SWMS 006 – Installation of Light Fittings

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

SAFE WORK METHOD STATEMENT (SWMS)

- ☐ Work involving a risk of a person falling more than 2 metres.
- ☐ Work carried out on a telecommunication tower.
- ☐ Work involving demolition of an element of a structure that is loadbearing
- ☐ Work around Asbestos Containing Material (ACM)
- ☐ Work involving structural alterations or repairs requiring temporary support to prevent collapse
- ☐ Work carried out in or near a confined space
- ☐ 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
- ☐ Work involving the use of explosives
- ☐ Working near or on Energised electrical installations or services
- ☐ Working near or on Chemical, fuel or refrigerant lines
- ☐ Working near or on Pressurised gas distribution mains or piping
- ☐ Work carried out in an area that may have a contaminated or flammable atmosphere
- ☐ Work involving tilt-up or precast concrete
- ☐ 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
- ☐ Work carried out in an area at a workplace in which there is any movement of powered mobile plant
- ☐ Work carried out in an area in which there are artificial extremes of temperature
- ☐ Work carried out in or near water or other liquid that involves a risk of drowning
- ☐ Work involving diving work

Risk = Consequence & Likelihood			Probability				
			Rare	Unlikely	Possible	Likely	Almost Certain
			A	B	C	D	E
Consequence	Catastrophic	5	High	High	Extreme	Extreme	Extreme
	Major	4	Medium	High	High	Extreme	Extreme
	Moderate	3	Low	Medium	High	Extreme	Extreme
	Minor	2	Low	Low	Medium	High	Extreme
	Low	1	Low	Low	Medium	High	High

- Elimination
- Substitution
- Isolation
- Engineering
- Administration
- PPE

PPE is the last method of control

SAFE WORK METHOD STATEMENT (SWMS)

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
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

SAFE WORK METHOD STATEMENT (SWMS)

Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
1	Check area for other services, Mark Locations of: • Gas lines • Power cables • Telephone cables, • Water or Sewer lines • Tree roots.	Personal injury • Cuts, strains, abrasions, burns • Possible eye injury • Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes)	High Risk High	Daily site inspections prior to commencement of work activities and at the conclusion of each workday. Appropriate tools for the job are available Testing kits are used and maintained, and first check operation of test apparatus. Regular housekeeping inspections including regular walk rounds to be conducted to ensure a clean and tidy work area. Ensure permit is in place if required. Risk assessment must be completed.	Medium Risk Medium	Work crew Supervisor
2	Check layout and mark out	Contact with overhead or underground services Personal injury • Cuts, strains, abrasions, burns • Possible eye injury • Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes)	High Risk High	Engage dial before you dig and other location services. Identify all isolation points of known services. Check for overhead services (Power lines) Engage third party location service if required. Clearly mark out/identify existing known services	Medium Risk Medium	Work crew Supervisor

SAFE WORK METHOD STATEMENT (SWMS)

Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
3	Confirm cabling requirements	Cabling not installed as per client requirements resulting in Personal injury - - Cuts, strains, abrasions, burns - Possible eye injury - Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) - Fall from heights	High Risk High	Ensure all latest revision plans, diagrams etc. are on site Ensure plans and diagrams are reviewed by entire work crew prior to work commencing to confirm cable size and/or specialty cabling requirements.	Medium Risk Medium	Work crew Supervisor
4	Install light fitting base or bracket and terminate cabling or plug into lighting socket	Personal injury - • Cuts, strains, abrasions, burns • Possible eye injury • Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) • Fall from heights	High Risk High	Wear all mandatory PPE and task specific PPE. Refer to Working at Heights SWMS	Medium Risk Medium	Work crew Supervisor
5	Confirm fitting is secure and installed to specifications.	Personal injury – - Struck by moving objects - Cuts, strains, abrasions, burns - Possible eye injury - Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes)	High Risk High	Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. If dust is present, a dust musk must be used. A dust extraction device will be used in the event dust becomes excessive. Refer to Working at Heights SWMS	Medium Risk Medium	Work crew Supervisor

SAFE WORK METHOD STATEMENT (SWMS)

Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
		- Fall from heights				
6	Completion of task	Slips, Trips, Falls	High Risk High	Leave work area tidy. Store equipment in authorised access area (e.g. locked storage facility) Report any damage/defect to supervision and tag out any faulty equipment.	Medium Risk Medium	Work crew Supervisor

SAFE WORK METHOD STATEMENT (SWMS)

Referenced Commonwealth - Codes of practice

- 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

Referenced Commonwealth – Acts & Regulations

- Work Health and Safety (Transitional and Consequential Provisions) Act 2011
- Work Health and Safety Act 2011
- Work Health and Safety Regulations 2011.

Referenced Australian Standards

- 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

- 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

Further Information

QLD

- 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

• 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	Commonwealth • 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