

Safe Work Method Statement

Site / Project Name:	Regional & Remote	Work Activity:	Installation and Maintenance of Satellite and Fixed Wireless Equipment	Workplace Location:	National																				
Date of Development / Review:	30/05/2025	SWMS Number:	017	Rev:	01																				
Company Name & ABN:	UGL Limited - 85 009 180 287	UGL Project / Site Manager:	Andrew Hartney																						
Address:	Level 8, 40 Miller Street, North Sydney, NSW 2060	Contact Phone:	0418 810 554																						
Supervisor responsible for this work activity:	Charith Karunaratne	Contact Phone:	0406 779 702																						
<p>Has the Project / Site Risk Register been reviewed during the development of this SWMS? Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/></p> <p>Are any of the following Critical Risks involved in the activity? Yes <input checked="" type="checkbox"/> / No <input type="checkbox"/></p> <p>If YES, tick the critical risk/s below, and refer to Critical Risk Controls to ensure controls are included at relevant task steps.</p>																									
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<p>High Risk Construction Work (tick all that are applicable. Where * is noted, see Critical Risk Control protocol for mandatory Critical Controls)</p> <table border="0"> <tr> <td> <input checked="" type="checkbox"/> Working at Height > 2 Metres * <input type="checkbox"/> Work on Telecommunications Tower* <input type="checkbox"/> Demolition of Load Bearing Structures <input type="checkbox"/> Work in or near confined space * <input type="checkbox"/> Work in or near a shaft or Trench deeper than 1.5m or a tunnel * <input type="checkbox"/> Underwater Diving <input type="checkbox"/> Work in or near water or other liquid that involves risk of drowning. </td> <td> <input type="checkbox"/> Use of Explosives <input type="checkbox"/> Work on or near pressurised gas mains or piping * <input type="checkbox"/> Work on or near chemical, fuel, or refrigerant lines * <input type="checkbox"/> Work in an area that may have contaminated or flammable atmosphere * <input checked="" type="checkbox"/> Work on or near energised electrical installations or service * <input type="checkbox"/> Temporary load bearing support for structural alterations or repairs </td> <td> <input type="checkbox"/> Tilt-up Panels/Pre-cast Concrete elements. <input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians * <input type="checkbox"/> Work in an area with movement of powered mobile plant * <input type="checkbox"/> Work in areas with artificial extremes of temperature </td> </tr> </table>						<input checked="" type="checkbox"/> Working at Height > 2 Metres * <input type="checkbox"/> Work on Telecommunications Tower* <input type="checkbox"/> Demolition of Load Bearing Structures <input type="checkbox"/> Work in or near confined space * <input type="checkbox"/> Work in or near a shaft or Trench deeper than 1.5m or a tunnel * <input type="checkbox"/> Underwater Diving <input type="checkbox"/> Work in or near water or other liquid that involves risk of drowning.	<input type="checkbox"/> Use of Explosives <input type="checkbox"/> Work on or near pressurised gas mains or piping * <input type="checkbox"/> Work on or near chemical, fuel, or refrigerant lines * <input type="checkbox"/> Work in an area that may have contaminated or flammable atmosphere * <input checked="" type="checkbox"/> Work on or near energised electrical installations or service * <input type="checkbox"/> Temporary load bearing support for structural alterations or repairs	<input type="checkbox"/> Tilt-up Panels/Pre-cast Concrete elements. <input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians * <input type="checkbox"/> Work in an area with movement of powered mobile plant * <input type="checkbox"/> Work in areas with artificial extremes of temperature																	
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Permits Required? Yes / No		<input checked="" type="checkbox"/> Fall Risk <input type="checkbox"/> Confined Space <input type="checkbox"/> Excavation <input checked="" type="checkbox"/> Hazardous Energy Isolation <input checked="" type="checkbox"/> Other Journey Management																							
<p>List any Hazardous Substances used during this activity: Ensure a copy of the Safety Data Sheet is kept with a copy of the SWMS for first aid and emergency purposes</p>																									
<p>List specific Personal Protective Equipment requirements:</p>		<p>Lace up steel cap boots, trousers, hi visibility long sleeve shirt, safety glasses, cut 5 gloves, hard hat & hearing protection (Earmuffs/Plugs) (task specific). Full body Fall Restraint Harness, shows expiry date, Safety Rope 15m, 30m or 45m, shows expiry date (even cut off rope), Rope Grab (Fixed or Detachable), Karabiner (min. 4 - Oval (Steel), Anchor loop sling or strap (3x 1m length) shows expiry date.</p>																							

List any operating capacity limits for any mobile plant required:	N/A – MEWP site specific SWMS shall be developed & adopted for these tasks.
What measures are in place to monitor compliance with the SWMS?	<input checked="" type="checkbox"/> SWMS Implementation Audits <input checked="" type="checkbox"/> Workplace Inspections <input checked="" type="checkbox"/> Training Needs Analysis - Matrix
Who is responsible for monitoring compliance with the SWMS control measures?	Snr HSE Adv, Ops Lead, Compliance (Contractor Business Partner), Technicians/Sub-Contractors

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
<i>List the work tasks in a logical order.</i>	<i>Identify the hazards associated with each step. Identify the hazards and risks that may cause harm to workers or the public.</i>	<i>Describe what will be done to control the risk. What will you do to make the activity as safe as possible?</i>
Initial onboarding, training and induction.	<ul style="list-style-type: none"> • Technician does not understand the R&R minimum requirements for their scope of works including the below. • Risk Management • Work at Height • Electrical LOTO • Asbestos/Silica management • Client/Project Training requirements • Registered Training Organisation (third party) training. 	<ul style="list-style-type: none"> • Initial onboarding and UGL induction to be completed. • Minimum training to be updated and verified within the Training Needs Analysis which include which include the below. <ul style="list-style-type: none"> - Work safely at heights (National Unit of Competency), the only acceptable units of competency are: <ul style="list-style-type: none"> o RIIWHS204E - Work safely at heights (preferred), or o RIIWHS204D - Work safely at heights re-certification of a Work safely at heights training course shall be undertaken at intervals of no greater than 2 years from the previous completion date, to maintain currency. - Construction Industry - General Safety Induction (aka White Card), - NBN’s enAble Induction modules. • Training technicians via buddy system and completing the UGL – CONTRACTOR TRAINING CHECKLIST • Technicians to sign off on the trainer technicians SWMS to ensure they understand the hazards/risks and control measures.
Pre-Trip Planning	<ul style="list-style-type: none"> • Fitness for work • Poor Route Selection • Natural Disasters (Weather) • Emergency Preparedness • Vehicle Malfunction • Vehicle not serviceable 	<ul style="list-style-type: none"> • Workers must be in a fit state and not impaired by: <ul style="list-style-type: none"> o Fatigue o Medications o Drugs or alcohol o Illness o Pre-existing injuries which may have an impact on your ability to work. • Ensure your schedule is compliant to UGL’s maximum work hours: <ul style="list-style-type: none"> o Daily Hours = 12 hours onsite and driving combined • Plan your travel route in advance and check conditions: <ul style="list-style-type: none"> o Weather conditions o Road conditions and road closures • Ensure your vehicle is maintained and serviced to manufacturer’s recommendations and is suitable for the area and road conditions that will be encountered. <p>Note if using your vehicle to travel between worksites, your vehicle is considered a worksite, and no access is to be permitted to unauthorised personnel.</p> <p>A Field Worker’s own “companion animal(s)” (including dogs and other animals) are prohibited from attending an End User’s Premises, in the conduct of UGL works.</p>

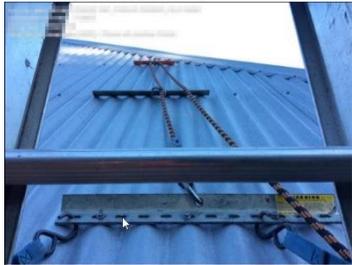
What are the tasks involved?	What are the hazards and risks?	What are the control measures?
Vehicle set up and loading	<ul style="list-style-type: none"> • Manual handling injury • Unsecured loads 	<ul style="list-style-type: none"> • Follow good manual handling practices. • Ensure vehicle is loaded safely: <ul style="list-style-type: none"> ○ Equipment such as ladders or conduit carried external to the vehicle are secured. • Ensure loose items are secured in the cabin of your vehicle
Driving	<ul style="list-style-type: none"> • Driver incompetence • Road rage • Driver or passenger struck by loose objects in cab. • Road / Weather Conditions • Driver distraction • Remote long-distance driving 	<ul style="list-style-type: none"> • A Journey Management Plan is to be develop if a single trip is greater than 3 hours. • If a Journey Management Plan is in place, ensure you follow the agreed plan. • Ensure the vehicle is road worthy. • Stop and rest every 2 hours or, less if needed, when you feel tired for a period of at least 15 mins (exiting vehicle to restore blood circulation) • Ensure you drive the road and traffic conditions, mindful of other road users and pedestrians. • Driver is to not further provoke aggressive or threatening behaviour to other drivers. • Limit mobile phone use and consider whether 'now' is the right time to talk, if you use the phone, it must be in 'hands free' mode when driving i.e., can be operated by the driver without touching any part of the phone. • Using a phone as a navigational device/GPS while driving is prohibited unless it is secured in a commercially designed holder fixed to the vehicle. • Avoid swerving for animals or livestock on the road when travelling at high speeds
Arrival at site	<ul style="list-style-type: none"> • Parking in an unsafe location • Uncontrolled Vehicle Movement 	<ul style="list-style-type: none"> • Park in a way that allows safe access to your vehicle to reduce unnecessary manual handling. • Ensure that your vehicle does not restrict traffic or pedestrian flow. • Park off the street or in customer's driveway is preferred (if permitted). • Ensure that you vehicle is parked on flat level ground when possible. • When parking on a slope ensuring the vehicle is in gear and handbrake has been applied.
Greet customer	<ul style="list-style-type: none"> • Customer not at site • Unable to communicate with the customer. • Threatening/aggressive customer • Communications not available on site • Unrestrained animal(s) 	<ul style="list-style-type: none"> • Work can only commence and continue when the customer (or representative) is present on the property and must be aged 18 years or older. • Inform the customer that they are required to remain at the property during the installation. • If the customer needs to leave the property or move out of visual or hearing range, then works must cease. • Communicate in a non-confrontational, professional manner always. If the customer becomes aggressive at any stage of the job, leave site and contact UGL. • Ensure there is a form of communication on site (mobile phone coverage, landline, satellite phone etc). • Where an unrestrained dog is identified, DO NOT ENTER the premises until contact with the customer has been notified (e.g. via phone or gate intercom) and the dog has been restrained / secured or isolated.

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Detail installation requirements with customer	<ul style="list-style-type: none"> • Unable to agree on site access/layout requirements. • Electrocutation • Failure to identify asbestos – asbestos exposure 	<ul style="list-style-type: none"> • Ensure the customer fully understands the work requirements and that the customer has been made aware of and has agreed to the location of the equipment to be installed. • Ensure the customer signs the agreement for the location on the SkyPad • Where the premises are a commercial premise, ask whether the customer has an asbestos register and whether they are aware of any asbestos containing material (ACM) on site. • Customer consent/agreement MUST be obtained prior to isolating the main switchboard (and PV solar system if present). <p>If the customer refuses to allow the power to be switched off, you must stop work and close the job.</p>
Site emergency preparedness	<ul style="list-style-type: none"> • Incident to Contractor • Unable to activate emergency response. 	<ul style="list-style-type: none"> • Customer is made aware they will be the emergency responder to any incidents relating to the contractor working on site. <ul style="list-style-type: none"> ○ UGL Emergency contact details are listed and made available in the windscreen of the contractor’s vehicle. ○ The contactor First Aid Kit is in a position that is accessible to the customer if required. • Check with the premises occupier/owner for any site emergency procedures in case the intended work causes problems e.g., a fire exit route may be affected by the work, the premises occupier will need to inform staff on the temporary changes.
Identify/confirm suitability of Installation location	<ul style="list-style-type: none"> • Cultural / Heritage impacts on the premises • Environmental impacts • Visual impacts 	<ul style="list-style-type: none"> • Discuss with the customer/owner the requirements of the installation and the potential impact this may have on the physical and or visual effect on the premises. • Customer consent/agreement MUST be obtained prior to commencing the works. • If during the installation process it is identified that the works may pose a potential disturbance to the environment, cultural or heritage aspect of the premises, all works must cease and the area isolated until advice is sought, and approval obtained before the work continues, contact UGL.

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<p>Conduct site safety analysis</p>	<ul style="list-style-type: none"> • Failure to adequately identify site hazards. 	<ul style="list-style-type: none"> • The installer shall undertake a visual hazard identification assessment of the site to ensure that any potential hazards have been identified and recorded on the Site Safety Analysis on the SkyPad. • If technicians determine old and degraded wiring is present, they are to document the condition by taking clear photos and providing detailed notes as evidence. Technicians are to call UGL Technical Support and report. • All additional identified hazards not listed in this SWMS or if the risk level of previously identified hazard(s) has increased, the Site Safety Analysis shall be updated accordingly, new controls measures developed, implemented and communicated. • Site Safety Analysis to be signed off by all technicians. • Keep the work area as compact and tidy as possible, waste is to be removed at frequent intervals. • Assess/evaluate weather conditions. • Delay/reschedule the work to avoid inclement weather where possible. <p>If works to be carried out is:</p> <p>Not located on the roof</p> <p>AND</p> <p>Not possible to complete safely from the ground on foot. E.G. long periods of time where sustained force is required above the shoulders.</p> <p>AND</p> <p>Not possible to complete safely from a secured extension/straight ladder.</p> <p>AND</p> <p>Not possible to complete safely from a 1.8m step ladder with four points of contact.</p> <p>THEN</p> <p>Do not commence works and please contact UGL for assistance and instruction.</p>
<p>Physical health – working outdoors. Personal hygiene</p>	<ul style="list-style-type: none"> • Exposure to heat • Exposure to cold • Working in dim light • Health impacts 	<ul style="list-style-type: none"> • Maintain awareness of the presence of sharps and biological hazards – do not touch them. • Do not remove sharps or biological hazards from an end-user premise. If sharps are encountered request the end-user remove them safely. • Do not begin work, if the works will be completed in dim light/night fall/poor visibility. • For work in hot environments, in addition to standard PPE utilise the following. <ul style="list-style-type: none"> ○ broadbrimmed hats ○ safety sunglasses ○ sunscreen ○ where possible take regular breaks in a shaded and well-ventilated area. ○ ensure you have access to cool drinking water ○ cease working if affected by cramps, exhaustion and seek assistance. • For work in cold environments. <ul style="list-style-type: none"> ○ wear warm weatherproof clothing. ○ warm head wear such as a beanie and gloves ○ rest breaks in vehicles or sheltered location out of chilling winds

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Identify/confirm suitability of Installation location	<ul style="list-style-type: none"> • Asbestos Material • Brittle roof surfaces • Roof Pitch • Suitable access to the work area • Electrical supply to the property • PV Solar System on a metal roof • Wet/damp roof • Roof conducting electrical current. • Rot or termite activity in ceiling structures. 	<ul style="list-style-type: none"> • If accessing a wet/damp roof ensure to follow UGL SWMS roofing procedures. • Asbestos roofing cannot be accessed. • Assess the roof for fragile or brittle roof material and Decramastic (Tin-tile) roof. Do not access a brittle roof or a Decramastic roof as they may not be structurally sound and can be prone to damage. • If materials of unknown composition, or materials suspected of containing asbestos, are encountered on site, and are not documented in an existing asbestos register, such materials are presumed to contain asbestos and are treated as asbestos until proven otherwise. • All roofs should be treated as fragile / brittle until confirmed otherwise. • Assess the integrity of the roof from underneath before access and before stepping off ladder. • Ensure the use of gutter guard as an insulator on all guttering. • All metal roofs must be tested for an electrical current and all tiled roofs with foil sarking under the tiles must be tested using a volt-stick before making physical contact. Works must cease if an electrical current is detected and property must be de-energised. • Check Roof Pitch – installer cannot access a roof if the pitch of the roof exceeds 35 degrees. • Establish a safe access/egress route to the work area. • Exclusion zones of 4 metres exist for working near live incoming service lines. • Installation location must be 2 metres away from any polycarbonate roofing/skylights. • In the event of a Solar System on a metal roof, please approach with caution and ensure the surface area has been checked for any hazardous energy. • If weather conditions deteriorate while working, the activity should cease, and the workplace re-assessed to determine if it is safe to continue. • Complete a visual inspection to assess any signs of damage and/or rot or termite activity in ceiling structure. • <li style="text-align: center;">Asbestos Containing Material (ACM) • Do not attempt to work with ACM (this includes removal, repair, drilling or disturbance of ACM).
Identify and establish an exclusion zone. Height Safety Equipment inspection	<ul style="list-style-type: none"> • Duty of Care to the Public and others • Environmental impacts • Slips, trips and falls. • Power tools and equipment • Testing and tagging • Fall from heights 	<ul style="list-style-type: none"> • Establish a suitable exclusion zone / area for the equipment utilising signage and barricades (i.e. drop zone, safety tape, flags, bollards, safety cones) to alert the customer of potential hazard areas (1 metre laterally for each 3 metres of elevation). • Ensure the exclusion zone is free from dangerous items/materials/trip hazards. • Be aware of foot traffic/pedestrians around your exclusion zone. • User to visually inspect height safety equipment prior to each use. • If a visitor attends/enters the worksite (e.g. customer), work must cease, and the person escorted out of the worksite. • For uneven ground, hazard tape or safety cones may be used to assist in identifying the hazards. • No power tools are to be used. • Height Safety Equipment is to be inspected at 6 monthly intervals and a checklist completed within the Skypad. • Record of Safety equipment inspections (Register) be readily available as requested.

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Unload and transport of Tools and Equipment on worksite. <ul style="list-style-type: none"> • Materials • Tools • Equipment 	<ul style="list-style-type: none"> • Manual handling injuries • Risk of muscle damage, sprains and breaks • Slips, trips and falls. 	<ul style="list-style-type: none"> • Follow good manual handling practices. • Plan the lift and only lift within your physical abilities. • Do not attempt to lift awkward or heavy items by yourself. • Where possible avoid twisting, reaching, bending back, lifting above shoulder height or fast movements. • Break heavy loads into smaller loads where possible. • Lift slowly using smooth, controlled movement (do not jerk). • Keep the load close to body. • Use the feet, not the body, to turn (don't twist the torso). • When required to adopt an awkward posture do not do this for extended periods, change postures where possible, for example alternate lying with kneeling, or kneeling with squatting - Take regular breaks to re-align posture. • Clear the route of slip/trip/fall hazards; uneven ground etc.
Identify suitable roof access area if access to the roof is required	<ul style="list-style-type: none"> • Poor access to proposed location of the ODU • Incorrect anchor point • Proximity to the edge of the building • Electrical supply to the property • Customer entering work zone. 	<ul style="list-style-type: none"> • Select a suitable location for the ODU that provides the safest access opportunity. • Utilise the work-side tether plate method. • See Guide for Establishing Anchor Points and Safety Lines procedure. • Exclusion zones of 4 metres exist for working near live incoming service lines. • Establish a safe work zone, if a visitor/customer enters the area, work must cease, and the person escorted out of the work area before recommencing activities. • If any part of the structure needs to be removed/adjusted to access areas required ensure it is secured adequately.
Ladder Selection	Incorrect ladder usage resulting in fall hazard. Damaged equipment.	<ul style="list-style-type: none"> • Portable ladders are inspected by the user before each use, to ensure serviceable condition and appropriate for task. • Safe work methods prescribe that ladder used for access to roofs, are set up: <ol style="list-style-type: none"> a) with a slope of 4 to 1. b) to maintain stability (footing) and secured at the top to an approved anchor point, using a ratchet strap, cam buckle or rated rope. Gutter protection is also to be utilised. c) overhang by at least one meter higher than the roof line / platform, for access purposes, (ensuring ladder rung position at roof / gutter level, does not impede the workers ability to place their foot securely on the rung). d) are rated to min.120kg and manufactured for industrial use. • Where a straight / extension ladder is to be used for any task, the ladder must be secured with an appropriate strap, to a structural support or an installed temporary anchor point, always whilst the Worker is working at height. If securing of ladder is not possible, the work activity must not proceed until an alternate safe work method is identified, in consultation with UGL Safety Business Partners • Where a straight / extension ladder is to be used for any task, the wearing of a full-body fall restraint harness (properly adjusted) and attachment to an anchor point is required at all times whilst working at height (note – it is not possible to ascend a ladder attached when starting a task (initially setting up) or descending a ladder when completing a task (after removing tether plates/gutter guard, etc.)

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Install <u>Work-side</u> Primary Anchor Point(s) Ladder Installation	<ul style="list-style-type: none"> • Incorrect selection of anchor points location • Fall from height. • Dropped objects. • Access to other areas of the roof 	<ul style="list-style-type: none"> • Establish a safe work exclusion zone below the work area. • Location of anchor point must comply with the Guide for Establishing Anchor Points and Safety Lines • Set up ladder in the selected area (must be a straight or extension ladder) Secure the ladder by an approved method or to the anchor point when installed i.e. ratchet strap. You must comply with the Guide for Portable Ladders • Working from your ladder, fix the selected type of primary anchor point to the roof in an approved manner in a direct line (if possible) from where you will be working. • When working in an elevated position (i.e., working on ladder or on roof), all battery operated Tools (i.e., cordless impact drivers and/or cutting tools) must always be tethered to the worker or an installed temporary anchor point. • Tool tethers must be a manufactured unit and comply to AS/NZS 1891.1 • The ladder rung position at roof / gutter level, must not impede the workers ability to place their foot securely on the rung. <ul style="list-style-type: none"> ○ Tin roof mount (Tether Plate affixed to multiple screws – 3 of). • The work-side primary anchor point must be >1.5m from an external corner of the roof. • When your primary anchor point, and safety line are in place you must always be connected when you ascend/descend the ladder and access the roof. • You must ensure your safety line always remains taught as you ascend/descend the ladder and when on the roof. • You will need to establish a second (or more) anchor points to reach the work or other areas of the roof or the apex. • Work your way up to the apex of the roof to establish your next anchor point, you may require 1 or more additional anchor points to reach the apex of the roof or work area. • Do not install the 2nd anchor point any further than the next row of roof fixings or 1.5m (whichever is less) from the primary anchor point. • Third and subsequent anchor points (if required to reach the apex or other locations on the roof) must be installed no further from the previous anchor point than the distance from the previous anchor to the edge of the roof to maintain adequate fall restraint. • When your final anchor point is established, you can commence the installation. • If you are required to perform the installation within the following distances, additional anchor point(s) must be established: <ul style="list-style-type: none"> ○ 2m from a roof edge parallel to your safety line (i.e. pendulum effect). ○ Within 1m from either side of the roof apex. ○ Secondary anchor points allow you to work close to either the parallel edge of the roof or the apex by creating a different anchor point for your safety line. • If a suitable anchor point cannot be located, you must stop work and close the job. <p>You must not anchor or secure the ladder to the existing mount bracket or any temporary fixture to the premises</p> 

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
Install Work-side Primary Anchor Point(s) (Tile Roof, Gutter Mount) Ladder Installation	<ul style="list-style-type: none"> • Incorrect selection of anchor points location • Fall from height. • Dropped objects. • Access to other areas of the roof 	<ul style="list-style-type: none"> • The installation of a tile roof gutter mount cannot be conducted from a step ladder. • To establish a work-side primary anchor point you first need to setup your access ladder (straight or extension) and gutter guard and secure the ladder. • Working from the ladder, establish your primary anchor point by removing gutter line roof tiles and fit your attachment strap around the roof-truss directly in front of your ladder. • You must now connect to and secure your safety line to the attachment strap. Each time you ascend/descend the ladder and during the works you must remain connected and ensure the safety line is always taught.
Unpack/assemble dish/antenna and mounting brackets	<ul style="list-style-type: none"> • Manual handling injury • Cuts, abrasions • Slips, trips and falls • Waste packing material 	<ul style="list-style-type: none"> • Follow good manual handling practices. • Utilise gloves when handling equipment i.e. abrasion, cut rated. • Ensure work area is clear of waste material, dispose of waste in a timely manner
Assemble <ul style="list-style-type: none"> • Mounting bracket • Dish/Antenna 	<ul style="list-style-type: none"> • Manual handling injury • Incorrect use of hand/power tools • Excessive size, weight to transport to roof • Cuts, abrasions 	<ul style="list-style-type: none"> • Follow good manual handling practices. • The physical dimensions and weight of the satellite dish/antenna are to be considered when assembling the unit. • Utilise suitable gloves when using hand tools and handling equipment i.e. abrasion, cut rated. • When working in an elevated position (i.e., working on ladder or on roof), all Powered Tools (i.e., cordless impact drivers and/or cutting tools) must always be tethered to the worker or an installed temporary anchor point. • Tool tethers must be a manufactured unit and comply to AS/NZS 1891.1
Determine the hauling method for tools/equipment onto the roof	<ul style="list-style-type: none"> • Dropped objects. • Carry on person. • Rope lift 	<ul style="list-style-type: none"> • Tool bag, pouch or rope/strap to be utilised to haul tools/equipment onto the roof. • When working at height all non-powered hand tools must be returned to tool bag / pouch when not in use. • Ensure you have an established drop zone. • The physical dimensions and weight of the satellite dish/antenna are to be considered when hauling to the roof. If you cannot maintain 3 points of contact when climbing the ladder, a haul rope must be used.
Fit Harness for roof access	<ul style="list-style-type: none"> • Harness not in a serviceable condition. • Incorrectly fitted harness 	<ul style="list-style-type: none"> • Ensure fall restraint equipment is in a serviceable condition. • Harness to be fitted correctly with loose straps tucked away.
Access roof area	<ul style="list-style-type: none"> • Fall from height 	<ul style="list-style-type: none"> • 3 points of contact when ascending/descending the ladder • Accessing the roof utilise fall-restraint 100% hook-on always
Hauling larger items to the roof	<ul style="list-style-type: none"> • Manual handling injury 	<ul style="list-style-type: none"> • Follow good manual handling practices. • Haul larger items to roof using a rope securely fixed to the item. • Depending on the type of dish/antenna attach the AZEL to the dish/antenna and use this to secure a rope or strap. • Place items in an area so they don't become a trip hazard or potential drop hazard.

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
Removing roof sheets or roof tiles	<ul style="list-style-type: none"> • Manual handling injury • Sharp Edges • Damaging roof sheets/roof tiles • Weather conditions • Tool hazards • Exposure to dust and debris • Working at Heights • Structural instability 	<ul style="list-style-type: none"> • Ensure proper lifting techniques are used. • Keep the work area clear of obstacles and monitor weather conditions. • Perform detailed inspections of roofing materials and tools prior to use, assessing the structure for stability to avoid collapse. • Ensure the use of PPE, including cut-5 gloves and eye protection. • Ensure all roof sheets and tiles are restored to their original positions upon completion
Isolate Electrical Power	<ul style="list-style-type: none"> • Contact with live electrical services. • Fall from height due to electric shock 	<ul style="list-style-type: none"> • You must comply with the Guide for Electrical Isolation procedure. • Always use a non-conductive cable locater or a stud finder (capable of locating studs, metals and live/non-live cables) to locate services behind walls at the proposed drilling site BEFORE the power is isolated to prevent a service strike. Electrical cables cannot be detected under a metal roof or if installed near steel wall frames. • All cabling should be installed in accordance with the Work Instruction and S009-2013 (Wiring Rules) with a minimum clearance of 150mm from a GPO. • Never isolate power where medical support devices are present such as alarms or dialysis units without clear consent and instruction from the Customer. • Electrical Power MUST be turned off at main switchboard with customer consent/agreement. <ul style="list-style-type: none"> ○ Before accessing roof space (ceiling) or under floor. ○ Before drilling (ceiling, roof or walls). ○ Whenever pulling cable through wall cavity or before undertaking roof installation work (excluding during the testing of the installed equipment). • Isolation at the main switchboard does not isolate power from a PV solar installation, this will require a separate isolation. • Treat all cabling as live even though the system has been isolated i.e. there may be faulty, unmetered, illegal or damaged services. • A "Danger - Do Not Operate" Tag must be placed on the main switch and on the switchboard door. • Prevent unauthorised access to the switchboard by physically securing where possible with a lock or lock out device and ensure the key is removed. If it is not possible to place a lock on the isolation point additional measures must be taken to secure the isolation i.e. by securing the area preventing access to the switchboard. Ensure you make notes in the SkyPad accordingly. • Ensure the key is removed from the locking system and remains with the Technician at all times. <ul style="list-style-type: none"> ○ Note: If it is not possible to place a lock on the isolation switch, additional measures must be taken to secure the isolation i.e. by securing the area preventing access to the switchboard. ○ Note: Isolation of electrical circuits at the main supply switchboard may not isolate power from Photovoltaic (PV) Solar Panel Systems, these will generally require a separate isolation. • Check with the Customer to verify that the power is off. • Where the power cannot be isolated, the job cannot proceed.

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
Isolate Solar/battery systems (if installed)	<ul style="list-style-type: none"> • Solar panels remain live when main switchboard is isolated. • Potential for metal roof to be live due to fault. 	<ul style="list-style-type: none"> • PV Solar Panel Systems have their own energy sources requiring additional isolation. • If the Solar system is installed on a metal roof, prior to accessing/touching the roof surface; you must test to confirm the metal roof is not live/energised due to a faulty solar panel and associated cables or faulty electrical system. • Power must be isolated at the inverter. • Any cabling between the solar panel(s) and the inverter must be treated the same as an overhead supply. • An exclusion zone of 1.5m around the Solar Panels/ system must be maintained for any installed Ericsson equipment. • You must comply with the Guide for Electrical Isolation of PV Solar Systems Procedure
Consumer Mains	<ul style="list-style-type: none"> • These remain live when main switchboard has been isolated 	<ul style="list-style-type: none"> • Isolating power at the mains switch, does not isolate the supply of power from the power lines, at the point of attachment or to the electrical meter. • Always use a non-conductive cable locator or a stud finder (capable of locating studs, metals and live/non-live cables) to locate services behind walls at the proposed drilling site BEFORE the power is isolated to prevent a service strike. Electrical cables cannot be detected under a metal roof or if installed near steel wall frames. • Exclusion zones of 4 metres exist for working near live incoming service lines. Locate these services and try to determine the path of the cable.
Secure Roof Mount Bracket	<ul style="list-style-type: none"> • Fall from height. • Dropped/Falling objects. • Manual handling injury • Incorrect use of hand/power tools • Cuts, abrasions • Eye injury 	<ul style="list-style-type: none"> • 3 points of contact when ascending/descending the ladder • Your safety line must be in place, and you must always be connected when you ascend/descend the ladder and access the roof. • Ensure that an exclusion zone has been established. • Follow good manual handling practices. • Utilise suitable gloves when using hand tools and handling equipment i.e. abrasion, cut rated. • When using power tools wear appropriate PPE i.e. safety glasses, gloves.
Install Wall Mount Bracket	<ul style="list-style-type: none"> • Fall from height. • Dropped/Falling objects. • Manual handling injury • Incorrect use of hand/power tools • Asbestos containing material present 	<ul style="list-style-type: none"> • 3 points of contact when ascending/descending the ladder • Ensure that an exclusion zone has been established, kept clear and barricaded. • Follow good manual handling practices. • Utilise suitable gloves when using hand tools and handling equipment i.e. abrasion, cut rated. • When using power tools wear appropriate PPE i.e. safety glasses, gloves. • If Asbestos materials are identified work cannot proceed.
Install Ground Mount	<ul style="list-style-type: none"> • Underground/overhead service (strike) • Manual handling injury • Incorrect use of hand/battery operated tools • Concrete (chemical burns) 	<ul style="list-style-type: none"> • Ensure you maintain specific clearances from overhead or underground services (minimum 1m distance from all live gas and electrical assets) • The proposed install area must be assessed for other installations/services that may be in the location prior to drilling, cutting or digging. • Liaise with client to determine if any private services exist on the site. 'Dial before you dig' where required/possible. • Follow good manual handling practices. • When installing extended ground mounts (>3.0 metres) two people are required (pending mechanical aid's, equipment and location available) • Care to be taken when concreting in ground mount, eye protection, dust mask, suitable heavy-duty gloves, do not get concrete on your skin, if so wash off quickly with water to prevent chemical burns.

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
Install Dish / Antenna to mounting bracket	<ul style="list-style-type: none"> • Manual handling injury • Fall from height. • Dropped/Falling objects. • Incorrect use of hand/power tools • Adverse wind conditions 	<ul style="list-style-type: none"> • 3 points of contact when ascending/descending the ladder • Your safety line must be in place, and you must always be connected when you ascend/descend the ladder and access the roof. • Ensure that an exclusion zone has been established, kept clear and barricaded. • When using battery operated tools wear appropriate PPE i.e. safety glasses, gloves. • When installing the satellite dish/antenna consider the wind conditions at the time and the impact this may have. • Ensure the satellite dish/antenna is secured in place to prevent unintended movement
Prepare Cable penetrations and identify route (external, internal)	<ul style="list-style-type: none"> • Fall from height. • Dropped/Falling objects. • Customer safety • Incorrect use of hand/battery operated tools • Cuts, abrasions • Eye injury • Hazardous substances 	<ul style="list-style-type: none"> • 3 points of contact when ascending/descending the ladder • Your safety line must be in place, and you must always be connected when you ascend/descend the ladder and access the roof. • Ensure an exclusion zone is established, internal and external and keep area clear. • Utilise suitable gloves when using hand tools and handling equipment i.e. abrasion, cut rated. • When using battery operated tools wear appropriate PPE i.e. safety glasses, gloves.

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
Cable installation and fixing	<ul style="list-style-type: none"> • Need to access the ceiling or floor space. • Existing/old services are in the location technicians want to install cabling • Not consulting EU when entering floor or roof space and EU unaware of Technician for Emergency Response/Management. • Snakes, spiders, bees, wasps' nest etc • Unhygienic premises (sharps, biological hazards) • Fall from height. • Other services in the area and within wall, roof, floor cavity • Manual handling injury • Incorrect use of hand/battery operated tools • Asbestos may be present. 	<ul style="list-style-type: none"> • Entry to Ceiling / Roof Spaces is required EU or occupier must be consulted and a visual inspection undertaken, to assess the integrity, signs of damage and/or rot or termite activity in ceiling structures. • Technicians must not deliberately move or disturb existing wiring / other services within a premises. If existing wiring / other services obstructs intended installation method, then alternate installation methods (such as modifying the route of cabling) must be identified in consultation with the End User. • If technicians determine old and degraded wiring is present, they are to document the condition by taking clear photos and providing detailed notes as evidence. Technicians are to call UGL Technical Support and report. • Electricity is isolated. • P2 dust mask to be worn all the time. • Make sure you are moving around on structurally sound joists. • Be aware of all cabling and pipes, treat all services as live. • Check for snakes, spiders, bees, wasps' nest, sharps, biological hazards or signs of any rot or termite activity that may compromise structural integrity of roof structure etc. • 3 points of contact when ascending/descending the ladder • Accessing the roof utilise fall-restraint 100% hook-on when not within a cavity. • Use Non-Conductive tools/equipment for fishing/pulling cables within wall cavities, roof/ceiling and under floor spaces. • Ensure power is isolated • All cabling should be installed in accordance with the Work Instruction and S009-2013 (Wiring Rules) with a minimum clearance of 150mm from a GPO. • Ensure when installing cable that it is not hauled across other surfaces that may be damaged through rubbing/friction burns etc. • Protect cable from sharp edges during the installation process by taping or using a sleeve to prevent the scuffing or rubbing of edges. • Follow good manual handling practices. • Utilise suitable gloves when using hand tools and handling equipment i.e. abrasion, cut rated. • When using battery operated tools wear appropriate PPE i.e. safety glasses, gloves. • Work on Asbestos Containing Material cannot proceed.
Cable termination (Dish/Antenna)	<ul style="list-style-type: none"> • Fall from height. • Incorrect use of hand/battery operated tools • Slips and trips 	<ul style="list-style-type: none"> • 3 points of contact when ascending/descending the ladder • Your safety line must be in place, and you must always be connected when you ascend/descend the ladder and access the roof. • Utilise suitable gloves when using hand tools and handling equipment i.e. abrasion, cut rated. • Keep the work environment clean and tidy to avoid clutter which may cause accidents

What are the tasks involved?	What are the hazards and risks?	What are the control measures?
Cable termination and mount Indoor unit (IDU)	<ul style="list-style-type: none"> • Other services in the area and within wall cavity • Incorrect use of hand/battery operated tools • Slips and trips. 	<ul style="list-style-type: none"> • Always use a non-conductive cable locator or a stud finder (capable of locating studs, metals and live/non-live cables) to locate services behind walls at the proposed drilling site BEFORE the power is isolated to prevent a service strike. Electrical cables cannot be detected under a metal roof or if installed near steel wall frames. • Ensure power is isolated. • Check surroundings to identify other services that may be in the area i.e. water, gas etc. • Utilise suitable gloves when using hand tools and handling equipment i.e. abrasion, cut rated. • Keep the work environment clean and tidy to avoid clutter which may cause accidents. • Ensure the customer remains clear of the work area.
Restore power to the site (re-energised)	<ul style="list-style-type: none"> • Installation work not complete 	<ul style="list-style-type: none"> • Ensure all drilling, cutting of walls/ceiling and roof is complete. • Ensure there is no further need to access the roof space, floor space of wall cavities. • Liaise with the customer and gain consent prior to re-energising power (mains and solar)
Energise and configure the IDU	<ul style="list-style-type: none"> • Electrical hazards • Damaged Equipment 	<ul style="list-style-type: none"> • Observe the condition of all electrical devices, if faulty or damaged do not proceed. • Refer to work instructions for installation process/setup. • Ensure the customer remains clear of the work area.
Point elevation and set skew	<ul style="list-style-type: none"> • Fall from height. • Dropped objects. • Electromagnetic Radiation Exposure 	<ul style="list-style-type: none"> • Your safety line must be in place, and you must always be connected when you ascend/descend the ladder and access the roof. 3 points of contact when ascending/descending the ladder • Ensure that an exclusion zone has been established and kept clear. • When fine tuning a dish/antenna it will be necessary for adjustments to be made whilst the ODU is enabled. The following should be adhered to during this process: <ul style="list-style-type: none"> ○ Do not stand directly in front of the dish/antenna; all work should be carried out to the side, below or behind the dish/antenna. ○ Do not place any body parts inside the feed support arms, i.e. feedhorn and the reflector. ○ Adjustments should be carried out by contact with the AZEL at rear of ODU. ○ Limit contact with the ODU when rotating for correct alignment to reduce risk of exposure. • If it is necessary to access the area in front of the dish/antenna, ensure the transmitter is switched off
Remove fall restraint. Anchor points. Ladder etc	<ul style="list-style-type: none"> • Fall from height. • Manual handling • Slips, trips, Falls 	<ul style="list-style-type: none"> • Your safety line must be in place, and you must be always connected when you ascend/descend the ladder and access the roof. • 3 points of contact when ascending/descending the ladder • Ensure that an exclusion zone has been established and kept clear. • Follow good manual handling practices. • Utilise suitable gloves when handling tools and equipment i.e. abrasion, cut rated. • Keep the work environment clean and tidy to avoid clutter which may cause accidents
Pack up tools and equipment and reload vehicle	<ul style="list-style-type: none"> • Manual handling injury • Unsecured loads • Leaving tools/equipment on site 	<ul style="list-style-type: none"> • Follow good manual handling practices. • Ensure that all tools and equipment are removed from the site. This prevents unauthorised access and potential hazards to end users. • Ensure vehicle is loaded in a secure and correct manner suitable for the proposed journey. • Ensure loose items are secured in the cabin of your vehicle

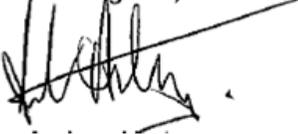
What are the tasks involved?	What are the hazards and risks?	What are the control measures?
Ensure work site is safe	<ul style="list-style-type: none"> • Duty of care to the customer • Waste management 	<ul style="list-style-type: none"> • The work site must be left clean/tidy with all equipment/material removed and stored correctly. • Remove waste products from the premise and separate for recycling or disposal (cardboard/paper, drop/fly-lead cables/cable sheaths), either placed in the customer's bins (with customer consent) or secured in vehicle for disposal at a refuse centre or council facility;
Debrief customer	<ul style="list-style-type: none"> • Aggressive customer • Un-restrained animal(s) 	<ul style="list-style-type: none"> • Inform the customer that all works have been completed and they are free to enter the area. • Communicate in a non-confrontational manner recognising that you are on their premises. • If the customer becomes aggressive, leave site. • Ask the customer to not release any restrained/secured or isolated dog(s) until after you leave site
Depart site for return journey	<ul style="list-style-type: none"> • Driver incompetence • Road rage • Driver or passenger struck by loose objects in cab. • Road / Weather Conditions • Driver distraction • Fitness for work. 	<ul style="list-style-type: none"> • Utilise your planned travel route. • Depart the premises safely, ensure the customer or children are clear from the vehicle. • Comply with all road rules, drive safely with consideration to road and weather conditions, wind, rain and visibility. • Drive within your capabilities, take a 15-min break for every 2 hours of driving. • Be mindful of other road users. • Workers must be in a fit state for the required activity and not be impaired by fatigue, medications, recreational drugs or alcohol. This includes the impact pre-existing ailments may have on your ability to work.

ASBESTOS MANAGEMENT

Asbestos Work	<ul style="list-style-type: none"> Personal not trained in working with ACM 	<ul style="list-style-type: none"> Do not work with ACM (this includes removal, repair, drilling or disturbance of ACM)
Notify customer	<ul style="list-style-type: none"> Customer exposed to ACM 	<ul style="list-style-type: none"> Advise the customer of the need to conduct asbestos work, explain the work process and safety precautions required.

Persons Consulted in the Development of this SWMS

Name	Signature	Date
Rhys Marshall		06/06/2025
Andrew Hartney		06/06/2025

SWMS Author		Review and Approval (as per respective WHS Plan)	
		<i>I acknowledge that I have reviewed this SWMS for completeness and adequacy, to reduce the health and safety risks associated with the activity so far as is reasonably practicable, and is consistent with UGL's Critical Risk Controls and respective Risk Register</i>	
Name:	Rhys Marshall	Name:	Andrew Hartney
Position	Senior Safety Advisor	Position:	Operations Manager
Signature:		Signature:	
Date:	06/06/2025	Date:	06/06/2025

Expected Start date	10/06/2025	Contact details	0418 810 554
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Signature: 
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