Site Address: *Insert Property Address and Works location i.e. Level 4, room 409*	**Issue Date: 06/07/2023** **Next Review: 06/01/2024**

COVID-19: WORKS TO COMPLY WITH APPROPRIATE COMPANY COVID MANAGEMENT PLAN FOR THE STATE/TERRITORY, INCLUDING CURRENT HEALTH DEPARTMENT ALERTS AND REGULATIONS.

<table>
<tr><td>Nu-Life Pty Ltd. ABN 12002295721

2/83 Mulga Rd
Oatley NSW 2223

Ph.: (02) 9579 1233
Email: service@nulifetv.com.au</td><td colspan="2">Work Activity: Install Equipment on Roof

Install antenna/Satellite Dish on exterior of building, includes antenna or dish mount and mast.

Where additional works are required the appropriate SWMS will also need to be completed e.g. Replacing Cabling or Indoor Amplifier</td><td>SWMS Number: 01

SWMS Custodian:
Arthur Burgess

Ph.: (02) 9549 0000</td></tr>
<tr><td>Job No. ……

Order No. ……

Content Reviewed By:
• Carl Mudgway
• Arthur Burgess
• Gavin Taylor
• Jason Burgess</td><td>Approving Authority
Client/Building Manager to complete
Company:
Contact Name:
Position:

Ph.:</td><td colspan="2">Assumptions:

• Existing plant and equipment have been maintained and serviced in accordance with regulations and manufacturer’s instructions e.g. Fall Prevention systems, access ladders, etc.
• The presence of ASBESTOS products is assumed on all buildings constructed Pre 2004 unless building management or Site Register indicates the Building is clear.
• Always assume the presence of LEAD dust within ceiling/roof voids.
• Weather conditions are suitable for works to proceed safely</td></tr>
<tr><td>PPE Required:

• P2 Mask
• Earth Leakage Device
• Sharps resistant gloves
• Fall Prevention Harness
• Protective Head & Footwear
• Eye & Hearing Protection
• UV Protection
• High Visibility Vest
• RF Exposure Meter</td><td>Plant/Equipment/Tools

• Step/Extension Ladder
• Hand Tools
• Fibreglass cable rod/snake
• Drill
• Angle Grinder
• Power Lead
• Portable Barricades
• Works Zone Signage
• Digital Signal Test Meter</td><td>Records and Reporting:

• Site Risk Assessment
• SWMS
• Site Attendance Register
• Test & Tag tools register
• Site Hazardous Materials Register.
• Plant & Equipment Register
• Nu-Life Corporate Management Plan
• Project Specific Management Plan</td><td>Permits/Licences Required:

Mandatory
• Roof Access Permit (where applicable)
• Hot Works Permit (where applicable)

Preferred
• Electrical Licence
• Open Cablers Licence</td></tr>
<tr><td colspan="2">Service Schedule:

• Electrical tools and leads test and tag monthly for construction sites or 3 monthly for other sites.
• Fall protection equipment 6 monthly
• Other equipment as per manufacturer’s instructions</td><td>Inspection Requirements

• Works area dry and free of trip hazards.
• Electrical circuits in works area de-energised where appropriate
• No Sharps or other hazardous items in works area.
• Third party RF transmission equipment in works zone
• Fall protection equipment fit for purpose & tag current
• Ladders fit for purpose
• Site Hazardous Materials/Asbestos Register (where available)</td><td>Training & Qualifications Required:

Mandatory
• Nu-Life Corporate Induction
• Project Specific Induction (by Principle)
• General Induction-Construction (White Card)
• Safe Working at heights Certificate

Preferred
• Cert III Telecommunications
• Cert III Digital Reception Technology
• Bonded Asbestos Sheet removal-Construction.
• RF Awareness Certificate (RadHaz)</td></tr>
</table>

Applicable Standards, Codes of Practice and guidance:

HARMONISED LEGISLATION

Work Health and Safety Act 2011
Work Health and Safety Act 2011 (NSW, Qld, Act)
Occupational Health and Safety Act 2004 (Vic.)
Occupational Safety and Health Act 1984 (WA)
Work Health and Safety Act 2012 (SA, Tas.)
Work Health and Safety (National Uniform Legislation) Act (NT)
Australian Building Code 2013
Confined Spaces Code of Practice
Hazardous Manual Tasks Code of Practice
Managing the Risk of Falls at Workplaces Code of Practice
Preventing Falls in Housing Construction Code of Practice
Managing Electrical Risks in the Workplace Code of Practice
Managing Noise and Preventing Hearing Loss at Work Code of Practice
How to manage and control asbestos in the workplace Code of Practice
How to safely remove asbestos Code of Practice
Fatigue management Code of Practice
Managing the work environment and facilities Code of Practice
Telecommunications Code of Practice
Working near overhead power lines Code of Practice

VICTORIA

Occupational Health and Safety Act 2004
Occupational Health and Safety Regulations 2017
Communicating HSE across languages Compliance Code
Confined spaces Compliance Code
Prevention of falls in general construction Compliance Code
Managing asbestos in workplaces Compliance Code
Removing asbestos in workplaces Compliance Code

WESTERN AUSTRALIA

Occupational Safety and Health Act 1984
Occupational Safety and Health Regulations 1996
Management and Control of Asbestos in the Workplace Code of Practice
Prevention of falls at workplaces Code of Practice
Managing noise at workplaces Code of Practice
Manual handling Code of Practice

STANDARDS

AS/NZS 1715:2009 Selection, use and maintenance of respiratory protective devices
AS/NZS 1892.1:1996 Portable Ladders – Metal
AS/NZS 1892.5-2000 Portable ladders, Part 5: Selection, safe use and care
AS/NZS 2161:2016 Occupational protective gloves
AS/NZS 2210.1:2010 Safety, protective and occupational footwear, Part 1: Guide to selection, care and use
AS/NZS 2865:2009 Safe working in a confined space
AS/NZS 1891.4:2009 Industrial fall-arrest systems and devices, Part 4: Selection, use and maintenance
AS/NZS 3760:2010 In-service safety inspection and testing of electrical equipment.
AS/NZS 3017:2007 Electrical installations - Verification guidelines
AS 1851-2012 Amd 1:2016 Routine service of fire protection systems and equipment;.
AS/NZS 1269.2:2005 Occupational noise management
AS4607:1999 Personal Response Systems
AS/NZS 1367:2016 Coaxial cable and optical fibre systems for the RF distribution of analog and digital television and sound signals in single and multiple dwelling installs.
AS/NZS 1417:2015-*Receive antenna for UHF and VHF Radio/television*
AS/NZS 3000:2018 Electrical installations (known as the Australian/New Zealand Wiring Rules)
SA TS 29125:2019 Information technology - Telecommunications cabling requirements for remote powering of terminal equipment
AS/CA S009:2013 Installation requirements for customer cabling (Wiring rules)
ARPANSA Standard *(RF Exposure)*
ISO14001,ISO 9001 & AS 4801 Nu-Life Pty Ltd Integrated Management Systems

ENVIRONMENTAL LEGISLATION

Environment Protection and Biodiversity Conservation Act 1999 (Federal)
Environment Protection 1997 (ACT)
Environment Protection Regulation 2005 (ACT)
Environmental Protection Act 1994 (QLD)
Environmental Offences and Penalties Act 1996(NT)
Environmental Offences and Penalties Regulations 2011(NT)
Protection of the Environment Operations Act 1997 (NSW)
Environment Protection Regulation 2005 (NSW)
Environmental Management and Pollution Control Act 1994 (TAS)
Aboriginal and Torres Strait Islander Heritage Protection Act 1984
Environment Protection Act 1993 (SA)
Environmental Protection Act 1986 (WA)
Environment Protection Act1970 (VIC)
Heritage Act 1995 (VIC)

Site Address:	Issue Date: 06/07/2023
Insert Property Address and Works location i.e. Level 4, room 409	Next Review: 06/01/2024

High Risk Works:

Hazard Overview	Checks	Yes/No	Controls (*to be Implemented in accordance with hierarchy of controls* **Eliminate, Substitute, Engineer, Administrate, PPE)**	Team leader to initial
Are any works to be performed where a fall of 2 meters or greater is possible? YES ☐ NO ☐	Roof surface dry and free from trip/slip hazards Access ladder secure, suitable, on level surface Works & Drop zones barricaded from Public Compliant perimeter fence/rails in place, **or** Fall Prevention Harness & anchor points suitable **and** Restriction of movement prevents worker from reaching any edge.	☐ ☐ If No Cease works immediately ☐ ☐ ☐ ☐ ☐ ☐ ☐ ☐If No Cease works immediately ☐ ☐If No Cease works immediately	If roof is not slip free or may become wet works cannot proceed Commercial (150kg) ladder, level surface, secured top & bottom Erect barricades to prevent public from being able to enter drop zone or works area Suitable guard rail (900mm+ high) in place to prevent falls. If not Harness required. Certified anchors & harness (200kg min), check date, The company policy is that Fall Arrest is not to be used, only fall prevention. Therefore, no shock absorber type lanyard is permitted to be used. All ropes and restraints must be set to prevent the worker from reaching any area where a fall greater than 2M may occur.	
High Masts.	Is MAST secure and in good condition? Is MAST height 5M or less? Is Mast Height 6-9M (20-30')? Is MAST height greater than 9M (30')	☐ ☐ If No Cease works immediately ☐ ☐ ☐ ☐ If Yes two man team required ☐ ☐ If Yes Cease works immediately	Revise SWMS to include suitable method for securing mast, advise SWMS Team Leader If conditions suitable proceed with caution. If Yes, Specialist SWMS and training is required, contact Office/WHS Officer immediately	
Have any Electrical Hazards been identified? YES ☐ NO ☐	Overhead Lines Exposed live cables or terminals Hidden cabling	☐ ☐ ☐ ☐ ☐ ☐	Safe distance of over 4M must be maintained at all times (Persons & Equipment) If working within 3M of exposed cabling/terminals Elect Contractor must isolate supply Check for buried conduits, etc. If in doubt cease works and report to supervisor	
Are Asbestos Containing Materials (ACM's) present? YES ☐ NO ☐	Site register Working near ACM's Visible damages	☐ ☐ ☐ ☐ ☐ ☐If Yes Cease works immediately	Check register for locations of ACM's – If no, perform visual inspection. If ACM's damaged cease works immediately. Do NOT drill, cut, disturb or remove ACM's If yes, cease works. Record location and notify Nu-Life Office immediately.	

Number	Step	Hazard or human error (Safety/Environmental hazards identified, including physical environment, human errors, plant & equipment)	Risk ranking before controls	Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk ranking after controls	Responsibility
	PRELIMINARY STEPS					
1	Report to Site/Management Office for induction and sign in.			Site Specific Induction detailing conditions unique to the site and location of facilities i.e. Ablution Block, First Aid, Drinking Water, Entry and egress gates, Fire equipment, etc. Request to view Site Hazardous Materials Register. Where such facilities are not available Site Foreman to identify facilities and brief all workers during pre-works talk.		Site Foreman Installer
2	Supervisor verifies competence of personnel doing the task and currency of permits for work.			Only competent/qualified persons permitted to undertake specified tasks		Supervisor
3	Installer undertakes site pre-work inspection.			Qualified Installer Inspects Works location And Reports any anomalies to Supervisor/Site foreman		Site Foreman Installer
4	Review SWMS and confirm it is current.			Contact SWMS Team Leader immediately should any site conditions not be as per this SWMS. New controls may need to be introduced and the SWMS modified accordingly.		Site Foreman Installer
5	Verify that plant and equipment for the task is fit-for-purpose.			Check service records are current and appropriate tests and tagging are up to date. Ensure equipment is in a safe and useable condition.		Site Foreman Installer

Number	Step	Hazard or human error (Safety/Environmental hazards identified, including physical environment, human errors, plant & equipment)	Risk ranking before controls	Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk ranking after controls	Responsibility
	WORK STEPS					
1	Prepare Work Area	Unauthorised persons entering works zone. RF Exposure	B-	Ensure all doors/access panels are secured to prevent unauthorised entry. Where this is not possible, erect barriers and warning signage. Where ladder access required ensure ladder is on stable surface and does not obstruct pedestrian flow. Secure ladder to prevent movement when in use or from wind. For High Risk environments or where barricades may not be sufficient a suitable person should be placed at each access point to manage entry. Exclusion Zones for existing RF equipment must be strictly adhered to. Test exposure using RF exposure Meter. If meter indicates “high” reading, cease works, leave area and contact Office **NOTIFY SITE FOREMAN PRIOR TO COMMENCING ANY WORKS**	D	Installer/ALL
2	Accessing Roof Area	Falls, Trips, Slips RF Exposure UV Exposure & Heat Exhaustion Noise Exposure Flying Debris Airborne diseases particles (Lead Dust, Asbestos, Legionnaires)	A	Ensure suitable fall prevention is in place & Certification Tags are Current. Where no perimeter barriers are in place a Harness must be worn at all times whilst on roof or any area where a fall of 2 metres or greater is possible. If roof area is wet/slippery or other conditions exist that make the works unsafe cease work immediately and contact HSR. U/V protection to be at all times when working outdoors. Ensure adequate drinking water is on hand. Use hearing protection when high ambient noise levels are present in works zone e.g. from Aircon Towers. P2 mask to be worn when exposed to dust, air conditioning towers or Asbestos Containing Materials.	D	Installer
3	Replace Antenna & Mount	Airborne diseases particles (Lead Dust, Asbestos, Legionnaires) Electrocution Rotating Plant High Noise Levels	B+	Lower mast to safe working height. Remove old antenna and secure in safe location so that it cannot fall from roof area, preferably take immediately to ground level. Wear protective gloves when handling sharp or abrasive metals. Affix new antenna to mast ensuring all fixings are properly tensioned and that antenna cannot break free from mount. Re-erect mast, ensure all guy wires and associated fixings are secure and fit for purpose. P2 mask to be worn when exposed to dust, air conditioning towers or Asbestos Containing	D	Installer/All

Number	Step	Hazard or human error (Safety/Environmental hazards identified, including physical environment, human errors, plant & equipment)	Risk ranking before controls	Controls (to be Implemented to eliminate or reduce the risk to the lowest practicable level)	Risk ranking after controls	Responsibility
		Fire (Hot Works)		Materials. Hearing protection must be worn in noisy environments or when using power tools. Eye protection & safety gloves to be worn when using power tools. If metals need to be cut with angle grinder a Hot Works Permit will need to be completed.		
4	Completion of Work	Trips/Slips Fire (Hot Works)	B-	Ensure all Waste materials, Debris and Tools Are removed from site prior to departure including any packing materials you may have brought with you. 30 minutes after any hot works have been completed reinspect works area and ensure there are no fire risks or hot spots present which may have resulted from sparks or flying debris. All waste is to be returned to Nu-Life Office for disposal/recycling as per our Environmental Management Plan.	D	Principal/Installer
5	Prior to leaving site		B-	Report to Site Management Office, Advise works have been completed- Record departure time in site register and in SWMS. Where such facilities are not available contact Nu-Life Office to advise works are completed and await further instructions.		Installer

NOTE: Each work group or team member must sign off on the SWMS to acknowledge they have been briefed about or instructed in the SWMS

Site Address: *Insert Property Address and Works location i.e. Level 4, room 409*	**Issue Date: 06/07/2023** **Next Review: 06/01/2024**

NOTE: Each work group or team member must sign off on the SWMS to acknowledge they have been briefed about or instructed in the SWMS

Team member name (Please print)	Team Member signature	Instructor/ Briefer name	Signed	Date	Check List					
					SWMS Reviewed	Induction Completed	PPE Suitable	Licences Current	Roof Permit	Hot Works Permit
.....	.....	.....		.....						
.....	.....	.....		.....						
.....	.....	.....		.....						
.....	.....	.....		.....						
.....	.....	.....		.....						

Blank spaces not permitted. Where "no" worker is not permitted on site without prior written approval from Senior Company Management

Date of Works	.....	Estimated Duration of Works	.....	Actual Start Time	.....	Actual Finish Time	.....

Team Leader on Site responsible for SWMS	Name:		Mobile:		Signed:	

COVID-19: WORKS TO COMPLY WITH APPROPRIATE COMPANY COVID MANAGEMENT PLAN FOR THE STATE/TERRITORY, INCLUDING CURRENT HEALTH DEPARTMENT ALERTS AND REGULATIONS.

Three Step Risk Assessment Process

Step 1: Identify the consequence for each potential risk by using the table below. Note: If a combination of harm, loss or damage could occur the worst case consequence is selected.

Level	Description of Consequence
Disastrous (6) (>10 Fatalities)	Probable death, permanent disability or major structural failure/damage. Offsite environmental discharge/release not contained and significant long-term environmental harm. >10 Fatalities
Catastrophic (5) (2-10 Fatalities)	Possible death, permanent disability or major structural failure/damage. Offsite environmental discharge/release not contained and long-term environmental harm. 2-10 Fatalities
Critical (4) (1 Fatality, 2-10 Major Injuries)	Death, permanent disability or structural failure/damage. Offsite environmental discharge/release not contained and significant short-term environmental harm. 1 Fatality (2-10 Major Injuries)
Major (3) (1 or more major injuries)	Potential temporary disability or minor structural failure/damage. On-site environmental discharge/release contained, minor remediation required, short-term environmental harm. 1 or more major injuries.
Minor (2) (1 or more minor injuries)	Incident that has the potential to cause persons to require minor treatment. On-site environmental discharge/release quickly contained minor level clean up with minimal short-term environmental harm. 1 or more minor injuries.
Negligible (1) (First Aid or no treatment)	Incident that has the potential to cause persons to require first aid. On-site environmental discharge/release immediately contained minor level clean up with no short-term environmental harm. First Aid treatment or illness/injury not requiring treatment.

Step 2: Using the following table, determine how likely it is that the risk will occur and result in the consequence identified above.

Level	Likelihood/Probability
Frequent	Has occurred frequently – At least once per month for this activity
Probable	Occurs regularly in NSW – Occurs at least once per annum for this activity
Occasional	Has occurred once or twice in NSW – Expected to occur at least once in 10 years.
Remote	Has occurred many times in the industry but rarely in NSW – Could occur but unlikely
Improbable	Has occurred once or twice in the industry - May occur only in exceptional circumstances

Incredible	Unheard of in the Antenna Industry – Not expected to occur

Step 3: Using the risk matrix below, the organisation identifies the risk class/ranking.

Consequence	**Likelihood/Probability**					
	Frequent	**Probable**	**Occasional**	**Remote**	**Improbable**	**Incredible**
Disastrous (6)	A	A	A	A	B+	B-
Catastrophic (5)	A	A	A	B+	B-	C+
Critical (4)	A	A	B+	B-	C+	C-
Major (3)	A	B+	B-	C+	C-	D
Minor (2)	B+	B-	C+	C-	D	D
Negligible (1)	B-	C+	C-	D	D	D

Class/Ranking	**Description/Requirements**
A	Will require detailed pre-planning. Actions will be recorded on a Safe Works Statement.
B	Will require operational planning. Actions will be recorded on a Safe Works Statement.
C	Limited assistance by HSR required Actions will be recorded on a Safe Works Statement.
D	Will require localised control measures Generic Safe Works Method Statement will be used.

Note: Asbestos risk has been revised to Pre- December 31st, 2003 as per NSW Workcover review "HOW TO MANAGE AND CONTROL ASBESTOS IN THE WORKPLACE Code of Practice DECEMBER 2011"

Site Address: *Insert Property Address and Works location i.e. Level 4, room 409*	**Issue Date: 06/07/2023** **Next Review: 06/01/2024**

On Site Contact Person:		**Mobile:**	

FIRE – AMBULANCE - POLICE 000

Projects Manager:		02 95490000	

Assembly Point Location:	

Site Sketch

KEY	
→	**Exit Points**
F	**Fire**
A	**Assembly Point**
✚	**First Aid Kit**
H	Hazardous Goods Store
P	Parking