

## Emergency Lighting | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Emergency Lighting

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><b>Notes on Hierarchy of Controls:</b> 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).											
<p><b>Note:</b> 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.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> <li>1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>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,</li> <li>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.</li> </ol>											

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	Electrical shock, Slips and trips	3H	<ul style="list-style-type: none"> <li>- Ensure all electrical equipment and tools are regularly inspected, tested, and tagged by a qualified electrician to prevent electrical shock.</li> <li>- Provide workers with appropriate personal protective equipment (PPE) such as insulated gloves, safety footwear, and eye protection to minimise the risk of injury from electrical shock or slips and trips.</li> <li>- Maintain a clean and organised worksite, making sure that cables, wires, and other potential tripping hazards are properly stored and secured.</li> <li>- Install non-slip floor mats in areas where workers may walk near wet surfaces or slippery conditions, reducing the risk of slips and trips.</li> <li>- Implement an adequate and clearly marked emergency escape route, complete with signage and lighting so workers can quickly navigate their way out of the building in case of an emergency.</li> <li>- Conduct regular safety briefings and training sessions on emergency procedures, emphasising the importance of knowing the location of exits, fire extinguishers, and first aid kits.</li> <li>- Develop and implement a lockout/tagout (LOTO) procedure to ensure that electrical equipment is isolated and de-energised before maintenance or repair work is performed, reducing the risk of electrical shock.</li> <li>- Keep electrical panels, outlets, and switches clear of obstructions and properly labelled to minimise the chances of accidental contact with live components.</li> <li>- Encourage workers to report any faulty equipment, damaged cords, or exposed wiring immediately so they can be repaired or replaced to prevent electrical shock hazards.</li> <li>- Ensure adequate lighting is available throughout the worksite to minimise the risks associated with low visibility conditions and reduce the likelihood of slips, trips, and other accidents.</li> <li>- Regularly review and update the Safe Work Method Statement (SWMS) based on the worksite's changing conditions or new hazard identification, ensuring that control measures continue to effectively mitigate risks associated with emergency lighting installations.</li> </ul>	1L	
2. Site assessment	Poor visibility, Trip hazards	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough site assessment prior to work commencement to identify specific areas of poor visibility and potential trip hazards.</li> <li>- Install adequate emergency lighting units in all the identified areas with poor visibility, ensuring that they meet the Australian Standards (AS 2293).</li> <li>- Regularly inspect and maintain the emergency lighting systems as per the manufacturer's recommendations, ensuring their proper operation during an actual emergency.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Implement appropriate signage and clear pathway markers to emphasise potential trip hazards and guide personnel safely through the workplace.</li> <li>- Train all workers on the proper use of emergency lighting systems, evacuation routes, and how to handle trip hazard situations.</li> <li>- Utilise anti-slip materials for flooring surfaces, especially in areas prone to spills or wet conditions that can increase the risk of slips and trips.</li> <li>- Ensure effective housekeeping practices are in place to keep walkways clean, clutter-free, and well-organised, reducing the likelihood of trip hazards.</li> <li>- Encourage all workers to report any observed potential trip hazards or poor visibility areas immediately, so that corrective actions can be taken promptly.</li> <li>- Regularly review and update the Site Specific Safety Plan (SSSP) to include the latest identified hazards, control measures, and emergency procedures related to poor visibility and trip hazards.</li> <li>- Consider conducting periodic safety drills simulating poor visibility scenarios (such as power outages) to evaluate the effectiveness of implemented control measures and ensure that all workers are familiar with evacuation procedures.</li> </ul>		
3. Wiring installation	Electric shock, Fire hazard	3H	<ul style="list-style-type: none"> <li>- Comprehensive risk assessment: Before commencing the wiring installation, conduct a thorough risk assessment to identify and address potential electrical and fire hazards associated with the installation process.</li> <li>- Worker competencies: Ensure that only qualified, trained, and experienced electricians perform the wiring installation tasks to minimise the likelihood of accidents due to improper installation techniques or inexperience.</li> <li>- Isolation of power sources: Disconnect and isolate all power sources before starting any work on the electrical system to prevent any accidental contact with live parts.</li> <li>- Lockout/tag-out procedures: Implement lockout/tag-out procedures during the wiring installation process to ensure the energy sources remain isolated until the completion of the task and are properly secured to prevent unauthorised access.</li> <li>- Proper personal protective equipment (PPE): Equip all workers with the necessary PPE, such as insulated gloves, safety glasses, and fire-resistant clothing, to protect them from potential exposure to electrical shocks or fires.</li> <li>- Regular inspections and maintenance: Schedule regular inspections and maintenance of the emergency lighting system to detect and resolve any issues promptly, minimising the risks of electrical shock and fire hazards.</li> <li>- Installation of appropriate circuit protection devices: Install suitable circuit breakers, overload relays, or fuses to provide protection against electrical overloads, short circuits, or other faults that may lead to an electrical fire.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Safe use of tools and equipment: All workers involved in the wiring installation should use only well-maintained, insulated tools and equipment designed for electrical work to reduce the risk of accidents.</li> <li>- Fire prevention and emergency planning: Develop and implement a comprehensive fire prevention plan, including training workers on fire safety measures, having appropriate firefighting equipment available onsite, and creating evacuation procedures in case of emergencies.</li> <li>- Professional supervision: Assign a competent person or team leader to oversee the wiring installation to ensure adherence to best practices, health and safety guidelines, and industry standards throughout the project's duration.</li> <li>- Clear documentation and communication: Keep detailed records of the wiring installation process, along with any hazards identified and control measures implemented. Ensure open and effective communication channels so that workers can report potential hazards or concerns promptly.</li> </ul>		
4. Battery setup	Chemical burns, Explosive gases	3H	<ul style="list-style-type: none"> <li>- Proper PPE: Ensure that workers wear appropriate personal protective equipment, including chemical-resistant gloves, safety goggles or face shields, long-sleeved clothing, and enclosed footwear to protect against chemical burns.</li> <li>- Ventilation requirements: Set up the battery work area in a well-ventilated space or outdoors to minimise the accumulation of explosive gases and ensure adequate airflow during installation and maintenance.</li> <li>- Battery handling procedures: Train workers on correct lifting and handling techniques for heavy batteries to avoid injury, and provide mechanical aids such as trolleys or hoists if necessary.</li> <li>- Spill containment: Provide spill containment equipment like trays or drain guards under the batteries during setup to prevent potential damage and injury from leaks or spills.</li> <li>- Emergency response plan: Develop a clear emergency response plan that specifies actions to take in case of incidents involving chemical burns or explosive gases, and communicate this plan to all employees involved in the task.</li> <li>- Isolation of power sources: Disconnect and lock out other electrical systems while working on the battery setup to prevent electrical shock hazards.</li> <li>- Inspect battery condition: Regularly inspect batteries for any signs of damage, swelling, or leaking electrolyte, and replace damaged batteries immediately with an approved model.</li> <li>- Clear signage and labeling: Label battery containers and storage areas with clear warnings about chemical burn and explosive gas hazards, and ensure hazardous materials signs are easily visible throughout the work area.</li> <li>- Storage of batteries: Store batteries in approved containers and follow recommended guidelines for stack heights, prohibiting sources of ignition in the vicinity, and allowing for safe access aisles.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Periodic training refreshers: Conduct periodic refresher courses for workers, evaluating their understanding of workplace health and safety protocols related to the battery setup and handling hazards, and updating them on new or altered procedures.</li> </ul>		
5. Fixture mounting	Falling from height, Falling objects	2M	<ul style="list-style-type: none"> <li>- Ensure all workers have completed appropriate training in working at heights and manual handling, including proper lifting techniques.</li> <li>- Provide suitable personal protective equipment (PPE) for workers, such as safety harnesses, hard hats, and steel-toed boots, and ensure they are worn correctly throughout the task.</li> <li>- Inspect all equipment, including ladders, scaffolding, and hoists, before use to ensure they are in safe and proper working condition.</li> <li>- Install guardrails or other fall prevention systems on elevated surfaces where workers will be operating to reduce the risk of falls.</li> <li>- Utilise a buddy system for workers performing tasks at height, with one worker acting as a spotter and providing assistance if needed.</li> <li>- Keep the work area clear of debris and clutter to prevent slips, trips, and falls within the worksite.</li> <li>- Securely fasten all tools and equipment used during the fixture mounting process to prevent falling objects from causing injury.</li> <li>- Store materials and tools not in use away from the working area to minimise the risk of falling objects.</li> <li>- Implement a tool tethering system for workers using hand tools while working at height.</li> <li>- Prohibit workers from carrying tools or materials up or down ladders; instead, use a designated rope-and-pulley system or an appropriate lifting device.</li> <li>- Establish exclusion zones around the area where the fixture mounting is taking place to prevent unauthorised personnel from entering the site and being exposed to potential hazards.</li> <li>- Develop and implement an emergency response plan, including procedures for evacuations, rescues, and medical assistance, in case of an accident or injury.</li> <li>- Conduct regular toolbox talks with workers to revisit safety measures, review risks, discuss any specific concerns, and reinforce the importance of adhering to safety protocols.</li> <li>- Continuously monitor the work environment for any changes or new hazards that may arise during the task and adjust the control measures accordingly to maintain a safe working environment.</li> </ul>	1L	
6. Wire termination	Electrical shock, Fire hazard	3H		1L	



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			<ul style="list-style-type: none"> <li>- Electrical Shutdown: Ensure that the power supply to the area where the work will be conducted is disconnected and locked out before commencing any electrical work. Use lockout/tagout procedures to prevent accidental reconnection.</li> <li>- Qualified Personnel: Only qualified and licensed electricians should perform wire termination tasks to ensure proper handling of equipment and adherence to safety standards.</li> <li>- Insulated Tools: Utilise insulated hand tools while performing wire terminations to reduce the risk of electrical shock.</li> <li>- Proper PPE: Wear appropriate personal protective equipment (PPE), including safety glasses, insulated gloves, and fire-resistant clothing, to minimise the risk of injury from hazards like electrical shock and fires.</li> <li>- Check Equipment: Regularly inspect all necessary tools and materials for any signs of damage or wear. Do not use defective equipment as it may increase the risk of accidents.</li> <li>- Ventilation: Ensure that the workspace is well-ventilated to avoid the buildup of potentially hazardous fumes from electrical operations.</li> <li>- Fire Extinguishers: Make sure that a suitable fire extinguisher is readily available in case of emergency, and personnel are trained on how to correctly use it.</li> <li>- Work Area Safety: Keep the work area clean and free of trip hazards or other potential dangers. Set up barriers and signage to restrict unauthorised access to the worksite when required.</li> <li>- Safe Practices: Always use proper techniques when working with wiring connections, such as keeping exposed wires guarded and observing manufacturers' specifications for wire sizes.</li> <li>- Supervision: Provide ongoing supervision during the wire termination process to ensure compliance with established safety guidelines and to identify any potential issues before they escalate.</li> <li>- Hazard Communication: Clearly communicate potential hazards to all involved staff members, ensuring that everyone understands the risks and precautions necessary to perform their duties safely.</li> <li>- Emergency Procedures: Develop and implement emergency response plans in the event of an accident, including regular drills to familiarise personnel with the correct protocols.</li> <li>- Training and Refreshers: Regularly provide workers with training, updates, and refreshers on safe work practices and procedures related to wire terminations, ensuring that new employees are adequately educated and existing employees continue to follow best practices.</li> </ul>		
7. Testing and commissioning	Electrocution, Equipment failure	2M		1L	

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			<ul style="list-style-type: none"> <li>- Proper training and certification: Ensure that all personnel involved in the testing and commissioning process are adequately trained and certified to safely work on electrical systems and emergency lighting equipment.</li> <li>- Pre-planning and communication: Organise a pre-start meeting with all stakeholders to discuss project specifics, hazard identification and control measures, and clearly define roles and responsibilities throughout the project's duration.</li> <li>- Lockout/Tagout procedures: Follow standard lockout/tagout procedures to isolate electrics and properly secure them before commencing any system testing or commissioning.</li> <li>- Regular inspection of equipment and tools: Conduct routine inspections and maintenance of testing instruments and equipment to verify their functionality and ensure they are safe for use.</li> <li>- Use of Personal Protective Equipment (PPE): Require all workers to wear appropriate PPE, such as gloves, safety boots, and goggles, to protect against electrical hazards and potential injury from equipment failure.</li> <li>- Limit access to the worksite: Clearly delineate the testing and commissioning area and restrict access to authorised personnel only, ensuring they are aware of the hazards and control measures in place.</li> <li>- Implement an Emergency Response Plan: Develop and communicate an Emergency Response Plan for dealing with incidents related to electrocution or equipment failure, including immediate actions and necessary reporting procedures.</li> <li>- Safe Work Method Statement (SWMS): Prepare a site-specific SWMS outlining the step-by-step processes and required risk-control measures for completing testing and commissioning tasks while addressing worker and public safety.</li> <li>- Ground Fault Circuit Interrupter (GFCI) devices: Use GFCI devices during the testing and commissioning process to reduce the risk of electrical shocks by instantly cutting off power when an imbalance in current flow is detected.</li> <li>- Maintaining clear and clean workspace: Keep the testing area clean and clutter-free, eliminating trip hazards and minimising the chance of equipment damage or failure due to poor working conditions.</li> <li>- Post-commissioning checks and documentation: Conduct thorough post-commissioning inspections to ensure that all systems are functioning correctly, adhering to the relevant Australian standards, and document your findings as per the project's requirements.</li> </ul>		
8. Inspection	Miscommunication, Missed defects	2M	<ul style="list-style-type: none"> <li>- Implement a clear communication protocol: Ensure that all team members are trained in proper verbal and written communication methods to avoid misunderstandings, confusion, or miscommunication during the inspection process.</li> <li>- Initiate pre-inspection briefings: Conduct team briefings before each inspection session to review inspection procedures, individual roles and responsibilities, potential hazards, and expected outcomes.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Utilise checklists and SOPs: Make use of standardised checklists and standard operating procedures (SOPs) for conducting inspections to ensure consistency in identifying and addressing potential defects or issues.</li> <li>- Establish regular inspection schedules: Create and adhere to a routine inspection schedule so that inspection tasks are not overlooked or postponed, thereby minimising the risk of missed defects.</li> <li>- Document all findings: Maintain transparent records of inspection results, including deficiencies or defects identified, actions taken to rectify them, and any follow-up activities required.</li> <li>- Encourage open feedback: Foster an environment where team members feel comfortable reporting any observed defects, even if they were initially missed by others, without fear of penalty or repercussion.</li> <li>- Train team members on defect identification: Ensure that all personnel involved in the inspection process are properly trained in identifying relevant defects or issues within emergency lighting systems.</li> <li>- Deploy adequate inspection tools and equipment: Make sure that inspectors have access to appropriate tools and equipment required for thorough examination and evaluation of emergency lighting systems.</li> <li>- Conduct peer reviews: Arrange for multiple team members to review one another's inspection findings to verify accuracy and identify any discrepancies, reducing the likelihood of missed defects.</li> <li>- Adopt a proactive approach to inspections: View inspections as opportunities to proactively identify and rectify issues within emergency lighting systems, rather than merely as compliance requirements.</li> <li>- Review and improve inspection processes: Continuously assess the effectiveness of the inspection process and implement improvements or refinements as needed to maintain the highest standard of safety and functionality within emergency lighting systems.</li> </ul>		
9. Maintenance	Electrocution, Fall from height	2M	<ul style="list-style-type: none"> <li>- Provide appropriate training and information to the maintenance staff concerning electrical safety, working at heights protocols, and specific emergency lighting system components.</li> <li>- Ensure that maintenance personnel are equipped with appropriate personal protective equipment (PPE), such as insulated gloves, hard hats, and fall protection harnesses before conducting maintenance tasks.</li> <li>- Implement a Lockout/Tagout (LOTO) procedure to disconnect power sources or isolate circuits before beginning any maintenance work on emergency lighting systems to prevent potential electrocution hazards.</li> <li>- Use proper access equipment, such as mobile elevated working platforms or secure scaffolding, when performing maintenance tasks that involve working at</li> </ul>	1L	

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			<p>heights, ensuring they are inspected regularly and have full compliance with relevant Australian standards.</p> <ul style="list-style-type: none"> <li>- Schedule regular inspection and testing of emergency lighting systems, including performance checks against regulatory requirements, to identify any system flaws or malfunctions and maintain optimal functioning.</li> <li>- Establish an effective communication system between team members during maintenance work, using verbal signals or walkie-talkies, to ensure clear exchange of information and timely updates on potential hazards or issues.</li> <li>- Develop a detailed emergency response plan, including rescue procedures and first-aid provisions, to be followed in case of accidents or incidents related to electrocution or falls from height during maintenance operations.</li> <li>- Erect appropriate barriers, signage, and caution tape around the maintenance area to alert others not involved in the task to stay away and minimise risks of accidental contact or other potential hazards.</li> <li>- Perform frequent tool and equipment inspections to ensure their proper working condition and eliminate risks related to faulty tools or devices causing electrocution or falls during maintenance tasks.</li> <li>- Implement a permit-to-work system for conducting maintenance activities, requiring workers to follow specific guidelines and protocols based on the level of risk involved with their assigned tasks.</li> <li>- Encourage a "buddy system" practice among maintenance teams, involving the mutual monitoring of each other's adherence to safety protocols and acting as a support system in case of any unforeseen hazards or incidents.</li> <li>- Establish regular debriefing sessions for the maintenance staff to discuss potential challenges, share knowledge about preventative measures, and continuously improve safety practices during emergency lighting maintenance tasks.</li> </ul>		
10. Cleaning and housekeeping	Exposure to chemicals, Wet surfaces	2M	<ul style="list-style-type: none"> <li>- Proper storage and labeling of chemicals: Ensure all cleaning chemicals are stored in clearly labelled containers, and Material Safety Data Sheets (MSDS) are readily available for reference.</li> <li>- Personal Protective Equipment (PPE): Require workers to wear appropriate PPE, such as gloves, goggles, and chemical-resistant aprons while handling cleaning chemicals to minimise contact with skin and eyes.</li> <li>- Training and supervision: Provide regular training for workers on the safe handling and use of cleaning chemicals, emphasising the importance of following manufacturer guidelines and instructions. Supervise staff to ensure correct procedures are followed.</li> <li>- Ventilation: Ensure proper ventilation is maintained at the worksite to reduce exposure to harmful fumes from cleaning chemicals. Open windows or use exhaust fans when necessary.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Spill response procedures: Implement a spill response plan for cleaning chemicals, including providing workers with the necessary tools and equipment to contain and clean up spills safely.</li> <li>- Anti-slip mats: Install anti-slip mats in areas prone to wet surfaces, reducing the risk of slips and falls during the cleaning process.</li> <li>- Regular maintenance checks: Perform regular inspections of lighting fixtures and other potential hazards in the emergency lighting system, ensuring they are functioning correctly and any defects are promptly addressed.</li> <li>- Clear communication: Encourage open communication between workers and supervisors to report any concerns or incidents related to cleaning, housekeeping, or safety hazards in the workplace.</li> <li>- Cleaning schedules: Develop a schedule for routine cleaning and housekeeping tasks, ensuring that regular attention is given to maintaining a safe and clean work environment.</li> <li>- Safe disposal of waste materials: Dispose of used cleaning materials, empty containers, and other waste from housekeeping activities according to local waste management guidelines and in a designated area to prevent unintended exposure to hazards.</li> </ul>		
11. Emergency drills	Panic or confusion, Inadequate knowledge	1L	<ul style="list-style-type: none"> <li>- Regularly conduct emergency drills to familiarise staff with evacuation procedures and reduce the risk of panic or confusion during a real emergency.</li> <li>- Clearly outline specific roles and responsibilities for designated personnel in the event of an emergency, such as team leaders, first aiders, and fire wardens, to ensure efficient response and coordination.</li> <li>- Provide comprehensive training to all employees on emergency response procedures, including the proper use of emergency equipment, exit routes, and designated assembly points.</li> <li>- Display clearly visible signs at strategic locations throughout the workplace that illustrate evacuation routes, exits and assembly points.</li> <li>- Collaborate with local emergency services to receive their input on effective emergency response plans and potential improvements to existing procedures.</li> <li>- Develop and implement a well-planned communication system to efficiently relay information and instructions during drills and emergencies, reducing confusion among employees.</li> <li>- Frequently update and review emergency plans to maintain their relevance, especially when there are changes to company policies or when new risks are identified.</li> <li>- Conduct debriefings after emergency drills to review performance, discuss areas of improvement, and reinforce key learnings from the exercise.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Develop an emergency drill schedule that considers variations in work shifts, staff turnover, and office layout changes, ensuring all employees have the opportunity to participate in drills.</li> <li>- Allow employees to practice using firefighting and rescue equipment during emergency drills, fostering familiarity with vital tools and reducing hesitation during actual emergencies.</li> <li>- Utilise an array of emergency scenarios during drills, to train employees on how to respond to different situations and anticipate potential complications.</li> <li>- Encourage open dialogue and feedback from employees regarding emergency procedures, and consider incorporating their suggestions to improve overall safety and preparedness.</li> <li>- Maintain a marked, clear and unobstructed emergency exit pathways at all times, ensuring employees know the quickest route to safety.</li> <li>- Equip offices and workstations with a sufficient number of emergency lights and invest in regular maintenance checks to ensure they are functioning optimally in the event of power outages or low visibility situations.</li> </ul>		
12. Decommissioning	Electrocution, Structural collapse	3H	<ul style="list-style-type: none"> <li>- Develop and implement a detailed decommissioning plan that involves cutting off power supply to the emergency lighting system and assigning clear roles and responsibilities to trained personnel.</li> <li>- Conduct a comprehensive risk assessment before initiating the decommissioning process, considering potential hazards like electrocution, structural collapse, or falling debris caused by improper handling of components.</li> <li>- Utilise appropriate personal protective equipment (PPE) such as insulated gloves, safety boots, hard hats, and eye protection for all workers involved in the decommissioning process.</li> <li>- Regularly inspect and maintain tools and equipment, ensuring their proper functionality during the removal or dismantling process of the emergency lighting system.</li> <li>- Prioritise adherence to manufacturer guidelines and relevant codes or standards related to electrical work and equipment during the decommissioning process.</li> <li>- Ensure that only licensed and qualified electricians are responsible for disconnecting the power supply, preventing unauthorised individuals from accessing the electrical system components.</li> <li>- Brace or support structural components that may be compromised due to the removal of emergency lighting fixtures and components, reducing the risk of structural collapse.</li> <li>- Implement effective communication methods, such as two-way radios, among team members during the decommissioning process, allowing personnel to stay informed about potential hazards and providing a means to call for assistance if needed.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Establish designated refuse areas for discarded materials and components, maintaining a clean worksite free from trip hazards and other possible risks associated with debris accumulation.</li> <li>- Provide appropriate first aid facilities and emergency response procedures, ensuring that trained first aiders are readily available to respond to any incidents during the decommissioning process.</li> <li>- Schedule regular safety briefings and toolbox talks throughout the decommissioning process, reinforcing safety protocols and addressing possible changes in working conditions or hazard exposure.</li> <li>- Continuously monitor the stability of structures during and after the decommissioning process, implementing necessary precautions to prevent structural collapse or adverse impacts on surrounding areas.</li> </ul>		
13. Documentation	Incomplete records, Miscommunication	1L	<ul style="list-style-type: none"> <li>- Ensure all relevant documentation, including emergency lighting installation and maintenance records, is completed accurately and thoroughly to prevent any gaps in information.</li> <li>- Implement a centralized document management system for easy access, organisation, and retrieval of all necessary files related to emergency lighting.</li> <li>- Provide regular training to all personnel involved in emergency lighting projects on the importance of maintaining accurate and up-to-date documentation.</li> <li>- Conduct periodic audits on documentation and record-keeping practices to identify and address any discrepancies or areas for improvement.</li> <li>- Clearly define roles and responsibilities related to documentation management for each team member involved in emergency lighting projects to avoid miscommunication and ensure everyone is aware of their part in maintaining accurate records.</li> <li>- Establish clear channels for communication among team members to share information and updates, such as through team meetings, email chains or dedicated communication tools/platforms.</li> <li>- Use standardised templates for reporting and documenting emergency lighting-related tasks to ensure consistency and ease of understanding.</li> <li>- Provide clear guidelines on what, when, and how documentation should be provided or updated by all team members involved in emergency lighting projects.</li> <li>- Develop a systematic process for tracking documentation deadlines, revisions, and approvals to maintain efficiency and accuracy in maintaining records.</li> <li>- Encourage open communication, ensuring team members feel comfortable speaking up if they notice any inaccuracies or inconsistencies in any documentation related to emergency lighting.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- In the case of subcontractors or external partners, provide them with the necessary project-specific documentation requirements and ensure they understand the importance of proper documentation in maintaining workplace health and safety.</li> <li>- Retain all emergency lighting documentation securely and for the required retention periods, as determined by industry standards and regulatory requirements.</li> <li>- Regularly review and update emergency lighting documentation policies and procedures to ensure they remain current, effective, and in alignment with any changing regulations or best practices in workplace health and safety.</li> </ul>		
14. Training	Inadequate training, Misunderstanding	1L	<ul style="list-style-type: none"> <li>- Conduct regular safety training sessions for all employees, including induction training for new staff members, to ensure they are well-informed about emergency lighting procedures.</li> <li>- Develop clear and concise written instructions for emergency lighting processes that can be easily understood by all employees, including those with varying levels of English competency or literacy skills.</li> <li>- Utilise visual aids, such as signage and diagrams, throughout the workplace to aid in understanding and reinforce the importance of proper emergency lighting use.</li> <li>- Encourage open communication between management and employees to address any misunderstandings or concerns related to emergency lighting systems and procedures.</li> <li>- Implement a robust system for tracking employee training status, including proof of competence in handling emergency lighting situations.</li> <li>- Hold refresher training courses annually or whenever significant changes in emergency lighting requirements occur, to keep employees up-to-date on best practices.</li> <li>- Assign specific roles and responsibilities to team members during an emergency situation requiring the use of emergency lighting, ensuring that each person understands their role and participates in relevant training.</li> <li>- Consider offering specialised training courses to employees with unique responsibilities in emergency lighting management, such as electricians, building managers, or designated safety officers.</li> <li>- Offer supplementary resources, such as online modules, videos, or printed materials, for employees to reference at any time to deepen their knowledge and understanding of emergency lighting operations.</li> <li>- Evaluate employee comprehension and retention of emergency lighting training through post-training assessments, practical demonstrations, or scenario-based exercises.</li> <li>- Provide ongoing support to employees who may need additional assistance in mastering emergency lighting concepts or techniques, including one-on-one coaching or retraining if needed.</li> </ul>	1L	



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			<ul style="list-style-type: none"> <li>- Regularly review and update training materials and methods to ensure they remain current and effective in addressing potential risks associated with inadequate training or misunderstanding of emergency lighting procedures.</li> <li>- Promote a culture of safety awareness and personal responsibility in relation to emergency lighting among all employees, encouraging them to report any unsafe practices or concerns.</li> <li>- Collaborate with industry peers, regulatory bodies, and emergency lighting manufacturers to stay informed about best practices, new technologies, and any changes to relevant standards or legislation.</li> </ul>		
15. Disposal of materials	Hazardous waste, Incorrect disposal	2M	<ul style="list-style-type: none"> <li>- Identification and labeling: Ensure all hazardous waste materials are clearly identified, and appropriate hazard labels are attached to them.</li> <li>- Proper storage: Store hazardous waste in designated areas that are secure, well-ventilated, and have the necessary containment systems to avoid spills or leaks.</li> <li>- Employee training: Provide regular training to workers handling hazardous materials, including safe disposal practices and emergency response procedures.</li> <li>- Personal protective equipment (PPE): Ensure workers handling hazardous waste use appropriate PPE such as gloves, goggles, and coveralls to minimise contact with hazardous materials.</li> <li>- Segregation of waste: Keep hazardous waste separated from other waste types, and ensure incompatible waste materials are not stored together, preventing any risk of chemical reaction or contamination.</li> <li>- Use of approved containers: Dispose of hazardous waste only in containers that meet regulatory requirements, ensuring they are secure and well-maintained to prevent spills or leaks.</li> <li>- Expert consultation: Consult with a qualified hazardous waste specialist to assess potential risks and establish effective waste disposal strategies tailored to your specific work environment.</li> <li>- Frequent waste collection: Arrange for the regular collection and transportation of hazardous waste to reduce the amount of time it is stored on-site, minimising potential risks.</li> <li>- Record keeping: Maintain detailed records of hazardous waste management, including quantities, types, and disposal methods, to demonstrate compliance with regulations and track improvements.</li> <li>- Regulatory compliance: Ensure waste disposal adheres to local, state, and federal environmental and safety regulations, reducing potential harm to human safety and the environment.</li> <li>- Emergency response plan: Develop and implement an emergency response plan for accidents involving hazardous waste, ensuring appropriate actions are taken to minimise harm and notify relevant authorities.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Site inspections: Conduct regular site inspections to confirm adherence to hazardous waste handling and disposal practices, identifying potential issues and implementing corrective actions promptly.</li> <li>- Waste reduction initiatives: Implement waste reduction strategies such as recycling or reusing materials to minimise the generation of hazardous waste wherever possible.</li> <li>- Continuous improvement: Regularly review and update hazardous waste management practices, taking into account new technology, regulations, and industry best practices to continually improve safety and efficiency in waste disposal processes.</li> </ul>		
16. Safe access and egress	Slips, falls, and trips, Impeded routes	2M	<ul style="list-style-type: none"> <li>- Ensure that all walkways and access routes are well-lit, free of debris, and have clearly visible signage indicating emergency exits.</li> <li>- Regularly inspect access routes for potential hazards such as loose flooring, damaged handrails, or obstructed pathways to minimise the risk of slips, falls, and trips.</li> <li>- Provide non-slip flooring surfaces or install anti-slip mats in areas prone to becoming slippery due to spills, wet conditions, or heavy foot traffic.</li> <li>- Clearly mark any steps, ramps, or low-lying obstacles along access paths and egress routes with high-visibility paint, reflective tape, or other appropriate materials to prevent accidents.</li> <li>- Implement a maintenance schedule for emergency lighting systems to ensure they remain in good working order and replace any faulty or expired components promptly.</li> <li>- Establish designated and clearly marked emergency assembly points for workers to muster in the event of an evacuation, maintaining clear access and egress routes to these locations at all times.</li> <li>- Develop and communicate clear protocols for workers to follow in case of an emergency, including instructions on how to safely exit the building or work area.</li> <li>- Provide regular safety training to reinforce the importance of appropriate footwear, awareness of workplace surroundings, and adherence to established safety procedures.</li> <li>- Install motion-sensor activated lighting in low-traffic areas to conserve energy while still providing adequate illumination for safe navigation during emergencies.</li> <li>- Designate personnel responsible for ensuring access and egress routes remain clear during regular operations and regularly review their effectiveness, making adjustments as necessary.</li> <li>- Encourage workers to promptly report any potential hazards, unsafe conditions, or incidents related to safe access and egress so that prompt corrective actions can be taken.</li> </ul>	1L	

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17. Work area setup	Trip hazards, Limited space	2M	<ul style="list-style-type: none"> <li>- Clearly mark and identify trip hazards present in the work area, including clutter, cables, and equipment on the floor.</li> <li>- Regularly inspect and maintain all emergency lighting equipment to ensure it is in good working condition and does not pose a hazard itself to workers or building occupants.</li> <li>- Provide sufficient lighting for the setup and installation process to minimise the risk of falls or injury while handling heavy and delicate equipment.</li> <li>- Ensure proper storage and organisation of tools and materials used during setup, by using proper toolboxes, storage racks, or designated areas to keep pathways clear of obstacles.</li> <li>- Carry out thorough risk assessments before beginning work to evaluate space constraints and identify any potential hazards that could lead to injuries during the setup process.</li> <li>- Train and educate employees about the importance of staying vigilant to prevent accidents, safely maneuver within limited spaces, and report any hazards immediately.</li> <li>- Implement efficient communication systems, such as radios or hand signals, for staff working in small or crowded areas, ensuring team members are aware of each other's movements and tasks at all times.</li> <li>- Designate specific traffic routes for the transport of equipment and materials to minimise congestion in narrow spaces and reduce the chances of collisions or trips.</li> <li>- Provide appropriate personal protective equipment (PPE) for workers, such as sturdy footwear with slip-resistant soles, to help reduce the risk of slipping, tripping, or falling during the work area setup process.</li> <li>- Encourage a positive workplace culture where staff collaborate to keep the work area tidy and hazard-free, including conducting frequent housekeeping checks to quickly address any emerging issues before they become dangerous.</li> </ul>	1L	
18. Equipment inspection	Unreported damage, Faulty equipment	2M	<ul style="list-style-type: none"> <li>- Regular equipment inspection: Conduct thorough and routine inspections of emergency lighting equipment to identify any signs of damage or faults.</li> <li>- Developing clear reporting guidelines: Establish a streamlined process for employees to report any damage or faulty equipment immediately to the responsible personnel, ensuring timely maintenance.</li> <li>- Training employees: Educate employees on proper handling, operating procedures, and storage of emergency lighting equipment to minimise potential hazards and prolong the lifespan of equipment.</li> <li>- Visual inspections before use: Instruct employees to perform visual inspections of emergency lighting equipment before each use and report any concerns to supervisors.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Qualified maintenance personnel: Ensure that all repairs and maintenance are conducted by qualified technicians who have undergone appropriate training and certification in accordance with Australian standards and regulations.</li> <li>- Proper documentation: Maintain accurate records of all equipment inspections, maintenance activities, repairs, and replacements, allowing for easy reference and monitoring of compliance.</li> <li>- Prompt replacement of damaged equipment: Implement a system for swift removal and replacement of damaged or faulty equipment, ensuring that there are always functional emergency lighting systems available in the workplace.</li> <li>- Use of quality equipment: Source and utilise high-quality emergency lighting equipment that adheres to Australian safety standards and best practices, reducing the likelihood of incidents due to faulty equipment.</li> <li>- Ensuring readily available spare parts: Keep an inventory of essential spare parts for emergency lighting equipment on-site, allowing for quick repairs and minimising downtime.</li> <li>- Reviewing and updating policies and procedures: Regularly review and update existing policies, protocols, and procedures to ensure they align with industry best practices, regulatory requirements, and changing circumstances within the workplace.</li> </ul>		
19. Communication with team	Miscommunication, Inadequate knowledge	2M	<ul style="list-style-type: none"> <li>- Regular team meetings: Conduct regular meetings with the entire team to ensure everyone is on the same page regarding emergency lighting procedures and any potential issues.</li> <li>- Clear instructions: Provide clear, concise instructions in both oral and written form to avoid miscommunication.</li> <li>- Proper training: Ensure all team members receive adequate training in regards to emergency lighting systems, their operation, and maintenance.</li> <li>- Use of visual aids: Create charts, diagrams, or other visual aids that can be used as reference points for teams while discussing emergency lighting matters.</li> <li>- Designated point person: Assign a designated point person responsible for communication on emergency lighting within the team to streamline information sharing.</li> <li>- Multi-channel communication: Utilise multiple communication channels, such as email, phone calls, and instant messaging, to maintain open lines of communication among team members.</li> <li>- Clarification protocol: Encourage team members to openly ask questions and make provisions for timely clarification of doubts to reduce misunderstandings.</li> <li>- Documentation: Keep accurate and thorough documentation of communication and decisions relating to emergency lighting that can serve as a reference when required.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Feedback system: Establish a feedback system where team members can express their concerns and suggestions on emergency lighting processes and communication.</li> <li>- Ongoing education: Promote ongoing education through workshops, seminars or webinars on emergency lighting advancements, updates, and best practices.</li> <li>- Language diversity consideration: When working with a diverse team speaking different languages, provide instructions and materials in various languages to ensure effective communication.</li> <li>- Frequent collaboration: Foster a collaborative environment by encouraging team members to consult and collaborate with each other, especially during emergencies involving lighting systems.</li> <li>- Toolbox talks: Incorporate targeted "toolbox talks" about emergency lighting hazards and control measures on a regular basis, to reinforce knowledge and understanding among team members.</li> <li>- Periodic evaluation: Review communication methods periodically, to ensure they remain effective and adapt new approaches if necessary. Encourage team members to voice their thoughts on communication improvement during evaluations.</li> </ul>		

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

## 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"/>	
<b>REVIEWED BY</b>		<b>DATE REVIEWED</b>	
<b>SIGNATURE</b>		<b>DATE COMPLETED</b>	