

FIRE DETECTION-ALARMS TESTING SAFE WORK METHOD STATEMENT (SWMS)

Business Contact:	Phone #:	Principal Contractor (PC):	
Responsible person (for monitoring SWMS and work):		PC Address:	
Signature:	Date:	PC Phone #:	Date SWMS provided to PC:
Contact Phone #:		Job Site Address:	

SITE MANAGEMENT PLAN	Is the work associated with a Construction Project? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes – 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)

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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 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:

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| <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.

Personal Protective Equipment (PPE)												
FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNESS	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.	
											<input checked="" type="checkbox"/>	
JOB TASK	HAZARDS	IR	CONTROL MEASURES								RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>									
1. Planning	Fire alarm out of commission	3H	<ul style="list-style-type: none"> System drawings are available. If records are not readily available, a pre-work survey to identify the system must be conducted The appropriate notice MUST be given to enable isolations to occur if required. 								2M	Supervisor
	Out-of-hours / night work	3H	<ul style="list-style-type: none"> Workers have access to: <ul style="list-style-type: none"> Suitable amenities (toilets/wash facilities/drinking water) Sufficient lighting, including parking areas Air conditioning and heating Mechanical ventilation if required Emergency exits lit and unblocked Safe area for parking/unloading equipment – protected from the rain. 								2M	
	<ul style="list-style-type: none"> Working alone Emergency 	3H	<ul style="list-style-type: none"> Have a reliable communication system in place and test regularly All workers trained in communication protocol: <ul style="list-style-type: none"> Mobile phones are to be kept on the worker at all times and switched on Lone workers must call the supervisor upon arrival and departure, and regular call-ins made Call-in times must be agreed upon with relevant workers and supervisors and based on the risk level expected at the site Supervisor must have address details, expected arrival/departure & visit duration times Workers only attend the site as directed by the supervisor Emergency procedures are in place if call-ins are not followed or communication is lost with the worker. 								2M	
	Exposure to disease, bites & stings from insects	3H	<ul style="list-style-type: none"> Check worksite for vermin/infestation and have removed before commencing work Appropriate application of insect repellent First aid kit readily available Watch out of snakes and spiders Ensure correct and mandatory PPE is worn at all times 								2M	

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14. HRCW Electrical hazards	Contact with utilities/services	4A	<ul style="list-style-type: none"> ⚠️ Carry out a visual inspection to note the position of any electrical fittings. • Only qualified and licenced personnel to conduct electrical work • All electrical cables/equipment identified and marked • Qualified electrical contractor used to eliminate or control the risk of electrical hazards • Certificate of electrical safety obtained where hazards are identified • Follow LOTO procedures and obtain advice from a licensed electrician that power is isolated if necessary • Discuss with the site supervisor beforehand so they are aware of the duration of time required without utilities. 		2M	Supervisor and workers to follow control measures
15. HRCW Working with powered & non-powered tools	<ul style="list-style-type: none"> • Electrocution • Injury • Fire • Asphyxiation 	4A	<ul style="list-style-type: none"> • Use tools only for the purpose specified by the manufacturer • Wear PPE as recommended by the manufacturer • Pre-inspect and operate tools following the manufacturer's instructions. If damaged or unsuitable for the task, do not use. Take out of service immediately and apply LOTO procedures • The tool operations manual is available, read and understood • Fire protection equipment is accessible • Use mechanical ventilation as required • Fixing tool, ensure: <ul style="list-style-type: none"> ○ Do not carry with a finger on starting switch ○ Keep all fingers clear during operation ○ Do not attempt to exceed the rated capacity of the gun • Stay alert – concentrate on what you are doing at all times and be aware of kickback • <u>Electrical:</u> <ul style="list-style-type: none"> ○ All electric power tools and leads are Tested, Tagged and are current ○ Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices ○ Switchboards have appropriately rated circuit breaker ○ Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing ○ Do not overload power outlets 		2M	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
16. HRCW Working at height on ladders &	<ul style="list-style-type: none"> • Fall from height • Falling objects • Impact injuries • Fatality 	4A	<ul style="list-style-type: none"> • Perform as much of the task as possible on the ground or a solid structure • Protect all edges where a person can fall • Erect and inspect all height access equipment following manufacturers' instructions • If damaged or unsuitable for the task, do not use. Take out of service immediately and apply LOTO procedures 		2M	Supervisors to check all controls in place and followed