

CCTV Camera | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: CCTV Camera

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:

Signature:

Title:

Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:

Title:

Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

<input type="checkbox"/> involves a risk of a person falling more than 2 meters.	<input type="checkbox"/> is carried out on or near pressurised gas mains or piping.
<input type="checkbox"/> is carried out on a telecommunication tower.	<input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines.
<input type="checkbox"/> involves demolition of an element of a structure that is load-bearing.	<input type="checkbox"/> is carried out on or near energised electrical installations or services.
<input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure.	<input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere.
<input type="checkbox"/> involves, or is likely to involve, disturbing asbestos.	<input type="checkbox"/> involves tilt-up or precast concrete.
<input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse.	<input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.
<input type="checkbox"/> is carried out in or near a confined space.	<input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant.
<input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives.	<input type="checkbox"/> is carried out in areas with artificial extremes of temperature.
<input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.	<input type="checkbox"/> involves diving work.

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE			
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.	
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>								

PERSONAL PROTECTIVE EQUIPMENT (PPE)

FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
2. persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and,
3. workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Electric shock, Tripping over cables	2M	<ul style="list-style-type: none"> - Ensure all workers are provided with appropriate training in electrical safety and hazard identification during preparation work. - Conduct a thorough risk assessment of the workplace to identify potential hazards, such as electrical sources and loose cables, in order to minimise the risk of electric shock or tripping. - Implement a lockout/tagout system for electrical equipment during the installation and testing process to prevent accidental activation or contact with live wires. - Use insulated tools and equipment when working with electrical wiring to reduce the risk of electric shock. - Maintain an orderly and well-organised workspace, regularly inspecting and clear away any clutter, debris, or obstructions that could cause someone to trip over cables. - Clearly mark and label all cables and wires, using cable organizers or colour-coding systems when possible. - Plan your work area layout in advance to ensure that cables are installed in a manner that reduces the likelihood of tripping hazards. - Use cable covers or conduits to secure and protect cables in areas where they may present tripping hazards. - Properly ground all electrical equipment to eliminate potential electrical hazards, carefully following manufacturer's instructions. - Schedule electrical work outside of normal working hours, if possible, to limit the number of workers exposed to electrical hazards during the preparation stage. - Post appropriate signage in areas where electrical work is being conducted, warning other staff members of the potential hazards present. - Establish designated areas for tool and equipment storage, ensuring that items are not left on the ground where they can pose a tripping hazard. - Encourage employees to report any identified hazards immediately to their supervisor, enabling swift action to be taken to address the issue. - Regularly review and update the SWMS to reflect any changes in the work environment and to ensure compliance with current industry standards and regulations. 	1L	
2. Site Assessment	Falling from height, Exposure to UV rays	3H	<ul style="list-style-type: none"> - Provide workers with a comprehensive site induction, addressing all potential hazards and required safety protocols before commencing work. - Conduct regular tool box talks to discuss the work step, hazards, and control measures, ensuring that all workers are aware of the risks and understand their responsibilities. 	2M	

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			<ul style="list-style-type: none"> - Establish a clear communication system between workers on-site, which may include two-way radios or designated hand signals to assist in sharing information and maintaining awareness of potential hazards. - Make sure workers use appropriate personal protective equipment (PPE), including high-visibility clothing, hard hats, non-slip shoes, gloves, hearing protection, and UV protection sunglasses as needed. - Implement a permit-to-work system for tasks involving height or other high-risk activities, ensuring that only competent and trained personnel are permitted to carry out the task. - Use appropriate access equipment such as scaffold platforms or mobile elevated work platforms (MEWP) for tasks at height, ensuring proper inspection and maintenance is carried out according to manufacturer's guidelines. - Install temporary barriers, such as railing or edge protection systems, around open edges or holes on elevated surfaces to prevent falls from height. - Ensure workers are provided with adequate breaks and shaded areas to rest during periods of high UV radiation, particularly during peak exposure times between 10 am and 2 pm. - Encourage regular use of water-resistant, broad-spectrum sunscreen with an SPF of at least 30+ for all exposed skin areas and reapply every two hours or as instructed by the product label. - Train workers in safe manual handling techniques, avoiding improper and excessive lifting and twisting motions that may lead to injury. - Implement a buddy system for potentially hazardous tasks, ensuring that no worker is left alone without assistance or supervision when working at heights or with dangerous tools or equipment. - Utilise safety signs and labels indicating the presence of hazards in the area, providing workers with visual cues for potential risks, and reminding them of safety protocol requirements. - Regularly monitor weather conditions, making necessary adjustments to the work schedule or halting operations entirely if extreme temperatures or storms pose a significant risk to worker safety. - Conduct periodic inspections and audits of the work area to ensure that control measures are effectively implemented and maintained, taking corrective action as needed to address any identified issues or concerns. 		
3. Equipment Transport	Manual handling injuries, Vehicle accidents	2M	<ul style="list-style-type: none"> - Provide manual handling training to workers, including correct lifting techniques and limits, to minimise the risk of injuries. - Use appropriate mechanical aids, such as trolleys, dollies, or hoists, to assist with the transportation of heavy or awkward loads. 	1L	

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			<ul style="list-style-type: none"> - Ensure workers wear appropriate personal protective equipment (PPE), including gloves, safety footwear, and hi-vis clothing, during the transportation process. - Conduct regular checks and maintenance on transportation vehicles (trucks, vans, etc.) to ensure they are in proper working condition and fit for purpose. - Implement clear signage and demarcation zones around loading and unloading areas to prevent accidents between personnel, vehicles, and equipment. - Limit vehicle speeds within designated work areas, and enforce a "traffic management plan" to prevent collisions between vehicles and pedestrians. - Designate competent and experienced drivers with relevant qualifications and licenses to operate the vehicles used for equipment transport. - Schedule regular breaks and establish maximum shift durations to provide workers with adequate rest periods and prevent fatigue-related accidents. - Establish communication protocols for staff members, especially during tasks that involve coordinating movements of large or heavy equipment, to reduce the risk of miscommunications and potential accidents. - Equip vehicles with appropriate safety features, such as rearview cameras, blind spot monitors, and audible alarms to alert workers and pedestrians of the vehicle's movement and intentions. - Conduct routine hazard assessments before beginning any equipment transportation task, identifying and addressing any potential risks specific to the worksite or the task at hand. - Encourage a positive safety culture within the workplace by promoting open communication, upholding workplace safety policies, and conducting ongoing safety awareness campaigns. This will contribute to safer work practices and reduce the likelihood of accidents during equipment transportation tasks. 		
4. Ladder Setup	Falls from ladder, Ladder instability	3H	<ul style="list-style-type: none"> - Conduct a pre-use inspection of the ladder, checking for any visible defects or damage that could compromise safety, such as broken or loose rungs, cracks, and supporting structures. - Assess the worksite for suitability to set up a ladder, ensuring the ground is level, solid, and free from debris or obstructions that may cause instability. - Always follow the manufacturer's instructions and safety guidelines when setting up and using the ladder, including proper angle, locking mechanisms, and secure footing. - Position the ladder at a 4:1 height-to-base ratio (for every 4 m of vertical height, the base should be 1 m away from the wall) to ensure proper stability. - Avoid over-reaching and only allow one person on the ladder at a time, maintaining three points of contact with the ladder at all times (two hands and one foot or two feet and one hand). 	2M	

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			<ul style="list-style-type: none"> - Properly secure and tie down the ladder at both the top and bottom to prevent movement and maintain stability during use. - Set up appropriate signage and barriers around the work area to notify others of the potential fall hazard and to keep unauthorised personnel away from the ladder. - Only use ladders that are rated for the task and load capacity required for the CCTV camera installation, and never exceed the manufacturer's load rating. - Implement regular breaks for workers to prevent fatigue, which can contribute to slips and falls from the ladder. - Provide necessary training and supervision to ensure workers understand the risks associated with ladder usage and can demonstrate the correct techniques for setting up and climbing ladders safely. - Review and update Safe Work Method Statements (SWMS) periodically to ensure they continue to address current hazards and control measures related to ladder setup and use for CCTV camera installation tasks. 		
5. Camera Mounting	Electrocution, Falling objects	2M	<ul style="list-style-type: none"> - Switch off and isolate electrical supply: Before mounting the CCTV camera, ensure that the electrical supply is turned off and isolated to prevent any accidental electrocution. - Use proper PPE: All workers involved in the camera mounting process must wear appropriate personal protective equipment (PPE), such as insulated gloves, safety glasses, hard hats, high-visibility vests, and anti-slip footwear. - Utilise non-conductive ladders: Ensure that only ladders made from non-conductive materials, such as fiberglass or wood, are used while working with electrical wiring to reduce the risk of electrocution. - Pre-assemble components on ground level: Minimize time spent at heights by assembling camera components and wires at ground level before mounting the camera. - Secure loose equipment: Use cable ties, clips, or other fasteners to secure all tools and equipment, preventing them from falling and causing injury to workers below. - Use fall arrest systems: If operating at significant heights, use a fall arrest system to prevent falls from heights and minimize risks associated with falling objects. - Install barricades or warning signs: Set up barricades or warning signs around the work area to keep unauthorised personnel at a safe distance from any potential hazards. - Inspect equipment: Make sure that all mounting hardware, brackets, and camera components are in good condition and suitable for their intended use. - Train employees: Provide proper training to employees on how to safely mount CCTV cameras, including recognizing potential electrical hazards and best practices for working at heights. 	1L	

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			<ul style="list-style-type: none"> - Follow manufacturer's instructions: Always follow the manufacturer's recommendations for mounting and installation to avoid any unnecessary hazards. - Implement a buddy system: Have at least two people working together during the camera mounting process – one to perform the installation while the other can provide support and assistance if needed. - Verify power source: Once the installation is complete, double-check and confirm that the correct power source is being used, ensuring that it meets the voltage requirements of the CCTV camera. - Regular surveillance: Continuously monitor the work area for any new or emerging hazards, such as accumulating debris, exposed wires, or incorrect mounting, and promptly address these issues as they arise. 		
6. Cable Installation	Tripping, Electric shock	2M	<ul style="list-style-type: none"> - Inspect the site before installation to identify potential trip hazards and plan cable routing accordingly. - Use appropriate cable trays, conduit or trunking to neatly and securely contain cables and prevent accidental tripping. - Clearly mark any open trenches, conduits or trays which may pose as a tripping hazard with warning signs and barriers. - Utilise cable covers or floor mats in high traffic areas where cable exposure is unavoidable, reducing the risk of trips and falls. - Schedule installation work during low-traffic periods or outside of business hours to minimise the risk of tripping incidents and interruptions. - Train all relevant personnel on how to safely navigate the workspace during the Cable Installation phase, emphasising the importance of walking attentively to avoid potential hazards. - When working with electrical cables, always follow the lockout/tagout procedures according to Australian Standards, ensuring live circuits are isolated before handling. - Perform regular checks and tests on tools and equipment for electrical safety, including verifying insulation integrity and proper grounding. - Provide electrically insulated, non-conductive gloves and other personal protective equipment (PPE) to workers to protect against electric shocks. - Strictly adhere to standard cabling guidelines and standards, which include guidelines for cable dressing, bending radii, and avoiding excessive tension on cables during installation. - Assign dedicated safety spotters during cable installation to identify potential hazards and monitor overall safety. - Keep the workplace clean and well-organised, minimising clutter and ensuring that excess cable, tools or debris are promptly disposed of or stored correctly. 	1L	

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			<ul style="list-style-type: none"> - Implement emergency response plans to cover hazards unique to Cable Installation, such as tripping or electric shock. Ensure that all personnel know the location of first aid kits, defibrillators, and emergency exits. - Conduct regular monitoring and onsite inspection throughout the Cable Installation phase, updating the Safe Work Method Statements (SWMS) if required to reflect changes in work processes or hazard mitigations. 		
7. Power Connection	Incorrect wiring, Arc flash	2M	<ul style="list-style-type: none"> - Before starting work, ensure that all technicians are properly trained and knowledgeable about the standard wiring procedures and protocols for CCTV systems. - Carefully follow the manufacturer's guidelines for wire selection, ensuring compatibility, quality, and appropriate gauge for the specific system being installed. - Conduct a pre-work inspection of the area in which power connection will be done to identify any potential safety hazards or obstacles, such as energised electrical components, dampness, or exposed wiring, that can increase the risk of electrical accidents. - Ensure that only certified and licensed electricians perform any required electrical adjustments and modifications necessary for the CCTV camera installation. - Always use insulated hand tools, such as wire strippers, pliers, and screwdrivers, to reduce the risk of injury from an arc flash incident. - Establish a lockout/tagout procedure to isolate the area working on and prevent unauthorised access to energised equipment to avoid potential electrical hazards. - Utilise personal protective equipment (PPE), including arc flash-rated gloves, face shield, and clothing when connecting power to mitigate the risk of injury from electrical incidents. - Complete a visual inspection of all wires, connections, and electronic components before installation to identify any frayed wires or signs of wear and tear that may increase the risk of electrical malfunctions. - Follow systematic procedures while connecting and disconnecting power during installation or troubleshooting to minimise the likelihood of accidental contact with live wires or energised equipment. - Maintain open communication lines among team members throughout the project, utilising clear warnings and guidelines for potential electrical hazards, and implementing regular safety briefings to ensure all personnel are up-to-date on safe working practices. <p>By adhering to these control measures, your workforce can successfully navigate the hazards associated with power connection and carry out the installation of CCTV cameras safely and effectively.</p>	1L	
8. Network Configuration	Unauthorised access, Incorrect settings	1L	<ul style="list-style-type: none"> - Implement strong password policies: Ensure that all systems involved in the network configuration process, including devices and user accounts, utilise strong, 	1L	

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			<p>unique passwords that are regularly updated to miniimise the risk of unauthorised access.</p> <ul style="list-style-type: none"> - Employ multi-factor authentication (MFA): Requiring MFA for accessing sensitive systems adds an extra layer of security, making it more difficult for unauthorised individuals to gain access using stolen credentials alone. - Restrict access based on job roles: Limit access to network configuration settings to only those employees who require it as part of their job duties. Regularly review these permissions, updating them as roles change or employees leave the company. - Provide proper training and awareness: Through training programs and regular updates, ensure that staff responsible for network configuration have adequate knowledge of the potential risks involved, best practices for configuring devices securely, and the necessary protocols to follow in case of any issues. - Maintain up-to-date documentation: Keep a record of all network configurations, settings, and changes made. This will help identify any incorrect settings or misconfigurations and can prove useful during troubleshooting or an audit. - Conduct regular security audits: Periodically review your network infrastructure's security to identify any gaps or vulnerabilities that may result from incorrect settings or unauthorised access, and promptly address any noted concerns. - Apply patches and updates: Constantly update all software, firmware, and operating systems in use within your network infrastructure to miniimise the likelihood of exploitation through known vulnerabilities. - Utilise encryption and secure communication protocols: Whenever possible, implement encryption methods and secure communication channels when transferring data or configuring devices to protect against unauthorised access and eavesdropping. - Enable logging and monitoring: Establish systems in place to monitor and log activities related to network configuration. This will help promptly detect any unauthorised attempts, changes, or activities and support investigation efforts if needed. - Develop an incident response plan: Create a clear outline of the steps to be taken in case of security breaches or incidents, ensuring that all relevant personnel are informed and prepared to respond quickly and effectively. 		
9. Camera Alignment	Falls from height, Strained muscles	2M	<ul style="list-style-type: none"> - Ensure that workers have proper training in conducting camera alignment tasks, particularly at heights or in awkward positions. - Provide appropriate personal protective equipment (PPE) such as safety harnesses, helmets, and gloves to workers who are performing tasks at height or involved in lifting heavy objects. - Use fall arrest systems and anchor points when working at height to miniimise the risk of falls. 	1L	

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			<ul style="list-style-type: none"> - Conduct regular inspections and maintenance of equipment such as ladders, scaffolding, and any other equipment used for elevated tasks to ensure they are safe for use. - Establish exclusion zones around the area where work is being conducted to prevent unauthorised access and reduce the risk of injury from falling objects. - Ensure proper supervision at all times during camera alignment work, particularly when it involves hazardous tasks or situations. - Implement a buddy system to ensure workers have assistance, if needed, while performing complex or hazardous camera alignment tasks. - Encourage workers to take regular breaks and stretch their muscles to prevent muscle strain, especially if the task requires prolonged periods of standing, bending or repetitive movements. - Train workers on proper manual handling techniques to avoid straining their muscles during lifting or maneuvering heavy equipment or materials. - Provide ergonomic tools and equipment, such as adjustable ladders or lift aids, to help position and align cameras effectively while minimising physical strain on workers. - Make certain that workers are well-rested and not fatigued before embarking on a potentially risky task like camera alignment. - Develop an emergency response plan in the event of an accident or injury during camera alignment work, including having designated first aid providers and clear communication channels for reporting incidents. - Constantly evaluate and update the SWMS to reflect any changes in the work environment or feedback from workers, ensuring that control measures continue to be effective in keeping them safe during camera alignment tasks. 		
10. Post-Installation Testing	Electrical faults, Equipment malfunction	2M	<ul style="list-style-type: none"> - Regular maintenance and inspection: Schedule periodic checks on the CCTV system to detect and rectify any electrical faults or equipment malfunctions in a timely manner. - Installation of proper earthing systems: Ensure appropriate grounding and bonding practices are implemented to minimise the risk of electrical shocks and other hazards. - Use of certified and well-maintained tools: Ensure all installation tools and equipment are in good working condition and have been certified by relevant authorities. - Proper circuit breaker usage: Implement the use of appropriate circuit breakers to safeguard against electrical surges and potential hazards related to electricity. - Training for personnel: Conduct regular training sessions for employees handling post-installation testing procedures, ensuring they understand the risks and necessary precautions involved in this work step. 	1L	

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			<ul style="list-style-type: none"> - Clear labeling and signage: Label all electrical components and outlets used during the testing process, reducing the likelihood of human error resulting in equipment malfunction or electrical hazards. - Develop an incident response plan: Prepare a clear response plan to be followed in case of any incidents occurring during post-installation testing, including the identification of responsibility and swift communication between team members. - Shut off power during troubleshooting: If any issues arise during the testing process, ensure that power is shut off before any corrective measures are taken to avoid risk of electrical shock or further damage to equipment. - Adequate PPE for workers: Provide workers with suitable personal protective equipment (PPE) such as safety gloves, boots, and glasses when working with electrical components or around equipments. - Implementation of safety procedures: Additionally, maintain standard safety operating procedures that all team members must adhere to during the testing process, encouraging safe work habits and minimising the chances of workplace accidents. 		
11. Cleaning and Waste Disposal	Exposure to hazardous substances, Slips and trips	2M	<ul style="list-style-type: none"> - Proper Training: Ensure all workers involved in this work step have undergone appropriate training on how to handle and dispose of hazardous substances according to the Material Safety Data Sheets (MSDS). This includes understanding which cleaning chemicals can be harmful when mixed together or if ingested/inhaled. - Use of Personal Protective Equipment (PPE): Workers must wear appropriate PPE, such as gloves, safety goggles, and face masks, while handling hazardous cleaning supplies and waste materials to minimise exposure risks. - Spill Management Plan: Establish a spill management plan to safely and effectively clean up any accidental spills of hazardous substances on site, ensuring minimum impact on workers' health and the environment around them. - Secure Storage: Properly store all hazardous cleaning materials and waste in designated, secure containers that are labelled and kept separate from other waste materials. - Safe Disposal: Dispose of hazardous waste through a licensed waste disposal service to prevent contamination of the environment, and make sure the waste is collected and transported in compliance with relevant regulations. - Maintain Cleaning Equipment: Regularly check and maintain cleaning equipment, such as ladders, buckets, and mops, to ensure they are in good condition and safe for use, thereby preventing slips and trips caused by faulty equipment. - Clear Pathways: Keep floor surfaces and walkways clear of debris, waste materials, and cords to reduce slip, trip, and fall hazards. - Non-Slip Matting: Install non-slip matting in areas prone to wet or slippery conditions to facilitate traction and prevent slips and falls. 	1L	

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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Proper Signage: Display adequate hazard signs, such as "Wet Floor" signs, to notify workers and visitors of potential slip and trip hazards, particularly when cleaning activities are taking place. - Good Housekeeping Practices: Carry out timely cleanup after completing the task, removing any rubbish, debris, and tools, and ensuring surface areas are clean and dry to avoid slips, trips, and falls due to residual cleaning material. - Regular Risk Assessments: Conduct regular risk assessments of the work area, taking note of any existing or potential hazards associated with cleaning and waste disposal activities, and take necessary steps to mitigate these risks. - Continuous Monitoring: Continuously monitor workers during the cleaning and waste disposal process to ensure that all best practices and control measures are being adhered to, and provide additional guidance as needed to maintain a safe working environment. 		
12. Demobilization	Manual handling injuries, Vehicle accidents	2M	<ul style="list-style-type: none"> - Conduct a thorough safety briefing for all personnel involved in the demobilization process to inform them of the potential hazards and safe handling procedures. - Ensure proper manual handling techniques (bend knees, keeping the load close to the body, avoiding twisting movements) are practiced when lifting or moving any CCTV equipment or materials during demobilization. - Provide appropriate personal protective equipment (PPE), such as gloves and safety footwear, for workers who will be involved in manual handling tasks during the demobilization process. - Encourage team members to work in pairs or groups when carrying heavy items, thereby distributing weight and reducing the risk of physical strain. - Enforce a 'no rush' policy to allow workers enough time to complete tasks safely and without unnecessary strain during demobilization. - Inspect the site and dismantle any equipment with care in order to avoid injuries related to falling objects or debris dislodging during the teardown process. - Properly secure and store all equipment and materials that have been removed from the worksite, ensuring they are not left unattended or at risk of causing injury to passing pedestrians or traffic. - Use designated walkways and roads when transporting equipment or materials, and avoid areas with sharp turns, slopes, or other potential hazards. - Ensure vehicles used for transport during demobilization are well-maintained and driven by licensed operators familiar with loading, unloading, and driving rules and requirements specific to the job site. - Establish clearly defined traffic management plans and routes to minimize the risk of accidents involving vehicles, pedestrians, and other on-site equipment during demobilization. 	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Conduct regular checks of vehicle brakes, tires, lights, and mirrors throughout the demobilization process to maintain optimal safety standards during transportation. - Set up clear communication channels among workers involved in the demobilization process so that any hazards, risks or issues can be promptly reported and addressed. - Continuously monitor weather conditions to ensure safe working environments during the demobilization process, and adjust schedules or procedures as necessary to account for inclement weather or other unforeseen complications. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

<p>Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</p>	<p>Victoria Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</p>
<p>New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</p>	<p>Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice</p>
<p>Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</p>	<p>Safe Work Australia Links Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</p>
<p>South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</p>	<p>Model Codes of Practice</p> <ul style="list-style-type: none"> - Managing noise and preventing hearing loss at work - Confined spaces - Labelling of workplace hazardous chemicals - Managing risks of hazardous chemicals in the workplace - Welding processes - First aid in the workplace - Managing the risk of falls at workplaces - Hazardous manual tasks - Managing the risk of falls in housing construction - Managing electrical risks in the workplace - Demolition work - Excavation work - Work health and safety consultation, cooperation and coordination - Managing the work environment and facilities - How to manage work health and safety risks - Managing risks of plant in the workplace - Construction work
<p>Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> - Permits from local council - Authorisation to commence work - Any required documents. 	

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

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

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

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

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

REVIEW NUMBER	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	<input type="checkbox"/>	<input type="checkbox"/>	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Check control measures added to the SWMS are the most effective selections.	<input type="checkbox"/>	<input type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>	
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>	
REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	