PART-1: Basic Information

PROJECT DETAILS/SUMMARY			
Project Name:			
Summary of the Project:			
Site/Location:			
Start Date:		Finish Date:	

CONTRACTOR DETAILS					
Company Name:					
Address:					
Contact No:					
Site Supervisor Name:		Job Title:		Contact Number:	

HEALTH AND SAFETY DETAILS			
Name:		Job Title:	
Contact No:		E-mail:	
Name:		Job Title:	
Contact No:		E-mail:	

PART-2: Further Information

HEALTH AND SAFETY PROCEDURES	
Name of On-Site First-Aiders:	
First Aid Box Location:	
Name of Nearest Hospital:	
Nearest Hospital Contact No:	
Designated Excavation Location:	
Health & Safety and Environment	Aerial and satellite installations involve the setup and maintenance of equipment to receive television, radio, and communication signals. While these installations have become commonplace in many households and businesses, they also come with their share of hazards and risks that need to be properly managed. Here are some of the hazards and risks associated with aerial and satellite installations: 1. Working at Heights: Aerial and satellite installations often require technicians to work at heights, either on rooftops, towers, or elevated platforms. This exposes workers to the risk of falling, which can lead to severe injuries or fatalities if proper fall protection measures are not in place. 2. Electrical Hazards: The installation process involves working with electrical equipment, including wiring and connections. Workers can be exposed to electrical shocks if proper precautions are not taken. Additionally, the risk of electric shock increases if installations are performed in wet conditions. 3. Structural Integrity: Mounting aerials and satellite dishes on roofs or walls requires careful consideration of the structure's integrity. Poorly installed equipment can lead to damage or collapse of structures, posing risks to both workers and occupants. 4. Exposure to Weather Conditions:

	Technicians working on aerial and satellite installations are exposed to various weather conditions, including rain, wind, and extreme temperatures. These conditions can impact the safety and comfort of workers, potentially leading to accidents or health issues. 5. Equipment and Material Handling: Aerial and satellite installations involve handling heavy equipment, tools, and materials. Incorrect lifting techniques or inadequate training can result in musculoskeletal injuries or accidents. 6. Trip and Slip Hazards: Installation sites can have uneven surfaces, debris, or cables lying around, increasing the risk of trips and slips, which can lead to falls or other injuries. 7. Hazardous Materials: Some older installations may involve the use of materials that contain hazardous substances, such as lead-based paint or asbestos. Improper handling and disposal of these materials can lead to health risks. 8. Equipment Failure: Inaccurate installations or faulty equipment can lead to signal disruptions, affecting the quality of television and radio broadcasts or communication services. 9. Communication Hazards: Poor communication between workers during installations can result in mistakes, misunderstandings, or unsafe practices. 10. Inadequate Training: Lack of proper training for technicians can result in incorrect installations, unsafe work practices, and an increased likelihood of accidents. 11. Disturbance of Utility Lines: Installing equipment on rooftops or near utility lines can result in accidental contact with electrical or communication cables, leading to electrocution or communication disruptions. 12. Public Safety: Poorly installed or maintained equipment can pose risks to the public, such as falling aerials or satellite dishes that can cause injuries or damage property. Risk Mitigation and Prevention: To mitigate the hazards and risks associated with aerial and satellite installations, the following measures should be taken: Proper Training: Technicians should undergo comprehensive training on safe installation practices, working at heights, electrical safety, and equipment handling. Fall Protection: Adequate fall protection measures, such as harnesses, safety lines, and guardrails, should be used when working at heights. Electrical Safety: Workers should be trained in electrical safety procedures, including proper grounding and isolation of electrical systems. Personal Protective Equipment (PPE): Workers should use appropriate PPE, including gloves, helmets, safety shoes, and protective clothing. Structural Assessment: Before installation, the structural integrity of mounting surfaces should be assessed to ensure they can support the equipment's weight. Weather Considerations: Work should be scheduled during favorable weather conditions to minimize exposure to adverse weather. Proper Equipment Handling: Workers should use proper lifting techniques and tools to handle heavy equipment safely. Communication and Coordination: Clear communication and coordination between workers are essential to prevent misunderstandings and accidents. Regular Inspections: Installed equipment should be regularly inspected and maintained to ensure its continued safe operation. Use of Proper Materials: Ensure that only approved and safe materials are used during installations.

	Disposal of Hazardous Materials: Hazardous materials should be properly identified, handled, and disposed of according to regulations. 1.

PERMIT WORK (e.g. Hot Permit to Work, Cold Permit to Work, Isolation Permit to Work & Excavation/Confined Permit to Work Systems)					
Permit Name/Type:		Start Date:		End Date:	
Status:	Finalized:		Not Finalized:		

STAFF TRAINING REQUIREMENTS

1. Training Topic
2. Training Topic
3. Training Topic

PART-3: Equipment, Devices & Machinery

DETAILS-REQUIRED PPE			
Head Protection/Hard Hat		Eye and Face Protection	
Hand Protection/Work Gloves		Foot Protection/Safety Boots	
Body/Fall Protection/Safety Harness and Lanyard		Coveralls	
High-Visibility Vest		Respiratory Protection/Dust Masks	
Hearing Protection		Sun Protection/Sunscreen/Wide-Brimmed Hat	

Face Mask		Safety Glasses	

PART-4: Scope, Identification & Arrangements of Risks

Scope of Work: Aerial and Satellite Installations

Methodology

Aerial and Satellite Installations:

1. Assemble all equipment required
2. Carry out a visual inspection of all equipment
3. Tie the rope to the top of the ladder stile with Karabiner and extend the ladder to the working level, Tie the loose end of the rope to the bottom of the ladder
4. Level ladder in position using ladder fix bases
5. Drill and fit re-useable eye bolt to the wall at approx. 1-meter height
6. Connect the eyebolt to the ladder with a ratchet strap
7. Coil rope away from the base of the ladder to prevent trip hazard
8. Fit rope grab and check for operation
9. Lay the roof ladder from the top of the ladder to the work area and lash ladders together
10. Never leave the roof ladder unless secured by a fall arrest system
11. Inspect the chimney and ensure it is sound, do not attach to unsafe chimneys
12. Fit lashing kit or Satellite bracket to chimney
13. Mount Aerial and pole to lashing kit or dish to bracket
14. Ensure the Antenna system is fixed correctly and rigid enough to withstand high wind speeds
15. Set co-axial/Satellite cable and fix to mast/chimney with cable cleats or specified proprietary fixings
16. Fix the co-axial/Satellite cable to the wall and run to the required position
17. Clip down walls to the entry point and route through leaving a drip loop below the entry point
18. Terminate cables in required positions i.e. wall mounted sockets
19. Check all connections and cabling for security and integrity
20. Tidy the work area and remove all debris to the designated waste area

OTHER INFORMATION