Safe Work Method Statement

Job Task: conduit installation in walls and ceilings

RISK IDENTIFICATION & CONTROLS

<table>
<thead>
<tr>
<th>Procedural step(s)</th>
<th>Possible Hazard(s)</th>
<th>Safety Control(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entry to site</td>
<td>Unknown site hazards and conditions</td>
<td>• Site induction &amp; familiarisation of site conditions</td>
</tr>
</tbody>
</table>
| Drilling into walls        | Striking buried electrical circuits, water pipes or gas pipes asbestos dust noise | • Use all available information (site drawings, local knowledge, service or stud locators) to identify concealed services in walls  
  • Identify the wall material – if not masonry to determine the likelihood of Asbestos Containing Material  
  • Consult site asbestos registers, if available  
  • Wear eye protection against dust, if necessary  
  • Wear a dust mask, if necessary  
  • Hearing protection when suing hammer drills, chasers, etc |
| Use of portable electric tools | Electric shock                                                                   | • Use only correctly tagged equipment  
  • Inspect portable electrical equipment before each use to determine it is in a safe condition |

Personal Protective Equipment (where applicable):

- Eye protection against dust, if necessary
- A dust mask, if necessary
- Hearing protection when using hammer drills, chasers, etc

Entry to site

- Site induction & familiarisation of site conditions

Drilling into walls

- Use all available information (site drawings, local knowledge, service or stud locators) to identify concealed services in walls
- Identify the wall material – if not masonry to determine the likelihood of Asbestos Containing Material
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| Entry and working in ceiling spaces | Falls from ladders Falls through ceiling panels Cramped conditions Working within suspended ceilings High temperatures Low lighting levels | • Refer to SWMS for working in confined spaces • Use ladders that allow safe entry to ceiling spaces • Identify ceiling joists and footholds • Provide sufficient temporary lighting • Make employees aware of effects of working in high temperatures – provide drinking water and rest regimes, if necessary • Provide crawl boards and knee pads, if appropriate • Consider the needs for working in cramped conditions • Raise and lower equipment with a rope, if necessary • Have a method of checking the welfare of lone workers in ceiling spaces ie mobile phone |
| Working with thermal insulation (rockwool, fibreglass batts, etc) | Skin irritation Inhalation of dust fibres | • Use dust masks, where applicable • Wear clothes that have coverage, to minimise skin irritation • Provide ventilation • Be aware of the effects of thermal insulation on installed components such as down light and thermal rating of cables |
| Asbestos containing materials | Inhalation of asbestos fibres | • Consult asbestos registers • Regard any fibrous sheeting in older buildings (pre 19800 as ACM • Follow procedures for working with ACM |
| Working amongst bird detritus and other vermin | Contact with faecal contamination | • Dusk masks, if necessary • Disposal clothing in extreme cases |
| Secure fittings and supports | Debris and noise from drilling Struck by falling objects Falling | • Use minimum drilling speed consistent with effective work • Use goggles for eye protection • Ensure drill bits are sharp • Use ladders in accordance with SWMS • Use fall protection, where appropriate |
| Commissioning and handover | Compliance | • Appropriate testing • Mark location of conduits as built on drawings • Coordination with site personnel regarding any penetrations and / or damage |
Overall risk rating: Significant

### RISK RATING GUIDE

<table>
<thead>
<tr>
<th>Consequence</th>
<th>Death Catastrophic Illness/Injury</th>
<th>Major Extensive Injuries</th>
<th>Moderate Medical treatment required</th>
<th>Minor No injuries</th>
</tr>
</thead>
<tbody>
<tr>
<td>Almost certain Occurred before/expected</td>
<td>H</td>
<td>H</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Likely Probably will occur</td>
<td>H</td>
<td>S</td>
<td>S</td>
<td>S</td>
</tr>
<tr>
<td>Moderate May occur at some time</td>
<td>H</td>
<td>S</td>
<td>L</td>
<td>L</td>
</tr>
<tr>
<td>Unlikely Unusual or rare situation</td>
<td>S</td>
<td>L</td>
<td>L</td>
<td>L</td>
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</table>

- **High (H)** – cease exposure immediately until protection, approved at senior management level, implemented.
- **Significant (S)** – procedures alone may not be enough, senior management attention required.
- **Low (L)** – may be managed by routine procedures, some risks in this category may be acceptable.

### SPECIFIC TASK REQUIREMENTS

**Qualifications or experience**
- n/a

**Training**
- conduit installation in walls and ceilings safe work method statement
- Asbestos register for industrial and commercial sites

**Engineering details, certificates, WorkCover approvals**
- n/a

**Relevant codes of practice, legislation or standards**
- Safe Work SA Code of Practice: Confined Spaces
- Work Health and Safety Act 2012 (SA)
- Work Health and Safety Regulations 2012 (SA)

**Plant/equipment**
- drill, ladder, crawl boards, rope,

**Maintenance checks, site/workplace inspections**
- tested and tagged power tools and leads