

## FIRE ALARM SYSTEM INSTALLATION SAFE WORK METHOD STATEMENT (SWMS)

Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC Address:
Signature:	Date:	PC Phone #: <span style="float: right;">Date SWMS provided to PC:</span>
Contact Phone #:		Job Site Address:

<b>SITE MANAGEMENT PLAN</b>	Is the work associated with a Construction Project? <input type="checkbox"/> Yes <input type="checkbox"/> No	<i>If yes</i> – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.
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THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

- |   |  |   |   |
|---|--|---|---|
| <input type="checkbox"/> Confined spaces  | <input type="checkbox"/> Mobile plant movement   | <input type="checkbox"/> Demolition of a load-bearing structure | <input 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"/> Work in a ceiling space (W.A. Only)    |   |
| <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             |   |   |

**WORKING WITH A RISK OF A FALL OVER 2 METRES.** Select the fall from height 'hierarchy of control level' considered when establishing controls:

- |   |   |
|---|---|
| <input type="checkbox"/> L 1: Work on the ground or solid construction                                | <input type="checkbox"/> L 4: Use a fall arrest system e.g., safety harness, catch platforms  |
| <input type="checkbox"/> L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP | <input type="checkbox"/> L 5: Implement administrative controls e.g., signage, or instruction |
| <input type="checkbox"/> L 3: Use a work positioning system e.g., travel restraint, rope access       | <input type="checkbox"/> Other?   |

More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes). Please describe why it is not reasonably practicable to use higher-order control measures. E.g. The job is less than 5 minutes on a ladder.

JOB TASK	HAZARDS	IR	CONTROL MEASURES		RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>			
			<ul style="list-style-type: none"> <li>Maintain awareness of unauthorised people 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> </ul>			to follow controls
4. <b>HRCW</b> Locate & isolate existing services	Contact with utilities/services	4A	<p><b>⚠ Carry out a visual inspection to note the position of any electrical fittings.</b></p> <ul style="list-style-type: none"> <li>Certificate of electrical safety obtained where hazards are identified</li> <li>All electrical cables/equipment identified and marked</li> <li>Fixing points are clear of cables/equipment</li> <li>Qualified electrical contractor used to eliminate or control the risk of electrical hazards</li> <li>Use site drawings, scanners, or stud locators to identify concealed services in walls</li> <li>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 LOTO procedures and obtain advice from a licensed electrician that power is isolated</li> <li>Discuss with site supervisor beforehand, so they are aware of the duration of time required without utilities.</li> </ul> <p><b>⚡ If power cannot be isolated, ensure the location of any cables, pipes are identified and labelled before drilling.</b></p>		2M	<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>
	Electric Shock	4A	<ul style="list-style-type: none"> <li>Lockout /tag-out (LOTO) - before work, check with site safety representatives, or other relevant people, to identify any site-specific isolation procedures. Ensure a LOTO procedure is in place:               <ul style="list-style-type: none"> <li>LOTO equipment is available for use (e.g. safety tags, locks, etc.)</li> <li>When conducting electrical work that requires the use of LOTO, workers will always ensure that others are prevented from operating the source by locking out the isolator, tag the switch or isolating device, and test to ensure it is safe to proceed</li> <li>Ensure circuitry correctly identified before isolating to ensure adequate precautions and checks made that any automatic/automated systems are safe from start-up, e.g.:                   <ul style="list-style-type: none"> <li>Automatic start-up systems</li> <li>Remote control systems</li> <li>Emergency power supply systems</li> <li>Any other system that may over-ride a single isolation technique</li> </ul> </li> <li><b>Out of service tags</b> must be fitted to equipment left in an unrepaired state for any time:                   <ul style="list-style-type: none"> <li>A tag must be securely attached</li> <li>Clearly state the nature of the defect or reason why the electrical equipment is unsafe</li> <li>Attached to a prominent position on each isolation point</li> </ul> </li> </ul> </li> </ul>		2M	

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			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
			<ul style="list-style-type: none"> <li>Surrounding people are made aware that dismantling operations are about to commence</li> <li>The immediate area should be cordoned off</li> <li>The number of workers needed for the breakdown process is determined</li> <li>The method and process of dismantling components is pre-planned and understood by all workers</li> <li>Dismantling is carried out in a systematic and progressive manner</li> <li>Always maintain the stability of the scaffold:               <ul style="list-style-type: none"> <li>Ensure that castor brakes are applied before dismantling</li> <li>Removal all materials, debris and equipment from the working platforms</li> <li>Starting at the top and working down small clips, connectors, screws &amp; nails should be placed in a container and lowered to the ground</li> <li>Bracing should be secured before releasing from form end and safely lowered to the ground/floor:                   <ul style="list-style-type: none"> <li>Only remove bracing to the section being immediately removed</li> <li>Leave other bracing in place until ready to remove the associated section.</li> </ul> </li> </ul> </li> </ul>		
	Contact with electricity	4A	<ul style="list-style-type: none"> <li>Ensure that no electrical appliances, light fittings, cables etc. have been damaged during installation</li> <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>	2M	
	Security breach	3H	<ul style="list-style-type: none"> <li>All personnel sign-out on Site Register.</li> </ul>	2M	
	Vehicle/people impact	4A	<ul style="list-style-type: none"> <li>Stay to designated access and egress routes</li> <li>Always maintain awareness of surroundings.</li> </ul>	2M	
<b>16.</b> 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> <li><b>Refer to your SWMS implementing instructions for further specific emergency responses.</b></li> </ul>	2M	<b>Supervisors and workers ensure controls followed</b>