOT LIVE** before commencing work Isolate, Lockout & Tag	3	Worker
8. Check and tighten all terminations and connections	Electric Shock	1	**Confirm NOT LIVE** before commencing work Follow **Standard Safe Working Procedures** Isolate, Lockout & Tag	3	Worker
9. Confirm installation meets specifications	N/A	N/A	N/A		Worker
10. Fit DANGER Tags to any incomplete work	N/A	N/A	N/A		Worker
11. Install labels, signs or markings as required	N/A	N/A	N/A		Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
12. Clean work area	Hand injuries	3	Wear protective gloves	3	Worker
13. Test and commission switchboard using relevant procedures. Confirm phase rotation of all 3 phase equipment	Electric Shock	1	Follow **Standard Safe Work Procedures** **Refer to SWMS 038 - Energise & Commission Intallation**	3	Worker
14. Complete records	N/A	N/A	N/A		Worker
Additional items identified on site					Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: INSTALLATION OF NEW WORK IN EXISTING SWITCHBOARDS (NOT LIVE WORK)	SWMS NO. 020	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 5 or 4th year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Elevated Work Platform training and national certification as required dependent upon equipment to be used.	Barricading to be used as appropriate to protect others from working below elevated work.	On the job skills training to be conducted by Supervisor to personnel. Training on specific elevated work platform to be used if using EWP.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. Floor capacity sufficiently engineered to carry weight of elevated work platform/s. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010. Code of Practice Manual Handling. Compliance Code Prevention of Falls 2008.
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	**Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720**		**Format 1**
	SWMS Title: WORKING IN RISERS	**SWMS 021**	**Page 1 of 4**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements








RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control

Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 021 – WORKING IN RISERS , and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: WORKING IN RISERS		**SWMS NO. 021**	**Page 3 of 4**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check location to drawing and reference to specification layout and mark out.	Tripping and exposed nails	3	Ensure area, in particular, walkways are clear Wear safety footwear	3	Supervisor/ Worker
3. Check for access to riser and have clear working area	Falling, falling objects	2	Wear safety helmets Use fall protection as appropriate, in accordance with SWMS 019 Provide training and use entry permits when appropriate	3	Worker
4. Check for confined spaces	Confined space	2	Implement **Confined Space Procedure** if necessary	3	Worker
5. Check for adequate lighting	Work restrictions	3	Use supplementary lighting if necessary	3	Worker
6. Protect all openings to risers	Falling	2	Builder to provide protection	3	Worker
7. Install warning signs	Object falling	2	Using appropriate sign eg,**"DANGER MEN WORKING ABOVE"** Barricade area below	3	Worker
Additional items identified on site					Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: WORKING IN RISERS	SWMS NO. 021	Page 4 of 4

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 3 or apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Confined Space training and Sentry training if deemed a Confined Space	Barricading to be used as appropriate to protect others from working below elevated work.	On the job skills training to be conducted by Supervisor to personnel.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010, Compliance Code- Confined Spaces 2008. Code of Practice Manual Handling. Compliance Code Prevention of Falls 2008.
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, electrical power tools	Hand tools to be checked daily.

neca MEMBER national electrical and communications association	**Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720**		**Format 1**
	SWMS Title: INSTALLATION OF PYROTENAX, (MIMS) CABLE	**SWMS 022**	**Page 1 of 4**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	High Risk	Hazard has the potential to kill or permanently or temporarily disable
Class 2	Medium Risk	Hazard has the potential to cause lost time injury or illness
Class 3	Low Risk	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control

Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 022INSTALLATION OF PYROTENAX, (MIMS) CABLE, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: INSTALLATION OF PYROTENAX, (MIMS), CABLE		**SWMS NO. 022**	**Page 3 of 4**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check location to drawing and specification layout and mark out	Slips, trips & falls	3	Ensure area, in particular walkways, are clear of trip hazards Wear safety footwear	3	Supervisor/ Worker
3. Confirm cable specification and condition.	N/A	N/A	N/A	3	Worker
4. Confirm cable supports on conduits have been installed to specifications.	Falls	1	Refer to SWMS 004, cable and ladder tray installation Use ladders in accordance with SWMS 005	3	Worker
5. Install rollers on other protection to client's specifications.	Falls	2	Use fall protection as appropriate, in accordance with SWMS 019	3	Worker
6. Install cable stands to client's specifications.	Manual handling	2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3	Worker
7. Install cable manually with rope or winch as appropriate to client's specification.	Manual handling	2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3	Worker
8. Cut any excess cable and seal exposed ends to manufacturer's recommendations	Hand injuries	2	Wear protective gloves Use tools in accordance with manufacturer's instruction	3	Worker
9. Locate/dress cable to fix in position to client's specification.	Falls	1	Use ladders in accordance with SWMS 005 Use fall protection as appropriate, as per SWMS 019	3	Worker
Additional items identified on site					Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: INSTALLATION OF PYROTENAX, (MIMS), CABLE	SWMS NO. 022	Page 4 of 4

Personnel Qualifications and Experience	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 4 or apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
No previous particular experience required		On the job skills training to be conducted by Supervisor to personnel.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010, Code of Practice Manual Handling. Code of Practice for Plant 1995 Compliance Code Prevention of Falls 2008.

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
Use manufacturers recommended tools and equipment	Check all tools on a daily basis

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: ISOLATION AND TESTING OF ENERGY SOURCES	SWMS 023	Page 1 of 5
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature ……  ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

												

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control

Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 023 – ISOLATION AND TESTING OF ENERGY SOURCES , and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: ISOLATION AND TESTING OF ENERGY SOURCES		**SWMS NO. 023**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2.Identify **ALL** energy sources to be isolated.	Electric Shock	1	Use PPE designed for electrical testing	**3**	Supervisor/ Worker
3.Isolate **ALL** power sources associated with the works to be carried out as per site requirements and install insulating barriers.	Electric Shock	1	Ensure power sources where inadvertent contact could occur in the course of works to be conducted are also isolated.	**3**	Supervisor/ Worker
4.Fit DANGER TAGS to isolation devices.	Electric Shock	1	Isolate, Lockout and Tag required curcuits	**3**	Worker
5.Check testing equipment for integrity and ensure it is in good working order.	Electric Shock	1	Prove electrical testing equipment is working correctly before proving apparatus is de-energised.	**3**	Worker
6.Test that works area has been safely isolated. Install prohibited area signage or barricade isolation sources.	Electric Shock	1	Confirm de-energisation before commencing work Follow Standard Working Procedures	**3**	Worker
7.Confirm installation or repair to client's specifications.	N/A	N/A	N/A		Worker
8.Fit DANGER TAGS to any incomplete work.	N/A	N/A	N/A		Worker
9.Test and commission new installation or repairs following relevant procedures. Confirm phase rotation of all 3-phase equipment.	Electric Shock	1	Follow Standard Working Procedures **Refer to SWMS 038 - Energise & Commission Intallation**	**3**	Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: ISOLATION AND TESTING OF ENERGY SOURCES				SWMS NO. 023	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
10.Re-energise equipment and apparatus and return to service.	Electric Shock	1	Follow Standard Working Procedures **Refer to SWMS 038 - Energise & Commission Intallation**	**3**	Supervisor/ Worker
Additional items identified on site					Supervisor/ Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: ISOLATION AND TESTING OF ENERGY SOURCES	SWMS NO. 023	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of trades assistant or apprentice working under a qualified Supervisor.	Supervisor to carry out daily inspections of work site for hazards and maintain control measures.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain a tidy work site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Previous experience required.		

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010. Code of Practice Manual Handling.

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
Portable hand tools, electrical power tools, drills, leads and ladders. Insulated mat, Insulated gloves and insulated testing equipment, visual signage and barricades.	Hand tools and ladders to be checked daily.

neca MEMBER national electrical and communications association	**Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720**		**Format 1**
	SWMS Title: INSTALLATION OF EQUIPMENT RACKS	**SWMS 0024**	**Page 1 of 5**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations	**Location:** Various sites as required		

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements








RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 024 – INSTALLATION OF EQUIPMENT RACKS, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: INSTALLATION OF EQUIPMENT RACKS				**SWMS NO. 024**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2.Confirm installation specifications	N/A	N/A	N/A		Supervisor/ Worker
3. Mark out location ensuring coordination with other services. Prepare installation area and confirm adequate space including door swing for maintenance.	Hand injuries, tripping	2	Ensure area, in particular walkways, are clear Wear safety footwear. Wear protective gloves	3	Supervisor/ Worker
4. Arrange for crane or other mechanical handling equipment if needed.	Struck by object	2	Ensure lifting aids are suitable for the task	3	Worker
5. Receive equipment rack on site. Inspect for damage.	Falling objects Manual Handling	2 2	Keep lifting area clear of people Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3 3	Worker Worker
6. Transfer equipment rack to installation location .	Falling objects Manual handling	2 2	Keep lifting area clear of people Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3 3	Worker Worker
7. Install equipment rack to manufacture's and client's specifications.	Electric Shock Manual handling Hand injuries	1 2 2	Isolate, lockout & Tag. Confirm DEAD before commencing work Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015 Wear protective gloves	3 3 3	Worker Worker Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

WMS Title: INSTALLATION OF EQUIPMENT RACKS				SWMS NO. 024	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
8.Clean area	Hand injuries	2	Wear protective gloves	3	Worker
Additional items identified on site					Supervisor/ Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of trades assistant or apprentice working under a qualified Supervisor	Supervisor to carry out daily inspections of work site hazards	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain a tidy work site	Supervisor to hold current Australian Communications Authority Licence type BCL F
No previous experience required.		

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. AS3080 and client's specifications All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010 Code of Practice Manual Handling. Code of Practice for Plant 1995 Compliance Code Prevention of Falls 2008.

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
Portable hand tools, electrical power tools, drills, leads and ladders.	Hand tools and ladders to be checked daily.

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: INSTALLATION OF FIBRE OPTIC CABLE	SWMS 025	Page 1 of 5
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name : Dean Spicer……Signature ……  ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

												

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	High Risk	Hazard has the potential to kill or permanently or temporarily disable
Class 2	Medium Risk	Hazard has the potential to cause lost time injury or illness
Class 3	Low Risk	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 025 – INSTALLATION OF FIBRE OPTIC CABLE, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: INSTALLATION OF FIBRE OPTIC CABLE				**SWMS NO. 025**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2.Check location to drawing and specification layout and mark out.	Tripping and exposed nails	2	Ensure area is clear Wear safety footwear	3	Supervisor/ Worker
3.Confirm cable specifications and conditions.	N/A	N/A	N/A		Worker
4.Confirm cable supports on conduits have been installed to specifications.	Falls	2	Refer to SWMS 004, Cable and ladder installation	3	Worker
5.Install rollers or other protection to client's specifications.	Falls	2	Use ladders in accordance with SWMS 005 Use fall protection as per SWMS 019	3	Worker
6.Install cable stands to client's specification.	Manual Handling	2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3	Worker
7.Install cable manually with rope or winch as appropriate to client's specification.	Manual Handling Hand injuries	2 2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015 Wear gloves	3 3	Worker Worker
8.Cut off excess cable and seal exposed ends to manufacturer's recommendations.	Falls Hand injuries	2 2	Use ladders in accordance with SWMS 005 Use fall protection as as per SWMS 019 Use correct tools to cut & strip cables. Wear gloves	3 3	Worker Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
9.Locate/dress cable and fix in position to client's specification	Falls	2	Use ladders in accordance with SWMS 005 Use fall protection as per SWMS 019	3	Worker
	Manual Handling	2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3	Worker
Additional items identified on site					Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of trades assistant or apprentice working under a qualified Supervisor	Supervisor to carry out daily inspections of work site hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain a tidy work site	Supervisor to hold current Australian Communications Authority Licence type BCL F
No previous experience required.		EWP training is using EWP

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. AS3080 and client's specifications. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010. Code of Practice Manual Handling. Compliance Code Prevention of Falls 2008. Code of Practice for Plant 1995
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	**Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720**		**Format 1**
	SWMS Title: TRUNK CABLING	**SWMS 026**	**Page 1 of 5**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations	**Location:** Various sites as required		

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director…….Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements








RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control

Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 026 - TRUNK CABLING, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: INSTALLATION OF TRUNK CABLING		**SWMS NO. 026**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2.Check location to drawing and specification layout and mark out.	Slips, trips & falls	3	Ensure area is clear Wear safety footwear Wear Eye Protection	3	Supervisor/ Worker
3.Confirm cable specifications and conditions.	N/A	N/A	N/A		Worker
4.Confirm cable supports on conduits have been installed to specifications.	Falls	2	Refer to SWMS 004, Cable and ladder installation Use ladders in accordance with SWMS 005	3	Worker
5.Install rollers or other protection to client's specifications.	Falls Manual Handling	2 2	Use fall protection as per SWMS 019 Use ladders in accordance with SWMS 005 Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3 3	Worker Worker
6.Install cable stands to client's specification.	Manual Handling Hand injuries	2 2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015 Wear gloves	3 3	Worker Worker
7.Install cable manually with rope or winch as appropriate to client's specification.	Falls	2	Use ladders in accordance with SWMS 005 Use fall protection as per SWMS 019	3	Worker

RISK LEVELS: CLASS 1 (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: INSTALLATION OF TRUNK CABLING				SWMS NO. 026	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
8.Cut off excess cable and seal exposed ends to manufacturer's recommendations.	Falls	2	Use ladders in accordance with SWMS 005 Use fall protection as as per SWMS 019	3	Worker
	Hand injuries	2	Use correct tools to cut & strip cables. Wear gloves	3	Worker
9.Locate/dress cable and fix in position to client's specification	Falls	2	Use ladders in accordance with SWMS 005 Use fall protection as per SWMS 019	3	Worker
	Hand injuries	2	Use tools in accordance with manufacturer's instructions	3	Worker
Additional items identified on site					Supervisor/ Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: INSTALLATION OF TRUNK CABLING	SWMS NO. 026	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of trades assistant or apprentice working under a qualified Supervisor	Supervisor to carry out daily inspections of work site hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain a tidy work site	Supervisor to hold current Australian Communications Authority Licence type BCL F
No previous experience required.		EWP training if using EWP

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. AS3080 and client's specifications. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010. Code of Practice Manual Handling. Compliance Code Prevention of Falls 2008. Code of Practice for Plant 1995.

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	**Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720**	**Format 1**
	SWMS Title: INSTALLATION OF OUTLET CABLING	**SWMS 027** / **Page 1 of 5**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018** / **Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations	**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature ……  ……..Position: Director……..Date……/……../……...

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

												

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	High Risk	Hazard has the potential to kill or permanently or temporarily disable
Class 2	Medium Risk	Hazard has the potential to cause lost time injury or illness
Class 3	Low Risk	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control

Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 027– INSTALLATION OF OUTLET CABLING, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: INSTALLATION OF OUTLET CABLING		**SWMS NO. 027**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2.Check location to drawing and specification layout and mark out.	Tripping and exposed nails	2	Ensure area is clear Wear safety footwear	3	Supervisor/ Worker
3.Plan installation so as to work towards the required floor distributor.	N/A	N/A	N/A		Supervisor/ Worker
4.Confirm cable specifications and conditions.	N/A	N/A	N/A		Worker
5.Install rollers or other protection to client's specifications.	Electric shock	1	Isolate, lockout & tag adjacent services as required. Ensure that no bare conductors can contact any live parts.	3	Worker
	Falls	2	Use ladders in accordance with SWMS 006 Use fall protection as appropriate	3	Worker
	Manual handling	2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3	Worker
6.Terminate submains to specifications	Electrics shock	1	Isolate, Lockout & Tag. Confirm DEAD before commencing work. Effectively insulate and restrain both ends of all cable near any live part	3	Worker
	Hand injuries	2	Use correct tools to cut & strip cable. Wear gloves	3	Worker
7.Clean Area	Hand injuries	3	Wear protective gloves	3	Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: INSTALLATION OF OUTLET CABLING				SWMS NO. 027	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
8. Test installation	Electric Shock	3	Follow Standard Working Procedures	3	Worker
9.Install signs or labels are required.	Hand injuries	2	Use tools appropriately . Wear gloves	3	Worker
Additional items identified on site					Supervisor/ Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: INSTALLATION OF OUTLET CABLING	SWMS NO. 027	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of trades assistant or apprentice working under a qualified Supervisor	Supervisor to carry out daily inspections of work site hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain a tidy work site	Supervisor to hold current Australian Communications Authority Licence type BCL F
No previous experience required.		EWP training if using EWP

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. AS3080 and client's specifications. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009 AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010. Code of Practice Manual Handling. Compliance Code Prevention of Falls 2008. Code of Practice for Plant 1995
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: INSTALLATION OF OUTLETS	SWMS 028	Page 1 of 5
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature ……  ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements








RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 028– INSTALLATION OF OUTLETS, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: INSTALLATION OF OUTLETS				**SWMS NO. 028**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check layout to drawings and specifications and confirm with client	N/A	N/A	N/A		Supervisor/ Worker
3. Check walls, cavities and ceilings for other services .	Explosion/ Electric shock	1	Confirm location of any water pipes, gas lines or power or telephone cables	3	Worker
	Falls	2	Use ladders in accordance with SWMS 005 Use fall protection as appropriate in accordance with SWMS 019	3	Worker
	Hand Injuries	3	Ensure area is clear Wear safety footwear, Wear protective gloves	3	Worker
4. Check equipment is tagged	Electric Shock	1	Use only correctly tagged tools and equipment	3	Worker
5.Fit outlet mounting brackets as required	Debris and noise from drilling	2	Use minimum drilling speed consistent with effective work Use appropriate respiratory, eye and hearing protection Eg. Full face shield or goggles Keep drill bits sharp	3	Worker
	Falls	2	Use ladders in accordance with SWMS 005 Use fall protection as appropriate in accordance with SWMS 019	3	Worker
6. Tape or insulate ends of new cable to prevent electrical contact	Potential Electric Shock	1	Use suitable insulating material	3	Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: INSTALLATION OF OUTLETS				SWMS NO. 028	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual** Risk	**Person Responsible**
7. Run Cables	Electric Shock	1	**Isolate, Lock out & tag. Confirm NOT LIVE** before commencing work	3	Worker
	Hand injuries	3	Wear protective gloves	3	Worker
8. Connect outlets	Electric Shock	1	**Isolate, Lockout & Tag. Confirm NOT LIVE** before commencing work	3	Worker
	Falling	2	Use ladder or elevated work platform as appropriate Use fall protection as appropriate, in accordance with SWMS 019	3	Worker
9 Confirm fittings are secure and installed to specifications	Electric shock	1	**Isolate, Lockout & Tag. Confirm NOT LIVE** before commencing work	3	Worker
10. Clear area and remove Isolation and DANGER Tags	Hand Injuries	3	Wear gloves	3	Worker
Additional items identified on site					Supervisor/ Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: INSTALLATION OF OUTLETS	SWMS NO. 028	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of trades assistant or apprentice working under a qualified Supervisor	Supervisor to carry out daily inspections of work site hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain a tidy work site	Supervisor to hold current Australian Communications Authority Licence type BCL F
No previous experience required.		EWP training is using EWP

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. AS3080 and client's specifications. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010. Code of Practice Manual Handling. Compliance Code Prevention of Falls 2008. Code of Practice for Plant 1995

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	**Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720**		**Format 1**
	SWMS Title: WORKING ON ENERGISED LOW VOLTAGE EQUIPMENT / APPARATUS	**SWMS 029**	**Page 1 of 5**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature ……  ……..Position: Director…….Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 029 – WORKING ON ENERGISED LOW VOLTAGE EQUIPMENT/ APPARTUS, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: WORKING ON ENERGISED LOW VOLTAGE EQUIPMENT / APPARATUS				**SWMS NO. 029**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2.Confirm the requirements regarding work on energised equipment and apparatus.	N/A	N/A	N/A		Supervisor/ Worker
3.Obtain work approval and confirm any client site/safety instruction.	N/A	N/A	Confirm Additional items identified on site and include in SWMS		Supervisor/ Client/Worker
4.Check scope of works to confirm whether work be re-scheduled so it may be isolated?	N/A	N/A			Supervisor/ Client/Worker
5.Confirm with client that works meet the requirements regarding work on energised equipment and apparatus and the risk of harm would be greater if the circuits were de-energised before work commenced.	N/A	N/A	Client Authorisation_____		Supervisor/ Client/Worker
6.Confirm that person/s carrying out the work are appropriately qualified, competent, confident and trained for the task.	N/A	N/A	Confirm qualifications of workers performing the task.		Supervisor
7.Carry out Risk assessment in respect of the works to be carried out.	Risks not identified	1	Include all parties in the risk assessment	3	Supervisor/ Client/Worker
8.Confirm appropriate test equipment, tools, barriers, accessories, clothing, personal protective equipment (PPE), working kit are used and maintained, and first check operation of test apparatus.	Personal Injury	2	Follow PPE inspection requirements Replace any suspect or faulty equipment	3	Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: WORKING ON ENERGISED LOW VOLTAGE EQUIPMENT / APPARATUS				SWMS NO. 029	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
9.Confirm you have a safety observer who is competent to perform the task being observed and is also competent in electrical rescue and cardio-pulmonary resuscitation (CPR).	Electric Shock	1	Do not proceed with task if Safety Observer is not available	3	Supervisor
10.Clearly Identify the isolation point and the entry/exits are clear of obstructions.	Unauthorised Entry	1	Erect barriers/ropes/signage installed to prevent unauthorised entry.	3	Supervisor/ Worker
11.Working persons shall confirm procedures such as: Safety Observer stands, turn off this switch, put the rescue hook around my arm, leg or belt and pull this way and apply cardio-pulmonary resuscitation (CPR).	Electric Shock	1	Follow agreed rescue plan	3	Supervisor/ Worker/ Safety Observer
12.Carry out scope of works provided you have an appropriate safe system of work and you are confident.	Electric Shock Hand Injuries /Cuts	1 3	Develop a SWMS for the specific task to be completed Use Hand Tools in Correct Fashion ,Wear protective gloves .	3 3	Supervisor/ Worker Worker
13.Test and commission new works and re-install covers.	Electric Shock Hand Injuries and Cuts	1 3	Follow **Standard Safe Working Procedures as per SWMS 038 - Energise & Commission Intallation** Use Hand Tools in Correct Fashion Wear protective gloves	3 3	Worker Worker
14.Clean work area, remove and pack away equipment.	Hand Injuries / Cuts	3	Wear protective gloves	3	Worker
15.Complete appropriate documentation (switchboard schedules, update drawings and work book)	N/A	N/A	N/A		Worker
Additional items identified on site					Supervisor/ Client/Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: WORKING ON ENERGISED LOW VOLTAGE EQUIPMENT / APPARATUS	SWMS NO. 029	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Must be a licensed electrician.	Electrician to carry out daily inspections of work and site hazards	Supervisor and electrician to be trained in hazard identification, risk assessment and control eg, SWMS.
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain a tidy work site	Supervisor & electrician to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Previous experience required.		Safety observer who is competent to perform the task being observed and is also competent in electrical rescue and cardio-pulmonary resuscitation (CPR).

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010. Code of Practice Manual Handling. Compliance Code Prevention of Falls 2008. Code of Practice for Plant 1995
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker mechanical handling equipment, appropriate test equipment, barriers, clothing, personal protective equipment (PPE), Insulated tools and mats, and pre-checked test equipment.	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: INSTALLING CEILING MOUNTED LIGHTS AND SPEAKERS	SWMS 030	Page 1 of 4
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer** **Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director…….Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control

Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 030– INSTALLING CEILING MOUNTED LIGHTS AND SPEAKERS, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: INSTALLING CEILING MOUNTED LIGHTS AND SPEAKERS		**SWMS NO. 030**	**Page 3 of 4**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check layout and mark out.	Slips, Trips Falls	3	Ensure area, in particular, walkways are clear of trip hazards Wear safety foot wear	3	Supervisor/ Worker
3. Receive equipment on site and confirm correct numbers and types	Struck by falling objects Manual handling	2 2	Keep lifting area clear of people. Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3 3	Worker Worker
4. Confirm cabling requirements.	Electric shock	1	Test and confirm cables **before commencing work. Isolate, Lockout &Tag as required.**	3	Worker
5 Terminate cabling to light or speaker and mount speaker/light to ceiling.	Electric shock Falling	1 2	Ensure power tools and leads are tagged Use ladders or work platforms appropriately in accordance with SWMS 019	3 3	Worker Worker
6. Complete the fitting of any other parts.	Falling	2	Use ladders or work platforms appropriately in accordance with SWMS 019	3	Worker
7. Confirm fitting is secure and installed to specifications.	Falling	2	Use ladders or work platforms appropriately in accordance with SWMS 019	3	Worker
8. Clear area and remove isolation DANGER Tags	Hand injuries	3	Use gloves.	3	Worker
Additional items identified on site					Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: INSTALLING CEILING MOUNTED LIGHTS AND SPEAKERS	SWMS NO. 030	Page 4 of 4

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Min'of Cert2 of Communications Cabling (with relevant endorsement) or trainee working under the effective supervision of the above qualified Worker	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Elevated Work Platform training and national certification as required dependent upon equipment to be used.	Barricading to be used as appropriate to protect others from working below elevated work.	On the job skills training to be conducted by Supervisor to personnel. Training on specific elevated work platform to be used if using EWP.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. Austel Technical Standard 009 – 1997 Floor capacity sufficiently engineered to carry weight of elevated work platform/s. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Code of Practice for Manual Handling Telecommunications Act 1997, Telecommunications Cabling Provider Rules 2000. Code of Practice Manual Handling. Compliance Code Prevention of Falls 2008. Code of Practice for Plant 1995
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: INSTALLATION OF NEW RACKS / CABINETS	SWMS 031	Page 1 of 5
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer** **Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements








RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 031 – INSTALLATION OF NEW RACKS / CABINETS, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: INSTALLATION OF NEW RACKS / CABINETS				**SWMS NO. 031**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2.Confirm installation specifications	N/A	N/A	N/A		Supervisor/ Worker
3. Mark out location ensuring coordination with other services. Prepare installation area and confirm adequate space including door swing for maintenance.	Tripping Hand Injuries	2 2	Ensure area, in particular walkways, are clear.Wear safety footwear. Wear protective gloves	3 3	Worker Worker
4. Arrange for crane or other mechanical handling equipment if needed.	Struck by object	2	Ensure lifting aids are suitable for the task	3	Worker
5. Receive equipment rack on site. Inspect for damage.	Falling objects Manual Handling	2 2	Keep lifting area clear of people . Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3 3	Worker Worker
6. Transfer equipment rack to installation location .	Falling objects Manual handling	2 2	Keep transfer area clear of people Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3 3	Worker Worker
7. Install equipment rack to manufacture's and client's specifications.	Electric Shock Manual handling Hand injuries	1 2 3	Isolate, Lockout & Tag. Confirm DEAD before commencing work Implement manual handling risk control procedures Wear protective gloves	3 3 3	Worker Worker Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: INSTALLATION OF NEW RACKS / CABINETS				SWMS NO. 031	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
8.Clean area	Hand injuries	3	Wear protective gloves	3	Worker
Additional items identified on site					Supervisor/ Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: INSTALLATION OF NEW RACKS / CABINETS	SWMS NO. 031	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Min'of Cert2 of Communications Cabling (with relevant endorsement) or trainee working under the effective supervision of the above qualified Worker	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Trained in the use of manual handling lifting equipment. Certificated dogman / rigger to sling load dependent upon size and weight and lifting method		On the job skills training to be conducted by Supervisor to personnel.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. Austel Technical Standard 009 – 1997 Floor capacity sufficiently engineered to carry weight of lifting equipment. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Code of Practice for Manual Handling Telecommunications Act 1997, Telecommunications Cabling Provider Rules 2000. Code of Practice Manual Handling. Compliance Code Prevention of Falls 2008. Code of Practice for Plant 1995.
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Appropriate mechanical lifting / manual handling equipment	Hand tools and ladders to be checked daily. Mechanical lifting / manual handling equipment to be checked in accordance with Statutory and manufacturers recommendations

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: HEAT SHRINK CABLE JOINTS AND LUGS	SWMS 032	Page 1 of 5
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature ……  ……..Position: Director…….Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements








RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 032 – HEAT SHRINK CABLE JOINTS AND LUGS, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: HEAT SHRINK CABLE JOINTS AND LUGS				**SWMS NO. 032**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2.Clean cable sheath to remove any oil, grease, water, dirt etc by wiping the cable ends and connector/link	Cut injury	2	Remove any sharp edges or burrs Wear cut resistant gloves where appropriate	3	Worker
3.Select tube, boot, cap size to suit cable size	NA	NA	NA	NA	Worker
4.Cut tube to length and fit to cable	Cut injury	2	Use side cutter where practical Wear cut resistant gloves where appropriate	3	Worker
5.Crimp conductor connection or lug and centre the tubing over the splice connectors/links	Manual handling Hand injuries	3 3	Use appropriate tool to crimp lug / sleeves Use crimping tools correctly	3 3	Worker Worker
Continued over page					
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
6.Apply broad gentle heat evenly to all sides of heat shrink material • Larger heat shrink materials require use of flame • Start at centre and work to one end first • If using a gas burner, use the cooler, soft flame • Do not hold the torch still in one position or concentrate the hot inner flame of the torch on the tubing; this may cause scorching • Keep the heat source moving around the circumference of the insulator to ensure uniform shrinkage • Installation is complete when the tubing conforms to the link and if present, adhesive flow is apparent at both ends	Burns and fire	2	Wear appropriate PPE – Non flamable Long sleeves and long trousers.Face shield insulated gloves for handling hot items. Use heat gun where possible to avoid open flame Complete site hot work permit if using open flame Ensure fire extinguisher is available when using open flame Check for flammable substances (including gas) before using open flame Use shield / reflector to protect other areas and get uniform heat coverage Do not touch the heat shrink product until it cools Ensure no one inadvertently touches hot parts of heating gun/torch after use	3	Worker
7. Disposal of spent butane/gas canisters	Fire / explosion Environmental	2 2	Do not puncture or incinerate spent container Refer to butuane / gas MSDS for correct disposal procedure	3	Worker
Additional items identified on site					Supervisor/ Worker

SWMS Title: HEAT SHRINK CABLE JOINTS AND LUGS	SWMS NO. 032	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 5 or apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
	Barricading to be used as appropriate to protect others from hot work.	On the job skills training to be conducted by Supervisor to personnel.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. Floor capacity sufficiently engineered to carry weight of elevated work platform/s. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010. Code of Practice Manual Handling.
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	**Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720**		**Format 1**
	SWMS Title: INSTALLATION OF SELV CABLING (DATA/SECURITY/NURSE CALL ETC)	**SWMS 033**	**Page 1 of 5**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …….. ……..Position: Director…….Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements








RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 033 – INSTALLATION OF SELV CABLING (DATA/SECURITY /NURSE CALL ETC), and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: INSTALLATION OF SELV CABLING [DATA/SECURITY/NURSE CALL ETC]				**SWMS NO. 033**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check location to drawings and specification layout and mark out	Electric shock	1	Avoid all contact with non SELV services. Isolate, lockout & tag nearby services as required.	3	Worker
	Slips Trip Falls	3	Ensure area, in particular walkways, are clear of trip hazards Wear safety foot wear	3	Supervisor/ Worker
3. Plan installation	N/A	N/A	N/A		Supervisor/ Worker
4. Confirm cable specifications and condition.	Falls	2	Use ladders in accordance with SWMS 005 Use fall protection as appropriate, as per SWMS 019	3	Worker
5. Install cable to client's specifications.	Electric shock	1	**Isolate, Lockout & Tag. CONFIRMED NOT LIVE** Ensure that no bare conductors can contact any live parts. Effectively insulate both ends of all cables near any live parts. Restrain the ends of all cables near any live parts.	3	Worker
	Manual handling	2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3	Worker
	Hand Injuries	3	Use the correct tool to cut & strip cables. Wear gloves	3	Worker
6. Clean area	Hand injuries	3	Wear protective gloves	3	Worker
7. Test installation	Electric shock	1	**Isolate, Lockout & Tag. CONFIRMED NOT LIVE** and identify cables before commencing work	3	Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: INSTALLATION OF SELV CABLING [DATA/SECURITY/NURSE CALL ETC]				SWMS NO. 033	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
8. Install signs or labels are required.	Hand injuries	3	Use tools appropriately Wear protective gloves	3	Worker
Additional items identified on site					Supervisor/ Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: INSTALLATION OF SELV CABLING [DATA/SECURITY/NURSE CALL ETC]	SWMS NO. 033	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Min'of Cert2 of Communications Cabling (with relevant endorsement) or trainee working under the effective supervision of the above qualified Worker	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Elevated Work Platform training and national certification as required dependent upon equipment to be used.	Barricading to be used as appropriate to protect others from working below elevated work.	On the job skills training to be conducted by Supervisor to personnel. Training on specific elevated work platform to be used if using EWP.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. Austel Technical Standard 009 – 1997 Floor capacity sufficiently engineered to carry weight of elevated work platform/s. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Code of Practice for Manual Handling Telecommunications Act 1997, Telecommunications Cabling Provider Rules 2000. Code of Practice Manual Handling. Compliance Code Prevention of Falls 2008. Code of Practice for Plant 1995
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: INSTALLATION OF DATA /TV / NURSE CALL POINTS	SWMS 034	Page 1 of 5
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer** **Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director…….Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements








RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 034 – INSTALLATION OF DATA /TV / NURSE CALL POINTS, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: INSTALLATION OF DATA / TV / NURSE CALL POINTS		**SWMS NO. 034**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check layout to drawings and specifications and confirm with client	Slips, trips falls	2	Ensure area is clear.Wear safety footwear	3	Supervisor/ Worker
3. Check walls, cavities and ceilings for other services and confirm location of any water pipes, gas lines or power or telephone cables	Electric shock /Explosion	1	Isolate, lockout and tag adjacent services as required	3	Worker
	Falls	2	Use ladders in accordance with SWMS 005 Use fall protection as appropriate in accordance with SWMS 019 .	3	Worker
	Hand Injuries	2	Wear protective gloves	3	Worker
4. Check equipment is tagged	Electric Shock	1	Use only correctly tagged tools and equipment	3	Worker
5.Fit mounting brackets as required	Debris and noise from drilling	2	Use minimum drilling speed consistent with effective work Use appropriate respiratory, eye and hearing protection Eg. Full face shield or goggles Keep drill bits sharp Use ladder or work platform appropriately	3	Worker
6. Avoid all non SELV cables.	Electric Shock	1	Isolate, lockout and tag. Use suitable insulating material	3	Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: INSTALLATION OF DATA / TV / NURSE CALL POINTS				SWMS NO. 034	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
7. Run Cables	Electric Shock	1	Isolate, Lockout & Tag**. Confirm NOT LIVE** before commencing work	3	Worker
	Hand injuries	3	Wear protective gloves	3	Worker
8. Connect outlets	Hand injuries	3	Use hand tools in correct manner	3	Worker
9. Confirm fittings are secure and installed to specifications	Falling	2	Use ladder or elevated work platform as appropriate Use fall protection as appropriate, in accordance with SWMS 019	3 3	Worker Worker
10. Clear area	Hand Injuries	3	Wear protective gloves	3	Worker
Additional items identified on site					Supervisor/ Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Min'of Cert2 of Communications Cabling (with relevant endorsement) or trainee working under the effective supervision of the above qualified Worker	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Elevated Work Platform training and national certification as required dependent upon equipment to be used.	Barricading to be used as appropriate to protect others from working below elevated work.	On the job skills training to be conducted by Supervisor to personnel. Training on specific elevated work platform to be used if using EWP.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. Austel Technical Standard 009 - 1997 Floor capacity sufficiently engineered to carry weight of elevated work platform/s. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Telecommunications Act 1997, Telecommunications Cabling Provider Rules 2000. Code of Practice Manual Handling. Compliance Code Prevention of Falls 2008. Code of Practice for Plant 1995

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
Portable hand tools, electrical power tools, drills, leads and ladders .Portable pipe and services detection equipment Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: INSTALLING LIGHT POLES	SWMS 035	Page 1 of 5
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director…….Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	High Risk	Hazard has the potential to kill or permanently or temporarily disable
Class 2	Medium Risk	Hazard has the potential to cause lost time injury or illness
Class 3	Low Risk	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 035 – INSTALLING LIGHT POLES, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: INSTALLING LIGHT POLES		**SWMS NO. 035**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2. Check layout and crane access for standing & unloading poles.	Electric Shock	1	Ensure unload area is clear of overhead services	3	Supervisor/ Crane Op.
	Pedestrians & traffic	2	Implement pedestrian & traffic control.	3	Supervisor/ Worker Crane Op.
	Slips, trips & falls Personal Injury	2	Ensure area, in particular, walkways are clear of trip hazards Wear safety foot wear, gloves, helmet & Hi Vis Clothing.	3	Supervisor. Worker/ Crane Op.
3. Receive poles & lights on site and confirm correct numbers and types	Struck by falling object	2	Check access.Keep lifting area clear of people.Barricade work area.	3	Worker
	Hand injuries	2	Wear protective gloves.	3	Worker
4. Install cable underground or overhead	Electric Shock	1	Test and confirm cables **before commencing work. Isolate, Lockout & fit danger tags as appropriate where running near live equipment. Test for DEAD.**	3	Worker
	Manual handling	2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3	Worker
5. Check light fitting base or bracket and terminate cabling into fitting.	Falling from heights	2	Use ladders or work platforms appropriately in accordance with SWMS 019 and SWMS 005.	3	Worker
	Struck by falling object.	2	Keep lifting area clear of people. Barricade work area	3	Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: INSTALLING LIGHT POLES				SWMS NO. 035	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
6. Check crane or other lifting equipment and operator's qualifications are up to date. Ensure spotter available to prevent pedestrians entering work area & traffic management as required	Pedestrians	1	Keep lifting area clear of people. Barricade work area Use spotter to control unauthorised access	3	Worker
	Unsafe equipment	1	Pre op check of equipment	3	Worker
	Overhead cables.	1	Use spotter as required	3	Worker
	Manual handling	2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3	Worker
7.Install pole, ensure it is secure and installed to specifications.	Struck by falling object.	1	Barricade work area.	3	Worker
	Manual handling	2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3	Worker
	Hand injuries	3	Wear protective gloves.	3	Worker
8.Complete the fitting of any other parts and wiring to the light poles.	Falling.	2	Use ladders or work platforms appropriately in accordance with SWMS 019 and SWMS 005.	3	Worker
	Manual handling.	2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3	Worker
9.Cable connections & testing	Electric Shock	1	Confirm all connected cables are isolated & tagged	3	Worker
Additional items identified on site					Supervisor/ Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: INSTALLING LIGHT POLES	SWMS NO. 035	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 4 or apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Elevated Work Platform training and national certification as required dependent upon equipment to be used. Traffic Management	Barricading to be used as appropriate to protect others from working below elevated work, crane and other plant and equipment.	On the job skills training to be conducted by Supervisor to personnel. Training on specific elevated work platform to be used if using EWP.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards and client's specifications. Floor capacity sufficiently engineered to carry weight of elevated work platform/s. Footings and rag bolts correct size for size and weight of poles. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010, Code of Practice Manual Handling. Compliance Code Prevention of Falls 2008. Code of Practice for Plant 1995
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Scissor lift, boom lift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations and log book. Truck crane in accordance with manufacturers recommendations and log book.

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: TRENCHING WITH A SMALL EXCAVATOR	SWMS 036	Page 1 of 5
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director…….Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	High Risk	Hazard has the potential to kill or permanently or temporarily disable
Class 2	Medium Risk	Hazard has the potential to cause lost time injury or illness
Class 3	Low Risk	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 036– TRENCHING WITH A SMALL EXCAVATOR, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: TRENCHING WITH A SMALL EXCAVATOR				**SWMS NO. 036**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2.Operator must be competent in operating excavator	Personal injury	2	Excavator must only be operated by trained and **authorised** operators.	3	Supervisor/ Operator
3. Check that the machine is safe and fit for use	Machine failure, Personal injury	2	Conduct daily logbook check of equipment before use, unsure warning lights/ alarms working. Tag out unsafe equipment.	3	Operator
4.Inspect work area	Machine tipping	1	Ensure area is clear and the ground is stable and suitable for the machine to operate on	3	Operator
5.Secure work area	Personal Injuries	1	Barricade work area where necessary. Signage as required. Appoint spotter where necessary to prevent unauthorised access to work area.Provide warning lights at night if necessary.	3	Supervisor/ Operator
6. Check services in area	Electric shock, explosion	1	“Dial before you dig” Locate underground services before operating machine. “Look up and live” Do not operate in areas where overhead electrical hazards exist.	3	Supervisor/ Operator
7. Operate excavator	Electric Shock, Explosion	1	Isolate Lockout & Tag services. Use Spotter - visual inspection for marker tape. Excavate manually near existing services.	3	Operator
	Fall from machine	1	Operator must wear seat belt	3	Operator
	Noise, dust	2	Keep Doors shut if fitted. Signage on machine to indicate PPE to be worn	3	Operator
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: TRENCHING WITH A SMALL EXCAVATOR				SWMS NO. 036	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
8. Trenching	Trench collapse	1	Store spoil suitable distance from edge of trench. Use shoring, benches or battering in accordance with Code of Practice for Safety Precautions in Trenching Operations.	3	Operator
	Person buried	1	No person to enter trench, trench not to be deeper than 1.5m. Separate SWMS required if trench is ≥ 1.5 metres or if a person is to enter the trench.	3	Operator
9. Laying conduit in trench	Manual Handling	2	Ensure work area is clear. Use manual handling aids or get assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015	3	Operator
10. Backfill	Tripping	3	Ensure ground is even and free from trip hazards on completion of backfilling.	3	Operator
Additional items identified on site					Supervisor/ Operator
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: TRENCHING WITH A SMALL EXCAVATOR	SWMS NO. 036	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
WorkSafe Certificate for High Risk Work not required, however operator, however Operator must be be trained and competent.	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Familiarisation induction of the specific excavator to be operated. .	All personnel to maintain tidy work area on site at all times. Required Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	Barricading and signage to be used as appropriate to protect others from working in the working area of the small excavator	On the job skills training to be conducted by Supervisor to personnel.Training on the specific small excavator to be comducted..

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Engineering details to include depth of trenches in accordance with AS 3000 and clients specifications.Trenches to be shored in accordance with the Code of Practice for Safety Precautions in Trenching Operations 1998 All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Code of Practice for Safety Precautions in Trenching Operations 1998.Code of Practice Manual Handling. Compliance Code Prevention of Falls 2008. Code of Practice for Plant 1995
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Barricades, signs, warning lights, detection equipment. Hazard identification required for excavator.	Daily Log book check of excavator to be conducted by operator in accordance with manufacturers recommendations and log book. Excavator to be maintained in accordance with manufacturers recommendations and log book.

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: INSTALLATION OF A GRID CONNECTED PHOTOVOLTAIC SYSTEM	SWMS 037	Page 1 of 5
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature ……. ……..Position: Director…….Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements








RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 037– INSTALLATION OF A GRID CONNECTED PHOTOVOLTAIC SYSTEM , and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title: INSTALLATION OF GRID CONNECTED PHOTOVOLTAIC SYSTEM				**SWMS NO. 037**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2.Site Inspection	Slips,Trips	2	Ensure work area is clean & tidy. Ensure access path is clear of obstructions/hazards.	3	Supervisor/ Worker/Client
3.Accessing Roof	Falls	1	Use correct ladder for accessing roof. Check ladder for damage prior to use. Secure ladder.	3	Worker
4.Working on Roof	Falls	1	Identify suitable anchor points for harness. Use fall prevention equipment. Ensure fall prevention equipment is safe and that all staff working on the roof are trained in fall prevention equipment usage. Refer to SWMS 019 -Working at Heights.	3	Worker
	UV Radiation	2	Wear protective clothing and broad brim hat. Apply sunscreen to exposed skin.	3	Worker
5.Install brackets and module mounting rails	Electric shock	1	Ensure electric drill is tested and tagged. Protect electricity lead from damage on roof /guttering or use battery drill.	3 3	Worker Worker
	Equipment Falling	2	Barricade area below work area	3	Worker
	Manual Handling	2	Use mechanical lifting aids or team lifts where required.		
	Noise	3	Use hearing PPE when drilling	3	Worker
	Eye Injuries	3	Use eye protection when drilling.	3	Worker
6.Run DC Cabling	Falls	1	Check work area for potential slips, trips & falls hazards. Use fall protection equipment where required.	3	Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: Installation of Grid Connected Photovoltaic System				SWMS NO. 037	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
7.Lift and Install Solar Modules	Equipment Falling Electric Shock Manual Handling	1 1 2	Barricade area below work area Connect PV panels after completing DC Isolator Ensure electric drill is tested and tagged. Protect electricity lead from damage or use battery drill. Use mechanical lifting aids or team lifts where required.	3 3 3	Worker Worker Worker
8.Mount and Terminate DC Array Isolator	Noise Eye Injuries	3 3	Use hearing PPE when drilling Use eye protection when drilling.	3 3	Worker Worker
9.Mount Inverter- Drilling of Installation Mounts	Electric Shock Manual Handling Noise Eye Injuries	1 2 3 3	Ensure Drill and Lead is Tested and Tagged Lift inverter with assistance. Use Hearing Protection when Drilling Use Eye Protection when Drilling	3 3 3 3	Worker Worker Worker Worker
10.Connect Inverter	Electric Shock	1	No LIVE Work. Isolate panels at roof top isolator. Tag Out Isolate 240V Supply. Tag Out	3	Worker
11.Test and Commission the Installation	Explosion	1	Refer to SWMS 038 Energise and Commission Installation Test Polarity of DC Array prior to energization Wear protective clothing and Eye protection	3	Supervisor/ Worker
12.Hand Over	N/A	N/A	N/A		Worker
Additional items identified on site					Supervisor/ Worker/ Client

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: Installation of Grid Connected Photovoltaic System	SWMS NO. 037	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of Electrical Worker Grade 5 or 2nd year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to carry out daily inspections of work site for hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.
Trained in the use of manual handling lifting equipment.		On the job skills training to be conducted by Supervisor to personnel.

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installation to be in accordance with AS 3000 Standards. AS 4086 Secondary batteries for Stand alone power Systems, AS 4509 Stand alone Power Systems, AS 4777 Grid connect of energy systems via invertors, AS 5033 Installation of Photovoltaic arrays, and client's specifications. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Code of Practice for prevention of falls in housing construction, Code of Practice for Manual Handling. Code of Practice for Plant 1995

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
Portable hand tools, electrical power tools, drills, leads and ladders. Hazard Identification to be conducted for plant used eg. Appropriate mechanical lifting / manual handling equipment	Hand tools and ladders to be checked daily. Mechanical lifting / manual handling equipment to be checked in accordance with Statutory and manufacturers recommendations

neca MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMS Title: ENERGISE AND COMMISSION INSTALLATION	SWMS 038	Page 1 of 5
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	Date: 02/05/2018	Revision:13.0
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director…….Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
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5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
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4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 038 – ENERGISE AND COMMISSION INSTALLATION, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: ENERGISE AND COMMISSION INSTALLATION		**SWMS NO. 038**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2.Undertake / confirm Site Specific Hazard identification (Document identified hazards and control measures)	Site specific issues Worker & Public safety Unauthorised persons	3 3 3	Do inspection and review tasks & identify site specific hazards Check test equipment and PPE, consult with workers involved Clear area and use appropriate barricades and signage **Observe No live work policy**	3 3 3	Sup./ Worker Sup./ Worker Sup./ Worker
3.Identify ALL energy sources and confirm isolated	Electric Shock	1	**Do not work live** Isolate and tag out	3	Sup./ Worker
4.Undertake visual inspection to confirm installation work is complete to client's specifications.	Minor injury	3	Refer visual inspection requirements of AS3000 Use PPE as appropriate	3	Sup./ Worker
5.Complete connections to switchboard.	Electric Shock	1	Ensure all circuits are suitably identified **Do not work live**	3	Sup./ Worker
6.Remove bonding leads in preparation for energising.	Electric Shock	1	Ensure all circuits are Isdolated and tagged	3	Worker
7.Check your test device/equipment for integrity and ensure is in good working order.	N/A	N/A	Before test, prove testing equipment is working correctly	N/A	Worker
8.Test new installation and/or repairs prior to energising.	Electric Shock Personal injury	3	Refer inspection and test requirements of AS3000 Follow Standard Working Procedures refer AS3017 Check for exposed conductors and terminate all prior to energising Ensuring all ends are terminated and tails are secured out of reach so that no inadvertent contact can be made	3	Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

SWMS Title: ENERGISE AND COMMISSION INSTALLATION				SWMS NO. 038	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Resposible**
9.Replace removable switches (off) and rack-in	Minor injury	3	Confirm test equipment is operational	3	Worker
10.Remove locks and out-of-service / danger tags	Electric shock	1	Locks and Danger Tags to be removed by person who placed and signed tag	3	Worker
11.Energise and test wiring, and check equipment and apparatus as operational before return to service.	Electric Shock	1	Sequence the energising and test & check, by sections (eg polarity) Confirm phase rotation of all 3-phase equipment Confirm operational and safe prior to handover Follow Standard Working Procedures	3	Worker
12.Tidy up installation and work areas Remove equipment from site	Minor injury	3	Use PPE as appropriate	3	Worker
13.Remove signage and barriers	Minor injury	3	Use PPE as appropriate	3	Worker
14.Handover installation to client	N/A	N/A	Complete Certificate of Electrical Safety and other paperwork. Provide relevant paperwork to client and submit to authorities, as required.		Worker
Additional items identified on site					Supervisor/ Worker
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title: ENERGISE AND COMMISSION INSTALLATION	SWMS NO. 038	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum Electrical Worker Grade 5	Supervisor and to carry out daily inspections of worksite hazards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS
Previous exerience at this task required	All personnel to maintain a tidty worksite. Personal Protective Equipment (PPE) to be worn at all times.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	'Test before you touch' every time.	

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
Installations to be in accordance with AS 3000, AS 3012, AS 3017 and clients standards.. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites December 2010, Code of Practice Manual Handling.
Plant / Equipment Required (Mobile or Static)	**Maintenance Checks / Calibration Intervals**
Hand tools. Insulated test equipment, insulated gloves,Insulated mats. Barricades and warning signs. Lock out equipment and Danger Tags.	Confirm insulated testing equipment is working correctly. Integrity of Insulating glove to be checked.

neca MEMBER national electrical and communications association	**Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720**		**Format 1**
	SWMS Title: TEST AND TAG ELECTRICAL EQUIPMENT	**SWMS 039**	**Page 1 of 5**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations	**Location:** Various sites as required		

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
	on telecomunications towers		on or near chemical, fuel or refridgerant lines
	involving demolition		on or near energised electrical installationsor services
	involving the removal or likely disturbance of asbestos		in an area that may have a contaminated or flamable atmosphere
	involving structural alterations that require tempory support to prevent collapse		involving tilt- up or precast concrete
	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements








RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
2	Likely	B	Major
3	Occasional	C	Moderate
4	Unlikely	D	Minor
5	Rare	E	Insignificant

Consequence

Probability	A	B	C	D	E
1	1	1	1	2	2
2	1	1	2	2	2
3	1	2	2	3	3
4	2	2	2	3	3
5	2	3	3	3	3

Class 1	**High Risk**	Hazard has the potential to kill or permanently or temporarily disable
Class 2	**Medium Risk**	Hazard has the potential to cause lost time injury or illness
Class 3	**Low Risk**	Hazard has the potential to cause a minor injury that may require First Aid

Risk Control
Identify the control options and choose the control measure that is as close to level 1 as is reasonably practicable.

SAFE PLACE
Best Option

SAFE PERSON
Worst Option

1.Eliminate any risk to health or safety associated with the work such as isolate and lock out the energy at it's source .
2.Reduce the risk to health or safety by any one or any combination of the following:

- **Substituting** a new activity, procedure, plant, process or substance
- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 039 – TEST AND TAG ELECTRICAL EQUIPMENT, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720			
SWMS Title: Testing & Tagging Electrical Equipment		**SWMS NO. 039**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
1. Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	3	Supervisor/ Worker
2.Confirm workplace and task requirements	Site specific issues Worker safety Public access and unauthorised persons	3 3 3	Do inspection and review tasks Check test equipment and PPE, consult with workers involved Clear area and use appropriate barricades and signage Observe No live work policy	3 3 3	Sup./Worker Worker Worker
3.Ensure that work complies with AS3760 Check operation of test equipment.	Inadequate knowledge Overlook fault	1	Person undertaking work must be competent Refer to codes and standard Involve employees in preparation	3	Worker
4.Unplug equipment from the supply.	Electric shock	1	Switch off at socket and disconnect plug	3	Worker
5.Undertake visual and physical inspection for damage and defects in appliance, accessories, connectors, plugs and extension outlet sockets.	Minor cuts from sharp edges	3	Apply due care in inspection Wear protective gloves where appropriate	3	Worker
6.Check flexible cords are effectively anchored to equipment, plugs and sockets.	Hand injuries and cuts	3	Apply due care in inspection Wear protective gloves where appropriate	3	Worker
7.Test earth continuity resistance not exceeding 1 ohm.	Hand injuries and cuts	3	Apply due care in inspection Wear protective gloves where appropriate	3	Worker
8.Test insulation resistance not less than 1 megohm.	Hand injuries and cuts	3	Apply due care in inspection Wear protective gloves where appropriate	3	Worker

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible
9.Alternatively use leakage current test at rated voltage Class I – 5mA max Cords and Class II – 1mA max	Electric shock Note the protective earth conductor may be live whilst testing	1	Protect equipment with RCD or isolating transformer. Refer to stringent precautions to be followed when doing live testing in the *COP Low voltage electrical work* and prepare a separate risk assessment and SWMS for this work	3	Worker
10.Prepare and fit tag to compliant equipment. Complete equipment log / register as a record and provide client with copy.	N/A	N/A	Tags do not have to be colour coded.		Worker
11.Take faulty items out of service and advise client of issue so client can arrange repair / replacement	N/A	N/A	N/A		Worker Client
Additional items identified on site					Supervisor/ Worker

SWMS Title: Testing & Tagging Electrical Equipment	SWMS NO. 039	Page 5 of 5

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work
Minimum of apprentice working under a qualified Supervisor or a Person trained and deemed competent in the task Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	Supervisor to carry out daily inspections of work site for hazards. All personnel to maintain a tidy work site. Personal protection equipment (PPE) to be worn at all times. Stop work rather than accept a safety risk.	Supervisor and employees to be trained in hazard identification, risk assessment and control. Eg SWMS Person to be trained in testing either as an electrician or a certified Portable Appliance Tester (PAT).

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
AS 3760 and client's specifications. All PPE used to meet & be maintained to Australian Standards	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007, Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe work on LV electrical installations , Industry Standard for Electrical Installations on Construction Sites March 2002, Code of Practice for Plant 1995 Code of Practice Manual Handling.

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
Insulation resistance meter (mega) and ohmmeter. Portable Appliance Tester unit where appropriate. RCD or isolation transformer.	Test instruments to be checked daily. All PPE and test equipment to be checked before use.

neca MEMBER national electrical and communications association	**Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720**		**Format 1**
	SWMS Title:	**SWMS 040**	**Page 1 of 5**
	Person responsible for ensuring compliance with this SWMS: **Dean Spicer Contact Number: 9878 9006**	**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations		**Location:** Various sites as required	

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer……Signature …… ……..Position: Director……Date……/……../……..

Implement the SWMS

1.Review the SWMS on site with the relevant employees and contractors

2.identify and document the high risk Construction Work to be performed

3. Identify and document the Site PPE requirements for the task.

4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

5. Each team member to sign onto the SWMS before starting work. Team members to stop work immediately if the SWMS cannot be complied with.

6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS , implement additional controls and re-brief the team

7.Sign onto the amended SWMS before recommencing after any SWMS revision.

This task involves the following High Risk Contruction Work –

	where there is a risk of a person fall ing more than 2 metres		on or near pressurised gas distribution mains or piping
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	involving a confined space		on or adjacent to roadways or railways used by road or rail traffic
	involving a trench or shaft if the excavated depth is more than 1.5 metres		at workplaces where there is any movement of powered mobile plant
	Involving a tunnel		in an area where there are artificial ezxtremes of temperature
	involving the use of explosives		in, over or adjacent to water or other liquids where there is a risk of drowning

Mandatory Site PPE requirements

RISK MANAGEMENT

PROBABILITY		CONSEQUENCE	
1	Almost Certain	A	Catastrophic
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4	Unlikely	D	Minor
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Risk Control
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- **Isolating** persons from the hazard, such as barricading, fencing or guardrailing, or
- **Using engineering controls**, such as lifting devices.

3.Use administrative controls, such as changing the way the work is done.
4.Provide appropriate personal protective equipment.

Worker Sign On

I the undersigned have been consulted on the development and implementation of this Safe Work Method Statement, SWMS 040 –, and I have read and understood the SWMS and agree to work to the requirements of this Safe Work Method Statement.

Name	Signature	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date	Rev No.	Initial	Date

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
SWMS Title:				**SWMS NO. 040**	**Page 3 of 5**
Person responsible for ensuring compliance with this SWMS:	**Dean Spicer Contact Number: 9878 9006**			**Date: 02/05/2018**	**Revision:13.0**
Project / Client: Various Service Clients for Service work and small installations			**Location:** Various sites as required		
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**
RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).					

SWMS Title:				SWMS NO. 04-	Page 4 of 5
Work Method / Task Description	**Hazard Identification**	**Risk Level**	**Actions / Controls for Prevention**	**Residual Risk**	**Person Responsible**

RISK LEVELS: **CLASS 1** (high), **CLASS 2** (medium), **CLASS 3** (low).

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities	Training Required to Complete Work

Engineering Details / Certificates / WorkCover Approvals / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation

Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals