



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

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Balmain NSW 2041


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Safe Work Method Statement: Lift Emergency Phone – Mobile Gateway Installation

Below is a Safe Work Method Statement for the Installation of Lift Emergency Phone Mobile Gateway 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 on/or near energized electrical Installations	Date:	06/07/2017
		Phone:	1300 800 858
		Signature:	
Description of Work Activity:	Installation of Mobile Gateway		
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	Maintenance Check including Testing & Tagging	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	General Site Hazards	1	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	3	Project Manager Contractor Supervisor Client
2	Check Site for Hazards	General Site Hazards are to be checked for and rectified or/and noted	1	Knowledge of key locations and cable pathways Site cleanliness, including scraps and offcuts around site Noise from site works Dust Temperature Extremes Site power is available and protected by an RCD. Lighting including emergency egress meets the standards, minimum of 20 lux Emergency exits are marked	3	Project Manager Contractor Supervisor
I am aware of the hazards identified in each of the SWMS listed above and understand the controls and responsibilities.						
Name		Signature		Date		Name
Name		Signature		Date		Name
Name		Signature		Date		Name



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 <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"> - Give special attention to young & inexperienced Workers on site. Their tasks and supervision should match their skill level. - Check SWMS are available and ensure all know to read and sign before starting tasks. <p>Complete a Site Safety Inspection.</p>	3	<p>Project Managers</p> <p>Contractor Supervisor</p> <p>Installer</p> <p>Electrician</p> <p>Client</p>

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	
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Work Activity/Task:		Prepare for Site Works				
Item	Job Step	Potential Hazard	Risk	Controls	Controlled Risk	Responsible
4	Entry to site	Unknown site hazards and conditions	1	Site induction & familiarisation of site conditions	3	Project Manager Installer
5	Select tools, test equipment and PPE	Cuts, abrasions and shocks	1	Well maintained, suitably rated, checked & tested Rated for the application and calibrated (if applicable) Used properly	3	Installer
6	Use of portable electric tools to open Connection Box and Main Distribution Frame (MDF)	Electric shock	1	Use only correctly tagged equipment Inspect portable electrical equipment before each use to determine it is in a safe condition	3	Installer
7	Site Set Up for public space manhole, pits, or other work zone	Skin Penetration and Pedestrian trip hazard	1	-All work areas shall be kept free of debris and other contaminants -Washing of hands both before entering and after leaving the work area shall be mandated for all persons working on the site. -All open pits and manholes to be adequately guarded. -Barricade to ensure work site is segregated from general public access. (Tools/lids outside of area to be appropriately compounded) -Traffic management plan implemented which establishes detours for pedestrians, animals and vehicular traffic around work area (Provide pedestrian signage when required)	3	Project Manager Installer
I am aware of the hazards identified in each of the SWMS listed above and understand the controls and responsibilities.						
Name		Signature		Date		Name
Name		Signature		Date		Name
Name		Signature		Date		Name



Work Activity/Task:		Site Work - Identify, Trace, Install								
Item	Job Step	Potential Hazard	Risk	Controls	Controlled Risk	Responsible				
8	Identifying existing service and Trace Service, Jumpering Cable,	Cuts	2	Use appropriate tools and PPE when handling cables and cutting cables to correct length	3	Installers				
		Inclement Weather	1	Ensure you have appropriate PPE for inclement weather when at exchange point as it may be out in the open	3					
9	Entry in ceiling spaces for inspection	Falls from ladders Falls through ceiling panels Cramped conditions Working within suspended ceilings High temperatures Low lighting levels	1	Use ladders that allow safe entry to ceiling spaces Identify ceiling joists and footholds Provide sufficient temporary lighting Provide crawl boards and knee pads, if appropriate Consider the needs for working in cramped conditions Have a method of checking the welfare of lone workers if in ceiling spaces - ie mobile phone	3	Installer Project Manager				
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