



Scope of Work Activity Covered by this Work Method Statement

Site:

This Work Method Statement outlines the main hazards and risks associated with

Cable Jointing & Cutover

Contact:

Instructions for Safe Work Method Statements

A Safe Work Method Statement (SWMS) is a document that sets out the work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. All work must be carried out in accordance with this SWMS. This SWMS must be kept and be available for inspection.

Applicable High Risk Construction Work Activities (highlighted). A SWMS is required for all high risk work activities.

Y	A risk of a person falling more than 600mm		Demolition of a load-bearing structure.		Work on a tele-communications tower
	Work in or near a shaft or thrench with an excavated depth over 1.5m or in a tunnel		Temporary load-bearing support structures for structural installations or repairs		Work on or near a pressurised gas distribution mains or piping
	Work on or near chemical, fuel or refrigerant lines		Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	Y	Work on or near energised electrical installations or services
Y	Likely to involve disturbing asbestos	Y	Work in or near a confined space		Work in an area with movement of powered mobile plant
	Work in areas with artificial extremes of temperature		Work in or near water or other liquid that involves a risk of drowning		Work in an area that may have a contaminated or flammable atmosphere
	Use of explosives		Tilt-up or precast concrete elements		Diving work

Personal Protective Clothing & Equipment (PPE) Required



**SUN
PROTECTION
EQUIPMENT
MUST
BE WORN**



**LONG SLEEVE
SHIRT AND
TROUSERS
MUST BE WORN**

Safety Boots		Protective Gloves	
Safety Glasses		High Visibility Clothing / Vests	
Hearing Protection		Hard Hat	



Required Qualifications/Verifications

Qualification	Requirement	Qualification	Requirement
Donnelly Services WHSQE Induction	All Personnel	Construction Industry White Card	All Personnel
Drivers License	All Personnel	Site Induction	All Personnel

Required Qualifications/Verifications

Plant and equipment used on site includes, but is not limited to:

Plant and/or Equipment	Inspection and maintenance checks required	Plant and/or Equipment	Inspection and maintenance checks required
Mobile Equipment	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications	Electrical Equipment	Tag & Test. Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications
Ladders	Safety check prior to use	Extension Leads	Tag & Test Safety check prior to use
Lifting Equipment	Safety check prior to use	Hand Tools	Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications



Inspections of plant to be carried out before commencement of work, as per listed hazard controls for pre-start checks.

Relevant Legislation, Standards & Codes of Practice relating to the work:

NSW Work Health & Safety Act November 2011

NSW Code of Practice - Construction Work August 2019

NSW Code of Practice - Demolition August 2019

NSW Code of Practice - First Aid in the Workplace January 2020

NSW Code of Practice - Hazardous Manual Tasks August 2019

NSW Code of Practice - How to Manage Work Health and Safety Risks August 2019

NSW Code of Practice - Managing Electrical Risks in the Workplace August 2019

NSW Work Health & Safety Regulations November 2017

NSW Code of Practice - Managing Noise & Preventing Hearing Loss at Work August 2019

NSW Code of Practice - Managing the Risk of Falls at Workplaces August 2019

NSW Code of Practice - Managing the Risks of Hazardous Chemicals in the Workplace August 2019

NSW Code of Practice - Managing the Risks of Plant in the Workplace August 2019

NSW Code of Practice - Managing the Work Environment and Facilities August 2019

NSW Code of Practice - Work Health and Safety Consultation, Cooperation and Coordination August 2019

SWMS Develop By: Gaven Chandler

SWMS Approved By: Greg Young

SWMS Consulted With: Site Foreman

Person Responsible for ensuring compliance with this SWMS Site Foreman

Formal communication of Site Safety Rules will occur primarily in three ways:

1. As part of the implementation of this Work Method Statement, all parties in the workgroup to be present for a brief meeting.
2. As new person(s) (employees, subcontractors, etc.) enter the site for the first time they will be briefed on the Site Safety Rules that they must comply with and sign induction form stating that they are aware of the site specific hazards.
3. At regular 'toolbox' meetings – employees will be reminded of the safety site rules, new and existing potential hazards and also constantly reminded of the importance of striving for a hazard free work place. Employees are given the opportunity to provide feedback and add hazards and controls.



RISK RATING MATRIX

Consequence →	Low (C1) No Injury most probable outcome; Losses in <\$500; Environmental impact small localised and contained;	Minor (C2) FAI most probable outcome; Losses in excess >\$500 <\$15,000; Environmental impact, contained impact requiring minor remedial action.	Moderate (C3) MTI or LTI most probable outcome; Losses in excess >\$15,000 <\$50,000; Environmental impact, medium term contained impact requiring considerable remedial action.	Major (C4) LTI most probable outcome; Losses in excess >\$50,000 <\$100,000; Environmental contamination off-site, considerable remediation required	Critical (C5) A fatality(s) most probable outcome; Losses in excess >\$100,000; Irreversible/irreparable environmental contamination.
Likelihood ↓					
Rare (L1) A similar incident is unlikely to occur again	L2	L3	L4	M5	M6
Unlikely (L2) A similar incident could occur in the next 5 years	L3	L4	M5	M6	H7
Possible (L3) A similar incident could occur in the next 1 year	L4	M5	M6	H7	H8
Likely (L4) A similar incident could occur in the next 6 months	M5	M6	H7	H8	E9
Almost certain (L5) A similar incident could occur in the next 1 month	M6	H7	H8	E9	E10
Risk Score	Risk Rating	Required Action		Hierarchy of Controls	
2-4	Low risk	Manage and Monitor by routine internal procedures.		1. Elimination	Complete elimination of risk
5-6	Moderate risk	Specific monitoring or procedures to be implemented. Management responsibility to be specified and strategies implemented as part of day-to-day activities.		2. Substitution	Replacement of material, process, substance, etc.
7-8	High risk	Immediate action to be implemented by Operations Manager and HSEQ Manager. GM to be notified		3. Engineering	Designing risks out or isolation of risks
9-10	Extreme risk	Immediate action to be implemented; this level of risk needs detailed research and planning by Operations Manager and HSE Q manager. GM must be notified.		4. Administrative	Adjusting the time or conditions of risk exposure, including training options
				5. Personal protective equipment	Provision of PPE where other options are not practicable

Cable Jointing & Cutover

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Cable Jointing & Cutover	Pedestrians	3	3	M6	1 - Barricade jointing area - erect signage 2 - Allow 1.2m for pedestrians 3 - Traffic Control, if required	All Workers	2	2	L4
Cable Jointing & Cutover	Vehicles	3	3	M6	Arrange for shadow vehicle to be in place	All Workers	2	2	L4
Cable Jointing & Cutover	Gas	3	3	M6	Test for gas – gas detector to monitor while working	All Workers	2	2	L4
Cable Jointing & Cutover	Opening Manhole or Pit	3	3	M6	1 - Visual inspection of manhole frames and centre bar. 2 - Replace if required, use approved manhole keys. 3 - Use seal breaker, if required.	All Workers	2	2	L4
Cable Jointing & Cutover	Depth of manhole	3	3	M6	1 - Two people to remove manhole lids, lift correctly lids in safe location. 2 - If manhole >2.0m spotter is required. Confined space ticket required, tripod in place and second person with confined space accreditation for confined space.	All Workers	2	2	L4
Cable Jointing & Cutover	Needles	3	3	M6	Check for needles, sharps kit required on hand.	All Workers	2	2	L4
Cable Jointing & Cutover	Slips Trips and falls Muscular strains Cramps	3	3	M6	1 - Manhole to be safe work area to avoid injury from slips, trips and falls. 2 - Use ladder to enter / exit manhole in safe manner to avoid strains. 3 - Excessive grease to be wrapped up and placed in the rubbish on a regular basis to stop any slips, trips, or falls. 4 - Take regular breaks, stretch muscles, legs and arms every hour.	All Workers	2	2	L4
Cable Jointing & Cutover	Dirty Water	3	3	M6	1 - Pump out water if required. 2 - Clean water onto grass, use pump truck if required.	All Workers	2	2	L4
Cable Jointing & Cutover	Cuts	3	3	M6	Avoid cuts from cable stripper and keep finger clear when crimping connectors.	All Workers	2	2	L4
Cable Jointing & Cutover	Burns Fire	3	3	M6	1 - Consult if a hot work permit is required. 2 - Hold soft flame away from body. 3 - Fire blanket to protect other cables. 4 - Wear all safety protection	All Workers	2	2	L4
Cable Jointing & Cutover	Explosion	3	3	M6	Check date on gas cylinder. It must be within 10 years of last inspection.	All Workers	2	2	L4

Cable Jointing & Cutover

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Cable Jointing & Cutover	Electrocution	3	3	M6	1 - When using generator site away from manhole to avoid fumes. 2 - Re fuel while cool using funnel and approved fuel container. 3 - No smoking within 20m of site. 4 - Wear goggles and leather gloves 5 - Fire extinguisher to be within 10m of job site. 6 - ELCB to be used while generator in use. 7 - Extension cord ELCB and drill to have current test tag, kept elevated.	All Workers	2	2	L4
Cable Jointing & Cutover	Install Manhole Rests	3	3	M6	1 - If generator is used to install manhole rests. 2 - Electrical gloves to be used. Rubber boots to be worn. Eye protection, dust mask, ear muffs to be worn while drilling. 3 - No loose clothing, roll up sleeves, tie hair back. 4 - Use a socket and ratchet set to fix bolts and nut to wall. 5 - Use leather gloves. 6 - No excessive force to be used when opening the pillar, (possible bent pillar stem) use second person to assist	All Workers	2	2	L4
Cable Jointing & Cutover	Skin Irritation	3	3	M6	1 - When using grease filled cable wear rubber gloves to minimise skin irritation from grease. 2 - When using Isobar Cleaning pads use rubber gloves.	All Workers	2	2	L4
Cable Jointing & Cutover	Soldering	3	3	M6	1 - When Gas soldering (and iron to be filled in open space while cool) leather gloves and eye goggles to be worn. 2 - No smoking within 20m of job site while re filling soldering iron. 3 - Fire extinguisher to be within 10m of job site. 4 - SDS to be on site.	All Workers	2	2	L4
Cable Jointing & Cutover	Rubbish	3	3	M6	Remove rubbish from worksite.	All Workers	2	2	L4
Cable Jointing & Cutover	Wasps, Bees, Spiders, Bull ants.	3	3	M6	1 - Visual inspection for infestations. 2 - Consult if unusual amounts of insect activity 3 - First aid Kit to be on site.	All Workers	2	2	L4
Monitor & Review		4	4	H8	SWMS to be reviewed by all staff through daily pre-start and weekly toolbox talks for effectiveness & application to site. Feedback to be given by all staff and improvements to be included in revision of SWMS.	Management Supervision All Workers	1	1	L2



Sign Off

The representatives of Openshore listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

Workers Name	Role	Signature	Date