


# SAFE WORK METHOD STATEMENT

OHS001

 <p>Elecddata Australia Pty Ltd Networking Voice Data Fibre Electrical</p> <p><b>4/28-30 Lillian Fowler Place Marrickville</b></p> <p><b>ABN: 78 294 741 177</b></p>	<p><b>Project:</b> _____</p> <p><b>Client:</b> _____</p>
<p><b>Work Activity/Task:</b></p> <hr/>	<p>This SWMS has been developed in consultation with all employees involved in the below works.</p> <p>Date: _____</p> <p>Signed: _____</p>

**Resources**

Trades Involved: Open Register Cablers, Electricians

Equipment Used: Hand Tools, Cordless and power tools, Ladders

Maintenance checks: Regular Intervals (2 weekly)

Pre-work brief: Every morning on site prior to commencing works or when a hazardous task is to be performed.

Training: White Card, RISI, Site Induction

Materials Used: Galvanised steel brackets and fixings, UTP Cable, power cable, optical fibre cable, PVC conduit and fittings.

List relevant OHS Act and Regulations: Act 2000, Regulations2001, **Rail Safety Act 2008, Rail Regulations 2008**

Relevant Codes of Practice & Standards applicable to the Works: AS/ACIF S009:2006 Installation Requirements for Customer Cabling (Wiring Rules),

AS/ACIF S008:2006 Requirements for customer cabling products

AS/ NZ 3080 & 3000: Wiring Rules & Code of Practise for Low Voltage Electrical Work

AS 2550.10 1994: Safe Use of Elevated Work Platform

Manual Handling Code of Practice.

Site Procedures applicable to the Works: Ladder Permit: y / n  
 Hot Works Permit: y / n  
 OHW Utilities Permit: y / n

Add additional references as required: **WorkCover Guide 'Contractors working in Rail Corridor'**

**NOTE: Site specific safety hazards must be discussed and addressed in pre start safety assessment questionnaire (Form OHS013 attached)**

**Risk Score Calculator**

		Consequence				
		Disaster	Very Serious	Serious	Substantial	Minor
Likelihood	Almost certain	1	1	1	2	2
	Likely	1	1	2	2	2
	Possible	1	2	2	2	3
	Remotely Possible	2	2	2	3	3
	Practically impossible	2	3	3	3	3

Likelihood / Consequence	Risk Class
The hazard has the potential to: <ul style="list-style-type: none"> <li>permanently disable or kill</li> <li>cause major damage to the structure</li> <li>have significant impact on the surrounding population and environment</li> </ul>	<b>1</b>
The hazard has the potential to: <ul style="list-style-type: none"> <li>temporarily disable or seriously injure</li> <li>cause minor damage to the structure</li> <li>breach the site boundary and pollute local environment</li> </ul>	<b>2</b>
The hazard has the potential to: <ul style="list-style-type: none"> <li>cause minor injury</li> <li>be contained within the site boundary</li> </ul>	<b>3</b>

# NEAREST HOSPITAL / MEDICAL CENTRE

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

# Cabling Installation SWMS

Item	Job Step Break the job down into steps	Potential Hazards <i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident or adverse environmental impact</i>	Risk Class	Controls <i>Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness or environmental impact</i>	Person Responsible
1	<b>Site Induction</b>	Unauthorised entry by persons not project inducted	.	All Persons to be project inducted	All
2	<b>Inform Site Contact of attendance and tasks</b>	Persons not aware of project hazards	.	Site Contact to brief on emergency procedures	All
3	<b>Pre-work briefing</b> on-site to be carried out prior to commencing work each day. Have all workers sign the SWMS	Hazards not identified Personell not aware of hazards	.	All persons to attend pre work briefing	All Briefer
4	<b>Site Establishment</b>	Injury to worker Other work groups in area	3	Familiarise yourself with work area. Location of materials storage area and surrounding activities.	Supervisor
5	<b>Unload Materials</b> on site from the vehicle at loading dock or near station entrance	Back injury Hand Injury	2	Correct Lifting methods; Bend at knees; hold close to body 2 x people or more to unload heavy material. Use trolley where possible. Induction into manual handling C.O.P. Wear gloves. Use mechanical means where possible	All
6	<b>Transport material</b> from point of arrival to where the work is to be carried out. Off-load materials onto trolley, carry materials up or down stairs.	Back injury Hand Injury	3	Correct Lifting methods; Bend at knees; hold close to body 2 x people or more to unload heavy material. Use trolley where possible. Wear gloves	All
7	<b>Install cable</b> onto cable tray or catenary wire as is required on site.	Fall from ladder Working from ladder Come in contact with live electrical cables	2	Refer to Ladders SWMS No Aluminium ladders permitted on station platform. Area to be inspected for any exposed wiring. Make sure that you are wearing protective clothing (i.e. Hard closed shoes & fluoro vest on a building site; long sleeved cotton shirt when working with electricity) Platform ladder to be used	All

Item	Job Step Break the job down into steps	Potential Hazards <i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident or adverse environmental impact</i>	Risk Class	Controls <i>Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness or environmental impact</i>	Person Responsible
8	<b>Install cables</b>	Workers tripping over cables and equipment	2	Use barriers and keep site tidy. Raise cable off the ground when possible	All
9	<b>Install electrical cabling and power points</b>	Electrocution	1	Locate existing services. Isolate circuits before commencing work. Tag and lockout procedures must be adhered to in accordance with OHS Reg 2001, chapter 4, 4.2.	All
10	<b>Identify circuits</b> to be worked on. Isolate at the point the work is to be carried out.	Electrocution	1	Identify the circuits. Look at drawing in building manager's office. Check the legend on the Distribution Board. Check if the labelling is correct. Plug in a test lamp and confirm the circuits are off.	All
11	<b>Isolate</b> Electrical Circuits	Electrocution	1	Circuits must be isolated, tagged & locked off. Tags need to dated and signed by all those working on the circuits including the site supervisor.	All
12	<b>Switch off</b> Main switch feeding the Distribution board before work is carried out in installing the cables and circuit breakers	Electrocution	1	Inform those that are requiring power from the distribution board that the power will be switched off. The time and duration off the "switch off" to be discussed and agreed upon by all parties concerned. Check with a voltmeter that the power is off. Use barriers to keep people away from work area around the Distribution board and keep site tidy.	All
13	<b>Switch on</b> Distribution Board	Electrocution	1	Prior to switching on circuits. They are to be tested with a mega for insulation, continuity and earthing.	All
14	<b>Using drills and power tools</b>	Foreign bodies in eyes cuts and abrasions Electrocution Faulty equipment	1	When using drills goggles and dust masks must be worn. Gloves must be worn where applicable. All Tools must be tagged and tested – Monthly EICB Protection All leads to be elevated on lead stands / hocks.	All

<b>Item</b>	<b>Job Step</b> Break the job down into steps	<b>Potential Hazards</b> <i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident or adverse environmental impact</i>	<b>Risk Class</b>	<b>Controls</b> <i>Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness or environmental impact</i>	<b>Person Responsible</b>
15	<b>Working in confined area's</b>	Cramped working conditions	3	Be aware of the restricted space and wear overalls with long sleeve shirt, safety goggles and dusk masks (if required).	All
16	<b>Working in confined area's - Ventilation</b>	When the door is closed there may be a shortage of fresh air. Can lead to Drowsiness	3	Insure the door / rook access is kept open and clear.	All
17	<b>Night work or low light</b> eg working in ceiling space	Inability to see sufficiently.	2	Install adequate artificial lighting to illuminate the work area. Protect the lighting by wire guards or properly manufactured diffusers	All
18	<b>Terminate</b> copper cable	Copper wire penetrating body, Cuts.	3	Ensure correct termination methods are used. Strip cable using cable stripper and not a knife. Use insulated screwdrivers. Remove all scrap copper.	All
19	<b>Testing &amp; Commissioning</b>	Bending: Back injuries	3	When testing cables minimise continues bending where possible.	All
20	<b>Pedestrians (Other Work Groups)</b>	Safety of other work groups	3	Ensure work areas are barricaded from other work groups. Maintain safety pedestrian access ways around work site.	All
22	<b>Completion of work.</b>	Trip or fall	3	Clean area of all debris prior to leaving site. Remove all materials from site using correct Lifting methods. Bend knees, hold close to body. 2 x people or more to unload heavy material	All

# Equipment Installation SWMS

ITEM	Job Step for: Cable Looms, mounting Panels & Equipment to buildings, testing and Commissioning.	Potential Hazards <i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident or adverse environmental impact</i>	Risk Class	Controls <i>Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness or environmental impact</i>	Person Responsible
1	<b>Site Establishment</b>	Injury to worker by construction work in area	3	Familiarise yourself with work area. Location of materials storage area and surrounding activities. Undertake safety assessment and pre start briefing prior to starting.	Supervisor
2	<b>Unload Materials</b> on site from the vehicle at loading dock	Back injury Hand Injury	2	Correct Lifting methods; Bend at knees; hold close to body 2 x people or more to unload heavy material. Use trolley where possible. Induction into manual handling C.O.P. Wear gloves	All
3	<b>Transport material</b> from point of arrival to where the work is to be carried out. Establish where goods lift is. Off load materials onto trolley, into lift and get to required area.	Back injury Hand Injury Other work groups in area	3	Correct Lifting methods; Bend at knees; hold close to body 2 x people or more to unload heavy material. Use trolley where possible. Wear gloves	All
4	<b>Install equipment</b>	Electrocution: Power tools Debris Noise & Dust	3	Ensure electric power tools are in good working order prior to use.  Wear appropriate PPE (safety glasses/hearing protection/gloves).  Advise staff in office when drilling to commence.	All
5	<b>Plug Power cable into GPO to equipment</b>	Electrocution	3	Ensure switch is off prior to plugging electrical leads into GPO	All
6	<b>Completion of work: Remove equipment</b>	Trip or fall	3	Clean area of all debris prior to leaving site. Remove all materials from site using correct Lifting methods. Bend knees, hold close to body. 2 x people or more to unload heavy material	All

# Ladder Use SWMS

ITEM	Job Step for: Cable Looms, mounting Panels & Equipment to buildings, testing and Commissioning.	Potential Hazards <i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident or adverse environmental impact</i>	Risk Class	Controls <i>Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness or environmental impact</i>	Person Responsible
1	<b>Ladder Selection</b>	Fall from ladder / ladder falling / ladder failing	1	All ladders used on construction sites must be rated for industrial use, be free of defects in accordance with WorkCover requirements and have a minimum load rating of 120 kgs Ladders should be inspected at regular intervals for defects or deterioration. Defective ladders are to be removed from site. Step ladders are only to be used in the fully open position	All
2	<b>Ladder selection continued</b>	Fall from height  Electrocution	1	Where a ladder is used for working at height a ladder with a work platform and hand rails is recommended Where electrical hazards exist the ladder used must be made of non conductive material i.e.; fibre glass or timber No person is to stand on the top two rungs of the ladder.	All
3	<b>Ladder use (general)</b>	Unstable / uneven footing causing the ladder to fall	1	When used on soft ground it will be necessary to place boards or planks under the ladder feet to prevent the ladder from sinking Ladders should only be used on level ground, packing up the ladder with a board may be acceptable in some cases but the packing used should be stable and wider than the ladder feet to prevent the ladder feet from falling off.	All
3a	<b>Ladder use (general): Cont.</b>	Slippery surfaces causing the ladder to slide or fall		The ground surface must be assessed, if the ground is found to be slippery further controls may be required to ensure the ladder will grip the surface All feet of the ladder must have slip resistant feet made of rubber or other similar non slip material	All

ITEM	Job Step for: Cable Looms, mounting Panels & Equipment to buildings, testing and Commissioning.	Potential Hazards <i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident or adverse environmental impact</i>	Risk Class	Controls <i>Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness or environmental impact</i>	Person Responsible
3b	<b>Ladder use (general):</b> <b>Cont.</b>	Fall from ladder	1	3 points of contact ie 1 foot and 2 hands or 2 feet and 1 hand must be maintained at all times whilst on the ladder Always ensure that the ladder is positioned to avoid overreaching from the ladder to avoid overbalancing. No more than one person shall be on a ladder at any time. Prior to getting on a ladder the user must ensure that his shoes are fully enclosed and free of mud, grease etc. that could cause a slip.	All
3c	<b>Ladder use (general):</b> <b>Cont.</b>	Back injury	2	2 persons shall be used to carry ladders in excess of 20 kgs  Use ladders made of light weight material where possible	All
4	<b>Straight Ladders</b>	Fall from ladders / ladder falling	1	For short term use only or while securing the ladder a second person shall foot the ladder whilst in use  The ladder must be positioned at a slope of 4 in 1	All

# ELEVATED WORKING PLATFORM

ITEM	Job Step for: Break the job down into steps	Potential Hazards <i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident or adverse environmental impact</i>	Risk Class	Controls <i>Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness or environmental impact</i>	Person Responsible
1	<b><i>Elevating Work Platform</i></b>			Ref: WorkCover – Utilities: Working at Heights: June 2006  NOTE: Only a competent person to use EWP and have yellow card on hand	
2	<b><i>EWP: Delivery to site</i></b>	Unfit for use Mechanical Failure.	1	Check log book and service records prior to accepting hire of Scissor Lift. Ensure copy of records are kept on site. Check flashing lights and sounds are operational. Ensure the maximum loading capacity is not exceeded.	<b>Competent Person</b>
3	<b><i>Site Survey Prior to Use</i></b>	Contact with overhead services  Unsuitable ground conditions	1	Stay clear of overhead services (RLA 6m exclusion zone) Ensure ground is level and obstacles are clear from EWP path. Ensure adequate foundation prior to placement on site	<b>All</b>
4	<b><i>Operation of EWP</i></b>	Lack of coordination and control. Operator Failure.	1	Toolbox talk with competent operator and all personal involved with EWP works prior to use to ensure correct operating procedures are followed and traffic control is in place. Competent Training completed – Yellow Card. Operator to be wearing safety harness secured to correctly to EWP when elevated.	<b>Site Manager Must have completed yellow card</b>
5	<b><i>Operation of EWP: Cont.</i></b>	Falling objects	1	Keep object off platform where possible. Area below EWP must be barricaded and kept clear.  Ensure correct PPE is used. All persons working in close vicinity below and on Elevating Work Platform to wear hard hats.	<b>Must have completed yellow card</b>
6	<b><i>Operation of EWP: Cont.</i></b>	Falling from platform. Overload	1	Ensure provided restraint systems are used (rails & guardings) Do not extend Body over rails or stand on rails – do not exceed SWL or Limits.	<b>Must have completed yellow card</b>

ITEM	Job Step for: Cable Looms, mounting Panels & Equipment to buildings, testing and Commissioning.	Potential Hazards <i>Identify the hazards associated with each step. Examine each to find possibilities that could lead to an accident or adverse environmental impact</i>	Risk Class	Controls <i>Using the previous two columns as a guide, decide what actions are necessary to eliminate or minimise the hazards that could lead to an accident, injury or occupational illness or environmental impact</i>	Person Responsible
7	<b>Refuelling EWP</b>	Fire / Explosion / Spills / Splashes / Skin Contact	1	Do not smoke whilst refuelling and remove all ignition sources. Fuel stored off site in approved fuel store – Do not refuel whilst machine is running. Read, Understand and comply with MSDS. Use an appropriately sized funnel to avoid Spills. Wash hands before and after refuelling to avoid contamination. Ensure all personal are in clear view of the refuelling vehicle operators sight.	All
8	<b>Fixing materials to building components</b>	Falling from EWP	1	Position the EWP appropriately to avoid leaning / over extending body and becoming unstable. Ensure you are working beneath area with adequate reach.	Must have completed yellow card







**SAFETY ASSESSMENT QUESTIONNAIRE**

**OHS013**

<b>Date:</b>	
<b>Work location:</b>	
<b>Briefing Carried Out By:</b>	
<b>Contact No.:</b>	

The Safe Work Method Statement has been reviewed and agreed to by all involved in the associated works:

Name	Signed	Name	Signed

**Hazards Associated with Specific Job**

Gravity	tick	Electrical	tick	Mechanical	tick	Environmental	tick	Traffic	tick
Falling from height		Electrical contact		Equipment failure		Confined spaces		Motor vehicles	
Falling objects		High voltage		Moving parts		Extreme heat / cold		Trains	
Aerial device operations		Static charge		Loads – hoisting / rigging		Hot surfaces		Heavy machinery	
Use of ladders		Power tools		Equipment stability		Chemicals (MSDS req)			
						Asbestos			

**Have We Considered**

Work Procedures	tick	PPE	tick	Public Safety	tick	Tool / Equipment	tick	Special Precautions	tick
As per SWMS		Hard Hat		Barricades		Correct tools for the job		Night Work – Fatigue	
Lifting methods		Safety Glasses		Trip Hazards		Tools in good working order		Drug & Alcohol policy	
Adequate grounding		Hearing protection		Pedestrian Control		Special tools / equipment		Adjacent surfaces	
Isolate Equipment		Gloves		Traffic Control				Weather conditions	
		Vest							
		Safety Boots							

**List any Job Specific Hazards to be aware of:**

- 1.
- 2.
- 3.