

## ELECTRICAL DEMOLITION 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

Job address: All Sites

Revision Date: 10<sup>th</sup> of December 2023

PC Phone #: N/A

Date SWMS provided to PC: N/A

Contact Phone #: 6559 8059

Contact Phone #: N/A

### THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

|                                                             |                                                               |                                                            |                                                          |                                                      |
|-------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------|
| <input checked="" type="checkbox"/> Electrical equipment    | <input checked="" type="checkbox"/> Elevated levels           | <input checked="" type="checkbox"/> Slips, trips and falls | <input checked="" type="checkbox"/> Hazardous substances | <input checked="" type="checkbox"/> Silica dust      |
| <input type="checkbox"/> Hot Work                           | <input checked="" type="checkbox"/> Hazardous manual tasks    | <input type="checkbox"/> Outdoor work                      | <input type="checkbox"/> Remotely &/or isolated work     | <input type="checkbox"/> _____                       |
| <input checked="" type="checkbox"/> Noise and vibration     | <input checked="" type="checkbox"/> Native vegetation & weeds | <input checked="" type="checkbox"/> Air quality            | <input checked="" type="checkbox"/> Waste                | <input checked="" type="checkbox"/> Vehicle movement |
| <input checked="" type="checkbox"/> Fuels, oils & chemicals | <input checked="" type="checkbox"/> Terrestrial fauna         | <input checked="" type="checkbox"/> Waterways & soils      | <input type="checkbox"/> Cultural heritage               | <input type="checkbox"/> _____                       |

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

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

|                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                     |                                                                                      |                                                                                       |                                                                                       |                                                                                       |                                                                                       |                                                                                       |                                                                                                                             |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| FOOT<br>PROTECTION                                                                  | HEARING<br>PROTECTION                                                               | HIGH<br>VISIBILITY                                                                  | HEAD<br>PROTECTION                                                                  | EYE<br>PROTECTION                                                                   | FACE<br>PROTECTION                                                                   | HAND<br>PROTECTION                                                                    | PROTECTIVE<br>CLOTHING                                                                | BREATHING<br>PROTECTION                                                               | SUN<br>PROTECTION                                                                     | SAFETY<br>HARNES                                                                      | Do not wear rings,<br>watches or<br>jewellery that may<br>become<br>entangled. Long<br>and loose hair<br>must be tied back. |
|  |  |  |  |  |  |  |  |  |  |  |                                                                                                                             |
| <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/>                                                 | <input checked="" type="checkbox"/>                                                 | <input type="checkbox"/>                                                             | <input checked="" type="checkbox"/>                                                   | <input checked="" type="checkbox"/>                                                   | <input checked="" type="checkbox"/>                                                   | <input type="checkbox"/>                                                              | <input type="checkbox"/>                                                              |                                                                                                                             |

|                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
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| <b>Planning/Preparation</b>                                  | <ul style="list-style-type: none"> <li>• Liaise with Principal Contractor to identify on-site safety systems and procedures</li> <li>• Establish supervisory and communication arrangements</li> <li>• Principal contractor to confirm emergency response procedures are in place.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>Hold Points</b>                                           | <ul style="list-style-type: none"> <li>• Hold points identified and signed off before continuing work.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Training/Licence</b>                                      | <ul style="list-style-type: none"> <li>• All workers to have a General Construction Induction Card</li> <li>• Relevant workers have relevant certificates of competency, licenses, and training.</li> <li>• Trained First Aider on site</li> <li>• All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets</li> <li>• <i>If working on an <a href="#">EWP</a>, <a href="#">scaffolding</a>, <a href="#">using a harness</a> or entering an identified <a href="#">Confined Space</a> for this task, ensure there are separate, dedicated SWMS and that all workers have relevant training and licensing.</i></li> </ul>                                                                                                                                                                                                                                                                                                                                  |
| <b>Worker duties and responsibilities</b>                    | <ul style="list-style-type: none"> <li>• Fit condition for work, i.e., no signs of fatigue, alcohol or drugs</li> <li>• Attend all site inductions/briefings</li> <li>• Comply with all site requirements, e.g., PPE, Traffic Management Plans (TMP)</li> <li>• Only carry out work related to the contract</li> <li>• Inspect completed work and report possible safety, environmental and quality matters to the supervisor.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Monitor/Review</b>                                        | <ul style="list-style-type: none"> <li>• All persons involved in the task must have this SWMS communicated to them before work commences</li> <li>• SWMS to be reviewed and amended, if necessary, in consultation with relevant persons after any near miss or incident</li> <li>• If additional site hazards identified, review this SWMS and amend control measures to suit</li> <li>• People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP</li> <li>• Give the principal contractor a copy of the revised SWMS</li> <li>• The site supervisor to monitor works against the controls stated in this SWMS</li> <li>• SWMS must be kept on-site and made available for inspection or review</li> <li>• Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident</li> <li>• Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.</li> </ul> |
| <b>Site-Specific Notes:</b><br>Refer to Job Pack for details | <b>Act, Regulations, Codes of Practice References:</b> <ul style="list-style-type: none"> <li>✓ Work Health and Safety Act</li> <li>✓ Work Health and Safety Regulation</li> <li>✓ First Aid in the workplace code of practice</li> <li>✓ Hazardous manual tasks code of practice</li> <li>✓ How to manage work health and safety risks code of practice</li> <li>✓ Managing electrical risks in the workplace code of practice</li> <li>✓ Managing noise and preventing hearing loss at work code of practice</li> <li>✓ Managing the risk of falls at workplace code of practice</li> <li>✓ Managing the work environment and facilities code of practice</li> <li>✓ Managing risks of hazardous chemicals in the workplace code of practice</li> <li>✓ Managing the risks of plant in the workplace code of practice</li> <li>✓ Work health and safety consultation, co-ordination, and co-operation code of practice</li> <li>✓ Demolition work code of practice</li> </ul>                                               |

| 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.            |

  

|                              |                       |             |              |           |             |                |     |                        |
|------------------------------|-----------------------|-------------|--------------|-----------|-------------|----------------|-----|------------------------|
| <b>HIERARCHY OF CONTROLS</b> | <b>MOST EFFECTIVE</b> | Elimination | Substitution | Isolation | Engineering | Administrative | PPE | <b>LEAST EFFECTIVE</b> |
|------------------------------|-----------------------|-------------|--------------|-----------|-------------|----------------|-----|------------------------|

  

| JOB TASK                                      | HAZARDS                                                      | RISK | CONTROL MEASURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | RESPONSIBLE PERSON                                                                                      |
|-----------------------------------------------|--------------------------------------------------------------|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|
| 1. Working outdoors                           | Extreme weather                                              | 3H   | <ul style="list-style-type: none"> <li>Check weather conditions – do not work in extreme conditions</li> <li>Reschedule works to work in more moderate temperatures.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Supervisor</b> to maintain awareness of weather conditions<br><br><b>Operator</b> to follow controls |
|                                               | Hyperthermia<br><br>Hypothermia                              | 3H   | <ul style="list-style-type: none"> <li>Ensure workers trained to recognise the symptoms of hyperthermia and hypothermia</li> <li><u>Hot conditions. Ensure:</u> <ul style="list-style-type: none"> <li>Suitable protective clothing</li> <li>Sun brim on hard hats</li> <li>Safety glasses - UV rated</li> <li>Use 30+ sunscreen on exposed skin</li> <li>Adequate drinking water</li> <li>Access to shade on breaks</li> <li>Adequate breaks.</li> </ul> </li> <li><u>Cold conditions. Ensure:</u> <ul style="list-style-type: none"> <li>Schedule warm-up breaks</li> <li>Hold breaks inside</li> <li>Dress warmly in layers</li> <li>Stay dry (wet clothing chills the body rapidly)</li> <li>Workers must get out of the cold as soon as they can if starting to feel symptoms</li> <li>Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold.</li> </ul> </li> </ul> |                                                                                                         |
| 2. Arrival on-site & assess onsite conditions | Personal injury, property damage &/or environmental incident | 3H   | <ul style="list-style-type: none"> <li>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)</li> <li>Do not park illegally</li> <li>Identify and obey all safety-related signage (check site entry requirements)</li> <li>Report to Site Supervisor</li> <li>Ensure site-specific induction undertaken</li> <li>Assess mobile phone reception</li> <li>The worksite is exactly as detailed in Terms of Agreement or contract</li> <li>Complete a JSA specifying the control measures of unanticipated hazards.</li> </ul>                                                                                                                                                                                                                                    | <b>Supervisor</b> to check the site and conduct JSA where necessary                                     |
| 3. Work area set-up                           | Unauthorised access to the work area                         | 3H   | <ul style="list-style-type: none"> <li>Establish an exclusion zone for other workers and the public. I.e. those not associated with the activity. This zone should be clearly defined by signage and hazard marking tape or flagging:               <ul style="list-style-type: none"> <li>Erected before the commencement of work</li> <li>Kept in position at all times until the work is completed and it is safe to remove</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Supervisor and workers</b> to ensure control                                                         |

| JOB TASK         | HAZARDS                                                                                     | RISK | CONTROL MEASURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | RESPONSIBLE PERSON                                                                                                                                     |
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|                  |                                                                                             |      | <ul style="list-style-type: none"> <li>○ Regularly inspected and maintained</li> <li>• Provide information to workers and other persons on-site advising them of the exclusion zones</li> <li>• Maintain awareness of unauthorised persons attempting to enter or entering the work area</li> <li>• If members of the public or unauthorised personnel enter the exclusion zone, stop work until removed from the work zone</li> <li>• Provide supervision so that no unauthorised person enters an exclusion zone.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | measures followed                                                                                                                                      |
| 4. Environment   | Environmental impact                                                                        | 3H   | <ul style="list-style-type: none"> <li>• <b>Noise &amp; vibration</b> - Be aware of maximum noise levels at the site</li> <li>• The plant is maintained to minimise noise</li> <li>• No noise produced outside council approved hours of operation</li> <li>• Engineering controls fitted to equipment (e.g. silencers)</li> <li>• <b>Air quality</b> - Ensure dust suppressants methods are in place</li> <li>• <b>Waste</b> - Ensure adequate provision made for the disposal of contaminated waste and the facility/site is capable of facilitating correct disposal methods</li> <li>• Ensure correct disposal requirements for materials are available – (see local council for appropriate waste disposal sites)</li> <li>• <b>Fuels, oils &amp; chemicals</b> - Minimum amounts of hazardous substances kept on site</li> <li>• Labelled and securely stored</li> <li>• Refuelling of vehicles/equipment undertaken at least 6m from drains and waterways</li> <li>• Follow SDS directions for disposal of chemicals in approved waste containers</li> <li>• A spill kit is available at all times &amp; spills cleaned up immediately follow SDS directions</li> <li>• <b>Waterways &amp; soils</b> - Do not wash out plant, equipment or containers where residue can enter waterways or drains</li> <li>• <b>Native vegetation &amp; weeds</b> - Ensure that plant is washed free of dirt, vegetation, debris before travelling between sites.</li> <li>• <b>Vehicle movement</b> - Follow the TMP, only travel on established tracks and roads</li> <li>• Use designated entry and exit points</li> <li>• <b>Terrestrial fauna</b> - No domestic animals are to be taken on-site</li> <li>• Ensure all food scraps placed in lidded bins.</li> </ul> | <p><b>Supervisors</b> to check all controls in place and followed</p> <p><b>Workers</b> to follow controls and make supervisor aware of any issues</p> |
| 5. House keeping | <ul style="list-style-type: none"> <li>• Slips</li> <li>• Trips</li> <li>• Falls</li> </ul> | 3H   | <ul style="list-style-type: none"> <li>• Maintain housekeeping throughout the shift &amp; clean-up</li> <li>• Ensure sufficient lighting to detect changes in level (using temporary lighting as required)</li> <li>• Do not jump from elevated edges &gt;180mm, step carefully and use prepared access areas</li> <li>• The work area is clean and uncluttered as possible</li> <li>• Do not place equipment where it could become a trip hazard</li> <li>• Check for stored items, corners or other obstructions that could cause tripping</li> <li>• Ensure there is room to manoeuvre and no obstacles in the way</li> <li>• Check the end destination is prepared correctly for placement of the materials/equipment</li> <li>• Clean spills immediately</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>Supervisor and workers</b> to ensure control measures followed                                                                                      |

| JOB TASK                                                   | HAZARDS                                                                                                             | RISK | CONTROL MEASURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | RESPONSIBLE PERSON                                                |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|
|                                                            |                                                                                                                     |      | <ul style="list-style-type: none"> <li>Footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, oily soles, or caked with mud or other contaminants.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                   |
| <b>6.</b> Manual tasks                                     | Musculoskeletal (MSD) injuries                                                                                      | 3H   | <ul style="list-style-type: none"> <li>Materials/equipment placed as close to the work area as possible</li> <li>Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight</li> <li>Do not use extreme force to move items</li> <li>Hold lifted items close to the body whenever possible:               <ul style="list-style-type: none"> <li>Keeping knees bent and back straight and lift, unload keeping knees bent</li> </ul> </li> <li>Use team lifts and mechanical means for heavy items</li> <li>Schedule regular breaks and practice job rotation</li> <li>Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Supervisor and workers</b> to ensure control measures followed |
| <b>7. HRCW</b><br>Working with powered & non-powered tools | <ul style="list-style-type: none"> <li>Electrocution</li> <li>Injury</li> <li>Fire</li> <li>Asphyxiation</li> </ul> | 4A   | <ul style="list-style-type: none"> <li>Use tools only for the purpose specified by the manufacturer</li> <li>Wear PPE as recommended by the manufacturer</li> <li>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</li> <li>The tool operations manual is available, read and understood</li> <li>Fire protection equipment accessible</li> <li>Use mechanical ventilation as required</li> <li><u>Electrical:</u> <ul style="list-style-type: none"> <li>All electric power tools and leads are Tested, Tagged and are current</li> <li>Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices</li> <li>Switchboards have appropriately rated circuit breaker</li> <li>Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing</li> <li>Do not overload power outlets</li> </ul> </li> <li><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.</li> </ul> | <b>Supervisor and workers</b> to ensure control measures followed |
| <b>8.</b> Hazardous substance /chemical use                | Contact with hazardous substance /chemical                                                                          | 3H   | <ul style="list-style-type: none"> <li>Follow directions of use</li> <li>Consult SDS for the product</li> <li>Use PPE as per the SDS</li> <li>Use with adequate ventilation</li> <li>Chemical resistant gloves for prolonged exposure</li> </ul> <p><b>⚠ DO NOT:</b></p> <ul style="list-style-type: none"> <li>✖ Eat or drink when handling chemicals</li> <li>✖ Eat or drink without washing hands thoroughly first</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>Supervisor and workers</b> to ensure control measures followed |

| JOB TASK                                                                                             | HAZARDS                                                                                                                                | RISK | CONTROL MEASURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | RESPONSIBLE PERSON                                                                                                                                     |
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|                                                                                                      |                                                                                                                                        |      | <ul style="list-style-type: none"> <li>✗ Take food into the work area where chemicals are being used or stored</li> <li>✗ Wear contaminated PPE in areas outside the work zone, such as eating areas.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                        |
| <b>9. HRCW</b><br>Working at height on ladders, trestles, mobile scaffold, fixed scaffold & openings | <ul style="list-style-type: none"> <li>Fall from height</li> <li>Falling objects</li> <li>Impact injuries</li> <li>Fatality</li> </ul> | 4A   | <ul style="list-style-type: none"> <li>Perform as much of the task as possible on the ground or a sold structure</li> <li>Protect all edges where a person can fall</li> <li>Erect and inspect all height access equipment following manufacturers' instructions</li> <li>If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures</li> <li><u>Trestle scaffold:</u> <ul style="list-style-type: none"> <li>Guardrails, toe board sides &amp; ends are in place</li> <li>Purpose-designed pins</li> <li>Min 2 planks or 450mm wide</li> <li>A suitable span of planks (based on thickness). Example: Thickness of 38mm = 1.5m span, thickness of 50mm = 2m span, thickness of 63mm = 2.5m span)</li> </ul> </li> <li><u>Mobile scaffold:</u> <ul style="list-style-type: none"> <li>Level, plumb</li> <li>Casters locked before accessing, not moved when persons on a scaffold</li> <li>Accessed by internal ladder only, do not climb on the scaffold</li> <li>Clear of penetrations or floor edges (by at least 1metre where possible)</li> </ul> </li> <li><u>Fixed scaffold:</u> <ul style="list-style-type: none"> <li>Undertake a handover for all scaffolds where a person could fall more than 4 metres</li> <li>The scaffold not used until sighted proof that the scaffold has been inspected and signed off as completed, by a competent person, at the following times:               <ul style="list-style-type: none"> <li>After construction</li> <li>After any repairs to the scaffold</li> <li>After any incident that may have affected the stability of the scaffold</li> </ul> </li> </ul> </li> <li>Use only access ladders provided, do not climb on railings or other scaffolding components</li> <li>Do not use step ladders to gain extra height</li> <li>Remove ground level ladder when unattended to prevent unauthorised access</li> <li>Only competent scaffolder to make changes to the scaffold:               <ul style="list-style-type: none"> <li>Do not remove any scaffold ties or another component, e.g. handrails or boards</li> </ul> </li> <li>Maintain awareness of other people on scaffold</li> <li>Guards kept in position on scaffold lifts</li> <li>Waste materials removed from scaffolding and placed in the provided waste receptacle</li> <li>Do not exceed the specified Safe Working Load of the scaffold</li> <li>Stack items to prevent sliding or toppling</li> <li>Keep tools and other equipment away from edges</li> <li>Determine where items may fall (in case of uncontrolled release) and ensure all personnel are clear of that area</li> </ul> | <p><b>Supervisors</b> to check all controls in place and followed</p> <p><b>Workers</b> to follow controls and make supervisor aware of any issues</p> |



| JOB TASK                                                            | HAZARDS          | RISK | CONTROL MEASURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | RESPONSIBLE PERSON                                                                                                          |
|---------------------------------------------------------------------|------------------|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
|                                                                     |                  |      | <ul style="list-style-type: none"> <li>Never work directly below other workers or where unsecured equipment is located above</li> <li>Kickboards are installed on elevated work areas to prevent items from falling off</li> <li><u>Ladders:</u> <ul style="list-style-type: none"> <li>Ladders set up on a level area on a firm footing</li> <li>Correct size and length for the job</li> <li>Load rating of at least 120kg</li> <li>Extension ladders: <ul style="list-style-type: none"> <li>Set up with the base located approximately a quarter of the vertical height of the ladder from the wall</li> <li>The ladder extends at least 1 m above the place of landing</li> <li>Secured against movement (base &amp; top)</li> </ul> </li> </ul> </li> <li>ONLY use extension ladders for access, ALWAYS use platform ladders for working on, ensure the base is fully open and the spreaders are locked</li> <li>3 points of contact on the ladder at all times</li> <li>Always maintain the majority of your bodyweight inside the perimeter of the platform or stiles</li> <li>When on a ladder, do not over-reach. Descend ladder &amp; re-position as required</li> <li>Do not carry materials when ascending/descending a ladder</li> <li>Always face the ladder when using</li> <li><u>Falls in openings:</u> <ul style="list-style-type: none"> <li>All holes or openings are protected/closed from falls (e.g. platform ladder hatches)</li> <li>Covers are secured to prevent movement</li> <li>Use signage or another marked hazard alert to identify the hazard</li> </ul> </li> <li>Wear tool belts, use tool lanyards to pass tools to persons at height and use tethers on tools/equipment where appropriate</li> <li>All workers must wear a hard hat and high visibility clothing</li> <li>Ensure that footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud or other contaminants.</li> </ul> |                                                                                                                             |
| 10. HRCW<br>Coordinate shutdown & termination of all power supplies | Unpermitted work | 3H   | <ul style="list-style-type: none"> <li>Check and comply with the Electrical provider for permits and notice of demolition.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>Supervisors</b> to check all controls in place and followed<br><br><b>Workers</b> to follow controls and make supervisor |
|                                                                     | Electrocution    | 4A   | <p><b>⚠ All electrical conductors &amp; parts, including neutral and earthing conductors, shall be treated as energised until proven de-energised. TEST BEFORE YOU TOUCH.</b></p> <ul style="list-style-type: none"> <li>Circuits to be modified MUST be clearly identified and isolated from the electrical supply;</li> </ul> <p><b>1.</b> Turn off the relevant circuit protective devices and lockout (Circuit breakers, switches and combined fuse switch units are locked out</p> <ul style="list-style-type: none"> <li><b>Note:</b> If the electrical installation is complex, the isolation procedures must be verified by another competent person</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                             |

| JOB TASK                                                 | HAZARDS                                         | RISK | CONTROL MEASURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | RESPONSIBLE PERSON                                                                    |
|----------------------------------------------------------|-------------------------------------------------|------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                                                          |                                                 |      | <p>2. Use locks or suitable temporary securing devices (that cannot be disrupted)</p> <p>3. Use lockout hasp for multiple padlocks. (Alternatively, remove and tie back connections)</p> <p>4. Remove fuses</p> <p>5. Fit danger label to isolated control/component</p> <p>6. Verify Circuit is dead before commencing work (<i>Prove electrical testing equipment is working correctly on a known alternative supply before proving apparatus is de-energised.</i>)</p> <p>⚠ <b>Reference made to:</b></p> <ul style="list-style-type: none"> <li>○ AS 3017 - Electrical installation testing</li> <li>○ AS 4836 - Safe working on low-voltage electrical installations.</li> <li>⚠ <i>Ensure a Risk Assessment has been carried out (for any work within 3m of Energised Electrical Installations or Services)</i></li> <li>⚠ <i>A minimum of two first aiders with current level 2 first aid certificate (CPR and switchboard rescue)</i></li> <li>⚠ <i>Rubber Matting to be in place conforming to AS 2978</i></li> <li>⚠ <i>A hand-held fire extinguisher appropriate for electrical fires shall be in the vicinity of the work area</i></li> <li>⚠ <i>Place a rescue kit nearby</i></li> <li>⚠ <i>Ensure the area is adequately barricaded off at least 1m from the work area (Signage to be prominently displayed)</i></li> <li>⚠ <i>Notify other trades in the immediate area.</i></li> </ul> | aware of any issues                                                                   |
| <b>11. HRCW</b><br>Remove fixtures, fittings and cabling | Contact with utilities /services                | 4A   | <ul style="list-style-type: none"> <li>• Use site drawings, scanners, or stud locators to identify concealed services in walls</li> <li>• Ensure the exact location of the cut or penetration of the structure is clearly marked</li> <li>• Services such as electricity, gas, and water are identified and clearly marked</li> <li>• Water, gas, electricity is turned off to the property if required</li> <li>• Follow Lock-out/Tag-out procedures and obtain advice from a licensed electrician that power is isolated.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>Supervisor and workers</b> to ensure control measures followed aware of any issues |
|                                                          | Exposure to asbestos-containing materials (ACM) | 4A   | <ul style="list-style-type: none"> <li>• Determine the presence of asbestos/ACM: <ul style="list-style-type: none"> <li>○ Competent person to identify if asbestos present</li> <li>○ Obtain as much information as possible on the location, type and condition of asbestos/ACM</li> <li>○ Obtain a copy of the asbestos register for the site</li> <li>○ Take notes and photographs for future reference and inclusion in the asbestos register</li> </ul> </li> <li>• Adopt an appropriate method/technique to minimise the production of airborne asbestos fibres specific to the site: <ul style="list-style-type: none"> <li>○ Wet spray method - asbestos fibres are substantially suppressed, but they are not eliminated, so the use of RPE is essential</li> <li>○ Saturation and water injection method - use during friable removal</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                       |



| JOB TASK | HAZARDS                        | RISK | CONTROL MEASURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | RESPONSIBLE PERSON |
|----------|--------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|          |                                |      | <ul style="list-style-type: none"> <li>○ Dry method - can only be used in the wet spray method is not suitable, e.g. if there are live electrical conductors or if the equipment could be permanently damaged or made dangerous by contact with water.</li> <li>🔧 Where possible, utilise wet methods over dry methods.</li> <li>• Use methods that reduce dust generation:               <ul style="list-style-type: none"> <li>○ Do not use high-speed tools such as grinders</li> <li>○ ACM should be wetted using a fine water spray as you work</li> <li>○ Keep material intact where possible. Unnecessary breaking of ACM to be avoided.</li> <li>○ If some sections have been damaged before removal, strengthen by applying duct tape</li> <li>○ If the damaged material must be removed/dislodged, dampen the material and minimise breakage – apply a fine water spray unless this creates an electrical risk</li> <li>○ Once removed from its position, spray the back of the product with a fine water spray.</li> </ul> </li> <li>⚠️ <i>Do not use angle grinders because of the potential for damage to the asbestos-containing material and subsequent fibre release.</i></li> </ul> |                    |
|          | Falls from height<br>= /> 2m.  | 4A   | <ul style="list-style-type: none"> <li>⚠️ <b>Do not enter ceiling space if working alone</b></li> <li>• Locate the maintenance hole/access area and ensure appropriate ladder access is available. The ladder must be for Industrial purposes and comply with relevant Australian Standard</li> <li>• Consult site plan/map of building identify cables, down-lights, or recessed lights, chimneys/flues, electrical appliances, skylights, or other potential hazards</li> <li>• Identify the location of joists. Consider installation of joist locators. Ensure joists can support the weight of installers (seek advice from competent persons)</li> <li>• Ensure a board of suitable strength is available for the worker to span at least 2 joists</li> <li>• Maintain constant contact with someone outside the roof cavity.</li> </ul>                                                                                                                                                                                                                                                                                                                                                       |                    |
|          | Contact with<br>vermin/insects | 3H   | <ul style="list-style-type: none"> <li>• Before entry into the ceiling space or subfloor, ensure any danger from vermin or insect activity has been eliminated or minimised</li> <li>• Where a vermin infestation is identified; ensure all persons entering the ceiling wear appropriate disposable protective overalls and gloves.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                    |
|          | Heat stress                    | 4A   | <ul style="list-style-type: none"> <li>• Assess heat level and provide sufficient ventilation (such as exhaust or fans)</li> <li>• Ensure sufficient drinking water</li> <li>• Cease work if temperatures are deemed too high for safe work</li> <li>• Limit time in the roof space to a short period. You should not spend more than 20 minutes in the roof space, before taking at least a 10-minute break in a cool area</li> <li>• If physically distressed, do not re-enter the roof space.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                    |
|          | Inhalation of<br>silica dust   | 3H   | <ul style="list-style-type: none"> <li>• Local exhaust extraction is provided (if required)</li> <li>• Vacuum attachment/bag fitted (if required)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |

| JOB TASK                         | HAZARDS                          | RISK | CONTROL MEASURES                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | RESPONSIBLE PERSON                                                                                     |
|----------------------------------|----------------------------------|------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|
|                                  |                                  |      | <ul style="list-style-type: none"> <li>Wear eye and breathing protection - Disposable face masks must: <ul style="list-style-type: none"> <li>Be fitted and used according to manufacturer's written instructions</li> <li>Fit tightly. Check the tightness of the headbands &amp; the operation of the one-way valve</li> <li>Be replaced as required. Facemask life depends on the amount of air-born dust &amp; usage.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                        |
|                                  | Cuts & abrasions                 | 3H   | <ul style="list-style-type: none"> <li>Wear gloves</li> <li>Maintain visual contact with workpiece/tools</li> <li>Direct cuts away from the body</li> <li>Ensure grip and footing is secure</li> <li>Tools not carried in pockets or clothing (use sheaths, tool belts)</li> <li>Cutting conduit to length. Ensure: <ul style="list-style-type: none"> <li>Use conduit cutters where possible</li> <li>Sound surface and stable footing</li> <li>The workpiece secured before cutting.</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                |                                                                                                        |
| <b>12. HRCW</b><br>On completion | Unauthorised access              | 3H   | <ul style="list-style-type: none"> <li>If acceptable, remove or add barricades.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Supervisor</b> to confirm all workers have signed out<br><br><b>Workers</b> to comply with controls |
|                                  | Inhalation of silica             | 3H   | <ul style="list-style-type: none"> <li>Carefully roll or fold any plastic sheeting used to cover any surface within the Silica work area</li> <li>If necessary, use damp rags or a HEPA vacuum cleaner to clean any remaining visibly contaminated sections of the work area</li> <li>If possible, fully dismantle tools and decontaminate in a controlled environment</li> <li>Personal hygiene: <ul style="list-style-type: none"> <li>Use HEPA vacuum cleaner to remove obvious signs of contaminated material</li> <li>Wipe coveralls, shoes, eye protection with a damp cloth</li> <li>Wipe respirator with a damp cloth – but do not remove</li> <li>Remove coveralls, shoes and any other PPE</li> <li>Remove respirator after clean-up and PPE removal</li> <li>Wash face and hands with soapy water. Pay attention to under the fingernails.</li> </ul> </li> </ul> |                                                                                                        |
|                                  | Contact with hazardous materials | 3H   | <ul style="list-style-type: none"> <li>Ensure offcuts are removed from the area and disposed of in an approved waste container</li> <li>Observe good personal hygiene including washing hands before eating</li> <li>Remove protective equipment before entering eating areas.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                        |
|                                  | Contact with electricity         | 3H   | <ul style="list-style-type: none"> <li>Disconnect power tool/extension leads from power point before winding up so that you don't get a shock if the lead is damaged</li> <li>Inspect leads and power equipment for damage.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                        |
|                                  | Security breach                  | 3H   | <ul style="list-style-type: none"> <li>All personnel sign-out on Site Register.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                        |
|                                  | Vehicle/people impact            | 4A   | <ul style="list-style-type: none"> <li>Stay to designated access and egress routes</li> <li>Maintain awareness of surroundings at all times.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                        |

| JOB TASK                           | HAZARDS                                                                                                  | RISK                                                                                                                                                   | CONTROL MEASURES                                                                                                                                                                                                                                                                                                                                                                                                                                       | RESPONSIBLE PERSON                                                                                                                       |
|------------------------------------|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| 13. Emergency response             | <ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Environmental damage</li> </ul> | 4A                                                                                                                                                     | <ul style="list-style-type: none"> <li><b>For police, fire or ambulance call '000.'</b></li> <li>Follow site emergency and evacuation procedures</li> <li>A communication system is available, e.g. a mobile phone or radio</li> <li>Check for dangers to self before helping others</li> <li>Maintain control of the area and stabilise the situation</li> <li>Apply first aid to the injured worker</li> <li>Complete an incident report.</li> </ul> | <ul style="list-style-type: none"> <li>Refer to your SWMS implementing instructions for further specific emergency responses.</li> </ul> |
| OVERALL RISK RATING AFTER CONTROLS |                                                                                                          | <input type="checkbox"/> 1 - Low <input checked="" type="checkbox"/> 2 - MODERATE <input type="checkbox"/> 3 - High <input type="checkbox"/> 4 - ACUTE |                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                          |

|                                                                |                                     |                                                                                                                                                                                                                                   |                                                                                                                    |
|----------------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|
| <b>PERMITS</b>                                                 |                                     | <input checked="" type="checkbox"/> Not applicable <input type="checkbox"/> Hot Work <input type="checkbox"/> Confined Space <input type="checkbox"/> Local council <input type="checkbox"/> _____ <input type="checkbox"/> _____ |                                                                                                                    |
| <b>SITE MANAGEMENT PLAN</b>                                    |                                     | Is the work associated with a Construction Project? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No                                                                                                           | If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project. |
| <b>PLANT &amp; EQUIPMENT</b>                                   |                                     | <b>HAZARDOUS SUBSTANCES</b>                                                                                                                                                                                                       | <b>SUPERVISORY ARRANGEMENTS</b>                                                                                    |
| <input checked="" type="checkbox"/> Electrical tools and leads | Tested and tagged quarterly         | 1. Refer to Job pack for details                                                                                                                                                                                                  | <input checked="" type="checkbox"/> Audits                                                                         |
| <input checked="" type="checkbox"/> Hand tools - Meet AS/NZS   | Regular visual inspection           |                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> Spot Checks                                                                    |
| <input checked="" type="checkbox"/> Ladders - Meet AS/NZS      | Inspected and tagged out if damaged |                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> Reporting systems                                                              |
| <input checked="" type="checkbox"/> Mobile plant               | Inspected and tagged out if damaged |                                                                                                                                                                                                                                   | <input checked="" type="checkbox"/> Suitably qualified supervisors for job                                         |
| <input type="checkbox"/> _____                                 |                                     |                                                                                                                                                                                                                                   | <input type="checkbox"/> Direct on-site supervision                                                                |
| <input type="checkbox"/> _____                                 |                                     |                                                                                                                                                                                                                                   |                                                                                                                    |

|                                |  |                                                                      |
|--------------------------------|--|----------------------------------------------------------------------|
| <input type="checkbox"/> _____ |  | <input type="checkbox"/> Remote site: communication systems/schedule |
| <input type="checkbox"/> _____ |  |                                                                      |
| <input type="checkbox"/> _____ |  |                                                                      |

### 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<br>E.G. SUPERVISOR, WORKER, TRAINEE | LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i> |       |        | DATE | SIGNATURE |
|---------------|---------------------------------------------------------|--------------------------------------------------------------------|-------|--------|------|-----------|
|               |                                                         | TYPE / DESCRIPTION                                                 | CLASS | NUMBER |      |           |
|               |                                                         | Construction Card                                                  |       |        |      |           |
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| WORKERS' NAME | JOB ROLE / POSITION<br>E.G. SUPERVISOR, WORKER, TRAINEE | LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i> |       |        | DATE | SIGNATURE |
|---------------|---------------------------------------------------------|--------------------------------------------------------------------|-------|--------|------|-----------|
|               |                                                         | TYPE / DESCRIPTION                                                 | CLASS | NUMBER |      |           |
|               |                                                         | Construction Card                                                  |       |        |      |           |
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|               |                                                         |                                                                    |       |        |      |           |