



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

Be warned. Any reproduction of this safety management system or associated documents without the express permission of the company and the National Electrical and Communications Association may immediately initiate legal action against that person or organization.

DOCUMENT CONTROL

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

DOCUMENT APPROVAL & ISSUE						
Copy Number:						
Approved By:	Position:	Date:				
Issued To:		Date:				

	SAFE WORK METHOD STATEMENT - INDEX	
SWMS No.	Task Title	Revision
001	Conduit Installation, Placed Prior to Pouring Concrete	
002	Conduit Installation, In Ground	
003	Conduit Installation, Walls and Ceilings	
004	Cable and Ladder Tray Installation	
005	Using Portable Ladders	
006	Installing Light Fittings	
007	Installation of Switchboards	
008	Installation of Lighting Looms	
009	Installation of Cable Supports	
010	Installation of Mains	
011	Installation of Switchboard Connections	
012	Installation of SubMains	
013	Installation of Power and Light Cabling	
014	Installation of Power Points	
015	Manual Handling	
016	Working with Elevated Work Platforms	
017	Erecting and Using Mobile Scaffolds	
018	Dismantling Mobile Scaffolds	
019	Working at Heights	
020	Installation of New Work in Existing Switchboards	
021	Working in Risers	
022	Installation of Pyrotenax, (MIMS) Cable	
023	Isolation and Testing of Energy Sources	
024	Installation of Equipment Racks	
025	Installation of Fibre Optic Cable	
026	Installation of Trunk Cabling	
027	Installation of Outlet Cabling	
028	Installation of Outlets	
029	Working on Energised Low Voltage Equipment / Apparatus	
030	Installing Ceiling Mounted Lights and Speakers	
031	Installation of New Racks / Cabinets	
032	Heat Shrink Cable Joints and Lugs	

	SAFE WORK METHOD STATEMENT - INDEX							
SWMS No.	SWMS No. Task Title							
033	Installation of SELV Cabling [Data/Security/Nurse Call, etc]							
034	Installation of Data / TV / Nurse Call Points							
035	Installing light poles							
036	Trenching with a small excavator							
037	Installation of Grid Connected Photovoltaic System							
038	Energise and Commission Installation							
039	Test & Tag Electrical Equipment							

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

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720						
NECA MEMBER	SWMS Title: CONDUI	SWMS 001	Page 1 of 4				
national electrical and communications association	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 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				

This SWMS has been approved for use.

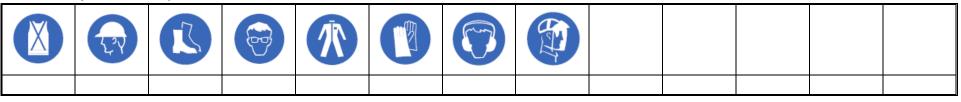
Name: Dean Spicer.....Signature

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 c	or near pressurised gas distribution mains or piping
on telecomunications towers	on c	or near chemical, fuel or refridgerant lines
involving demolition	on c	or near energised electrical installationsor services
involving the removal or likely disturbance of asbestos	in a	an area that may have a contaminated or flamable atmosphere
involving structural alterations that require tempory support to prevent collapse	invo	olving tilt- up or precast concrete
involving a confined space	on c	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 w	workplaces where there is any movement of powered mobile plant
Involving a tunnel	in a	an area where there are artificial ezxtremes of temperature
involving the use of explosives	in, c	over or adjacent to water or other liquids where there is a risk of drowning



	PROBABILITY	CONSEQUENCE		
1	Almost Certain	Α	Catastrophic	
2	Likely	В	Major	
3	Occasional	С	Moderate	
4	4 Unlikely		Minor	
5	Rare	Е	Insignificant	

Consequence

			10.0			
		Α	В	С	D	Е
5	1	1	1	1	2	2
2	2	1	1	2	2	2
I CDability	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 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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720 Page 3 of 4 SWMS Title: CONDUIT INSTALLATION, PLACED PRIOR TO POURING CONCRETE **SWMS NO. 001** Person responsible for ensuring Dean Spicer Contact Number: 9878 9006 Date: 02/05/2018 Revision:13.0 compliance with this SWMS: Project / Client: Various Service Clients for Service work and small installations Location: Various sites as required Risk Residual Person **Actions / Controls for Prevention** Work Method / Task Description Hazard Identification Level Risk Responsible 1. Inspect work area and review SWMS on site Site specific hazards 3 3 Document site specific hazards and control measures Supervisor/ Worker Wear long sleeves shirt and hat. Apply sunscreen to exposed 2. Check layout and mark out. 2 3 Supervisor/ Sun exposure skin. Ensure adequte water available. Regular rest breaks during Worker periods of extreme sun exposure. Ensure work areas, in particular, walkways are clear of tripping 3 Supervisor/ Slips, trips & falls 3 Worker hazards 3. Install disposable lids for conduit boxes to timber Walking on unstable 2 Use kneel boards or walkways 3 Worker reinforcing steel 4. Lay conduit and accessories. Cuts & abrasions. 3 Wear gloves for hand protection 3 Worker 3 Chemical glues Refer to Conduit glue MSDS for correct chemical handling 3 Worker requirements Cuts & abrasions 5. Tie down conduit. 3 Wear gloves for hand protection 3 Worker Supervisor/ Additional items identified on site Worker RISK LEVELS: CLASS 1 (high), CLASS 2 (medium), CLASS 3 (low).

SWMS Title: CONDUIT INSTALLA	SWMS Title: CONDUIT INSTALLATION, PLACED PRIOR TO POURING CONCRETE					
Personnel Qualifications and Experience Required	Personnel D	Outies and Responsibilities	Training Require	ired 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 site for haza	o carry out daily inspections of work rds	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 times. Pe	It o maintain tidy work area on site at rsonal Protective Equipment (PPE) to Il 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 tr personnel.	aining to be conducted	by Supervisor to	
Engineering Details / Certificates / WorkCover Approva	als /	Referenced – Codes of Practice / R	legulations / Legisla	ation		
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 200 Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, Industry Stan for Electrical Installations on Construction Sites December 2010 AS 4836 - Safe work on L\ electrical installations			dustry Standard	
Plant / Equipment Required (Mobile or Static)		Maintenance Checks / Calibration Intervals				
None		Hand tools to be checked daily	_		_	

NEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720						
	SWMS	SWMS 002	Page 1 of 5				
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 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							

This SWMS has been approved for use.

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

737	F	M				

	PROBABILITY	(CONSEQUENCE
1	Almost Certain	Α	Catastrophic
2	Likely	В	Major
3	Occasional	С	Moderate
4	Unlikely	D	Minor
5	Rare	Е	Insignificant

Consequence

		Α	В	С	D	Е
ty	1	1	1	1	2	2
abili	2	1	1	2	2	2
Probability	3	1	2	2	3	3
Ъ	4	2	2	2	3	3
	5	2	3	3	3	3

Class	High	Hazard has the potential to kill or permanently or temporarily disable				
1	Risk	Trazara has the potential to kill of permanently of temporality disable				
Class	Medium	Hazard has the potential to cause lost time injury or illness				
2	Risk					
Class	Low	Hanned has the anti-still to account a size of its weather than the first Aid				
3	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.





- **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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720								
SWMS Title:	CONDUIT INSTALLATION	ON, IN GI	ROUND	SWMS NO. 00	2 P	age 3 of 5		
Person responsible for ensuring compliance with this SWMS: Dean Spicer	Contact Number: 9878	3 9006		Date: 02/05/20	18 Rev	ision: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		
Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measure	res	3	Supervisor/ Worker		
 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 servi and obtain appropriate access permits. Isolate exis where possible. Visual inpection for buried marker tape. Excavate n existing services.	ting services	3	Supervisor/ Worker		
	Sun Exposure	2	Wear long sleeves shirt and hat. Apply sunscreen Ensure adequte water available. Regular rest breal 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	3	Ensure work area is clear- Wear safety footwear		3	Worker		
	Chemical Exposure	3	Refer to Line Marking Spray MSDS for correct cher requirements	mical handling	3	Worker		
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 obtain appropriate access permits. Isolate existing possible. Visual inpection for buried marker tape. Excavate existing services.	services where	3	Supervisor/ Worker/ Operator		
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium),	CLASS 3 (low).							

SWMS	Title: CONDUIT INSTALLATI	ION, IN GF	ROUND	SWMS NO.	002	Page 4 of 5
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 ever practical. Barricade work area. Provide warning lig overnight		3	Worker
	Trench collapse	2	Provide shoring, benches or battering in accordance Code of Practice for Safety Precautions in Trenching 1998		3	Worker
	Manual handling	2	Where possible excavate trench with excavator. If excavating trench manually warm up first, share and have regular short breaks	the workload,	3	Worker
5. Lay conduit	Manual Handling	2	Ensure work area is clear of obstacles. Where requassistance to handle large conduits.	uired get	3	Worker
	Chemical exposure	2	Refer to Conduit Glue MSDS for correct chemical I requirements	nandling	3	Worker
6. Restore ground to client's specifications	Manual handing,	3	Where possible back fill and remove excess spoil of larger		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 (me	dium). CLASS 3 (low).		1			

SWMS Title: CONDUIT INSTALLATION, INGROUND

SWMS NO. 002

Page 5 of 5

Personnel Qualifications and Experience Required	Personnel D	uties 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 site for hazar	carry out daily inspections of work	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS			
Industry and Site induction including the NECA Safety	All personnel	to maintain tidy work area on site at	Supervisor to be appropriately trained, qualified and			
Guide for Employees (Red Book).		sonal Protective Equipment (PPE) to I times on site	competent in OH&S and electrical practices for the task			
Excavator operator to be trained and conmpetent	Barricading to	o be used as appropriate	On the job skills training to be conducted by Supervisor to personnel.			
Engineering Details / Certificates / WorkCover Approvals Australian Standards	s /	Referenced – Codes of Practice / Regulations / Legislation				
Engineering details to include depth of trenches in accordang 3000 and client's specifications. Trenches to be shored in accordang with the Code of Practice for Safety Precautions in Trenching Operations 1998. All PPE used to meet & be maintained to Australian Standard	ccordance ng	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 Hazard Identification to be conducted for plant used eg exca		Hand tools and ladders to be checked daily. Batteries for barricading warning lighting				

N E C a MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720						
	SWMS Title	SWMS 003	Page 1 of 4				
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 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							

This SWMS has been approved for use.

Name: Dean Spicer.....Signature:

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

......Position: Director.......Date..../.....

- 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



	PROBABILITY	(CONSEQUENCE
1	Almost Certain	Α	Catastrophic
2	Likely	В	Major
3	Occasional	С	Moderate
4	Unlikely	D	Minor
5	Rare	Е	Insignificant

Consequence

		,,,,,,,,,	quein			
		Α	В	С	D	Е
5	1	1	1	1	2	2
200	2	1	1	2	2	2
rionability	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 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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720								
SWMS Title: CONDUIT INSTALLATION, WALLS AND CEILINGS SW							Page 3 of 4	
Person responsible for ensuring compliance with this SWMS:	Dean Spicer	Contact Number: 9878	9006		Date: 02/05/2	2018	Revision:13.0	
Project / Client: Various Service Cli	ents for Service	work and small installation	ns	Location: Various sites as required				
Work Method / Task Descrip	tion	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residua Risk	Person Responsible	
Inspect work area and review SWMS	on site	Site specific hazards	3	Document site specific hazards and control measu	res	3	Supervisor/ Worker	
2. Check layout and mark out		Slips, trips & falls	3	Ensure area, in particular, walkways are clear of tri Wear safety footwear	p hazards	3	Supervisor/ Worker	
3. Check equipment is tagged		Electric Shock	1	Use only correctly tagged and calibrated equipmer	nt	3	Worker	
4. Secure fixings and supports		Debris and noise from drilling	2	Use minimum drilling speed consistent with effective Ensure drill bits are sharp Use goggles for eye protection, suitable respiratory protection		3	Worker	
		Struck by falling objects	2	Wear safety helmet. Restrict pedestrian movement	t in work area	3	Worker	
		Falling	2	Mobile scaffolds locked Use ladders in accordance with SWMS 005 EWP trained and appropriately certificated where r Use fall protection equipment when working at heigh		3	Worker	
Additional items identified on site							Supervisor/ Worker	
RISK LEVELS: CLASS 1 (high), CLA	SS 2 (medium),	CLASS 3 (low).						

SWMS Title: CONDUIT IN	ISTALLATION,	WALLS AND CEILINGS		SWMS NO. 003	Page 4 of 4	
Personnel Qualifications and Experience Required	Personnel D	uties and Responsibilities	Training Required	d 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 site for hazar	carry out daily inspections of work ds.	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 times. Per	to maintain tidy work area on site at sonal Protective Equipment (PPE) to I 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.	_	o be used as appropriate to protect 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 Approval Australian Standards	s/	Referenced – Codes of Practice / Regulations / Legislation				
Installation to be in accordance with AS 3000 Standards and specifications. Floor capacity sufficiently engineered to carr 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				

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720							
neca MEMBER	SWMS Ti	SWMS 004	Page 1 of 5					
THE STATE OF THE S	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 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					

This SWMS has been approved for use.

Name: Dean Spicer.....Signature

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



	PROBABILITY	CONSEQUENCE			
1	Almost Certain	Α	Catastrophic		
2	Likely	В	Major		
3	Occasional	С	Moderate		
4	Unlikely	D	Minor		
5	Rare	Е	Insignificant		

Consequence

		,,,,,,,,,,	quen			
		Α	В	С	D	Е
5	1	1	1	1	2	2
- I ODADIII I	2	1	1	2	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 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									

	Red	cips. 11/56 Norcal Road	d Nunawa	ading Vic. 3131. ABN: 48 304 075 720						
	SWMS Title: CA	ABLE AND LADDER TR	AY INST	ALLATION	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 Clie	ents for Service	work and small installatio	ns	Location: Various sites as required						
Work Method / Task Descrip	tion	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residua Risk	l Person Responsible			
Inspect work area and review SWMS of the second secon	on site	Site specific hazards	3	Document site specific hazards and control measures	3	3	Supervisor/ Worker			
2. Check layout and mark out		Slips, trips & falls	3	Ensure work area, in particular walkways are clear of Wear safety footwear	trip hazards	3	Supervisor/ Worker			
Secure fixings and supports using corr of bolts and fixings	ect type and size	Debris and noise from drilling	2	Use minimum drilling speed consistent with effective 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.	work.	3	Worker			
4. Cut cable ladders or trays to fit using d	lrop saw or	Noise, eye injuries	2	Ensure workpiece is clamped. Use eye and hearing p	protection	3	Worker			
100mm angle grinder		Cuts and abrasions	2	Use gloves when handling cable tray			Worker			
5. Remove sharp edges and protruding fi	xings	Burns and fires from cutting and welding	2	Follow Hot Work procedures Ensure fire extinguished the worksite.	r available at	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 accordance with SWMS 005	e ladders in	3	Worker			
6 Secure ladders or trays to support (co	ntinued)	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	t assistance	3	Worker			
				when handling large or heavy objects. Follow manual	handling risk					
				control procedures SWMS 015						
RISK LEVELS: CLASS 1 (high), CLA	SS 2 (medium),	CLASS 3 (low).								

SWMS Title: C.	LLATION	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 wor	rk area	3	Worker
	Manual handling	2	Ensure work area is clear. Use manualling aids or g when handling large or heavy objects. Follow manusitisk control procedures SWMS 015		3	Worker
Additional items identified on site						Supervisor/ Worker
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium),	CLASS 3 (low).		1			

SWMS Title: CABLE A	ND LADDER	FRAY INSTALLATION		SWMS NO. 004	Page 5 of 5		
Personnel Qualifications and Experience Required	Personnel D	Outies and Responsibilities	Training Require	ired 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 site for hazar	o carry out daily inspections of work rds.	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 times. Per	I to maintain tidy work area on site at rsonal Protective Equipment (PPE) to I 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.	_	o be used as appropriate to protect working below elevated work.	personnel. Trainin	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 Approval Australian Standards	s/	Referenced – Codes of Practice / R	tegulations / Legisla	ation			
Installation to be in accordance with AS 3000 Standards and specifications. Floor capacity sufficiently engineered to carry elevated work platform/s. All PPE used to meet & be maintained to Australian Standards	weight of	Occupational Health and Safety Act 2 Electricity Safety Act 1998, Electricity on LV electrical installations, Industry December 2010, Code of Practice for Code Prevention of Falls	Safety (Installations) Standard for Electric	Regulations 2009, AS	S 4836 - Safe work astruction Sites		
Plant / Equipment Required (Mobile or Static)		Maintenance Checks / Calibration	ntervals				
Portable hand tools, electrical power tools, ladders. Hazard to be conducted for plant used eg. Scissor lift, boom lift, che	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations						

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720							
neca MEMBER	SI	WMS Title: USING PORTABL	E LADDERS	SWMS 005	Page 1 of 5			
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 9878 9006	Date: 02/05/2018	Revision:13.0			
Project / Client: Vari	ious Service Clients for Service work	and small installations	Location: Various sites as required					

This SWMS has been approved for use.

Name: Dean Spicer.....Signature:

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



	PROBABILITY	CONSEQUENCE			
1	Almost Certain	Α	Catastrophic		
2	Likely	В	Major		
3	Occasional	С	Moderate		
4	Unlikely	D	Minor		
5	Rare	Е	Insignificant		

Consequence

		,,,,,,,,,,	140			
		Α	В	С	D	Е
,	1	1	1	1	2	2
- Country	2	1	1	2	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 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									

	Reci	ips. 11/56 Norcal Road	Nunawa	ding Vic. 3131. ABN: 48 304 075 720				
	SWMS Ti	tle: USING PORTABLE	LADDEF	RS	SWMS NO.	005	Page 3 of	5
Person responsible for ensuring compliance with this SWMS:	Dean Spicer	Contact Number: 9878	3 9006		Date: 02/05/2	2018	Revision:13.0	
Project / Client: Various Service Clie	ents for Service w	ork and small installation	าร	Location: Various sites as required				
Work Method / Task Description Hazard Identification Le				Actions / Controls for Prevention		Resid Risi		
Inspect work area and review SWMS	on site	Site specific hazards	3	Document site specific hazards and control measu	res	3	Superv Work	
1.Select appropriate ladder with regard the relevant part of AS1892 and the world.		Electric shock	1	Metal or wire reinforced ladders shall not be used where there may be a live electrical installation.	or any work	3	Work	ker
2.Inspect the ladder for condition		Falling	2	Inspect ladders. Do not use damaged ladders.		3	Work	ker
3.Handling extension ladders.		Manual Handling	2	Two man carry of large extension ladders.		3	Work	ker
		Ladder falling on person.	2	Two person lift to stand ladder up – one person for Ladder tied into position or footed until top of ladde secured.	-	3	Work	ker
		Fingers caught in ladder rungs while extending ladder	2	Fingers away from ladder rungs while extending.		3	Work	ker
4.Position ladder to ensure stability		Falling Ladder slipping into dangerous location	2	Position ladders a minimum of 1 metre from edges floors. Increase this distance as working heights in Straight or extension ladders to be secured at top a Ladders need to extend 1 metre above landing lev long enough to work at least 1 metre from the top of	crease. and bottom. el and to be	3	Work	ker
RISK LEVELS: CLASS 1 (high), CLA	SS 2 (medium),	CLASS 3 (low).						

	Risk Level	Actions / Controls for Prevention 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 Hoist tools and equipment with rope – keep both hands free for	Residual Risk	Person Responsible Worker
g tools on	2	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
g tools on	2	Hoist tools and aguinment with rope keep both hands free for		4
	2	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	Worker
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
	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
	3	Leave base of ladder tied until the top is untied	3	Worker
				Supervisor/ Worker
	r).			

SWMS Title: U	SING PORTAB	SLE LADDERS		SWMS NO. 005	Page 5 of 5	
Personnel Qualifications and Experience Required	Personnel D	uties and Responsibilities	Training Require	Training Required to Complete Work		
Tradesman and others trained and competent in the use of portable ladders and working around electricity			Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS		ication, risk	
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	all times. Per	to maintain tidy work area on site at sonal Protective Equipment (PPE) to I 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 tr personnel.	aining to be conducted	by Supervisor to	
Engineering Details / Certificates / WorkCover Approval Australian Standards	s/	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 Stand	lard AS 1892.	Ladders to be checked daily.				

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720					
neca MEMBER						
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	Date: 02/05/2018	Revision:13.0		
Project / Client: Vari	ious Service Clients for Service work	and small installations	Location: Various sites as required			

This SWMS has been approved for use.

Name: Dean Spicer.....Signature

for.

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



	/ (O E III E I T I					
	PROBABILITY	CONSEQUENCE				
1	Almost Certain	Α	Catastrophic			
2	Likely	В	Major			
3	Occasional	С	Moderate			
4	Unlikely	D	Minor			
5	Rare	Е	Insignificant			

Consequence

		_				
		Α	В	С	D	Е
ť	1	1	1	1	2	2
Probability	2	1	1	2	2	2
rob	3	1	2	2	3	3
Δ	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 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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720								
SWMS	SWMS Title: INSTALLING LIGHT FITTINGS							
Person responsible for ensuring compliance with this SWMS:	Contact Number: 9878	9006		Date: 02/05/20	18 Rev	/ision:13.0		
Project / Client: Various Service Clients for Service	e work and small installatio	ns	Location: Various sites as required					
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residual Risk	Person Responsible		
Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measu	res	3	Supervisor/ Worker		
Check layout and mark out.	Struck by falling objects	2	Keep lifting area clear of people. Barricade work a	rea	3	Supervisor/ Worker		
	Slips, trips & falls	3	Ensure area, in particular, walkways are clear of tri safety foot wear	p hazards Wear		Supervisor/ Worker		
Receive lights on site and confirm correct numbers and types	Manual handling	2	Ensure work area is clear. Use manual handling aid assistance when handling large or heavy objects. It manual handling risk control procedures in accordance of 15	mplement	3	Worker		
4 Confirm cabling requirements.	Electric shock	1	Test and confirm cables before commencing wor danger tags as appropriate	k. Isolate and fit	3	Worker		
5. Install light fitting base or bracket and terminate cabling	g Electric shock	1	Ensure power tools and leads are tagged		3	Worker		
or plug into lighting socket.	Falling	2	Use ladders or work platforms in accordance with S SWMS 005	SWMS 019 and	3	Worker		
6. Complete the fitting of any other parts.	Falling	2	Use ladders or work platforms in accordance with S SWMS 005	SWMS 019 and	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: IN	ISTALLING LIC	GHT FITTINGS		SWMS NO. 006	Page 4 of 4	
Personnel Qualifications and Experience Required	Personnel D	outies 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 site for hazar	carry out daily inspections of work ds.	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 Approval Australian Standards	s/	Referenced – Codes of Practice / Regulations / Legislation				
Installation to be in accordance with AS 3000 Standards and specifications. Floor capacity sufficiently engineered to carry 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				

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720						
NECA MEMBER	SWM	SWMS 007	Page 1 of 5				
The second secon	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	Date: 02/05/2018	Revision:13.0			
Project / Client: Various Service Clients for Service work and small installa		and small installations	Location: Various sites as required				

This SWMS has been approved for use.

Name: Dean Spicer.....Signature

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

.....Posit

- 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



	PROBABILITY	CONSEQUENCE				
1	Almost Certain	Α	Catastrophic			
2	Likely	В	Major			
3	Occasional	С	Moderate			
4	Unlikely	D	Minor			
5	Rare	Е	Insignificant			

Consequence

_		900				
		Α	В	С	D	Е
ţ	1	1	1	1	2	2
abili	2	1	1	2	2	2
Probability	3	1	2	2	3	3
Δ.	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 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 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									

Red	cips. 11/56 Norcal Road	d Nunawa	ading Vic. 3131. ABN: 48 304 075 720					
SWMS Title	SWMS NO.	007	Page 3 of 5					
Person responsible for ensuring compliance with this SWMS: Dean Spicer	Date: 02/05/2	2018 F	Revision:13.0					
Project / Client: Various Service Clients for Service	work and small installation	Location: Various sites as required						
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residual Risk	Person Responsible		
Inspect work area and review SWMS on site	Site specific hazards		Document site specific hazards and control measure	S		Supervisor/ Worker		
2. Confirm installation specifications.	N/A	N/A	N/A		Supervisor/ Worker			
Mark out location ensuring coordination with other services. Prepare installation area and confirm adequate	Tripping	3	Ensure area, in particular, walkways are clear of trip hazards Wear safety footwear			Supervisor/ Worker		
space including door swing for maintenance	Hand injuries	3	Wear protective gloves			Worker		
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	2	Keep lifting area clear of people and barricade area		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. Im	_				
			manual handling risk control procedures as per SWM	1S 015				
6. Transfer switchboards to installation location	Falling objects	2	Keep lifting area clear of people and barricade area		3	Worker		
	Manual Handling	2	Ensure work area is clear. Use manual handling aids	•	3	Worker		
			assistance when handling large or heavy objects. Im	-				
			manual handling risk control procedures as per SWM	10 015				
7. Install switchboard to manufacturer's and client's	Manual Handling	2	Ensure work area is clear. Use manual handling aids	or get	3	Worker		
specifications.			assistance when handling large or heavy objects. Im	plement				
			manual handling risk control procedures as per SWN	1S 015				
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium),	CLASS 3 (low).							

SWMS Tid	SWMS NO. 007		Page 4 of 5				
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residual Risk	Person Responsible	
. Commission switchboard	Electric shock, explosion	1	Carry out pre-commission test and isolation proceder Follow Standard Safe Working Procedures Refer to SWMS 038 - Energise & Commission II		3	Worker	
Additional items identified on site						Supervisor/ Worker	

SWMS Title: INSTA	ALLATION OF	SWITCHBOARDS	SWMS NO. 007	Page 5 of 5	
Personnel Qualifications and Experience Required	Personnel D	Outies and Responsibilities	d to Complete Work		
Minimum of Electrical Worker Grade 5 or 2 nd year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	carry out daily inspections of work ds.	•	trained in hazard identification, risk I control eg, SWMS		
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	all times. Per	to maintain tidy work area on site at rsonal Protective Equipment (PPE) to I times on site.	1	ppropriately trained, qu S and electrical practio	
Trained in the use of manual handling lifting equipment. Certificated dogman / rigger to sling load dependent upon size and weight and lifting method	cated dogman / rigger to sling load dependent upon		On the job skills trapersonnel.	aining to be conducted	by Supervisor to
Engineering Details / Certificates / WorkCover Approval Australian Standards	s/	Referenced – Codes of Practice / Re	egulations / Legisla	ition	
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 20 Electricity Safety Act 1998, Electricity on LV electrical installations, Industry December 2010, Code of Practice for	Safety (Installations) Standard for Electric	Regulations 2009, AS cal Installations on Con	4836 - Safe work struction Sites
Plant / Equipment Required (Mobile or Static)		Maintenance Checks / Calibration In	ntervals		
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 Mechanical lifting / manual handling edmanufacturers recommendations	•	ked in accordance with	n Statutory and

	Recips	s. 11/56 Norcal Road Nunawa	ding Vic. 3131. ABN: 48 304 075 720		Format 1
NECA MEMBER national electrical and communications association	SWMS	SWMS 008	Page 1 of 4		
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 9878 9006	Date: 02/05/2018	Revision:13.0
Project / Client: Vari	ious Service Clients for Service work	and small installations	Location: Various sites as required		

This SWMS has been approved for use.

Name: Dean Spicer.....Signature:

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	or	on or near pressurised gas distribution mains or piping
on telecomunications towers	or	on or near chemical, fuel or refridgerant lines
involving demolition	or	on or near energised electrical installationsor services
involving the removal or likely disturbance of asbestos	in	n an area that may have a contaminated or flamable atmosphere
involving structural alterations that require tempory support to prevent collapse	in	nvolving tilt- up or precast concrete
involving a confined space	or	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	at workplaces where there is any movement of powered mobile plant
Involving a tunnel	in	n an area where there are artificial ezxtremes of temperature
involving the use of explosives	in,	n, over or adjacent to water or other liquids where there is a risk of drowning



	PROBABILITY	(CONSEQUENCE
1	Almost Certain	Α	Catastrophic
2	Likely	В	Major
3	Occasional	С	Moderate
4	Unlikely	D	Minor
5	Rare	Е	Insignificant

Consequence

	9000				
	Α	В	С	D	Е
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
	2 3 4	1 1 2 1 3 1 4 2	1 1 1 2 1 1 3 1 2 4 2 2	1 1 1 1 2 1 1 2 3 1 2 2 4 2 2 2	1 1 1 1 2 2 1 1 2 2 3 1 2 2 3 4 2 2 2 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 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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720								
SWMS Title: INSTALLATION OF LIGHTING LOOMS SWMS NO. 008 Page 3								
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 Descript	tion	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residua Risk	l Person Responsible	
Inspect work area and review SWMS control	on site	Site specific hazards	3	Document site specific hazards and control measure	es	3	Supervisor/ Worker	
2. Check drawings to confirm loom location specifications.	ons and	N/A	N/A	N/A			Supervisor/ Worker	
3. Receive cable and sockets bases on s	ite and confirm	Struck by falling object	2	Keep lifting area clear of people		3	Worker	
correct types, sizes and numbers.		Manual handling	2	Ensure work area is clear. Use manual handling aids assistance when handling large or heavy objects. Im	•	3	Worker	
		Hand injuries	3	manual handling risk control procedures as per SWN Wear gloves, Use tools appropriately	/IS 015	3	Worker	
4. Construct lighting looms to client's spe-	cifications.	Hand injuries	3	Use correct tool to cut & strip wire.Wear gloves.		3	Worker	
5. Label each loom with distribution board number.	d and circuit	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 appropriate, in accordance with SWMS 019	protection as	3	Worker	
7. Confirm socket locations and fixings to specification	client's	Falls from height	2	Use fall protection as appropriate, in accordance with	n WMS 019	3	Worker	
8. Install circuit feeds and switch wires to	client's	Electric shock,	1	Do not work live. Isolate and tag out circuits.		3	Worker	
specifications.		Falls	2	Use ladders in accordance with SWMS 005		3	Worker	
9. Clean area.		Hand injuries	3	Wear protective gloves		3	Worker	
Additional items identified on site							Supervisor/ Worker	
RISK LEVELS: CLASS 1 (high), CLAS	SS 2 (medium),	CLASS 3 (low).				•		

SWMS Title: INSTA	LIGHTING LOOMS		SWMS NO. 008	Page 4 of 4	
Personnel Qualifications and Experience Required	outies and Responsibilities	Training Require	d to Complete Work		
Minimum of Electrical Worker Grade 5 or 2 nd year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to site for hazar	carry out daily inspections of work ds.		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 times. Per	to maintain tidy work area on site at sonal Protective Equipment (PPE) to I times on site.	-	ppropriately trained, questions and electrical praction	
No previous particular experience required	us particular experience required		On the job skills tr personnel.	aining to be conducted	by Supervisor to
Engineering Details / Certificates / WorkCover Approvals / Australian Standards		Referenced – Codes of Practice / R	egulations / Legisla	ation	
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 2 Electricity Safety Act 1998, Electricity on LV electrical installations, Industry December 2010, Code of Practice Ma Prevention of Falls	Safety (Installations) Standard for Electric	Regulations 2009 AS cal Installations on Con	4836 - Safe work estruction Sites
Plant / Equipment Required (Mobile or Static)		Maintenance Checks / Calibration I	ntervals		
Portable hand tools, ladders		Hand tools and ladders to be checked	d daily		

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

This SWMS has been approved for us	This SWMS	has b	een ar	proved	for	use
------------------------------------	-----------	-------	--------	--------	-----	-----

Name: Dean Spicer.....Signature

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
- - immediately if the SWMS cannot be complied with.

 6. Observe work being performed. If controls are inadequate, Stop work, review the SWMS, implement

5. Each team member to sign onto the SWMS before starting work. Team members to stop work

- 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



	WWW.CEMIENT						
	PROBABILITY	0	CONSEQUENCE				
1	Almost Certain	A Catastrophic					
2	Likely	В	Major				
3	Occasional	С	Moderate				
4	Unlikely	D	Minor				
5	Rare	Е	Insignificant				

Consequence

		_				
		Α	В	С	D	Е
ť	1	1	1	1	2	2
Probability	2	1	1	2	2	2
rob	3	1	2	2	3	3
Δ	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 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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720								
	SWMS Title:	INSTALLATION OF CA	BLE SUF	PPORTS	SWMS NO.	009	Page 3 of 4	
Person responsible for ensuring compliance with this SWMS:	Dean Spicer	Contact Number: 9878	9006		Date: 02/05/2	2018	Revision:13.0	
Project / Client: Various Service Clie	nts for Service	work and small installation	ns	Location: Various sites as required				
Work Method / Task Descript	ion	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residua I Risk	Person Responsible	
Inspect work area and review SWMS o	n site	Site specific hazards	3	Document site specific hazards and control measure	es	3	Supervisor/ Worker	
2. Check location to drawing and specifications		Tripping and exposed nails	3	Ensure area, in particular walkways, are clear of trip safety footwear	3	Supervisor/ Worker		
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 assistance when handling large or heavy objects. Im manual handling risk control procedures as per SWM	3	Worker Worker		
Mark out route of cable supports to spe confirming clearance of other services	cifications	Falling from height	2	Use ladders in accordance with SWMS 005 Use fall accordance with SWMS 019		3	Worker	
Install supports to client's specifications necessary	supporting as	Electric shock Falling from height	1 2	Ensure power tools and leads are tested and tagged Use ladders in accordance with SWMS 005		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	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			Worker	
8. Clean area Additional items identified on site		Hand injuries	3	Wear gloves		3	Worker	
RISK LEVELS: CLASS 1 (high), CLAS	SS 2 (medium),	CLASS 3 (low).						

SWMS Title: INSTA	LLATION OF C	CABLE SUPPORTS	,	SWMS NO. 009	Page 4 of 4		
Personnel Qualifications and Experience Required	Personnel D	Outies and Responsibilities	Training Require	d to Complete Work	JI		
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 times. Per	to maintain tidy work area on site at sonal Protective Equipment (PPE) to I 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.	_	o be used as appropriate to protect 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 Approval Australian Standards	s /	Referenced – Codes of Practice / R	egulations / Legisla	ation			
Installation to be in accordance with AS 3000 Standards and specifications. Floor capacity sufficiently engineered to carry 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 won 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 Hazard Identification to be conducted for plant used eg. Scislift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations						

neca MEMBER	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720						
	Ş	SWMS 010	Page 1 of 5				
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 9878 9006	Date: 02/05/2018	Revision:13.0		
Project / Client: Var	ious Service Clients for Service work	and small installations	Location: Various sites as required				

This SWMS has be	en approved for us	e.
------------------	--------------------	----

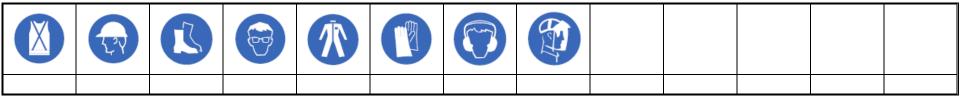
Name: Dean Spicer.....Signature

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



-:	WITH COLINEITY						
	PROBABILITY			CONSEQUENCE			
	1	Almost Certain	A Catastrophic				
	2	Likely	В	Major			
	3	Occasional	С	Moderate			
	4	Unlikely	D	Minor			
	5	Rare	Е	Insignificant			

Consequence

		•				
		Α	В	С	D	Е
ţ	1	1	1	1	2	2
Probability	2	1	1	2	2	2
rob	3	1	2	2	3	3
Δ	4	2	2	2	3	3
	5	2	3	3	3	3

Class	High	Hazard has the potential to kill or permanently or temporarily disable				
1	Risk	Trazara riao trio potentiar te itili or pormanority or temperarily dicable				
Class	Medium					
2	Risk	Hazard has the potential to cause lost time injury or illness				
Class	Low	Honord has the potential to source a minor injury that may require First Aid				
3	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 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									

Rec	sips. 11/56 Norcal Road	d Nunawa	ading Vic. 3131. ABN: 48 304 075 720			
SWMS	Title: INSTALLATION	OF MAIN	s	SWMS NO.	010	Page 3 of 5
Person responsible for ensuring compliance with this SWMS: Dean Spicer	Contact Number: 9878	9006		Date: 02/05/2	2018	Revision:13.0
Project / Client: Various Service Clients for Service v	vork and small installatio	ns	Location: Various sites as required			
Work Method / Task Description	Work Method / Task Description Hazard Identification Risk Actions / Controls for Prevention			Residua Risk	l Person Responsible	
Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measures	6	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 at Ensure work area is clear. Use manual handling aids assistance when handling large or heavy objects. Imperanual handling risk control procedures as per SWM	or get plement	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	Worker Worker
Confirm installation to drawings and specifications and ensure connections are tight	Potential Electric Shock	1	Confirm NOT LIVE and identify cables before comm	encing 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).	l	1			

SV	VMS Title: INSTALLATION (OF MAIN	s	SWMS NO. 0	10	Page 4 of 5	
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residual Risk	Person Responsible	
Test installation	Potential Electric Shock	1	Confirm NOT LIVE and identify cables before commen Isolate as required	cing work	3	Worker	
Liaise with Supply Authority for inspection and test	. N/A	N/A	N/A			Supervisor	
Remove DANGER Tags	N/A	N/A	N/A			Worker	
Energise supply	Potential Electric Shock	1	Follow Standard Safe Working Procedures Refer to SWMS 038 - Energise & Commission Intalla	ation	3	Supervisor/ Worker	
Install signs or labels as required	Hand injuries	3	Use tools appropriately		3	Worker	
ditional items identified on site						Supervisor/ Worker	

SWMS Title:	NSTALLATIO	N OF MAINS	SWMS NO. 010	Page 5 of 5						
Personnel Qualifications and Experience Required	Personnel D	Outies and Responsibilities	Training Require	Training Required to Complete Work						
Minimum of Electrical Worker Grade 5 or 3 rd year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to site for hazar	carry out daily inspections of work rds.	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 times. Per	to maintain tidy work area on site at rsonal Protective Equipment (PPE) to I 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.	_	o be used as appropriate to protect 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 Approval Australian Standards	s/	Referenced – Codes of Practice / Regulations / Legislation								
Installation to be in accordance with AS 3000 Standards and specifications. Floor capacity sufficiently engineered to carry 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)	Plant / Equipment Required (Mobile or Static)			Maintenance Checks / Calibration Intervals						
Portable hand tools, electrical power tools, drills, leads and Hazard Identification to be conducted for plant used eg. Scillift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations									

	Recips	/MS: Dean Spicer Contact Number: 9676 9006	ding Vic. 3131. ABN: 48 304 075 720	5 720		
neca MEMBER national electrical and communications association Project / Client: Vari	SWMS Title: INSTALLAT	SWMS 011	Page 1 of 5			
	Person responsible for ensuring compliance with this SWMS:	Date: 02/05/2018	Revision:13.0			
Project / Client: Vari	ious Service Clients for Service work	and small installations	Location: Various sites as required			

This SWMS has been approved for use.

Name: Dean Spicer.....Signature

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



	PROBABILITY	CONSEQUENCE									
1	Almost Certain	Α	Catastrophic								
2	Likely	В	Major								
3	Occasional	С	Moderate								
4	Unlikely	D	Minor								
5	5 Rare		Insignificant								

Consequence

	90.00				
	Α	В	С	D	Е
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 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									

	Rec	ips. 11/56 Norcal Road	d Nunawa	ading Vic. 3131. ABN: 48 304 075 720				
SWMS Title: INSTA	LLATION OF	SWITCHBOARD CON	NECTION	IS (NEW SWITCHBOARD)	SWMS NO.	011	Page 3 of 5	
Person responsible for ensuring compliance with this SWMS:	an Spicer	Contact Number: 9878	9006		Date: 02/05/2	2018	Revision:13.0	
Project / Client: Various Service Clients	for Service w	ork and small installatio	ns	Location: Various sites as required				
Work Method / Task Description		Hazard Identification	Risk Level	Actions / Controls for Prevention		Residua Risk	Person Responsible	
1. Inspect work area and review SWMS on si	te	Site specific hazards	3	Document site specific hazards and control measure	es	3	Supervisor/ Worker	
2. Confirm switchboard meets and has be to specifications	en installed	N/A	N/A	N/A			Supervisor/ Worker	
3. Confirm cables to be connected meet speciall cables have been installed. Check any sprequirements have been met.		N/A	N/A	N/A			Supervisor/ Worker	
Group cables together as they enter switch with cable ties.	board and fix	Hand injuries	3	Use suitable gloves		3	Worker	
5. Separate cables into groups of like destina plug any unused cable entries.	tion. Seal or	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 an insulation.	ny secondary	N/A	N/A	N/A			Worker	
7. Group conductors of like destinations and f loom system	fix into a	Hand injuries	3	Use suitable gloves		3	Worker	
8. Align and terminate each conductor into its location.	correct	Potential Electric shock	1	Confirm NOT LIVE before commencing work Isolate and Lock Out as required		3	Worker	
		Hand injuries	2	Use correct tools to cut & strip cables. Wear gloves		3	Worker	
9. Check and tighten all terminations and con	nections	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	2 (medium), (CLASS 3 (low).		1			l	

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 4 of 5

SWWS THE. INSTALLATION	OF SWITCHBOARD COM	VECTION	is (NEW SWITCHBOARD)	SVVIVIS INC.	NO NO. 011 Fage 4 0		
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 Into	allation	3	Supervisor/ Worker	
15. 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 SWIT	CHBOARD CO	NNECTIONS (NEW SWITCHBOARD)	SWMS NO. 011	Page 5 of 5			
Personnel Qualifications and Experience Required	Personnel D	Outies and Responsibilities	Training Require	Training Required to Complete Work				
Minimum of Electrical Worker Grade 5 or 2 nd year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to site for hazar	carry out daily inspections of work ds.	'	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 times. Per	sel to maintain tidy work area on site at ersonal Protective Equipment (PPE) to all times on site. Supervisor to be appropriately trained, qualified competent in OH&S and electrical practices for all times on site.						
Elevated Work Platform training and national certification as required dependent upon equipment to be used.		o be used as appropriate to protect working below elevated work.	1	aining to be conducted g on specific elevated WP.	• •			
Engineering Details / Certificates / WorkCover Approvals / Australian Standards		Referenced – Codes of Practice / Regulations / Legislation						
Installation to be in accordance with AS 3000 Standards and specifications. Floor capacity sufficiently engineered to carry 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						

NEMBER national electrical and communications association	Recips	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720							
	SV	SWMS 012	Page 1 of 5						
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	ber: 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									

This SWMS has been approved for use	This	SWMS	has	been	ap	pro\	/ed	for	use
-------------------------------------	------	-------------	-----	------	----	------	-----	-----	-----

Name: Dean Spicer.....Signature

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

- 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.

immediately if the SWMS cannot be complied with.

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

1 27	Ú					

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

Consequence

		Α	В	С	D	Е						
ty	1	1	1	1	2	2						
abili	2	1	1	2	2	2						
Probability	3	1	2	2	3	3						
Ъ	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 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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720										
SWMS	Title: INSTALLATION OF	SUBMA	INS	SWMS NO.	012	Page 3 of 5				
Person responsible for ensuring compliance with this SWMS:		Date: 02/05/	2018	Revision:13.0						
Project / Client: Various Service Clients for Service	e work and small installatio	ns	Location: Various sites as required							
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residua Risk	Person Responsible				
1. Inspect work area and review SWMS on site Site specific hazards 3 Document site specific hazards and control meaning the specific hazards and control meaning the specific hazards are specific hazards.		Document site specific hazards and control measure	es .	3	Supervisor/ Worker					
Check location to drawings and specification layout armark out	d Tripping and exposed nail	3	Ensure area, in particular walkways, are clear of trip hazards Wear safety foot wear			Supervisor/ Worker				
Plan installation so as to work towards the main switchboard.	Potential Electric shock	1	Connections to the main switchboard to be made on CONFIRMED NOT LIVE Isolate and Tag Out	ly when it is	3	Supervisor/ Worker				
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 Effectively insulate both ends of all cables near any 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	h SWMS 019	3	Worker				
	Manual handling	2	Ensure work area is clear. Use manual handling aids assistance when handling large or heavy objects. Immanual handling risk control procedures as per SWM	plement	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 connect	- -	3	Worker				
7. Clean area	Hand injuries	3	Wear protective gloves		3	Worker				
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium), CLASS 3 (low).					'				

S	WMS Title: INSTALLATION OF	SUBMA	INS	SWMS NO. 012 Page		Page 4 of 5
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		Risidual Risk	Person Responsible
Test installation	Electric shock	1	CONFIRMED NOT LIVE and identify cables before of work	commencing	3	Worker
Remove DANGER TAGS	N/A	N/A	N/A			Worker
. Energise main switchboard.	Electric shock	1	Follow Standard Safe Working Procedures as per Energise & Commission Intallation	SWMS 038 -	3	Supervisor/ Worker
. Install signs or labels are required.	Hand injuries	3	Use tools appropriately		3	Worker
dditional items identified on site						Supervisor/ Worker

SWMS Title: IN:	STALLATION	OF SUBMAINS		SWMS NO. 012	Page 5 of 5		
Personnel Qualifications and Experience Required	Personnel D	Outies and Responsibilities	Training Require	ired to Complete Work			
Minimum of Electrical Worker Grade 5 or 2 nd year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to site for hazar	carry out daily inspections of work ds.	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 times. Per	nnel to maintain tidy work area on site at Personal Protective Equipment (PPE) to at all times on site. Supervisor to be appropriately trained, qualification competent in OH&S and electrical practices to the supervisor to be appropriately trained, qualification competent in OH&S and electrical practices to the supervisor to be appropriately trained, qualification competent in OH&S and electrical practices to the supervisor to be appropriately trained, qualification competent in OH&S and electrical practices to the supervisor to be appropriately trained, qualification competent in OH&S and electrical practices to the supervisor to be appropriately trained, qualification competent in OH&S and electrical practices to the supervisor to the sup					
	Barricading to others	o be used as appropriate to protect	On the job skills training to be conducted by Supervisor to personnel.				
Engineering Details / Certificates / WorkCover Approval Australian Standards	s/	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.					

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720						
SWMS Title: INSTALLATION OF POWER AND LIGHT CABLING SWMS 013							
	Person responsible for ensuring compliance with this SWMS: Dean Spicer Contact Number: 9878 9006 Date						
Project / Client: Various Service Clients for Service work and small installations		Location: Various sites as required					

This SWMS has been approved for use

Name: Dean Spicer.....Signature

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

.Position: Director.......Date..../......

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

immediately if the SWMS cannot be complied with.

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 p	revent 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

(\$). (\$).	U					

,	WW.QEMENT							
	PROBABILITY	(CONSEQUENCE					
1	Almost Certain	Α	Catastrophic					
2	Likely	В	Major					
3	Occasional	С	Moderate					
4	Unlikely	D	Minor					
5	Rare	Ε	Insignificant					

Consequence

_		-				
		Α	В	С	D	Е
ty	1	1	1	1	2	2
abili	2	1	1	2	2	2
Probability	3	1	2	2	3	3
Ъ	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 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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720									
SWMS Title: INSTA	013 Page 3 of 5								
Person responsible for ensuring compliance with this SWMS: Dean Spicer	Contact Number: 9878	3 9006		Date: 02/05/	2018	Revision:13.0			
Project / Client: Various Service Clients for Service w	vork and small installation	ns	Location: Various sites as required						
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residua Risk	Person Responnsible			
Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measure	es	3	Supervisor/ Worker			
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			Supervisor/ Worker			
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			Supervisor/ Worker			
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 Effectively insulate both ends of all cables near any live 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			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.		3	Worker			
Hand Injuries		3	Use correct tools to cut & strip cables. Wear gloves	tions	3	Worker			
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium), C	CLASS 3 (low).								

SWMS Title	SWMS NO.	013	Page 4 of 5			
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residual Risk	Person Responsible
Clean area	Hand injuries	3	Wear protective gloves		3	Worker
Test installation	Electric shock	1	CONFIRMED NOT LIVE and identify cables before cowork	ommencing	3	Worker
Remove DANGER TAGS	N/A	N/A	N/A			Worker
). Energise main switchboard.	Electric shock	1	Follow Standard Safe Working Procedures as per Energise & Commission Intallation	SWMS 038 -	3	Supervisor/ Worker
. Install signs or labels are required.	Hand injuries	3	Use tools appropriately		3	Worker
dditional items identified on site						Supervisor/ Worker

SWMS NO. 013

Page 5 of 5

SWMS Title: INSTALLATION OF POWER AND LIGHT CABLING

Personnel Qualifications and Experience Required	Personnel D	Outies and Responsibilities	Training Required to Complete Work			
Minimum of Electrical Worker Grade 5 or 2 nd year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to site for hazar	o carry out daily inspections of work rds.	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 times. Per	I to maintain tidy work area on site at rsonal Protective Equipment (PPE) to I 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.	_	o be used as appropriate to protect 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				

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720							
NECA MEMBER national electrical and communications association	SWM	SWMS 014	Page 1 of 5					
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 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								

This SWMS has been approved for use	This	SWMS	has	been	ap	prov	/ed	for	use
-------------------------------------	------	------	-----	------	----	------	-----	-----	-----

Name: Dean Spicer.....Signature

Implement the SWMS

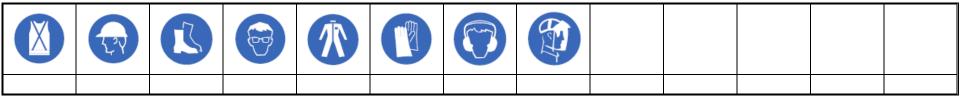
- 1.Review the SWMS on site with the relevant employees and contractors
- 2.identify and document the high risk Construction Work to be performed
- 3. Identify and document the Site PPE requirements for the task.
- 4. Document any additional work methods, tasks and hazards identified on site and the control measures required to mitigate the associated risks

......Position: Director.......Date...../.......

- 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
- 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



 	, (O		
	PROBABILITY	0	CONSEQUENCE
1	Almost Certain	Α	Catastrophic
2	Likely	В	Major
3	Occasional	С	Moderate
4	Unlikely	D	Minor
5	Rare	Е	Insignificant

Consequence

		Α	В	С	D	Е
,	1	1	1	1	2	2
	2	1	1	2	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 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									

Rec	ips. 11/56 Norcal Road	d Nunawa	ading Vic. 3131. ABN: 48 304 075 720			
SWMS Title	: INSTALLATION OF P	OINTS	SWMS NO	0. 014	Page 3 of 5	
Person responsible for ensuring compliance with this SWMS:	Contact Number: 9878		Date: 02/05	5/2018	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
Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measure	S	3	Supervisor/ Worker
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 line telephone cables Isolate, Lock out & Tag other services as required	es, power or	3	Worker
	Falls	2	Use fall protection as appropriate in accordance with Use ladders in accordance with SWMS 005	SWMS 019	3	Worker
	Personal injury	3	Ensure area is clear Wear safety footwear, use suitable gloves		3	Worker
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 appropriate respiratory, eye and hearing protection I shield or goggles Keep drill bits sharp		3	Worker
	Falls	2	Use fall protection as appropriate in accordance with Use ladders in accordance with SWMS 005	SWMS 019	3	Worker
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).					

Resign	Responsible Worker Worker Worker
Hand injuries 8. Connect power points Electric Shock Falling Falling 9. Confirm fittings are secure and installed to specifications Electric shock Tag Fall Confirm NOT LIVE before commencing work -Isolate, Lock Out & Tag Use ladder or elevated work platform as appropriate Use fall protection as appropriate, in accordance with SWMS 019 Confirm NOT LIVE before commencing work -Isolate, Lock Out & Tag 10. Clear area and remove Isolation and DANGER Tags Hand Injuries 3 Wear gloves	Worker Worker
Hand injuries 8. Connect power points Electric Shock Falling Falling Palling Falling Palling Falling Palling Falling Falling Palling P	Worker
8. Connect power points Electric Shock Tag Falling 2 Use ladder or elevated work platform as appropriate Use fall protection as appropriate, in accordance with SWMS 019 9. Confirm NOT LIVE before commencing work -Isolate, Lock Out & Tag Tonfirm NOT LIVE before commencing work -Isolate, Lock Out & Tag 10. Clear area and remove Isolation and DANGER Tags Hand Injuries 3 Wear gloves	Worker
Falling Falling 2 Use ladder or elevated work platform as appropriate Use fall protection as appropriate, in accordance with SWMS 019 9. Confirm fittings are secure and installed to specifications 1 Confirm NOT LIVE before commencing work -Isolate, Lock Out & Tag 10. Clear area and remove Isolation and DANGER Tags Hand Injuries 3 Wear gloves	
Falling 2 Use ladder or elevated work platform as appropriate Use fall protection as appropriate, in accordance with SWMS 019 9. Confirm fittings are secure and installed to specifications 1 Confirm NOT LIVE before commencing work -Isolate, Lock Out & Tag 10. Clear area and remove Isolation and DANGER Tags Hand Injuries 3 Wear gloves	Worker
9. Confirm fittings are secure and installed to specifications 1	
	Worker
Additional items identified on site	Worker
	Supervisor/ Worker

SWMS Title: INST	TALLATION O	F POWER POINTS	SWMS NO. 014	Page 5 of 5		
Personnel Qualifications and Experience Required	sonnel Qualifications and Experience Required Personnel Du			d to Complete Work		
Minimum of Electrical Worker Grade 5 or 2 nd year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5		carry out daily inspections of work ds.	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 times. Per	to maintain tidy work area on site at sonal Protective Equipment (PPE) to I times on site.				
Elevated Work Platform training and national certification as required dependent upon equipment to be used.			ning to be conducted be on specific elevated w	•		
Engineering Details / Certificates / WorkCover Approval Australian Standards	s/	Referenced – Codes of Practice / Re	egulations / Legislati	on		
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 2 Electricity Safety Act 1998, Electricity on LV electrical installations, Industry December 2010 Compliance Code Pr Practice for Plant.	Safety (Installations) F Standard for Electrica	Regulations 2009, AS 4	4836 - Safe work truction Sites	
Plant / Equipment Required (Mobile or Static)		Maintenance Checks / Calibration In	ntervals			
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				

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720						
neca MEMBER		SWMS 015	Page 1 of 6				
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 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							

	This	SWMS	has	been	ap	prov	/ed	for	use	
--	------	------	-----	------	----	------	-----	-----	-----	--

Name: Dean Spicer.....Signature

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

-Position: Director.......Date..../......
- 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



	PROBABILITY	(CONSEQUENCE						
1	Almost Certain	Α	Catastrophic						
2	Likely	В	Major						
3	Occasional	С	Moderate						
4	Unlikely	D	Minor						
5	Rare	Е	Insignificant						

Consequence

		•				
		Α	В	С	D	Е
ţ	1	1	1	1	2	2
Probability	2	1	1	2	2	2
rob	3	1	2	2	3	3
Δ	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 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									

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720									
	SWI	//S Title: MANUAL HAN	SWMS NO			Page 3 of 6				
Person responsible for ensuring compliance with this SWMS:	Dean Spicer	Contact Number: 9878	3 9006		Date: 02/05	/2018	Revision:13.0			
Project / Client: Various Service Clie	ents for Service v	vork and small installatio	ns	Location: Various sites as required						
Work Method / Task Descript	ion	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 likely to cause manual handling injuries, taking into a 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 f • Nature of the object; • Work organisation; • Age, skill and experience of the worker; • Force applied.	ccount the	N/A	Supervisor/ Worker			
Risk Control N/A N/A		 When a manual handling risk has been identified, control it by – Redesigning the task to remove or minimise the ris 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 to the worker(s) to control the risk. 	k; nere anual	N/A	Supervisor/ Worker					
Preparation: Assess size, shape, conditio pad(s).	n and weight of	Slips, trips and falls.	2	Ensure personnel are trained in manual handling and supervised. If load is heavy or awkward, get help. DO NOT TRY YOUR OWN. Use team lifts for heavy, long or awkward loads and coordinate team movements with signals.	TO LIFT ON	3	Supervisor/ Worker			

S	SWMS NO.	SWMS NO. 015				
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 ai 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 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 comform 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. Adopt a helphand position with your know boot.		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 hands.fingertips. 	ne palms of your	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 take up the load weight – ensure a proper grip. Take a deep breath, keep your head up and begin to lift the straightening your legs. Complete the lift with your head held straight. Hold and carry the load close to your body to reduce the sarms, shoulders and back. Use your body weight to counter-balance the load weight slightly backwards as you move. Use your feet to change direction – do not twist your body shoulders. Avoid carrying loads that obstruct your view, particularly of declines or stairways. Avoid repetitive lifts from below mid-thigh height and above height. Avoid single handed repetitive lifts and avoid lifting while lead the load. 	ne load by strain on your by leaning r, hips or n inclines, re shoulder	σ	Worker

SWI	LING	SWMS NO	. 015	Page 5 of 6		
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 objet placed. Bend your knees, keep your back up straight and hold the to your body. 		3	Worker
Additional items identified on site						Supervisor/ Worker
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium),	CLASS 3 (low).					

SWMS		SWMS NO. 015	Page 6 of 6				
Personnel Qualifications and Experience Required	Personnel D	Outies and Responsibilities	Training Required to Complete Work				
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	· •	I to maintain a tidy work site. tection equipment (PPE) to be worn at	Supervisor and employed Handling techniques. So Handling.				
No previous experience required.	Seek assista required	nce with manual handling when	Supervisor to be trained assessment and control		n, risk		
	Supervisor to for hazards.	carry out daily inspections of work site					
Engineering Details / Certificates / WorkCover Appro	ovals /	Referenced – Codes of Practice / Re	egulations / Legislation				
All PPE used to meet & be maintained to Australian Sta	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 puropose					

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720							
NECA MEMBER national electrical and communications association	SWMS Title	SWMS 016	Page 1 of 5					
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 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					

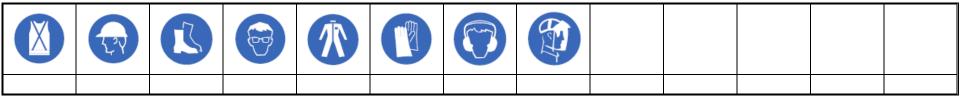
Name: Dean Spicer.....Signature

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 me	etres	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 sup	port 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 mor	e 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



·-	ANAGEMENT								
		PROBABILITY	(CONSEQUENCE					
	1 Almost Certain			Catastrophic					
	2	Likely	В	Major					
	3	Occasional	С	Moderate					
	4	Unlikely	D	Minor					
	5	Rare	Е	Insignificant					

Consequence

	•				
	Α	В	С	D	Е
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
	2 3 4	1 1 2 1 3 1 4 2	1 1 1 2 1 1 3 1 2 4 2 2	1 1 1 1 2 1 1 2 3 1 2 2 4 2 2 2	1 1 1 1 2 2 1 1 2 2 3 1 2 2 3 4 2 2 2 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 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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720							
SWMS Title: WORKING WITH ELEVATED WORK PLATFORMS SWMS NO.							
Person responsible for ensuring compliance with this SWMS:	cer Contact Number: 9878	3 9006		Date: 02/05	/2018	Revision:13.0	
Project / Client: Various Service Clients for Ser	vice work and small installation	ons	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 C	ompetency may operate certa	in types of	elevated work platform			_	
Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measure	es	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			Worker	
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 accord manufacturers instructions.	dance with the	3	Worker	
5. Secure working area.	Pedestrians	1	Barricade working area, Use a spotter as required, erect signs.		3	Worker	
	Falling objects	1	Tie tools on, and secure objects left at height.		3	Worker	
6. Prevent falls.	Personal injuries	1	Use harness with lanyard and shock absorber. Ensu attachment point is appropriate. Stay wholly within all times. Enter or exit bucket only while lowered. De EWP in high winds	the bucket at	3	Worker	
RISK LEVELS: CLASS 1 (high), CLASS 2 (medi	um), CLASS 3 (low).						

SWMS Title	: WORKING WITH ELEVATE	ED PLAT	FORMS	SWMS NO	. 016	Page 4 of 5	
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Actions / Controls for Prevention			
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			
8. Emergency retrieval	Suspension	1	Lower via emergency control on EWP Notify Site Management – Activate Site Incident responsedure as per Site OHS Co Ordination Plan Use another EWP or build scaffolding to support bowhere possible.		3	All All	
	Plant Failure	1	Lower via emergency control on EWP Use another EWP tp transfer personnel		3	AII AII	
9. Storing EWP	Unauthorised use	1	Park EWP in designated area and away from access Remove and secure key	ss ways	3	Supervisor/ Worker	
10. Recharging	Electric Shock / Explosion	1	Use only RCD protected supply to recharge machin Recharge in a dry well ventilated area away from a		3	Supervisor/ Worker	
Additional items identified on site						Supervisor/ Worker	
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium	n), CLASS 3 (low).				<u> </u>		

SWMS Title: WORKING		SWMS NO. 016	Page 5 of 5		
Personnel Qualifications and Experience Required	Outies 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 site for hazar	o carry out daily inspections of work rds.	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).	to maintain tidy work area on site at resonal Protective Equipment (PPE) e.g. esses 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	_	o be used as appropriate to protect vorking below elevated work.	On the job skills trai personnel.	ning to be conducted t	by Supervisor to
Engineering Details / Certificates / WorkCover Approval Australian Standards	s/	Referenced – Codes of Practice / Re	egulations / Legislat	ion	
Floor capacity sufficiently engineered to carry weight of elev platform/s All PPE used to meet & be maintained to Australian Standa	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 Ir	ntervals		
Hazard Identification to be conducted for plant used eg. Scislift, cherry picker	Elevated Work Platform/s in accordance with manufacturers recommendations				

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720						
NECA MEMBER	SWMS Title: ERECTING AND USING MOBILE SCAFFOLDS SWMS 017						
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 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				

This SWMS has been approved for use.	

Name: Dean Spicer.....Signature:

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

-Position: Director.......Date..../.....
- 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 col	lapse 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



_			
	PROBABILITY	C	CONSEQUENCE
1	Almost Certain	Α	Catastrophic
2	Likely	В	Major
3	Occasional	С	Moderate
4	Unlikely	D	Minor
5	Rare	Ε	Insignificant

Consequence

	•				
	Α	В	С	D	Е
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
	3 4	1 1 2 1 3 1 4 2	1 1 1 2 1 1 3 1 2 4 2 2	1 1 1 1 2 1 1 2 3 1 2 2 4 2 2 2	1 1 1 1 2 2 1 1 2 2 3 1 2 2 3 4 2 2 2 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 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									

Rec	ips. 11/56 Norcal Road	l Nunawa	ding Vic. 3131. ABN: 48 304 075 720					
SWMS Title: ER	ECTING AND USING M	OBILE S	CAFFOLDS	SWMS NO	. 017	Page 3 of 4		
Person responsible for ensuring compliance with this SWMS:								
Project / Client: Various Service Clients for Service work and small installations Location: Various sites as required								
Work Method / Task Description	Hazard Identification	Hazard Identification Risk Level Actions / Controls for Prevention			Residua Risk	l Person Responsible		
NB: - Only holders of appropriate Certificates of Comp	etency may erect scaffold	s over 4.0	metres high					
1. Erect scaffold in accordance with the manufacturers or	Unstable ground.	1	Place appropriate soleboards under standards.		3	Worker		
supplier's instructions.	Falling.	1	Ensure handrails are fitted as erection proceeds.		3	Worker		
			Use fall protection as appropriate, in accordance with	n SWMS 019				
			Ensure safe distances are maintained from powerline	es				
	Manual Handling.	2	Ensure work area is clear. Use manual handling aids	s or get	3	Worker		
			assistance when handling large or heavy objects. Im	plement				
			manual handling risk control procedures as per SWN					
2. Check surfaces on which the scaffold is to be used.	Collapse.	2	Use scaffold only on stable, level surfaces in accordance with the			Worker		
	Scaffold instability .		manufacturer's instructions.					
3. Secure working area.	Personal injuries.	2	Barricade working area, erect signs, tie tools on, and objects left at height.	secure	3	Worker		
4. Observe safe work procedures.	Personal injuries.	2	Wear appropriate personal protective equipment. Sta	ay wholly	3	Worker		
·	,		within the scaffold at all times.	,				
			Use appropriate fall protection. Ensure SWL is obse	rved and				
			wheels are locked when in working position.					
			Do not use the Scaffolding in high winds					
5. Check services in work area.	Electric Shock	1	Ensure required clearance from conductors and pov	ver lines	3	Worker		
			Use a spotter as required when moving scaffolding in					
			of overhead services.	-				
Additional Site Sprcific requirements						Supervisor/ Worker		

SWMS Title: ERECTII	NG AND USING	MOBILE SCAFFOLDS	SWMS NO. 017	Page 4 of 4			
Personnel Qualifications and Experience Required	Personnel D	Outies 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	o carry out daily inspections of work rds.	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).	o be used as appropriate to protect working below elevated work.						
	all times. Per	I to maintain tidy work area on site at rsonal Protective Equipment (PPE) to Il times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the tas				
Engineering Details / Certificates / WorkCover Approva Australian Standards	ls /	Referenced – Codes of Practice / Regulations / Legislation					
Floor capacity sufficiently engineered to carry weight of sca Scaffolds to be designed to Australian Standard AS 4576 Ensure design and erection takes in to account any overhead or conductors All PPE used to meet & be maintained to Australian Standard	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 u	Scaffold to be used and inspected as per manufacturers and clients requirements						

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720								
NECA MEMBER national electrical and communications association	SWM	SWMS 018	Page 1 of 4						
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	Date: 02/05/2018	Revision:13.0					
Project / Client: Vari	ious Service Clients for Service work	and small installations	Location: Various sites as required						

This SWMS has been approved for us

Name: Dean Spicer......Signature

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



·-	ANAOLINLINI										
		PROBABILITY	CONSEQUENCE								
	1	Almost Certain	Α	Catastrophic							
	2	Likely	ВС	Major							
	3	Occasional		Moderate							
	4	Unlikely	D	Minor							
	5	Rare	Е	Insignificant							

Consequence

		Α	В	С	D	E
,	1	1	1	1	2	2
- I ODADIII I	2	1	1	2	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 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									

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720										
	SWMS Title:	DISMANTLING MOBIL	LE SCAFF	FOLDS	SWMS NO	. 018	Page 3 of 4				
Person responsible for ensuring compliance with this SWMS:	Dean Spicer	Contact Number: 9878	3 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 Descrip	tion	Hazard Identification	Actions / Controls for Prevention		Residua Risk	l Person Responsible					
NB: - Only holders of appropriate Cert	ificates of Compe	tency may alter or disma	ntle scaffo	olds over 4.0 m high							
Inspect work area and review SWMS on site		Site specific hazards	3	Document site specific hazards and control measure	3	Supervisor/ Worker					
1. Dismantle scaffold in accordance with	the	Falling	1	Use fall protection as appropriate, in accordance wit	3	Worker					
manufacture's or supplier's instructions.	Electric shock.	1	Ensure safe distances are maintained from conductor	ors.Isolate,	3	Worker					
				Lock Out & Tag conductors where possible.			Worker				
		Overturning.	2	Remove lower ties only when the scaffold is dismant	tled down to						
				that level.		3	Worker				
		Falling objects.	2	Ensure work platform is clean prior to dismantling.Ke	eep area clear						
				of pedestrians		3	Worker				
		Manual handling	2	Ensure work area is clear. Use manual handling aids	•	3	Worker				
				assistance when handling large or heavy objects. Im	-						
				manual handling risk control procedures as per SWN		3					
		Personal injury.	2	Ensure ropes for lowering equipment are securely tied.			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), CLA	SS 2 (medium), (CLASS 3 (low).									

SWMS Title: DIS		SWMS NO. 018	Page 4 of 4			
Personnel Qualifications and Experience Required	Personnel D	uties 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 site for hazar	carry out daily inspections of work ds.	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).	o be used as appropriate to protect working below elevated work.					
	all times. Per	to maintain tidy work area on site at sonal Protective Equipment (PPE) to I times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.			
Engineering Details / Certificates / WorkCover Approva	als / Australian	Referenced – Codes of Practice / R	egulations / Legislat	ion		
Floor capacity sufficiently engineered to carry weight of sca Scaffolds to be designed to Australian Standard AS 4576 All PPE used to meet & be maintained to Australian Stand	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 u	Scaffold to be used and inspected as per manufacturers and clients requirements					

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

Name: Dean Spicer.....Signature

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
-Position: Director.......Date..../......
- 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



 W. C.								
	PROBABILITY	CONSEQUENCE						
1	Almost Certain	Α	Catastrophic					
2	Likely	В	Major					
3	Occasional	С	Moderate					
4	Unlikely	D	Minor					
5	Rare	Е	Insignificant					

Consequence

		•				
		Α	В	С	D	Е
•	1	1	1	1	2	2
2	2	1	1	2	2	2
S S S S S S S S S S S S S S S S S S S	3	1	2	2	3	3
•	4	2	2	2	3	3
	5	2	3	3	3	3

Class	High	Hazard has the potential to kill or permanently or temporarily disable			
1	Risk	Trazara riao trio potentiar te itili or pormanority or temperarily dicable			
Class	Medium	Ligard has the notantial to acres lost time injury or illness			
2	Risk	Hazard has the potential to cause lost time injury or illness			
Class	Low	Honord has the potential to source a minor injury that may require First Aid			
3	Risk	Hazard has the potential to cause a minor injury that may require First Aic			

Risk Control

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



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									

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720								
SWMS Title: WORKING AT HEIGHTS							Page 3 of 5		
Person responsible for ensuring compliance with this SWMS:					Date: 02/05/2	2018 F	Revision:13.0		
Project / Client: Various Service Clients for Service work and small installations			Location: Various sites as required						
Work Method / Task Descrip	otion	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		3	Supervisor/		
Manifest on a section should be a section of a soule of		Dana and initial		a combination of either :-			Worker		
Working on a roof, on the top of a tank, from an elevated platform, from a ladder, a building façade, a building under		Personal injury	2	Fall prevention – placing a physical barrier to			Supervisor/ Worker		
construction / renovation, working on a s	-			prevent personnel working where they can fall			VVOIREI		
timber, concrete, slippery surface, slopin	-			e.g. Walls, Mesh screening, Guardrailing / Handrai					
working over water, in or near lift shafts,				barricading set back 3.0m from any fall potential					
edge where there is the potential to fall 2.0 m or more.				Fall restraint – limiting personnel from reaching a potential fall e.g. Parachute type full body safety harness with a limited length inertia reel connected to a fixed point.	1				
				Roofing kneel boards to spread the load over a spa	an				

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

	Risk Level	Actions / Controls for Prevention 3. Fall arrest – providing personnel with protection if t e.g. Industrial safety nets, parachute type full body sa connected to a fixed length lanyard and shock absort to a fixed point or static line, or a parachute type full thanness connected to an inertia reel to a fixed point or static line	afety harness ber connected	Residual Risk	Person Responsible
/here there is potential for personnel to come within		e.g. Industrial safety nets, parachute type full body sa connected to a fixed length lanyard and shock absort to a fixed point or static line, or a parachute type full that harness connected to an inertia reel to a fixed point	afety harness ber connected		
·		connected to a fixed length lanyard and shock absorb to a fixed point or static line, or a parachute type full be harness connected to an inertia reel to a fixed point	ber connected		
·		to a fixed point or static line, or a parachute type full that harness connected to an inertia reel to a fixed point			
.0m of falling 2.0m or more		harness connected to an inertia reel to a fixed point	oody safety		
		Further forms of working at height which provide vary protection include :-	ving degrees of		
		Swing stages, Mast climbing work platforms, Scaffold	ding. Crane		
		man / work box, Elevated Work Platforms, Ladders –	-		
		personnel need to be trained and certificated to opera			
		equipment			
dditional items identified on site					Supervisor/ Worker

SWMS Title:	WORKING A	T HEIGHTS		SWMS NO. 019	Page 5 of 5
Personnel Qualifications and Experience Required	Personnel D	uties and Responsibilities	Training Require	d to Complete Work	
Personnel will need to be trained and confident at working at heights	Supervisor to site for hazar	carry out daily inspections of work ds.	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 times. Per	to maintain tidy work area on site at sonal Protective Equipment (PPE) to I 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	others from v	o be used as appropriate to protect working below elevated work. n equipment to be worn where	Training in the us maintenance of ed equipment / plant		
Engineering Details / Certificates / WorkCover Approval Australian Standards	Referenced – Codes of Practice / Re	egulations / Legisla	ation		
Floor capacity sufficiently engineered to carry weight of elev platform/s. Australian Standard AS 4576 Scaffolding Generators — Safe Use. AS 1891 Industrial Fall Arrest Systems AS 2626 Industrial Safety Belts and Harnesses. All PPE used to meet & be maintained to Australian Standa	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. Scislift, cherry picker, cranes, swingstages, crane work box. Enscompatibility of components particularly for fall protection / rearrest 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				



Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720 SWMS Title: INSTALLATION OF NEW WORK ON EXISTING SWITCHBOARDS (NOT LIVE WORK) SWMS 020 Person responsible for ensuring compliance with this SWMS: Dean Spicer Contact Number: 9878 9006 Date: 02/05/2018 Revision:13.0

Location: Various sites as required

Project / Client: Various Service Clients for Service work and small installations

Recips Approval

This SWMS has been approved for use.

Name: Dean Spicer......Signature

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



	PROBABILITY	CONSEQUENCE				
1	Almost Certain	Α	Catastrophic			
2	Likely	В	Major			
3	Occasional	С	Moderate			
4	Unlikely	D	Minor			
5	Rare	Ε	Insignificant			

Consequence

	•				
	Α	В	С	D	Е
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
	2 3 4	1 1 2 1 3 1 4 2	1 1 1 2 1 1 3 1 2 4 2 2	1 1 1 1 2 1 1 2 3 1 2 2 4 2 2 2	1 1 1 1 2 2 1 1 2 2 3 1 2 2 3 4 2 2 2 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.





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									

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 install	lations	Location: Various sites as required						
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residual Risk	Person Responsible				
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				

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

SWMS Title: INSTALLATION OF NEW WO	RK IN EXISTIN	IG SWITCHBOARDS (NOT LIVE WO	RK)	SWMS NO. 020	Page 5 of 5		
Personnel Qualifications and Experience Required	Personnel D	uties and Responsibilities	Training Require	ed to Complete Work			
Minimum of Electrical Worker Grade 5 or 4th year		carry out daily inspections of work		ained in hazard identif	fication, risk		
apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	site for hazar	ds.	assessment and control eg, SWMS				
Industry and Site induction including the NECA Safety	All personnel	to maintain tidy work area on site at	Supervisor to be a	ppropriately trained, q	ualified and		
Guide for Employees (Red Book).		sonal Protective Equipment (PPE) to I times on site.	competent in OH&S and electrical practices for the task.				
Elevated Work Platform training and national certification	Barricading to	be used as appropriate to protect	On the job skills training to be conducted by Supervisor to				
as required dependent upon equipment to be used.	others from w	vorking below elevated work.	personnel. Training on specific elevated work platform to be used if using EWP.				
Engineering Details / Certificates / WorkCover Approvals Australian Standards	s /	Referenced – Codes of Practice / Regulations / Legislation					
Installation to be in accordance with AS 3000 Standards and	l client's	Occupational Health and Safety Act 2	004, Occupational H	ealth and Safety Regu	ılations 2007,		
specifications. Floor capacity sufficiently engineered to carry	weight of	Electricity Safety Act 1998, Electricity	• (•			
elevated work platform/s.		on LV electrical installations, Industry Standard for Electrical Installations on Construction Sites					
All PPE used to meet & be maintained to Australian Standa	rds	December 2010. Code of Practice Ma		pliance Code Preventi	on of Falls 2008.		
Plant / Equipment Required (Mobile or Static)		Maintenance Checks / Calibration I	ntervals				
Portable hand tools, electrical power tools, drills, leads and	ladders.	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with					
Hazard Identification to be conducted for plant used eg. Scis lift, cherry picker	manufacturers recommendations						

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720							
n e c a Member		SWMS 021	Page 1 of 4					
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	Date: 02/05/2018	Revision:13.0				
Project / Client: Various Service Clients for Service work and small installations Location: Various sites as required								

This SWMS has been approved for use.

Name: Dean Spicer.....Signature

Ann.

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					



	WIN COLINEITI										
	PROBABILITY	0	CONSEQUENCE								
1	Almost Certain	Α	Catastrophic								
2	Likely	В	Major								
3	Occasional	С	Moderate								
4	Unlikely	D	Minor								
5	Rare	Е	Insignificant								

Consequence

		•				
		Α	В	С	D	Е
ţ	1	1	1	1	2	2
Probability	2	1	1	2	2	2
rob	3	1	2	2	3	3
Δ	4	2	2	2	3	3
	5	2	3	3	3	3

Class	High	Hazard has the potential to kill or permanently or temporarily disable							
1	Risk	Training the potential to this of pormanormy of temperating alloadie							
Class	Medium	Logard has the neterial to equal loot time injury or illness							
2	Risk	Hazard has the potential to cause lost time injury or illness							
Class	Low	Honord has the potential to source a minor injury that may require First Aid							
3	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 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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720												
	SWM	S Title: WORKING IN	RISERS	SWMS NO.			Page 3 of 4					
Person responsible for ensuring compliance with this SWMS:	ean Spicer	Contact Number: 987	78 9006		Date: 02/05/2	2018	Revision:13.0					
Project / Client: Various Service Clients	s for Service v	work and small installati	ons	Location: Various sites as required								
Work Method / Task Description	1	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residual Risk	Person Responsible					
Inspect work area and review SWMS on s	site	Site specific hazards	3	Document site specific hazards and control measure	es	3	Supervisor/ Worker					
Check location to drawing and reference t layout and mark out.	o specification	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 v	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			Worker						
4. Check for confined spaces		Confined space	2	Implement Confined Space Procedure if necessary			Worker					
5. Check for adequate lighting		Work restrictions	3	Use supplementary lighting if necessary			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 WORKII" Barricade area below	NG ABOVE"	3	Worker					
Additional items identified on site							Supervisor/ Worker					
RISK LEVELS: CLASS 1 (high), CLASS	2 (medium),	CLASS 3 (low).					1					

SWMS Title	e: WORKING I	N RISERS	SWMS NO. 021	Page 4 of 4			
Personnel Qualifications and Experience Required	Personnel D	Outies and Responsibilities	Training Require	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 site for hazar	carry out daily inspections of work ds.	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 times. Per	to maintain tidy work area on site at rsonal Protective Equipment (PPE) to I times on site.	appropriately trained, qualified and as and electrical practices for the task.				
Confined Space training and Sentry training if deemed a Confined Space	_	o be used as appropriate to protect working below elevated work.	On the job skills tr personnel.	aining to be conducted	by Supervisor to		
Engineering Details / Certificates / WorkCover Approval Australian Standards	s/	Referenced – Codes of Practice / Re	egulations / Legisla	ation			
Installation to be in accordance with AS 3000 Standards and 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.						

NECO MEMBER national electrical and communications association	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720								
	SWMS Title	SWMS 022	Page 1 of 4						
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 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									

This SWMS has been approved for us	зe
------------------------------------	----

Name: Dean Spicer.....Signature

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				

\$°?	Ú					

_									
	PROBABILITY	C	CONSEQUENCE						
1	Almost Certain	Α	Catastrophic						
2	Likely	В	Major						
3	Occasional	С	Moderate						
4	Unlikely	D	Minor						
5	Rare	Ε	Insignificant						

Consequence

		•				
		Α	В	С	D	Е
,	1	1	1	1	2	2
10000000	2	1	1	2	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 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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720 SWMS Title: INSTALLATION OF PYROTENAX, (MIMS), CABLE Page 3 of 4 **SWMS NO. 022** Person responsible for ensuring Dean Spicer Contact Number: 9878 9006 Date: 02/05/2018 Revision:13.0 compliance with this SWMS: Project / Client: Various Service Clients for Service work and small installations Location: Various sites as required Residual Person Risk Work Method / Task Description Hazard Identification **Actions / Controls for Prevention** Level Risk Responsible 1. Inspect work area and review SWMS on site Site specific hazards Document site specific hazards and control measures Supervisor/ Worker 3 2. Check location to drawing and specification layout and Slips, trips & falls Ensure area, in particular walkways, are clear of trip hazards 3 Supervisor/ mark out Wear safety footwear Worker 3. Confirm cable specification and condition. N/A N/A N/A 3 Worker Refer to SWMS 004, cable and ladder tray installation 4. Confirm cable supports on conduits have been installed Falls 1 3 Worker to specifications. Use ladders in accordance with SWMS 005 5. Install rollers on other protection to client's Falls 2 Use fall protection as appropriate, in accordance with SWMS 019 3 Worker specifications. 6. Install cable stands to client's specifications. 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 2 Ensure work area is clear. Use manual handling aids or get 7. Install cable manually with rope or winch as appropriate Manual handling 3 Worker to client's specification. assistance when handling large or heavy objects. Implement manual handling risk control procedures as per SWMS 015 Hand injuries 2 Wear protective gloves 8. Cut any excess cable and seal exposed ends to 3 Worker Use tools in accordance with manufacturer's instruction manufacturer's recommendations Use ladders in accordance with SWMS 005 Falls 1 3 9. Locate/dress cable to fix in position to client's Worker Use fall protection as appropriate, as per SWMS 019 specification. Additional items identified on site Supervisor/ Worker RISK LEVELS: CLASS 1 (high), CLASS 2 (medium), CLASS 3 (low).

SWMS Title: INSTALLATI	ON OF PYROT	ΓENAX, (MIMS), CABLE	SWMS NO. 022	Page 4 of 4				
Personnel Qualifications and Experience	Personnel D	uties and Responsibilities	Training Req	Training Required to Complete Work				
Minimum of Electrical Worker Grade 4 or apprentice	Supervisor to	carry out daily inspections of work site for	Supervisor to	be trained in hazard id	lentification, risk			
working under the effective supervision of a qualified	hazards.		assessment a	and control eg, SWMS				
Electrical Worker minimum Grade 5								
Industry and Site induction including the NECA Safety	All personnel	to maintain tidy work area on site at all		be appropriately traine	·			
Guide for Employees (Red Book).	times. Persor	nal Protective Equipment (PPE) to be worn	competent in	OH&S and electrical p	ractices for the			
	at all times or	n site.	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	s/	Referenced – Codes of Practice / Regula	lations / Legisla	ition				
Installation to be in accordance with AS 3000 Standards and	d client's	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 200						
specifications.		Electricity Safety Act 1998, Electricity Safety (Installations) Regulations 2009, AS 4836 - Safe we						
All PPE used to meet & be maintained to Australian Standa	rds	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)	Plant / Equipment Required (Mobile or Static)			Maintenance Checks / Calibration Intervals				
Use manufacturers recommended tools and equipment	Check all tools on a daily basis							

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

THIS SYVING HAS DEEN APPROVED TO	WMS has been approved for use
----------------------------------	-------------------------------

Name: Dean Spicer.....Signature

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



		PROBABILITY	CONSEQUENCE				
	1	Almost Certain	Α	Catastrophic			
	2	Likely	В	Major			
	3	Occasional	С	Moderate			
4	4	Unlikely	D	Minor			
	5	Rare	Е	Insignificant			

Consequence

	•				
	Α	В	С	D	Е
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
	2 3 4	1 1 2 1 3 1 4 2	1 1 1 2 1 1 3 1 2 4 2 2	1 1 1 1 2 1 1 2 3 1 2 2 4 2 2 2	1 1 1 1 2 2 1 1 2 2 3 1 2 2 3 4 2 2 2 3

Class	High	Hazard has the potential to kill or permanently or temporarily disable				
1	Risk	Trazara hao ino potentiai to kiii oi permanentiy oi temperaniy albabio				
Class	Medium	Ligard has the notantial to source look time injury or illness				
2	Risk	Hazard has the potential to cause lost time injury or illness				
Class	Low	Hazard has the potential to source a minor injury that may require First Aid				
3	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.





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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720 Page 3 of 5 SWMS Title: ISOLATION AND TESTING OF ENERGY SOURCES **SWMS NO. 023** Person responsible for ensuring Dean Spicer Contact Number: 9878 9006 Date: 02/05/2018 Revision:13.0 compliance with this SWMS: Project / Client: Various Service Clients for Service work and small installations Location: Various sites as required Risk Residual Person Hazard Identification Work Method / Task Description Actions / Controls for Prevention Risk Responsible Level Site specific hazards 3 1. Inspect work area and review SWMS on site 3 Document site specific hazards and control measures Supervisor/ Worker Supervisor/ 2.Identify **ALL** energy sources to be isolated. Electric Shock 1 Use PPE designed for electrical testing 3 Worker 3 Supervisor/ 3.Isolate ALL power sources associated with the works to Electric Shock 1 Ensure power sources where inadvertent contact could occur in the Worker be carried out as per site requirements and install course of works to be conducted are also isolated. insulating barriers. Worker 3 Electric Shock 1 Isolate, Lockout and Tag required curcuits 4. Fit DANGER TAGS to isolation devices. 3 Worker Prove electrical testing equipment is working correctly before 5. Check testing equipment for integrity and ensure it is in Electric Shock 1 good working order. proving apparatus is de-energised. Worker 6.Test that works area has been safely isolated. Electric Shock Confirm de-energisation before commencing work 3 1 Install prohibited area signage or barricade isolation Follow Standard Working Procedures sources. Worker N/A N/A 7. Confirm installation or repair to client's specifications. 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 Electric Shock 1 Follow Standard Working Procedures 3 following relevant procedures. Confirm phase rotation of Refer to SWMS 038 - Energise & Commission Intallation all 3-phase equipment. RISK LEVELS: CLASS 1 (high), CLASS 2 (medium), CLASS 3 (low).

10.Re-energise equipment and apparatus and return to service. Electric Shock The image of the	SWMS Title: ISOLATION	SWMS NO. 023		Page 4 of 5			
Refer to SWMS 038 - Energise & Commission Intallation Additional items identified on site Superior S	Work Method / Task Description	Hazard Identification		Actions / Controls for Prevention			Person Responsible
	10.Re-energise equipment and apparatus and return to service.	Electric Shock	1		Intallation	3	Supervisor/ Worker
	Additional items identified on site						Supervisor/ Worker

SWMS Title: ISOLATION	AND TESTING	OF ENERGY SOURCES		SWMS NO. 023	Page 5 of 5		
Personnel Qualifications and Experience Required	outies and Responsibilities	Training Require	d to Complete Work				
Minimum of trades assistant or apprentice working under a qualified Supervisor.		carry out daily inspections of work s and maintain control measures. Supervisor to be trained in hazar assessment and control eg, SWN			ication, risk		
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						
		Hand tools and ladders to be checked	daily.				

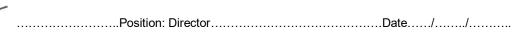
N E C a MEMBER	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720						
	SWMS	SWMS 0024	Page 1 of 5				
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 9878 9006	Date: 02/05/2018	Revision:13.0		
Project / Client: Var	ious Service Clients for Service work	and small installations	Location: Various sites as required				

This SWMS has been approved for use.

Name: Dean Spicer.....Signature

Implement the SWMS

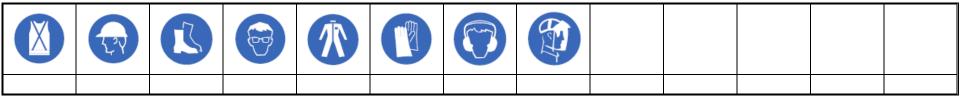
- 1.Review the SWMS on site with the relevant employees and contractors
- 2.identify and document the high risk Construction Work to be performed
- 3. Identify and document the Site PPE requirements for the task.
- 4. Document any additional work methods, tasks and hazards identified on site and the 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



	/ (O E III E I T I					
	PROBABILITY	CONSEQUENCE				
1	Almost Certain	Α	Catastrophic			
2	Likely	В	Major			
3	Occasional	С	Moderate			
4	Unlikely	D	Minor			
5	Rare	Е	Insignificant			

Consequence

		•				
		Α	В	С	D	Е
ţ	1	1	1	1	2	2
Probability	2	1	1	2	2	2
rob	3	1	2	2	3	3
Δ	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 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									

Reci	ps. 11/56 Norcal Roa	d Nunaw	rading Vic. 3131. ABN: 48 304 075 720				
SWMS Title: INSTALLATION OF EQUIPMENT RACKS SWMS NO. 024							
Person responsible for ensuring compliance with this SWMS: Dean Spicer							
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	
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			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			Worker	
5. Receive equipment rack on site. Inspect for damage.	Falling objects	2	Keep lifting area clear of people	3	Worker		
	Manual Handling	2	Ensure work area is clear. Use manual handling aids or get			Worker	
			assistance when handling large or heavy objects. Impl	ement manual			
			handling risk control procedures as per SWMS 015				
6. Transfer equipment rack to installation location	Falling objects	2	Keep lifting area clear of people			Worker	
·	Manual handling	2	Ensure work area is clear. Use manual handling aids of	or get	3	Worker	
			assistance when handling large or heavy objects. Impl	ement manual			
			handling risk control procedures as per SWMS 015				
7. Install equipment rack to manufacture's and client's specifications.	Electric Shock	1	Isolate, lockout & Tag. Confirm DEAD before commencing work		3	Worker	
	Manual handling	2	Ensure work area is clear. Use manual handling aids of	ŭ	3	Worker	
			assistance when handling large or heavy objects. Impl	ement manual			
			handling risk control procedures as per SWMS 015				
	Hand injuries	2	Wear protective gloves		3	Worker	
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium), C	CLASS 3 (low).						

WMS Title:	INSTALLATION OF EQUIP	MENT RA	ACKS	SWMS NO. 02	24 F	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).					

SWMS Title: INSTAL	LATION OF E	QUIPMENT RACKS		SWMS NO. 024	Page 5 of 5		
Personnel Qualifications and Experience Required	Personnel D	uties and Responsibilities Training Required to Complete W					
Minimum of trades assistant or apprentice working under a qualified Supervisor	Supervisor to site hazards	carry out daily inspections of work	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 Communication 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 specifications. AS3080 and client's specifications All PPE used to meet & be maintained to Australian Standa	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	Hand tools and ladders to be checked	d daily.					

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720							
neca MEMBER national electrical and communications association	SWMS	SWMS 025	Page 1 of 5					
THESE BLACKS HAVE TO CONTAIN HOUSE IN SUBSCISSION	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 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					

This SWMS has been approved for us

Name : Dean Spicer.....Signature

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

......Position: Director.......Date...../......

- 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



_			
	PROBABILITY	0	CONSEQUENCE
1	Almost Certain	Α	Catastrophic
2	Likely	В	Major
3	Occasional	С	Moderate
4	Unlikely	D	Minor
5	Rare	Е	Insignificant

Consequence

		Α	В	С	D	Е
ty	1	1	1	1	2	2
abili	2	1	1	2	2	2
Probability	3	1	2	2	3	3
Ь	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 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									

Rec	ps. 11/56 Norcal Road	l Nunawa	ding Vic. 3131. ABN: 48 304 075 720				
SWMS Title: IN	ISTALLATION OF FIBE	RE OPTIC	CABLE	SWMS NO.	025	Page 3 of 5	
Person responsible for ensuring compliance with this SWMS: Dean Spicer	Contact Number: 9878	3 9006		Date: 02/05/2	2018	Revision:13.0	
Project / Client: Various Service Clients for Service v	vork and small installation	ons	Location: Various sites as required				
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residua Risk	Person Responsible		
Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measu	res	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			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			Worker	
6.Install cable stands to client's specification.	Manual Handling	2	Ensure work area is clear. Use manual handling ai assistance when handling large or heavy objects. I manual handling risk control procedures as per SV	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			Worker	
	Hand injuries	2	Wear gloves		3	Worker	
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 glove:	3	3	Worker	
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium),	CLASS 3 (low).				•		

SWMS Title: INST	ALLATION OF FIBRE	OPTIC (CABLE	SWMS NO	. 025	Page 4 of 5
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		3	Worker
			Use fall protection as per SWMS 019			
	Manual Handling	2	Ensure work area is clear. Use manual handling a	ds or get	3	Worker
			assistance when handling large or heavy objects.	Implement		
			manual handling risk control procedures as per SV	VMS 015		
Additional items identified on site						Supervisor/
						Worker
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium), CLA	SS 3 (low)					

SWMS Title: INSTAL	LATION OF FI	BRE OPTIC CABLE		SWMS NO. 025	Page 5 of 5			
Personnel Qualifications and Experience Required	Personnel D	Outies and Responsibilities	Training Require	ired to Complete Work				
Minimum of trades assistant or apprentice working under a qualified Supervisor work site haz		carry out daily inspections of cards.	· ·	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		to maintain a tidy work site		Supervisor to hold current Australian Communications Authority Licence type BCL F				
No previous experience required.			using EWP					
Engineering Details / Certificates / WorkCover Approvals / Australian Standards		Referenced – Codes of Practice	e / Regulations / Legisla	ation				
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 A Electricity Safety Act 1998, Electr on LV electrical installations, Indu December 2010. Code of Practice Code of Practice for Plant 1995	icity Safety (Installations) stry Standard for Electric	Regulations 2009, AS cal Installations on Cor	S 4836 - Safe worl estruction Sites			
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. Elevated Work Platform/s in accordance with						

neca MEMBER national electrical and communications association Project / Client: Vari	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720									
PRESIDENT CONTRACTOR OF THE PR		SWMS Title: TRUNK CAE	SWMS Title: TRUNK CABLING SWMS 026							
national electrical and communications association	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 9878 9006	Date: 02/05/2018	Revision:13.0					
Project / Client: Var	ious Service Clients for Service work	and small installations	Location: Various sites as required							

This SWMS has been approved for us	This SWMS	has b	een ar	proved	for	use
------------------------------------	-----------	-------	--------	--------	-----	-----

Name: Dean Spicer.....Signature

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

\$°?	4					

•		, (O _ I II _ I I I I		
		PROBABILITY	(CONSEQUENCE
	1	Almost Certain	Α	Catastrophic
	2	Likely	В	Major
	3	Occasional	С	Moderate
	4	Unlikely	D	Minor
	5	Rare	Е	Insignificant

Consequence

		Α	В	С	D	Е
,	1	1	1	1	2	2
2	2	1	1	2	2	2
- Code	3	1	2	2	3	3
•	4	2	2	2	3	3
	5	2	3	3	3	3

Class	High	Hazard has the potential to kill or permanently or temporarily disable
1	Risk	Trazara riao irio potentiai te kiii di permanentiy di temperaniy dibabie
Class	Medium	Logard has the netential to equal loot time injury or illness
2	Risk	Hazard has the potential to cause lost time injury or illness
Class	Low	Honord has the potential to source a minor injury that may require First Aid
3	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 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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720 SWMS Title: INSTALLATION OF TRUNK CABLING Person responsible for ensuring compliance with this SWMS: Dean Spicer Contact Number: 9878 9006 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
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	2	Use fall protection as per SWMS 019 Use ladders in accordance with SWMS 005	3	Worker 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		
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
	Hand injuries	2	Wear gloves	3	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: INST	TALLATION OF TRU	NK CABL	LING	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	Falls	2	Use ladders in accordance with SWMS 005		3	Worker
manufacturer's recommendations.			Use fall protection as as per SWMS 019			
	Hand injuries	2	Use correct tools to cut & strip cables. Wear glov	es	3	Worker
9.Locate/dress cable and fix in position to client's specification	Falls	2	Use ladders in accordance with SWMS 005		3	Worker
			Use fall protection as per SWMS 019			
	Hand injuries	2	Use tools in accordance with manufacturer's inst	ructions	3	Worker
Additional items identified on site						Supervisor/ Worker
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium), CLAS	SS 3 (low).					

SWMS Title: INSTA	ALLATION OF	TRUNK CABLING		SWMS NO. 026	Page 5 of 5		
Personnel Qualifications and Experience Required	Personnel D	Outies and Responsibilities	Training Require	Fraining Required to Complete Work			
Minimum of trades assistant or apprentice working under a qualified Supervisor	Supervisor to work site haz	carry out daily inspections of cards.	1	rvisor to be trained in hazard identification, risk ssment and control eg, SWMS			
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).				rvisor to hold current Australian Communications ority Licence type BCL F			
No previous experience required.			EWP training if usi	ng EWP			
Engineering Details / Certificates / WorkCover Approvals	s/	Referenced – Codes of Practice / Regulations / Legislation					
Australian Standards							
Installation to be in accordance with AS 3000 Standards and specifications. AS3080 and client's specifications. All PPE used to meet & be maintained to Australian Standa	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 I	ntervals				
Portable hand tools, electrical power tools, drills, leads and Hazard Identification to be conducted for plant used eg. Scislift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations						

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720						
NECA MEMBER	SWMS	SWMS 027	Page 1 of 5				
THE STATE OF THE S	Person responsible for ensuring compliance with this SWMS:	Dean Spicer	Contact Num	ber: 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.

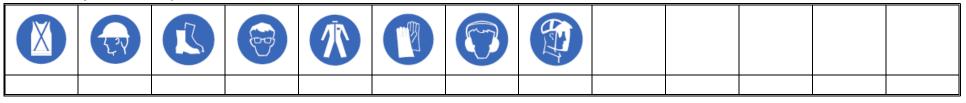
Name: Dean Spicer.....Signature

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



"	ANAGEMENT									
		PROBABILITY	0	CONSEQUENCE						
	1	Almost Certain	Α	Catastrophic						
	2	Likely	В	Major						
	3	Occasional	С	Moderate						
	4	Unlikely	D	Minor						
	5	Rare	Е	Insignificant						

Consequence

	•	900				
		Α	В	С	D	Е
τy	1	1	1	1	2	2
Frobability	2	1	1	2	2	2
rop	3	1	2	2	3	3
L	4	2	2	2	3	3
	5	2	3	3	3	3

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

Risk Control

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



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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720										
	SWMS Title: INSTALLATION OF OUTLET CABLING SWMS NO. 0									
Person responsible for ensuring compliance with this SWMS:	' ' I I I I I I I I I I I I I I I I I I									
Project / Client: Various Service Clients for Service work and small installations				Location: Various sites as required						
Work Method / Task Descrip	tion	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residua Risk	Person Responsible			
Inspect work area and review SWMS of the second secon	on site	Site specific hazards	3	Document site specific hazards and control measu	res	3	Supervisor/ Worker			
2.Check location to drawing and specifical mark out.	ation layout and	Tripping and exposed nails	2	Ensure area is clear Wear safety footwear		3	Supervisor/ Worker			
3.Plan installation so as to work towards distributor.	the required floor	N/A	N/A	N/A			Supervisor/ Worker			
4.Confirm cable specifications and condit	tions.	N/A	N/A	N/A			Worker			
5.Install rollers or other protection to clier	nt's specifications.	Electric shock	1	Isolate, lockout & tag adjacent services as required Ensure that no bare conductors can contact any liv		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 ai assistance when handling large or heavy objects. I manual handling risk control procedures as per SW	mplement	3	Worker			
6.Terminate submains to specifications		Electrics shock	1	Isolate, Lockout & Tag. Confirm DEAD before com Effectively insulate and restrain both ends of all ca live part	mencing work.	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), CLA	SS 2 (medium),	CLASS 3 (low).								

SWMS Title: INST	ALLATION OF OUT	LET CAB	LING	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: INSTA	LLATION OF (OUTLET CABLING		SWMS NO. 027	Page 5 of 5		
Personnel Qualifications and Experience Required	Personnel D	uties and Responsibilities	Training Required to Complete Work				
Minimum of trades assistant or apprentice working under a qualified Supervisor	and all all and and a		•	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			Supervisor to hold current Australian Communications Authority Licence type BCL F			
No previous experience required.			EWP training if using EWP				
Engineering Details / Certificates / WorkCover Approval Australian Standards	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 20 Electricity Safety Act 1998, Electricity on LV electrical installations, Industry December 2010. Code of Practice Ma Code of Practice for Plant 1995	Safety (Installations) Standard for Electric	Regulations 2009 AS cal Installations on Con	4836 - Safe work struction Sites		
Plant / Equipment Required (Mobile or Static)		Maintenance Checks / Calibration In	ntervals				
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					

	Recips	s. 11/56 Norcal Road Nunawa	ding Vic. 3131. ABN: 48 304 075 720		Format 1			
neca MEMBER	S	SWMS 028	Page 1 of 5					
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 9878 9006	Date: 02/05/2018	Revision:13.0			
Project / Client: Var	ious Service Clients for Service work	and small installations	Location: Various sites as required					

This SWMS has been approved for use	Γhis	SWMS	has	been	ap	prov	ved	for	use	٤.
-------------------------------------	------	------	-----	------	----	------	-----	-----	-----	----

Name: Dean Spicer.....Signature

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



	PROBABILITY	CONSEQUENCE							
1 Almost Certain			Catastrophic						
2	Likely	В	Major						
3	Occasional	С	Moderate						
4	Unlikely	D	Minor						
5 Rare			Insignificant						

Consequence

_		900				
		Α	В	С	D	Е
ţ	1	1	1	1	2	2
Probability	2	1	1	2	2	2
robi	3	1	2	2	3	3
Δ.	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 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									

Red	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720									
SWMS T	itle: INSTALLATION O	F OUTLE	тѕ	SWMS NO	0. 028	Page 3 of 5				
Person responsible for ensuring compliance with this SWMS:	Contact Number: 9878	9006		Date: 02/05/2018		Revision:13.0				
Project / Client: Various Service Clients for Service v	Location: Various sites as required									
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residua Risk	l Person Responsible				
Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measure	es	3	Supervisor/ Worker				
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 pov telephone cables	ver or	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				
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			Worker				
	Falls	2	Use ladders in accordance with SWMS 005 Use fall protection as appropriate in accordance with SWMS 019			Worker				
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 Ti	SWMS Title: INSTALLATION OF OUTLETS SWM						
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 work	re commencing	3	Worker	
	Hand injuries	3	Wear protective gloves		3	Worker	
8. Connect outlets	Electric Shock	1	Isolate, Lockout & Tag. Confirm NOT LIVE before work	re commencing	3	Worker	
	Falling	2	Use ladder or elevated work platform as appropriat Use fall protection as appropriate, in accordance w		3	Worker	
9 Confirm fittings are secure and installed to specifications	Electric shock	1	Isolate, Lockout & Tag. Confirm NOT LIVE before work		3	Worker	
10. Clear area and remove Isolation and DANGER Tags	Hand Injuries	3	Wear gloves		3	Worker	
Additional items identified on site RISK LEVELS: CLASS 1 (high), CLASS 2 (medium),						Supervisor/ Worker	

SWMS Title: IN	ISTALLATION	OF OUTLETS		SWMS NO. 028	Page 5 of 5	
Personnel Qualifications and Experience Required	Personnel D	outies and Responsibilities	Training Required to Complete Work			
Minimum of trades assistant or apprentice working under a qualified Supervisor	Supervisor to work site haz	carry out daily inspections of cards.	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 I	ntervals			
Portable hand tools, electrical power tools, drills, leads and ladders.		Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations				

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720						
NECA MEMBER national electrical and communications association	SWMS Title: WORKING	SWMS 029	Page 1 of 5				
TRANSPIRAL COOKERS OF THE PROGRAM ASSOCIATION	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 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

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

(F)	FI)					

_								
	PROBABILITY	CONSEQUENCE						
1	Almost Certain	Α	Catastrophic					
2	Likely	В	Major					
3	Occasional	С	Moderate					
4	Unlikely	D	Minor					
5	Rare	Е	Insignificant					

Consequence

		400				
		Α	В	С	D	Е
ty	1	1	1	1	2	2
iliq	2	1	1	2	2	2
Probability	3	1	2	2	3	3
Ъ	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 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									

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	3 9006		Date: 02/05	5/2018	Revision:13.0				
Project / Client: Various Service Clients for Service w	vork and small installation	ns	Location: Various sites as required							
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residual Risk	Person Responsible				
Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measure	S	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	e in SWMS		Supervisor/ Client/Worker				
4.Check scope of works to confirm whether work be rescheduled 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	k.		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), C	CLASS 3 (low).									

SWMS Title: WORKING ON E	NERGISED LOW VOLT	AGE EQ	UIPMENT / 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 av	vailable	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 una entry.	authorised	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	1	Develop a SWMS for the specific task to be complet	ed	3	Supervisor/ Worker
	Hand Injuries /Cuts	3	Use Hand Tools in Correct Fashion ,Wear protective	gloves .	3	Worker
13.Test and commission new works and re-install covers.	Electric Shock	1	Follow Standard Safe Working Procedures as per Energise & Commission Intallation	r SWMS 038 -	3	Worker
	Hand Injuries and Cuts	3	Use Hand Tools in Correct Fashion Wear protective gloves		3	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), C	CLASS 3 (low).					

SWMS Title: WORKING ON ENERG	SISED LOW VO	LTAGE EQUIPMENT / APPARATUS		SWMS NO. 029	Page 5 of 5			
Personnel Qualifications and Experience Required	uties and Responsibilities	Training Required	to Complete Work					
Must be a licensed electrician.	Electrician to and site haza	carry out daily inspections of work ards	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.			being observed and	no is competent to position is also competent in ry resuscitation (CPR)	electrical rescue			
Engineering Details / Certificates / WorkCover Approval Australian Standards	ls /	Referenced – Codes of Practice / Regulations / Legislation						
Installation to be in accordance with AS 3000 Standards and 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 Hazard Identification to be conducted for plant used eg. Sci lift, cherry picker mechanical handling equipment, appropria equipment, barriers, clothing, personal protective equipment Insulated tools and mats, and pre-checked test equipment.	Hand tools and ladders to be checked manufacturers recommendations	daily. Elevated Work	Platform/s in accordar	nce with				

П

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720							
SWMS Title: INSTALLING CEILING MOUNTED LIGHTS AND SPEAKERS SWM					Page 1 of 4			
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Nun	nber: 9878 9006	Date: 02/05/2018	Revision:13.0			
Project / Client: Vari	ious Service Clients for Service work	and small installations	Location: Various sites as required					

This SWMS has been approved for use.

Name: Dean Spicer.....Signature

Jan.

......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



_			
	PROBABILITY	(CONSEQUENCE
1	Almost Certain	Α	Catastrophic
2	Likely	В	Major
3	Occasional	С	Moderate
4	Unlikely	D	Minor
5	Rare	Е	Insignificant

Consequence

		Α	В	С	D	Е
ť	1	1	1	1	2	2
abilli	2	1	1	2	2	2
Probability	3	1	2	2	3	3
۵	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 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									

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	5/2018	Revision:13.0		
Project / Client: Various Service Clients for Service	work and small installatio	ns	Location: Various sites as required					
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residual Risk	Person Responsible		
Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measure	S	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			Supervisor/ Worker		
3. Receive equipment on site and confirm correct numbers	Struck by falling objects	2	Keep lifting area clear of people.		3	Worker		
and types	Manual handling	2	Ensure work area is clear. Use manual handling aids assistance when handling large or heavy objects. Im manual handling risk control procedures as per SWN	plement	3	Worker		
4. Confirm cabling requirements.	Electric shock	1	Test and confirm cables before commencing work. Lockout &Tag as required.	Isolate,	3	Worker		
5 Terminate cabling to light or speaker and mount	Electric shock	1	Ensure power tools and leads are tagged		3	Worker		
speaker/light to ceiling.	Falling	2	Use ladders or work platforms appropriately in acco	ordance with	3	Worker		
6. Complete the fitting of any other parts.	Falling	2	Use ladders or work platforms appropriately in according SWMS 019	rdance with	3	Worker		
7. Confirm fitting is secure and installed to specifications.	Falling	2	Use ladders or work platforms appropriately in accor SWMS 019	dance with	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 CE	ILING MOUNT	ED LIGHTS AND SPEAKERS	SWMS NO. 030	Page 4 of 4		
Personnel Qualifications and Experience Required	Personnel D	uties and Responsibilities	Training Require	d 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 site for hazar	carry out daily inspections of work ds.	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 times. Per	to maintain tidy work area on site at sonal Protective Equipment (PPE) to I 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.	_	o be used as appropriate to protect 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 Approval Australian Standards	s/	Referenced – Codes of Practice / Regulations / Legislation				
Installation to be in accordance with AS 3000 Standards and specifications. Austel Technical Standard 009 – 1997 Floor sufficiently engineered to carry weight of elevated work plat All PPE used to meet & be maintained to Australian Standard	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 Hazard Identification to be conducted for plant used eg. Scislift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations					

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720							
n E Ca MEMBER SWMS Title: INSTALLATION OF NEW RACKS / CABINETS SWMS 031 Particular electrical and communications association								
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Nur	Date: 02/05/2018	Revision:13.0				
Project / Client: Various Service Clients for Service work and small installations Location: Various sites as required								

This SWMS has been approved for use

Name: Dean Spicer.....Signature

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
-Position: Director.......Date..../.....
 - 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



_			
	PROBABILITY	(CONSEQUENCE
1	Almost Certain	Α	Catastrophic
2	Likely	В	Major
3	Occasional	С	Moderate
4	Unlikely	D	Minor
5	Rare	Е	Insignificant

Consequence

		Α	В	С	D	Е
ť	1	1	1	1	2	2
abilli	2	1	1	2	2	2
Probability	3	1	2	2	3	3
۵	4	2	2	2	3	3
	5	2	3	3	3	3

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

	Rec	ips. 11/56 Norcal Roa	d Nunawa	ading Vic. 3131. ABN: 48 304 075 720							
S	SWMS Title: INS	TALLATION OF NEW	RACKS /	CABINETS	SWMS NO	. 031	Page 3 of 5				
Person responsible for ensuring compliance with this SWMS:	Dean Spicer	Contact Number: 9878	3 9006		Date: 02/05	Date: 02/05/2018 Re					
Project / Client: Various Service Clie	ents for Service w	vork and small installation	ns	Location: Various sites as required							
Work Method / Task Descrip	tion	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residua Risk	Person Responsible				
Inspect work area and review SWMS on site Site specific hazards				Document site specific hazards and control measure	S	3	Supervisor/ Worker				
2.Confirm installation specifications		N/A	N/A	N/A			Supervisor/ Worker				
Mark out location ensuring coordination with other services. Prepare installation area and confirm adequate		Tripping	2	Ensure area, in particular walkways, are clear. Wear footwear.	alkways, are clear.Wear safety						
space including door swing for maintenance.		Hand Injuries	2	Wear protective gloves		3	Worker				
Arrange for crane or other mec equipment if needed.	chanical handling	Struck by object	2	Ensure lifting aids are suitable for the task		3	Worker				
5. Receive equipment rack on site. Inspe	ct for damage.	Falling objects	2	Keep lifting area clear of people.		3	Worker				
		Manual Handling	2	Ensure work area is clear. Use manual handling aids assistance when handling large or heavy objects. Im manual handling risk control procedures as per SWM	plement	3	Worker				
6. Transfer equipment rack to installation	location	Falling objects	2	Keep transfer area clear of people		3	Worker				
		Manual handling	2	Ensure work area is clear. Use manual handling aids assistance when handling large or heavy objects. Im manual handling risk control procedures as per SWM	plement	3	Worker				
7. Install equipment rack to manufacture's	s and client's	Electric Shock	1	Isolate, Lockout & Tag. Confirm DEAD before comm	encing work	3	Worker				
specifications.		Manual handling	2	Implement manual handling risk control procedures		3	Worker				
		Hand injuries	3	Wear protective gloves		3	Worker				
RISK LEVELS: CLASS 1 (high), CLA	SS 2 (medium), (CLASS 3 (low).									

SWMS Title: INSTAL	LATION OF NEW RA	ACKS / CA	ABINETS	SWMS NO. 031		Page 4 of 5
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		sidual 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), CLA	SS 3 (low).			•		

SWMS Title: INSTALL	ATION OF NEV	N RACKS / CABINETS		SWMS NO. 031	Page 5 of 5		
Personnel Qualifications and Experience Required	Personnel D	Outies and Responsibilities	Training Require	d 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 site for hazar	o carry out daily inspections of work rds.	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 times. Per	I to maintain tidy work area on site at rsonal Protective Equipment (PPE) to II 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 tr personnel.	aining to be conducted	by Supervisor to		
Engineering Details / Certificates / WorkCover Approval Australian Standards	s /	Referenced – Codes of Practice / Regulations / Legislation					
Installation to be in accordance with AS 3000 Standards and specifications. Austel Technical Standard 009 – 1997 Floor sufficiently engineered to carry weight of lifting equipment. All PPE used to meet & be maintained to Australian Standard	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 In	ntervals				
Portable hand tools, electrical power tools, drills, leads and lead lead lead lead lead lead lead lea	Hand tools and ladders to be checked daily. Mechanical lifting / manual handling equipment to be checked in accordance with Statutory and manufacturers recommendations						

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720							
NECA MEMBER	SWMS T	SWMS 032 Page 1 of						
THE STATE OF THE S	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	Date: 02/05/2018	Revision:13.0				
Project / Client: Vari	ious Service Clients for Service work	and small installations	Location: Various sites as required					

This SWMS has been approved for use.

Name: Dean Spicer.....Signature

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
-Position: Director......Date..../.....

 - 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					



4				
		PROBABILITY	(CONSEQUENCE
	1	Almost Certain	Α	Catastrophic
	2	Likely	В	Major
	3	Occasional	С	Moderate
	4	Unlikely	D	Minor
	5	Rare	Е	Insignificant

Consequence

		Α	В	С	D	Е							
ty	1	1	1	1	2	2							
abili	2	1	1	2	2	2							
Probability	3	1	2	2	3	3							
Д	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 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									

Rec	ips. 11/56 Norcal Roa	d Nunawa	ading Vic. 3131. ABN: 48 304 075 720						
SWMS Title: H	EAT SHRINK CABLE J	OINTS A	ND LUGS	SWMS NO. 032		Page 3 of 5			
Person responsible for ensuring compliance with this SWMS: Dean Spicer	Contact Number: 9878	3 9006		Date: 02/05/2018					
Project / Client: Various Service Clients for Service w	ork and small installation	ons	Location: Various sites as required						
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention	Residu Risk	al Person Responsible				
Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measure	es	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	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), C	CLASS 3 (low).								

SWMS Title:HEAT	SHRINK CABLE JO	INTS AN	D LUG	SWMS NO. 032		Page 4 of 5	
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 			Wear appropriate PPE – Non flamable Long sleeved trousers. Face shield insulated gloves for handling I 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) be open flame Use shield / reflector to protect other areas and get coverage Do not touch the heat shrink product until it cools Ensure no one inadvertently touches hot parts of higun/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 p	rocedure	3	Worker	
Additional items identified on site						Supervisor/ Worker	

SWMS Title: HEAT S		SWMS NO. 032	Page 5 of 5				
Personnel Qualifications and Experience Required	Personnel D	outies 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 site for hazar	carry out daily inspections of work ds.	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 times. Per	to maintain tidy work area on site at resonal Protective Equipment (PPE) to I times on site.	Supervisor to be appropriately trained, qualified and competent in OH&S and electrical practices for the task.				
	Barricading to others from h	o be used as appropriate to protect not work.	On the job skills training to be conducted by Supervisor to personnel.				
Engineering Details / Certificates / WorkCover Approval Australian Standards	s /	Referenced – Codes of Practice / Regulations / Legislation					
Installation to be in accordance with AS 3000 Standards and specifications. Floor capacity sufficiently engineered to carry elevated work platform/s. All PPE used to meet & be maintained to Australian Standa	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 In	ntervals				
Portable hand tools, electrical power tools, drills, leads and Hazard Identification to be conducted for plant used eg. Scislift, cherry picker	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations						

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720						
NECA MEMBER national electrical and communications association	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

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

1 27	4					

	PROBABILITY	CONSEQUENCE								
1	Almost Certain	Α	Catastrophic							
2	Likely	В	Major							
3	Occasional	С	Moderate							
4	Unlikely	D	Minor							
5	Rare	Е	Insignificant							

Consequence

		Α	В	С	D	Е						
τţ	1	1	1	1	2	2						
iliq	2	1	1	2	2	2						
Probability	3	1	2	2	3	3						
Ъ	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 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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720									
SWMS Title: INSTALLATION	OF SELV CABLING [DA	TA/SECU	JRITY/NURSE CALL ETC]	SWMS NO	0. 033	Page 3 of 5			
Person responsible for ensuring compliance with this SWMS: Dean Spicer	Contact Number: 987	8 9006		Date: 02/05	5/2018	Revision:13.0			
Project / Client: Various Service Clients for Service	work and small installation	Location: Various sites as required							
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residual Risk	Person Responsible			
Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measure	es	3	Supervisor/ Worker			
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			
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 Effectively insulate both ends of all cables near any live parts.	•	3	Worker			
	Manual handling	2	Ensure work area is clear. Use manual handling aids assistance when handling large or heavy objects. Im manual handling risk control procedures as per SWM	plement	3	Worker			
	Hand Injuries	3	Use the correct tool to cut & strip cables. Wear glove	es	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 a cables before commencing work	nd identify	3	Worker			
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium),	CLASS 3 (low).		1		ı	l			

SWMS Title: INSTALLATION OF SELV CABLING [DATA/SECURITY/NURSE CALL ETC]							
Hazard Identification	Risk Level	Actions / Controls for Prevention					
Hand injuries	3	Use tools appropriately Wear protective gloves	3	Worker			
				Supervisor/ Worker			
	Hazard Identification	Hazard Identification Risk Level	Hazard Identification Risk Level Actions / Controls for Prevention Hand injuries 3 Use tools appropriately	Hazard Identification Risk Level Actions / Controls for Prevention Residuration Risk Hand injuries 3 Use tools appropriately 3			

SWMS Title: INSTALLATION OF SEL	DATA/SECURITY/NURSE CALL ETC]		SWMS NO. 033	Page 5 of 5		
Personnel Qualifications and Experience Required	Personnel D	uties 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 site for hazar	carry out daily inspections of work ds.	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 times. Per	to maintain tidy work area on site at sonal Protective Equipment (PPE) to I 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.		o be used as appropriate to protect vorking 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 Approval	s/	Referenced – Codes of Practice / Regulations / Legislation				
Australian Standards						
Installation to be in accordance with AS 3000 Standards and	d client's	Occupational Health and Safety Act 2004, Occupational Health and Safety Regulations 2007,				
specifications. Austel Technical Standard 009 – 1997 Floor	capacity	Code of Practice for Manual Handling	Telecommunication	s Act 1997, Telecomm	unications	
sufficiently engineered to carry weight of elevated work plat	form/s.	Cabling Provider Rules 2000. Code of Practice Manual Handling. Compliance Code Prevention of				
All PPE used to meet & be maintained to Australian Standa	rds	Falls 2008. Code of Practice for Plant	1995			
Plant / Equipment Required (Mobile or Static)		Maintenance Checks / Calibration In	ntervals			
Portable hand tools, electrical power tools, drills, leads and	ladders.	Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with				
Hazard Identification to be conducted for plant used eg. Scis	ssor lift, boom	manufacturers recommendations				
lift, cherry picker						

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720							
NECA MEMBER national electrical and communications association								
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	Date: 02/05/2018	Revision:13.0				
Project / Client: Various Service Clients for Service work and small installations Location: Various sites as required								

This SWMS has	been approved	for use.
---------------	---------------	----------

Name: Dean Spicer.....Signature

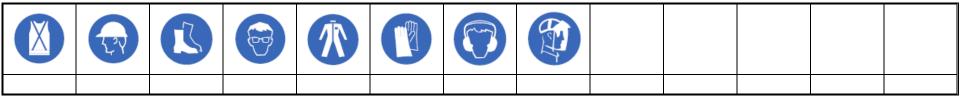
Implement the SWMS

- 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

-Position: Director.......Date...../......
- 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 r	sk of a person fall ing more than 2 metres	on or near pressurised gas distribution mains or piping
on telecomunicati	ons towers	on or near chemical, fuel or refridgerant lines
involving demoliti	on	on or near energised electrical installationsor services
involving the remo	oval or likely disturbance of asbestos	in an area that may have a contaminated or flamable atmosphere
involving structura	al alterations that require tempory support to prevent collapse	involving tilt- up or precast concrete
involving a confin	ed 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



_			
	PROBABILITY	(CONSEQUENCE
1	Almost Certain	Α	Catastrophic
2	Likely	В	Major
3	Occasional	С	Moderate
4	Unlikely	D	Minor
5	Rare	Е	Insignificant

Consequence

		-				
		Α	В	С	D	Е
ty	1	1	1	1	2	2
abili	2	1	1	2	2	2
Probability	3	1	2	2	3	3
Д	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 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									

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: 02/05/2	2018	Revision:13.0				
Project / Client: Various Service Clients for Service v	vork and small installation	ns	Location: Various sites as required							
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residual Risk	Person Responsible				
Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measure	res	3	Supervisor/ Worker				
Check layout to drawings and specifications and confirm with client	Slips, trips falls	2	Ensure area is clear.Wear safety footwear		3	Supervisor/ Worker				
Check walls, cavities and ceilings for other services and confirm location of any water pipes, gas lines or power or	Electric shock /Explosion	1	Isolate, lockout and tag adjacent services as requir	red	3	Worker				
telephone cables	Falls	2	Use ladders in accordance with SWMS 005 Use fa appropriate in accordance with SWMS 019.	Il protection as	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			Worker				
6. Avoid all non SELV cables.	Electric Shock	1	Isolate, lockout and tag. Use suitable insulating ma	terial	3	Worker				
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium), 0	CLASS 3 (low).									

SWMS Title: INSTALLATION OF DATA / TV / NURSE CALL POINTS SWMS NO									
Hazard Identification	Risk Level	Actions / Controls for Prevention		Residual Risk	Person Responsible				
Electric Shock	1	Isolate, Lockout & Tag. Confirm NOT LIVE before co	ommencing	3	Worker				
Hand injuries	3	Wear protective gloves		3	Worker				
Hand injuries	3	Use hand tools in correct manner		3	Worker				
Falling	2	Use ladder or elevated work platform as appropriate		3	Worker				
		Use fall protection as appropriate, in accordance with	h SWMS 019	3	Worker				
Hand Injuries	3	Wear protective gloves		3	Worker				
					Supervisor/ Worker				
	Hazard Identification Electric Shock Hand injuries Hand injuries Falling	Hazard Identification Risk Level Electric Shock 1 Hand injuries 3 Hand injuries 3 Falling 2	Hazard Identification Risk Level Actions / Controls for Prevention	Hazard Identification Risk Level Actions / Controls for Prevention	Hazard Identification Risk Level Actions / Controls for Prevention Residual Risk Electric Shock 1 Isolate, Lockout & Tag. Confirm NOT LIVE before commencing work 3 Hand injuries 3 Wear protective gloves 3 Hand injuries 3 Use hand tools in correct manner 3 Falling 2 Use ladder or elevated work platform as appropriate Use fall protection as appropriate, in accordance with SWMS 019 3				

SWMS Title: INSTALLATIO	N OF DATA / 1	TV / NURSE CALL POINTS		SWMS NO. 034	Page 5 of 5	
Personnel Qualifications and Experience Required	Personnel D	outies and Responsibilities	Training Require	quired 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 site for hazar	carry out daily inspections of work ds.	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 times. Per	to maintain tidy work area on site at sonal Protective Equipment (PPE) to I times on site.				
Elevated Work Platform training and national certification as required dependent upon equipment to be used.	_	o be used as appropriate to protect 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 Approval Australian Standards	s /	Referenced – Codes of Practice / Regulations / Legislation				
Installation to be in accordance with AS 3000 Standards and specifications. Austel Technical Standard 009 - 1997 Floor capacity sufficiently engineered to carry weight of elev platform/s. All PPE used to meet & be maintained to Australian Standard	ated work	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 I	ntervals			
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				

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720							
NECA MEMBER	Ç	SWMS 035	Page 1 of 5					
Transcending of the Parket of the Section of the Se	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 9878 9006	Date: 02/05/2018	Revision:13.0			
Project / Client: Var	ious Service Clients for Service work	and small installations	Location: Various sites as required					

This	SWMS	has	been	approved	l for	use

Name: Dean Spicer.....Signature

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

- 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.

immediately if the SWMS cannot be complied with.

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

1 27	4						
				· ·			

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

Consequence

	Α	В	С	D	Е
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
	2 3 4	1 1 2 1 3 1 4 2	1 1 1 2 1 1 3 1 2 4 2 2	1 1 1 1 2 1 1 2 3 1 2 2 4 2 2 2	1 1 1 1 2 2 1 1 2 2 3 1 2 2 3 4 2 2 2 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 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									

Rec	ips. 11/56 Norcal Road	d Nunawa	ading Vic. 3131. ABN: 48 304 075 720			
SWMS	Γitle: INSTALLING LIG	HT POLE	S	SWMS NO	. 035	Page 3 of 5
Person responsible for ensuring compliance with this SWMS: Dean Spicer	Contact Number: 9878	9006		Date: 02/05	5/2018	Revision:13.0
Project / Client: Various Service Clients for Service w	ork and small installatio	ns	Location: Various sites as required			
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residual Risk	Person Responsible
Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measure	S	3	Supervisor/ Worker
Check layout and crane access for standing & unloading poles.	Electric Shock	1	Ensure unload area is clear of overhead services			Supervisor/ Crane Op.
	Pedestrians & traffic	2	Implement pedestrian & traffic control.		3	Supervisor/ Worker
	Slips, trips & falls	2	Ensure area, in particular, walkways are clear of trip		3	Crane Op. Supervisor.
	Personal Injury		Wear safety foot wear, gloves, helmet & Hi Vis Cloth	ing.		Worker/ Crane Op.
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.			Worker
4. Install cable underground or overhead	Electric Shock	1	Test and confirm cables before commencing work. Lockout & fit danger tags as appropriate where relieve equipment. Test for DEAD.		3	Worker
	Manual handling	2	Ensure work area is clear. Use manual handling aids assistance when handling large or heavy objects. Im manual handling risk control procedures as per SWM	plement	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 accord SWMS 019 and SWMS 005.		3	Worker
	Struck by falling object.	2	Keep lifting area clear of people. Barricade work area	a	3	Worker
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium), C	CLASS 3 (low).					

SWMS	Title: INSTALLING LIG	HT POLE	:S	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	Pedestrians	1	Keep lifting area clear of people. Barricade work area	a	3	Worker
qualifications are up to date. Ensure spotter available to			Use spotter to control unauthorised access			
prevent pedestrians entering work area & traffic	Unsafe equipment	1	Pre op check of equipment		3	Worker
management as required	Overhead cables. 1 Use spotter as required				3	Worker
	Manual handling	2	Ensure work area is clear. Use manual handling aids	3	Worker	
			assistance when handling large or heavy objects. Im	plement		
			manual handling risk control procedures as per SWM	1S 015		
7.Install pole, ensure it is secure and installed to Struck by falling object. 1 Barricade work area.			3	Worker		
specifications.	Manual handling	2	Ensure work area is clear. Use manual handling aids	or get	3	Worker
			assistance when handling large or heavy objects. Im	plement		
			manual handling risk control procedures as per SWM	1S 015		
	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 accord SWMS 019 and SWMS 005.	dance with	3	Worker
	Manual handling.	2	Ensure work area is clear. Use manual handling aids assistance when handling large or heavy objects. Impanual handling risk control procedures as per SWM	plement	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 I	LIGHT POLES	SWMS NO. 035	Page 5 of 5			
Personnel Qualifications and Experience Required	Personnel D	uties 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 site for hazar	carry out daily inspections of work ds.	Supervisor to be tra assessment and co	ined in hazard identific ntrol eg, SWMS	ation, risk		
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	all times. Per	to maintain tidy work area on site at sonal Protective Equipment (PPE) to I 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 Approval Australian Standards	Referenced – Codes of Practice / Regulations / Legislation						
Installation to be in accordance with AS 3000 Standards and specifications. Floor capacity sufficiently engineered to carrielevated work platform/s. Footings and rag bolts correct size 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		Hand tools and ladders to be checked daily. Elevated Work Platform/s in accordance with manufacturers recommendations and log Truck crane in accordance with manufacturers recommendations and log book.					

neca MEMBER national electrical and communications association	Recips	s. 11/56 Norcal Road Nunawa	ding Vic. 3131. ABN: 48 304 075 720		Format 1
	SWMST	SWMS 036	Page 1 of 5		
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Nun	Date: 02/05/2018	Revision:13.0	
Project / Client: Vari	ious Service Clients for Service work	and small installations	Location: Various sites as required		

This SWMS has been approved for use	This	SWMS	has	been	ap	pro\	/ed	for	use
-------------------------------------	------	-------------	-----	------	----	------	-----	-----	-----

Name: Dean Spicer.....Signature

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
-Position: Director.......Date..../......

 - 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



	PROBABILITY	(CONSEQUENCE
1	Almost Certain	Α	Catastrophic
2	Likely	В	Major
3	Occasional	С	Moderate
4	Unlikely	D	Minor
5	Rare	Е	Insignificant

Consequence

		•				
		Α	В	С	D	Е
ţ	1	1	1	1	2	2
abili	2	1	1	2	2	2
Probability	3	1	2	2	3	3
Δ.	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.





- **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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720									
SWMS Title:	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	3 9006		Date: 02/05	/2018	Revision:13.0			
Project / Client: Various Service Clients for Service	work and small installation	ons	Location: Various sites as required						
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residual Risk	Person Responsible			
Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measure	es	3	Supervisor/ Worker			
2.Operator must be competent in operating excavator	Personal injury	2	Excavator must only be operated by trained and aut operators.	horised	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.			Operator			
4.Inspect work area	Machine tipping	1	Ensure area is clear and the ground is stable and su machine to operate on	itable for the	3	Operator			
5.Secure work area	Personal Injuries	1	Barricade work area where necessary. Signage as re Appoint spotter where necessary to prevent unauthor to work area. Provide warning lights at night if necess	rised access	3	Supervisor/ Operator			
6. Check services in area	Electric shock, explosion	1	"Dial before you dig" Locate underground services b operating machine. "Look up and live" Do not operat where overhead electrical hazards exist.		3	Supervisor/ Operator			
7. Operate excavator	Electric Shock, Explosion	1	Isolate Lockout & Tag services. Use Spotter - visual marker tape. Excavate manually near existing services.		3	Operator			
	Fall from machine Noise, dust	1 2	Operator must wear seat belt Keep Doors shut if fitted. Signage on machine to ind be worn	icate PPE to	3 3	Operator Operator			
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium),	CLASS 3 (low).								

SWMS	Title: TRENCHING WITH A SM	IALL EXC	CAVATOR	SWMS NO	. 036	Page 4 of 5
Work Method / Task Description	ription Hazard Identification Risk Level Actions / Controls for Prevention				Residual Risk	Person Responsible
8. Trenching	Trench collapse Person buried	1	Store spoil suitable distance from edge of trench. Us benches or battering in accordance with Code of Pra Safety Precautions in Trenching Operations. No person to enter trench, trench not to be deeper the Separate SWMS required if trench is ≥ 1.5 metres or to enter the trench.	actice for nan 1.5m.	3	Operator Operator
9. Laying conduit in trench	Manual Handling	2	Ensure work area is clear. Use manual handling aids assistance when handling large or heavy objects. Im manual handling risk control procedures as per SWM	plement	3	Operator
10. Backfill	Tripping	3	Ensure ground is even and free from trip hazards on backfilling.	completion of	3	Operator
Additional items identified on site						Supervisor/ Operator
RISK LEVELS: CLASS 1 (high), CLASS 2 (me	edium), CLASS 3 (low).					

SWMS Title: TRENC	HING WITH A S	SMALL EXCAVATOR		SWMS NO. 036	Page 5 of 5	
Personnel Qualifications and Experience Required	Personnel D	uties and Responsibilities	Training Require	ired to Complete Work		
WorkSafe Certificate for High Risk Work not required, however operator, however Operator must be be trained and competent.	carry out daily inspections of work ds.	Supervisor to be to assessment and co	rained in hazard identif ontrol eg, SWMS	ication, risk		
Familiarisation induction of the specific excavator to be operated.	to maintain tidy work area on site at quired Personal Protective Equipment worn at all times on site.		ppropriately trained, questions of the security and electrical practions.			
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	and signage to be used as appropriate ers from working in the working area excavator	1	aining to be conducted g on the specific small	•		
Engineering Details / Certificates / WorkCover Approva	Referenced – Codes of Practice / Regulations / Legislation					
Engineering details to include depth of trenches in accorda 3000 and clients specifications. Trenches to be shored in at the Code of Practice for Safety Precautions in Trenching C All PPE used to meet & be maintained to Australian Stand	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. Had 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.					

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720							
NECA MEMBER national electrical and communications association	SWMS Title: INSTAL	SWMS 037	Page 1 of 5					
	Person responsible for ensuring compliance with this SWMS:	Date: 02/05/2018	Revision:13.0					
Project / Client: Various Service Clients for Service work and small installations Location: Various sites as required								

This SWMS has been approved for use

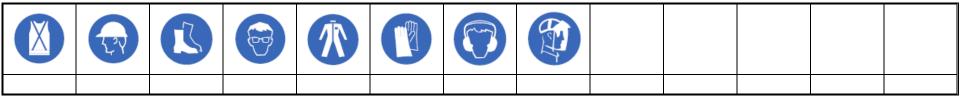
Name: Dean Spicer.....Signature

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
-Position: Director.......Date..../......
 - 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



_			
	PROBABILITY	(CONSEQUENCE
1	Almost Certain	Α	Catastrophic
2	Likely	В	Major
3	Occasional	С	Moderate
4	Unlikely	D	Minor
5	Rare	Е	Insignificant

Consequence

		Α	В	С	D	Е
ť	1	1	1	1	2	2
abilli	2	1	1	2	2	2
Probability	3	1	2	2	3	3
۵	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 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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720										
SWMS Title: INSTALLA	SWMS NO	0. 037	Page 3 of 5							
Person responsible for ensuring compliance with this SWMS:	Date: 02/05	5/2018	Revision:13.0							
Project / Client: Various Service Clients	for Service work and small i	nstallations	Location: Various sites as required							
Work Method / Task Description	Hazard Identif	ication Risk Level	Actions / Controls for Prevention		Residual Risk	Person Responsible				
Inspect work area and review SWMS on sit	e Site specific ha	zards 3	Document site specific hazards and control measures			Supervisor/ Worker				
2.Site Inspection	Slips,Trips	2	Ensure work area is clean & tidy. Ensure access path is clear of obstructions/hazards.			Supervisor/ Worker/Client				
3.Accessing Roof	Falls	1	Use correct ladder for accessing roof. Check ladder prior to use. Secure ladder.	3	Worker					
4.Working on Roof	Falls	1	Identify suitable anchor points for harness. Use fall pequipment. Ensure fall prevention equipment is safe staff working on the roof are trained in fall prevention usage. Refer to SWMS 019 -Working at Heights.	and that all	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 ele	ectricity lead	3	Worker				
			from damage on roof /guttering or use battery drill.		3	Worker				
	Equipment Fall	•	Barricade area below work area		3	Worker				
	Manual Handlir	•	Use mechanical lifting aids or team lifts where requir	ed.						
	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 haza protection equipment where required.	rds. Use fall	3	Worker				
RISK LEVELS: CLASS 1 (high), CLASS 2	(medium), CLASS 3 (low).									

SWMS Title: In	nstallation of Grid Connecte	d Photov	oltaic 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	1	Barricade area below work area		Worker	
	Electric Shock	1	Connect PV panels after completing DC Isolator Ens drill is tested and tagged. Protect electricity lead fron use battery drill.		3	Worker
	Manual Handling	2	Use mechanical lifting aids or team lifts where requir	ed.	3	Worker
8.Mount and Terminate DC Array Isolator	Noise	3	Use hearing PPE when drilling		3	Worker
	Eye Injuries	3	Use eye protection when drilling.		3	Worker
9.Mount Inverter-	Electric Shock	1	Ensure Drill and Lead is Tested and Tagged		3	Worker
Drilling of Installation Mounts	Manual Handling	2	Lift inverter with assistance.		3	Worker
	Noise	3	Use Hearing Protection when Drilling		3	Worker
	Eye Injuries	3	Use Eye Protection when Drilling		3	Worker
10.Connect Inverter	Electric Shock	1	No LIVE Work. Isolate panels at roof top isolator. Isolate 240V Supply. Tag Out	Tag Out	3	Worker
11.Test and Commission the Installation	Explosion	1	Refer to SWMS 038 Energise and Commission In Test Polarity of DC Array prior to energization Wear protective clothing and Eye protection	stallation	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 (media	um) CLASS 3 (low)		l .			

SWMS Title: Installation of	of Grid Connec	cted Photovoltaic System		SWMS NO. 037	Page 5 of 5		
Personnel Qualifications and Experience Required	Personnel D	outies and Responsibilities	Training Require	red to Complete Work			
Minimum of Electrical Worker Grade 5 or 2 nd year apprentice working under the effective supervision of a qualified Electrical Worker minimum Grade 5	Supervisor to site for hazar	o carry out daily inspections of work ods.	· ·	pervisor to be trained in hazard identification, risk sessment and control eg, SWMS			
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	all times. Per	to maintain tidy work area on site at sonal Protective Equipment (PPE) to I times on site.	•	visor to be appropriately trained, qualified and etent 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 / R	e / Regulations / Legislation				
Installation to be in accordance with AS 3000 Standards. AS Secondary batteries for Stand alone power Systems, AS 45 alone Power Systems, AS 4777 Grid connect of energy systems, AS 5033 Installation of Photovoltaic arrays, and classifications. All PPE used to meet & be maintained to Australian Standards.	Electricity Safety Act 1998, Electricity	2004, Occupational Health and Safety Regulations 2007, y Safety (Installations) Regulations 2009, AS 4836 - Safe ode of Practice for prevention of falls in housing construction, g. Code of Practice for Plant 1995					
Plant / Equipment Required (Mobile or Static)		Maintenance Checks / Calibration I	ntervals				
Portable hand tools, electrical power tools, drills, leads and Hazard Identification to be conducted for plant used eg. Apprechanical 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						

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720								
NECA MEMBER	SWMS Tit	le: ENERGISE AND COMMISS	ION INSTALLATION	SWMS 038	Page 1 of 5				
	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 9878 9006	Date: 02/05/2018	Revision:13.0				
Project / Client: Var	ious Service Clients for Service work	and small installations	Location: Various sites as required						

Recips Approval

THIS SYVING HAS DEEN APPROVED TO	WMS has been approved for use
----------------------------------	-------------------------------

Name: Dean Spicer.....Signature

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

- 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.

immediately if the SWMS cannot be complied with.

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

1 27	4						
				· ·			

RISK MANAGEMENT

	PROBABILITY	(CONSEQUENCE							
1	Almost Certain	A Catastrophic								
2	Likely	В	Major							
3	Occasional	С	Moderate							
4	Unlikely	D	Minor							
5	Rare	Е	Insignificant							

Consequence

		Α	В	С	D	Е
ť	1	1	1	1	2	2
abilli	2	1	1	2	2	2
Probability	3	1	2	2	3	3
۵	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 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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720 Page 3 of 5 SWMS Title: ENERGISE AND COMMISSION INSTALLATION **SWMS NO. 038** Person responsible for ensuring Dean Spicer Contact Number: 9878 9006 Date: 02/05/2018 Revision:13.0 compliance with this SWMS: Project / Client: Various Service Clients for Service work and small installations Location: Various sites as required Risk Residual Person Work Method / Task Description Hazard Identification Actions / Controls for Prevention Level Risk Responsible Site specific hazards 1. Inspect work area and review SWMS on site 3 Document site specific hazards and control measures 3 Supervisor/ Worker 2. Undertake / confirm Site Specific Hazard identification Site specific issues Do inspection and review tasks & identify site specific hazards 3 Sup./Worker (Document identified hazards and control measures) Worker & Public safety 3 Check test equipment and PPE, consult with workers involved 3 Sup./ Worker Clear area and use appropriate barricades and signage Unauthorised persons 3 Sup./ Worker Observe No live work policy 3. Identify ALL energy sources and confirm isolated Electric Shock 1 Do not work live 3 Sup./ Worker Isolate and tag out 4. Undertake visual inspection to confirm installation work Minor injury Refer visual inspection requirements of AS3000 3 Sup./ Worker is complete to client's specifications. Use PPE as appropriate 3 5. Complete connections to switchboard. Electric Shock 1 Ensure all circuits are suitably identified Sup./ Worker Do not work live Electric Shock 1 3 6. Remove bonding leads in preparation for energising. Ensure all circuits are Isdolated and tagged Worker 7. Check your test device/equipment for integrity and N/A N/A Before test, prove testing equipment is working correctly N/A Worker ensure is in good working order. 8. Test new installation and/or repairs prior to energising. Electric Shock Refer inspection and test requirements of AS3000 3 Worker Personal injury 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 RISK LEVELS: CLASS 1 (high), CLASS 2 (medium), CLASS 3 (low).

SWMS Title: ENE	RGISE AND COMMISS	ION INST	ALLATION	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 signed tag	who placed and	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 sec 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 Provide relevant paperwork to client and submit to required.	• •		Worker
Additional items identified on site						Supervisor/ Worker
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium),	CLASS 3 (low).					

SWMS Title: ENERGISE	AND COMMI	SSION INSTALLATION		SWMS NO. 038	Page 5 of 5			
Personnel Qualifications and Experience Required	Personnel D	outies and Responsibilities	Training Required	raining Required to Complete Work				
Minimum Electrical Worker Grade 5	Supervisor a worksite haz	nd to carry out daily inspections of ards.	Supervisor to be trained in hazard identification, risk assessment and control eg, SWMS					
Previous exerience at this task required	· ·	to maintain a tidty worksite. tective Equipment (PPE) to be worn at		ppropriately trained, q S and electrical praction				
Industry and Site induction including the NECA Safety Guide for Employees (Red Book).	'Test before	you touch' every time.						
Engineering Details / Certificates / WorkCover Approvals Standards	/ Australian	Referenced – Codes of Practice / Regulations / Legislation						
Installations to be in accordance with AS 3000, AS 3012, AS clients standards All PPE used to meet & be maintained to Australian Standard	Electricity Safety Act 1998, Electricity	2004, Occupational Health and Safety Regulations 2007, Safety (Installations) Regulations 2009, AS 4836 - Safe dustry Standard for Electrical Installations on Construction ce Manual Handling.						
Plant / Equipment Required (Mobile or Static)		Maintenance Checks / Calibration In	ntervals					
Hand tools. Insulated test equipment, insulated gloves, Insula Barricades and warning signs. Lock out equipment and Danger Tags.	Confirm insulated testing equipment is working correctly. Integrity of Insulating glove to be checked.							

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720						
NECA MEMBER	SWMS T	SWMS 039	Page 1 of 5				
national electrical and communications association	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 9878 9006	Date: 02/05/2018	Revision:13.0		
Project / Client: Vari	ious 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

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
- 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.

immediately if the SWMS cannot be complied with.

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

1 27	4					

RISK MANAGEMENT

	PROBABILITY	CONSEQUENCE				
1	Almost Certain	Α	Catastrophic			
2	Likely	В	Major			
3	Occasional	С	Moderate			
4	Unlikely	D	Minor			
5	Rare	Е	Insignificant			

Consequence

	Α	В	С	D	Е
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
	2 3 4	1 1 2 1 3 1 4 2	1 1 1 2 1 1 3 1 2 4 2 2	1 1 1 1 2 1 1 2 3 1 2 2 4 2 2 2	1 1 1 1 2 2 1 1 2 2 3 1 2 2 3 4 2 2 2 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 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									

Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720										
SWMS Title: T	SWMS NO	. 039	Page 3 of 5							
Person responsible for ensuring compliance with this SWMS:	Contact Number: 9878 9	9006		Date: 02/05	5/2018	Revision:13.0				
Project / Client: Various Service Clients for Service we	ork and small installations	S	Location: Various sites as required							
Work Method / Task Description	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residual Risk	Person Responsible				
Inspect work area and review SWMS on site	Site specific hazards	3	Document site specific hazards and control measur	res	3	Supervisor/ Worker				
2.Confirm workplace and task requirements	Site specific issues	3	Do inspection and review tasks		3	Sup./Worker				
	Worker safety	3	Check test equipment and PPE, consult with workers involved			Worker Worker				
	Public access and	3	Clear area and use appropriate barricades and sign	nage	3	VVOIRCI				
	unauthorised persons		Observe No live work policy							
3.Ensure that work complies with AS3760	Inadequate	1	Person undertaking work must be competent		3	Worker				
Check operation of test equipment.	knowledge		Refer to codes and standard							
	Overlook fault		Involve employees in preparation							
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	Minor cuts from sharp	3	Apply due care in inspection		3	Worker				
defects in appliance, accessories, connectors, plugs and extension outlet sockets.	edges		Wear protective gloves where appropriate							
6.Check flexible cords are effectively anchored to equipment	Hand injuries and	3	Apply due care in inspection		3	Worker				
plugs and sockets.	cuts		Wear protective gloves where appropriate							
7.Test earth continuity resistance not exceeding 1 ohm.	Hand injuries and	3	Apply due care in inspection		3	Worker				
	cuts		Wear protective gloves where appropriate							
8.Test insulation resistance not less than 1 megohm.	Hand injuries and	3	Apply due care in inspection		3	Worker				
	cuts		Wear protective gloves where appropriate							
RISK LEVELS: CLASS 1 (high), CLASS 2 (medium), C	LASS 3 (low).									

SWMS Title:	Testing & Tagging Elec	trical Eq	uipment	SWMS NO. 039		Page 4 of 5
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 d testing in the COP Low voltage electrical work and p separate risk assessment and SWMS for this work	loing live	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 El	lectrical Equipment		SWMS NO. 039	Page 5 of 5
Personnel Qualifications and Experience Required	Personnel D	uties 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).	site for hazar All personnel Personal prot all times.	carry out daily inspections of work ds. to maintain a tidy work site. tection equipment (PPE) to be worn at ther than accept a safety risk.	identification, risk a	aployees to be trained in assessment and controlled in testing either as a appliance Tester (PAT)	ol. Eg SWMS in electrician or a
Engineering Details / Certificates / WorkCover Approval Australian Standards	s /	Referenced – Codes of Practice / Re	egulations / Legisla	tion	
AS 3760 and client's specifications. All PPE used to meet & be maintained to Australian Standa	rds	Occupational Health and Safety Act 20 Electricity Safety Act 1998, Electricity work on LV electrical installations, Inc Sites March 2002, Code of Practice for	Safety (Installations) lustry Standard for E	Regulations 2009, AS lectrical Installations o	S 4836 - Safe n Construction
Plant / Equipment Required (Mobile or Static)		Maintenance Checks / Calibration In	ntervals		
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 chec	cked before use.		

	Recips. 11/56 Norcal Road Nunawading Vic. 3131. ABN: 48 304 075 720							
neca Member	•	014/110 0 4 0	Daniel 4 of 5					
national electrical and communications association		SWMS 040	Page 1 of 5					
national electrical and communications association	Person responsible for ensuring compliance with this SWMS:	Dean Spicer Contact Num	nber: 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	This	SWMS	has	been	ap	prov	/ed	for	use	٤.
-------------------------------------	------	------	-----	------	----	------	-----	-----	-----	----

Name: Dean Spicer.....Signature

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
- 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.

immediately if the SWMS cannot be complied with.

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

\$°?	4					

RISK MANAGEMENT

_						
	PROBABILITY	CONSEQUENCE				
1	Almost Certain	Α	Catastrophic			
2	Likely	В	Major			
3	Occasional	С	Moderate			
4	Unlikely	D	Minor			
5	Rare	Е	Insignificant			

Consequence

	Α	В	С	D	Е
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
	2 3 4	1 1 2 1 3 1 4 2	1 1 1 2 1 1 3 1 2 4 2 2	1 1 1 1 2 1 1 2 3 1 2 2 4 2 2 2	1 1 1 1 2 2 1 1 2 2 3 1 2 2 3 4 2 2 2 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 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 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									

	Re	cips. 11/56 Norcal Road	d Nunawa	ding 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 Clie	ents for Service	work and small installatio	ns	Location: Various sites as required			
Work Method / Task Descrip	otion	Hazard Identification	Risk Level	Actions / Controls for Prevention		Residu Risk	al Person Responsible
RISK LEVELS: CLASS 1 (high), CLA	SS 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), CLAS	S 3 (low).					

		SWMS NO. 04-	Page 5 of 5				
Personnel Qualifications and Experience Required	Personnel D	uties and Responsibilities	Training Required to Complete Work				
Engineering Details / Certificates / WorkCover Approval	s /	Referenced – Codes of Practice / Re	egulations / Legislati	on			
Australian Standards							
Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals						