Terminating Cables	SAFE WORK METHOD S	TATEMENT (SWMS)	
TAS	K OR ACTIVITY: Terminating Ca	bles	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E Jil:	
THIS SAFE WORK METHOD	STATEMENT IS APPROVIND BY		
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	sting a business or under the (PC + I) is	required to entry that a safe work method s	tatement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring	ppliance the VMS a well as review	s and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SIME PARTICIPATING COMMUNICATED	NALE OF ALL RELEVANT PERSONNE EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	DMMUNICATED TO IN THE
Safety meetings or toolbox talks will be sched ad in account with gislative requirements to first identify any site hazards, so the company hica those hazards and then to further take steps to either eliminate or contact each hazard.			
If an incident or a near miss occurs, all work must stop an alately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			
The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.			



CLIENT OR PRINCIPAL	CONTRACTOR DETAILS
Client:	SCOPE OF WORKS
Project Name:	
Project Address:	
Project Manager:	
Contact Phone:	
Date SWMS supplied to Project Manager:	
ANY HIGH-RISK CONSTRUC	
☐ involves a risk of a person falling more than 2 meters	I is carried out on or near pressurised gas mains or piping
□ is carried out on a telecommunication tower	carried out on or near chemical, fuel or refrigerant lines
☐ involves demolition of an element of a structure that is load-bearing	□ is carried out on or near energised electrical installations or services
□ involves demolition of an element related to the physical integ. Y of a sucture	\square is carried out in an area that may have a contaminated or flammable atmosphere
□ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete
involves structural alteration or repair that quires terrar by supart to prevent collapse	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor
□ is carried out in or near a confined space	\Box is carried out in an area of a workplace where there is any movement of powered mobile plant
is carried out in/near a shaft or trench deeper that tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.
ANY HIGH-RISK MACHINER	RY OR EQUIPMENT NEARBY



RISK MATRIX										
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION		HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION		Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.		Replace the hazard.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k⊾ records		Engineering Isolate the hazard.	
INNCE LOW LOW MODERATE HIGH HIGH LOW Reserved Isolate the hazard. Notes on Hierarchy of Controls: Elimination methods are the most effective and preferre encone to the time post of a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the time post of the ti										

	PERS_NALT_TECTIVE EQUIPMENT (PPE)										
	Select the appropriate PPL above suitably for the equipment used or the job task being performed (if applicable).										
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	CTION	P ECTION	R⊾⇒PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE Required:											
	Permit or Licenses Requirements Mandatory Qualifications and Training										

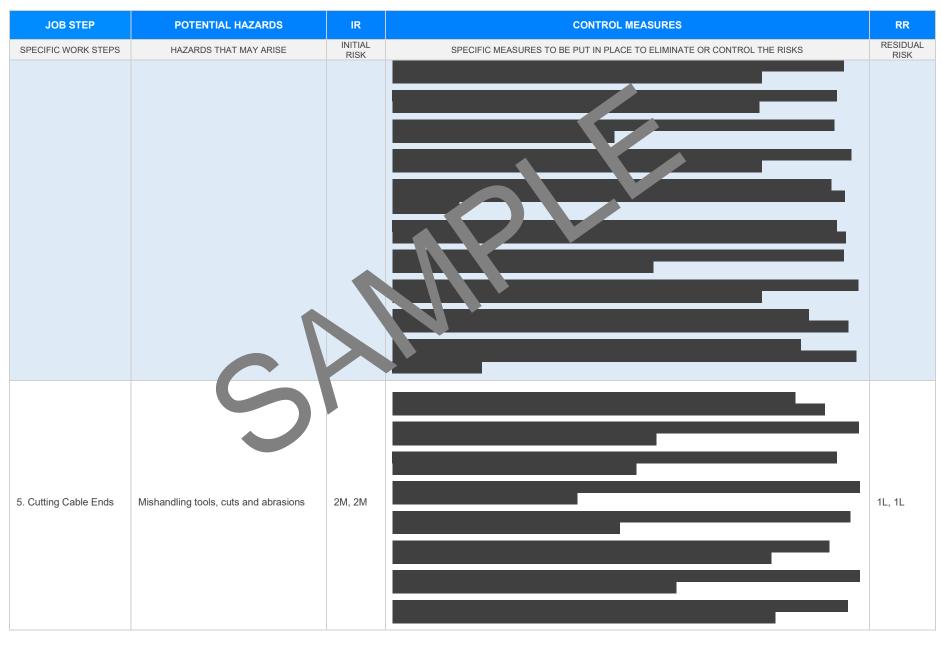


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Electric shock, trip hazards	3H, 2M	 Ensure all workers have completed relevationectrical safety training and hold appropriate licenses. De-energise and lockout/tagout the electric source burder commencing work. Use insulated tools specifically designed for exorcal work to prevent accidental contact with live parts. Conduct a risk assessment ordentify potential hierards relevand to cable termination and implement mitigation strategies. Ensure appropriate personal productive equipment (PPE) such as insulated gloves, safety glasses, and fire-retardant uning are vion at all ones. Use voltage unters to violary that circument components are de-energised before starting work. Kee un work a unaganised and free from unnecessary items to minimise trip hazards. Place about and to be in a manner where they do not obstruct pathways or create fall risks. Ongoin concurricate among team members to ensure everyone is aware of their roles and any zards lesern. Implement barriers or shields to protect workers from adjacent live conductors or parts. Regulary inspect and maintain tools and equipment to ensure they function correctly and safely. to all floor markings and signs to delineate safe walkways and hazardous areas. Assign a designated safety observer or spotter to monitor the operation and provide assistance in case of an emergency. Review and follow the manufacturer's instructions for properly terminating cables using specified techniques and materials. 	2M, 1L
2. Equipment Check	Faulty equipment, unforeseen operation issues	3H, 2M	 Conduct a thorough inspection of all tools and equipment before use to identify any visible damage or defects. Ensure that all electrical testing devices and meters are properly calibrated and functioning accurately before use. Verify that power sources are disconnected and locked out before performing maintenance on equipment. Use equipment that is compliant with current Australian Standards and industry regulations for safety. Implement a regular maintenance schedule for all tools and equipment to prevent malfunctions during operation. Keep a register of all equipment, including date of purchase, last inspection, and maintenance history for reference. Train workers on the correct and safe operation of each piece of equipment and tool used in the cable termination process. 	2M, 1L



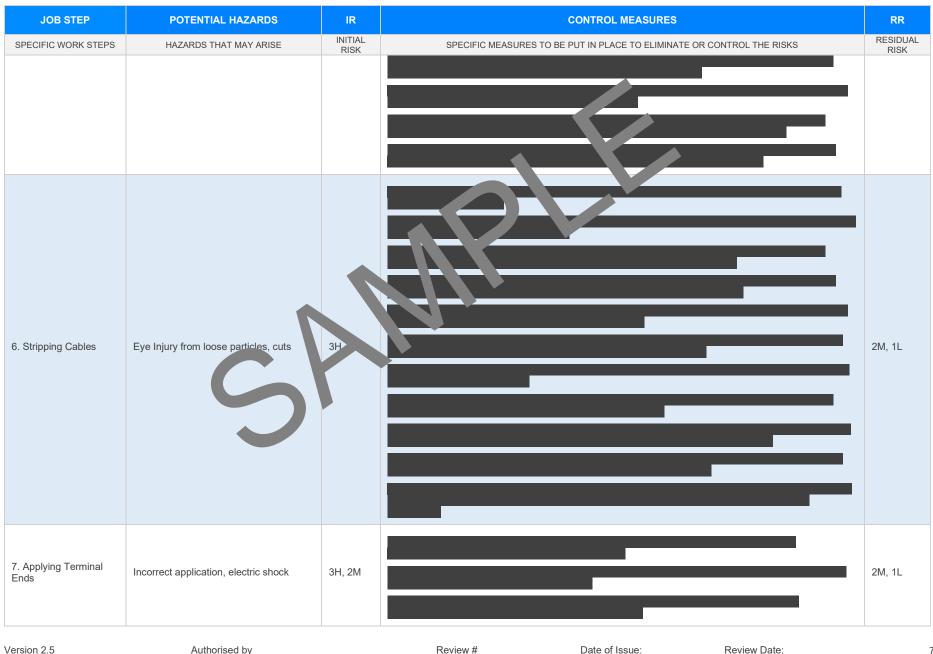
JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	
			- Provide workers with personal protective equipment (PPE) such as insulated gloves, goggles, and non- conductive footwear.		
			- Employ a tagging system for faulty equipment to putre it is not used until repaired or replaced.		
			- Establish clear communication protocols are us team members to address any unforeseen operational issues promptly.		
			- Set up a dedicated area for equipment check and another work zones to minimise interference and distractions.		
			- Ensure spare parts and equivalent replacements the reaction available to quickly address faults or failures.		
			- Develop and communication an entropency respectse plan in case of equipment failure during operations.		
			- Report and a sument an excidents, croking equipment faults for continuous improvement and further training		
			- Ensurial vorkers twe completed necessary electrical safety training and are competent to perform the isolation tas		
		4A, 3H	Use loc put-tain ut (LOTO) procedures to ensure power sources remain off during the work. Attach to mut durices a Utags to inform others that work is being performed.		
			Performerisk assessment prior to starting the task to identify any site-specific hazards and implement rresponding controls.		
			- Wify isolation through testing: use appropriate testing equipment to confirm that there is no electrical surrent present before commencing work.		
3. Isolating Power Source	Electric shock, fire pzard		- Inspect all tools and equipment for damage or defects before use, ensuring they are maintained in accordance with manufacturer guidelines.	2M, 1L	
Source			- Implement a permit-to-work system that requires authorisation before beginning work on isolated systems.		
			- Keep a safe distance from live circuits and verify absence of voltage on both sides of the point of isolation.		
			- Use insulated tools and personal protective equipment (PPE) such as rubber gloves and mats rated for electrical work.		
			- Provide communication devices for emergencies and ensure workers know the emergency response plan, including shutting down power if required.		
			- Display clear signage indicating that an isolation process is underway, warning others to stay clear until the job is completed and power is safely restored.		
4. Cable Identification	Incorrect cable selection, mixing up	2M, 2M		1L, 1L	
	wires				



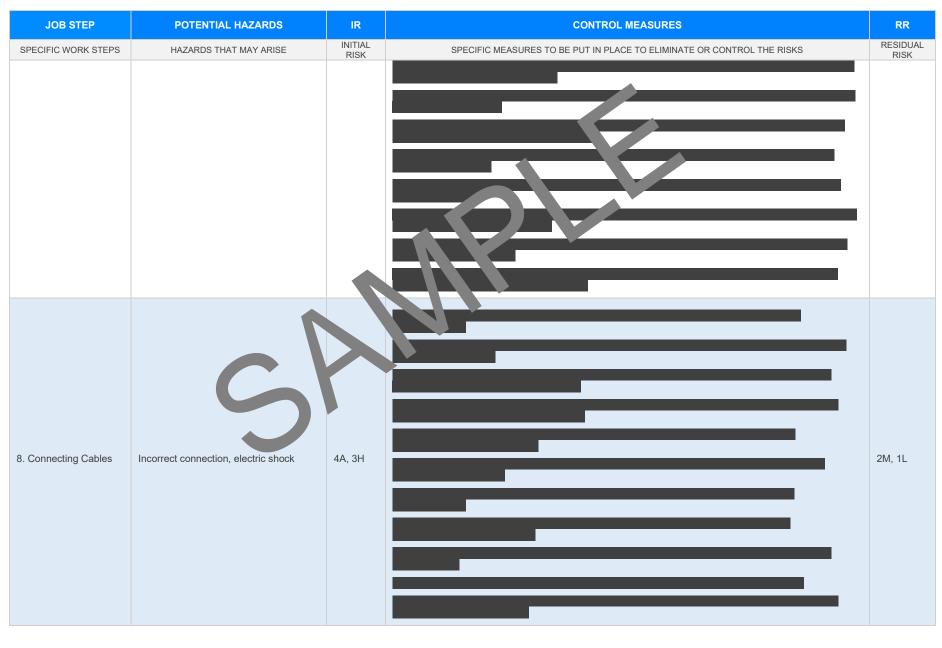


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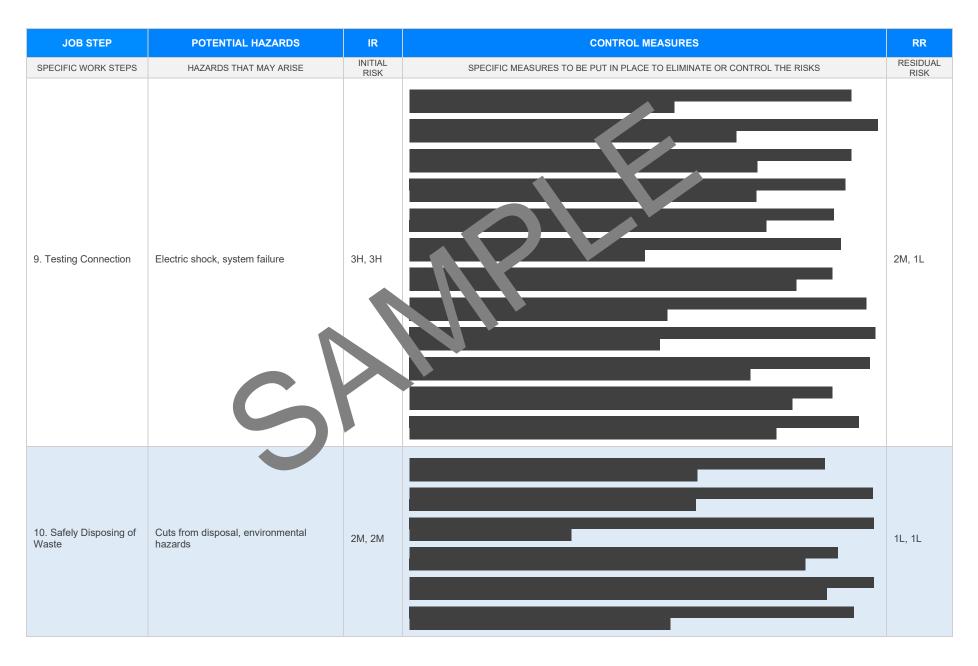




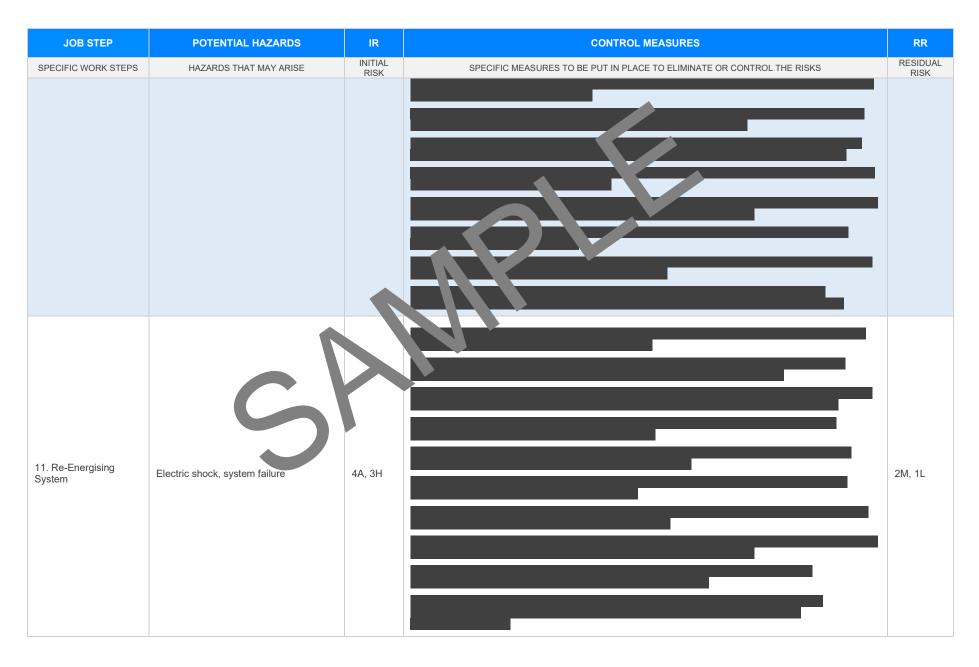


Version 2.5

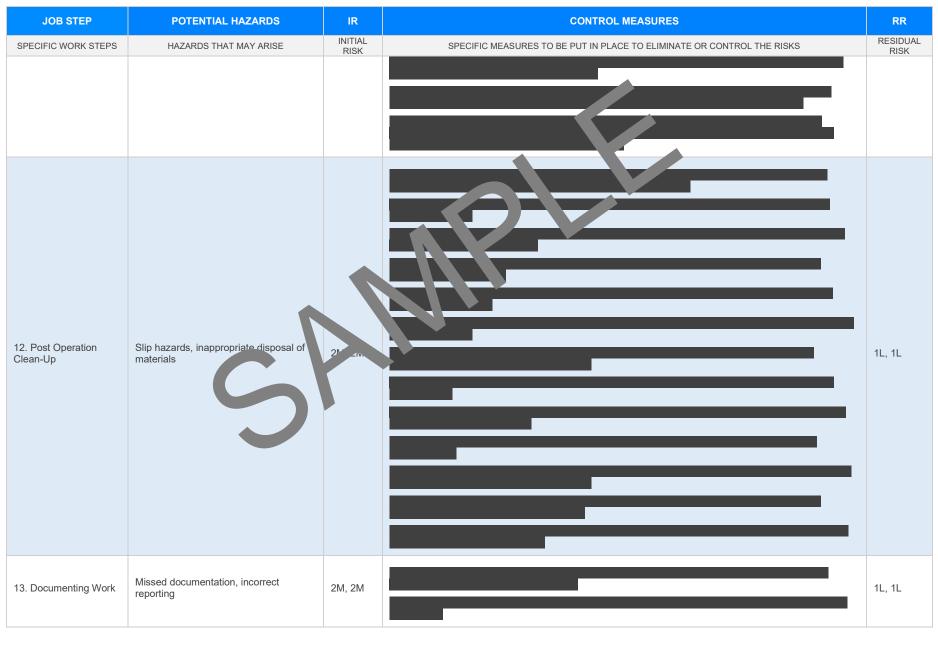












Version 2.5

Date of Issue:

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Version 2.5

Date of Issue:



JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
15. Equipment Maintenance Inefficiencies	Accidental injury, exupment malfunction	-оң, зн		2M, 1L



EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

	LEGISLATIVE REFERENCES						
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGIS	RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES ANY STATE AT ARE NOT APPLICABLE						
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice	Victoria Occupational Health and Safety Acta 24 Occupational Health and Safety Acta 24 Degis of VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gular 5</u> Codes of mactice VIC <u>entps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>						
New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislatic Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legislatic	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>						
Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulation 2011 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/workplace-serve-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/workplace-serve-laws</u>	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model-</u> <u>codes-of-practice</u> Model Codes of Practice						
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: <u>https://www.safework.sa.gov.au/resources/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_aces/codes-of-practice#COPs</u>	 Model codes of Practice Managing noise and preventing hearing loss at work Confined spaces Labelling of workplace hazardous chemicals Managing risks of hazardous chemicals in the workplace Welding processes 						
Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice	 Weiting processes First aid in the workplace Managing the risk of falls at workplaces Hazardous manual tasks Managing the risk of falls in housing construction Managing electrical risks in the workplace Demolition work Excavation work Work health and safety consultation, cooperation and coordination 						
Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence work Any required documents	 Work health and safety consultation, cooperation and coordination Managing the work environment and facilities How to manage work health and safety risks Managing risks of plant in the workplace Construction work 						

- Any required documents.



SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and gualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Signature	Date

SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

The SWMS must be reviewed regularly to make sure it remains fective revised if necessary) if relevant control measures are revised. The viewn consultation with workers (including contractors htractors Vb of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that persons involved with the work are advised that a revision has been made and how they can acces he revised SWMS, including all persons who will need to change a work procedure or system as a region of the review are advised of the changes in a way that will enable them to implement their duties antly with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

- 1. Spot Checks.
- 2. Consultation with workers, contractors and sub-contractors.
- 3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies. followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	1	2	3	4	5	6	7
NAME							
INITIALS							
DATE							



SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	COMMENTS
The company details have been entered, including the project name and address.		
All relevant personnel consulted during the development of the SWMS.		
Name, signature, position and date signed of the person approving the SWMS.		
Specific personnel and qualifications, experience is noted in the SWMS.		
Provides a step-by-step process of tasks required to carry out the activity or task.		
Adequate risk assessment of any identified hazards has been completed.	\square	
Foreseeable hazards are identified and documented for each step.	\boxtimes	
Any hazards listed in any site risk assessments have been added to the SWMs	\boxtimes	
SWMS initial risk (IR) column as well as residual risk (RR) column mpleted.	\boxtimes	
Check control measures added to the SWMS are the most effective selections	\boxtimes	
Responsible person is assigned and listed on the property of the importation control measures.	\boxtimes	
Permit or licenses requirements specified, su as Hot Work, Electric Work, Work at Heights etc.	\boxtimes	
SWMS identifies plant and equipment to be us	\boxtimes	
Details of inspection checks required for any equipment listed a noted on the SWMS.	\boxtimes	
Describes any mandatory qualifications, experience, and g or skills required to perform the work.	\boxtimes	
Applicable personal protective equipment is selected on the SWMS.	\boxtimes	
Reflects and documents any legislative references and/or Australian Standards.	\boxtimes	
Identifies any hazardous substances used with specific control measures in line with any SDS.	\boxtimes	
REVIEWED BY	DATE RE	VIEWED
SIGNATURE	DATE CO	MPLETED