

SAFE WORK METHOD STATEMENT

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Date: 19/06/2025

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

C - LIKELIHOOD vs CONSEQUENCE

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

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

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	Legislation
Cable tray installation on levels 15-20	<ul style="list-style-type: none"> Falls from height during work activities Manual handling of heavy cable trays Electrical hazards from live circuits 	H (16)	<ul style="list-style-type: none"> Safety harness with dual lanyards required Use mechanical lifting aids Lockout/tagout procedures before work 	L (4)	WHS Regulation 2017 Part 4.4 -
Main switchboard upgrades and	<ul style="list-style-type: none"> Electrical shock from live components Manual handling injuries from heavy Arc flash potential 	H (15)	<ul style="list-style-type: none"> De-energize circuits before work Use insulated tools and PPE Mechanical lifting aids for panels 	L (3)	AS/NZS 3000:2018 Wiring Rules
Lighting circuit installation throughout	<ul style="list-style-type: none"> Falls from height using ladders Electrical shock hazards Eye strain from poor lighting 	M (12)	<ul style="list-style-type: none"> Scaffold access platforms Test circuits before touching Adequate temporary lighting 	L (2)	AS/NZS 3000:2018 Section 2
Emergency lighting system testing and	<ul style="list-style-type: none"> Working in low light conditions Electrical testing hazards Falls during emergency testing 	M (9)	<ul style="list-style-type: none"> Portable lighting during tests Qualified electrical testing personnel Fall protection systems 	L (2)	AS 2293.1-2018 Emergency
Power distribution panel installation in	<ul style="list-style-type: none"> Heavy lifting of electrical panels Electrical shock from terminations Confined space work 	H (15)	<ul style="list-style-type: none"> Crane assistance for heavy panels Lockout/tagout procedures Confined space permits and monitoring 	L (3)	AS/NZS 3000:2018 Section 6
Fire alarm system wiring and device	<ul style="list-style-type: none"> Working at height in ceiling voids Electrical connections Asbestos exposure in old buildings 	M (10)	<ul style="list-style-type: none"> Mobile scaffolding for ceiling work Qualified fire system technicians Asbestos assessment before work 	L (2)	AS 1670.1-2018 Fire Detection

WORK ACTIVITIES & RISK ASSESSMENT (CONTINUED)

Activity	Hazards	Initial Risk	Control Measures	Residual Risk	Legislation
Underground cable installation and	<ul style="list-style-type: none"> • Cave-in from trenching • Underground utilities strike • Manual handling of cables 	H (14)	<ul style="list-style-type: none"> • Dial before you dig • Trench shoring systems • Cable pulling equipment and proper lifting 	M (6)	WHS Regulation 2017 Part 4.3 -
High voltage switchgear installation	<ul style="list-style-type: none"> • High voltage electrical hazards • Arc flash incidents • Heavy equipment handling 	E (18)	<ul style="list-style-type: none"> • Qualified HV electricians only • Arc flash PPE and face shields • Crane lifting for switchgear 	M (8)	AS/NZS 4871.1-2015 Electrical

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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