

SAFE WORK METHOD STATEMENT

Security Unwired



ABN 45363794161

Job No. 1196		SWMS Issue Date:	08.07.2019	Prepared by :	Julian Miller	Version:	BLS-675-2017
Principal Contractor :	Example Co. Pty Ltd						
Project:	Example						
Work / Location :	Level 7 Example St Surry Hills NSW						
Date Operational From :	TBA						
Project Manager :	Mr Example						

Permit/s Required	<input type="checkbox"/> Confined Space <input type="checkbox"/> Live Electrical <input type="checkbox"/> Excavation <input type="checkbox"/> Hot Work <input type="checkbox"/> Radiation <input type="checkbox"/> Penetration of Walls and Structures <input type="checkbox"/> Other (detail)															
Plant and equipment used on site and details of inspection and maintenance checks carried out on the equipment	<p>X Hand tools – visual inspection before use</p> <p>X A – Frame Ladders (non-conductive) – inspect styles, rungs, feet and bracings before use. Ladder use is to be kept to a minimum</p> <p>X Ramset - Check the functioning of the tool, without a powder load or fastener, by pushing down against the work surface, compressing the back end of tool, pulling the trigger and releasing the tool from the work surface. Repeat this several times to insure tool is operating properly.</p> <p><input type="checkbox"/> Residual Current Devices – check before each use</p> <p><input type="checkbox"/> Insulation resistance tester – Visual inspect before use. Calibration</p> <p>X Electrical tools – visual inspection, tag leads current</p> <p>X Extension leads – tag leads current</p> <p>X Measuring devices (e.g. tape measures -note: only non-conductive type to be used) – visual inspection only required</p> <p><input type="checkbox"/> Multimeters – visual inspect before use. Verify before using on 240v (e.g. by measuring known 240v source).</p>															
PPE that may be required (as defined within the control measures)	<table style="width: 100%; border: none;"> <tr> <td style="width: 25%;"><input checked="" type="checkbox"/> Lace up leather steel capped safety boots</td> <td style="width: 25%;"><input checked="" type="checkbox"/> Safety Glasses</td> <td style="width: 25%;"><input checked="" type="checkbox"/> Hard Hat with chin strap</td> <td style="width: 25%;"><input checked="" type="checkbox"/> Hearing Protection</td> </tr> <tr> <td><input type="checkbox"/> Gloves</td> <td><input checked="" type="checkbox"/> Hi Vis Vest</td> <td><input type="checkbox"/> Sun Screen</td> <td><input checked="" type="checkbox"/> First Aid Kit</td> </tr> <tr> <td><input type="checkbox"/> Soap / Hand Cleaner</td> <td><input checked="" type="checkbox"/> Water</td> <td></td> <td></td> </tr> </table>				<input checked="" type="checkbox"/> Lace up leather steel capped safety boots	<input checked="" type="checkbox"/> Safety Glasses	<input checked="" type="checkbox"/> Hard Hat with chin strap	<input checked="" type="checkbox"/> Hearing Protection	<input type="checkbox"/> Gloves	<input checked="" type="checkbox"/> Hi Vis Vest	<input type="checkbox"/> Sun Screen	<input checked="" type="checkbox"/> First Aid Kit	<input type="checkbox"/> Soap / Hand Cleaner	<input checked="" type="checkbox"/> Water		
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Hazardous Substances (MSDS attached)	N/A
Hazardous Substances Control	Should any of the above hazardous substances be required to be used during the works, MSDS must be read and understood with all precautionary / hazard control measures and PPE requirements put into place.
Fire/Emergency Equipment Requirements	<input type="checkbox"/> Fire Extinguisher
Specific Site Requirements	<input type="checkbox"/> A Frame Platform Ladders only

Note: The control measures implemented in this JSEA/SWMS must be continuously checked to ensure that they are effectively managing the risks associated with the job or task. If measures are found to be insufficient, they must be immediately reviewed and updated to reflect the most effective controls.

Prestart Preparation and Site Inspection Checklist (please mark as checked or N/A)			
Authority has been given to proceed with works		Location of nearest first aid kit is known	Safety equipment check
Others in the area are aware of the works		Location of fire extinguishers known	Test equipment check
Hot Work Permit completed		Emergency exit routes known, clear and well lit	Hand tools (and power tools) check
Confined spaces certification required		Barricades and signage are in-place	Ladders check
Precautions for working near water are in place		Alarm and/or detection isolations completed	Electrical leads and tools tagged, connected to RCD
Necessary Material Safety Data Sheets (MSDS) are on site and chemicals labeled and stored correctly		Scaffolding or platforms secure and clear, edge protection in place.	Weather, wet, sun, wind, temp., dust, noise Excessive hot or cold
Lockout kit and Danger Tags		Work area adequately ventilated and well lit	Relevant legislation, codes, standards and client spec
Documentation and information available		Work area and access clear, tidy and dry	PCBs or Asbestos, SMFs, etc materials
Work near live exposed conductors, cabling or equipment		Those doing the work are inducted	Clean-up and rubbish disposal plan

Any Additional Hazards not covered within these SWMS (please use additional sheets if required)

Job Task	Identified Hazards	Risk Class	Control Measures

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High Risk Construction Work Involved	
<input type="checkbox"/> risk of a person falling more than 2 metres	<input type="checkbox"/> on or near pressurised gas distribution mains or piping
<input type="checkbox"/> on a telecommunication tower	<input type="checkbox"/> demolition of an element of a structure that is load-bearing
<input type="checkbox"/> on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> on or near energised electrical installations or services
<input type="checkbox"/> involves, or is likely to involve, the disturbance of asbestos	<input type="checkbox"/> In an area that may have a contaminated or flammable atmosphere
<input type="checkbox"/> structural alterations or repairs that require temporary support to prevent collapse	<input type="checkbox"/> tilt-up or precast concrete
<input type="checkbox"/> a confined space	<input type="checkbox"/> on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic
<input type="checkbox"/> shaft or trench with an excavated depth greater than 1.5	<input type="checkbox"/> carried out at a workplace in which there is any movement of powered mobile plant
<input type="checkbox"/> a tunnel	<input type="checkbox"/> artificial extremes of temperature
<input type="checkbox"/> use of explosives	<input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning; or involves diving.

Example	White Card, First Aid, EWP, Security License, SCEC indorsed, Certified Security Technician, Cert in Locksmithing T3, WOR, Level 23 ALS
Example	White Card, EWP, Security License, Certified Security Technician, Cert in Locksmithing T3, WOR, Level 23 ALS, CD Master
Example	White Card, Security license, cabling license
Example	White Card, Security license, cabling license
Example	White Card, Security license, cabling license
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Specific Safety Legislation/Codes of Practice/Australian Standards Applicable to this SWMS			
Workplace Health & Safety Act 2011, Workplace Health & Safety Regulations 2011			
	Abrasive blasting: 2014	✓	How to manage work health and safety risks: 2012
	Confined spaces: 2012		How to safely remove asbestos: 2014
✓	Construction work: 2014		Induction for construction work
	Demolition work: 2014		Labelling of workplace hazardous chemicals: 2012
	Excavation work: 2014		Managing electrical risks in the workplace: 2014
	First aid in the workplace 2014	✓	Managing noise and preventing hearing loss at work: 2012
✓	Hazardous manual tasks 2012	✓	Managing risks of hazardous chemicals in the workplace: 2014
	How to manage and control asbestos in the workplace 2012	✓	Managing the risk of falls at workplaces: 2012
			✓
			Managing the risks of plant in the workplace: 2014
			Managing the work environment and facilities: 2014
			Preventing falls in housing construction: 2014
			Preparation of safety data sheets for hazardous chemicals: 2012
			Safe design of structures: 2014
			Spray painting and powder coating: 2014
			Welding processes: 2014
			Work health & safety consultation, cooperation and coordination: 2012
Guides (✓)			
	Erecting, altering and dismantling scaffolding Part 1		Erecting, altering and dismantling scaffolding Part 2
Australian Standards (✓)			
	AS/NZS 1891.1:2007 Industrial fall-arrest systems - Harnesses and ancillary equipment		AS 1359.101 Part 101: Rating and performance
✓	AS 2397:1993 Safe use of lasers in the building and construction Industry		AS 1666.2 Part 2: Care and use
✓	AS/NZS 3012:2010 Electrical installations - Construction and demolition sites		AS 2549 Cranes (including hoists and winches)—Glossary of terms
	AS NZS 1418.4-2004 Cranes, Hoists And Winches - Tower Cranes		AS 2550 Cranes — Safe use
	AS 1359 Rotating electrical machines — General requirements		AS 2550.4 Part 4: Tower cranes
			AS/NZS 1170 Structural design actions
			AS/NZS 1170.2 Part 2: Wind actions
			AS/NZS 1891.1:2007 Industrial fall-arrest systems - Harnesses and ancillary equipment
			Safe Working in a Confined Space – AS2865-1995 1994
National Codes of Practice(✓)			
	Code for Management and Control of Asbestos in the Workplace 2005		National Code of Practice for the Prevention of Occupational Overuse Syndrome [NOHSC:2013(1994)] 2013
	Code of Practice for the Control of Scheduled Carcinogenic Substances 1995		National Code of Practice for the Safe Handling of Timber Preservatives and Treated Timber 1989
	Induction for Construction Work 2007		National Code of Practice for the Safe Use of Synthetic Mineral Fibres 1990
	National Code of Practice for the Control and Safe Use of Inorganic Lead at Work 1994		National Exposure Standards for Atmospheric Contaminants in the Occupational Environment 1995
	National Code of Practice for the Control of Workplace Hazardous Substances 1994		National Occupational Health & Safety Certification Standard for Users and Operators of Industrial Equipment – 3rd Edition 2001
	National Code of Practice for the Storage and Handling of Dangerous Goods 2001	✓	National Standard for Construction Work 2005
	National Code of Practice for Noise Management and Protection of Hearing at Work - 3rd Edition 2004		National Standard for Licensing Persons Performing High Risk Work 2006
	National Code of Practice for the Prevention of Musculoskeletal Disorders Caused From Performing Manual Tasks 2007		National Standard for Plant 1994

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Emergency Contact List:

Name	Position	Contact Number/s
Example	Site Manager –	0405 123 456
Example	Operations Manager –	0405 123 456
Example	Installation Manager –	0405 123 456
Example	Accounts Manager –	0405 123 456

JSEA / SWMS Authorization

Person creating SWMS:

Name: Julian Miller

Date: 6/06/2019

Sign: _____ Date: _____



Person Approving SWMS

Description of work activities:

Supply of labour, materials and equipment to .

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JSEA / SWMS Title: <i>Site Setup and General Hazards</i>	Job No:	JSEA/SWMS No: ETS 2154	Version: 1
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Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets		New Risk Rating (severity x probability = rating)	Responsible Person (Person Performing Task)
Site Conditions / Setup							
1	Work Planning and Organisation	Excessive work demands, long hours, bullying and; Violence – staff, customers: • Risk of physical harm, stress	Medium (10)	Plan work hours and minimise excessive overtime as per fatigue management procedure	1	Low (6)	Management, Supervisors and Task Technicians
				All harassing behaviour is unacceptable and is to be reported to Management	1		
				Employee assistance program is in place	2		
		Working alone – lack of assistance in emergency: • Risk of major injury – no assistance	Medium (10)	“High-risk” operations not to be carried out by lone workers	1	Low (6)	Task Technicians
				Designate work and storage area outside of hazardous area	3		
				Follow lone worker procedures	5		
3	Site Access	Persons unfamiliar with location of work site: • Risk of stress; • Risk of equipment damage.	High (18)	Ensure all personnel know address of worksite.	1	Low (4)	Task Technicians and Client
				Ensure all personnel know location of direct work area	1		
		Persons not aware of safe access pathways: • Risk of slips, trips and falls; • Risk of explosive environment; • Risk of bodily harm • Risk of a security breach.	High (18)	Customer to provide a Zoning Map identifying hazardous areas	1	Medium (11)	Task Technicians and Client
				Customer to provide a map of safe paths to access work areas and emergency / evacuation muster point	1		
				Emergency phone numbers to be listed and hand over to all work party members	5		
				Site induction required for all workers	5		
4	Arrival at Client Premises	Client unaware of technicians on site: • Risk of unknown emergency & evacuation requirements; • Risk of unknown client safety procedures	High (21)	Advise client of technician attending the site	1	Medium (8)	Task Technicians, Supervisors and Client
				Sign in & out within site attendance logbook as required by Client	1		
				Perform Client Inductions as requested	5		

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	Arrival at Client Premises (Continued)	Technicians unaware of site requirements & permits: • Risk of a security breach; • Risk of unknown client safety procedures.	HIGH (21)	Familiarise self with site and location specific hazards and emergency procedures	1	Medium (8)	Task Technicians and Client
Obtain / complete all required paperwork – e.g. Site Permits, WPC authorisations, including pre-start /Take 5 task assessments				1			
Observe site fire escapes exits, fire extinguisher locations, assembly locations as well as following site specific site HSE measures as inducted into or directed by Client				5			
5	Unload & deliver to site Equipment & Instruments	Manual handling, lifting, carrying, pushing pulling: • Risk of crushing, fractures, bruising • Risk of strains, sprains, repetitive injuries	Medium (13)	Provide and use mechanical aids where ever possible to minimise manual handling	1	Low (6)	Task Technicians
				Apply safe lifting practices - share heavy loads with others	2		
				Provide operator training in safe handling, lifting, carrying techniques	5		
		Trips, slips, falls: • Risk of cuts, bruises, fractures, puncture wounds	Medium (13)	Ensure clear access route	1	Low (6)	Task Technicians
				Ensure permanent lighting is operational	4		
				Provide portable lighting where required	4		
6	Carry Tools and materials to work site	Incorrect manual handling due to overstrain, overstretch: • Risk of personal injury - Muscular skeletal	Medium (10)	Use mechanical lifting devices such as trolleys	1	Low (6)	Task Technicians
				Use two man lift where practical for items over 15Kg	2		
				Do not attempt to carry too many items, use multiple trips if required.	1		
				When carrying leads, leads must be within a tool bag, coiled or on a roll and not dragging	1		
7	Survey work site/task area	Cold / Hot Works: • Risk of fire • Risk of personal injury through burns	High (17)	Complete cold /hot work permit & initiate controls as identified/required	1	Medium (12)	Task Technicians
				Provide and use PPE – gloves to the correct rating as a minimum	6		
		Survey work:	High (17)	Technicians must have with them at all	6	Medium	Task

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		<ul style="list-style-type: none"> Risk of hand injuries 		times appropriate work gloves for task to be completed (refer to attached glove selection table) and safety glasses		(7)	Technicians
		Opening of electrical covers and live electrical situations: <ul style="list-style-type: none"> Risk of death, serious injury or illness 	Very High (23)	No live works (except fault finding covered by a hazard and risk assessment & safe work procedure) is to be undertaken	1 5	Medium (11)	Task Technicians
8	Security	No security measures in place to protect equipment: <ul style="list-style-type: none"> Risk of loss of tools and equipment 	Low (6)	Secure all tools and materials in locked vehicles, or secure store rooms out of view of the public Never leave an unlocked vehicle unattended Never leave tools or materials unattended in public areas Remove keys from plant and secure when not in use.	1 2 2 1	Low (3)	Task Technicians
9	Additional site specific hazards	Personnel unaware of specific site hazards: <ul style="list-style-type: none"> Risk of personal injury 	Medium (13)	All personnel are to be inducted on site and site specific hazards to be discussed and documented in the additional columns. Refer to the site hazard register Complete JSEA for each new task to identify site specific hazards not covered within this SWMS. Implement controls to hazards as identified Complete Pre-Work's hazard and risk assessment form - Take 5. Implement controls to hazards as identified	1 1 5 5	Low (6)	Task Technicians
		Impact with moving vehicles / plant, client personnel or the general public <ul style="list-style-type: none"> Risk of personal injury Risk of property damage 	Medium (13)	Install traffic management devices (barriers, signage) cones/bollards must be a minimum of 700mm tall & partially wrapped in Class 1 reflective material (band) Complete Pre-Work's hazard and risk assessment form - Take 5. Implement controls to hazards as identified	1 5	Low (6)	Task Technicians

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	Working in Public Places	Pedestrians movement around construction sites Struck by passing traffic and vehicles accessing or exiting to/from works site	H17	<ul style="list-style-type: none"> • Provide suitable crossings and pathways as per AS1742.3. • Fence-off and/or cover excavations on/near pathways. • Provide safety barriers and impact zones. • Provide water-filled barriers or plastic mesh as containment fences • Provide pedestrian direction signs. • Provide for the impaired • Reduce traffic speed near crossings or pathways where safe sight distances and clearances to traffic cannot be maintained • Develop a Pedestrian Movement Plan (PMP) for workers and public 	4	M8	Task Technicians Supervisor and Safety Advisor.

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10	PPE requirements	Damaged, inoperable or inadequate PPE: • Risk of death, serious injury or illness	High 21	All Technicians shall wear/or have available as a minimum the following PPE: <ul style="list-style-type: none"> • Safety glasses • Ankle length safety boots • Short sleeve ETS shirt or as required in some areas high viz shirt buttoned at the wrist • Long trousers • P2 dust mask as required/assessed for dust environment or dust task at hand • Hearing protection as required/assessed by noise in works area or task • LV gloves for fault finding and isolation works whilst circuitry is energised • Other PPE as required by MSDS's for products/chemicals used • Where climate conditions are hot/humid, ensure you have plenty of drinking water and take regular rest breaks. 	6	Medium (12)	Task Technicians
				Clean & inspect all PPE prior to use	5		
Site Cleanup							
11	Clean up site.	Injury from trip on discarded materials or waste	Medium (13)	Maintain site housekeeping standards. Dispose of waste as soon as practical.	1	Low (4)	Task Technicians
		Finger and hand injuries.	Medium (13)	Wear gloves PPE when handling waste materials.	6	Low (4)	Task Technicians
		Manual handling	Medium (13)	Adopt correct Manual Handling Techniques. Use material handling equipment or team lift. Call for assistance if required	1	Low (4)	Task Technicians
		Damage to fire rated walls	Medium (8)	Ensure that penetrated fire rated walls shall be sealed to the same rating as the original structure	1	Low (4)	Task Technicians

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JSEA / SWMS Title: <i>In Wall & Ceiling Conduit Installation</i>	Job No:	JSEA/SWMS No: ETS 2154	Version: 1
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Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets	New Risk Rating (severity x probability = rating)	Responsible Person (Person Performing Task)
1	Check walls, cavities and ceilings for other services and confirm location of any water pipes, gas lines or power or telephone cables	<ul style="list-style-type: none"> • Tripping • Manual handling • Falls • Electric shock • Hand injuries 	Medium (8)	<ul style="list-style-type: none"> • Use appropriate PPE to protect skin (long sleeve shirt, long pants, safety footwear) • Ensure area is clear • Use ladders in accordance with Safe Work Method • Use fall protection as appropriate 	5 6	Low (4) Task Technicians
2	Check layout and mark out	<ul style="list-style-type: none"> • Tripping • Exposed Nails 	Medium (8)	<ul style="list-style-type: none"> • Use appropriate PPE to protect skin (long sleeve shirt, long pants) • Ensure area is clear • Ensure location of other services is confirmed and appropriate access permits obtained 	5 6	Low (4) Task Technicians
3	Fit equipment as required	<ul style="list-style-type: none"> • Tripping • Manual handling • Fire and explosion • Electrical installations, apparatus and equipment: Electrocution or electric shock by contacting energised wires • Dust and debris circulation • Debris and noise from drilling 	Medium (8)	<ul style="list-style-type: none"> • Use appropriate PPE to protect skin (long sleeve shirt, long pants) • Ensure area is clear • De-energise: Arrange to have power disconnected from installations, apparatus and equipment • Exclude all non-essential personnel & equip • Erect effective system of warning signs • Securely lock up (quarantine), or remove from site, any defective tools or ones not inspected • Residual current devices in all circuits • Ascertain if any equipment needs to be earthed (earth stake) & how it should be done • Ensure location of other services is confirmed and appropriate access permits obtained • Use minimum drilling speed consistent with effective work. Use goggles for eye protection, suitable respirator and hearing protection. • Ensure drill bits' area sharp • Use ladders in accordance with Safe Work Methods • Use minimum drilling speed consistent with effective work. Use appropriate respirators, eye and hearing protection • Keep drill bits' sharp • Use ladder or platform appropriately. 	2 3 4 5 6	Low (4) Task Technicians Supervisor and Safety Advisor.

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4	Terminate cables into equipment	<ul style="list-style-type: none"> • Struck by falling objects Falling • Manual handling • Electric shock 	Medium (8)	<ul style="list-style-type: none"> • Use appropriate PPE to protect skin (long sleeve shirt, long pants) • Ensure area is clear and barricaded from general public or others working • Use suitable insulating material 	4 5 6	Low (4) Task Technicians
5	Confirm equipment is secure and installed to specification	<ul style="list-style-type: none"> • Falling 	Medium (8)	<ul style="list-style-type: none"> • Use appropriate PPE to protect skin (long sleeve shirt, long pants, suitable gloves) • Ensure area is clear and barricaded from general public or others working. • Use ladder or platform appropriately 	4 5 6	Low (4) Task Technicians

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JSEA / SWMS Title: <i>Installation of Cable Supports</i>	Job No:	JSEA/SWMS No: ETS 2154	Version: 1
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Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets		New Risk Rating (severity x probability = rating)	Responsible Person (Person Performing Task)
1	Check layout and mark out	<ul style="list-style-type: none"> • Working at heights, falls • Tripping and exposed nails 	High (17)	<ul style="list-style-type: none"> • Ensure area in particular walkways are clear • Wear safety glasses • Wear safety footwear • Use ladders safely 	3 6	Medium (7)	Task Technicians
2	Receive cable supports on site confirming correct type, size and number	<ul style="list-style-type: none"> • Tripping • Debris and noise from drilling • Noise, eye injuries, cuts and abrasions • Cuts and abrasions from sharp edges • Working at heights, falls • Manual Handling 	High (17)	<ul style="list-style-type: none"> • Ensure area in particular walkways are clear • Wear safety footwear • Use minimum drilling speed consistent with effective work • Use PI respirator, if appropriate • Wear safety glasses • Use ladders safely and use platform ladder in accordance with RCC rules • Use fall protection, where appropriate • Wear work gloves where appropriate 	3 4 6	Medium (7)	Task Technicians
3	Mark out route of cable supports to specifications confirming clearance of other services	<ul style="list-style-type: none"> • Tripping • Working at heights, falls • Manual handling • Electrocution 	High (17)	<ul style="list-style-type: none"> • Ensure are in particular walkways are clear • Wear safety footwear • Use minimum drilling speed consistent with effective work • Use PI respirator, if appropriate • Wear safety glasses • Use platform ladders safely • Only work at elevated heights if trained and competent • Use fall protection, where appropriate • Wear work gloves where appropriate • Follow manual handling risk control procedures, (use lift aid if over 20kg) • Visual inspection of electrical tools to ensure there is a current tag. 	3 4 6	Medium (7)	Task Technicians

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4	Install supports to client's specifications supporting as necessary and using correct size bolts	<ul style="list-style-type: none"> • Tripping and exposed nails • Debris and noise from drilling • Noise, eye injuries, cuts and abrasions • Cuts and abrasions from sharp edges • Working at heights, falls • Manual handling 	High (17)	<ul style="list-style-type: none"> • Ensure area in particular walkways are clear • Wear safety footwear • Use minimum drilling speed consistent with effective work • Use PI respirator, if appropriate • Wear safety glasses • Use ladders safely in accordance with Safe Work Method • Ensure power tools and leads are tagged 	3 4 6	Medium (7)	Task Technicians
5	Confirm tightness of fixing, install cable supports and Clean area	<ul style="list-style-type: none"> • Tripping and exposed nails • Debris and noise from drilling • Noise, eye injuries, cuts and abrasions • Cuts and abrasions from sharp edges • Working at heights, falls • Manual handling • Electric Shock 	High (17)	<ul style="list-style-type: none"> • Ensure area in particular walkways are clear • Wear safety footwear • Use minimum drilling speed consistent with effective work • Use PI respirator, if appropriate • Wear safety glasses • Use ladders safely • Use fall protection, where appropriate • Wear work gloves where appropriate • Follow manual handling risk control procedures 	3 4 6	Medium (7)	Task Technicians

SAFE WORK METHOD STATEMENT

Security Unwired



ABN 45363794161

JSEA / SWMS Title: <i>Working in Risers</i>	Job No:	JSEA/SWMS No: ETS 2154	Version: 1
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Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets	New Risk Rating (severity x probability = rating)	Responsible Person (Person Performing Task)	
1	Check location to drawing and reference to specification layout and mark out.	<ul style="list-style-type: none"> • Tripping and exposed nails • Restricted working space • Work restrictions • Falling • Object falling 	High (17)	<ul style="list-style-type: none"> • Participate and sign risk assessment for these works. • Wear steel toe boots, high visibility clothing, hard hat, safety glasses and if necessary wear Ear muffs and work gloves 	3 6	Medium (7)	Task Technicians
	Check for access to riser and have clear working area.	<ul style="list-style-type: none"> • Tripping and exposed nails • Restricted working space • Work restrictions • Falling • Object falling 	High (17)	<ul style="list-style-type: none"> • Ensure are in particular walkways are clear • Wear safety footwear • Wear safety helmets • Use fall protection, as appropriate • Provide training and use entry permit, when appropriate • Implement confined space procedures, if necessary • Use supplementary lighting, if necessary • Builder to provide protection • Use appropriate sign, e.g. 'DANGER, MEN WORKING ABOVE' 	2 3 5 6	Medium (7)	Task Technicians
	Check for confined spaces. Check for adequate lighting. Protect all openings to risers. Install warning signs.	<ul style="list-style-type: none"> • Tripping and exposed nails • Restricted working space • Work restrictions • Falling • Object falling 	High (17)	<ul style="list-style-type: none"> • Ensure are in particular walkways are clear • Wear safety footwear • Wear safety helmets • Use fall protection, as appropriate • Provide training and use entry permit, when appropriate • Implement confined space procedures, if necessary • Use supplementary lighting, if necessary 	2 3 5 6	Medium (7)	Task Technicians

SAFE WORK METHOD STATEMENT

Security Unwired



ABN 45363794161

JSEA / SWMS Title: <i>Installation of Security Cable</i>	Job No:	JSEA/SWMS No: ETS 2154	Version: 1
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Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets			New Risk Rating (severity x probability = rating)
1.	Identify the work area and check conditions	Tripping and exposed nails Working at heights, falls Manual handling	M13	Communication, observation, properly understand task to be undertaken. Ensure conditions are suitable for work to be carried out and specifications are clearly defined before work commences.	5	L4	Task Technicians
2.	Confirm cable supports or conduits have been installed to specification	Working at heights, falls	M13	Use ladders in accordance with Safe Work Method Use fall protection as appropriate	5	L4	Task Technicians
3.	Install rollers or other protection to clients specification	Working at heights, falls	H17	Use ladders in accordance with Safe Work Method Use fall protection as appropriate	3 5	M7	Task Technicians
4.	Set up cable drums on stands	Ground unsuitable Personal injury/ Equipment Damage	M9	Ensure ground is level and in a safe working condition.	4	L2	Task Technicians
		Poor Manual handling practices Slips, trips and falls causing minor injury such as strains, sprains, cuts and abrasions	M14	Use mechanical lifting aids and /or team lifts, maintain suitable housekeeping for work area	1 3	L2	Task Technicians
		Poor drum condition resulting in failure and Personal Injury/ Equipment Damage	H18	Inspect Drum condition prior to use & monitor during use. Spool onto another drum if deemed that drum integrity cannot be maintained for the duration of the cable pull.	2	L3	Task Technicians
5.	Install cable manually with rope or which as appropriate to client's specification	Poor manual handling practices slips, trips, falls Personal injury/ Equipment Damage Manual handling & slips, trips, falls causing Personal injury/ Equipment Damage	M13	Implement manual handling risk control procedures	5	L4	Task Technicians

SAFE WORK METHOD STATEMENT

Security Unwired



ABN 45363794161

Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets			New Risk Rating (severity x probability = rating)
		Equipment Damaged, oil leaks resulting in Personal injury/Environmental Spill	M13	Inspect Equipment before use. Complete prestart inspection including manufacturer's pre-start recommendations. Ensure planned periodic maintenance is completed as scheduled. Inspect Equipment before use. Be aware of spill kit locations	5	L4	Task Technicians
		Pinch Points – Personal Injury	M13	Use the cable guide supplied; Keep all parts of your body including clothing is clear of the winch at all times; Keep hands clear of the capstan at all times; Ensure that the emergency stop button is within reach at all times.	4	L4	
6.	Pull cable	Unfamiliar, untrained Personnel operating winches causing Personal Injury/ Equipment Damage	H21	Operators have been familiarised and assessed for operational competency on Machines prior to use and signed off as competent to use.	5	M5	Supervisor and Safety Advisor.
		Poor manual handling practices slips, trips, falls Personal injury/ Equipment Damage Manual handling & slips, trips, falls causing Personal injury/ Equipment Damage	H17	Teamwork, correct winching techniques, communication and cable pull observation processes discussed and verified by the team.	5	M7	Task Technicians
		Load Cell not operating correctly resulting in Personal injury/ Equipment Damage	H17	Load Cell calibrated and labelled for ease of operation.	5	M7	Supervisor and Safety Advisor.
		Cable binding in conduits/cable trays leading to cable damage, rope breakage	H17	Use cable lube, rollers and guides as required. Teamwork, correct winching techniques, communication and cable pull observation processes discussed and verified by the team.	4 5	M7	Task Technicians
7.	Secure & Position Cable	Falling cables, trip hazards resulting in Personal injury/ Equipment Damage	M8	Teamwork, correct securing techniques and good manual handling processes discussed and verified by the team.	4 5	L4	Task Technicians

SAFE WORK METHOD STATEMENT

Security Unwired



ABN 45363794161

Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets		New Risk Rating (severity x probability = rating)	
8.	Clean up	Manual handling slips, trips, falls Personal injury/ Equipment Damage	M13	Teamwork, correct techniques, communication, observation, and additional PPE as required e.g. heavy duty gloves.	5 6	L4	Task Technicians
9.	Close/sign off any permits on completion of works	Permits not signed off – restricting other open work fronts.	M13	Ensure permits are signed off and area is hand back safe and clear	5	L4	Task Technicians
10.	Monitor and review	Changes not identified Working without knowledge of consequences	M13	Record changes on JHA, and revise Work Method Statement when necessary	5	L4	Supervisor and Safety Advisor

SAFE WORK METHOD STATEMENT

Security Unwired



ABN 45363794161

JSEA / SWMS Title: <i>Installation of Security Equipment</i>	Job No:	JSEA/SWMS No: ETS 2154	Version: 1
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Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets	New Risk Rating (severity x probability = rating)	Responsible Person (Person Performing Task)
1.	Identify Task, Equipment and area	No Identification of potential/existing hazards and suitability of location resulting in Personal injury/ Equipment Damage	H 18	Communication, observation, properly understand task to be undertaken. Ensure area and conditions are suitable for work to be carried out and specifications are clearly defined before work commences.	5	M 8 All Task Technicians and Supervisor
2.	Locate, identify and mark services	Live services with potential to cause Personal injury/ Equipment Damage	M 8	Obtain current site drawings and information from relevant Client & GCA team personnel	4 5	L 4 All Task Technicians and Supervisor
3.	Pre-start checks on machinery or equipment	Faulty machinery causing injury, damage or environmental hazard	H 17	Pre-start checks to manufacturers' instructions. Positive Isolation procedures to be followed.	3 5	M 7 All Task Technicians and Supervisor
4.	Demarcate work area	Collision with pedestrian or vehicular traffic resulting in Personal injury/ Equipment Damage	H 21	Use barricading and tags to isolate work area, Temporary fencing / hard barricades where necessary. Remove unnecessary personnel from area.	3 5	M 7 All Task Technicians and Supervisor
5.	Confirm Cabling Requirements	Electric Shock	H 21	Test and confirm cables before commencing work. Isolate and fit danger tags as appropriate. Implement Procedure GCA-14-5003 Isolation Procedure Lock Out / Tag Out		M8
6.	Installation of new equipment	Falls into cable duct, crushing or pinching of body parts while installing cables resulting in Personal injury.	M 13	In the first instance use mechanical assistance wherever possible. Don't lift anything you are not comfortable with, use team lifts if mechanical aids impractical.	2 5	M 8 All Task Technicians and Supervisor
		Manual Operation of hand & power tools causing Personal injury/ Equipment Damage	H 18	Proper and thorough inspection of all tools before daily use and check for current test tags	5	M 8 All Task Technicians and Supervisor

SAFE WORK METHOD STATEMENT

Security Unwired



ABN 45363794161

Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets	New Risk Rating (severity x probability = rating)	Responsible Person (Person Performing Task)
				Re-assess tasks using a JHA/Take 5 for changed situations. (To be done as a group before commencement)	5	M 8 All Task Technicians and Supervisor
				When using electric tools to cut, grind or drill – double eye protection must be worn.	5 6	M 8 All Task Technicians and Supervisor
7.	Terminations	Cutting & crushing injuries resulting in Personal injury/ Equipment Damage	M 12	Crew to be familiar with safe operation of tool prior to use.	5	M 7 All Task Technicians and Supervisor
				Care to be taken when cutting & stripping cables. Always cut away from body. Use correct tool for job. Ensure clearance from crimping & cutting equipment when using hydraulic tools.	5 6	M 7 All Task Technicians and Supervisor
8.	Testing installation	De-energized installation is accidentally reenergised prior to testing Earth continuity, Insulation Resistance resulting in Personal injury/ Equipment Damage	M 12	Test all equipment for DEAD before working on it. Tag out all live equipment Follow QA test procedures.	2 3 5 6	L 4 All Task Technicians and Supervisor
9.	Energisation Polarity test	Faulty meter/tester resulting in Personal injury/ Equipment Damage	H 21	Check equipment is within calibration. Test meter on a known live circuit prior to use, to be done by HV Switching officer All tests in accordance with AS/NZS 3000:2007 wiring regulations. Refer to relevant SWMS and procedures	4	M 12 All Task Technicians
10.	Close/sign off permits			Ensure permits are signed off and area is handed back safe and clear	5	L 2 All Task Technicians and Supervisor
11.	Monitor and Review	Changes not identified Working without knowledge of consequences	H 17	Record changes on JHA, Step Back and revise Work Method Statement when necessary		M 7 All Task Technicians and Supervisor

SAFE WORK METHOD STATEMENT

Security Unwired



ABN 45363794161

JSEA / SWMS Title: <i>Installation of Security Panels</i>	Job No:	JSEA/SWMS No: ETS 2154	Version: 1
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Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets		New Risk Rating (severity x probability = rating)	Responsible Person (Person Performing Task)
1	Confirm installation specifications.	<ul style="list-style-type: none"> • Body Stress 	High (17)	Wear PPE	6	Medium (11)	Task Technicians
2	Prepare installation area and confirm adequate space, including door swing for maintenance.	<ul style="list-style-type: none"> • Tripping and exposed nails 	High (17)	<ul style="list-style-type: none"> • Wear PPE. • Use mechanical aids if heavy. • Use correct lifting techniques • Ensure area in particular walkways are clear • Wear safety footwear 	2 3 4 6	Medium (11)	Task Technicians
3	Arrange for mechanical handling equipment, if needed.	<ul style="list-style-type: none"> • Manual handling 	High (17)	<ul style="list-style-type: none"> • Wear PPE. Use mechanical aids if heavy. • Use correct lifting techniques • Ensure area in particular walkways are clear • Wear safety footwear • Wear work gloves • Keep lifting area clear of people • Implement manual handling risk control procedures • Use mechanical handling equipment • Implement manual handling risk control procedures 	2 3 4 6	Medium (11)	Task Technicians

SAFE WORK METHOD STATEMENT

Security Unwired



ABN 45363794161

Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets	New Risk Rating (severity x probability = rating)	Responsible Person (Person Performing Task)	
4	Transfer security panels to installation location.	<ul style="list-style-type: none"> • Hand Injuries • Body Stress • Tripping and exposed nails • Falling objects • Manual handling 	High (17)	<ul style="list-style-type: none"> • Wear PPE. Use mechanical aids if heavy. • Use correct lifting techniques • Ensure area in particular walkways are clear • Wear safety footwear • Wear work gloves • Keep lifting area clear of people • Implement manual handling risk control procedures • Use mechanical handling equipment • Implement manual handling risk control procedures 	2 3 4 6	Medium (11)	Task Technicians
5	Mark out location, ensuring coordination with other services.	<ul style="list-style-type: none"> • Hand Injuries • Body Stress • Tripping and exposed nails • Falling objects • Manual handling 	High (17)	<ul style="list-style-type: none"> • Wear PPE. Use mechanical aids if heavy. • Use correct lifting techniques • Ensure area in particular walkways are clear • Wear safety footwear • Wear work gloves • Keep lifting area clear of people • Implement manual handling risk control procedures • Use mechanical handling equipment • Implement manual handling risk control procedures 	2 3 4 6	Medium (11)	Task Technicians
6	Install security panels to manufacturer's and client's instructions	<ul style="list-style-type: none"> • Hand Injuries • Body Stress • Tripping and exposed nails • Falling objects • Manual handling 	High (17)	<ul style="list-style-type: none"> • Wear PPE. Use mechanical aids if heavy. • Use correct lifting techniques • Ensure area in particular walkways are clear • Wear safety footwear 			Task Technicians

SAFE WORK METHOD STATEMENT

Security Unwired



ABN 45363794161

Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets		New Risk Rating (severity x probability = rating)	Responsible Person (Person Performing Task)
				<ul style="list-style-type: none"> • Wear work gloves • Keep lifting area clear of people • Implement manual handling risk control procedures • Use mechanical handling equipment • Implement manual handling risk control procedures 			
8	Commission Security Panels	<ul style="list-style-type: none"> • Hand Injuries • Body Stress • Tripping and exposed nails • Falling objects • Manual handling • Electric shock and explosion 	High (17)	<ul style="list-style-type: none"> • Carry out pre-commission test and isolation procedures 	2 3 4 6	Medium (11)	Task Technicians
9	Clean area.	<ul style="list-style-type: none"> • Hand Injuries • Body Stress • Tripping and exposed nails • Falling objects • Manual handling • Electric shock and explosion 	High (17)	<ul style="list-style-type: none"> • Use correct lifting techniques • Ensure area in particular walkways are clear • Keep lifting area clear of people • Wear work gloves • Wear safety footwear 	2 3 4 6	Medium (11)	Task Technicians

SAFE WORK METHOD STATEMENT

Security Unwired



ABN 45363794161

JSEA / SWMS Title: <i>Working at Height</i>	Job No:	JSEA/SWMS No: ETS 2154	Version: 1
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Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets		New Risk Rating (severity x probability = rating)	Responsible Person (Person Performing Task)	
1.	Planning	Incomplete knowledge of task required Placing self or others at risk	H17	Ensure all personnel involved in height work have completed Working at Heights Training. Ensure that all Access & Working at Heights Permits are active and approved Rescue Plan in place.	5	M7	Task Technicians and Supervisor	
				All height workers to have completed the JSEA prior to commencement of task.	5	M7	Task Technicians	
			Inadequate / unsuitable Personal Protective Equipment (PPE) leading to PPE failure	H17	Ensure adequate and suitable equipment is made available to complete height work	4	M7	Supervisor
			Communication breakdown with others in work crew / area or noisy work environment	M13	Ensure that an effective means of communication is maintained at all times	5	L4	Height Worker Task Technicians
2.		Access work area	Unauthorised worker at heights placing self or others at risk	M8	Only authorised and competent personnel to work at heights	5	L4	Supervisor
			Unsuitable means of access resulting in slipping or falling	M12	Ensure safe means of access is available for height workers e.g. Scaffold, EWP	4	M7	Supervisor Task Technicians
					Ensure temporary access stairs and handrails are in place as construction progresses	4	L4	Supervisor Task Technicians
			Workers not attached when at height and at risk of a fall, or within 2m of an unprotected edge with the potential for Slips, Trips and Falls causing serious injury / death	H17	Check harness and lanyard prior to use.	5 6	M7	Height worker

SAFE WORK METHOD STATEMENT

Security Unwired



ABN 45363794161

Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets	New Risk Rating (severity x probability = rating)	Responsible Person (Person Performing Task)
		Unsuitable anchor points resulting in equipment failure	H17	Height equipment (scaffold and static lines) to be installed by authorised, competent and ticketed personnel.	5	M7 Supervisor Task Technicians
				Ensure static lines are connected to appropriate connection points as construction takes place.	5	M7 Supervisor Task Technicians
		Equipment or material falling from heights causing serious injury / equipment damage.	M12	Ensure drop zone below height work is barricaded and signposted to prevent unauthorized access into work area	3	M7 Supervisor Task Technicians
		Falls from heights resulting in serious injury or death	H16	Ensure lanyard is attached at all times and workers are working in fall restraint if EWP or scaffolding is not in place to work from.	6	M7 Height worker
		Sudden change in weather or working environment creating slippery conditions	M8	Conditions to be continuously monitored.	5	L4 Supervisor Height worker Task Technicians
		Live Electric cables contacted causing electric shock or equipment damage.	H16	Maintain a safe distance from power lines at all times, engage spotters and/or safety observers as required.	4	M7 Height Worker
				Protect all exposed cables from possible damage (i.e. tiger tails, packing etc.)	3	M7 Supervisor Height Worker
		Working around open holes / spaces creating a trip or fall potential.	H17	Use signage, hard barricading and temporary covers where necessary. Barricading tape and signage in areas where the risk of tripping or falling is lower but demarcation is still necessary.	4	M7 Task Technicians

SAFE WORK METHOD STATEMENT

Security Unwired



ABN 45363794161

Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets	New Risk Rating (severity x probability = rating)	Responsible Person (Person Performing Task)	
3.	Use of Ladders	Personnel falling off ladders from slips, trips and falls resulting in serious injury	H17	Ladders are level and on a stable base at all times.	4	M8	Task Technicians
				3 Points of contact is maintained when using the ladder. Standing on above the second top rung of ladder is prohibited – platform ladders to be used in preference to single or double sided ‘A’ ladders as a working platform. Extension ladders must only be used as an access/egress point. (5)	5	M8	Task Technicians
		Using a ladder as a working platform causing slips, trips and falls resulting serious injury	H17	Fall arrest systems are to be used by persons at heights in excess of 1.8m where a platform ladder is not in use. (4,6)	4 6	M7	Task Technicians
		Broken or missing rungs, stiles or missing end caps. Ladder / personnel falling or collapse	H17	Inspect before each use and tag ‘Out of Service’ if unsatisfactory (5)	5	M7	Task Technicians
		Ladder placed at incorrect angle or not secured when being used, causing a Ladder / personnel falling or collapse	H17	Ladder to be erected at an angle not less than 1:4 (1 horizontal to 4 vertical) and no greater than 1:6 (4)	4	M7	Task Technicians
		Accessing ladder in an incorrect manner resulting in slips, trips and falls causing serious injury	M12	Maintain 3 points of contact while ascending and descending (4)	4	M7	Task Technicians
				Tools to be carried on a tool belt, tool bag slung across worker’s back, or hoisted up in tool bag or bucket. (4)	4	M7	Task Technicians

SAFE WORK METHOD STATEMENT

Security Unwired



ABN 45363794161

Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets		New Risk Rating (severity x probability = rating)	Responsible Person (Person Performing Task)
		Overloading ladder causing ladder collapse	M12	Only 1 person at a time is permitted on a ladder. Weight to not exceed the WLL indicated on ladder. (5)	5	M7	Task Technicians
		Using a ladder that is not in the fully open position leading to ladder collapse	H17	Ensure that ladder locks are in the locked position before use. Extension ladders are extended 1m past the access/egress point and tied off top and bottom. If unable to tie off at the bottom, then the ladder should be footed by other workers while the ladder is being used.	3	M12	Task Technicians
		Accessing an area and placing oneself at risk of falling over edge protection Slips, Trips and Falls Serious injury	M12	Step ladder are not to be used on working platforms to gain height above the protected edge	3	M7	Task Technicians
4.	Equipment EWP / Man Box	EWP / Man Box unsuitable or damaged Unsafe to use	M12	Ensure all equipment is fit for purpose and is in good condition	5	M7	Supervisor Task Technicians
				Ensure EWP / Man Box meets statutory and site requirements and details are recorded on site register as required.	5	M7	Supervisor Task Technicians
				Ensure EWP Operator has tickets & current competency	5	M7	Supervisor
5.	General Security Installation work	Working at heights resulting in dropping of bolts and equipment resulting in personal injury and equipment damage	H20	Suitable bolt bags are to be used at all times. Tools used with lanyards as appropriate. Adequate drop zones and signage put in place and communicated to workers working in the area.	2 3 5	M11	Task Technicians
				All workers in construction zone to be familiar with and signed onto task JSEA	5	M7	Task Technicians

SAFE WORK METHOD STATEMENT

Security Unwired



ABN 45363794161

LOCKSMITHING/ ELECTRIC STRIKE/MORTICE LOCKS INSTALLATIONS

Step	Job/Task (Break the job down into steps.)	Hazards/Environmental Aspects and Impacts (What can harm you or your surroundings? How can it harm you or your surroundings?)	Risk Rating (severity x probability = rating)	Solution/Control Measure 1. Elimination 2. Substitution 3. Isolation 4. Engineering Controls 5. Admin Controls 6. PPE Note: List your Control Hierarchy in brackets	New Risk Rating (severity x probability = rating)	Responsible Person (Person Performing Task)
1	Site Access.	Unaware of site specific policies & construction.	M8	Specific Site induction and awareness of site specific policies	1 6 6	Everyone.
2	Preparation & marking out of hardware to be installed.	Grazing of fingers while using marking device such as pencil or scribe	L1	Take care and use gloves if required.	6 6 1	Locksmith
3	Cutting in lock with Router: Electric strike/ Mortice lock.	Noise could cause hearing problems, While cutting material you could get debris in eye.	H18	Eye and hearing protection must be worn at all times.	6 2	Locksmith
4	Core drill of door	Grazing of fingers while using marking device such as pencil or scribe	L1	Take care and use gloves if required	L1	Locksmith
5	Clean up of work area/ metal or wood shavings	Possible trip hazards.	L4	Be sure to vacuum or sweep up area leaving minimal mess/ rubbish.	2 6	Locksmith

SAFE WORK METHOD STATEMENT

Security Unwired



ABN 45363794161

By signing this JSEA / SWMS you declare that you have read, understand and agree to work to this JSEA / SWMS. You acknowledge that you have been consulted about the work methods defined in this document and have been given the opportunity for feedback regarding the work methods defined.

Site Person in Charge of Job			Site Person in Charge of Job			Site Person in Charge of Job		
Name	Signature	Date	Name	Signature	Date	Name	Signature	Date
Mr Example								
Mr Example								
Crew Signatures			Crew Signatures			Crew Signatures		
Name	Signature	Date	Name	Signature	Date	Name	Signature	Date
Mr Example								
Mr Example								
Mr Example								
Mr Example								

SAFE WORK METHOD STATEMENT

Boss Locks Locksmiths and Security

ABN 52 134 236 865

Additional JSEA/SWMS Field Revisions

Rev 2	Date:	Amended:	Reviewed:	Reviewed: (Sign)
	Description of Changes:			
Rev 3	Date: / /	Amended: (Sign)	Reviewed: (Sign)	Reviewed: (Sign)
	Description of Changes:			
Rev 4	Date: / /	Amended: (Sign)	Reviewed: (Sign)	Reviewed: (Sign)
	Description of Changes:			

Subcontractor Section:

Signature required where subcontractors shall be working to this JSEA/SWMS. ***By signing this JSEA / SWMS you declare that you have read, understood and agree to work to this JSEA / SWMS and acknowledge that you have been given the opportunity for feedback and consultation.***

Name	Signature	Date	Company	Name	Signature	Date	Company

List Subcontractor JSEA/SWMS where subcontractors will be working to their own approved SWMS

N/A	

List of Acronyms

JSEA	Job Safety & Environmental Analysis		
SWMS	Safe Work Method Statement		

SAFE WORK METHOD STATEMENT

Boss Locks Locksmiths and Security

ABN 53 134 236 865

Calculating Risk Rating and Controlling Potential Risk

Risk Calculator

Severity → Probability ↓	Catastrophic	Major	Moderate	Minor	Insignificant
Almost Certain	Very High (25)	Very High (24)	High (22)	High (19)	Medium (15)
Likely	Very High (23)	High (21)	High (18)	Medium (14)	Medium (10)
Possible	High (20)	High (17)	Medium (13)	Medium (9)	Low (6)
Unlikely	High (16)	Medium (12)	Medium (8)	Low (5)	Low (3)
Rare	Medium (11)	Medium (7)	Low (4)	Low (2)	Low (1)

Very High Operations must stop immediately until risk/impact is minimised.

High Actions to minimise the risk/impact must be completed within 1 month.

Medium Actions to minimise the risk/impact must be completed within 3 months.

Low Actions, where applicable, must be completed within 6 months

Solution Control Measure Guidelines for All Risks

Eliminate (1) Eliminate the hazard / Aspect	Substitute (2) By a less hazardous activity	Isolation (3) Isolate the hazard / aspect	Engineering Controls (4) Equipment, Guards, etc.	Administrative Controls (5) Procedures or instructions	PPE (6) Should not be used as the sole control measure
☛ Most Effective			Less Effective ☚		

Severity Categories

Severity categories provide qualitative measure of the “credible” worst case impact of a *hazard* (health & safety issue) or *aspect* (environmental). Select the appropriate category for the event under consideration.

Severity	Description
Catastrophic	Fatality. Off-site Release (major spill / emission) with Detrimental Effects. Plant, Equipment damage or lost Production is greater than \$50,000
Major	Lost Time Injury; Requiring notification to the Regulatory Authority. Major Consumption/Aspect; Off-site Release (spill / emission); External complaints. Plant, Equipment damage or lost Production costs \$10,000-\$50,000
Moderate	Medical Treatment required. Moderate Consumption/Aspect, On-site Release contained with Outside Assistance. Plant, Equipment damage or lost Production costs \$2,000 - \$10,000
Minor	First Aid Treatment. Minor Consumption/Aspect, On-site Release (spill / emission) immediately Contained. Plant, Equipment damage or lost Production costs \$500 - \$2000
Insignificant	No Injuries. No or Insignificant negative impact on Environment. Plant, Equipment damage or lost Production costs \$0 - \$500

Probability Levels

Probability categories provide qualitative measure of the likelihood relative to the scope of the assessment. From the following table, select the appropriate probability for the event under consideration.

Probability	Description
Almost Certain	Experience or available data strongly suggests event may occur.
Likely	Experience or available data suggests that a similar hazard has caused a comparable event elsewhere.
Possible	Might occur at some time but not supported by data.
Unlikely	Improbable under normal conditions.
Rare	Unforeseeable or may occur in exceptional circumstances.