



PREMIER FIRE PROTECTION SERVICES (NSW) PTY LTD

Unit 2 /3 Gibbes Street, Chatswood, NSW 2067

Phone: (02) 8422 6888 / Fax: (02) 8422 6899

A.C.N. 087 986 258

A.B.N. 30 087 986 258

Company Name: Premier Fire Protection Services (NSW) Pty Ltd	Project Name:
Work Activity/Task: J.S.A. No. 700 Rev.01 Installation of Cable supports	Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: Trade License Qualification/Trade Certificate: Electrical	Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: Power tools, hand tools, hand held (meters)
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRTAID REQUIRED/NO LOST TIME	PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts

Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Obtain work approval	N/A	N/A	N/A
2	Check drawing revision, confirm route, size and type of cable support	N/A	N/A	N/A
3	Receive cable supports at site, ensuring correct type and size	Struck by falling load or equipment Body stress	1	<ul style="list-style-type: none"> Keep lift area clear of personnel Use correct lifting or manual techniques Use sufficient personnel Use mechanical aids if heavy/awkward
4	Mark out rout of cable supports confirming clearance from other services	Falling from platform or ladder	2	<ul style="list-style-type: none"> Use ladder/platform in correct manner
5	Using correct fixings, install in a straight and level manner supporting brackets/hangers for cable support system requiring support	Electric shock Fall from platform or ladder	1	<ul style="list-style-type: none"> Ensure leads/power tools are tagged Use ladder/platform in correct ladder
6	Confirm tightness of fixings by checking for any movements in support brackets if used	Struck by falling equipment or load Fall from platform or ladder	2	<ul style="list-style-type: none"> Use specified equipment fixings Erect ladder/platform to regulations
7	Install cable supporting member (ladder/tray) on supporting brackets/hangers.	Struck by falling equipment or load Body stress	2	<ul style="list-style-type: none"> Keep lifting area clear of personnel Use correct lifting or manual techniques Use sufficient personnel Use mechanical aids if heavy/awkward
8	Complete process records	N/A	N/A	N/A

Reviewed by:

Gordon Stalley

Signature

19th February, 2014

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:			
Work Activity/Task: Installation of Cable on trays		J.S.A. No. 701 Rev.01			
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: Trade License Qualification/Trade Certificate: Electrical		Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk			
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRTAID REQUIRED/NO LOST TIME		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: Power tools, hand tools, hand held (meters)			
Item		Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Obtain work approval	N/A	N/A	N/A	
2	Check drawing revision, confirming cable size and route	N/A	N/A	N/A	
3	Receive goods to site, ensuring correct type and size	Struck by falling equipment or load Body stress	1	<ul style="list-style-type: none"> Keep lifting area clear of personnel. (use licensed rigger if load requires) Use correct lifting or manual techniques. Use sufficient personnel Use mechanical aids if heavy/awkward 	
4	Depending on site conditions, install rollers and/or other protection to maintain cable integrity	Fall from platform or ladder Body stress	2	<ul style="list-style-type: none"> Erect ladder/platform to regulations Use ladder/platform in correct manner Use tools in correct fashion 	
5	Decide on method in which cable will be installed (eg from riser to FIP)	N/A	N/A	N/A	
6	Depending on site conditions, install cable stands with cable at appropriate location	Body stress	2	<ul style="list-style-type: none"> Use correct lifting or manual techniques Use sufficient personnel Use mechanical aids if heavy/awkward 	

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:		
Work Activity/Task: Installation of Cable on trays		J.S.A. No. 701 Rev.01		
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: Trade License Qualification/Trade Certificate: Electrical		Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk		
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRTAID REQUIRED/NO LOST TIME		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: Power tools, hand tools, hand held (meters)		
		PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts		
Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
7	Install cable on tray manually or with mechanical winch ensuring no damage to insulation, then secure with approved fixings	Struck by falling equipment or load	2	<ul style="list-style-type: none"> • Use mechanical winch if load requires • Keep lifting area clear of personnel • Wear hand protection
8	Clean area of rubbish, offcuts and hand tools	Hand injuries/ cuts	3	<ul style="list-style-type: none"> • Wear hand protection
9	Complete process record	N/A	N/A	N/A

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd	Project Name:
Work Activity/Task: J.S.A. No. 702 Rev.01 Installation of Surface conduits	Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: Trade License Qualification/Trade Certificate: Electrical	Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: Power tools, hand tools, hand held (meters)
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Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Obtain work approval	N/A	N/A	N/A
2	Check drawing revision, confirming conduit location and type nominated	N/A	N/A	N/A
3	Receive conduit to site, ensuring correct type and size	Struck by falling equipment or load	1	<ul style="list-style-type: none"> Keep lifting area clear of personnel
4	Co-ordinate proposed route with other services	N/A	N/A	N/A
5	Install conduit, supporting with fixings to surface or structure, draw wire where specified, plug conduit ends to prevent water egress.	Fall from platform or ladder Hand injuries/cuts Electric shock	1	<ul style="list-style-type: none"> Use ladder/platform in correct manner Use tools in correct fashion Ensure leads/power tools are tagged
6	Ensure that conduit has been installed square, with required amount of support.	Fall from platform or ladder	2	<ul style="list-style-type: none"> Use ladder/platform in correct manner
7	Clean area of any rubbish, offcuts or hand tools	Hand injuries/cuts	3	<ul style="list-style-type: none"> Wear hand protection
8	Complete process records	N/A	N/A	N/A

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:		
Work Activity/Task: Installation of Wiring looms		J.S.A. No. 703 Rev.01		
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: Trade License Qualification/Trade Certificate: Electrical		Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk		
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRTAID REQUIRED/NO LOST TIME		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: Power tools, hand tools, hand held (meters)		
		PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts		
Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Obtain work approval	N/A	N/A	N/A
2	Check drawing revision, confirming loom location and type if nominated	N/A	N/A	N/A
3	Receive cable and socket bases to site ensuring correct type and size	Struck by falling equipment or load Body stress	1	<ul style="list-style-type: none"> Keep lifting area clear of personnel Use correct lifting or manual techniques Use mechanical aids if heavy/awkward
4	Construct loom with adequate distance between points	Hand injuries/cuts	3	<ul style="list-style-type: none"> Use tools in correct fashion
5	Install loom into specific location using adequate or specified fixing	Electric shock Fall from platform or ladder	1	<ul style="list-style-type: none"> Ensure leads/power tools are tagged Use ladder/platform in correct manner
6	Confirm socket location to specified requirements and security of fixings	Fall from platform or ladder	2	<ul style="list-style-type: none"> Use ladder/platform in correct manner
7	Test to prove circuit is not energised, then install any required circuit feeds and/or switch wires.	Electric shock Fall from platform or ladder	1	<ul style="list-style-type: none"> Test and prove dead relevant wiring before commencing work Ensure leads/power tools are tagged Use ladder/platform in correct ladder
8	Clean are of any rubbish, offcuts and hand tools	Hand injuries or cuts	3	<ul style="list-style-type: none"> Use hand protection

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:		
Work Activity/Task: J.S.A. No. 704 Rev.01		Principal Contractor: Building Owners representative		
Testing of Plant and Equipment		Note: Sign off to be provided at Tool Box talk		
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: N/A Qualification/Trade Certificate: N/A		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: N/A		
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Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Liaise with charge hand prior to testing equipment to minimise disruption to others	N/A	N/A	N/A
2	Visually inspect plant or equipment for obvious electrical integrity.	N/A	N/A	N/A
3	Check function of plant for its general operation e.g. burnt motor, lights not working	Electric shock	1	<ul style="list-style-type: none"> • Check test equipment before and after use • Follow safety procedures
4	Perform R.C.D. test, where applicable for correct operation	Electric shock	1	<ul style="list-style-type: none"> • Follow safety procedures
5	For negative test results/defective equipment, place appropriate warning label on equipment and notify Project manager	N/A	N/A	N/A
6	For positive test result, fit appropriate tag to equipment.	N/A	N/A	N/A
7	Complete entry in testing log book.	N/A	N/A	N/A

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:		
Work Activity/Task: Commissioning of Circuits		J.S.A. No. 705 Rev.01		Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: Trade License Qualification/Trade Certificate: Electrical		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: Power tools, hand tools, hand held (meters)		
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Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Confirm the entire circuit has been "fitted out" with all outlets, switches, terminations etc. Ensure circuit has been isolated and proven dead prior to commencing any additional work.	Electric shock	1	<ul style="list-style-type: none"> Check test equipment before and after use Follow safety procedures
2	Complete required installation testing to ensure the circuit is safe for energising.	Hand injuries/cuts	3	<ul style="list-style-type: none"> Use tools in correct fashion
3	Energise circuit to complete necessary function testing, phase rotation or other test operations to confirm correct operation	Electric shock	1	<ul style="list-style-type: none"> Check test equipment before and after use Follow safety procedures
4	Complete documentation applicable to the installation	N/A	N/A	N/A

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd			Project Name:	
Work Activity/Task: J.S.A. No. 706 Rev.01 Installation of new work in existing switchboards			Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk	
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: Trade License Qualification/Trade Certificate: Electrical			Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: Power tools, hand tools, hand held (meters)	
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Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Obtain work approval	N/A	N/A	N/A
2	Check drawing revision	N/A	N/A	N/A
3	Confirm with building manager an acceptable time for isolation of section or complete switchboard.	N/A	N/A	N/A
4	Isolate section or complete switchboard or install insulating barriers	Electric shock	1	<ul style="list-style-type: none"> Follow safety procedures
5	"Danger tag" isolation device	N/A	N/A	N/A
6	Test that work area has been safely isolated	Electric shock	1	<ul style="list-style-type: none"> Test to prove "dead" before commencing work Follow safety procedures
7	Complete installation as per written or verbal instruction	Electric shock	1	<ul style="list-style-type: none"> Test and identify cables before commencing work
8	Check and tighten all terminations and connections	Electric shock	1	<ul style="list-style-type: none"> Test to prove "dead" before commencing work
9	Install any labels, signs or markers where required by instructions or regulations	N/A	N/A	N/A

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:		
Work Activity/Task: Installation of new work in existing switchboards		J.S.A. No. 706 Rev.01		
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: Trade License Qualification/Trade Certificate: Electrical		Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk		
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRTAID REQUIRED/NO LOST TIME		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: Power tools, hand tools, hand held (meters)		
		PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts		
Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
10	Clean work area of any cable, offcuts, filings, rubbish, hand tools etc	Hand injuries/cuts	3	<ul style="list-style-type: none"> Insulate sharp or protruding objects
11	Test and commission of new works. Confirm phase rotation of any 3 phase equipment. Remove "Danger tag"	Electric shock	1	<ul style="list-style-type: none"> Follow safety procedures
12	Complete process records	N/A	N/A	N/A

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PREMIER FIRE PROTECTION SERVICES (NSW) PTY LTD

No. 2 Railway Parade, Thornleigh NSW 2120

Phone: (02) 9980 8777 / Fax: (02) 9980 9676

A.C.N. 087 986 258

A.B.N. 30 087 986 258

Company Name: Premier Fire Protection Services (NSW) Pty Ltd	Project Name:
Work Activity/Task: J.S.A. No. 707 Rev.01 Installation of Light fittings	Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: Trade License Qualification/Trade Certificate: Electrical	Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: Power tools, hand tools, hand held (meters)
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRTAID REQUIRED/NO LOST TIME	PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts

Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Obtain work approval	N/A	N/A	N/A
2	Check drawing revision confirming fitting location and type if nominated	N/A	N/A	N/A
3	Receive lights to site ensuring correct type and size	Struck by falling equipment or load Body stress	1	<ul style="list-style-type: none"> Keep lifting area clear of personnel Use mechanical aids if heavy/awkward
4	Confirm any necessary cabling requirements. Isolate and test to ensure relevant circuits and cabling are not energised. Danger tag as necessary prior to commencing work	Electric shock	1	<ul style="list-style-type: none"> Test and prove dead necessary circuits before commencing work. Isolate and tag live sections of work area
5	Install light fitting base or support bracket where applicable and terminate cabling or plug into lighting socket	Electric shock Fall from platform or ladder	1	<ul style="list-style-type: none"> Ensure leads/power tools are tagged Use ladder/platform in correct manner
6	Complete any remaining fitting installation parts, lamp diffusers etc.	Fall from platform or ladder	1	<ul style="list-style-type: none"> Use ladder/platform in correct manner
7	Confirm fitting has secure fixings and has been installed to specifications	Fall from platform or ladder	1	<ul style="list-style-type: none"> Use ladder/platform in correct manner
8	Clean area of any rubbish, offcuts or hand tools, and remove danger tags	Hand injuries/cuts	3	<ul style="list-style-type: none"> Wear hand protection

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:		
Work Activity/Task: J.S.A. No. 708 Rev.01 Installation of Exit and Emergency Lighting		Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk		
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: Trade License Qualification/Trade Certificate: Electrical		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: Power tools, hand tools, hand held (meters)		
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Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Obtain work approval	N/A	N/A	N/A
2	Check drawing revision confirming fitting location and type if nominated	N/A	N/A	N/A
3	Receive lights to site ensuring correct type and size	Struck by falling equipment or load Body stress	1	<ul style="list-style-type: none"> Keep lifting area clear of personnel Use mechanical aids if heavy/awkward
4	Confirm any necessary cabling requirements. Isolate and test to ensure relevant circuits and cabling are not energised. Danger tag as necessary prior to commencing work	Electric shock	1	<ul style="list-style-type: none"> Test and prove dead necessary circuits before commencing work. Isolate and tag live sections of work area
5	Install light fitting base or support bracket where applicable and terminate cabling or plug into lighting socket	Electric shock Fall from platform or ladder	1	<ul style="list-style-type: none"> Ensure leads/power tools are tagged Use ladder/platform in correct manner
6	Complete any remaining fitting installation parts, lamp diffusers etc.	Fall from platform or ladder	1	<ul style="list-style-type: none"> Use ladder/platform in correct manner
7	Confirm fitting has secure fixings and has been installed to specifications	Fall from platform or ladder	1	<ul style="list-style-type: none"> Use ladder/platform in correct manner
8	Clean area of any rubbish, offcuts or hand tools, and remove danger tags	Hand injuries/cuts	3	<ul style="list-style-type: none"> Wear hand protection

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:		
Work Activity/Task: J.S.A. No. 709 Rev.01 Installation and/or modification of sprinkler pipe using ladder, scaffold or mechanical man lift		Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk		
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: Trade License Qualification/Trade Certificate: Sprinkler Fitter		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: Power tools, hand tools		
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Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Obtain work approval. Provide necessary shutdown notices	N/A	N/A	N/A
2	Check drawing revision confirming work to be carried out and code compliance	N/A	N/A	N/A
3	Delivery/unloading of materials	Struck by falling equipment or load Body stress		<ul style="list-style-type: none"> Keep lifting area clear of personnel Use mechanical aids if heavy/awkward
4	Advise building management and isolate fire sprinkler system. Drain down relevant installation.	Incorrect system will be isolated causing flood damage to building Accidental fire brigade call or false alarm generated	3	<ul style="list-style-type: none"> Refer to building block plan. Drain down system through drain valve to ensure that flow can be controlled. Ensure that you have been instructed on the alarm system within the building. Follow isolation procedure for that building.
5	Set out and installation of anchors overhead	Falling from ladder/platform Eye injury Electrocution	1	<ul style="list-style-type: none"> Ensure ladders are in good order. Do not stand on last rung. Use eye protection and dust mask where necessary Ensure electrical equipment is in good working order and carries a current inspection tag.

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:		
Work Activity/Task: J.S.A. No. 709 Rev.01 Installation and/or modification of sprinkler pipe using ladder, scaffold or mechanical man lift		Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk		
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: Trade License Qualification/Trade Certificate: Sprinkler Fitter		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: Power tools, hand tools		
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRTAID REQUIRED/NO LOST TIME		PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts		
Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
6	Cutting/threading of pipes	Electrocution Eye injury Ear injury Cuts and burns	1 2 2 3	<ul style="list-style-type: none"> Ensure electrical equipment is in good working order and carries a current inspection tag. Use eye protection Use ear protection as necessary Ensure work area is cleared of debris after each cut. Wait until machine has come to a halt before removing or replacing material
7	Pipe installation	Back injury Falling objects Falling from ladder/platform	1 1 1	<ul style="list-style-type: none"> Use correct lifting technique. Team lift if necessary Hard hats to be worn at all times Ensure ladders are in good order. Do not stand on last rung.
8	Reinstate sprinkler system	Leaking pipe or fitting Accidental fire brigade call or false alarm generated	3	<ul style="list-style-type: none"> Fill installation slowly with person in attendance on floor and direct communication between floor and control valves Ensure that you have been instructed on the alarm system within the building. Follow isolation procedure for building.

Reviewed by:

Gordon Stalley

G. Stalley
Signature

19th February, 2014

Date



PREMIER FIRE PROTECTION SERVICES (NSW) PTY LTD

Unit 2 /3 Gibbes Street, Chatswood, NSW 2067

Phone: (02) 8422 6888 / Fax: (02) 8422 6899

A.C.N. 087 986 258

A.B.N. 30 087 986 258

Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:		
Work Activity/Task: J.S.A. No. 710 Rev.01 Routine test (inspection): Portable Extinguishers		Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk		
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: N/A Qualification/Trade Certificate: N/A		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: N/A		
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRTAID REQUIRED/NO LOST TIME		PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts		
Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Obtain routine works order from "E-FMS"	N/A	N/A	N/A
2	Notify building manager (security) of attendance on site.	N/A	N/A	N/A
3	Equipment transportation on site	Manual Handling/Bump Injury	2	<ul style="list-style-type: none"> Use correct MH techniques. Do not carry excessive weight or numbers. E.G. More than two Fire extinguishers should be trolleyed.
4	Test (inspect)/Service systems in accordance with the relevant requirements of AS1851 (or other applicable test code). Wear protective clothing, ear protection as necessary to suit the environment.	Hearing damage (if inspection being conducted in plant room area) Trip hazard Extinguishant discharge	2 3 3	<ul style="list-style-type: none"> Wear hearing protection as required If possible, take equipment to a non-traffic area. Where not possible, servicing to be carried out in a way to give pass by access. Awareness is to be given to inform public traffic of trip hazard Care to be taken not to discharge extinguishant when safety pin removed during servicing procedure. If accidental discharge occurs, all extinguishant residue to be removed.

Reviewed by:

Gordon Stalley

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:		
Work Activity/Task: J.S.A. No. 710 Rev.01 Routine test (inspection): Portable Extinguishers		Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk		
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: N/A Qualification/Trade Certificate: N/A		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: N/A		
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRSTAID REQUIRED/NO LOST TIME		PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts		
Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
5	Record results in log books	N/A	N/A	N/A
6	Notify building manager (security) of completion of test (inspection)/Service	N/A	N/A	N/A

Reviewed by: Gordon Stalley

G. Kallay
Signature

19th February, 2014
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Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:		
Work Activity/Task: J.S.A. No. 711 Rev.01 Routine test (inspection): Hydrants and Hose Reels		Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk		
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: N/A Qualification/Trade Certificate: N/A		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: N/A		
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRTAID REQUIRED/NO LOST TIME		PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts		
Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Obtain routine works order from "E-FMS"	N/A	N/A	N/A
2	Notify building manager (security) of attendance on site.	N/A	N/A	N/A
3	Equipment transportation on site	Manual Handling/Bump Injury	2	<ul style="list-style-type: none"> Use correct MH techniques. Do not carry excessive weight or numbers. E.G. Hose Reels/Hydrants should be trolleyed.
4	Test (inspect)/Service systems in accordance with the relevant requirements of AS1851 (or other applicable test code). Wear protective clothing, ear protection as necessary to suit the environment.	Hearing damage (if inspection being conducted in plant room area) Trip hazard from Fire hose Slip hazard	2 3 3	<ul style="list-style-type: none"> Wear hearing protection as required Where situated and where possible, hose to be retained within its cabinet while inspecting hose during its servicing procedure. Where not possible, hose to be placed in a way as to not impede public traffic. Awareness is to be given to inform public traffic of trip hazard. Any accidental spillage of water occurring during service procedure or from defective components is to be cleaned up. Where total clean up is not possible, warning signs to placed at risk site and site contact to be informed of spillage.

Reviewed by:

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19th February, 2014

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:		
Work Activity/Task: Routine test (inspection): Hydrants and Hose Reels		J.S.A. No. 711 Rev.01 Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk		
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: N/A Qualification/Trade Certificate: N/A		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: N/A		
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRTAID REQUIRED/NO LOST TIME		PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts		
Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
5	Record results in log books	N/A	N/A	N/A
6	Notify building manager (security) of completion of test (inspection)/Service	N/A	N/A	N/A

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19th February, 2014
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Company Name: Premier Fire Protection Services (NSW) Pty Ltd			Project Name:	
Work Activity/Task: J.S.A. No. 712 Rev.01			Principal Contractor: Building Owners representative	
Routine test (inspection): Active System			Note: Sign off to be provided at Tool Box talk	
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: N/A Qualification/Trade Certificate: N/A			Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: N/A	
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRTAID REQUIRED/NO LOST TIME			PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts	
Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Obtain routine works order from "E-FMS"	N/A	N/A	N/A
2	Notify building manager (security) of attendance on site	N/A	N/A	N/A
3	Test systems in accordance with the relevant requirements of AS1851. Wear protective clothing, ear protection as necessary to suit the environment	Incorrect test leading to false alarm or Fire Brigade call out Hearing damage (if test being conducted in plant room area)	3 2	<ul style="list-style-type: none"> Ensure that tester is fully instructed on isolation/test procedure, and that procedure is followed. Wear hearing protection
4	Record results in log books	N/A	N/A	N/A
5	Ensure that all active systems are in full operating condition after completion of test.	Active fire system is off line and not communicating with Fire Brigade	1	<ul style="list-style-type: none"> Ensure that de-isolation/test procedure is followed.
6	Notify building manager (security) of completion of test.	N/A	N/A	N/A

Reviewed by:

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19th February, 2014

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:		
Work Activity/Task: J.S.A. No. 713 Rev.01 Routine test (inspection): Passive System		Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk		
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: N/A Qualification/Trade Certificate: N/A		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: N/A		
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRTAID REQUIRED/NO LOST TIME		PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts		
Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Obtain routine works order from "E-FMS"	N/A	N/A	N/A
2	Notify building manager (security) of attendance on site.	N/A	N/A	N/A
3	Test (inspect) systems in accordance with the relevant requirements of AS1851 (or other applicable test code). Wear protective clothing, ear protection as necessary to suit the environment.	Hearing damage (if inspection being conducted in plant room area)	2	<ul style="list-style-type: none"> Wear hearing protection as required
4	Record results in log books	N/A	N/A	N/A
5	Notify building manager (security) of completion of test (inspection)	N/A	N/A	N/A

Reviewed by: Gordon Stalley

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd			Project Name:	
Work Activity/Task: J.S.A. No. 714 Rev.01 Routine test (inspection): Isolation of Gas Bottles			Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk	
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: N/A Qualification/Trade Certificate: N/A			Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: N/A	
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRTAID REQUIRED/NO LOST TIME			PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts	
Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Obtain routine works order from "E-FMS"	N/A	N/A	N/A
2	Notify building manager (security) of attendance on site.	N/A	N/A	N/A
3	Isolate building fire services for level 33 comms room	Isolating wrong area	2	<ul style="list-style-type: none"> Make sure correct area is isolated before disconnecting gas bottles
4	Disconnect gas bottles and move bottles to the goods lift	Dropping bottles or damaging walls	2	<ul style="list-style-type: none"> Making sure bottles are securely connected to trolley
5	Load gas bottles onto vehicle for delivery	Dropping bottles loading onto vehicle	2	<ul style="list-style-type: none"> Load gas bottles correctly taking special care
6	Re-instate main building fire panel	Resetting fire panel without checking if any alarms are present	2	<ul style="list-style-type: none"> Make sure persons working on system are familiar with fire system
7	Notify building manager (security) of completion of test (inspection)	N/A	N/A	N/A

Reviewed by:

Gordon Stalley

G. Stalley
Signature

19th February, 2014

Date



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Company Name: Premier Fire Protection Services (NSW) Pty Ltd			Project Name:	
Work Activity/Task: J.S.A. No. 715 Rev.01 Routine test (inspection): Fire Doors			Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk	
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: N/A Qualification/Trade Certificate: N/A			Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: N/A	
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRST AID REQUIRED/NO LOST TIME			PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts	
Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Obtain routine works order from "E-FMS"	N/A	N/A	N/A
2	Notify building manager (security) of attendance on site.	N/A	N/A	N/A
3	Take delivery of new doors	Back strain Drop door on foot	2	<ul style="list-style-type: none"> Use door dolly, 2 men to lift more than 25kgs, lift with straight back and bent knees. Keep feet clear
4	Remove old door	Back strain	2	<ul style="list-style-type: none"> Use door dolly, 2 men to lift more than 25kgs, lift with straight back and bent knees.
5	Hang new door	Back strain	2	<ul style="list-style-type: none"> Use door dolly, 2 men to lift more than 25kgs, lift with straight back and bent knees.
6	Trim down to size	Cuts from planer Hearing Loss	2	<ul style="list-style-type: none"> Wear PPE gloves / goggles Wear PPE ear muffs

Reviewed by:

Gordon Stalley


Signature

19th February, 2014
Date



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Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:		
Work Activity/Task: J.S.A. No. 715 Rev.01 Routine test (inspection): Fire Doors		Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk		
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: N/A Qualification/Trade Certificate: N/A		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: N/A		
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRSAID REQUIRED/NO LOST TIME		PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts		
Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
7	Fit lock and hinges	Cuts from chisel and drills Electric shock from tools and leads	2	<ul style="list-style-type: none"> Wear PPE gloves / goggles All tools and leads to be tested and tagged.
8	Painting	Fumes		
9	Notify building manager (security) of completion of test (inspection)	N/A	N/A	N/A

Reviewed by: Gordon Stalley

G. A. Kelly
Signature

19th February, 2014
Date



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Company Name: Premier Fire Protection Services (NSW) Pty Ltd			Project Name:	
Work Activity/Task: Fire Door and Hardware Installation		J.S.A. No. 716 Rev.01		Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: Trade License Qualification/Trade Certificate: Carpentry			Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: Power tools, hand tools	
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRST AID REQUIRED/NO LOST TIME			PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts	
Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Notify building management of attendance on site	N/A	N/A	N/A
2	Unloading and moving of tools, material and equipment to work site	Sprains and strains Slips, trips, falls and falling objects Crush injury Laceration Eye injury Inhalation of asbestos fibres	2 2 2 2 1	<ul style="list-style-type: none"> Where practical use mechanical aids Ensure that all items are lifted in accordance with safe lifting techniques Never bend down to lift, squat down to the object Avoid reaching out to objects that cannot be handled close to the body Make sure paths are clear of all obstacles Ensure all penetrations are covered or guarded Maintain safe distance from all plant Maintain an exclusion or limited access around work area Ensure appropriate PPE is worn at all times Wear appropriate PPE (leather gloves) at all times Wear appropriate PPE (safety gloves) Check asbestos register is clear to do work, if not, contact specialist

Reviewed by:

Gordon Stalley

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19th February, 2014
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Company Name: Premier Fire Protection Services (NSW) Pty Ltd			Project Name:	
Work Activity/Task: Fire Door and Hardware Installation			J.S.A. No. 716 Rev.01	
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: Trade License Qualification/Trade Certificate: Carpentry			Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk	
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRST AID REQUIRED/NO LOST TIME			Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: Power tools, hand tools	
			PPE TO BE WORN AT ALL TIMES UNLESS NOTED OTHERWISE: Hard hat, gloves, safety glasses, steel cap shoes, high visual vests/shirts	
Item	Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
3	Installation and/or repair of fire doors	Slips, trips and falls Sprains and strains Electricity Laceration Eye injury	2 2 1 2 1	<ul style="list-style-type: none"> As far as practical ensure work area is clear of obstacles Ensure correct lifting technique is used Ensure all tools are tagged and free of damage When using hand tools and power tools, ensure correct method is used to avoid laceration Always use safety eyewear when using chisels and power tools
4	Packing up	Slips, trips and falls	2	<ul style="list-style-type: none"> Make sure all tools and rubbish are cleaned before transporting doors and old hardware back to vehicle

Reviewed by:

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:			
Work Activity/Task: Fire Seals and Penetrations		J.S.A. No. 717 Rev.01			
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: Trade License Qualification/Trade Certificate: Carpentry		Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk			
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRST AID REQUIRED/NO LOST TIME		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: Power tools, hand tools			
Item		Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
1	Notify building management of attendance on site	N/A	N/A	N/A	N/A
2	Unloading and moving of tools, material and equipment to work site	Sprains and strains	2	2	<ul style="list-style-type: none"> Where practical use mechanical aids Ensure that all items are lifted in accordance with safe lifting techniques Never bend down to lift, squat down to the object Avoid reaching out to objects that cannot be handled close to the body
		Slips, trips, falls and falling objects	2	2	<ul style="list-style-type: none"> Make sure paths are clear of all obstacles Ensure all penetrations are covered or guarded
		Crush injury	2	2	<ul style="list-style-type: none"> Maintain safe distance from all plant Maintain an exclusion or limited access around work area
		Laceration	2	2	<ul style="list-style-type: none"> Ensure appropriate PPE is worn at all times Wear appropriate PPE (leather gloves) at all times
		Eye injury	2	2	<ul style="list-style-type: none"> Wear appropriate PPE (safety gloves)
		Inhalation of asbestos fibres	1	1	<ul style="list-style-type: none"> Check asbestos register is clear to do work, if not, contact specialist

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Company Name: Premier Fire Protection Services (NSW) Pty Ltd		Project Name:			
Work Activity/Task: Fire Seals and Penetrations		J.S.A. No. 717 Rev.01			
Competencies/Training Required: Inductions: Dexus WHS&E, Site specific, White card Licenses: Trade License Qualification/Trade Certificate: Carpentry		Principal Contractor: Building Owners representative Note: Sign off to be provided at Tool Box talk			
KEY TO RISK CLASS CODES: 1 = DEATH, PERMANENT OR TEMPORARY DISABLEMENT 2 = LOST TIME INJURY, ILLNESS 3 = FIRSAID REQUIRED/NO LOST TIME		Emergency Rescue Procedures: Follow the Building Evacuation Plan Plant/Equipment Required: Power tools, hand tools			
Item		Job Step Break the job down into steps.	Potential Hazard What can harm you?	Risk Assessment	Controls What you are going to do to make the job as safe as possible.
3	Installation of pillows and fire sealant	Slips, trips and falls Sprains and strains Electricity Laceration Eye injury	2 2 1 2 1	<ul style="list-style-type: none"> As far as practical ensure work area is clear of obstacles Ensure correct lifting technique is used Ensure all tools are tagged and free of damage When using hand tools and power tools, ensure correct method is used to avoid laceration Always use safety eyewear when using chisels and power tools 	
4	Packing up	Slips, trips and falls	2	<ul style="list-style-type: none"> Make sure all tools and rubbish are cleaned before transporting doors and old hardware back to vehicle 	

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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #1 FOR MATERIAL DELIVERY, HANDLING AND STORAGE

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Material Delivery	Inappropriate Site Access (property damage and personnel injury)	All site personnel	1-2	Maintain of 2m clearance from slab when placing items on lot. Refer to SWP below.
Material Handling and Storage	Slips, trips and falls.	All site personnel	2	Maintain of 2m clearance from slab when placing items on lot. Refer to SWP below.
Material Handling and Storage	Injury from flying or falling materials.	All site personnel & the public	1-2	Refer to SWP below.

Risk Ranking 1: Death, Permanent Disability or Major Property Damage

Risk Ranking 2: Temporary Disability or Minor Property Damage

Risk Ranking 3: Minor Injury or Incident

SAFE WORK PROCEDURE:

General

- Experienced and licensed delivery driver
- Indicate to personnel where materials are to be safely delivered and stored. (Ensure approval is provided from Site Supervisor as to where material can be stored safely)
- If backing in, use a spotter
- Provide site management with details of delivery timeframe wherever possible and type of delivery
- Place signs, where appropriate, to avoid confusion during delivery placement. Identify material (use appropriate storage areas for Hazardous Materials)
- Store materials close to area where they are needed but not closer than 2m fall zone in work area
- Store materials safely. Stacks must be stable. Don't block access
- Don't leave material near heat or contamination sources.
- Ensure light materials are secured so they are not blown over or away.
- Store fragile materials so that they do not create additional hazards.

Compliance: Code of Practice - Manual Handling 1991



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #2 FOR LOADING & UNLOADING MATERIALS

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Unloading Materials	Lifting/moving items to & from vehicles	Employees	3	Provide easy access to vehicles. Do not jump from vehicle tray. Use loading ramps if possible.
	Removal of load - resulting in back and other strain injuries.	Employees	3	Park close to work areas. Use mechanical or extra personnel to help lift/carry heavy equipment.
Stacking	Instability and collapse of stacked material	Employees	3	Supervised stacks, nominated number of sections per stack Refer SWP 16 below.

Risk Ranking 1: Death, Permanent Disability or Major Property Damage

Risk Ranking 2: Temporary Disability or Minor Property Damage

Risk Ranking 3: Minor Injury or Incident

SAFE WORK PROCEDURE:

- Always check with Site Supervisor as to where to unload/load materials
- Provide easy access to vehicles; for example hand holds, steps and truck trays.
- Use loading ramps, if possible.
- Park close to loading & unloading work areas.
- Use mechanical aids such as crane, forklift, trolley and hoist, wherever possible.
- Ensure immediate area is safe to load or unload materials.
- Stacking of materials must be so they remain stable while stored and will not collapse. If stacked in open, ensure weather conditions will not endanger storage, as in flood washing out underneath stacks. Check with the Site Supervisor as to the number and maximum height of material that can be stacked safely.
- Place buffer material between each layer to stop damage, evenly distribute the stacks and for load stability.
- Ensure stacked sections are in a safe area, close to the work area to provide efficient re-loading when required.
- Barricade and/or sign if applicable, e.g. public protection

Compliance: **Code of Practice - Manual Handling 1991**



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #3 FOR WORKING PLATFORMS ON TRESTLE LADDERS AND ADJUSTABLE TRESTLES

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Working on trestles platforms	Persons slipping, tripping and falling	Worker	1	Refer to SWP below.
Working on trestles platforms	Falling objects	Worker	1-2	Ensure all equipment & materials are stable & secure - Refer to SWP below.
Working on trestles platforms	Trestle/platform collapse	Worker	1	Do not allow person to access underneath. Erect trestles in accordance with the Standard - refer to SWP below.

Risk Ranking 1: Death, Permanent Disability or Major Property Damage

Risk Ranking 2: Temporary Disability or Minor Property Damage

Risk Ranking 3: Minor Injury or Incident

Note: Platforms such as scaffold planks on trestles provide a bigger, more stable surface to work from than a ladder rung. Heavy work will require wider platforms, e.g. at least 500mm – 2 planks.

SAFE WORK PROCEDURE:

- Erect trestles in accordance with suppliers' instructions, as outlined in AS1892 for trestle ladders and AS1576.5 for adjustable trestles
- Erect platforms as near as possible to level using certified planks
- Ensure platforms are stepped, rather than sloped
- Ensure platforms are in a good and sound condition
- Place trestles on a firm surface
- DO NOT overload platforms, e.g. two planks used for heavy work
- DO NOT permit persons to walk underneath the platform when in use.

Compliance: H&S Regulation 2001; Code of Practice - Manual Handling 1991; Scaffolding 2006



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #4 FOR WORKING PLATFORMS ON SCAFFOLDS

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Working off platforms on scaffolds	Persons falling	Workers	1	Ensure all rails/mesh/platforms are securely fitted. Refer to SWP below
Using platform as catch platform for roof work	Persons falling through rails; persons falling on protruding scaffold components	Workers	1	Ensure all rails/mesh/platforms are securely fitted. Ensure rails are high enough. Ensure standard do not protrude beyond eave/facia board line - Refer to SWP below
Working off platforms on scaffolds	Falling objects	Site Personnel	1-2	Ensure toeboard/full mesh is fitted. Refer to SWP below
Accessing, climbing scaffolding	Serious bodily injury, head/eye injury	Employees/ all site personnel	1-2	Refer to SWP below

Risk Ranking 1: Death, Permanent Disability or Major Property Damage

Risk Ranking 2: Temporary Disability or Minor Property Damage

Risk Ranking 3: Minor Injury or Incident

SAFE WORK PROCEDURE:

- Erect trestles in accordance with relevant parts of the Scaffolding Standard AS1576.5. This includes guardrails, mid-rails and toe-boards above 2m.
- Erect the scaffold in accordance with suppliers' instructions. All bracing used on scaffold erection must be as provided and directed by manufacturer to prevent distortion or movement while personnel are on the platform. Fall protection MUST not be removed.
- Ladder access must be provided and ladder will be securely attached to scaffold.
- If scaffold is over 4m high (where a person or object can fall >4m) it MUST be erected by a Certified Scaffolder
- Ensure scaffold is as near to level as possible
- Ensure scaffold is fully decked when being used and width of platform is appropriate for use and access
- Barriers and warning notices will be erected where necessary to prevent personnel using unguarded or incomplete platform
- When using top platform as a catch platform for roof workers ensure:
 - the top platform is no more than 1m from eave,
 - standards do not protrude in catching area
 - rails/mesh are extended above roof line to ensure person does not slip over rails
- Regular inspection by Site Supervisor or designated Subcontractor
- Ensure the scaffold platform is signed for its safe working load. Check scaffold plan for limits

DO NOT alter/modify any part of scaffolding or work platform without the Site Supervisor / Scaffold Erector's approval as per the scaffolding plan. (Jump up movement may be permitted – ask your Site Supervisor)

Compliance: **Code of Practice - Manual Handling 1991; Scaffolding 2009**



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #5 FOR MANUAL HANDLING

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Lifting, moving, placing, and handling heavy and awkward items	Back injury and other physical damage (Musculoskeletal)	Workers	1	Refer to SWP below

Risk Ranking 1: Death, Permanent Disability or Major Property Damage
Risk Ranking 2: Temporary Disability or Minor Property Damage
Risk Ranking 3: Minor Injury or Incident

SAFE WORK PROCEDURE:

DO NOT lift any object that you feel may be too heavy and avoid prolonged lifting and carrying of any heavy load.

Use on site mechanical lifting equipment wherever possible, such as crane, trolley, and pallet lifter or forklift truck.

Avoid over-reaching to pick up a load and ensure the surface is not slippery.

Plan your movements and ensure the path and area of storage or installation is clear and free from obstructions.

The worker should assess the weight of components prior to the lift.

When you make the lift:

- position yourself close to the load and balance the body;
- get a firm palm grip;
- bend your knees, not your back;
- let your leg muscles do the work, and
- lift smoothly without jerking or twisting.

Team lifting should be utilised for heavy or awkward shaped tools and materials. Individuals doing single lifts could be restricted to goods up to 20 kg but a risk assessment involving assessment of the person physical ability, gender and age may be used to determine what lift weight may be adequate.

Compliance: Code of Practice – Manual Handling 1991



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #6 FOR ERECTION AND USE OF MOBILE SCAFFOLDS

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Erection a Mobile Scaffolds	Connection with power lines	Erectors	1	Stay outside power supplier "exclusion zone"
Erection and Use of Mobile Scaffolds	Falling/toppling structure & persons falling	Erectors & Workers	1	Mobile scaffold with handrail to be erected and used according to manufacturer/designer. Re-route mobile plant or barricade / sign scaffold area
Using mobile scaffold	Objects falling	All personnel	1-2	Toe boards to be supplied to mobile scaffold.

Risk Ranking 1: Death, Permanent Disability or Major Property Damage

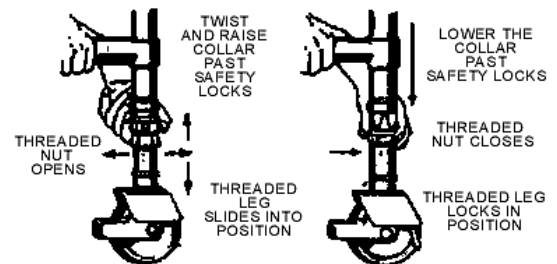
Risk Ranking 2: Temporary Disability or Minor Property Damage

Risk Ranking 3: Minor Injury or Incident

A mobile scaffold is an independent scaffold that is freestanding and mounted on castors.

SAFE WORK PROCEDURE:

- All mobile scaffolds where a user could fall more than 4 metres must be erected and modified by a Certified Scaffer.
- Mobile scaffolds must be provided with information regarding safe use and erection. If scaffolding is to be altered, contact the manufacturer or supplier for additional guidance.
- Do NOT mix and match scaffold components – only use the pieces supplied
- The height of a mobile scaffold, from the bottom of the scaffold to the working surface, should be no greater than three times the minimum base dimension, unless otherwise specified by the manufacturer, supplier or designer.
- All mobile scaffolds to have a handrail, mid-rail and toe-board and erected and used on stable surface.
- Ensure the collar locking device on the base frame is properly engaged in the lower position to lock the threaded leg before erecting and climbing.
- Caster MUST have the working load limits clearly marked
- Re-route all mobile plant away from where mobile scaffold is used.
- All mobile scaffolds should have an internal access ladder.
- All mobile scaffolds to have a fully decked working platform.
- All bracing is to be in accordance with the manufacturer's design requirements with plan bracing and face bracing to be provided.
- Ensure mobile scaffold is not moved unless all persons and materials have been removed from the scaffold.
- Ensure Safe Working Load is not exceeded for the scaffold
- Ensure scaffold is in a level position prior to climbing the scaffold after each move of the scaffold.
- Never move a mobile scaffold if a person is still on it or there is materials in the path where it is to be moved.



Compliance: Code of Practice - Scaffolding 2009



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #7 FOR USING GRINDERS

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Using a Grinder	Shattering of blade or kick back causing serious bodily injury	Operator	2	Appropriate guards and they are properly maintained. Worker should be trained in the use Refer SWP below
Using a Grinder	Shattering of blade or flying piece from cut item causing eye damage	Operator	1-2	Ensure use of eye protection for users and others.
Using a Grinder	Hearing damage	Operator & Other Workers	1-2	All persons on level to wear hearing protection.

Risk Ranking 1: Death, Permanent Disability or Major Property Damage

Risk Ranking 2: Temporary Disability or Minor Property Damage

Risk Ranking 3: Minor Injury or Incident

SAFE WORK PROCEDURE:

- Grinders are to be checked for wear and visible defects prior to use. Grinder and electrical leads must have current test and tags fitted.
- Workers should wear safety goggles at all times. Respirators should be worn when working with cement products, especially when work is performed in a confined space or poor ventilation areas.
- Place guards into correct position prior to commencing work and ensure hand holds are in position.
- Ensure workers have a firm grip of the machine by using the handholds provided. Always adopt a balanced position and do not over reach.
- Allow the machine to reach full speed before applying to steel and cement.
- Move grinder backward and forward along the length of the material and overlap each stroke slightly by applying an even pressure.
- Do not use a grinder that has a switch that does not turn off, for example a "double action switch".
- **Never use a grinder that has a worn or damaged disc.**
- **Always disconnect power before changing discs.**
- All unauthorised personnel should be excluded from grinder work area.
- Adequate lighting is a priority to ensure worker safety. Portable lighting (floodlights etc) may be used if they are on stable base or positioned away from traffic areas and not likely to fall or create a fire hazard. Keep away from flammable material. The lights must be guarded and leads held off wet floors.

Compliance: **Codes of Practice – Noise Management and Protection of Hearing 2004**



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #8 FOR USING A LADDER

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Using ladders	Persons/objects falling	Users & site personnel	1-2	Refer to SWP below.

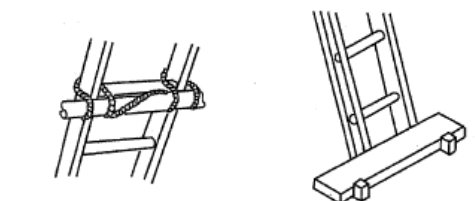
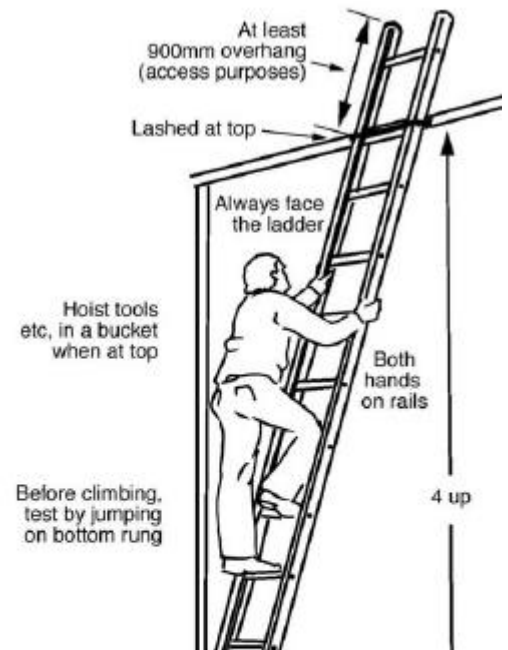
Risk Ranking 1: Death, Permanent Disability or Major Property Damage

Risk Ranking 2: Temporary Disability or Minor Property Damage

Risk Ranking 3: Minor Injury or Incident

SAFE WORK PROCEDURE:

- Ensure ladders are of an industrial (commercial) standard (at least 120kg loading), and comply with AS 1892. Do not use domestic ladders.
- Secure an extension or single ladder either at the top or the bottom (preferably both)
- An extension or single should rise past the exit point by 1m.
- Check that all stiles, treads and braces are in good condition.
- Ensure any grime or mud is removed from treads before ascending ladder.
- An extension or single ladder is for access and only light work should be attempted from a ladder. Three points of contact at all times, i.e. hand and two feet or two hands and one foot.
- When working off stepladders, ensure footing is placed on firm ground to avoid overbalancing when climbing.
- Do not work standing above the third highest tread. Ensure the stepladder is of suitable height to safely reach the work area.
- When carrying loads up ladders ensure that they are kept below 10 kg and those workers seek assistance from fellow employees when doing so.
- Ensure that the ladder is positioned in such a way that will minimise bending and twisting when working off it. Make sure it is secured at top, projects at least 1m past work platform, at a 1 in 4 slope, with no work above 2nd top step of ladder.
- If required to work from a ladder for prolonged periods of time, ensure that it is securely tied to a stable structure or a workmate holds the base steady while you work from it.



Some effective ways of securing a ladder



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #9 FOR USING POWER TOOLS

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Use of Power Tools	Shock, electrocution, flying objects causing serious bodily injuries.	Users	1-2	Refer to SWP below.

Risk Ranking 1: Death, Permanent Disability or Major Property Damage

Risk Ranking 2: Temporary Disability or Minor Property Damage

Risk Ranking 3: Minor Injury or Incident

SAFE WORK PROCEDURE:

- Do not use lightly constructed, single insulated, domestic-type appliances for site work.
- Ensure drills have been visually inspected prior to use and that all workers have been properly instructed on how to use them.
- Ensure that drills are connected to an RCD-protected circuit on site at all times. Specified electrical equipment and all leads must be tested and tagged every 3 months. Leads must be protected from wear and damage. (Refer SWP #10 - Use of Electrical Equipment)
- Check that the work area is clear of any rubbish and obstructions and has adequate lighting before commencing work.
- DO NOT use tools in areas that are damp, wet or exposed to the rain.
- DO NOT use near potentially explosive areas (eg. fumes, dusts or flammable materials).
- Keep unauthorised personnel away from the work area at all times.
- Workers are to wear safety goggles and hearing protection where appropriate, for example in confined areas. Respirators are to be worn when the materials being used are potentially harmful and/or are of a carcinogenic nature.
- AVOID wearing loose clothing or jewellery. Long hair must be tied back.
- Always ensure the power tool is disconnected from power supply before fitting or changing blades, frills or other accessories.
- Ensure power tools are fitted with guards when in use.

Compliance: **Code of Practice – Low Voltage Electrical Work 2007**



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #10 FOR USING ELECTRICAL EQUIPMENT

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Use of Electrical Equipment	Shock, burns and electrocution	Employees, other site personnel	1	Routine maintenance of industrial grade equipment. Elevate leads away from moisture and traffic. Refer to SWP below.

Risk Ranking 1: Death, Permanent Disability or Major Property Damage
Risk Ranking 2: Temporary Disability or Minor Property Damage
Risk Ranking 3: Minor Injury or Incident

SAFE WORK PROCEDURE:

- Ensure all electrical equipment used on a construction is of an industrial standard & complies with AS 3012.
- Specified electrical equipment (equipment designed to be connected by a flexible cord, plugs in to low voltage (240V), is capable of being moved or is an electrical lead or power board) MUST be inspected, tested and tagged by a 'competent' person at prescribed intervals (every three months).
- Inspect tools and leads regularly and replace worn plugs and throw away frayed and damaged leads.
- Ensure that portable electric equipment and leads are connected through an approved RCD or a type-2 safety switch complying with AS 3190, or an isolating transformer or a single-phase portable generator.
- Ensure the safety switch is tested using its in-built test button, immediately it is connected to a socket outlet, and each day it is used after its connection.
- An electrical worker (competent person) must test the safety switch at not more than 3 monthly intervals. The switch may be used if it trips immediately, and has a residual current trip of 30mA.
- **DO NOT use double adaptors or piggyback plugs.**
- Protect from chemical and high temperatures.
- All leads to be suspended wherever possible and should exceed the length as stated in AS 3012.
- Protect or raise leads passing through doorways and over access-ways.
- Keep leads and plugs dry, and out of puddles.
- If any construction site work is likely to be done within 3 metres of an elevated live power line, then comply with local Energy Authority regulations for exact allowance (exclusion zones)
- Hired equipment must be inspected, tested and tagged. Do not use hired equipment unless it is provided with current test tags.

Compliance: Code of Practice – Low Voltage Electrical Work 2007; AS 3012 & AS 3190



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #11 FOR BOOM LIFTS, SCISSOR LIFTS, CHERRY PICKERS & EWPs (ELEVATING WORK PLATFORMS)

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Working off Boom Lifts, Scissor Lifts & Cherry Pickers	Persons falling	Workers	1	Refer to SWP below
Working off Boom Lifts, Scissor Lifts & Cherry Pickers	Tipping of elevating platform	Workers	1	Refer to SWP below
Working off Boom Lifts, Scissor Lifts & Cherry Pickers	Fire	All personnel	1	Refer to SWP below
Working near Power Lines	Shock, burns, electrocution	All personnel	1	Refer to SWP below

Risk Ranking 1: Death, Permanent Disability or Major Property Damage

Risk Ranking 2: Temporary Disability or Minor Property Damage

Risk Ranking 3: Minor Injury or Incident

SAFE WORK PROCEDURE:

- Lifting loads with an EWP is not permitted. Guardrails must not be used to lift pipe or other equipment
- Operators must be competent and hold the required certification
- Safety training in the operation is critical to safe work aloft. Emergency release procedures for all EWP is required for all workers of Premier Fire Protection Qld
- Operators of boom-lifts that extend >11metres must hold a WP licence (trained by a RTO or have evidence they are considered a competent operator by the EWP Association)
- Only use elevating work platforms on a solid, level surface and wear an anchored harness while working in a boom type EWP
- Ensure a person can activate the emergency release if there is a loss of power or medical issue
- Check that there are no penetrations or obstructions that could cause violent movement, or cause the platform to tip over
- Avoid having oxy-welding-cutting bottles on boom lifts, due to fire danger
- When oxy-welding-cutting, on an elevating platform, avoid dropping hot slag onto hoses or platform surface. Always carry a fire extinguisher
- Never raise a EWP in high wind conditions
- Do not operate within 3 metres of a live power line or within 8 metres of a tower
- Do not work on elevating platforms if there is a risk of debris falling onto platform, when elevated.
- Never enter or leave an elevated platform while it is in motion (off the ground).
- If you must leave the EWP for emergency purposes, use a double lanyard system
- Do not work from the cage railing
- Wherever possible have tools attached a lanyard to prevent them falling

Compliance: Code of Practice Risk Management 2001 & Safe Working at Height Guide 2006



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD # 12 FOR SPRINKLER FITTERS & FIRE ALARM TECHNICIANS

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
General Work Housekeeping	Slips, trips and falls	Workers	1	Refer to SWP below
Storage of Materials	Slips, trips and falls. Back injury	Workers	2	Manual Handling SWP and Refer to SWP below
Working Under Other Trades	Falling objects, head injury	Workers	1	Use PPE Refer to SWP below
Creating protrusions	Serious bodily injury	Workers	1	Remove, make safe Refer to SWP below
Using portable lighting	Inaccurate work, eye strain	Workers	1	Adequate lighting provided Refer to SWP below
Using Chemicals	Inhalation, ingestion, skin contact	Workers	1	Use PPE, Check MSDS Refer to SWP below

Risk Ranking 1: Death, Permanent Disability or Major Property Damage
Risk Ranking 2: Temporary Disability or Minor Property Damage
Risk Ranking 3: Minor Injury or Incident

SAFE WORK PROCEDURE:

Appropriate industry licensing and certificate of competency as required, must be carried at all times. Fitter should liaise with Site Supervisor for work scheduling, especially before turning water off or on (testing etc).

Work must progress in a tidy manner with access ways and work areas kept clear of rubbish. Place rubbish and off-cuts in receptacles or at designated rubbish area. Clean up often.

When working off platforms on scaffolds or at height attention must be given to the following:

- Ladder must be of an industrial standard, tied off, base stable and on solid surface.
- Scaffolding must be erected to manufacturer's specifications with sound platforms, toe-boards and mid-rails.
- Tools and other objects that could fall should be restrained. Area below signed or cordoned off, as appropriate.
- Fall protection from roofs (perimeter guard railing) must be installed.

Material storage should be identified and kept close to the work area wherever possible. Hazardous Materials, such as solvent, primer and silicones, should be stored safely away from main work areas.

PPE should be used when handling Hazardous Materials and manufacturer's instructions must be followed. Check with the MSDS for proper usage and protection.

Adequate lighting is a priority to ensure worker safety. Portable lighting (floodlights etc) may be used if they are on stable base or positioned away from traffic areas and not likely to fall or create a fire hazard. Keep away from flammable material. The lights must be guarded and leads held off wet floors.

When work results in protrusions, remove them, bend them over or cover them so they are no longer a hazard.

Electrical equipment must be in good condition, of industrial standard, have current electrical test tags fitted and used on a circuit protected by a RCD.

Compliance: **H&S Act 2000 & Regulation 2001; Code of Practice – Risk Management 2001**



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD # 13 FOR HAZARDOUS MATERIALS (Handling & Use of Chemicals causing Dust, Fumes, Vapours)

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Handling Hazardous Chemicals	Exposure to hazardous chemicals through absorption, inhalation, ingestion, skin or eye contact	Workers	1	Refer to SWP below
Work that produces dust or fumes	Inhalation, eye and skin damage	Workers	1	Refer to SWP below

Risk Ranking 1: Death, Permanent Disability or Major Property Damage

Risk Ranking 2: Temporary Disability or Minor Property Damage

Risk Ranking 3: Minor Injury or Incident

1.4 NOTE: contractors must provide MSDS of hazardous substance before starting work

SAFE WORK PROCEDURE:

- Identify hazardous substances in the workplace and register usage.
- Conduct an assessment of the hazardous substance.
- Obtain information on the hazard(s) from:
 - Material Safety Data Sheets, labels, registers
 - Use and handling experience
 - Technical references
 - Relevant Codes of Practice
 - Guidance notes, PPE usage, etc.
- Identify training needs for workers
- Determine if Health Surveillance obligations are required

DANGER SIGNS CAN INCLUDE:

- where dusts, mists or fumes are visible in the air, for instance in light beams;
- there are persistent or widespread complaints of illness, discomfort, irritation or excessive odour; or

1.4.1.1 splashing with a hazardous substance is observed.

Control Measures (in order of priority)

Elimination:

Where use of a hazardous substance is not essential to the work, for example:

use a physical process rather than a chemical process;
use clips, clamps or bolts instead of adhesive;
purchase pre-cut materials instead of cutting them on site.



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SAFE WORK METHOD #13 FOR HAZARDOUS MATERIALS (Continued)

- Substitution** Substitute a less hazardous substance, for example:
- a detergent instead of a chlorinated degreasing solvent;
 - a water-based paint in place of an organic solvent-based paint;
 - a hazardous substance in paste or pellet form rather than a dusty powder;
 - brush application of paint rather than aerosol application.
- Isolation:** This involves separation of the process from people by distance, or the use of barriers to prevent exposure, for example:
- separate screened area, for example with welding activities;
 - separate area used for mixing and preparing hazardous substances, with limited access to all but authorised personnel.
- Administrative Controls:** Work practices which require people to work in safer ways and relate to the way in which work is performed, for example:
- excluding persons from a work area who are not essential to the process;
 - shift or work rotation to reduce the period of exposure for personnel;
 - regular cleaning of contamination from walls and surfaces;
 - providing means for safe storage and disposal of a hazardous substance;
 - prohibiting eating, drinking and smoking in contaminated areas;
 - damping down, wetting or vacuuming dust areas where cutting processes take place; keeping lids on containers when not in use;
 - providing and using facilities for effective decontamination.
- Personal Protective Equipment** The use of PPE should be limited to situations where other control measures are not practicable, or where PPE is used in conjunction with other measures to increase protection, for example:
- where it is not technically feasible to achieve adequate control by any other means;
 - where PPE is necessary to safeguard health until adequate control is achieved by other means, as in where urgent action is required because of plant failure;
 - during routine maintenance operations where the infrequency and small number of people involved may make other control measures not practicable.

Where PPE is used, the employer should ensure that it is:

- correctly selected for the individual and the task;
- readily available & user trained in its use;
- clean and functional;
- correctly used;
- maintained by appropriately trained staff, in accordance with a PPE maintenance and servicing program.
- PPE should carry a compliant Standards Mark where appropriate.

Training on use, maintenance and fitting of PPE should be monitored at regular intervals and training supplied as required. Emergency procedures for the safe disposal of a hazardous substance and PPE, where appropriate, shall be approved by the Site Supervisor.

Compliance: **WH&S Act 2000 & Regulation 2001; Code of Practice – Hazardous Substances 2006**



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #14 FOR WELDING - OXY-ACETYLENE WORK - CUTTING AND HEATING

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Welding, Oxy-Acetylene, Cutting, Heating	UV eye-flash	Welder, site workers	1	Refer to SWP 17
	Radiation, spatter, hot slag	Welder	1-2	Refer to SWP 17
	Slag chipping	Welder	1-2	Refer to SWP 17
	Noise & fumes	Welder, site workers	2	Refer to SWP 17
	Gas flash-back/fire, fire	Welder, site workers	1-2	Refer to SWP 17

Risk Ranking 1: Death, Permanent Disability or Major Property Damage

Risk Ranking 2: Temporary Disability or Minor Property Damage

Risk Ranking 3: Minor Injury or Incident

SAFE WORK PROCEDURE:

- Only competent operators should handle equipment
- Ensure a Hot Work Permit is obtained from the Site Supervisor if required
- Place protection screens to isolate others the work area to prevent injury or "eye flash"
- Erect approved warning signs and barricade area, if necessary
- Ensure that flammable liquids and gases are not stored near work. Remove all combustible and flammable materials from the immediate area
- Ensure a fire extinguisher is available when any hot work is undertaken
- Ensure electrical equipment is in good condition and has current inspection test tags fixed
- Check all gauges, hoses, connectors, torches, etc., for damage or defects and replace them where required
- Fit flash-back arresters to inlet connection of gas welding and cutting blow pipes
- Secure bottles in trolley, preferably by chains
- Provide properly charged and tested fire extinguishers with equipment
- Leave keys in bottles
- PPE - Wear protective face shields or goggles, clothing and gloves
- Fumes are toxic. Ensure good ventilation or wear respirator.
- Use flints only for igniting torches - no open flames
- Ensure good housekeeping practices to minimise slips, trips and falls

Compliance: Code of Practice Risk Management 2001; Hazardous Substances 2006

Guide: Welding Technology Institute of Australia Welding, Cutting, Brazing and Soldering Fumes Minimisation

See next pages for suggested daily inspection checklist & environment hazard



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SAFE WORK METHOD #14 FOR WELDING – (continued)

WTIA Guidance Note 8: Recommended Oxy-Fuel Gas Daily Inspection and Pre-Start Check List

Version 1 – 7/05/03

ITEM	DESCRIPTION OF INSPECTIONS TO BE CARRIED OUT	STANDARD
Gas Cylinders	Check cylinders are secured and in an upright position. Check cylinder labelling. Check there is no mechanical damage. Check condition of the seat and ensure it is clean and dry. USE NO OIL!	AS 2030
Cylinder Valve	Inspect the valve for damage. If the valve appears to be damaged DO NOT OPEN . You may not be able to close it again. Crack cylinder valve prior to fitting gauges, do not cover with hand.	AS 2473
Regulators	Check type, rating and condition. When fitting regulators to cylinders ensure they are not contaminated with oil or grease. Face gauges away from operator when opening cylinder valve.	AS 4287
Flash Back Arrestors	FBA's should be fitted at both the regulator and blowpipe ends of hose. Check current inspection tag or sticker.	AS 4603
Hoses	Check correct hoses are fitted. Oxygen – BLUE . Acetylene – RED . LPG – ORANGE . Check hoses for damage particularly at junctions to fittings where fatigue damage occurs. Maximum length of standard hoses is 15 metres. Use larger diameter hoses for increased length or high draw rate attachments e.g. heating torches. Refer recommendations of equipment manufacturers.	AS1335 AS/NZS 1869 AS 4839
Blowpipe	Ensure the blowpipe is in good condition, the body is true, valves open and close fully, threads and seats are in good condition.	AS 4839
Tip	Check the tip condition, seats are in good condition, face is flat and clean, holes are open and free of contamination, tip is the right size and type for the job in hand. Set regulator pressures to suit tip and plate thickness.	AS 4839
Purging and Pressurising	<ul style="list-style-type: none"> • Ensure blowpipe valves are closed. • Ensure regulators are wound all the way out. • Slowly open cylinder valves (one full turn only on fuel gas). • Wind regulators in until required line pressure is indicated. • Individually open the blowpipe valves and allow gas to run through the line, and then close the blowpipe valve before opening the other one. 	AS 4839
Pressure Test	<ul style="list-style-type: none"> • With the system purged and pressurised and blowpipe valves closed, close the cylinder valves. • Observe the regulator valves for one minute. Note any anti-clockwise movement of the cylinder pressure or regulated pressure gauges. • Open the cylinder valves. Note any clockwise movement of the cylinder pressure or regulated pressure gauges. • A change in the cylinder pressure gauge usually indicates a leak between the cylinder valve and the regulator diaphragm. A change in the regulated pressure gauge usually indicates a leak downstream of the regulator. • Find and eliminate all leaks. Use a soapy water technique to find leaks. 	AS 4839
Lighting up	<ul style="list-style-type: none"> • Use approved lighting flint (not matches or cigarette lighter) • Light fuel gas with medium flow • Open oxy feed blowpipe valve to achieve neutral flame 	AS 4839
Shutting down	<ul style="list-style-type: none"> • Shut down fuel feed blowpipe valve. • Shut down oxy feed blowpipe valve. • Close cylinder valves and depressurise blowpipe. 	AS 4839
Storage	<ul style="list-style-type: none"> • Store in approved storage areas only. • Keep different gas types separated and empty and full cylinders segregated • Be aware of mandatory requirements for storing gas cylinders. 	AS 4289 AS 4332 AS 4839
Transport	<ul style="list-style-type: none"> • Transport in secure upright position. • Be aware of mandatory requirements for transporting gas cylinders. 	AS 4332 AS 4839
Inspection Tag	Check that a current inspection tag, traceable to your equipment maintenance register, is attached to the equipment.	

Notes

- If on completion of this pre-start checklist you are unsure of the safety of any part of this equipment - **DO NOT USE**. Isolate the equipment and notify your supervisor immediately, in order that remedial action can be taken.
- Fumes are generated by hot work. Take adequate precautions to limit exposure to fumes from welding consumables or surface coatings and contaminants.
- Oils, greases and other organic compounds may become highly flammable or explosive in the presence of pressurised oxygen. Ensure all fittings are clean and dry before assembly. Ensure there is no opportunity for contamination of parts. Ensure that you have all necessary Personal Protective Equipment in place, in good order and dry, before turning on the oxy-fuel gas equipment.



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SAFE WORK METHOD #14 FOR WELDING – (continued)

WTIA Guidance Note – an Expert Technology Tool ENVIRONMENT HAZARDS, IMPACT AND CONTROL IN FABRICATION OF WELDED PRODUCTS

FABRICATION ACTIVITY	ENVIRONMENTAL HAZARDS (NOTE 1)	ENVIRONMENTAL IMPACT	RECOMMENDED CONTROL (NOTE 2)
Management			
Overall Energy, Use (electricity, fuels, transport)	<ul style="list-style-type: none"> Emission of Greenhouse Gas (direct or indirect) 	<ul style="list-style-type: none"> Atmosphere and pollution –heating reduce O₃ layer 	<ul style="list-style-type: none"> Reduce Energy consumption/output
Overall Waste/Scrap	<ul style="list-style-type: none"> As above + production of waste 	<ul style="list-style-type: none"> As above + ground pollution 	<ul style="list-style-type: none"> Reduce energy consumption/output
Material handling and preparation			
Handling of various products	<ul style="list-style-type: none"> Spilling of oils, laboratory reagents, solvents, scrap, etc. 	<ul style="list-style-type: none"> Ground pollution with various organic and inorganic products 	<ul style="list-style-type: none"> Reduce spills and improve containment
Heat treatments	<ul style="list-style-type: none"> Emission of combustion products Release of cooling liquids 	<ul style="list-style-type: none"> Atmospheric pollution with gas, volatiles and particulate substances Ground pollution with liquids and particulate substances 	<ul style="list-style-type: none"> Improve thermal efficiency of heat treatment Capture hazardous particles Release liquids to treatment system and then to removal
Sand/ Grit blasting	<ul style="list-style-type: none"> Discharging of sands Emission of fine particulates Emission of noise 	<ul style="list-style-type: none"> Ground pollution Atmospheric pollution Acoustic pollution 	<ul style="list-style-type: none"> Reduce contamination and control disposal Dust collection and disposal Reduce by shielding, insulation etc
Thermal/Plasma Cutting	<ul style="list-style-type: none"> Emission of cutting fumes Emission of radiant energy (light, heat) 	<ul style="list-style-type: none"> Atmospheric pollution with metallic oxides Radiation pollution 	<ul style="list-style-type: none"> Filter pollutants Reduce by shielding



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #15 FOR PAINTING

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Manual Handling	Back injury. Sprain/Strain.	Workers	1	Refer to manual Handling SWP
Tidiness (Housekeeping)	Slips, trips and falls	Workers Visitors	1-2	Refer to SWP below
Working at Height	Falls. Falling objects. Serious bodily injury.	Workers	1	Refer to Working on Ladders, Trestle Platform or Scaffold SWPs
Sanding (Dust)	Inhalation, eye injury	Worker	1-2	Refer to SWP below
Application	Inhalation, ingestion, intoxication, eye or skin contact	Workers	1-2	Refer to SWP below Use appropriate PPE
Paint Use/Storage	Fire	Workers	1	Refer to SWP below
Outdoor Painting	UV Radiation	Workers	1	Refer to SWP 23 below

Risk Ranking 1: Death, Permanent Disability or Major Property Damage
Risk Ranking 2: Temporary Disability or Minor Property Damage
Risk Ranking 3: Minor Injury or Incident

SAFE WORK PROCEDURE:

Good manual handling techniques must be used when bending, lifting and carrying. Watch for repetitive (over use) of arms, wrists when painting.

Keep access-ways clear and ensure rubbish is placed in arranged rubbish areas.

Store flammable paints in appropriate storage areas. Ensure a fire extinguisher is available. NO SMOKING is permitted where flammable paints are stored and used.

Ensure all electrical, air and power equipment is in good condition and tools guarded. Ensure power and air leads are located to minimise risk of damage. Use a RCD-protected circuit for electrical leads and keep them away from wet areas and major access ways. NO piggyback plugs.

Warning signs may need to be erected for some hazardous situations, e.g. spray painting, painters working overhead etc. They must be clearly visible to persons approaching the area.

Appropriate PPE must be worn during sanding, mixing and spraying processes. Follow manufacturer's specifications on application and spills clean up. Information can be found on product MSDS.

Portable lighting (floodlights etc) may be used if they are on stable base or positioned away from traffic areas and not likely to fall. Keep away from flammable material. The lights must be guarded.

When working outside ensure you have adequate protection from UV radiation. Long sleeve shirt and hat with >15+ sunscreen are recommended. Try to schedule outdoors painting when sun is low. Keep liquids up, preferably water when working in sun. Take regular breaks.

Compliance: Code of Practice Risk Management 2001; Hazardous Substances 2006

Guide: Spray painters guide for employers & operators



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #16 FOR PUBLIC ACCESS, PEDESTRIAN, PASSING TRAFFIC AND OTHER WORKERS

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Unauthorised Access by Public	Falls, trips, slips, falling objects	Injury to members of public and site personnel	1-2	Refer to SWP below
Pedestrian, Passing Traffic and other Site Workers	Collision, explosion, electrocution, noise, fumes,	Injury to members of public and site personnel	1	Refer to SWP below

Risk Ranking 1: Death, Permanent Disability or Major Property Damage

Risk Ranking 2: Temporary Disability or Minor Property Damage

Risk Ranking 3: Minor Injury or Incident

SAFE WORK PROCEDURE:

Special attention must be given to other site workers when performing your work as well as pedestrian and vehicular traffic when normal routes are closed or obstructed.

CONTROL MEASURES CAN INCLUDE:

- Follow statutory instructions for use of traffic controllers, lights, signs, etc. for partial closures
- Erect barricades to prevent unapproved access to the work site
- Erect gantries and barricades to prevent injury to other workers and the public as necessary
- Ensure barricades or barriers are of sufficient strength to provide adequate protection, possibly consider water-filled barriers, instead of mesh
- Use mesh rather than timber members, where there is a risk of passing vehicles striking the barricade to prevent timber members becoming airborne missiles
- Erect guardrails or barriers to separate pedestrians from traffic
- Site workers should wear highly visible, reflective clothing if working in traffic areas.
- Keep all public walkways clean and free of rock and debris
- Ensure all public walkways are not slippery from mud, oil spills, etc.
- Close walkways when plant and machinery are operating nearby, for example overhead cranes and trucks shifting loads.
- Close walkways when high-risk activities are occurring nearby, for example blasting, pile driving, re-fuelling or work involving the release of hazardous substances.
- Ensure appropriate safety warning and traffic direction signs can be clearly seen
- Don't store loose materials or hazardous substances against or on walkways.
- Use trained, authorised traffic controllers, as appropriate.
- Close over or barricade excavations and voids, to prevent public entry, particularly after hours.
- Remove ladders and portable equipment from walkways, when not in use.
- Provide sufficient lighting to walkways, if they are dark or enclosed.
- If any control measures are in doubt, seek the advice of Council, MRD or local Police.



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #17 FOR WORK INSIDE LIVE SUBSTATION

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Installation of Smoke Detector	Contact with live parts	Workers	1	Refer to SWP below

Risk Ranking 1: Death, Permanent Disability or Major Property Damage

Risk Ranking 2: Temporary Disability or Minor Property Damage

Risk Ranking 3: Minor Injury or Incident

SAFE WORK PROCEDURE:

Special attention must be given to ensure that an employee is aware of the dangers of working in a live substation. No employee shall work in a live substation alone and not until they are certain the appropriate control measures are in place.

CONTROL MEASURES CAN INCLUDE:

- Appropriate PPE to be worn ie, long sleeves and pants
- Appropriate wraps and covers to any exposed live parts are in place
- All possible sources of supply have been identified
- Fibre glass ladders are to be used
- No metal tools are to be used adjacent to live apparatus, ie tape measures or other tools which extend away from the immediate work area
- The party responsible for the sub station shall be in attendance during the work period and shall not leave until the work is complete
- Only a licensed electrician shall undertake the work
- Make sure the work is undertaken in accordance with the signed JSA and work risk assessment
- Install detectors in a safe location whilst maintaining compliance with the appropriate standard



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #18 FOR WORKING ON ROOF OF LOW HEIGHT BUILDING FROM BOOM LIFT

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Working on Roof of Low Height Building	Persons falling	Workers	1	Refer to SWP below
Working off Boom Lifts	Tipping of elevating platform	Workers	1	Refer to SWP below

Risk Ranking 1: Death, Permanent Disability or Major Property Damage

Risk Ranking 2: Temporary Disability or Minor Property Damage

Risk Ranking 3: Minor Injury or Incident

SAFE WORK PROCEDURE:

- Operators must be competent and hold the required certification
- Safety training in the operation is critical to safe work aloft. Emergency release procedures for all EWP is required for all workers of Premier Fire Protection Qld
- Operators of boom-lifts that extend >11metres must hold a WP licence (trained by a RTO or have evidence they are considered a competent operator by the EWP Association)
- Only use elevating work platforms on a solid, level surface and wear an anchored harness while working in a boom type EWP
- Ensure a person can activate the emergency release if there is a loss of power or medical issue
- Check that there are no penetrations or obstructions that could cause violent movement, or cause the platform to tip over
- Avoid having oxy-welding-cutting bottles on boom lifts, due to fire danger
- When oxy-welding-cutting, on an elevating platform, avoid dropping hot slag onto hoses or platform surface. Always carry a fire extinguisher
- Never raise a EWP in high wind conditions
- Do not operate within 3 metres of a live power line or within 8 metres of a tower
- Do not work on elevating platforms if there is a risk of debris falling onto platform, when elevated.
- Never enter or leave an elevated platform while it is in motion (off the ground).
- Do not work from the cage railing
- Wherever possible have tools attached a lanyard to prevent them falling

For the purpose of working on a low height building the following procedures shall apply:

- The boom lift cage shall be placed on to the roof of the structure
- The worker will wear a harness to the manufacturers recommended procedure
- Prior to leaving the cage the worker shall attach a retractable lanyard to his harness which will then be secured to the boom lift harness attachment point
- When the worker has followed these procedures, after observing there are no obstructions on the roof, he can leave the boom lift cage
- The worker will either remove roof sheeting or place and fix conduit on to the roof
- If sheeting is lifted then the sheeting will be placed in another location on the roof which will not interfere with safe movement
- After lifting sheeting or installing conduit the wiring process will be undertaken
- Roof sheeting will be reinstated

Compliance: Codes of Practice – Safe Working at Heights Guide 2006 & COP Risk Management 2001



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SAFE WORK METHOD STATEMENT

SAFE WORK METHOD #19 FOR WORKING IN CEILING SPACE

RISK ASSESSMENT

ACTIVITY	HAZARD/RISK	Risk To	Risk Ranking	CONTROL MEASURE
Working in ceiling space	Contamination with noxious fumes, touching of live electrical components, falling through ceiling	Workers	1	Refer to SWP below

Risk Ranking 1: Death, Permanent Disability or Major Property Damage

Risk Ranking 2: Temporary Disability or Minor Property Damage

Risk Ranking 3: Minor Injury or Incident

SAFE WORK PROCEDURE:

- The worker to be a recognised trades person and be considered competent by his supervisor.
- A fan is to be provided at the ceiling space to allow for fresh air movement in the confined space
- An observer is to be located at the confined space.
- Both the observer and worker in the space to have two way radio contact. A third contact point shall be nominated who also has a two way radio.
- The worker is to have regular breaks with employees swapping at one hour intervals.
- Adequate task lighting is to be provided.
- Worker to ensure weight is placed on bearers only not on plasterboard ceiling.
- Electrical contractor to supply "power disconnect in ceiling" form before works are commenced.
- Hydraulics contractor to supply "gas disconnect" form before works are commenced.
- Paper filter masks will be available for use.
- In case of emergency a scissor lift will be available to the observer, and the ceiling will be rapidly removed by whatever means are necessary to complete a rescue.
- The observer shall not enter the ceiling space if contact is lost with the worker. He shall notify the third point of contact and then immediately commence the rescue procedure.
- A toolbox meeting will be held prior to commencing the work to discuss the above all relevant items.