



SAFE WORK METHOD STATEMENT (SWMS)

SWMS 005 - Installation of Cable Tray & Cable Ladder

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

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ABN: 28 791 930 310

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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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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: <ul style="list-style-type: none"> Gas lines Power cables Telephone cables, Water or Sewer lines Tree roots. 	Personal injury <ul style="list-style-type: none"> Cuts, strains, abrasions, burns Possible eye injury Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) 	High Risk 	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 	Work crew Supervisor
2	Secure fixings and supports using correct type and size bolts and fixings	Personal injury – <ul style="list-style-type: none"> Struck by moving objects 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 	Authority and empowerment to Stop the Job. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. If dust is present, a dust mask must be used. A dust extraction device will be used in the event dust becomes excessive. Refer to Working at Heights SWMS	Medium Risk 	Work crew Supervisor
3	Conduit on walls and/or ceiling	Personal injury – <ul style="list-style-type: none"> Struck by moving objects Cuts, strains, abrasions, burns Possible eye injury Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) Fall from heights Explosion Electrocution Water Damage Network outage 	High Risk 	Authority and empowerment to Stop the Job. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. Use of correct tools Use of correct fixings If dust is present, a dust mask must be used. A dust extraction device will be used in the event dust becomes excessive. Use of correct PPE.	Medium Risk 	Work crew Supervisor







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4	Cut cable ladders or trays to fit using drop saw / angle grinder	Personal injury – <ul style="list-style-type: none"> Struck by moving objects Cuts, strains, abrasions, burns Possible eye injury Damage caused by noise Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) Fall from heights 	High Risk 	Authority and empowerment to Stop the Job. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. If dust is present, a dust mask must be used. A dust extraction device will be used in the event dust becomes excessive. Refer to Working at Heights SWMS	Medium Risk 	Work crew Supervisor
		Lack of experience in using drop saw / angle grinder Faulty / damaged equipment	High Risk 	Conduct verification of competency on drop saw / angle grinder Visual inspection to be carried out on drop saw / angle grinder Ensure tools have been tested and tagged	Medium Risk 	Work crew Supervisor
5	Secure ladders or trays to support	Personal injury – <ul style="list-style-type: none"> Struck by moving objects 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 	Authority and empowerment to Stop the Job. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. If dust is present, a dust mask must be used. A dust extraction device will be used in the event dust becomes excessive.	Medium Risk 	Work crew Supervisor
6	Remove sharp edges and protruding fixings	Personal injury – <ul style="list-style-type: none"> Struck by moving objects Cuts, strains, abrasions, burns Possible eye injury Damage caused by noise Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) Fall from heights 	High Risk 	Authority and empowerment to Stop the Job. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. If dust is present, a dust mask must be used. A dust extraction device will be used in the event dust becomes excessive. Refer to Working at Heights SWMS	Medium Risk 	Work crew Supervisor



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		Lack of experience in using drop saw / angle grinder Faulty / damaged equipment	High Risk 	Conduct verification of competency on drop saw / angle grinder Visual inspection to be carried out on drop saw / angle grinder Ensure tools have been tested and tagged	Medium Risk 	Work crew Supervisor
7	Completion of task	Slips, trips and falls of persons Personal injury - <ul style="list-style-type: none"> Cuts, strains, abrasions, burns Possible eye injury Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) 	High Risk 	Ensure that all scrap and waste material is removed, and that area is clear of obstacles. 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 	Work crew Supervisor

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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. <p>Referenced Australian Standards</p> <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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