

SAFE WORK METHOD STATEMENT (SWMS)

SWMS 017 - Installation of Communications Cabling (Copper & Fibre)

ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORKS COMMENCING.

An effective Risk Assessment should identify the relevant criteria listed below

- | | |
|---|---|
| <input type="checkbox"/> Work involving a risk of a person falling more than 2 metres. <input type="checkbox"/> Work carried out on a telecommunication tower. <input type="checkbox"/> Work involving demolition of an element of a structure that is loadbearing <input type="checkbox"/> Work around Asbestos Containing Material (ACM) <input type="checkbox"/> Work involving structural alterations or repairs requiring temporary support to prevent collapse <input type="checkbox"/> Work carried out in or near a confined space <input type="checkbox"/> Work carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or is carried out in or near a tunnel <input type="checkbox"/> Work involving the use of explosives <input type="checkbox"/> Working near or on Energised electrical installations or services <input type="checkbox"/> Working near or on Chemical, fuel or refrigerant lines | <input type="checkbox"/> Working near or on Pressurised gas distribution mains or piping <input type="checkbox"/> Work carried out in an area that may have a contaminated or flammable atmosphere <input type="checkbox"/> Work involving tilt-up or precast concrete <input type="checkbox"/> Work carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians <input type="checkbox"/> Work carried out in an area at a workplace in which there is any movement of powered mobile plant <input type="checkbox"/> Work carried out in an area in which there are artificial extremes of temperature <input type="checkbox"/> Work carried out in or near water or other liquid that involves a risk of drowning <input type="checkbox"/> Work involving diving work |
|---|---|

| Risk = Consequence & Likelihood | | | Probability | | | | | PPE is the last method of control | |
|---------------------------------|--------------|---|-------------|----------|----------|---------|----------------|-----------------------------------|--------------|
| | | | Rare | Unlikely | Possible | Likely | Almost Certain | | |
| | | A | B | C | D | E | Elimination | | |
| Consequence | Catastrophic | 5 | High | High | Extreme | Extreme | Extreme | | Substitution |
| | Major | 4 | Medium | High | High | Extreme | Extreme | | Isolation |
| | Moderate | 3 | Low | Medium | High | Extreme | Extreme | | Engineering |
| | Minor | 2 | Low | Low | Medium | High | Extreme | Administration | |
| | Low | 1 | Low | Low | Medium | High | High | PPE | |

| Foot Protection | Hearing Protection | High-Vis Clothing | Head Protection | Eye Protection | Face Protection | Hand Protection | Protective Clothing | Respiratory Protection | Sun Protection | Fall Arrest | Low Voltage Rescue Kit | Long Hair & Loose items such as Jewellery removed/tied back |
|-----------------|--------------------|-------------------|-----------------|----------------|-----------------|-----------------|---------------------|------------------------|----------------|-------------|------------------------|---|
| | | | | | | | | | | | | |

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Contact: Jared Warren

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| | |
|----------------------------|--|
| Other PPE (Please List) | |
|----------------------------|--|

Sign-Off Sheet

This Safe Work Method Statement has been developed in consultation with relevant personnel and the Persons Conducting the Business or Undertaking (PCBU). By signing this page, I agree that I have had these SWMS communicated to me and understand their contents. I confirm that I have the relevant certifications to conduct the task described and agree to comply with the control measures and safe work instructions and the use of PPE where required.

| Name | Job Description | Signature | Date |
|------|-----------------|-----------|------|
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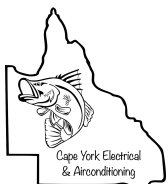
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| Task ID | Job Step | Potential Hazard | Initial Risk Rating | Control Measures | Revised Risk Rating | Person(s) Responsible |
|---------|------------------------------------|--|--|--|--|---|
| 1. | Erecting scaffolding and/or ladder | Incorrect installation of ladder / scaffolding causing <ul style="list-style-type: none"> fall from height structure to fail | High Risk  | <ol style="list-style-type: none"> Assembly of scaffolding is to be conducted by competent personnel only. Assembly of a ladder must occur under guidance of competent person. Ladder/scaffolding to be tagged with appropriate tagging system. Barricade work area to prevent unauthorised access. Manufacturers assembly instructions are provided and are easy to read. Use bracing or team member/s to support first frames. Lay parts out and identify components to minimise double handling. Use mechanical aid, if available. Make sure the foundation is level and suitable for the ladder. Supervisor to cross-check installation. Use a second worker to stabilise. Tie-off ladder at top. | Medium Risk  | Supervisor Work crew |
| | | Sprains, strains, bruises, pinch/crush <ul style="list-style-type: none"> Fatigue from moving heavy/awkward objects | High Risk  | <ol style="list-style-type: none"> Assembly must occur under guidance of competent person. Barricade work area to prevent unauthorised access. Manufacturers assembly instructions are provided and are easy to read. Lay parts out and identify components to minimise double handling. Use mechanical aid (e.g. trolley or pallet jack to move scaffold components). | Medium Risk  | Supervisor Work crew |
| | | <ul style="list-style-type: none"> Unauthorised access to scaffolding / ladder area | High Risk  | <ol style="list-style-type: none"> Follow all site rules and procedures. Authorised access to scaffolding / ladder area If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform your supervisor immediately. Site wide barricading to be installed to restrict access to unauthorized personnel. All visitors must report to site office before entering site. All visitors to be escorted by an inducted personnel member. | Medium Risk  | Work crew |

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| 2. | Use the ladder | Worker unfamiliar with safe use of ladder / inappropriate use of ladder | High Risk  | <ol style="list-style-type: none"> NO WORK is to be undertaken on a ladder unless it is a platform ladder. Always face towards the ladder when climbing, and always maintain three points of contact with the ladder (a tool bag or tool belt to help to keep hands free). Only one person is permitted on the ladder at any time. A second person may stand alongside the ladder and help to steady it, or pass materials/tools up if required. Do not lift heavy weights that unbalance the ladder. Never stand or sit on the top cap or use the rails around the top as a step. It is not designed to be used as a tread/seat or step. Always stand in the centre of the platform. Do not over reach whilst using the ladder. Maintain the majority of your body weight inside the perimeter of the platform. Do not "walk" the ladder whilst on it. Always get off to shift position. Before moving a ladder, take care to ensure that all tools and other items have been removed. Be mindful of your concentration and fatigue level. Avoid becoming overconfident when using ladders during repetitive tasks. | Medium Risk  | Supervisor Work crew |
| | | Fall from height due to defective equipment | High Risk  | <ol style="list-style-type: none"> Carefully inspect your ladder to ensure there are no worn parts or damage before climbing: Joints between steps and side rails are tight, all fittings are secure, moving parts operate freely. Rungs and platform are free of paint splatter, grit, oil and grease, welds are intact All components of ladder intact including side rails, rungs, platform, feet, hand grip If any component is found to be worn or damaged, RECTIFY ANY FAULTS BEFORE USE. | Medium Risk  | Work crew |
| | | Safe workload exceeded | High Risk  | <ol style="list-style-type: none"> Workers must be trained, qualified or experienced to carry out the specified tasks. Consult with relevant employees to identify hazards and manage risks. Inspect floor surface for suitability. Verify the multipurpose floor surface can support the weight of ladder and will not be damaged by load. Obtain, read, understand and strictly follow the ladder /scaffold manufacturer's assembly instructions and safety requirements. Check the required work reach height and select the correct ladder for the job. Identify the total working load required for the job. The competent person must verify the load is maintained within design limits. Refer to manufacturer instructions for information. Prevent unauthorised persons from accessing the area where ladder is to be erected by barricading or establishing an exclusion zone. . | Medium Risk  | Work crew |

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| 3. | Perform the task at heights | Personal injuries; <ul style="list-style-type: none"> Cuts / abrasions Eye injury Hearing damage Dust inhalation | High Risk  | <ol style="list-style-type: none"> Authority and empowerment to Stop the Job. Follow all site rules and procedures. Ensure correct manual handling techniques are followed. Work on flat surface where practicable Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform. Work on flat surface where practicable. Ensure all hand tools and equipment are secure to avoid falling from height. Double eye protection as well as standard PPE when drilling, cutting, or grinding above eye level Hearing protecting to be worn at all times if using electrical hand tools. Dust mask to be worn if there is potential to dust exposure. Permit to be in place, if applicable. | Medium Risk  | Work crew |
| | | Access to work at height area | High Risk  | <ol style="list-style-type: none"> Employees have current working at heights training. 3 points of contact when climbing ladder at all times. Prior to use all safety gear to be checked for signs of damage including cuts, abrasions, chemical staining etc. If anything is identified, tag out and DO NOT USE. Harness to be worn in the correct manner and done up securely in the correct fashion as recommended by the manufacturer. Manage the exclusion zone and support worker by using a "Spotter" | Medium Risk  | Work crew |
| | | Hit by falling objects | High Risk  | <ol style="list-style-type: none"> Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform. Toe boards must be fitted to the working platform. An exclusion zone must be established around scaffold (e.g. barricade or bunting) to protect workers below. Restrain any loose equipment where practicable | Medium Risk  | Work crew |
| | | Slips, trips and falls | High Risk  | <ol style="list-style-type: none"> Only authorised workers are to enter the barricaded area while overhead work is being carried out. Safety boots and hard hats are to be worn when working inside of the barricaded area. Keep work platform and ground level work area clear of obstructions. Make sure appropriate equipment is used to raise and lower objects, including making sure that load limits are not exceeded. | Medium Risk  | Work crew |

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| 4. | Completion of task | Slips, trips, and falls | High Risk  | <ol style="list-style-type: none"> 1. Leave work area tidy. 2. Store equipment in authorised access area (e.g. locked storage facility) 3. Report any damage/defect to supervision and tag out any faulty equipment. | Medium Risk  | Work crew Supervisor |

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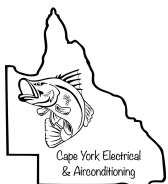
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| Referenced Commonwealth - Codes of practice | Referenced Commonwealth – Acts & Regulations |
|---|--|
| <ul style="list-style-type: none"> • Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 • Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015 • Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 • Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015 • Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015 • Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015 • Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015 • Work Health and Safety (Work Health and Safety Consultation, Co-operation and Co-ordination) Code of Practice 2015 | <ul style="list-style-type: none"> • Work Health and Safety (Transitional and Consequential Provisions) Act 2011 • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2011. |
| | <h3>Referenced Australian Standards</h3> |
| | <ul style="list-style-type: none"> • AS/NZS 3000 Wiring Rules • AS/NZS 3012:2010 Electrical Installations – Construction and Demolition Sites. • AS/NZS 3017 - Electrical installations - verification guidelines • AS/NZS 4836 Safe working on or near low voltage electrical installations and equipment |
| Referenced QLD – Codes of practice | Further Information |
| <ul style="list-style-type: none"> • Electrical safety code of practice 2013 - Managing electrical risks in the workplace • First Aid in the Workplace Code of Practice 2014 • Hazardous Manual Tasks Code of Practice 2011 • How to Manage Work Health and Safety Risks Code of Practice 2011 • Labelling of Workplace Hazardous Chemicals Code of Practice 2011 • Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 • Managing the Risk of Falls at Workplaces Code of Practice 2018 • Managing the Work Environment and Facilities Code of Practice 2011 • Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011 • Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013 • Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2011 | <p><u>QLD</u></p> <ul style="list-style-type: none"> • OHS Legislation - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation • Environmental Legislation - https://www.ehp.qld.gov.au/management/env-policy-legislation/ • OHS Codes of Practice - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/codes-of-practice <p><u>Commonwealth</u></p> <ul style="list-style-type: none"> • OHS Legislation - http://www.legislation.act.gov.au • Environmental Legislation - http://www.legislation.act.gov.au • OHS Codes of Practice - http://www.legislation.act.gov.au |

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