

| Using Flashing Lights And Beac | ons At Night SAFE WOR | K METHOD STATEMENT (SW | /MS) |
|---|---|--|------------------------------------|
| TASK OR ACTIV | ITY: Using Flashing Lights And I | Beacons At Night | |
| Business Name: | | ABN: | SWMS# |
| Business Address: | | | |
| Contact Person: | Phone: | E jil: | |
| THIS SAFE WORK METHOD | STATEMENT IS APPRO | | |
| 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 en 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 SIMS MANAGEMENT AND ACTIVITY ON THIS SIMS MANAGEMENT AND ACTIVITY ON THIS SIMPLE AND ACTIVITY ON THE SIMPLE AND ACTIVITY ACTIVITY. | 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 regislative requirements to first identify any site hazards, a company nical those hazards and then to further take steps to either eliminate or contract 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 terminary 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 | | | 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. | |
| | | | | | | | | | | |

| | | | | | | TIVE EQUIPM | | | | | |
|---------------------|---|--------------------|---------------|-------------|----------------------------|--------------------|----------------------|------------------------|--------------------|-------------------|---------------------------|
| | | Select the ap | propriate PPL | abo, ruitab | i or the equi | oment used or | the job task | being perform | ned (if applica | able). | |
| FOOT PROTECTION | HAND PROTECTION | HEAD PROTECTION | | 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 | | | | | | | | | | |
| | | | | | | | | | | | |

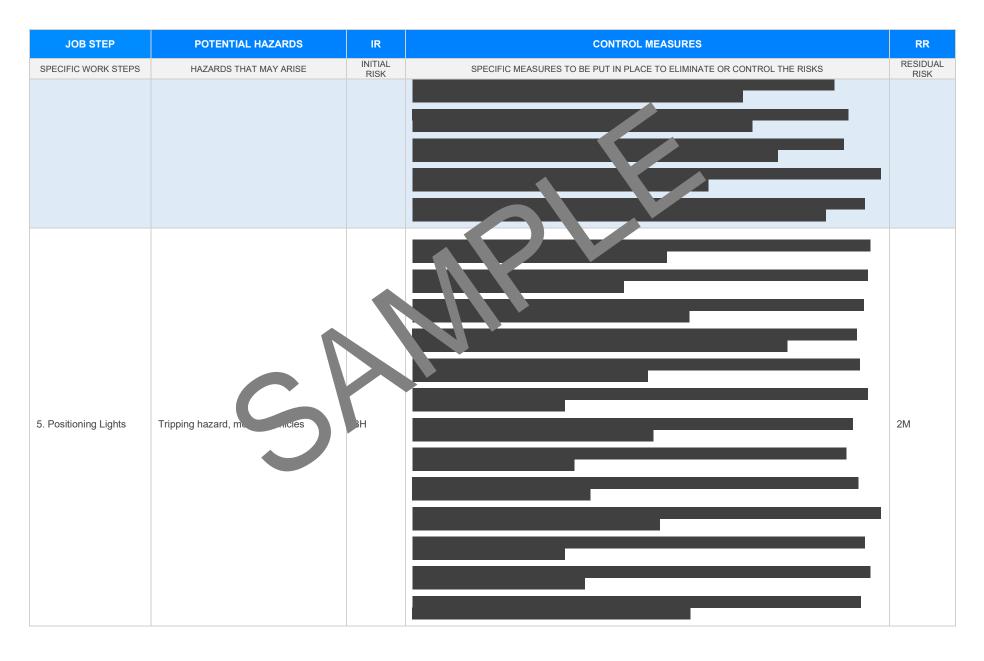


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|------------------------------|----------------------------------|-----------------|---|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 1. Preparation | Tripping hazard, poor visibility | 2M | Conduct a site assessment to identify potential tripping hazards and mark them clearly. Ensure all personnel are provided with high spiblituants or clothing to enhance visibility in low-light conditions. Implement adequate lightine systems, such as a stable floor tarts, to illuminate the work area. Use reflective tape on equipment and pathways to use orkers of potential hazards. Establish a clear communication rotocol for night-time operations to ensure effective coordination among teams unbers. Provide training for workers on night starty procedures, including hazard recognition and emergency respt. Place waying sign around areas with known or potential tripping hazards. Ensure that a starty officer or supervisor to oversee operations and monitor adherence to safety protocol. egularly inspect and maintain worksite surfaces to minimise uneven terrain and potential trip points. Ensure that all cabling and hoses are securely fastened and routed to avoid creating obstacles. Limit access to work areas with significant tripping risks to only those personnel who are essential. | 1L |
| 2. Transporting Equipment | Collision risk, poor visibility | 2М | Conduct a pre-transport inspection of all vehicles to ensure lights and beacons are functioning properly. Ensure all drivers are trained in operating vehicles with flashing lights and beacons. Plan transport routes in advance to avoid areas with poor visibility or heavy traffic at night. Use reflective tape on vehicles and equipment to enhance visibility during transportation. Implement a communication system among drivers to alert each other of any hazards or changes in conditions. Provide high-visibility clothing for all personnel involved in transporting equipment. Utilise spotters positioned at strategic points to guide vehicles and provide additional safety oversight. Ensure that all vehicle warning systems, such as horns and indicators, are operational and used appropriately. Enforce a reduced speed limit while driving to increase reaction time and prevent collisions. | 1L |

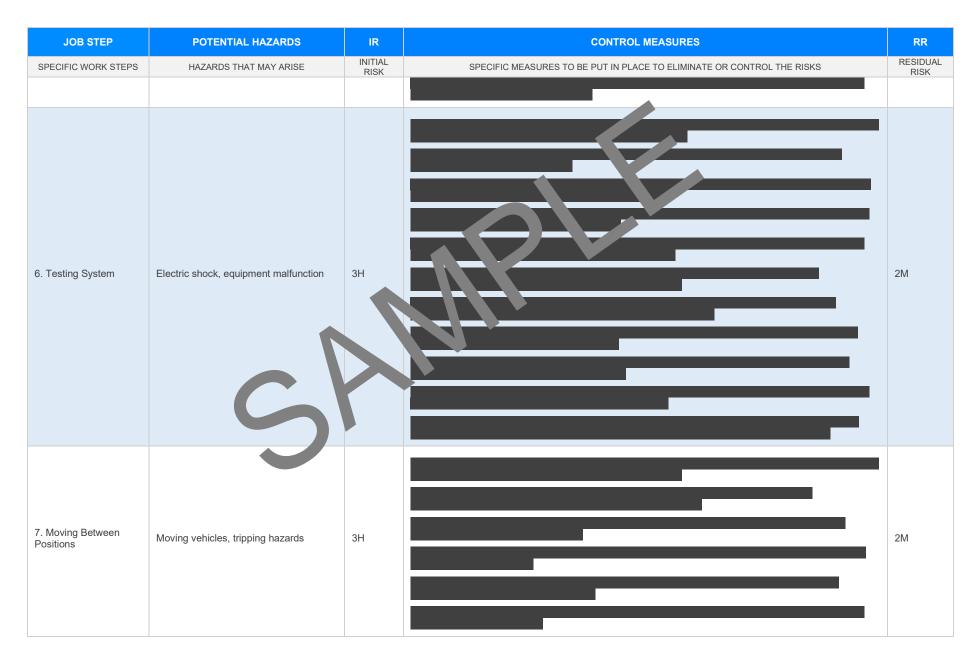


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|-------------------------------|------------------------------------|-----------------|---|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS - Perform regular maintenance checks specifically focusing on lighting systems to prevent failures during operation. | RESIDUAL RISK |
| 3. Installing Beacons | Electrical shock, fall from height | ЗН | Install additional floodlights on vehicles if extra ill contation is required in especially dark environments. Conduct a risk assessment to identify pole vial hazards bated to electrical shock and falls from height before starting the installation. Ensure all workers are trained and competent brandling electrical equipment and working at heights. Use only insulated tools when working with electrical comments to prevent electrical shock. Verify that all power structures and e-energised before beginning installation work on beacons or flashing lights. Provide approximate personal protectors a superment (PPE), such as insulated gloves and rubber-soled shoes to minimume the risk of electrical model. Install source an undage points and use safety harnesses when working at heights to prevent falls. Set urban mades an signage to create a safe work zone and warn others of the work area hazards. Use elevated ork planoms or scaffolding instead of ladders wherever possible to ensure stability while tailing eacon. Inspective, arts immediately. Implement a buddy system where a second worker observes the installation process to provide assistance if needed. Schedule regular break times to reduce fatigue, which can lead to errors and accidents, especially when working at heights or with electrical systems. | 2M |
| 4. Checking Light Function | Eye strain, electric shock | 2М | | 1L |

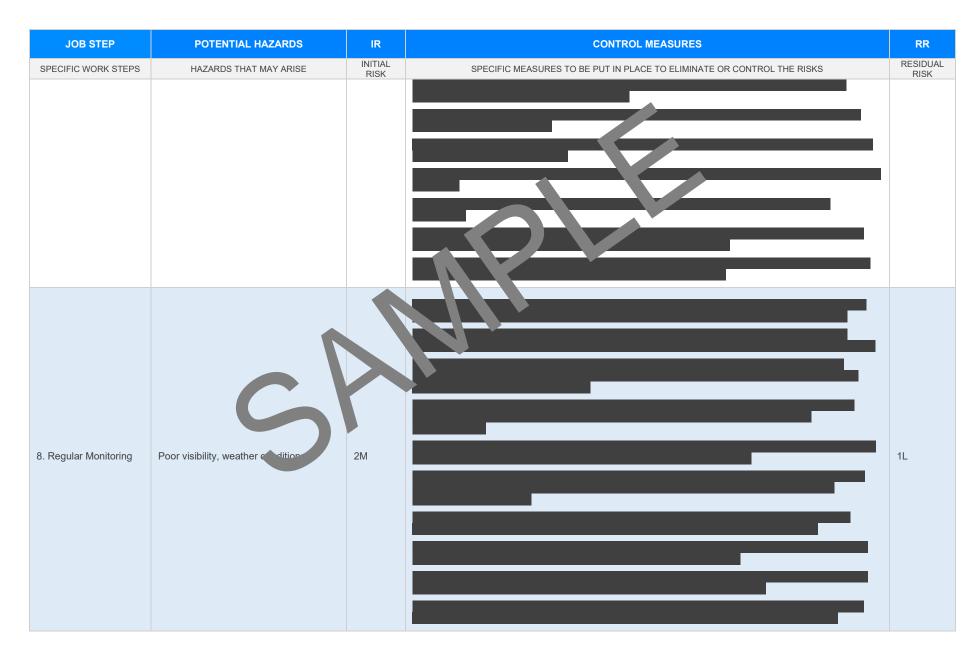




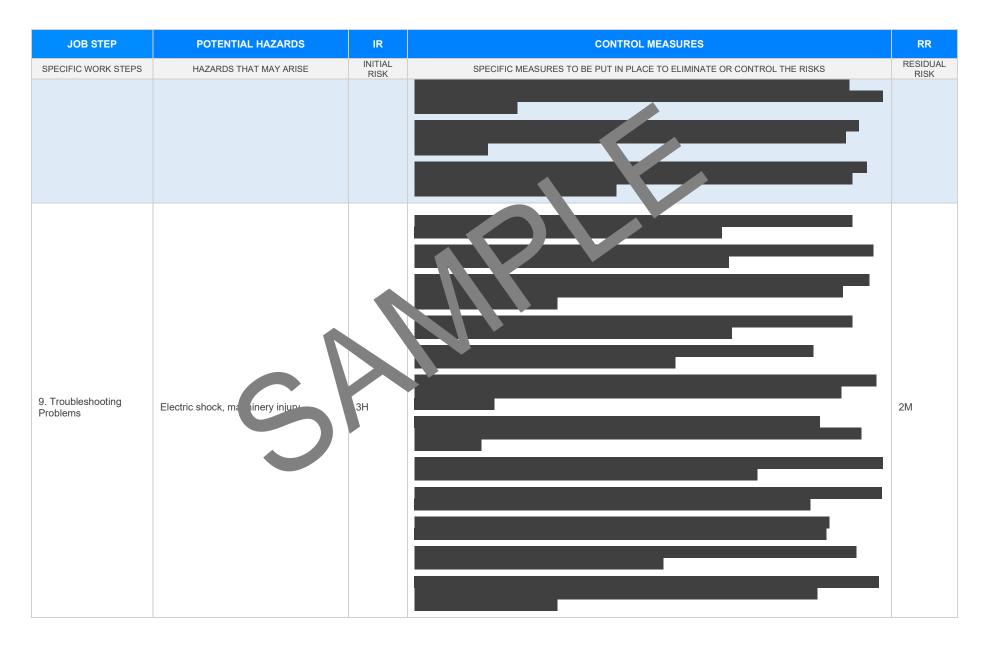










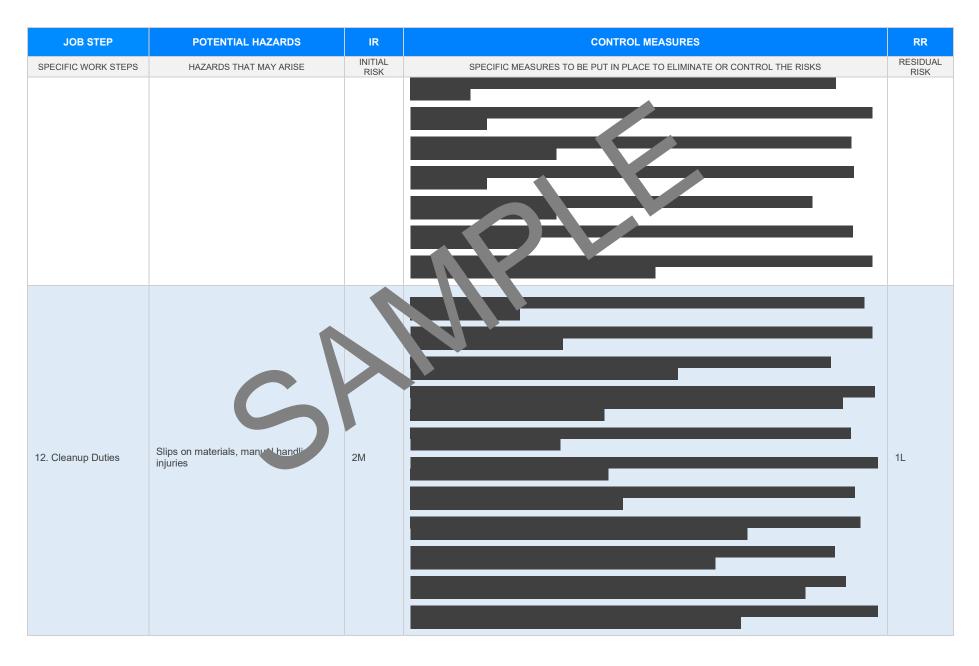


Version 2.5



| 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 |
| | | | | |
| 10. Dismantling Setup | Falls from height, heavy lifting | ЗН | | 2М |
| 11. Packing Away | Trip hazard, heavy lifting | 2M | | 1L |





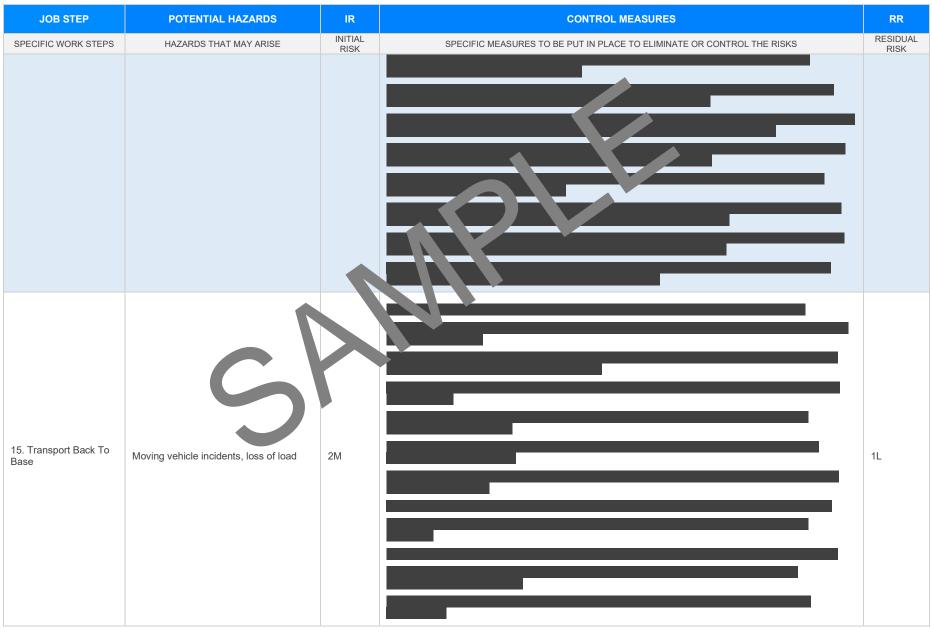


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|---------------------|------------------------------|-----------------|--|-----------------|
| PECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUA RISK |
| 8. Documenting Work | Ergonomic issues, eye strain | 1 | | I 1L ■ |
| | | | | • |

Version 2.5

Date of Issue:

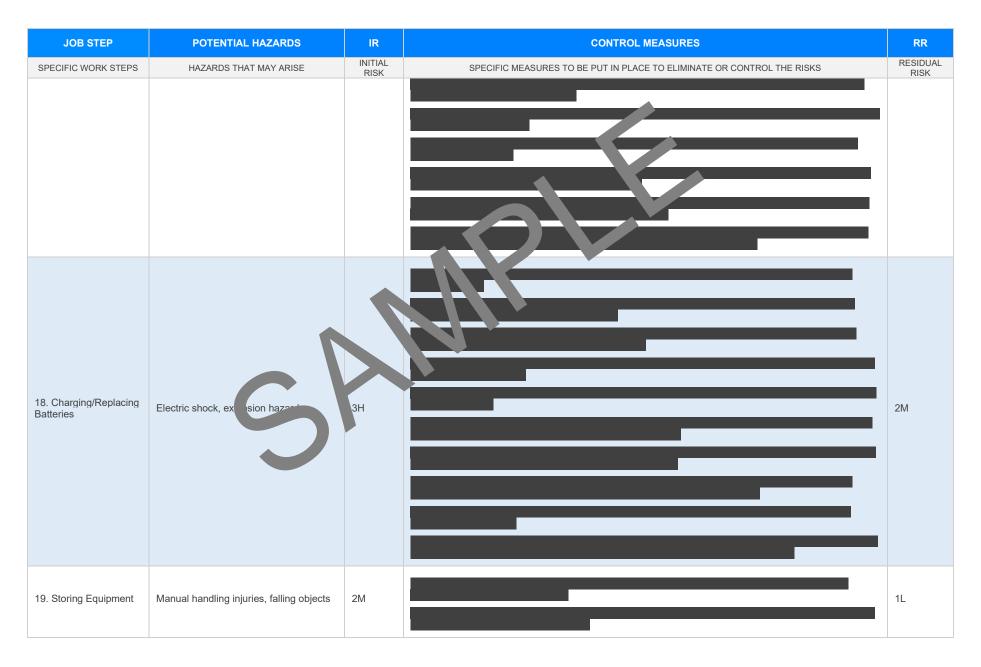




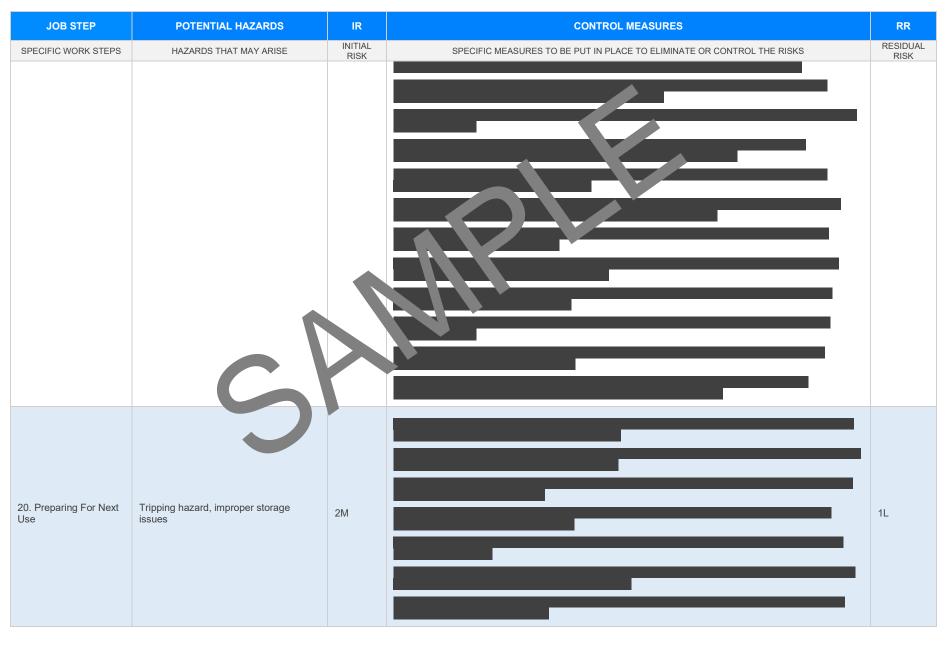


| JOB STEP | POTENTIAL HAZARDS | IR | CONTROL MEASURES | RR |
|--------------------------|--|-----------------|--|------------------|
| SPECIFIC WORK STEPS | HAZARDS THAT MAY ARISE | INITIAL RISK | SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS | RESIDUAL RISK |
| 16. Post-activity Review | Eye strain, ergonomic issues | 1L | | |
| 17. Maintenance Check | Electric shock, bodily injury from machinery | ЗН | | 2M |
| rsion 2.5 | Authorised by | | Review # Date of Issue: Review Date: | |









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 |
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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 REF | ERENCES |
|---|---|
| RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISL | ATIVE REFERENCES DANY STATE DAT 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 | Victoria Occupational Health au Safety Act 204 Occupational Health and pafety or gulations 2017 Legis non VIC: <u>https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- rulat</u> is unles of mactice VIC <u>autps://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/weiplace-secure-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/weiplace-secure-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- 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_dces/codes-of-practice#COPs</u> | 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 | 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. | Managing the work environment and facilities How to manage work health and safety risks Managing risks of plant in the workplace Construction work |



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 |
|-------------|-----------|------|
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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. | \boxtimes | | |
| Foreseeable hazards are identified and documented for each step. | \square | | |
| 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 selection | \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 use | \boxtimes | | |
| Details of inspection checks required for any equipment listed protection 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 COMPLETED | | |