

SWMS No 018	<div style="color: red; font-weight: bold; margin-bottom: 5px;">SJD Electrical</div> <b>Job Safety Analysis / Safe Work Method Statement</b>	Page 1 of 7
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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

<b>Safe Work Method Statement Title: SWMS: 018 WORKING IN CONFINED SPACE</b>	Date Created: <b>00/00/16</b>
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<b>Project Name:</b>	Person responsible for ensuring compliance with this SWMS:	Review Date: <b>00/00/17</b>
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<b>Project/Client:</b>	<b>Job No:</b>	<b>Authorised By:</b>	Revision No. <b>0</b>
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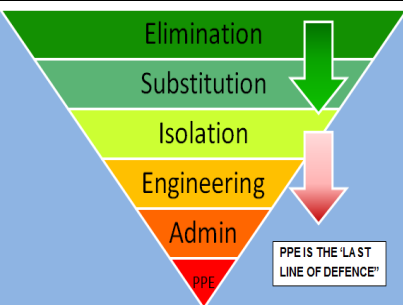
**Licences, Permits, Competencies Required: (tick items relevant to this task and site)**

<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, UNACCCEPTABLE	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 <b>As Low As Reasonably Practicable (ALARP)</b> 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 <b>ALARP</b> 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>
	<div style="display: flex; justify-content: space-between; align-items: center;"> <span>✓ app</span> <div style="flex-grow: 1; border-bottom: 1px solid black;"></div> </div>											
<b>Other PPE:</b>												

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>Equipment may be unsuitable</p> <p>Unable to perform a rescue</p>	D	4	H	<p>Carry out visual inspection and check equipment prior to use (including calibration check of all portable gas detectors), and set-up equipment ready for use</p> <p>Conduct challenge test of gas detector</p> <p>Visually inspect gas mask and harness</p> <p>Ensure sufficient grip on safety boots</p>	B	4	M	<p>Supervisor</p> <p>Work Crew</p>
		<p>Interactions with other trades working in the vicinity;</p> <p>- Inadvertently cause hazardous situation including trips, slips, falls</p>	D	3	M	<p>Ensure other workers are informed and aware of all other trades working in the area</p> <p>Communicate potential interactions during prestart</p> <p>Install barricading and signage to delineate work area if required</p>	B	3	M	<p>Supervisor</p> <p>Work Crew</p>

Job Task #	Job Step	Potential Health, Safety and Environmental Hazards	PROBABILITY	CONSEQUENCE	RATING	Control Measures	PROBABILITY	CONSEQUENCE	RATING	PERSON(S) RESPONSIBLE
		Unauthorized access to work area by other authorized personnel without correct PPE.	D	3	H	<p>Follow all site rules and procedures.</p> <p>Wear all mandatory PPE and task specific PPE.</p> <p>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.</p> <p>Site wide barricading to be installed to restrict access to unauthorized personnel.</p> <p>Signage to be visible around all site and at all access points.</p> <p>All visitors must report to site office before entering site.</p> <p>All visitors to be escorted by a site inducted personnel member.</p>	B	3	M	Supervisor Work crew
		<p>Poor ground conditions</p> <p>Uneven, loose, wet or soft ground at the work site.</p>	C	2	H	<p>Inspect path of travel for any obstructions and remove them.</p> <p>Daily site inspections prior to commencement of work activities and at the conclusion of each work day.</p> <p>Regular housekeeping inspections including regular walk rounds to be conducted to ensure a clean and tidy work area.</p>	B	2	M	Work crew
2	Work area preparation	<p>Personal injury -</p> <ul style="list-style-type: none"> <li>- Cuts, strains, abrasions, burns</li> <li>- Possible eye injury</li> <li>- Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes)</li> </ul>	C	3	H	<p>Authority and empowerment to <b>Stop the Job.</b></p> <p>Follow all site rules and procedures.</p> <p>Ensure correct manual handling techniques are followed.</p> <p>Wear all mandatory PPE and task specific PPE.</p> <p>Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations.</p> <p>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.</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>	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	Observe gas detector readings	High gas levels, unsafe oxygen levels, unsafe CO levels, unsafe H2S  Potentially explosive atmosphere, asphyxiation (exposure to toxic gas)  Injury or fatality	D	4	H	Use portable gas detector at all times  Ventilate confined space by opening lids, consider using forced extraction  Lower gas detection into space, as per confined space training  Do not enter confined space until safe atmosphere is observed  In an emergency situation, if the concentration of oxygen in the atmosphere is greater than 19.5% or the airborne contaminants that may cause impairment, loss of consciousness or asphyxiation cannot be reduced to below the relevant exposure standards, entry can only occur if all personnel who may enter the space are wearing flash suit, balaclava, gauntlets, gas mask	B	4	M	Work crew  Permit Holder
4	Set up tripod / davit arm in most suitable spigot location	Manual handling, slip, trip, falls  Back sprain and strain  Laceration / crash injury from handling tripod / davit arm	C	3	H	Warm up / stretch  Use a 2-person lift, if required  Use correct manual handling techniques  Use available lifting aids  Wear gloves if necessary  Plan lift and position hands to avoid pinch points	B	3	M	Work crew  Permit Holder
5	Remove fall arrest grates from beneath the Tripod / Davit Arm (if fitted)	Manual handling, slip, trip, falls  Back sprain and strain	C	3	H	Warm up / stretch  Use a 2-person lift, if required  Use correct manual handling techniques	B	3	M	Work crew  Permit Holder
6	Remove fall arrest grates from beneath the Tripod / Davit Arm	Falling from heights causing injury or death	D	4	H	Report uneven surfaces around edge of pits  Walk on designated walkways  Do not walk on pit lid structures  Keep site tidy and keep materials away from pit edge and entry / exit points  Set up pedestrian barriers and signage if required  Only remove the minimum number of FRP grates to maintain maximum fall prevention	B	4	M	Work crew  Permit Holder

Job Task #	Job Step	Potential Health, Safety and Environmental Hazards	PROBABILITY	CONSEQUENCE	RATING	Control Measures	PROBABILITY	CONSEQUENCE	RATING	PERSON(S) RESPONSIBLE
7	Working inside a confined space (one or more persons)	Potential change in atmosphere resulting in Unsafe levels of: - Natural Gas, Oxygen, CO, H2S - Asphyxiation, explosion	D	5	E	Stand-by person to remain outside the confined space at all times  Continuous air monitoring with personal gas detectors  Exit pit if gas detector alarm sounds  Persons in confined space to be tethered at all times if practicable. Second person may enter unattached for short period	B	5	H	Work crew  Supervisor  Permit Holder
		Falling from heights  Falling injuries / fatalities	D	5	E	Only remove the minimum number of grates to maintain maximum fall prevention  Persons entering confined space should have three points of contact while using the ladder  Tripod / Davit Arm is for emergency retrieval only it does not include a fall arrest device and should not be used as fall protection  Keep site tidy, keep any materials away from pit edges and entry / exit points	B	5	H	Work crew  Supervisor  Permit Holder
		Hit by falling object causing injury	D	3	H	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	B	3	M	Work crew  Supervisor  Permit Holder
8	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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<b>Safe Work Method Statement Title: SWMS: 018 WORKING IN CONFINED SPACE</b>		

Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities		Training Required to Complete Work
	Supervisor	All Personnel	
Personnel will need to be trained and <b>confident</b> at working in Confined Space.	Empower all personnel to <b>STOP the JOB</b> 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.	Confined Space and Gas Detection training are minimum requirements of all workers engaged in Confined Space works.
Appropriate Certificates of Competency will be required by personnel for particular working in Confined Space.	Ensure appropriate permits are in place for the task (if applicable).	Barricading to be used as appropriate to ensure no access to work area where confined space work is being undertaken.	<b>Training</b> 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"> <li>AS 2865 Safe working in a Confined Space</li> <li>AS 1891 Industrial fall arrest systems and devices</li> <li>AS 2626 Industrial Safety Belts and Harnesses</li> <li>AS/NZS 4836 Safe working on or near low voltage electrical installations and equipment</li> </ul>	<ul style="list-style-type: none"> <li>Work Health and Safety Act and Regulations 2011</li> <li>Electrical Safety Act 2002 and Electrical Safety Regulation 2013</li> <li>Hazardous Manual Tasks Code of Practice 2011</li> <li>Managing risks of Plant in the workplace Code of Practice 2013</li> <li>Electrical Safety Code of Practice – Managing Electrical Risks in the Workplace 2013</li> <li>Confined Space Code of Practice 2011</li> </ul>
Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
<ul style="list-style-type: none"> <li>Tripod / Davit Arm</li> </ul>	<ul style="list-style-type: none"> <li>Ensure all rescue equipment has been check</li> <li>Ensure gas detectors have been calibrated and bump tested</li> <li>Fall arrest / protection equipment must be checked prior to every use by a competent, trained person.</li> </ul>

