

ORGANISATION DETAILS			
Organisation Name:	Gedoun Constructions Pty Ltd	Contact Name:	Joe Gedoun
ACN/ABN:	52 284 873 581	Contact Position:	Director
Address:	PO Box 1138, Townsville QLD 4810	Contact Phone Number:	0412 968 974

PROJECT DETAILS			
Project:	Gedoun Construction Sites	Project Address:	Gedoun Construction Sites
Project No:		This WMS has been developed in consultation with:	Joe Gedoun
Activity:	Installation and Repair of Air-Conditioning and Refrigeration Systems		Reviewed by:
		Position:	Contract Administrator
Training/Instructions to be provided:	<input checked="" type="checkbox"/> Site Induction Training <input checked="" type="checkbox"/> OHS Induction Card Training <input checked="" type="checkbox"/> Manual Handling Training	<input checked="" type="checkbox"/> Task Specific Training, Manual Handling Training <input checked="" type="checkbox"/> Training Specified in any MSDS <input checked="" type="checkbox"/> Other (Specify): Induction into the SWMS	
Resources/Trades Involved:	Refrigeration and Air-Conditioning Technicians Qualified Electricians	Engineering Details/Certificates/EPA/QLD Work Place Health & Safety Approvals:	Hot Works, Work at Heights, Confined Space
Plant/Equipment Used:	Electrical tools and hand tools	Warning Signs and Controls Measures:	As per Displayed Signage
		Details of Emergency Procedures:	As per Site Safety Plan
Personal Protective Equipment (PPE) to be used:	High Visibility Clothing and Safety Footwear (Steel Capped Boots) are to be worn by ALL worksites. Fire retardant material long sleeve shirt, trousers, safety helmet, safety glasses, rescue kit, low voltage insulating gloves.	Safety Data Sheets Required:	Nil

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<p>Occupational Health Safety or Environmental Legislation:</p>	<ul style="list-style-type: none"> • Queensland Acts & Regulations • Workplace Health & Safety Act 2011, Workplace Health & Safety Regulations 2011 • Electrical Safety Act 2015, Electrical Safety Regulations 2013 • Building and Construction Industry Improvement Acts 2005 	<p>Codes and/or Standards Applicable to the Works:</p>	<p>Building Code of Australia 2010 Queensland & National Codes of Practice:</p> <ul style="list-style-type: none"> • Building and Construction 2000 Updated 2011 • Noise 2004 • Scaffold 2009 • Electrical 2013 • Manual Tasks 2010 • Plant 2013 • First Aid 2015 • Hazardous Substances 2011 • Prevention of Falls in Housing Construction 2012 • Construction Work 2013 • Building Code of Australia 2015 • Hazardous Substance Code of Practice 2003 <p>National Standards:</p> <ul style="list-style-type: none"> • Risk Management AS/NZS15031000:2009 • National Standard for Construction Work NOSHC:1016 (2005) • National Standard for Manual Tasks 2007

HIGH RISK ACTIVITY: WORKING ON OR NEAR EXPOSED ENERGISED ELECTRICAL EQUIPMENT									
JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
General Planning	- Inadequate training	3	4	12	<ul style="list-style-type: none"> - Check that employees and/or contractors are fully trained to complete the required task - Make sure you consult with the relevant employees/contractors - Check that there is adequate, competent supervision - Check that employees/contractors are using the appropriate equipment - Check that access to the work area is not cluttered - Check that there is adequate access for carpenters and their equipment - Provide adequate lighting to the workplace, especially in basements and other enclosed areas. Check that access ways are suitably defined and lit - Check that the work area is adequately ventilated and that fueled equipment has the appropriate safety equipment attached - Check that employees/contractors are wearing appropriate PPE. The minimum standard is 30+ sunscreen. Long sleeved shirt, hard hat with a flap at the back and AS rated sunglasses 	1	2	2	Site Supervisor
	- Working at heights near the edge causing a fall and leading to death	3	4	12		1	2	2	
	- Inadequate planning and consultation	3	4	12		1	2	2	
	- Improvisation	3	4	12		2	2	4	
	- Poor access to work areas	3	4	12		2	2	4	
	- Insufficient lighting	3	4	12		1	2	2	
	- Lack of adequate ventilation	3	5	15		1	3	3	
	- Penetrations causing a fall and leading to death	3	5	15		1	3	3	
- Manual handling injuries	3	5	15	1	3	3			
- Exposure to sunlight and glare, causing skin cancer	4	4	16	2	2	4			
Moving about the Worksite	<ul style="list-style-type: none"> - Serious injury from trips and falls over: <ul style="list-style-type: none"> o Waste o Equipment o Materials o Unmarked steps o Varying terrain o Trenches 	3	4	12	<ul style="list-style-type: none"> - Report to Site Manager/Site Office before entering site if applicable - Identify risks and hazards through site inductions and risk assessments, for example: site safety checklists - Conduct proper site inductions - Move at a pace allowing for proper visual assessment - Remove all trip hazards where possible - Wear the correct PPE including safety footwear, 	1	2	2	Site Supervisor

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JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
Moving about the Worksite (Continued)	<ul style="list-style-type: none"> ○ Penetrations ○ Voids 			15	safety eyewear, high visibility clothing as per site signage			3	
	- Impact and crush injuries with moving plant and machinery	3	5	15		1	3	3	
	- Falling from heights causing death	3	5	15		1	3	3	
	- Walking into projections	3	4	12		1	2	2	
Entering Work Sites	- Being struck by moving vehicles or machinery, or by falling equipment or materials leading to death	3	5	15	<ul style="list-style-type: none"> - Enter the work site through the proper access - Report to the Principal Contractor for site induction - Discuss any known problems and risks with the Principal Contractor or Site Controller - Obey all signage - Wear effective PPE. Note: Safety footwear, high visibility clothing is min. standard on appropriately controlled work sites - Wear other PPE as required by SWMS or MSDS - Undertake inspection of site conditions - Move at a pace allowing for proper visual assessment - Have a First Aid Kit at hand and effective communications available - Plant operations will only occur within the working hours displayed on site or contained in the Site Safety Plan - Delivering, erecting, maintaining and dismantling scaffold will only occur within the working hours displayed on site or contained in the Site Safety Plan 	1	3	3	Site Supervisor
	- Tripping and falling over materials, rubble and waste, or on unmarked steps, uneven and unstable surfaces	3	4	12		1	2	2	
	- Hazards to third parties from workers moving in and out of sites	3	4	12		1	3	3	
Using Electrical and Battery Powered	- Safety and compliance testing not conducted by competent	2	4	8	- Employees must be properly trained in the safe use of electrical power tools	1	3	3	Site Supervisor

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JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
Tools Using Electrical and Battery Powered	person				<ul style="list-style-type: none"> - Inspect tools for any damage before each use - Check the handle and body casing of the tool for cracks or other damage - Inspect cords for defects. Check for power cord cracking, fraying and other signs of wear or fault in the cord insulation - Check for damaged switches and ones with faulty trigger locks - Inspect the plug for cracks and missing, lose or faulty prongs - Replace damaged equipment immediately. Do not use defective tools - WARNING: If the tool is defective, remove it from service and tag it clearly "Out of Service for Repair" - Use only tools that have been tested and tagged - Make sure that all electrical tools are protected through the use of RCDs - Use only the kind of battery that the manufacturer specified for the tool you are using - Recharge a battery powered tool only with the charger that is specifically intended for the battery in the tool - Remove the battery from the tool. Make sure that the tool is switched off or locked off before changing accessories, making adjustment or storing the tools - Store a battery pack safely so that no metal part, nails, screws, wrenches etc. can come into contact with the battery terminals 				
	- Portable plug-in electrical equipment not tested, causing death through electrocution	3	5	15		1	3	3	
	- Electrical risk assessment report not completed causing death through electrocution	3	5	15		1	2	2	
	- Hired electrical equipment not tested causing death through electrocution	3	5	15		1	3	3	
	- Electrical equipment not tagged causing death through electrocution	3	5	15		1	2	2	
	- RCDs not tested causing death through electrocution	3	5	15		1	3	3	
	- Flying objects causing cuts and abrasions	3	5	15		1	2	2	
	- Slips, trips and falls triggering serious injury	3	4	12		1	2	2	

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		L	C	R		L	C	R	
Tools (Continued)				12	<ul style="list-style-type: none"> - Wear PPE and clothing that is appropriate for the work you are doing, e.g.: safety glasses or goggles, hearing protection, dust mask, gloves, safety boots or shoes - Switch off tools before connecting them to a power supply - Disconnect the power supply before making adjustments or changing accessories - Keep power cords clear of tools and the path that the tool will take - Use clamps, a vice or other devices to hold and support the piece you are working on, when practical to do so - Use only approved extension leads - Keep power cords away from heat, water, oil, sharp edges and moving parts - Store tools in dry, secure location when they are not being used 			2	
Use of Angle Grinder	- Fire hazards causing fires and operator being burnt	3	4	12	<ul style="list-style-type: none"> - Only persons who are competent shall use grinders - Ensure work area is clear and material to be ground is on a firm and stable surface - Never put grinder down until the disc stops rotating and place grinder on ground/bench with the disc facing upwards when not in use - Do not use machine unless all safety guards are fitted and operate correctly - Make sure the correct flange and locking nut are in place for the type of disc being used 	1	2	2	Site Supervisor
	- Excess noise causing hearing loss	5	4	20		1	2	2	
	- Incorrect disk, disk exploding and causing a serious injury	3	4	12		1	2	2	
	- Incorrect use of tool	3	4	12		1	2	2	
	- Removal or incorrect	3	5	15		1	2	2	
Use of Angle Grinder (Continued)	positioning of guards causing damage to the tool			12			2		

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		L	C	R		L	C	R	
Use of Angle Grinder (Continued)	- Electrocutation instigating death	3	5	15	<ul style="list-style-type: none"> - Ensure there are no defects or damage to the disc - No flammable materials are close by and be aware of any glass that could be etched - When working close proximity to other erect spark curtains - Flexible electrical cord in good condition, free from cuts and breaks has been inspected and tagged by a competent person as required Ensure residual current devices fitted at power source - Electrical tools are not hoisted or lowered by their cords - Cutting wheels or discs should not be used for grinding jobs, and grinding wheels should not be used for cutting jobs - Wheels designated for a particular revolution speed should not be used on machines of different speeds - Wheels should be used only for the specific materials and purpose for which they are designated and according to the manufacturer's recommendations - Wheels worn small through use should be discarded and NEVER used on smaller machines - Wide visions goggles or safety spectacles, face shield, ear plugs or muffs, safety boots are worn at all times - Allow the grinder to "run up" to operating speed before applying in to the job - Hold the grinder against the work piece with minimum pressure so it doesn't "dig in" and cause it 	1	3	3	

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		L	C	R		L	C	R	
				15	to kick back - Adopt a comfortable stance, with feet apart and well balanced, and with a clear view of the job - Never bump the grinder on to the job, or let the disc hit any other object while grinding - Ensure material to be ground is fixed and firm, and do not use your foot to stabilize material and never use a grinder between the legs while sitting on the floor - Stop the grinder at regular intervals for a short break to rest your arms and hands - Ensure good housekeeping by cleaning up off-cuts during and after works - Do not wear loose clothing when using grinder - Always wear correct PPE including grinding goggles or double eye protection, face shield and safety glasses, safety boots, hearing protection and gloves			3	
Use of Nail Guns	- Untrained persons - Accidental discharge - Nail striking knots in wood causing nail to bend backwards - Modification of gun to suppress safety systems - Nail or foreign material entering eye, leading to blindness - Injury to other persons	3	5	15	- Wear PPE including safety glasses, hearing protection, safety boots - Ensure all users are competent to use nail gun - Ensure signage stating nail gun in use is placed at entry to work area - When nailing to wall studs ensure that no workers are present on other side of wall - Always treat the nail gun as loaded - Keep fingers away from trigger while carrying nail gun to avoid accidental discharge	1	2	2	Site Supervisor
		3	4	12		1	3	3	
		3	3	9		1	3	3	
		3	5	15		1	4	4	
		3	5	15		1	3	3	
Use of Nail Guns (Continued)	- triggering death - Noise leading to hearing loss	3	5	15	- Do not modify nail gun or override safety systems - Check wood for knots prior to using gun, striking a	1	3	3	
		3	4	12		1	1	1	

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		L	C	R		L	C	R	
				12	knot can cause nail to bend back which may strike operators hand - Place gun against work surface prior to placing finger on trigger, do not hold finger on trigger and rely on contact switch - Ensure nails are correct type for gun and for work			2	
Use of Circular, Drop and Reciprocating Saws	- Untrained persons	3	4	12	- Wear PPE including safety glasses, hearing protection, safety boots	1	2	2	Site Supervisor
	- Noise leading to hearing loss	3	4	12	- Ensure all users are competent to use saw	2	3	6	
	- Placement of saw on an unstable surface	3	4	12	- Secure material to be cut so that it does not move during the cut	1	1	1	
	- Accumulation of saw dust creating a slip hazard	3	4	12	- Allow saw to attain working speed prior to starting cut	2	2	4	
	- Cutting of treated timbers causing an allergic reaction to wood dusts	4	4	16	- Keep hands away from blade	2	2	4	
	- Body parts striking or being struck by moving blade	3	4	12	- Use a push stick to move cut items	1	3	3	
	- Electrocutting triggering death	3	4	12	- Switch off and unplug saw prior to changing blades	1	3	3	
	- Damage to work completed by other trades	3	3	9	- If saw blade jams during cut, switch off saw and unplug prior to clearing jam	1	3	3	
Use of Circular, Drop and Reciprocating					- Ensure all power tools are safe to use, visually check tool prior to use, ensure tool lead is not damaged and that tool has been tested and tagged in the last 3 months by a competent person	1	2	2	
					- Check guards are correctly set				
					- When using a circular saw ensure depth of cut is correctly set for the material being cut				
					- Do not wear loose clothing when operating power equipment				
					- If using extension leads, ensure:				

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		L	C	R		L	C	R		
Saws (Continued)				9	<ul style="list-style-type: none"> ○ Lead length does not exceed 30m from outlet to tool (includes length of lead of power tool) ○ Leads have been tested and tagged by a competent person ○ Leads are run off the ground or otherwise ○ Always inspect leads prior to use 			3		
Use of Vacuum Pumps	<ul style="list-style-type: none"> - Electrocution triggering death - Pump failure causing serious injury 	3	5	15	<ul style="list-style-type: none"> - Always check condition of vacuum pump prior to use. Check for: <ul style="list-style-type: none"> - Oil leaks - Damage to electrical lead - Rust or other damage to pump housing - Check all connection points - Equipment needs to be tested and tagged in accordance with AS/NZS:3760:2010 - Ensure that gauge on pump is working were fitted 	1	3	3	Site Supervisor	
		3	3	9		1	2	2		
Use of Refrigerant Reclaim Units	<ul style="list-style-type: none"> - Release of gas to atmosphere causing suffocation - Exposure to refrigerant gasses causing suffocation - Frostbite causing cold burns to hands - Displacement of air by refrigerant gas in low lying area increasing possibility of asphyxiation - Uncontrolled release of gas through rupture of cylinder 	3	3	9	<ul style="list-style-type: none"> - Always review product MSDS prior to commencing reclaim process - Process should only be undertaken in a well vented area. If this is not possible due to location use a forced or mechanical means to bring fresh air into area - Ensure that receiving cylinder is appropriate for the pressure of the system and type of refrigerant - Inspect receiving cylinder for damage such as dents or corrosion before using and confirm that it is within certification date - Check all hoses and manifold gauge set for damage or cracking and suitability for the type and pressure of 	1	2	2	Site Supervisor	
		3	4	12			1	3		3
		3	4	12			1	3		3
		3	5	15			1	4		4
		3	5	15			1	4		4
Use of Refrigerant Reclaim Units				9				4		

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JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
(Continued)					the system to be evacuated - Check that receiving cylinder has sufficient capacity and never fill above 80% - Once reclaim process is complete clearly label cylinder - Cylinders should only be used for one type of gas				
Using Manual Hand Tools	<ul style="list-style-type: none"> - Inadequate training - Incorrect use of hand tools resulting in loss of fingers or eyesight - Tools in poor condition resulting in loss of fingers or eyesight - Defective tools resulting in loss of fingers or eyesight - Repetitive use causing injuries to muscles, joints and ligaments through using the wrong tool or the right tool improperly - Slips, trips and falls leading to serious injuries 	3	4	12	<ul style="list-style-type: none"> - Employees must be properly trained in the safe use of hand tools - Use the right tool for the job. WARNING: Do not use tools for jobs they were not intended to do, e.g.: do not use a slot screwdriver as a chisel, pry bar, wedge or punch, or wrenches as hammers - Use good quality tools and keep them in good conditions at all times - Maintain tools carefully. Keep them clean and dry and store them properly after each use - Inspect tools for defect before use. Replace or repair defective tools - Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact - Point sharp tools, e.g.: saws, chisels, knives etc. lying on benched away from aisles. Handles should not extend over the edge of the bench top - Tools handles must fit tightly onto the tool. 	1 2	3 2	3 4	Site Supervisor
Using Manual Hand Tools (Continued)					<ul style="list-style-type: none"> - Inspect tools for defect before use. Replace or repair defective tools - Keep cutting tools sharp and cover sharp edges with suitable covering to protect the tool and to prevent injuries from unintended contact - Point sharp tools, e.g.: saws, chisels, knives etc. lying on benched away from aisles. Handles should not extend over the edge of the bench top - Tools handles must fit tightly onto the tool. <p>WARNING: Do not carry tools in a way that interferes with using both hands on a ladder, while climbing on a structure or when doing any hazardous work</p>	2 2	2 3	4 6	

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JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
				15	<ul style="list-style-type: none"> - Replace cracked, splintered or broken handles on hammers, files, screwdrivers or sledgehammers - Wear the correct PPE for the job you are doing. This includes 30+ broad spectrum sunscreen, long sleeved shirt, long trousers, safety glasses, safety footwear, well-fitted gloves WARNING: Do not wear bulky gloves to operate hand tools - Keep the work environment clean and tidy to avoid clutter which may cause accidents WARNING: Do not throw tools. Hand them handle first, directly to other workers 			3	
Working at Heights	<ul style="list-style-type: none"> - Working near unprotected open edges of floors or roofs, unguarded penetrations and voids, unguarded excavations, trenches, shafts, lift wells, unstable structures, work on or near fragile, brittle surfaces, work from unprotected formwork decks and work from unsecured ladders 	3	5	15	<ul style="list-style-type: none"> - Only competent workers to work at heights. Risk assessment to be conducted to identify all hazards and associated risks - Fall protection should be provided for all heights over 2m and for heights under this distance where the work activity causes difficulty in identifying the hazards, such as bright sunny days which cause reflection of roofing materials, or where hazards such as impalements or trip hazards exist below the work area (such as starter bars/steel rods) and cannot be cleared - When working on roof guards or roofs, railings must be in place prior to accessing roofs. Railing should be between 900 – 1100mm above the working surface and must include a mid-rail or mesh panels. The railing must be able to withstand impact from falling 	1	3	3	Site Supervisor
Working at Heights (Continued)				15				3	

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		L	C	R		L	C	R	
Working at Heights (Continued)					workers <ul style="list-style-type: none"> - For a roof pitch of 38° or less, railing must be erected along the perimeter edging and must include top and mid rail and toe board - For a roof pitch which exceed 38° but does not exceed 45°, the guard railing must incorporate a two board work platform as well as proper guard railing - Where the roof pitch exceeds 40° the guard railing must not be the only form of fall protection. Harnesses or roof ladders must be used - Where guard or safety rails are not in place, ladders are to be used for light work only - When using harnesses ensure operators are trained in their use and harnesses are properly maintained and all rigging certified - A lanyard system should be set up to ensure workers are unable to free fall more than 2m without the inertia taking effect - Work from certified scaffold, elevated work platforms, mobile scaffold or scissor lifts, ensure guard railing or other sufficient barriers are in place and providing fall protection - Ensure scaffold and EWP have been erected in accordance with manufacturer’s specifications and, where over 4m in height scaffold can ONLY be erected (and dismantled/changed) by a certified scaffolder - Perimeter scaffold, EWP, temporary scaffold and 				

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		L	C	R		L	C	R	
				15	<ul style="list-style-type: none"> - platforms can provide fall protection - Scaffold checklist to be used to ensure correct and proper erection of all scaffold and EWP - Fall arrest system must be set up to ensure that the maximum distance a person equipped with a harness would free fall before the fall arrest system takes effect is 2m - Avoid pendulum effect when setting up fall arrest system - Fall arrest systems to be inspected by competent persons - Ladders to be used for light work only and in accordance with safe work procedures 			6	
Using a Ladder	- Potential for poorly secured ladders used as work platforms to fall or collapse causing death	3	5	15	<ul style="list-style-type: none"> - Use PPE of non-slip safety footwear, high visibility clothing, safety glasses and hat - Position ladder in a 4:1 ratio. For every 4m in height the base must be 1m out from vertical creating a suitable lean - Ladders must extend at least 1m above point of securing and the top three rungs of ladder must not be used at any time - Secure ladder top and bottom - Maintain 3 points of contact with ladder at all times. Avoid over reaching - Position trunk between stiles at all time. <p>WARNING: Do not overload ladder. One person at a time only to access step ladder.</p> <p>WARNING: Do not use ladder as a work platform</p>	2	3	6	Site Supervisor
Using a Ladder (Continued)				15				6	

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JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
				15	(other than light work) WARNING: Do not use in adverse weather conditions WARNING: Do not use near electrical power lines WARNING: Do not use near exposed or open edge where guarding or railing is not in use and effective for fall protection			2	
Prior to using a Hazardous Substance/Dangerous Good on Site	- Failing to identify the risks associated with a particular hazardous substance/dangerous good causing death	3	5	15	- Conduct risk assessment and purchase/use a less hazardous/dangerous substance where possible - A current MSDS (within 5 years) is to be obtained and kept on site - A hazardous substance/dangerous goods risk assessment is to be completed prior to use - Where a risk assessment for a hazardous substance/dangerous good determines a 'Significant Level of Risk', a SWMS specific for the use of that substance is to be developed and workers suitable trained - All containers in which hazardous substances and dangerous goods are stored are to be suitable labelled (e.g.: full product name, safety and risk phrases, etc.)	1	2	2	Site Supervisor
Transport of a Hazardous Substance/Dangerous Good	- Spills causing environmental contamination	3	4	12	- Appropriate spill containment (spill kit, absorbing material, etc.) is to be transported with the hazardous substance to contain spills (refer to MSDS) - Incompatible substances are not to be transported together unless adequate separation can be maintained in accordance with the MSDS	1	3	3	Site Supervisor
Transport of a Hazardous	- Incompatibility with other substances triggering death	3	5	15	- Hazardous substances/dangerous goods are to be	1	3	3	

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		L	C	R		L	C	R	
Substance/Dangerous Good (Continued)	- Appropriate emergency equipment not available	3	5	15	used in accordance with the relevant MSDS, hazardous substance risk assessment and safe work method statement (where applicable) including using the required PPE - Ensure required emergency equipment is readily available (e.g.: eye wash, etc.) - Appropriate spill containment (spill kit, absorbing materials, etc.) is to be made available close to location where works is being conducted to contain spills (refer to MSDS) - All persons using a hazardous substance/dangerous good are to have received adequate training/instruction and are to be familiar with the relevant MSDS, hazardous substance risk assessment and the work method statement (where applicable)	1	2	2	
	- Person not competent in the use of a hazardous substance/dangerous good	3	5	15		1	2	2	
Storage of Hazardous Substance/Dangerous Good	- Spills triggering environmental contamination	3	4	12	- All hazardous substances/dangerous goods are to be stored in accordance with specific MSDS requirements - Where incompatible classes of dangerous goods are required to be stored within the same area, the following minimum exclusion zones are to be observed: <ul style="list-style-type: none"> o For Packing Group I dangerous goods: at least 5m apart o For other goods: at least 3m apart - Where relevant, dangerous goods storage areas are to also comply with the relevant AS including having adequate fencing/flagging where required and	1	3	3	Site Supervisor
	- Incompatibility with other substances	3	5	15		1	3	3	
	- Appropriate emergency equipment not available	3	5	15		1	2	2	
Storage of Hazardous Substance/Dangerous									

HIGH RISK ACTIVITY: WORKING ON OR NEAR EXPOSED ENERGISED ELECTRICAL EQUIPMENT									
JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
Good (Continued)				15	<ul style="list-style-type: none"> vehicle impact protection - Appropriate spill containment (spill kit, absorbing material, etc.) is to be made available to contain spills from entering any waterways etc. - A suitable fire extinguisher is to be located near any area where a substance shows a significant fire risk - Where incompatible classes of dangerous goods are required to be stored within the same area, the following minimum exclusion zones are to be observed: <ul style="list-style-type: none"> o For Packing Group I dangerous goods: at least 5m apart o For other goods: at least 3m apart 				
Working in a Ceiling Spaces	<ul style="list-style-type: none"> - Extremes of temperature causing death - Exposure to dust/insulation materials causing suffocation and death - Falling through ceiling (working at heights) resulting in death 	3	5	15	<ul style="list-style-type: none"> - Refer to working at heights for control measures - Advise other personnel onsite that you are entering the ceiling space and the approximate time you will be working in the space - Limit time in ceiling space in accordance with the heat (reduce time on hot days) - Maintain hydration drink water often 1.5 to 2 litres per hour if working above 32° - During summer months attempt to complete all work prior to 9am - On new builds, conduct work prior to plaster being installed - If accessible take fan into ceiling cavity to increase airflow - Always light the area sufficiently 	3	3	9	Site Supervisor
Working in a Ceiling Spaces (Continued)				15					

HIGH RISK ACTIVITY: WORKING ON OR NEAR EXPOSED ENERGISED ELECTRICAL EQUIPMENT									
JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
				10	<ul style="list-style-type: none"> - Ensure you have access to (on your person) a mobile phone or two way radio if applicable for the site - Wear a face mask when dust or loose fibre insulation is present 			4	
Welding/Soldiering Oxy Acetylene and Mapp Gas	- Explosion, causing burns	2	5	10	<ul style="list-style-type: none"> - Only competent/trained person to use acetylene equipment - Ensure that flashback arrestors are fitted - Maintain equipment regularly and ensure it is safe working order pre-use - Assess the work area for flammable gases or liquids and flammable or combustible materials and remove where possible. Any flammable or combustible materials unable to be removed must be suitably covered with welding blanket, hardiflex sheet, wet rag, heat absorbent gel - Use Principal Contractor's Hot Works permit and complete a job safety analysis (JSA) prior to work. Use a spotter where identified as necessary - Clear area around work site and ensure workers are aware of your intention to use equipment 	1	4	4	Site Supervisor
	- Manual handling injuries while moving cylinders	2	5	10		1	3	3	
	- Combustible materials, resulting in death	1	5	5		1	4	4	
	- Inadequate storage facilities	3	3	9		1	3	3	
Placement of the Air-Conditioning Units	- Falling materials resulting in being hit and causing death	3	5	15	<ul style="list-style-type: none"> - Undertake a risk assessment of the task to be performed and apply site specific controls - To reduce manual handling use, a crane or other mechanical lifting device to effect the lift from delivery point to placement position - Ensure only competent and, where necessary licensed persons, use mechanical equipment and secure and release the load. Keep all others clear 	1	3	3	Site Supervisor
	- Impact and crush injuries with moving plant	3	5	15		1	3	3	
	- Manual handling injuries	3	4	12		2	3	6	
Placement of the Air-Conditioning Units									

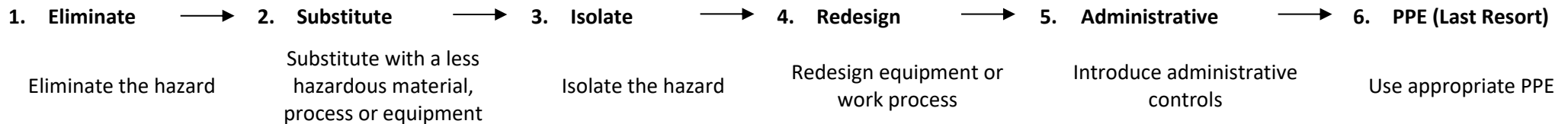
HIGH RISK ACTIVITY: WORKING ON OR NEAR EXPOSED ENERGISED ELECTRICAL EQUIPMENT									
JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
(Continued)				15	<ul style="list-style-type: none"> - Maintain a lookout outside the work area and working arc - Signage and barriers to be used to keep unauthorized persons away from danger - Workers are to wear hard hats, safety footwear and safety eyewear at all times. High visibility clothing also to be worn 			3	
Erection and Installation of Ducts and Ventilation	- Structure collapse, creating permanent disability or death	3	5	15	<ul style="list-style-type: none"> - Secure free standing ducts and ventilation shafts by securing brackets prior to lifting into position - Any lifting gear used should ONLY be released when the ducts or ventilation shafts have been securely anchored and is in as close to perpendicular position as possible - Where possible, the lifting sling or device should be released from floor level by the use of long slings, remote release shackles or other suitable devices 	1	3	3	Site Supervisor
	- Duct and ventilation shafts not secured from collapse, creating permanent disability or death	3	5	15		1	3	3	
Bracing Units and Duct Work	- Falling from heights causing death	3	5	15	<ul style="list-style-type: none"> - A crane or other lifting device should be used to lift units into position where possible - All components and duct or ventilation works should, as much as reasonably possible, be assembled on the ground. The weight when bracing a member may permit it to be safely lifted by hand. Manual handling controls must be applied - In the case of wall or ceiling bracing, where it can be safely lifted by hand, this should be done by the worker from an elevated work platform and using a hand line to lift the duct work from the ground. Again, manual handling controls must be applied 	1	3	3	Site Supervisor
	- Manual handling injuries	3	4	12		1	3	3	
Bracing Units and Duct Work				12			3		

HIGH RISK ACTIVITY: WORKING ON OR NEAR EXPOSED ENERGISED ELECTRICAL EQUIPMENT									
JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
(Continued)				12				2	
Installation of Fabrications	- Delivery of materials onto site	3	4	12	<ul style="list-style-type: none"> - Assess the specific hazards and risks using a job safety analysis or similar - Ensure the bulk of the installation work is completed between knee and shoulder height, by use of suitable, elevated work platforms or other approved adjustable height working platforms - Hazardous substances to be used as per MSDS - All workers to possess competencies which enable them to operate hand and power tools safely - Electrical tools and residual current devices are tested and tagged as required - Lifting and moving work is undertaken with assistance to lighten the load where necessary - Weights lifted match the ability of the employee. Each employee will vary in the loads they can lift - Manual handling training/awareness is provided to workers and safe manual handling techniques are used - PPE including high visibility clothing, safety footwear, safety eyewear and hearing protection is available and worn where appropriate 	2	2	4	Site Supervisor
	- Movement of materials to installation area	4	4	16		2	3	6	
	- Manual handling injuries	3	4	12		1	2	2	
	- The use of electric and cordless power tools causing electrocution	3	5	15		1	3	3	
	- The presence of trip and slip hazards causing serious personal injury	3	4	12		1	2	2	

HIGH RISK ACTIVITY: WORKING ON OR NEAR EXPOSED ENERGISED ELECTRICAL EQUIPMENT									
JOB STEP	POTENTIAL HAZARDS	RISK SCORE (Before Control Measures)			CONTROLS	RESIDUAL RISK (After Control Measures)			PERSON RESPONSIBLE
		L	C	R		L	C	R	
General Installations Public Protection Other Workers	<ul style="list-style-type: none"> - Falling objects causing death - Personal injuries 	3	5	15	<ul style="list-style-type: none"> - During the installation process the are below or adjoining where persons could be struck by falling equipment/materials the area is to be either barricaded, sign posted to prevent unauthorized entry - Safety helmets must be worn at all times when working under steel construction works 	1	3	3	Site Supervisor

RISK MATRIX					
LIKELIHOOD	CONSEQUENCES				
	INSIGNIFICANT (1)	MINOR (2)	MODERATE (3)	MAJOR (4)	CATASTROPHIC (5)
RARE (1)	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (4)
UNLIKELY (2)	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
POSSIBLE (3)	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
LIKELY (4)	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
ALMOST CERTAIN (5)	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)

If the residual risk is	Catastrophic (16+)	Then	Work is unable to proceed. Seek other methods (Significant)
	High (10 – 15)	Then	Permission from High Level Management for work to proceed (Significant)
	Moderate (4 – 9)	Then	Permission from Worker in Charge for work to proceed (Insignificant)
	Low (1 – 3)	Then	Work able to proceed (Insignificant)







C = Consequence

- 5 = **Catastrophic** = Fatality, permanent disability, long term widespread impacts, huge financial loss
- 4 = **Major** = Permanent disability or extensive injuries, medium to long term widespread impact, major financial loss
- 3 = **Moderate** = Lost time injury, reversible medium term local impact, high financial loss
- 2 = **Minor** = Medical treatment, reversible short – medium term impact to local area, medium financial loss
- 1 = **Insignificant** = First aid, limited impact to minimal area, low financial loss


L = Likelihood

- 5 = **Almost Certain** = It is almost certain that the risk will occur in most circumstances
- 4 = **Likely** = The risk is likely to occur in most circumstances
- 3 = **Possible** = There is uncertainty that the risk could occur
- 2 = **Unlikely** = The risk could occur at some time but there is confidence that it will not
- 1 = **Rare** = The impact/risk may occur only in exceptional circumstances

**I HAVE BEEN CONSULTED AND I ASSISTED IN DEVELOPPING THE WORK METHOS STATEMENTS THAT APPLY TO MY WORK ACTIVITIES.
I WILL COMPLY WITH ITS SAFE WORK PRACTICE.**

PRINT NAMES	POSITION/TRADE	SIGNATURE	DATE
JOE GEDOUN	DIRECTOR/SITE MANAGER		16 October 2017
MATTHEW CARROLL	SITE SUPERVISOR		16 October 2017
CRAIG PENSINI	SITE SUPERVISOR		16 October 2017
BOYD TURNER	SITE SUPERVISOR		16 October 2017

MONITORING AND REVIEWING OF WMS USE AND EFFECTIVENESS

NAME	SIGNATURE	DATE
STACY JACOBSEN		16 October 2017