

CABLE HAULING SAFE WORK METHOD STATEMENT (SWMS)

Business Contact: Ryan Martin	Phone #: 6559 8059	Principal Contractor (PC): N/A
Responsible person (for monitoring SWMS and work): Site Supervisor		PC Address: N/A
Date: 10 th of December 2023		PC Phone #: N/A Date SWMS provided to PC: N/A
Contact Phone #: 6559 8059		Job Site Address: All Sites

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

☒ Electrical equipment	☒ Elevated levels	☒ Slips, trips and falls	☒ Hazardous substances	☒ Silica dust
☐ Hot Work	☒ Hazardous manual tasks	☒ Outdoor work	☐ Remotely &/or isolated work	☐ _____
☒ Noise and vibration	☒ Native vegetation & weeds	☒ Air quality	☒ Waste	☒ Vehicle movement
☒ Fuels, oils & chemicals	☒ Terrestrial fauna	☒ Waterways & soils	☐ Cultural heritage	☐ _____

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

☐ Confined spaces	☒ Mobile plant movement	☐ Demolition of a load-bearing structure	☐ Asbestos disturbance
☐ Using explosives	☐ Diving work	☐ Artificial extremes of temperature	☐ Tilt-up or pre-cast concrete
☐ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services			
☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse			
☐ Involves a risk of a person falling from 2m or more, including work on telecommunications towers			
☐ Working at depths greater than 1.5 Metres, including tunnels or mines		☒ Work in an area that may have a contaminated or flammable atmosphere	
☐ Work carried out adjacent to a road, railway or shipping lane, traffic corridor		☐ In or near water or other liquid that involves the risk of drowning	

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNES	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
											
☒	☒	☒	☒	☒	☐	☒	☒	☒	☒	☐	☒

Planning/Preparation • Liaise with Principal Contractor to identify on-site safety systems and procedures

	- Establish supervisory and communication arrangements - Principal contractor to confirm emergency response procedures are in place.						
Hold Points	Hold points identified and signed off before continuing work.						
Training/Licence	- All workers to have a General Construction Induction Card - Relevant workers have relevant certificates of competency, licenses, and training. - Trained First Aider on site - All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets Associated SWMS: <i>If working at a depth greater than 1.5m. Excavation & Working in Trenches and operating powered mobile plant, SWMS in place or additional controls added to this SWMS.</i>						
Worker duties and responsibilities	- Fit condition for work, i.e. no signs of fatigue, alcohol or drugs - Attend all site inductions/briefings - Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP) - Only carry out work related to the contract - Inspect completed work and report possible safety, environmental and quality matters to the supervisor.						
Monitor/Review	- All persons involved in the task must have this SWMS communicated to them before work commences - SWMS to be reviewed and amended if necessary, in consultation with relevant persons after any near miss or incident - If additional site hazards identified, review this SWMS and amend control measures to suit - People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP - Give the principal contractor a copy of the revised SWMS - The site supervisor to monitor works against the controls stated in this SWMS - SWMS must be kept on-site and made available for inspection or review - Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident - Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.						
Site-Specific Notes: Refer to Job Pack for details			Act, Regulations, Codes of Practice References: ✓ Work Health and Safety ✓ Work Health and Safety Regulation ✓ First Aid in the workplace code of practice ✓ Hazardous manual tasks code of practice ✓ How to manage work health and safety risks code of practice ✓ Managing electrical risks in the workplace code of practice ✓ Managing noise and preventing hearing loss at work code of practice ✓ Managing the risk of falls at workplace code of practice ✓ Managing the work environment and facilities code of practice ✓ Managing risks of hazardous chemicals in the workplace code of practice ✓ Managing the risks of plant in the workplace code of practice ✓ Work health and safety consultation, co-ordination, and co-operation code of practice ✓ Construction work code of practice				
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION

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 commencing work.		
UNLIKELY	1 - Low	1 - Low	2 - MODERATE	3 - HIGH	4 - ACUTE	2M - MODERATE	Maintain control measures.		
RARE	1 - Low	1 - Low	2 - MODERATE	3 - HIGH	3 - HIGH	1L - Low	Record and monitor.		
HIERARCHY OF CONTROLS		MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE
JOB TASK		HAZARDS	RISK	CONTROL MEASURES					RESPONSIBLE PERSON
1. Training		Exposure to respirable crystalline silica (RCS) – dust inhalation	3H	- Training and information provided to workers on RCS should include: - Information on the health effects associated with respirable crystalline silica dust (Provide workers with a copy of 'Health Monitoring for Exposure to Hazardous Chemicals - Guide for workers': Safe Work Australia) - Identification of RCS dust through Safety Datasheet (SDS) or labels - Dust exposure prevention - Checking controls are working and using them - When and how to use any respiratory protective equipment provided and what to do if something goes wrong (Including worker respirator fit and check processes).					Supervisor
		Working in a maintenance hole/pit	4A	- All persons entering confined spaces must have attended an accredited training course in safe working in confined space and hold current accreditation: - Content of confined space entry permits  If working in a confined space, ensure there are separate, dedicated SWMS in place for entry/rescue and that all workers have relevant training and licensing.					
		Powered mobile plant movement	4A	- Groundworkers: - Ensure an effective system of communication between the machine operator and ground workers established before work commences. - Groundworkers are instructed not to approach the machine until the operator has agreed to their request to approach - Ensure ground workers are instructed on set distances to maintain from the machine while in operation - Groundworkers instructed made familiar with the blind spots of the machine.					
2. Planning		Contact and damage to underground services	4A	- Approvals and permits are sought from the local council and/or state road transport departments where necessary - Identify the presence of all underground, aboveground or overhead utilities or services at the site: - Dial Before You Dig (Telephone Service 1100) as a minimum - Site surveys					Supervisor

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	- Fire/explosion - Electrocution - Fatality		- Checks with all utility providers for the presence of services at the proposed site - If identified, ensure the location, clearance distances, alignments and other relevant information is shown on utility drawings for the work - All details clearly marked on these documents - If drawings are not available, or work is an unscheduled emergency or other unforeseen work, identify indicators of underground services on site - Advise the utility service providers of actual locations of services when variations are detected, or alterations are made.	
	Lack of suitable information	3H	- Ensure procedures designed by competent persons and specifications (instructions and drawings) are available for cable work. Include site map/drawings showing: - Buried services - Maintenance hole positions - Defined Lock-out/Tag-out locations - Other known obstructions or items that are not part of the cable line but may add to the risk level - Safety Data Sheets (SDS) for all cabling materials - Manufacturer's warnings and recommendations for cable - Cable hauling instructions for cable type.	
3. Working outdoors	Extreme weather	3H	- Check weather conditions – do not work in extreme conditions - Reschedule works to work in more moderate temperatures.	Supervisor to maintain awareness of weather conditions Operator to follow controls
	Hyperthermia Hypothermia	3H	- Workers trained to recognise the symptoms of hyperthermia and hypothermia <u>Hot conditions. Ensure:</u> - Suitable protective clothing - Sun brim on hard hats - Safety glasses - UV rated - Use 30+ sunscreen on exposed skin - Adequate drinking water - Access to shade on breaks - Adequate breaks. <u>Cold conditions. Ensure:</u> - Schedule warm-up breaks - Hold breaks inside - Dress warmly in layers - Stay dry (wet clothing chills the body rapidly) - Workers must get out of the cold as soon as they can if starting to feel symptoms - Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold.	
4. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	- The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) - Do not park illegally - Identify and obey all safety-related signage (check site entry requirements) - Report to Site Supervisor - Ensure site-specific induction undertaken	Supervisor to check the site and conduct JSA where necessary

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Assess mobile phone reception - The worksite is exactly as detailed in Terms of Agreement or contract - Complete a JSA specifying the control measures of unanticipated hazards.	
5. HRCW Work area set-up	Working adjacent to a road and site vehicle movement	4A	- TMP for road closure or redirection associated with work. Ensure: - Only accredited traffic controllers are to perform traffic control duties - All traffic control measures put in place implemented as per Australian Standard AS 1742.3–2009: Manual of Uniform Traffic Control Devices, Part 3: Traffic Control for Works on Roads ('AS 1742.3-2009') or other requirements as per permit conditions - Use signs to provide clear instruction on required PPE, entry permissions and hazard areas - Clearly identified vehicle & pedestrian access paths, parking/loading zones, traffic controllers - Only trained competent persons to deploy any traffic guidance controls on or near a roadway - A spotter is used to watch existing traffic and pedestrians when placing control measures such as cones or directional/warning signage - Do not become distracted by provocation or comments of road or pedestrian users when setting control measures - Erect all measures before work commences and remove as soon as practicable after work is complete - Provide barricades/signs to prevent public access to maintenance hole or pits. Example: 900mm high temporary fencing. - Access monitored through a single-entry point.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
	Injury to public	3H	- Pedestrian Access - If closing/modifying a vehicle lane, parking area or footpath, the following factors are considered in developing alternative pedestrian access: - Travel speed of road traffic - Traffic volumes - Percentage of heavy vehicles - The alignment of the road - Pedestrians directed by defined walking paths clearly marked using barriers, fencing hazard netting. Signage must be appropriate and easily seen - Temporary pathways must have no trip hazards, and the ground/pavement should be free of holes, dips, mud or debris - Mobility impaired, e.g. wheelchair access, pram ramps, handrails considered in respect to widths, surface and grade.	
	Contact with electricity	4A	- Conduct a site inspection to confirm the location of any overhead powerlines - Refer to State/territory Guidance Material for working distances. e.g. No Go Zones - If a permit to work is required, always work within the terms of the permit. (Keep a copy of the permit on-site)	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	Damage to underground services	4A	- Inspect all relevant site drawings for layout. Ensure all underground and overhead services on site are identified and ISOLATED - Check existing pits for depth and location	
6. Environment	Environmental impact	3H	Noise & vibration - Be aware of maximum noise levels at the site - The plant is maintained to minimise noise - No noise produced outside council approved hours of operation Waste - Place all wastes and rubbish in bins or other appropriate containers - Separate recycle waste from general waste Fuels, oils & chemicals - Minimum amounts of hazardous substances kept on site - Labelled and securely stored - Refuelling of vehicles/equipment undertaken at least 6m from drains and waterways - Follow SDS directions for disposal of chemicals in approved waste containers - A spill kit is available at all times & spills cleaned up immediately follow SDS directions Waterways & soils - Do not wash out plant, equipment or containers where residue can enter waterways or drains Vehicle movement - Follow site TMP, only travel on established tracks and roads - Use designated entry and exit points Terrestrial fauna - No domestic animals on-site - Ensure all food scraps placed in lidded bins.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
7. House keeping	- Slips - Trips - Falls	3H	- Maintain housekeeping throughout the shift & clean-up - Ensure sufficient lighting to detect changes in level (using temporary lighting as required) - Do not jump from elevated edges >180mm, step carefully and use prepared access areas - The work area is clean and uncluttered as possible - Do not place equipment where it could become a trip hazard - Check for stored items, corners or other obstructions that could cause tripping - Ensure there is room to manoeuvre and no obstacles in the way	Supervisor and workers to ensure control measures followed
8. Manual tasks	Musculoskeletal (MSD) injuries	3H	- Materials/equipment placed as close to the work area as possible - Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight - Do not use extreme force to move items - Hold lifted items close to the body whenever possible: - Keeping knees bent and back straight and lift, unload keeping knees bent - Use team lifts and mechanical means for heavy items - Schedule regular breaks and practice job rotation - Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending.	Supervisor and workers to ensure control measures followed
	Truck rollover	4A	Ensure the ground is stable, the soil is compacted sufficiently	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
9. HRCW Loading /unloading equipment, cable & materials			- Ensure vehicles do not operate or travel near the edge of a drop-off - Do not allow vehicles mobile plant to turn on side slopes ⚠ Do not attempt to unload on soft, uneven ground, downgrades or cross falls (higher centre of gravity).	Supervisors to check all controls in place and followed
	- Struck by mobile plant - Crush injuries - Amputation - Entanglement - Fatality	4A	- Follow traffic management plan requirements - Alertness at all times. Listen for reversing alarms/beepers and calls from Plant Operators - Obey all safety/warning signs, spotters, traffic barriers - Work positions should be in clear sight of plant operators - Reversing trucks. Ensure: - Never stand between a truck and another structure when the vehicle is reversing - Always maintain visual contact with the driver's mirrors ⚠ Remember: if you can't see the driver – he can't see you! - Use a spotter where practicable to direct trucks on site - When unloading ensure: - Within Safe working load (SWL) if using hoisting machinery - Suitable ground and sufficient room for operation - Unnecessary personnel cleared from the unloading zone area - Persons do not stand on or beside delivery vehicle during unloading - Loads kept stable and will not free-fall - Use lifting equipment for larger packs - Provide secure stockpile area for materials and equipment - Unload and stack following the manufacturers' recommendations - Wear High vis clothing.	Workers to follow controls and make supervisor aware of any issues
	- Struck by vehicle - Injury to public	4A	- Where delivering roadside or other public places, an alternative footpath provided, and protection fitted around the work area to prevent splash occurring to passers-by - Where necessary, traffic control put in place to provide safe road use - If setting up roadside – comply with local laws and permits - Erect any barriers & signage necessary to keep others safe and aware - Use a spotter to assist drivers reversing in the dark, low clearance or high traffic areas.	
	Contact with overhead electric lines	4A	- Work not conducted near to electrical power lines - Identify the maximum range of equipment and how close equipment or load can come to the asset (known as design envelope) The following dimensions to be taken from the closest point of an extended component of the machine, e.g. extended long reach boom. - In general, for up to and including 132,000 volts: 3m above, either side and below power lines is No Go Zone. - Between 3-6.4m of power lines, Use a Spotter	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Further than 6.4m of power lines is an open area - No work to be conducted within a 10m radius of SWER transformer. ⚠ No work conducted within 'Minimum Clearance Zones' without written permission from the utility owner	
10. HRCW Working with powered & non-powered tools	- Electrocution - Injury - Fire - Asphyxiation	4A	- Use tools only for the purpose specified by the manufacturer - Wear PPE as recommended by the manufacturer - Pre-inspect and operate tools following the manufacturer's instructions. If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures - The tool operations manual is available, read and understood - Fire protection equipment accessible - Use mechanical ventilation as required <u>Electrical:</u> - All electric power tools and leads are Tested, Tagged and are current - Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices - Switchboards have appropriately rated circuit breaker - Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing - Do not overload power outlets <u>Diesel/petrol-powered tools</u> - Do not run a diesel/petrol-powered tools inside a building (e.g. shed), or where ventilation is limited.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
11. Hazardous substance /chemical use	Contact with hazardous substance /chemical	3H	- Follow directions of use - Consult SDS for the product - Use PPE as per the SDS - Use with adequate ventilation - Chemical resistant gloves for prolonged exposure x DO NOT eat or drink when handling chemicals x DO NOT eat or drink without washing hands thoroughly first x DO NOT take food into the work area where chemicals are being used or stored x DO NOT wear contaminated PPE in areas outside the work zone, such as eating areas.	Supervisor and workers to ensure control measures followed
12. HRCW Access maintenance hole/pit	- Hazardous atmospheres - Asphyxiation	4A	⚠ If work involves entering an identified Confined Space, a separate, dedicated '<u>Confined Spaces SWMS</u>' is used in conjunction with this SWMS. - Note: Do not enter any maintenance hole/pit in which a person's head or upper body will be within the space without ensuring a confined space entry permit is issued for each confined space entry requiring: - A risk assessment - Atmospheric monitoring	Supervisors to check all controls in place and followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Use of respiratory and recovery equipment where indicated if to be entered - Allow air to vent from pits when opening covers before commencing work - Do not enter any pit Note: A confined space is defined as an enclosed or partially enclosed space that is likely to be a risk to health and safety, when a person's head or upper body is within the boundary of the confined space, because of: - An atmosphere that does not have a safe oxygen level, or - Contaminants, including airborne gases, vapours and dust that may cause injury from fire or explosion, or - Harmful concentrations of any airborne contaminants - Gas testing. Ensure: - If known confined space pit, utilise atmospheric/gas testing before opening or entering. Ensure the atmosphere in the trench is monitored for contaminants as required. E.g. Acidic gas, Carbon Monoxide, or flammable atmosphere - The gas monitor properly calibrated and serviced - Operated as per manufacturer's instructions - Continuous monitoring during work ⚠ If a person has entered or fallen into a maintenance hole, <i>DO NOT ENTER THE MANHOLE TO ATTEMPT A RESCUE.</i> Contact the appropriate emergency personnel and the appropriate supervisor immediately if the person cannot be retrieved without entering.	Workers to follow controls and make supervisor aware of any issues
	- Struck by mobile plant - Crush injuries - Amputation - Entanglement - Fatality	4A	- Follow traffic management plan requirements - Lift pit/maintenance hole cover with a crane as required. When having to lift a pit/maintenance hole cover using a crane. Check constantly for changing hazards while working and monitor work position at all times. Ensure: - Do not stand behind reversing vehicles - Allow sufficient distance from plant during operation (allow sufficient room for equipment failures – such as arm/boom failure or plant rollover) - No work conducted in established "no-go zones" for pedestrians - Alertness at all times. Listen for reversing alarms/beepers and calls from Plant Operators - Safety/warning signs, Spotters, traffic barriers must be obeyed as required - Work positions should be in clear sight of plant operators - All ground workers must wear a hard hat and high vis clothing.	
	Crush Injuries	3H	- Never place your hand in the opening to grasp a cover. Get help and use a tool - Use blocks/shims where appropriate to avoid crushing - Wear gloves and steel-cap boots for protection.	
	MSD injuries	3H	Opening pit/maintenance hole lid	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Be aware of sudden unexpected movement if cover dislodging from the lid - Do not use excessive force - Use appropriate tool for cover removal or use mechanical means to assist in a lift of heavy lids.	
	Hazardous or unidentified materials	3H	- If hazardous materials identified during operation, e.g. asbestos. Ensure: - All hazardous materials found reported - Use a competent person to verify the type and quantity of hazardous material - Conduct risk assessment and modify this SWMS or adopt separate specific SWMS where required to establish removal process. - Identify all services in the pit - Do not enter a pit/maintenance hole if unidentified services are present.	
	Snake/spider bite	3H	- Be aware of surroundings - snakes and spiders can be found anywhere - Never put your hands or feet somewhere where you can't see them - Check all drain covers after removal.	
13. HRCW Blowing rope/rod	Struck by objects under pressure	3H	- Pre-inspect and operate the compressor as per manufacturers' instructions. Check: - Hoses, pipes, fittings are rated the same maximum psi as a unit and are compatible - Couplings, hoses are not damaged - Hoses and tools are correctly fitted and secured (clips in place) - Safety valves and cut-off switches are present, undamaged and clear of obstructions - Flywheels, pulleys, belts, chains, sprockets and other moving parts are guarded - Unit grounded (if required) - Ensure set to correct operating pressures - Adjust pressure regulator as per manufacturer's instructions - Check the pressure and thermal regulating gauges regularly - Always have one operator managing compressor & another operating blowing gun: - Use only blowing guns appropriate to the size and pressure requirements (experienced and trained person only to determine the type of gun required) - Use blowing guns only as per manufacturer's instructions (Do not use for purposes other than that intended) - When changing/disconnecting blowing gun or hoses – turn off the air supply and bleed tool before removal (unless quick disconnecting plugs in use). - Do not leave blowing gun attached to conduit when unattended - Safety pins used on all connection fittings and hose - All operators wear PPE (hearing protection, eye protection.) - Clean conduit as much as possible to allow an efficient seal - Position gun to avoid sharp protrusions or edges.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	MSD injuries	3H	• Sending and pulling feeder ropes: ○ Ensure gloves are worn when feeding and pulling ropes ○ Work in teams maintaining communication ○ An alternate task with other team members if manual retrieving ropes to avoid strain and/or heat exhaustion • If signs of heat fatigue obvious leave pit immediately and seek water and shade.	
14. HRCW Pulling cable	Hit by moving objects	4A	• Set up cable trailer: Ensure: ○ Trailer incorrect position for the pull ○ Check cable drum securely attached ○ Trailer wheels chocked ○ Run out cable ○ Attach Kevlar rope using a hauling sock and swivel attachments as per manufacturer's instruction ○ Install cable guides and cable slippers where necessary • Exclusion Zone ○ Establish an exclusion zone extending from at least 1.5 times the distance of cable, directly in front of the winch and 45-degree arc extending from the centre of drum on both sides. Do not allow persons to enter this area during winching operations ○ Do not exceed rated tension limits of cable.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
	MSD injuries Friction	3A	• Do not use excessive force to push, cut or support cables • Use adequate lubrication to reduce friction enabling efficient cable pull.	
	• Crush injuries • Entanglement	4A	• Always maintain one operator at cable drum and one operator at receiving location to manage feed rates • When feeding-in do not let cable slide through hands. Use a hand-over-hand technique and wear appropriate gloves. • Avoid sudden movements - take up slack slowly and in a controlled manner • Maintain even tension and avoid starting and stopping where possible • Avoid pinch points. Keep hands and other body parts away from cable guides and winches • Ensure gloves are worn when feeding and pulling cable • Maintain communication by radio or phone at all times with cable feeding and receiving personnel • If signs of heat fatigue obvious leave pit immediately and seek water and shade • Operating winch: ○ Ensure operating instructions are on-site- read and understood by the operator ○ Pre-inspect, set up and operate winch as per manufacturer's instructions ○ Maintain constant visual contact with cable and Spotters. Ensure communication/directions followed	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Do not position hands or body parts close to drum during spooling-in (pinch points exist between cable and drum housing) - Ensure the cable is spooled tightly and evenly onto the drum, avoid tangling - Establish an exclusion zone extending from at least 1.5 times the distance of cable, directly in front of the winch and 45-degree arc extending from the centre of drum on both sides. Do not allow persons to enter this area during winching operations - Do not exceed rated tension limits of cable	
15. HRCW On completion	Unauthorised access	3H	- If acceptable, remove or add barricades - Ensure machine is parked in a safe, level area, clear of unstable or sloping ground - Store the key in a safe place (restrict unauthorised access).	Supervisor to confirm all workers have signed out Workers to comply with controls
	Contact with electricity	3H	- Disconnect power tool/extension leads from power point before winding up so that you don't get a shock if the lead is damaged - Inspect leads and power equipment for damage.	
	Dust inhalation	3H	- Use, maintain and store any respiratory protective equipment provided following instructions - Wash face and hands with soapy water. Pay attention to under the fingernails.	
	Security breach	3H	All personnel sign-out on Site Register.	
	Vehicle/people impact	4A	- Stay to designated access and egress routes - Maintain awareness of surroundings at all times.	
16. Emergency response	- Injury - Fatality - Environmental damage	4A	For police, fire or ambulance call '000.' - Follow site emergency and evacuation procedures - A communication system is available, e.g. a mobile phone or radio - Check for dangers to self before helping others - Maintain control of the area and stabilise the situation - Apply first aid to the injured worker - Complete an incident report.	Supervisors and workers ensure controls followed <i>Refer to your SWMS implementing instructions for further specific emergency responses.</i>
OVERALL RISK RATING AFTER CONTROLS			☐ 1 - Low ☒ 2 - MODERATE ☐ 3 - High ☐ 4 - ACUTE	
PERMITS	☒ Not applicable ☐ Hot Work ☐ Confined Space ☐ Local council ☐ _____			
SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? ☐ Yes ☒ No <i>If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.</i>			
PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES		SUPERVISORY ARRANGEMENTS
☒ Electrical tools and leads	Tested and tagged quarterly	1. Refer to Job Pack for details		☒ Audits
☒ Hand tools - Meet AS/NZS	Regular visual inspection			☒ Spot Checks

OVERALL RISK RATING AFTER CONTROLS		☐ 1 - Low	☒ 2 - MODERATE	☐ 3 - HIGH	☐ 4 - ACUTE
☐ Ladders - Meet AS/NZS	Inspected and tagged out if damaged				☒ Reporting systems ☒ Suitably qualified supervisors for job ☐ Direct on-site supervision ☐ Remote site: communication systems/schedule
☐ Mobile plant	Inspected and tagged out if damaged				
☐ _____					

SWMS SIGN-OFF		This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. I have read the above SWMS, and I understand its contents. I confirm that I have the skills and training, including relevant certification, to conduct the task as described. I agree to comply with safety requirements within this SWMS, including risk control measures, safe work instructions, and PPE described.				
WORKERS' NAME	JOB ROLE / POSITION E.G. SUPERVISOR, WORKER, TRAINEE	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				