

SJD ELECTRICAL PTY LTD - ABN 53 127 802 608 - ACN 127 802 608 - ELECTRICAL LICENCE 68608 - QBCC LICENCE 1270514 - ARC LICENCE AU19801 - MOLEX LICENCE CIAU3372

Safe Work Method Statement Title: SWMS: 001 MANUAL HANDLING		Date Created: 00/00/16
Project Name:	Person responsible for ensuring compliance with this SWMS:	Review Date: 00/00/17
Project/Client:	Job No:	Authorised By:
		Revision No. 0

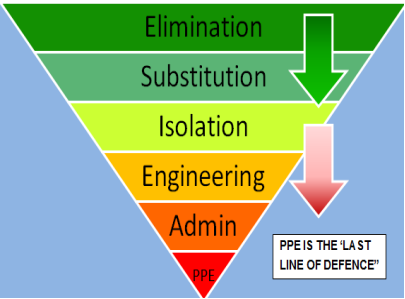
Licences, Permits, Competencies Required: *(tick items relevant to this task and site)*

<input type="checkbox"/> Confined Space	<input type="checkbox"/> Work at Heights	<input type="checkbox"/> Excavation	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Radiation
<input type="checkbox"/> White Card	<input type="checkbox"/> EWP	<input type="checkbox"/> Electrical License	<input type="checkbox"/> Rescue and Resuscitation	<input type="checkbox"/> Network Access

Common Hazards to Manage: *(tick items relevant to this task and site)*

<input type="checkbox"/> Manual handling	<input type="checkbox"/> Working at Heights	<input type="checkbox"/> Risk of Electric Shock	<input type="checkbox"/> Slips, Trips and Falls	<input type="checkbox"/> Housekeeping
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HAZARD CLASSIFICATION MATRIX POSSIBLE RESULTS Risk = Consequence x Likelihood			Probability				
			RARE A	UNLIKELY B	POSSIBLE C	LIKELY D	ALMOST CERTAIN E
Consequences	Catastrophic	5	Medium (M)	High (H)	High (H)	Extreme (E)	Extreme (E)
	Major	4	Medium (M)	Medium (M)	High (H)	High (H)	Extreme (E)
	Moderate	3	Low (L)	Medium (M)	High (H)	High (H)	High (H)
	Minor	2	Low (L)	Low (L)	Medium (M)	Medium (M)	High (H)
	Insignificant	1	Low (L)	Low (L)	Low (L)	Medium (M)	Medium (M)



RISK RATING	ACTION REQUIRED (ALARP – As Low As Reasonably Practicable)
E = Extreme, UNACCEPTABLE	Intolerable risk Activity must not be undertaken prior to Management / CEO review of potential risk mitigation measures and a decision that risk is ALARP
H = High risk, Only acceptable if ALARP	Implement strict control measures to reduce risk to an acceptable level. Activity must not continue until the level of risk is reduced to As Low As Reasonably Practicable (ALARP) and preferably Medium rating. Operations Manager and/or Project Supervisor approval of the risk controls is required.
M = Medium risk Undesirable	Specify, document and implement existing risk controls and additional management actions to reduce the risk to ALARP and <u>preferably Low rating</u> . Activity must not continue without Operations Manager and/or Project Supervisor approval.
L = Low risk, Tolerable	Tolerable risk. Carry out activity

Basic PPE to be used	 <small>HEARING AND EYE PROTECTION MUST BE WORN</small>	 <small>SAFETY GOGGLES MUST BE WORN</small>	 <small>FACE SHIELD MUST BE WORN</small>	 <small>SAFETY VEST MUST BE WORN</small>	 <small>HARD HAT AREA</small>	 <small>HALF FACE MASK RESPIRATOR MUST BE WORN</small>	 <small>BREATHING APPARATUS MUST BE WORN</small>	 <small>DUST MASK MUST BE WORN</small>	 <small>HAND PROTECTION MUST BE WORN</small>	 <small>FOOT PROTECTION MUST BE WORN</small>	 <small>FALL ARREST EQUIPMENT MUST BE USED</small>	 <small>PROTECTIVE CLOTHING MUST BE WORN</small>
✓ app												
Other PPE:												

Job Task #	Job Step	Potential Health, Safety and Environmental Hazards	PROBABILITY	CONSEQUENCE	RATING	Control Measures	PROBABILITY	CONSEQUENCE	RATING	PERSON(S) RESPONSIBLE
1	Planning and preparation	Non-compliance with current legislative requirements and company processes.	D	4	H	All personnel to complete site specific induction. All personnel to have completed company specific induction. Personnel are to hold the required licenses and certificates for the work, and be assessed as competent to use or operate equipment and plant. All personnel must read, understand and sign off on this SWMS. All personnel are given the opportunity to provide input into the content of this SWMS. Daily pre-starts will be held at the beginning of each shift. Any changes throughout the shift will be communicated prior to the commencement of the next task. A JSA is to be completed for any changes to the task. Ensure permit requirements are understood .	B	4	M	Work crew Supervisor Permit Holder
		Working outdoors with exposure to; <ul style="list-style-type: none"> - UV / high temperatures causing heat stress / dehydration / sunburn - Fauna and insects causing bites and stings 	D	3	H	'Check ins' during extreme weather conditions. Comply with the Queensland Worksafe heat stress procedure. Ensure there is an area in the shade for rest (preferably Crib Facilities). Work Breaks are compulsory at nominated times (preferably during the hotter parts of the day) Drink adequate water amount of water. Use sun block for protection from sun. Use insect repellent (if applicable).	B	3	M	Work crew

Job Task #	Job Step	Potential Health, Safety and Environmental Hazards	PROBABILITY	CONSEQUENCE	RATING	Control Measures	PROBABILITY	CONSEQUENCE	RATING	PERSON(S) RESPONSIBLE
		Interactions with other trades working in the vicinity; - Inadvertently cause hazardous situation including trips, slips, falls	D	3	H	Ensure other workers are informed and aware of all other trades working in the area Communicate potential interactions during prestart	B	3	M	Supervisor Work Crew
		Unauthorized access to work area by other authorized personnel without correct PPE.	D	3	H	Follow all site rules and procedures. 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 your supervisor immediately. Site wide barricading to be installed to restrict access to unauthorized personnel. Signage to be visible around all site and at all access points. All visitors must report to site office before entering site. All visitors to be escorted by a site inducted personnel member.	B	3	M	Supervisor Work crew
		Poor ground conditions Uneven, loose, wet or soft ground at the work site.	C	2	H	Inspect path of travel for any obstructions and remove them. Daily site inspections prior to commencement of work activities and at the conclusion of each work day. Regular housekeeping inspections including regular walk rounds to be conducted to ensure a clean and tidy work area.	B	2	M	Work crew
2	Work area preparation	Personal injury - - Cuts, strains, abrasions, burns - Possible eye injury - Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes)	C	3	H	Authority and empowerment to Stop the Job. Follow all site rules and procedures. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations. 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. 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.	B	3	M	Work crew Supervisor

Job Task #	Job Step	Potential Health, Safety and Environmental Hazards	PROBABILITY	CONSEQUENCE	RATING	Control Measures	PROBABILITY	CONSEQUENCE	RATING	PERSON(S) RESPONSIBLE
3	Preparation: Assess size, shape, condition and weight of load(s)	Personal injury - <ul style="list-style-type: none"> - Cuts, strains, abrasions, burns - Possible eye injury - Dust inhalation 	C	3	H	Determine if mechanical aids can be utilised. Refer to Lifting Operations (remove if not applicable) Follow all site rules and procedures. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations. 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. Work on flat surface where practicable	B	3	M	Work crew
4	Preparation: Assess workflow and work area	Personal injury - <ul style="list-style-type: none"> - Cuts, strains, abrasions, burns - Possible eye injury - Dust inhalation 	C	3	H	Authority and empowerment to Stop the Job. Follow all site rules and procedures. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations. 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. Work on flat surface where practicable	B	3	M	Work crew
5	Lift and carry objects	Personal injury - <ul style="list-style-type: none"> - Cuts, strains, abrasions, burns - Possible eye injury - Dust inhalation 	C	3	H	Authority and empowerment to Stop the Job. Refer to Lifting Operations (remove if not applicable) Use mechanical aids where possible. Follow all site rules and procedures. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations. 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. Work on flat surface where practicable	B	3	M	Work crew

Job Task #	Job Step	Potential Health, Safety and Environmental Hazards	PROBABILITY	CONSEQUENCE	RATING	Control Measures	PROBABILITY	CONSEQUENCE	RATING	PERSON(S) RESPONSIBLE
		Personal injury caused by falling objects	D	3	H	Secure equipment rack prior to relocating Secure all tools and/or equipment by lanyard or store in a toolbox/basket An exclusion zone must be established whilst transferring equipment Restrain any loose equipment where practicable	B	3	M	Work crew
6	Lower and stack objects	Personal injury - - Cuts, strains, abrasions, burns - Possible eye injury - Dust inhalation	C	3	H	Authority and empowerment to Stop the Job. Refer to Lifting Operations (remove if not applicable) Use mechanical aids where possible. Follow all site rules and procedures. Ensure correct manual handling techniques are followed. Wear all mandatory PPE and task specific PPE. Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations. 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. Work on flat surface where practicable	B	3	M	Work crew
7	Completion of task	Slips, trips, and falls	C	4	H	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.	B	4	M	Work crew

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Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities		Training Required to Complete Work
	Supervisor	All Personnel	
Personnel will need to be trained and confident .	Empower all personnel to STOP the JOB if required to do so.	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be trained in risk identification, assessment and control e.g. Job Safety Analysis (JSA).
Appropriate industry and site specific induction.	Supervisor to carry out daily inspections of work site for hazards.	Ensure housekeeping is maintained throughout the task to avoid the risk of injury.	Electrician to be trained in hazard identification, Risk Level and control.
Must be a Licensed Electrician to carry out the works.	Ensure appropriate permits are in place for the task (if applicable).	Barricading to be used as appropriate to protect others from working below elevated work.	Safety observer who is competent to perform the task being observed and is also competent in electrical rescue and cardio-pulmonary resuscitation (CPR).

Engineering Details / Certificates / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
<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 	<ul style="list-style-type: none"> Work Health and Safety Act and Regulations 2011 Electrical Safety Act 2002 and Electrical Safety Regulations 2013 Electrical Safety Code of Practice 2013 - Managing Electrical Risks in the Workplace Hazardous Manual Tasks Code of Practice 2011 Managing risks of Plant in the workplace Code of Practice 2013
Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
<ul style="list-style-type: none"> Portable hand tools, electrical power tools / drills (insulated tools) May require scissor lift, boom lift or cherry picker (refer to Scissor Lift / Boom Lift / Cherry Picker SWMS) May require lifting mechanical aids (refer to Lifting Operations SWMS) Appropriate testing equipment 	<ul style="list-style-type: none"> Hand tools and ladders to be checked daily. All electrical equipment to be tested and tagged.

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This SWMS has been developed in consultation and cooperation with employee / workers and relevant employer / persons conducting business or undertaking PCBU. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment.

[illegible]