

# SAFE WORK METHOD STATEMENT

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Date: 18/06/2025

Project: High-Rise Electrical Installation - Southbank Tower  
Location: 456 Southbank Boulevard, Southbank VIC 3006

## PROJECT INFORMATION

**Principal Contractor:** Elite Construction Management  
**Project Name:** High-Rise Electrical Installation - Southbank Tower  
**Project Address:** 456 Southbank Boulevard, Southbank VIC 3006  
**Document Type:** Safe Work Method Statement  
**Trade Type:** Electrical  
**Document Version:** 1.0

## EMERGENCY PROCEDURES

**Emergency Contact:** Site Supervisor  
**Mobile Number:** Not Specified  
**Hospital:** Nearest Hospital  
**Assembly Point:** Main Entrance  
**Fire Wardens:** As Designated  
**Spill Kits:** Located at Site Office

## CONSTRUCTION CONTROL RISK MATRIX

### A - QUALITATIVE SCALE

**Extreme** Fatality, significant disability, catastrophic property damage  
**High** Minor amputation, minor permanent disability, moderate property damage  
**Medium** Minor injury resulting in an Loss Time Injury or Medically Treated Injury  
**Low** First Aid Treatment with no lost time

### B - QUANTITATIVE SCALE

**\$50,000+** Likely - Monthly in the industry, Good chance  
**\$15,000-\$50,000** Possible - Yearly in the industry, Even chance  
**\$1,000-\$15,000** Unlikely - Every 10 years in the industry, Low chance  
**\$0-\$1,000** Very Rarely - Once in a lifetime in the industry, Practically no chance

### C - LIKELIHOOD vs CONSEQUENCE

	Likely	Possible	Unlikely	Very Rarely
Extreme	16	14	11	7
High	15	12	8	
Medium	13	9		
Low	10			

### D - RISK SCORING

**16-18 Severe (E)** Action now  
**11-15 High (H)** Action 24hrs  
**7-10 Medium (M)** Action 1 week  
**1-6 Low (L)** Monitor

## WORK ACTIVITIES & RISK ASSESSMENT

Activity	Hazards	Initial Risk	Control Measures	Residual Risk
Cable tray installation on levels 15-20 <a href="#">Legislation: WHS Regulation 2017 Part 4.4 - Falls</a>	Falls from height during work activities Manual handling of heavy cable trays Electrical hazards from live circuits	H (16)	Safety harness with dual lanyards required Use mechanical lifting aids Lockout/tagout procedures before work	L (4)
Main switchboard upgrades and electrical panel work <a href="#">Legislation: AS/NZS 3000:2018 Wiring Rules</a>	Electrical shock from live components Manual handling injuries from heavy equipment Arc flash potential	H (15)	De-energize circuits before work Use insulated tools and PPE Mechanical lifting aids for panels	L (3)
Lighting circuit installation throughout building <a href="#">Legislation: AS/NZS 3000:2018 Section 2</a>	Falls from height using ladders Electrical shock hazards Eye strain from poor lighting	M (12)	Scaffold access platforms Test circuits before touching Adequate temporary lighting	L (2)
Emergency lighting system testing and... <a href="#">Legislation: AS 2293.1-2018 Emergency Lighting</a>	Working in low light conditions Electrical testing hazards Falls during emergency testing	M (9)	Portable lighting during tests Qualified electrical testing personnel Fall protection systems	L (2)
Power distribution panel installation in plant rooms <a href="#">Legislation: AS/NZS 3000:2018 Section 6</a>	Heavy lifting of electrical panels Electrical shock from terminations Confined space work	H (15)	Crane assistance for heavy panels Lockout/tagout procedures Confined space permits and monitoring	L (3)
Fire alarm system wiring and device installation <a href="#">Legislation: AS 1670.1-2018 Fire Detection</a>	Working at height in ceiling voids Electrical connections Asbestos exposure in old buildings	M (10)	Mobile scaffolding for ceiling work Qualified fire system technicians Asbestos assessment before work	L (2)

PLANT & EQUIPMENT REGISTER

Item	Description	Make/Model	Registration	Inspection Date	Risk Level
Mobile Crane	50T Mobile Crane	Liebherr LTM 1050	CR002-2024	10/06/2025	High
Excavator	20T Hydraulic Excavator	Caterpillar 320D	EX001-2024	15/06/2025	Medium
Power Tools	Various hand tools	DeWalt/Makita	N/A	01/06/2025	Low
Cable Pulling Winch	Electric cable pulling winch 5000kg	Greenlee 6500	CPW001-2024	20/06/2025	Medium
Scissor Lift	10m Electric Scissor Lift	Genie GS-2032	SL003-2024	25/06/2025	High
Generator	100kVA Diesel Generator	Caterpillar C4.4	GEN002-2024	12/06/2025	Medium
Electrical Test Equipment	Insulation and continuity tester	Fluke 1587	ETE001-2024	05/06/2025	Low
Cable Trenching Machine	Walk-behind trenching machine	Ditch Witch RT12	CTM001-2024	18/06/2025	High
Conduit Bending Machine	Hydraulic conduit bender up to 100mm	Greenlee 881	CBM001-2024	22/06/2025	Low
Core Drilling Rig	Diamond core drilling rig	Hilti DD 350	CDR001-2024	28/06/2025	Medium

MANUAL SITE SIGN-ON TABLE

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