

# SAFE WORK METHOD STATEMENT

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

Document ID: SWMS-141-14230

Date: 19/06/2025

## PROJECT INFORMATION

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

## EMERGENCY PROCEDURES

**Emergency Contact:** 000  
**Assembly Point:** Main Gate Assembly Area  
**Nearest Hospital:** Royal Melbourne Hospital  
**Site Supervisor:** 0412 345 678  
**First Aid Officer:** 0423 456 789

## CONSTRUCTION CONTROL RISK MATRIX

### A - QUALITATIVE SCALE

**Extreme** Fatality, significant disability  
**High** Minor amputation, permanent disability  
**Medium** Minor injury, Lost Time Injury  
**Low** First Aid Treatment only

### B - QUANTITATIVE SCALE

**\$50,000+** Likely - Monthly  
**\$15,000-\$50,000** Possible - Yearly  
**\$1,000-\$15,000** Unlikely - 10 years  
**\$0-\$1,000** Very Rarely - Lifetime

### 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	Legislation
Cable tray installation on levels 15-20	<ul style="list-style-type: none"> <li>Falls from height during work activities</li> <li>Manual handling of heavy cable trays</li> <li>Electrical hazards from live circuits</li> </ul>	H (16)	<ul style="list-style-type: none"> <li>Safety harness with dual lanyards required</li> <li>Use mechanical lifting aids</li> <li>Lockout/tagout procedures before work</li> </ul>	L (4)	WHS Regulation 2017 Part 4.4 - Falls, AS/NZS 3000:2018
Main switchboard upgrades	<ul style="list-style-type: none"> <li>Electrical shock from live components</li> <li>Manual handling injuries from heavy equipment</li> <li>Arc flash potential</li> </ul>	H (15)	<ul style="list-style-type: none"> <li>De-energize circuits before work</li> <li>Use insulated tools and PPE</li> <li>Mechanical lifting aids for panels</li> </ul>	L (3)	AS/NZS 3000:2018 Wiring Rules, AS/NZS 4871.1-2015
Lighting circuit installation	<ul style="list-style-type: none"> <li>Falls from height using ladders</li> <li>Electrical shock hazards</li> <li>Eye strain from poor lighting</li> </ul>	M (12)	<ul style="list-style-type: none"> <li>Scaffold access platforms</li> <li>Test circuits before touching</li> <li>Adequate temporary lighting</li> </ul>	L (2)	AS/NZS 3000:2018 Section 2, AS 2293.1-2018
Emergency lighting system testing	<ul style="list-style-type: none"> <li>Working in low light conditions</li> <li>Electrical testing hazards</li> <li>Falls during emergency testing</li> </ul>	M (9)	<ul style="list-style-type: none"> <li>Portable lighting during tests</li> <li>Qualified electrical testing personnel</li> <li>Fall protection systems</li> </ul>	L (2)	AS 2293.1-2018 Emergency Lighting, WHS Regulation 2017
Final electrical testing and commissioning	<ul style="list-style-type: none"> <li>Electrical shock during testing</li> <li>Equipment malfunction</li> <li>Documentation errors</li> </ul>	M (8)	<ul style="list-style-type: none"> <li>Qualified electrical engineers</li> <li>Proper testing equipment</li> <li>Systematic testing procedures</li> </ul>	L (2)	AS/NZS 3017:2022 Electrical Installations, AS/NZS 3760:2022

## PLANT & EQUIPMENT REGISTER

**Mobile Scaffold**

Inspection: Daily visual check  
Status: Current

**Power Tools**

Inspection: Pre-use inspection  
Status: Tagged & Tested

**Electrical Testing Equipment**

Inspection: Calibration check  
Status: Certified

**Lifting Equipment**

Inspection: Weekly inspection  
Status: Load tested

## EMERGENCY RESPONSE PROCEDURES

**FIRE**

Evacuate immediately, call 000, assemble at designated point

**INJURY**

Provide first aid, call 000 if serious, notify supervisor

**EVACUATION**

Follow evacuation routes, proceed to assembly point

**SPILL**

Contain spill, notify environmental officer, clean up

## SAFETY SIGNAGE & COMMUNICATION

- 1. Danger - High Voltage signs at all electrical work areas
- 2. PPE Required signs at site entrances and work zones
- 3. First Aid and Emergency Assembly Point signage clearly visible
- 4. Hazard identification signs for specific work area risks
- 5. Tool box talk records and safety briefing documentation
- 6. Site safety rules and emergency contact information displayed

RISKIFY