POWERLIGHT PTY LTD

19 ALEX AVE. Moorabbin 3189
PH. 9555 9966 Fax. 9555 9699
ABN. 93 006 235 589

OCCUPATIONAL HEALTH & SAFETY PLAN

FOR

EMPLOYEE

Project Manager - (Project managers name)
Site Leading Hand - (Leading hands name)
Site Safety Officer - (Safety officers' name)

26/03.10

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EMPLOYEE

Occupational Health and Safety Plan

ISSUE NO A	ISSUE TO	FOR APPROVAL	DATE

SAFETY POLICY

At Powerlight our occupation health, Safety and rehabilitation policy is based on a belief that the well-being of people employed by us, or people affected by our work, is a major priority and must be considered during all work performed on our behalf.

People are our most important asset and their health and safety is our greatest responsibility. The public shall be given equal priority to that of our employees.

The objectives of our Safety Policy are:

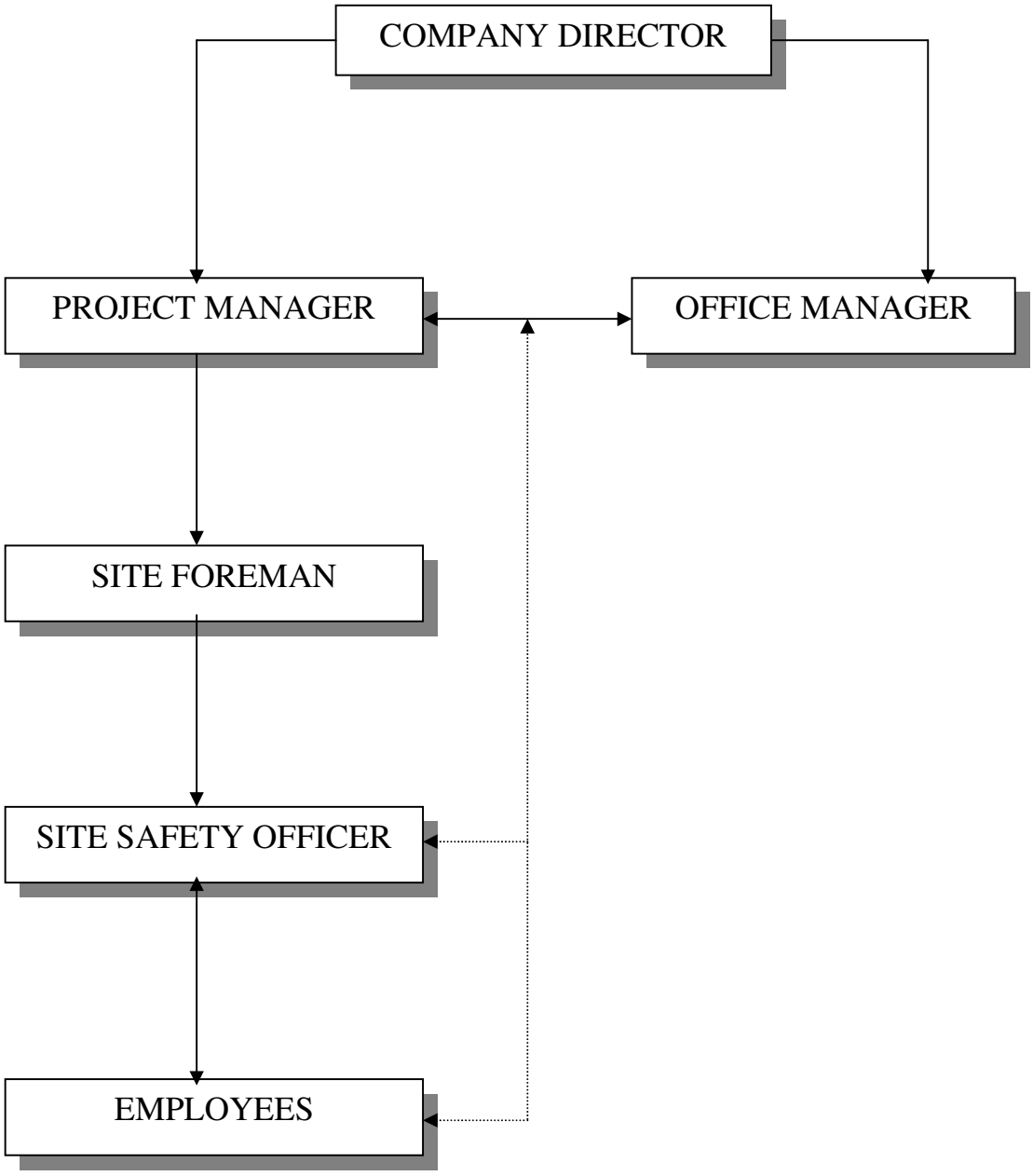
- To achieve an accident free workplace.
- To make health and safety an integral part of every managerial and supervisory position.
- To ensure health and safety is considered in all planning and work activities.
- To involve our employees in the decision making processes through regular communication, consultation and training.
- To provide a continuos program of education and learning to ensure that our employees work in the safest possible manner.
- To identify and control all potential hazards in the workplace through hazard identification and risk analyses.
- To ensure all potential accident/incidents are controlled and prevented.
- To proved effective injury management and rehabilitation for all employees.

The success and of our health and safety management is dependent on:

1. Pro-active planning of all work activities with due consideration given to implementing OH&S controls that are suitable to each given situation.
2. Understanding the total work process and associated OH&S risks.
3. Ensuring the work team is totally committed to achieving our objectives.
4. Ensuring that open and honest communication exist between management and all employees.

_____	_____	…./…./….
DIRECTOR'S NAME	SIGNATURE	DATE

ROLES AND RESPONSIBILITIES



ROLES AND RESPONSIBILITIES DEFINED

Powerlight Pty Ltd will provide the following key personnel on site. Their roles and responsibilities regarding safety on site are outline below.

SITE LEADING HAND

(Leading hands name) is responsible for safety on the project and duties include:

- Implementing the company's Occupational Health, Safety and rehabilitation procedures.
- Observing all OH&S requirements and statutory rules and regulations
- Ensuring that all works are conducted in a manner safe and without risk to employees health and safety.
- Planning to do all work in a safe manner
- Providing advice and assistance on OH&S to all employees
- Participating in the planning and design stages of trade activities
- Ensuring current OH&S and other relevant legislative requirements are met in the workplace
- Identifying OH&S training programs in advance and allow for employee's identified as requiring training to attend the training
- Actioning safety reports and carrying out workplace inspections
- Preparing and participation in safety meetings and safety programs
- Facilitating the preparation of Work Method Statements and Job Safety Analysis for the trade
- Insisting and ensuring on safe work practices at all times
- Investigating hazard reports and ensuring that corrective actions are undertaken
- Conducting project inductions, toolbox talks and daily team briefings
- Participation in accident/incident investigations
- Leading by example and promoting OH&S at every opportunity
- Supervising and ensuring compliance with safe work procedures
- Providing suitable employment to assist rehabilitation initiatives
- Vigilance of safety awareness at all times

SITE SAFETY OFFICER

(Safety officers' name) is responsible for safety on the project and duties include

- Assisting the Site Supervisor to develop and implement the Occupational Health, Safety and rehabilitation procedures
- Communication safety performance to the site Manager
- Providing advice and assistance on OH&S to all employees
- Participation in the planning and design stages of trade activities
- Monitoring OH&S legislative requirements for the trade package

- Monitoring compliance with safe work procedures
- Co-Ordination rehabilitation for injured employees
- Reviewing safety reports and inspections
- Preparing and participation in safety meetings and programs
- Facilitating Tool Box Talks on a regular basis
- Ensuring correct and safe practices are carried out at all times
- Preparing and conducting project safety inductions
- Investigating developing new OH&S initiatives for the trade
- Conducting accident/incident investigations
- Leading by example and promoting OH&S at every opportunity
- Stimulating a high level of safety awarness at all times
- Communicating with the OH&S Site Manager on matters relating to health and safety
- Facilitating the maintenance of all records as required here in
- Participating in regular workplace inspections and ensure that any improvement resulting from such an inspection are actioned in the required time frame.

HAZARD IDENTIFICATION &RISK ASSESSMENT

PROCEDURE:

Occupational Health and safety Legislation requires persons in control at the workplace to identify the potential hazards of the proposed work, assess the risks involved and develop controls to eliminate, or minimise, the risk.

IDENTIFY HAZARDS:

To identify all potential hazards, the activity will be broken down into a number of steps which follow the sequence of construction. These activities are provided in a ***Safe Work Method statement (SWMS)*** which is a list of job procedures, and other work-related practices provided to the Principal Contractor. The SWMS details how the Scope of Work will be carried out.

For each of the work activities an associated job steps identified in the Safe Work Method statement proved Powerlight will identify potential hazards.

To assist the process resources such as the following will be used:

- WorkCover and trade based Codes of Practice and other publications, e.g. Australian Standards
- Hazard Profiles for specific trade groups
- Workplace experience and
- Consultation (e.g. Tool Box Talks) with workers experienced in the task to be undertaken

ASSESS RISKS:

For each potential workplace hazard identified a Risk Class will be determined by referring to the categories below. The following Risk Management chart will be used to determine the requirement for management of the risk identified.

Class 1: (High Risk):	Does the hazard have the potential to kill, or permanently disable you?
Class 2: (Medium Risk):	Does the hazard have the potential to cause a serious injury, or illness, which will temporarily disable you?
Class 3 (Low risk):	Does the hazard have the potential to cause a minor injury, which would not disable you?

SELECTION AND USE:

- Where identified, all class 1 and 2 risks will be recorded on a detailed Job Safety Analysis (JSA) record. Class 3 risks will be minimized as far as possible but will not be recorded on a JSA
- A Risk Class will be used to determine the level of controls required to eliminate, or minimize a potential hazard
- The higher the Risk Class the more extensive the controls to be provided

HAZARD REPORTING

PROCEDURE:

Powerlight will insist that all employees report hazards immediately.

Our supervisor on site will investigate all reported hazards and document corrective actions. Corrective actions will be signed off when completed. The procedure and responsibilities for reporting hazards are outlined on the next page.

Powerlight will issue our Hazard Report form to the Site Supervisor and safety officer. A number of forms for employee use will be made available at tool Box Talks

ASSESSMENT:

When a hazard is identified in the workplace a Risk Class will be assessed immediately using the categories outlined in the hazard identification and risk assessment section of the Pack. The Risk Class will determine the appropriate level of response required to protect the health and safety of workers – i.e. immediate, within 24 hours, within 48 hours and so on.

CORRECTIVE ACTIONS:

- The Hazard Report will be signed by the inspection team leader and presented to the Powerlight's supervisor if he/she is not part of the team.
- The above mentioned supervisor shall sign off the report when satisfied that all items on the report have been satisfactorily actioned. Copies of the signed off reports will be recorded in the Pack.

RISK MANAGEMENT CHART

Powerlight Pty Ltd **Project:__ ___** **Date:_____**

Major Work Activity	**Potential Hazards identified for the Activity**	**Activity Risk Score**	**Job Safety Analysis is required for any activity that is a Class 1 or 2 Risk**	**JSA No. &Date Produced**
Example: Installation of metal roofing on portal frame 3 story high factory	Falls from the edge of the roof. Falls through the roof framing, service penetrations or other openings.	Class 1 Risk Class 1 Risk	Yes: (X) No: ( )	1. Generic (not specific to any site) JSA required for the major work activity at tender for evaluation purposes. 2. Site specific JSA provided for the major work commences.
			Yes: ( ) No: ( )	
			Yes: ( ) No: ( )	

HAZARD REPORT

POWERLIGHT **Project:……. Date:…./…./….**

Submitted by:……. Signature:……Submitted to:……..

The following hazard has been identified in relation to your work:

Risk Level: Class 1 (high) ( ) Class 2 (medium) ( ) Class 3 (Low) ( )

Location:

To be Completed by Supervisor

Action required:

By Whom:……. By When: ☐ Immediate: ☐ Within 24 hrs: ☐ Within 7 Days

Corrective Action Complete by: …… Time: ……. Date: …./…./…. Signature…….

Confirmed by: …….. Signature: …….

JOB SAFETY ANALYSIS

PROCEDURE:

Job safety Analysis (JSA) is the process of identifying potential hazards, assessing their risk and recording how to eliminate, or minimize the risk to worker safety (Controls). Where potential hazards are identified as Class 1 or Class 2 risks Job Safety Analysis will be completed using the step by step guide on the next page.

A generic (not specific to any sit) Job Safety Analysis will be submitted at tender. Broadly defined job steps will be used and general hazards identified. The JSA will demonstrate Powerlight understanding of the risks (particularly Class 1 &2 risks) involved in the work and typical controls used. This JSA will be provided for the purpose of tender evaluation.

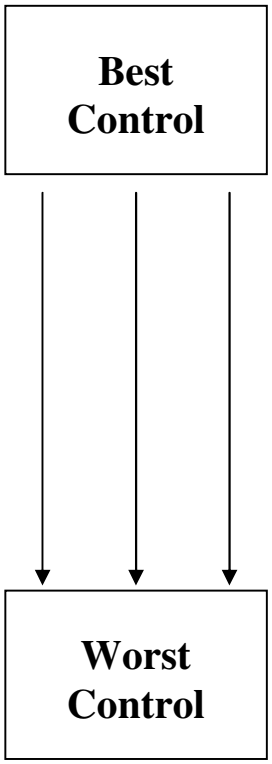
Prior to commencement of work on site the generic Job Safety Analysis submitted at tender will be reviewed. Where jobs steps or site conditions will change from those planned the JSA will be updated to reflect the way the job will actually be done on the specific site and how safety will be controlled – ***a site specific JSA.***

The JSA Sheet provides a record to demonstrate compliance to Occupational Health and safety Legislation. The person responsible for implementing a particular action to eliminate, or minimize, the risk of the potential hazard on site is nominated on the JSA. This will ensure responsibility for risk control is allocated and can be followed up.

EVALUATION OF THE JSA:

Job Safety Analysis will be undertaken in all new activities and changed work environments that have the potential for injury.

CONTROLS SHOULD BE AS HIGH AS PRACTICAL IN THE "BEST TO WORST" GUIDE SHOWN BELOW:



1 Remove the hazard completely

- E.g. remove risk of electrocution by using compressed air driven tools

2. Separate people from the hazard

- E.g. use effective barriers and edge protection

3. Use an engineered control

- E.g. guards on power tools
- Enclose noisy machinery
- E.g. use Earth leakage device (safety switch) on electrical power source
- E.g. use a machine to lift heavy objects
- E.g. use scaffolding rather than ladders to reduce risk of falls

4. Change work practices

- E.g. training in lifting techniques
- E.g. tagging procedures

5. Provide personal protection (PPE)

- E.g. hearing protection, eye protection etc

Note: PPE should be the line of defence at all times.

JOB SAFETY ANALYSIS SHEET

Powerlight Pty Ltd			**Project Name/No:**	
Work Activity/Task:			**Principal Contractor: EMPLOYEE**	
Date:			**Note: Sign off to be provided at Tool Box talk**	
Prepared by:				
Signature:				
Item	**Job Step** Break the job down into steps	**Potential Hazard** What can harm you?	**Controls** What are you going to do to make the job as safe as possible?	**Person Who Will Ensure this Happens**

Reviewed by: _____

Principal Contractor Representative Position Signature Date

B SAFETY ANALYSIS STEP BY STEP:

Does the JSA provide:

1 The name of the company?
2 A description of the work activity or task to be undertaken?
3 The date the JSA was developed?
4 The name and signature of the person/s who developed the JSA?
5 The project name/number and the name of the Principal Contractor?
6 The job steps involved in doing the work?
7 Potential hazards associated with the work and its job steps, which are Class 1 and Class 2 risks?
8 The controls that will be put in place to eliminate or minimize the potential hazards identified?
9 The name of the company's representative responsible for ensuring that the control/s is in place?

SELECTION AND USE:

- Job Safety Analysis will be completed and signed by an appropriately qualified person/s representing Powerlight who is competent in the work activity to be undertaken
- Job Safety Analysis will be reviewed and signed by the appropriated Principal contractor representative on the project
- Employees will review the JSA and sign that they understand and are willing to implement the controls required to carry out the work safely.
- Work will not proceed until the above three criteria are achieved.

IT MUST BE POINTED OUT THAT ALL PERSONS ASSOCIATED WITH THE ACTIVITY HELP DEVELOP THE JOB SAFETY ANALYSIS.

ELECTRICAL EQUIPMENT USED ON SITE BY POWERLIGHT EMPLOYEES

PROCEDURE:

Powerlight will ensure that the use of Powerlight Employees electrical wiring, portable tools and extension leads will be in accordance with the code of Practice Electrical Practices for Construction work. Where a more specific provision is not made in the Code of Practice conformance will be to the provisions of Australian standard wiring rules. All Electrical equipment to be brought on site will be listed in the Electrical Equipment Register PCA009. The Register will be completed prior to commencement of the works and maintained for the duration of the works on site.

INSPECTION & TAGGING:

All electrical leads, portable power tools, junction boxes and earth leakage devices will be tested, inspected by a suitably qualified person and labelled with a tag of current date before being brought on site. Where this is not possible the Principal contractor will be advised immediately and assistance requested in order to comply with the requirement of the Code of Practice Electrical Practices for Construction Work. A record of the currency of all electrical equipment will be recorded by the Site Safety Officer in an appropriate Log Book.

SELECTION AND USE:

- Whilst on site any electrical equipment found without a tag of current date issued by a suitably qualified person will not be used
- Where an electrical item is located without a current inspection and test tag proof of the electrical items currency of inspection and test will be provided or the item removed from site immediately
- When used on a construction site all electrical equipment will be connected to an Earth Leakage protection device at all times.
- Where practicable all electrical leads will be kept off the ground on insulated hangers or on insulated lead stands
- Extension leads will not be joined together.
- All plugs and sockets will be non-wirable (moulded) or transparent.
- Electrical equipment will not be placed on, or near, wet areas unless the equipment is designed for the specific purpose e.g. pump.
- **Where electrical equipment is hired**, e.g. portable generators, work lights and extension leads, Powerlight will ensure that the same requirements for occupational Health and Safety as those required on site are specified to the Hire Company as a condition of the Hire Agreement.

TOOL BOX TALKS

PROCEDURE:

Occupational Health and safety Legislation requires the identification of potential workplace hazards, the assessment of the risk of the hazard and the development of controls to eliminate, or minimize, the risk. To assist in hazard identification and the development of controls Powerlight employees will attend a Tool Box Talk conducted by Site Foreman or Site Safety Officer when necessary. All Tool Box Talks will be recorded and signed off by participants. Any corrective action will be followed up and signed off by the nominated person.

PARTICIPATION:

Powerlight recognize the involvement of workers as essential in identifying potential hazards that can be eliminated, or minimised, before injuries occur. Tool Box Talks will be used to help supervisors manage safety awareness is maintained throughout the project. Where required specific safety issues will be raised, accidents reviewed, Job Safety Analysis developed and presented for evaluation and familiarisation or safety alert discussed.

Tool Box Talks will be used to induct workers into and "signoff" their understanding of the controls provided in Job safety Analysis for the specific work in which they will be involved.

RECORD OF TOOL BOX TALK

Workplace: **Date:**			
Supervisor/presenter:			
Subject: **Duration:**			
Persons Present			
Print Name	Signature	Print Name	Signature

Comments & Points raised:

Corrective Action	Action by	Action Complete	
		Sign off	Date

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POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **CONDUIT INSTALLATION, PLACED PRIOR TO POURING CONCRETE** SWMS NO **001**

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY : Stewart Vickery
PROJECT		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	**RISK ASESSMENT**	**RISK SCORE**	**RECOMMENDED ACTIONS**
1. Check layout and mark out	Tripping and exposed nails	4	Ensure area, in particular walkways, is clear
2. Install disposable lids for conduit boxes to timber	Cuts and abrasions	4	Use suitable gloves
3. Lay conduit and accessories	Chemical glues	4	Use suitable PPE as recommended by Material Safety Data Sheet
4. Tie down conduit	Cuts and abrasions	4	Use suitable gloves

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCECPTABLE

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **CONDUIT INSTALLATION, IN GROUND UP TO 1.2 METRES** SWMS No **002**

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY: Stewart Vickery
PROJECT		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
1. Check area for other services and confirm locations of any gas lines, power cables, telephone cables, water or sewer lines and tree roots	Sun exposure Tripping	3 4 2	Use skin protection Ensure area is clear Ensure location of other services is confirmed and appropriate access permits obtained
2. Check layout and mark out	Tripping	4	Ensure area is clear Wear safety footwear
3. Excavate trenches up to 1.2 metres	Manual Handling Falling in trenches Trench collapse Services damage Fire and explosion	3 3 3 3 3	Implement manual handling risk control procedures Provide shoring, benches or battering in accordance with WorkCover requirements Provide warning lights if necessary overnight Arrange for in ground service location to be carried out and check all relevant plans for service locations
4. Lay conduit	Personal injury Electric shock Confined spaces	3 1 3	Implement risk management procedures Confirm any existing installations are dead Follow Standard Working Procedures
5. Restore ground to client's specifications	Manual handling Tripping	3	Implement manual handling risk control procedures Ensure area is clear

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5.PERHAPS ACCECPTABLE

SAFE WORK METHOD STATEMENT, CONDUIT INSTALLATION IN GROUND,		**SWMS NO. 002 CONT.**
Personal Qualifications and Experience	**Personnel, Duties and Responsibility**	**Training Required to Complete Work**
1. Minimum of trades assistant or apprentice under the supervision of a qualified supervisor	1. Supervisor to carry out daily inspections of work site for hazards	1. Supervisor to be trained in risk identification, assessment and control
2. Appropriate industry induction	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified Electrical Supervisor
3. No previous experience required	Barricades to be used as appropriate	

Engineering details/Certificates/WorkCover Approvals:	**Codes of Practice, Legislation**
Engineering details to include depth of trenches in accordance with AS 3000 and client's specifications	Occupational Health and Safety Act 2004, Electrical Codes of Practice for Construction Work
Plant/Equipment:	**Maintenance Checks:**
Hand tools for trenching, barricades, warning lights	Hand tools and ladders to be checked daily. Batteries for warning lights

Read and Signed by All Employees on Site: **(If not already singed at company Introduction at Office)**

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **CONDUIT INSTALLATION, WALLS AND CEILINGS** WMS No **003**

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ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY: Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
1. Check layout and mark out	Tripping and exposed nails	4	Ensure area in particular walkways are clear Wear safety footwear
2. Check equipment is tagged	Electric shock	1	Use only correctly tagged equipment
3. Secure fixings and supports	Debris and noise from drilling	4	Use minimum drilling speed consistent with effective work. Use goggles for eye protections, suitable respiration and hear protection. Ensure drill bits are sharp Use ladders in accordance with SWMS 006 Use fall protection where appropriate
	Struck by falling objects	3 3	Wear safety helmet Restrict traffic Mobile scaffold wheels locked at all times Use ladders in accordance with SWMS 006 EWP Certificate

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5.PERHAPS ACCEPTABLE

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **CABLE AND LADDER TRAY INSTALLATION** WMS No **004**

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY: Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
1. Check layout and mark out	Tripping and exposed nails	4	Ensure area in particular walkways are clear Wear safety footwear
2. Secure fixings and supports using correct size bolts and fixings	Debris and noise from drilling	3	Use minimum drilling speed consistent with effective work. Use P1 respirator if appropriate Use appropriate eye protection Use hearing protection Ensure drill bits are sharp
3. Cut ladders or trays to fit using drop saw or 100mm angle grinder	Noise, eye injuries, cuts and abrasions	3	Ensure workpiece is clamped. Use eye and hearing protection Use gloves
4. Secure ladders or trays to supports	Cuts and abrasions from sharp edges	3	Scaffold or scissor will be used where applicable Use ladders in accordance with SWMS 006 Use fall protection where appropriate over 2 metres. Use gloves
5. Remove sharp edges and protruding fixing	Working at height, falls Manual handling Burns and fires from cutting and welding	3 3 3 3	Use ladders in accordance with SWMS 006 Use fall protection where appropriate Follow manual handling risk control procedures Follow Hot Work Procedure

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCECPTABLE

SAFE Work Method Statement, Cable and Ladder Tray Installation, SWMS No. 004		
Personal Qualifications and Experience	**Personnel, Duties and Responsibility**	**Training Required to Complete Work**
1. Minimum of trades assistant or apprentice under the supervision of a qualified supervisor	1. Supervisor to carry out daily inspections of work site for hazards	1. Supervisor to be trained in risk identification, assessment and control
2. Appropriate industry induction	2. All personnel to maintain a tidy work site.	2. Supervisor to be a qualified A Grade electrical Supervisor
3. No previous experience required		

Engineering details/Certificates/WorkCover Approvals:	**Codes of Practice, Legislation**
AS 3000 and client's specifications	Occupational Health and Safety Act 2004, Electrical Codes of Practice for Construction Work
Plant/Equipment:	**Maintenance Checks:**
Portable drill, welder, ladders, grinder, drop saw	Hand tools to be checked daily

Read and Signed by All Employees on Site: : **(If not already singed at company Introduction at Office)**

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **WORKING IN RISERS** WMS No **005**

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY: Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	**RISK ASESSMENT**	**RISK SCORE**	**RECOMMENDED ACTIONS**
1. Check location to drawing and reference to specification layout and markout	Tripping and exposed nails	4	Ensure area in particular walkways are clear Wear safety footwear
2. Check for access to riser and have clear working area	Falling, falling objects	3	Wear safety helmets with chin straps Use fall protection as appropriate Provide training and use entry permit when appropriate
3. Check for confined spaces	Restricted working space	3	Implement confined Space Procedure if necessary
4. Check for adequate lighting	Work restrictions	4	Use supplementary lighting if necessary
6. Protect all openings to risers	Falling	3	Builder to provide protection
6. Install warning signs	Objects falling	3	Use appropriate signs, e.g. "DANGER MEN WORKING ABOVE"

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	6. PERHAPS ACCECPTABLE

Safe Work Method Statement, Working in Risers, SWMS No. 005		
Personal Qualifications and Experience	**Personnel, Duties and Responsibility**	**Training Required to Complete Work**
1. Minimum of trades assistant or apprentice under the supervision of a qualified supervisor	1. Supervisor to carry out daily inspections of work site for hazards	1. Supervisor to be trained in risk identification, assessment and control
2. Appropriate industry induction	2. All personnel to maintain a tidy work site.	2. Supervisor to be a qualified electrician
3. Confined space training		3. Confined space training if applicable
4. . No previous experience required		

Engineering details/Certificates/WorkCover Approvals:	**Codes of Practice, Legislation**
AS 3000 and client's specifications	Occupational Health and Safety Act 2004, Electrical Codes of Practice for Construction Work
Plant/Equipment:	**Maintenance Checks:**
Portable tools	Hand tools to be checked daily

Read and Signed by All Employees on Site: : **(If not already singed at company Introduction at Office)**

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **USING PORTABLE LADDERS** WMS No **006**

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY: Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
1. Select Appropriate ladder with regard to compliance with the relevant part of AS 1892 and work to be done	Electric shock	1	Metal or wire reinforced ladders shall not be used for any electrical work
2. Inspect the ladder for condition	Falling	3	When working near a ledge, the follow rule of thumb must apply. Eg.- If a 6ft tall person working off steps 3ft in the air, they must be 9t from the perimeter. If work activites require the work close to the edge, the following precautions must apply – 2 men and a safety harness.
3. Position ladder to ensure stability	Falling	3	Ladders to extend 1 metre above landing level and be long enough to work at least 1 meter from the top Angle of ladder to be 1 in 4 Always face the ladder and keep within the styles Fall protection to be used when working above 1.8m

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCECPTABLE

Safe Work Method Statement, Using Portable Ladders, SWMS No. 006		
Personal Qualifications and Experience	**Personnel, Duties and Responsibility**	**Training Required to Complete Work**
1. Minimum of trades assistant or apprentice under the supervision of a qualified supervisor	1. Supervisor to carry out daily inspections of work site for hazards	1. Supervisor to be trained in risk identification, assessment and control
2. Appropriate industry induction	2. All personnel to maintain a tidy work site.	2. Supervisor to be a qualified A Grade Electrical electrician
3. . No previous experience required		3. Confined space training if applicable

Engineering details/Certificates/WorkCover Approvals:	**Codes of Practice, Legislation**
	Occupational Health and Safety Act 2004, Electrical Codes of Practice for Construction Work
Plant/Equipment:	**Maintenance Checks:**
Ladders complying with the reliant part of AS 1892	Ladders to be checked daily

Read and Signed by All Employees on Site: **(If not already singed at company Introduction at Office)**

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **INSTALLING LIGHT FITTINGS** WMS No **007**

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY : Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
1. Check layout and mark out	Tripping and exposed nails	4	Ensure area in particular walkways are clear Wear safety footwear
2. Received lights on site and confirm correct numbers and types	Struck by falling objects	3	Keep lifting area clear of people
	Manual handling	3	Implement manual handling risk control procedures
3. Confirm cabling requirements	Electric shock	1	Test and confirm cables before commencing work. Isolate and fit danger tags as appropriate
4. Install light fitting base or bracket and terminate cabling or plug into lighting socket	Electric shock	1	Ensure power tools and leads are tagged
	Falling	3	Use ladder or platform appropriately
5. Complete the fitting of any other parts	Falling	3	Use ladder or platform appropriately
6. Confirm fitting is secure and installed to specifications	Falling	3	Use ladder or platform appropriately
7. Clear area and remove isolation and danger tags	Hand injuries	4	Use gloves

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCECPTABLE

Safe Work Method Statement, Installing Light Fittings, SWMS No. 007		
Personal Qualifications and Experience	**Personnel, Duties and Responsibility**	**Training Required to Complete Work**
1. Minimum of trades assistant or apprentice under the supervision of a qualified supervisor	1. Supervisor to carry out daily inspections of work site for hazards	1. Supervisor to be trained in risk identification, assessment and control
2. Appropriate industry induction	2. All personnel to maintain a tidy work site.	2. Supervisor to be a qualified A Grade Supervisor
3. No previous experience required		

Engineering details/Certificates/WorkCover Approvals:	**Codes of Practice, Legislation**
AS 3000 and client's specifications	Occupational Health and Safety Act 2004, Electrical Codes of Practice for Construction Work
Plant/Equipment:	**Maintenance Checks:**
Portable drill, leads and ladders	Hand tools and ladders to be checked daily

Read and Signed by All Employees on Site: **(If not already singed at company Introduction at Office)**

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **INSTALLATION OF SWITCHBOARDS** WMS No **008**

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY : Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
1. Confirm installation specifications	N/A	N/A	N/A
2. Prepare installation area and confirm adequate space including door swing for maintenance	Hand injuries, tripping and exposed nail	4	Ensure area, in particular walkways, are clear Wear safety footwear Use suitable gloves
3. Arrange for crane or other mechanical handling equipment if needed	N/A	N/A	N/A
4. Receive switchboard on site including test certificates	Falling objects Manual handling	2 2	Keep lifting area clear of people Implement manual handling risk control procedures
5. Transfer switchboard to installation location	Falling objects Manual handling	2	Use mechanical handling equipment Implement manual handling risk control procedures
6. Mark out location ensuring coordination with other services	N/A		N/A
7. Install switchboard to manufacture's and client's specifications	Manual handling	2	Implement manual handling risk control procedures
8. Commission switchboard	Electric shock Explosion	2	Carry out pre-commissioning tests and isolation procedures
9. Clean area	Hand injuries	3	Use suitable gloves

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCECPTABLE

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **INSTALLATION OF PYROTENAX, (MIMS), CABLE** WMS No **009**

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY: Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
1. Check location to drawing and specification layout and mark out	Tripping and exposed nails	4	Ensure area is clear Wear safety footwear
2. Confirm cable specification and condition	N/A	N/A	N/A
3. Confirm cable supports on conduits have been installed to specifications	Falls	3	Refer to SWMS 004, cable and ladder tray installation
4. Install rollers or other protection to client's specifications	Falls	3	Use ladders in accordance with SWMS 006 Use fall protection as appropriate
5. Install cable stands to client's specifications	Manual handling	3	Implement manual handling risk control procedures
6. Install cable manually with rope of winch as appropriate to client's specifications	Manual handling	3	Implement manual handling risk control procedures
7. Cut any excess cable and seal exposed ends to manufacturer's recommendations	Hand injuries	3	Use suitable gloves Use tools in accordance with manufacturer's instruction
8. Locate/dress cable and fix in position to client's specifications	Falls	3	Use ladders in accordance with SWMS 006 Use fall protection as appropriate

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCECPTABLE

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **INSTALLATION OF LIGHTING LOOMS WMS 010**

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY: Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
1. Check drawings to confirm loom locations and specifications	N/A	N/A	N/A
2. Receive cable and socket bases on site and confirm correct types, sizes and numbers	Struck by falling objects Manual handling.	3 3	Keep lifting area clear of people Implement manual handling risk control procedures
3. Construct lighting looms to clients specifications	Hand injuries	4	Use tools appropriately
4. Label each loom with distribution board and circuit number	N/A	N/A	N/A
5. Install looms to client's specifications	Electric shock Falls	1 3	Use only correctly tagged equipment Use ladders in accordance with SWMS 006
6. Confirm socket location and fixings to clients specifications	Falls	3	Use ladders in accordance with SWMS 006
7. Install circuit feeds and switch wires to client's specifications	Electric shock Falls	1 3	Use only correctly tagged equipment Use ladders in accordance with SWMS 006
8. Clean area	Hand injuries	4	Wear suitable gloves

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCECPTABLE

SAFE Work Method Statement, Installation of Lighting Looms SWMS No 010		
Personal Qualifications and Experience	**Personnel, Duties and Responsibility**	**Training Required to Complete Work**
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site for hazards	1. Supervisor to be trained in risk identification, assessment and control
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified Electrical Supervisor
3. No previous experience required.		

Engineering details/Certificates/WorkCover Approvals:	**Codes of Practice, Legislation**
AS 3000 and client's specifications	Occupational Health and Safety Act 2004, Electrical Codes of Practice for Construction Work
Plant/Equipment: Portable tools, ladders	**Maintenance Checks:**
	Hand tools and ladders to be checked daily.

Read and Signed by All Employees on Site: **(If not already singed at company Introduction at Office)**

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189
SAFE WORK METHOD STATEMENT FOR: **INSTALLATION OF CABLE SUPPORTS WMS 011**

ISSUE DATE	REVISION DATE	REVISION NO	PREPAREDBY: Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
1. Check location to drawings and specifications.	Tripping and exposed nails	4	Ensure area is clear Wear safety footwear
2. Receive cable supports on site confirming correct type, size and number.	Struck by falling objects	3	Keep lifting area clear of people
	Manual handling	3	Implement manual handling risk control procedures
3. Mark out route of cable supports to specifications confirming clearance of other services.	Falling	3	Use ladders in accordance with SWMS 006 Use fall protection as appropriate
4. Install supports to client's specifications supporting as necessary and using correct size bolts and fixings.	Electric shock	1	
	Falling	3	Ensure power tools and leads are tagged Use ladders in accordance with SWMS 006
5. Confirm tightness of fixings.	Falling	3	Use ladders in accordance with SWMS 006
6. Install cable supports	Struck by falling objects	3	Keep lifting area clear of people
	Falling	3	Use ladders in accordance with SWMS 006 Use fall protection as appropriate
7. Clean area	Hand injuries	4	Use suitable gloves

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCECPTABLE

SafeWork Method Statement, Installation of Cable Supports SWMS 011		
Personal Qualifications and Experience	**Personnel, Duties and Responsibility**	**Training Required to Complete Work**
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site for hazards	1. Supervisor to be trained in risk identification, assessment and control
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified Electrical Supervisor
3. No previous experience required		

Engineering details/Certificates/WorkCover Approvals:	**Codes of Practice, Legislation**
AS 3000 and client's specifications	Occupational Health and Safety Act 2004, Electrical Codes of Practice for Construction Work
Plant/Equipment:	
Portable drills, ladders.	**Maintenance Checks:**
	Hand tools to be checked daily.
Read and Signed by All Employees on Site:	**(If not already singed at company Introduction at Office)**

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **INSTALLATION OF MAINS** WMS No **012**

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY: Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
1. Liase with Supply Authority to coordinate changes to supply	N/A	N/A	N/A
2. Obtain Supply Authority Certificates and check drawings	N/A	N/A	N/A
3. Coordinate shutdowns with client	N/A	N/A	N/A
4. Receive mains on site	Falling objects Manual handling	3 3	Keep lifting area clear of people Implement manual handling risk control procedures
5. Shutdown supply and install DANGER tags	Electric Shock	1	Confirm DEAD before commencing work
6. Remove existing mains terminations if applicable	Electric shock	1	Confirm DEAD before commencing work
7. Install mains to specifications	Electric shock	1	Confirm DEAD before commencing work
8. Terminate new mains to specifications	Electric shock	1	Confirm DEAD before commencing work

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5.PERHAPS ACCECPTABLE

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **INSTALLATION OF MAINS** WMS No **012**

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY: Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
9. Confirm installation to drawings and specifications and ensure connections are tight	Electric shock	1	Confirm DEAD and identify cables before commencing work
10. Clean area	Hand injuries	4	Wear suitable gloves
11. Test installation	Electric shock		Confirm DEAD and identify cables before commencing work
12. Liase with Supply authority for inspection and test	N/A	N/A	N/A
13. Remove DANGER tags	N/A	N/A	N/A
14. Energise supply	Electric shock	1	Follow Standard Working procedure
15. Install signs or labels as required	Hand injuries	4	Use tools appropriately

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCECPTABLE

Safe Work Method Statement, Installation of Mains, SWMS No. 012		
Personal Qualifications and Experience	**Personnel, Duties and Responsibility**	**Training Required to Complete Work**
1. Minimum of trades assistant or apprentice under the supervision of a qualified supervisor	1. Supervisor to carry out daily inspections of work site for hazards	1. Supervisor to be trained in risk identification, assessment and control
2. Appropriate industry induction	2. All personnel to maintain a tidy work site.	2. Supervisor to be a qualified A Grade Electrician
3. No previous experience required		

Engineering details/Certificates/WorkCover Approvals:	**Codes of Practice, Legislation**
Installation to comply with AS 3000 and client's specifications	Occupational Health and Safety Act 2004, Electrical Codes of Practice for Construction Work
Plant/Equipment:	**Maintenance Checks:**
Portable tools, ladders.	Hand tools and ladders to be checked daily.

Read and Signed by All Employees on Site: **(If not already singed at company Introduction at Office)**

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **INSTALLATION OF SWTICHBOARD CONNECTIONS WMS013**

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY: Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
1. Confirm switchboard meets and has been installed to specifications	N/A	N/A	N/A
2. Confirm cables to be connected meet specifications and all cables have been installed. Check any specific requirements have been met.	N/A	N/A	N/A
3. Group cable together as they enter switchboard and fix with cable ties.	Hand injuries	4	Use suitable gloves
4. Separate cables into groups of like destination. Seal or plug any unused cable entries.	Electric shock	1	Confirm DEAD before commencing work
5. Mark each conductor prior to removing any secondary insulation.	N/A	N/A	N/A
6. Group conductors of like destinations and fix into a loom system.	Hand injuries	4	Use suitable gloves
7. Align and terminate each conductor into its correct location.	Electric shock	1	Confirm DEAD before commencing work

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCECPTABLE

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **INSTALLATION OF SWTICHBOARD CONNECTIONS WMS013**

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY: Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
8. Check and tighten all terminations and connections.	Electric shock	1	Confirm DEAD before commencing work
9. Confirm installation meets specifications.	N/A	N/A	N/A
10. Install labels, signs or markings as required.	N/A	N/A	N/A
11. Clean switchboard.	Hand injuries	4	Use suitable gloves
12. Confirm all circuits have been completed and DANGER TAG any incomplete circuits.	N/A	N/A	N/A
13. Test and commission switchboard using relevant procedures. Confirm phase rotation of all 3 phase equipment.	Electric shock	1	Follow safe work practices
14. Complete records.	N/A	N/A	N/A

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCECPTABLE

Safe Work Method Statement, Installation of Switchboard Connections SWMS 013		
Personal Qualifications and Experience	**Personnel, Duties and Responsibility**	**Training Required to Complete Work**
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site for hazards	1. Supervisor to be trained in risk identification, assessment and control
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified Electrical Supervisor .
3. No previous experience required.		

Engineering details/Certificates/WorkCover Approvals:	**Codes of Practice, Legislation**
AS 3000 and client's specifications	Occupational Health and Safety Act 2004, Electrical Codes of Practice for Construction Work
Plant/Equipment:	**Maintenance Checks:**
Portable drill, leads and ladders	Hand tools and ladders to be checked daily.

Read and Signed by All Employees on Site: **(If not already singed at company Introduction at Office)**

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **INSTALLATION OF NEW WORK IN EXISTING SWITCHBOARDS** WMS No

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY: Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
1. Check drawings and specifications	N/A	N/A	N/A
2. Arrange isolation of section of, or complete switchboard, with client	N/A	N/A	N/A Wear suitable gloves
3. Isolate section of, or complete switchboard, or install insulation barriers	Electric shock	1	Confirm DEAD and identify cables before commencing work Follow Standard Working Procedures
4. Fit DANGER TAGS to isolation devices	N/A	N/A	N/A
5. Test that work area has been safely isolated	Electric shock	1	Confirm DEAD and identify cables before commencing work Follow Standard Working Procedures
6. Complete installation to client's specifications	Electric shock	1	Test and identify cables before commencing work
7. Check and tighten all terminations and connections	Electric shock	1	Confirm DEAD and identify cables before commencing work Follow Standard Working Procedures Follow Standard Working Procedures

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCECPTABLE

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **INSTALLATION OF NEW WORK IN EXISTING SWITCHBOARDS** WMS No **014**

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY: Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
8. Confirm installation to client's specifications	N/A	N/A	N/A
9. Fit DANGER TAGS to any incomplete work	N/A	N/A	N/A
10. Install labels, signs or markings as required	N/A	N/A	N/A Follow Standard Working Procedures
11. Clean work area	Hand injures	4	Wear suitable gloves
12. Test and commission new following relevant procedures. Confirm phase rotation of all 3 phase equipment	Electric shock	1	Follow Standard Working Procedures
13. Complete records	N/A	N/A	N/A

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCECPTABLE

Safe Work Method Statement, Installation of New Work in Existing switchboards SWMS No. 014		
Personal Qualifications and Experience	**Personnel, Duties and Responsibility**	**Training Required to Complete Work**
1. Minimum of trades assistant or apprentice under the supervision of a qualified supervisor	1. Supervisor to carry out daily inspections of work site for hazards	1. Supervisor to be trained in risk identification, assessment and control
2. Appropriate industry induction	2. All personnel to maintain a tidy work site.	2. Supervisor to be a qualified A Grade Electrician with suitable experience
3. No previous experience required		

Engineering details/Certificates/WorkCover Approvals:	**Codes of Practice, Legislation**
Installation to comply with AS 3000 and client's specifications	Occupational Health and Safety Act 2004, Electrical Codes of Practice for Construction Work
Plant/Equipment:	**Maintenance Checks:**
Portable tools, ladders	Hand tools and ladders to be checked daily. In accordance with manufacturers recommendations

Read and Signed by All Employees on Site: **(If not already singed at company Introduction at Office)**

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189
SAFE WORK METHOD STATEMENT FOR: **INSTALLATION OF SUBMAINS WMS015**

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY: Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
1. Check location to drawing and specification layout and mark out.	Tripping & exposed nails	3	Ensure area is clear Wear safety footwear
2. Plan installation so as to work towards the main switchboard.	Electric shock	1	Connections to the main switchboard to be made only when it is **confirmed dead**.
3. Confirm cable specifications and condition.	N/A	N/A	N/A
4. Install cable to client's specifications.	Falls	2	Use ladders in accordance with SWMS 006 Use fall protection as appropriate Implement manual handling risk control procedures
5. Terminate submains to specifications.	Manual handling Electric shock	1	Isolate main switchboard and install DANGER TAGS. **Confirm dead** before making any connections.
6. Confirm installation to drawings & specifications & ensure connections are tight.	Electric shock	1	**Confirm dead** and identify cables before commencing work.
7. Clean area.	Hand injuries	3	Use suitable gloves.
8. Test installation.	Electric shock	1	**Confirm dead** and identify cables before commencing work.
9. Remove DANGER TAGS.	N/A	N/A	N/A
10. Energise main switchboard	Electric shock	1	Follow standard working procedures.
11. Install signs or labels as required.	Hand injuries	3	Use tools appropriately.

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCECPTABLE

Safe Work Method Statement, Installation of Submains SWMS No 015		
Personal Qualifications and Experience	**Personnel, Duties and Responsibility**	**Training Required to Complete Work**
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site for hazards	1. Supervisor to be trained in risk identification, assessment and control
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified Electrical Supervisor.
3. No previous experience required		

Engineering details/Certificates/WorkCover Approvals:	**Codes of Practice, Legislation**
AS 3000 and client's specifications	Occupational Health and Safety Act 2004, Electrical Codes of Practice for Construction Work
Plant/Equipment:	**Maintenance Checks**
Portable drills, ladders, appropriate mechanical handling equipment.	Mechanical handling equipment to be checked in accordance with Statutory and manufacturer's requirements.
	Hand tools and ladders to be checked daily.
Read and Signed by All Employees on Site:	**(If not already singed at company Introduction at Office)**

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT &: **INSTALLATION OF POWER AND LIGHT CABLING WMS016**

ISSUE DATE	REVISION DATE	REVISION NO	PREPARED BY: Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
1. Check location to drawings and specification layout and mark out.	Tripping & exposed nails	3	Ensure area is clear Wear safety footwear
2. Plan installation so as to work towards the main switchboard.	Electric shock	1	Connections to the main switchboard to be made only when it is **confirmed dead**.
3. Confirm cable specifications & condition.	N/A	N/A	N/A
4. Install cable to client's specifications	Falls	2	Use ladders in accordance with SWMS 006 Use fall protection as appropriate
	Manual handling	2	Implement manual handling risk control procedures
	Electric shock	1	Ensure that no bare conductors can contact any live parts. Effectively insulate both ends of all cables near any live parts.
5. Bond together all cables to be bought out of the wall later, if concealed.			Restrain the ends of all cables near any live parts. Isolate main switchboard and install DANGER TAGS.
6. Label if necessary.			
7. Mark location if to be concealed.		1	**Confirm dead** before making any connections.
8. Install 2 cables maximum or label how many cables in this location.	Hand injuries	3	Use suitable gloves.
9. Terminate cabling to specifications.			
10. Clean area. 11. Test installation. 12. Remove DANGER TAGS.	Electric shock	1	**Confirm dead** and identify and test cables before commencing work.
13. Energise main switchboard	N/A	N/A	N/A
14. Install signs or labels as required.	Electric shock	1	Follow standard working procedures
	Hand injuries	3	Use tools appropriately

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCECPTABLE

Safe Work Method Statement, Installation of Power and Light Cable SWMS No 016		
Personal Qualifications and Experience	**Personnel, Duties and Responsibility**	**Training Required to Complete Work**
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site for hazards	1. Supervisor to be trained in risk identification, assessment and control
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified Electrical Supervisor .
3. EWP Certificate		
4. No previous experience required		3. EWP training if using EWP

Engineering details/Certificates/WorkCover Approvals:	**Codes of Practice, Legislation**
AS 3000 and client's specifications	Occupational Health and Safety Act 2004, Electrical Codes of Practice for Construction Work
Plant/Equipment:	**Maintenance Checks**
Portable drills, ladders, appropriate mechanical handling equipment.	Mechanical handling equipment to be checked in accordance with Statutory and manufacturer's requirements.
	Hand tools and ladders to be checked daily. EWP in accordance with manufacturer's recommendation.
Read and Signed by All Employees on Site:	**(If not already singed at company Introduction at Office)**

POWERLIGHT Pty Ltd. 19 Alex Ave, Moorabbin 3189

SAFE WORK METHOD STATEMENT FOR: **INSTALLATION OF POWERPOINTS** **WMS 017**

ISSUE DATE	REVISION DATE	REVISION NO	PREPAREDBY: Stewart Vickery
PROJECT :		SECTION	PROJECT MANAGER

SAFE WORK METHOD DESCRIPTION	RISK ASESSMENT	RISK SCORE	RECOMMENDED ACTIONS
1. Check layout to drawings and specifications and confirm with client.	N/A	N/A	N/A
2. Check walls, cavities and ceilings for other services and confirm location of any water pipes, gas lines or power or telephone cables.	Falls Hand injuries	3	Ensure area is clear Wear safety footwear. Use suitable gloves. Use ladders in accordance with SWMS 006 Use fall protection as appropriate.
3. Check equipment is tagged	Electric shock	1	Use only correctly tagged equipment.
4. Fit power point mounting brackets as required.	Debris and noise from drilling	3	Use minimum drilling speed consistent with effective work. Use appropriate respirators, eye and hearing protection. Keep drill bits sharp. Use ladder or platform appropriately.
5. Tape or insulate ends of new cable to prevent electrical contact.	Electric shock	3	Use suitable insulation material.
6. Run cables.	Hand injuries Electric shock	4 1	Use suitable gloves Confirm DEAD before commencing work
7. Connect power points.	Electric shock	1	Confirm DEAD before commencing work
8. Confirm fittings are secure and installed to specifications.	Falling	3	Use ladder or platform appropriately.
9. Clear area and remove isolation or DANGER TAGS.	Hand injuries	4	Use suitable gloves.

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCECPTABLE

Safe Work Method Statement, Installation of PowerPoint's SWMS No 017		
Personal Qualifications and Experience	**Personnel, Duties and Responsibility**	**Training Required to Complete Work**
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site for hazards	1. Supervisor to be trained in risk identification, assessment and control
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified Electrical Supervisor.
3. No previous experience required		3. EWP training if using EWP

Engineering details/Certificates/WorkCover Approvals:	**Codes of Practice, Legislation**
AS 3000 and client's specifications	Occupational Health and Safety Act 2004, Electrical Codes of Practice for Construction Work
Plant/Equipment:	**Maintenance Checks**
Portable drill, pipe detection equipment, leads and ladders.	Hand tools and ladders to be checked daily.

Read and Signed by All Employees on Site: **(If not already singed at company Introduction at Office)**

SITE INDUCTION GUIDELINES TO EMPLOYEES

Company's policy guidelines for a safe work place
Personnel Protective equipment
Emergency safety procedures
Evacuation procedures
Powered mobile plant
Scaffolding
Drugs and alcohol
Confined spaces
Electrical awareness
Public safety
Trenching
Injury management
Site safety inspections
Employee's duty of care
First aid

POWERED PLANT

Employer to provide Scissor and boom type elevated work platforms to the work site in a manner that is without risk to health.

Scissor type work platforms when delivered will have warning devices fitted and working in accordance with the OH&S Plant Regulations.

Records are kept for all maintenance, service and repairs.

All employees that operate scissor lifts are trained in the safe use of elevated work platforms.

Employer to undertake Hazard identification on each piece of plant to ensure that the piece of plant when used is the right piece of plant to complete the works safely.

When scissors lifts are used in the work place for the first time, an inspection is carried out to ensure that the area is free of obstruction e.g. rubbish, open penetration and all open areas.

Scissors are not to be travelled unless they are lowered to the height that is required to prevent tip over.

Daily check lists are required to be filled out before starting any operation.

Employees are not permitted to work outside the handrails of the platforms.

Signage is to be displayed in the area of operation to warn other persons for the movement of plant and to protect employees.

Employees that operate Boom type elevated platforms to a length of 11 meters are required to have training and instruction in the safe operation to verify they are competent to do so.

Employees that operate boom type elevated platforms greater than 11 meters shall verify that they are the holders of a WP license to operate.

Employees that operate any type of boom elevated platforms shall wear and use a safety harness while working from heights.

Employees are to ensure that warning devices are fitted and working before starting any operation.

Daily check lists are to be completed each day prior to starting each day.

When operating powered mobile plant near over had power lines, the operators are to ensure that they do not go within 6 meters of the lines or 2 meters if there is a spotter.

When powered mobile plant is not in use, it will be left in a state which does not create a risk, so far as is practical, for any person.

Signage is to be displayed in the area of operation to warn persons of the movement of plant and to protect employees.

SCAFFOLDING AND LADDERS

All mobile scaffolding to comply with AS.1576.3.

All ladders are to comply with AS 1892, 1892-1, 1892-2.

Erection of mobile type scaffolds to 4 meters does not require persons to hold a scaffolding ticket, but persons must be competent to erect scaffold to manufacturers specifications.

Erection of mobile scaffoldings over 4 meters must be erected by persons that hold a basic scaffolding certificate or equivalent.

Employees to ensure that all wheels have brakes locked, while work is being carried out for the platform.

Employees are to ensure that before work starts, the works area is inspected to ensure that there are no hazards associated with the movement of the mobile.

A competent person to carry out inspection of mobile scaffolding on a weekly basis, and records kept.

All step ladders that are brought to site are to be inspected for damage and verified that they are safe to use without risk to health.

When setting up step ladders employees to inspect the area to ensure that here are no hazards in relation to setting up the piece of plant.

Painted ladders not to be re used under any circumstances.

Step ladders must be fully opened when in use, and the feet of the person using the ladder must by 3 rungs from the top of the ladder.

Employees must not over reach while working from the step ladder.

Single and extension ladders that are brought to site are to be inspected for damage, and verified that they are safe to use without risk to health,

Ladders should be secured against movement and be supported from a firm, level, no-slip surface.

A person should always have two hands free to ascend and descend a ladder (i.e. all materials and tools which cannot be safely secured from the workers belt should be independently transferred or hoisted to the work location.)

Only one person should be on the ladder at any one time.

Employees that use ladders must ensure that they do not operate near unprotected edges. Openings in floors unless a system is in place to stop employees from falling.

Single and extension ladders should be placed at a slope of 4 to 1, and be footed or secured top and bottom.

CONFINED SPACES

Employer to complete a hazard identification and risk assessment for the purpose of employees that are required to work in confined spaces (i.e. shafts, tunnels, manholes.)

Only employees that have been trained in confined space operations are permitted to enter and work in confined spaces.

Barricading and signage will be displayed while persons are working in confined areas.

All operations to be carried out as per the AS.2865-1995, Code of Practice for Confined Spaces and the occupational Health and safety (confined space) regulations.

ELECTRICAL ISOLATION AND DANGER TAGS

When working on a site make sure that companies Isolation procedures are followed. Where no specific Isolation procedures exist use the following:

- When working on any switchboards or machinery place a Danger Tag with your name and date on it. In clear readable print.
- Only the person who put the Danger Tag on shall remove it.
- If you see a Danger Tag on any switch or switchboard it mush not be removed or the machine used.
- Don't forget that total Isolation of a machine may also mean hydraulic and pneumatic pressures be locked off.
- Never remove or ignore danger Tags until such time as all works can be verified.
- All electrical power tools and flexible extension leads are to be tested and tagged prior to starting work and tested and checked every three month an A or B grade electrician and records kept.

MANUAL HANDLING AND STRAIN INJURIES

Strain injuries can occur at work or elsewhere while lifting, carrying, loading, pushing, digging. Don'' risk back strain.

Company's hazard identification and risk assessment policy will provide guidance to maintain a safe system of work.

Arrange help if the load is too big, too heavy or both.

Use a fork lift, hand truck, block and tackle etc.

Do the job another way.

Lift correctly, squat down, use leg muscles.

Order in materials that are in smaller quantities (i.e. parcels).

All areas are covered in the Code of Practice for Manual Handling.

SAFETY BARRICADE

Always use red/white hazard tape, witches hats or similar, bunting and signs to cordon off some temporary hazardous are, e.g. excavation, overhead work, demolition etc. Naturally removes this when the area is safe to re-enter.

WORKING ON LIVE ELECTRICAL EQUIPMENT

1 Working on live electrical wiring and/or apparatus is not acceptable.

Only when absolutely necessary do we work on live equipment or wiring. Any switchboard requiring additional work can be turned off with planning, i.e. turned off at a pre arranged time, after 3.30pm, lunchtime, etc

2 Where it is not possible to isolate equipment from electrical supply the following company policy must be adhered to:

- No less than 2 employees present at any one time.
- Emergency shutdown procedure must be discussed prior to work commencement
- All possible safety precautions must be implement during the coarse of action

3 Live testing on commissioning

(a) Check to make sure all ends are terminated prior to switch on.
(b) Two employees present for testing.
(c) Both employees to have first aid level 2 qualifications.

INJURY REPORTING AND MANAGEMENT PROGRAM

If you have an injury at work it must be reported to your supervisor immediately. If the injury incurs lost time or expenses, the need to complete the appropriate forms before these costs can be met. These forms are available from the Site Supervisor.

All accidents and incidents at work, whether they result in damage, injury and near miss must be reported promptly to the supervisor or the foreman.

The level of investigation is to be determined by the person in charge at the time immediately after each report.

Powerlight is committed to introducing rehabilitation measures following all injuries where return to normal duties is not possible. Powerlight will seek the assistance of the Principal Contractor in order to facilitate alternative duties on the project. The rehabilitation process will not cease until the injured employee is:

- Successfully returned to gainful employment
- Is deemed unsuitable for continued rehabilitation

POWERLIGHT PTY LTD

OCCUPATIONAL HEALTH & SAFETY RECORDS

PROJECT/SITE:

SITE ADDRESS: (address)
(location)

BUILDER: EMPLOYEE

Description	Maintain	Person
Safe Work Method Check List	Weekly	Site Supervisor
Plant/Equipment Maintenance Inspection Form	Weekly	Site Supervisor
Site Induction Register	On completion of induction	Site Supervisor
Site Safety Check List	Weekly	Site Supervisor
Occupational Health & Safety Report	Monthly	Site Supervisor

POWERLIGHT PTY LTD

SITE INDUCTION REGISTAR

(to be filled out on completion of induction)

Only applicable to Employees and Sub Contractors who have not completed introduction at office

PROJECT/SITE:

SITE ADDRESS: (address)
(location)

BUILDER: EMPLOYEE

Employee	Induction	Date	Comments

POWERLIGHT PTY LTD

SITE PERSONNEL MONTHLY SAFETY CHECKLIST

Only applicable to Employees and Sub Contractors who have not completed introduction at office

PROJECT/SITE:

SITE ADDRESS: (address)
(location)

BUILDER: EMPLOYEE

Employee	Hard hats	Danger tag	Safety Tester	Protective Eyewear	Safety Dayglow Vest	Overalls	Knowledge of First Aid Officer	Comments

POWERLIGHT PTY LTD

PLANT & EQUIPMENT SAFETY RECORDS

(to be filled out weekly)

PROJECT/SITE:

SITE ADDRESS: EMPLOYEE
(address)

BUILDER: EMPLOYEE

Plant/Equipment	Date of Inspection	Problem Y/N	Comments