



CONNECTED BUILDINGS

Safe Work Method Statement (SWMS)

Project Address:	TBA
Revision:	2
Date Revised:	3/11/17
Revised By:	Guy Richards – Managing Director

GCR Management Pty Ltd t/a Connected Buildings

ABN: 34 617 897 122

143a Beattie Street

Balmain NSW 2041


Ph: 1300 800 858

admin@connectedbuildings.com.au



Safe Work Method Statement: Lift Emergency Phone – Auto-Dialler Installation

Below is a Safe Work Method Statement for the Installation of Lift Emergency Phone Auto-Dialler at **INSERT ADDRESS**. Some specific details may differ on a job-by-job basis, and the site supervisor shall determine the correct course of action for the specific situation, or seek opinion from the Consultant as to the correct action to take.

SAFE WORK METHOD STATEMENT (SWMS) Installation of INSERT LIFT DETAILS Project Address: INSERT ADDRESS			
SWMS No:	1	Revision No:	2
SWMS developed in consultation with:	Lauren Jones – Improve Consulting	Date:	3/11/16 – Reviewed as required or 3/11/18
Job No:			
All Employees & Contractors to Connected Buildings follow this SWMS when carrying out the nominated works.			
Company Name:	GCR Management Pty Ltd t/a Connected Buildings	This SWMS has been authorised by:	
ABN:	34 617 897 122	Name:	Guy Richards
Address:	143a Beattie Street Balmain NSW 2041	Position:	Project Manager
High Risk Construction Work:	Working at Heights Over 2 metres Working on/or near energized electrical Installations	Date:	06/07/2017
		Phone:	1300 800 858
		Signature:	
Description of Work Activity:	Installation of auto-dialler into lift car		
Site Address:	TBA		
This SWMS was reviewed by (Client):		Person Responsible for WHS on site: Guy Richards	
Company:		Company:	GCR Management Pty Ltd
Name:		Name:	Guy Richards
Date:		Date:	
Position:		Position:	Project Manager
Phone:		Phone:	0424 669 113
Signature:		Signature:	
Minimum PPE:	Safety Boots, Safety Glasses or Googles, Long Sleeved Shirt, Long Pants, Gloves	Maintenance Check including Testing & Tagging	Rigging & Lifting Equipment Harnesses & Height Safety Equipment Electrical Tools & Equipment, Plant etc



RISK MATRIX

		CONSEQUENCE				
		Disaster	Very Serious	Serious	Substantial	Minor
LIKELIHOOD	Almost Certain	1	1	1	2	2
	Likely	1	1	2	2	2
	Possible	1	2	2	2	3
	Remotely Possible	2	2	2	3	3
	Practically Impossible	2	3	3	3	3

Consequence	Definition	Likelihood	Definition
Disaster	Could cause Death or Permanent Disablement or extensive damage to structures/equipment or the environment.	Almost Certain	Will almost certainly occur
Very Serious	Could cause Severe injury, temporary disablement (Lost Time Injury), occupational illness or major damage to structures/equipment or environment.	Likely	Will probably occur
Serious	Could cause Serious Injury (Medically Treated Injury), Occupational Illness or serious damage to structures/equipment or environment.	Possible	Might occur at some time
Substantial	Could cause Minor injury (First Aid Injury) or Occupational Illness or some damage to structures/equipment or environment.	Remotely Possible	Unlikely to occur but has been known to occur
Minor	Should not result in injury, occupational illness, structural, equipment or environmental damage.	Practically Impossible	No known occurrences but occurrence is conceivable

REFERENCE CODES

Work Health & Safety Act 2011, Work Health & Safety Reg 2011, National Codes of Practice, (QLD) Electrical Safety Act, (VIC) Manual Handling Code of Practice, AS 1891.4, Industrial fall arrest systems and devices, AS/NZS 4431:1996 Guidelines for safe working on new lift installations in new constructions, National code of practice for prevention of falls from height in construction 2004, AS/NZS 1735 General requirements (EN81 1-2), NOHSC Hazardous Substances code of practice.

TRAINING & SKILLS REQUIRED

Connected Buildings Induction competency is based on Trade/Industry experience & training, specific competencies are based on approved certification, risk and hazard assessment & safe work practices training. Job Specific Induction & Construction General Induction Certification. Manual Handling & Height Safety.



SAFE WORK METHOD STATEMENT (SWMS) CONNECTED BUILDINGS	
ISSUE DATE:	
CLIENT:	
INSTALLATION DETAILS:	
PROJECT ADDRESS:	

Class/Ranking	Description/Requirements
1	H (1) High Level of Harm Will require detailed pre-planning Actions will be recorded on safe work method statement
2	M (2) Medium Level of Harm Will require operational planning Actions will be recorded on safe work method statement
3	L (3) Low Level of Harm Will require localized control measures
HIERARCHY OF CONTROL:	
Once a hazard has been identified and assessed, the hazard must be controlled (removed or minimized). For each hazard determine a control using the following hierarchy starting from 1 through to 5 until a control can be achieved.	
1. Remove the hazard completely (Elimination)	E.g Through a design change
2. Separate people from the hazard (Isolation)	E.g Use effective barriers and edge protection
3. Use an engineered control	E.g Use a machine to lift heavy objects E.g Use scaffolding rather than ladders to reduce the risk of falls
4. Change work practices	E.g Training in lifting techniques E.g Tagging procedures
5. Provide Personal Protection Equipment (PPE)	E.g Hearing and eye protection

I am aware of the hazards identified in each of the SWMS listed above and understand the controls and responsibilities.									
Name		Signature		Date		Name		Signature	Date
Name		Signature		Date		Name		Signature	Date
Name		Signature		Date		Name		Signature	Date



SAFE WORK METHOD STATEMENT (SWMS) CONNECTED BUILDINGS	
ISSUE DATE:	
CLIENT:	
INSTALLATION DETAILS:	
PROJECT ADDRESS:	

Work Activity/Task:		Pre Start on Site				
Item	Job Step	Potential Hazard	Risk	Controls	Controlled Risk	Responsible
1	Pre- Start Site Visit	<ul style="list-style-type: none"> General Site Hazards 	<ul style="list-style-type: none"> 1 	<ul style="list-style-type: none"> Write down site specific hazards on the site Hazard Register and complete a Risk Assessment of each Hazard Develop a Site Emergency Procedure in conjunction with the Client 	<ul style="list-style-type: none"> 3 	<ul style="list-style-type: none"> Project Manager Supervisors Client
2	Check Site for Hazards	<ul style="list-style-type: none"> General Site Hazards are to be checked for and rectified or/and noted 	<ul style="list-style-type: none"> 1 	<ul style="list-style-type: none"> Entrance Guards in place Lift Shaft Penetrations covered Site cleanliness, including entrance guards, storage area, stairs etc Machinery and plant working or moving around site. Forklifts, Scissor lifts, Cranes, Skid loaders, Boom lifts, Vehicles, Trucks etc Water in pits, coming through building and on the ground Fumes from Chemicals Noise from site works Dust Temperature Extremes Site power is dedicated for lifts and protected by an RCD. Lighting including emergency egress meets the standards, minimum of 20 lux Emergency exits are marked 	<ul style="list-style-type: none"> 3 	<ul style="list-style-type: none"> Project Manager Supervisors Client

I am aware of the hazards identified in each of the SWMS listed above and understand the controls and responsibilities.

Name		Signature		Date		Name		Signature		Date	
Name		Signature		Date		Name		Signature		Date	
Name		Signature		Date		Name		Signature		Date	



Work Activity/Task:		Start on Site											
Item	Job Step	Potential Hazard	Risk	Controls				Controlled Risk	Responsible				
3	Start on site, First Day. Inductions and SWMS	General Site Hazards	1	<p>Complete Client Site Induction</p> <p>Complete Connected Buildings Site Induction with installers, including:</p> <ul style="list-style-type: none"> • Go through Site Specific Hazards. • Go through the "Site Emergency Procedure" • Sign off of Roles and Responsibilities. <input type="checkbox"/> • Fill out PPE register. <input type="checkbox"/> • Fill out Training Register, checking High Risk Work Licences, Electrical Licences, Working at Heights training etc <input type="checkbox"/> <p>All electrical equipment to be checked before use and tested and tagged within last 3 months (last month in NSW) or as per the Client or Site requirements:</p> <ul style="list-style-type: none"> - Fill out a Plant and Equipment Register, checking required servicing and testing is complete. - Fill out Lifting Equipment Register, checking all equipment has been tested and tagged within the last 12 months. - Give Special Attention to Young & Inexperienced Workers on site. Their tasks and supervision should match their skill level. - Check MSDS sheets are correct and in date for Chemicals on site. - Check SWMS are available and ensure all know to read and sign before starting tasks. <p>Complete a Site Safety Inspection.</p>				3	Project Managers	Contractor Supervisors	Installers	Electricians	Client
<p>I am aware of the hazards identified in each of the SWMS listed above and understand the controls and responsibilities.</p>													
Name		Signature		Date		Name		Signature		Date			
Name		Signature		Date		Name		Signature		Date			
Name		Signature		Date		Name		Signature		Date			



Work Activity/Task:		Prepare site for works				
Item	Job Step	Potential Hazard	Risk	Controls	Controlled Risk	Responsible
4	Check entrance guards are in place	Falling from heights	1	Check entrance guards are locked from outside Fit temporary barriers if required while fitting entrance guard Wear fall protection harness if required	3	Installers
5	Prepare the lift car roof for working on.	Fall from lift car	1	Guard rail must be installed Guard rail around the lift car must be at least 900mm high and have a mid rail and 150mm kick board	3	Installers
		Tripping on obstacles on roof top	1	Keep roof top area clean and tidy, ensuring all holes are covered over.	3	
		Falls tools & equipment	1	Ensure equipment/tools are neatly located on working platform	3	
6	Enter the pit/shaft	Fall from height	1	Ensure compliant ladder is correctly fitted Use a platform ladder or scaffold to work off Ensure lighting is adequate Use fall protection for entering pits deeper than 2 metres Use temporary barricades in front of open entrances Enter from pit door if there is one	3	Installers
		Trips/Slips	1	Ensure pit is clean and dry Check for oil spills and clean if necessary Ensure emergency light is installed in the pit	3	
		Falling equipment	1	Ensure no one is working above you Ensure all shaft penetrations are covered	3	

I am aware of the hazards identified in each of the SWMS listed above and understand the controls and responsibilities.

Name	Signature	Date	Name	Signature	Date
Name	Signature	Date	Name	Signature	Date
Name	Signature	Date	Name	Signature	Date



Work Activity/Task:		Wire Shaft, Pit, & Car				
Item	Job Step	Potential Hazard	Risk	Controls	Controlled Risk	Responsible
7	Complete the shaft, pit, & car wiring	Muscular Injuries	1	Use team lifting and correct lifting techniques whilst maintaining correct posture	3	Electricians
		Crushing caused by failure of the lift car	1	Before moving the car each day carry out necessary inspection as per procedures including ensuring the car safety gear works. Fit and check that the Governor early trip plate is fitted to the Governor and that it works Do not overload the lift ca	3	
		Sprains & Puncture wounds from Drills	2	Drill must be fitted with front handle Hold impact drill with a hand on each handle Unplug impact drill from socket before changing or working on drill bit.	3	
		Electric Shock/Electrocution	1	All electrical equipment to be checked before use and tested and tagged within 1 month or as per Client or Site requirements Leads are to be hung on insulated hooks/stands above the floor	3	

I am aware of the hazards identified in each of the SWMS listed above and understand the controls and responsibilities.

Name	Signature	Date	Name	Signature	Date
Name	Signature	Date	Name	Signature	Date
Name	Signature	Date	Name	Signature	Date