

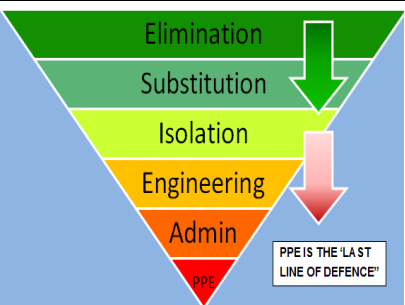
SJD ELECTRICAL PTY LTD - ABN 53 127 802 608 - ACN 127 802 608 - ELECTRICAL LICENCE 68608 - QBCC LICENCE 1270514 - ARC LICENCE AU19801 - MOLEX LICENCE CIAU3372

Safe Work Method Statement Title: SWMS: 017 WORKING AT HEIGHTS			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

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												
	✓ 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	<p>All personnel to complete site specific induction.</p> <p>All personnel to have completed company specific induction.</p> <p>Personnel are to hold the required licenses and certificates for the work, and be assessed as competent to use or operate equipment and plant.</p> <p>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.</p> <p>Daily pre-starts will be held at the beginning of each shift.</p> <p>Any changes throughout the shift will be communicated prior to the commencement of the next task.</p> <p>A JSA is to be completed for any changes to the task.</p> <p>Ensure permit requirements are understood and an approved Permit for Work has been received.</p> <p>A Risk Assessment has been carried out.</p>	B	4	M	<p>Work crew</p> <p>Supervisor</p> <p>Permit Holder</p>
		<p>Working outdoors with exposure to;</p> <ul style="list-style-type: none"> - UV / high temperatures causing heat stress / dehydration / sunburn - Fauna and insects causing bites and stings 	D	3	H	<p>‘Check ins’ during extreme weather conditions.</p> <p>Comply with the Queensland Worksafe heat stress procedure.</p> <p>Ensure there is an area in the shade for rest (preferably Crib Facilities).</p> <p>Work Breaks are compulsory at nominated times (preferably during the hotter parts of the day)</p> <p>Drink adequate water amount of water.</p> <p>Use sun block for protection from sun.</p> <p>Use insect repellent (if applicable).</p> <p>Keep an eye out for fellow workers showing signs of fatigue, and report it to your supervisor.</p> <p>If you are feeling fatigued- talk to your supervisor.</p>	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	M	Ensure other workers are informed and aware of all other trades working in the area Communicate potential interactions during prestart Install barricading and signage to delineate work area if required				
		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

Job Task #	Job Step	Potential Health, Safety and Environmental Hazards	PROBABILITY	CONSEQUENCE	RATING	Control Measures	PROBABILITY	CONSEQUENCE	RATING	PERSON(S) RESPONSIBLE
2	Work area preparation	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) 	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 (remove if not applicable) A minimum of two people are to be present and at least one to hold a current level 2 first aid certificate. (CPR and Low Voltage rescue) A hand held fire extinguisher appropriate for electrical fires shall be in the vicinity of the work area. A rescue kit shall be placed along the side of the work area.	B	3	M	Work crew Supervisor
3	Erecting scaffolding and/or ladder (remove scaffolding or ladder references if not applicable)	Incorrect installation of ladder / scaffolding causing <ul style="list-style-type: none"> - fall from height - structure to fail 	D	3	H	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.	B	3	M	Supervisor Work crew

Job Task #	Job Step	Potential Health, Safety and Environmental Hazards	PROBABILITY	CONSEQUENCE	RATING	Control Measures	PROBABILITY	CONSEQUENCE	RATING	PERSON(S) RESPONSIBLE
		Sprains, strains, bruises, pinch/crush Fatigue from moving heavy/awkward objects	C	3	H	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).	B	3	M	Supervisor Work crew
		Unauthorised access to scaffolding / ladder area	D	3	H	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.	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
4	Use the ladder (delete row if not using ladders)	Worker unfamiliar with safe use of ladder / inappropriate use of ladder	D	2	H	<p>NO WORK is to be undertaken on a ladder unless it is a platform ladder.</p> <p>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).</p> <p>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.</p> <p>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.</p> <p>Do not over reach whilst using the ladder. Maintain the majority of your body weight inside the perimeter of the platform.</p> <p>Do not “walk” the ladder whilst on it. Always get off to shift position.</p> <p>Before moving a ladder, take care to ensure that all tools and other items have been removed.</p> <p>Be mindful of your concentration and fatigue level. Avoid becoming overconfident when using ladders during repetitive tasks.</p>	B	2	M	Supervisor Work crew
		Fall from height due to defective equipment	D	4	H	<p>Carefully inspect your ladder to ensure there are no worn parts or damage before climbing:</p> <ul style="list-style-type: none"> - 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 <p>If any component is found to be worn or damaged, RECTIFY ANY FAULTS BEFORE USE.</p>	B	4	L	Work crew

Job Task #	Job Step	Potential Health, Safety and Environmental Hazards	PROBABILITY	CONSEQUENCE	RATING	Control Measures	PROBABILITY	CONSEQUENCE	RATING	PERSON(S) RESPONSIBLE
		Safe work load exceeded	D	3	H	<p>Workers must be trained, qualified or experienced to carry out the specified tasks.</p> <p>Consult with relevant employees to identify hazards and manage risks.</p> <p>Inspect floor surface for suitability. Verify the multipurpose floor surface can support the weight of ladder and will not be damaged by load.</p> <p>Obtain, read, understand and strictly follow the ladder /scaffold manufacturer's assembly instructions and safety requirements.</p> <p>Check the required work reach height and select the correct ladder for the job.</p> <p>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.</p> <p>Prevent unauthorised persons from accessing the area where ladder is to be erected by barricading or establishing an exclusion zone.</p>	B	3	M	Work crew
5	Perform the task at heights	Personal injuries; <ul style="list-style-type: none"> - Cuts / abrasions - Eye injury - Hearing damage - Dust inhalation 	C	3	H	<p>Authority and empowerment to Stop the Job.</p> <p>Follow all site rules and procedures.</p> <p>Ensure correct manual handling techniques are followed.</p> <p>Work on flat surface where practicable</p> <p>Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform.</p> <p>Work on flat surface where practicable.</p> <p>Ensure all hand tools and equipment are secure to avoid falling from height.</p> <p>Double eye protection as well as standard PPE when drilling, cutting, or grinding above eye level (delete if not applicable).</p> <p>Hearing protecting to be worn at all times if using electrical hand tools.</p> <p>Dust mask to be worn if there is potential to dust exposure.</p> <p>Permit to be in place, if applicable.</p>	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
		Access to work at height area	C	3	H	<p>Employees have current working at heights training.</p> <p>3 points of contact when climbing ladder at all times.</p> <p>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.</p> <p>Harness to be worn in the correct manner and done up securely in the correct fashion as recommended by the manufacturer.</p> <p>Manage the exclusion zone and support worker by using a "Spotter"</p>	B	3	M	Work crew
		Hit by falling objects	D	3	H	<p>Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform.</p> <p>Toe boards must be fitted to the working platform.</p> <p>An exclusion zone must be established around scaffold (e.g. barricade or bunting) to protect workers below.</p> <p>Restrain any loose equipment where practicable</p>	B	3	M	Work crew
		Slips, trips and falls	D	3	H	<p>Only authorised workers are to enter the barricaded area while overhead work is being carried out.</p> <p>Safety boots and hard hats are to be worn when working inside of the barricaded area.</p> <p>Keep work platform and ground level work area clear of obstructions.</p> <p>Make sure appropriate equipment is used to raise and lower objects, including making sure that load limits are not exceeded.</p>	B	3	M	Work crew
6	Completion of task	Slips, trips, and falls	C	4	H	<p>Leave work area tidy.</p> <p>Avoid leaving ladder / scaffold unattended in work area. Barricade area if access to site is a possibility.</p> <p>Store ladder / scaffold securely when assembled to prevent unauthorised access (e.g. locked storage facility)</p> <p>Report any damage/defect to supervision and tag out any faulty equipment.</p>	B	4	M	Work crew

SWMS No 017	SJD Electrical Job Safety Analysis / Safe Work Method Statement	Page 9 of 10
Safe Work Method Statement Title: SWMS: 017 WORKING AT HEIGHTS		

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 at working at heights.	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.	Training on specific scaffolding type and basics to be conducted for erection and use under 4.0 m high.
Appropriate Certificates of Competency will be required by personnel for particular operations working at height, e.g. scaffolding, lifting equipment (when applicable)	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.	Training in the use of specific plant. Inspection and maintenance of equipment to be conducted (where applicable) for the type of equipment / plant to be used.

Engineering Details / Certificates / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
<ul style="list-style-type: none"> Floor capacity sufficiently engineered to carry weight of elevated work platform/s. AS 1576 Scaffolding - General requirements AS 1891 Industrial fall arrest systems and devices AS 2626 Industrial Safety Belts and Harnesses AS/NZS 4836 – Safe working on or near low voltage electrical installations and equipment AS/NZS 3012:2010 Electrical Installations – Construction and Demolition Sites. 	<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 Code of Practice - Managing Electrical Risks in the Workplace Hazardous Manual Tasks Code of Practice 2011. Managing risks of Plant in the workplace Code of Practice 2013. Scaffolding Code of Practice 2009. <p>(remove any of the above that are not applicable for the task being undertaken)</p>
Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
<ul style="list-style-type: none"> Hazard Identification to be conducted for plant used e.g. Scissor lift, boom lift, cherry picker, cranes, swing-stages, crane work box. Ensure compatibility of components particularly for fall protection / restraint / arrest equipment. 	<ul style="list-style-type: none"> Cranes, Elevated Work Platform/s, Scaffolding in accordance with manufacturers recommendations Fall arrest / protection equipment must be checked prior to every use by a competent, trained person.

