

SAFE WORK METHOD STATEMENT (SWMS)

SWMS 019 - Working in Risers

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	
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	

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

Authorised by: Jared Warren

Company Name: Cape York Electrical & Airconditioning

Phone Number: 0428407010

Address: 13 Greenacres Close Whiterock Cairns 4868

Contact: Jared Warren

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Other PPE <small>(Please List)</small>	
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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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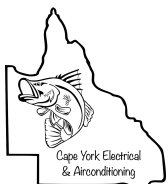
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Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
1.	Check layout and mark out area	Personal injury <ul style="list-style-type: none"> Potential slips, trips and falls 	High Risk 	<ol style="list-style-type: none"> Ensure direct work area is clear and free from any potential trip hazards All tools are to be stored appropriately for easy access and to avoid becoming a trip hazard Work area to be check to ensure all exposed nails are removed Dispose of all loose items and rubbish appropriately 	Medium Risk 	Supervisor Work crew
2.	Ensure clear access to riser and work areas are not obstructed	Hit by falling object causing injury	High Risk 	<ol style="list-style-type: none"> Keep site tidy, keep any materials away from pit edges and entry / exit points Safely lower equipment in and out of pit using appropriate techniques 	Medium Risk 	Supervisor Work crew
		Personal injury – <ul style="list-style-type: none"> Potential slips, trips and falls 	High Risk 	<ol style="list-style-type: none"> Ensure direct work area is clear and free from any potential trip hazards All tools are to be stored appropriately for easy access and to avoid becoming a trip hazard Dispose of all loose items and rubbish appropriately 	Medium Risk 	Supervisor Work crew
3.	Ensure adequate lighting	Personal injury <ul style="list-style-type: none"> Potential slips, trips and falls 	High Risk 	<ol style="list-style-type: none"> Ensure lighting is adequate for the task being undertaken Ensure direct work area is clear and free from any potential trip hazards All tools are to be stored appropriately for easy access and to avoid becoming a trip hazard Dispose of all loose items and rubbish appropriately 	Medium Risk 	Supervisor Work crew
4.	Protect all openings to risers	Inability to access entry / exit in the event of an emergency causing personal injury <ul style="list-style-type: none"> Asphyxiation 	High Risk 	<ol style="list-style-type: none"> Ensure all openings remain clear of any obstruction Wear all mandatory PPE and task specific PPE. If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor 	Medium Risk 	Supervisor Work crew

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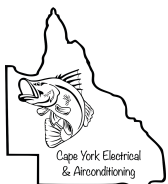
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5.	Install signs or labels as required	Personal injury - <ul style="list-style-type: none"> Cuts, strains, abrasions 	High Risk 	<ol style="list-style-type: none"> Follow all site rules and procedures Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor 	Medium Risk 	Supervisor Work crew
6.	Completion of task	Slips, trips, and falls	High Risk 	<ol style="list-style-type: none"> 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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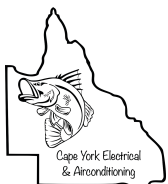
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Referenced Commonwealth - Codes of practice	Referenced Commonwealth – Acts & Regulations
<ul style="list-style-type: none"> • Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 • Work Health and Safety (Hazardous Manual Tasks) 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>
<h3>Referenced QLD – Codes of practice</h3> <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 	<h3>Further Information</h3> <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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