

Electrical Appliances | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Electrical Appliances

Business Name: Coastal Hire And Sales Pty Ltd

ABN: 70114481408

SWMS#

Business Address:

Contact Person:

Phone:

Email:

THIS SAFE WORK METHOD STATEMENT IS APPROVED BY THE PCBU OF THE PROJECT

Under the Work Health and Safety Regulation (WHS Regulation), a person conducting a business or undertaking (PCBU) is required to ensure that a safe work method statement (SWMS) is prepared before the proposed work starts.

Full Name:

Signature:

Title:

Date:

Details of the person(s) responsible for ensuring implementation, monitoring and compliance of the SWMS as well as reviews and modifications of the SWMS.

Full Name:

Title:

Phone:

ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SWMS MUST HAVE THE FOLLOWING COMMUNICATED

NAME AND DATED SIGNATURE OF ALL RELEVANT PERSONNEL WHO HAVE BEEN CONSULTED AND COMMUNICATED TO IN THE DEVELOPMENT AND APPROVAL OF THIS SWMS

Safety meetings or toolbox talks will be scheduled in accordance with legislative requirements to first identify any site hazards, secondly to communicate those hazards and then to further take steps to either eliminate or control each hazard.

NAME

SIGNATURE

DATE

If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.

Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.

The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	SCOPE OF WORKS
Project Name:	Provide a detailed description of the specific work being carried out (otherwise known as a scope of works).
Project Address:	
Project Manager:	
Contact Phone:	
Project Manager Signature:	
Date SWMS supplied to Project Manager:	

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

<input type="checkbox"/> involves a risk of a person falling more than 2 meters.	<input type="checkbox"/> is carried out on or near pressurised gas mains or piping.
<input type="checkbox"/> is carried out on a telecommunication tower.	<input type="checkbox"/> is carried out on or near chemical, fuel or refrigerant lines.
<input type="checkbox"/> involves demolition of an element of a structure that is load-bearing.	<input type="checkbox"/> is carried out on or near energised electrical installations or services.
<input type="checkbox"/> involves demolition of an element related to the physical integrity of a structure.	<input type="checkbox"/> is carried out in an area that may have a contaminated or flammable atmosphere.
<input type="checkbox"/> involves, or is likely to involve, disturbing asbestos.	<input type="checkbox"/> involves tilt-up or precast concrete.
<input type="checkbox"/> involves structural alteration or repair that requires temporary support to prevent collapse.	<input type="checkbox"/> is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor.
<input type="checkbox"/> is carried out in or near a confined space.	<input type="checkbox"/> is carried out in an area of a workplace where there is any movement of powered mobile plant.
<input type="checkbox"/> is carried out in/near a shaft or trench deeper than 1.5m or tunnel involving use of explosives.	<input type="checkbox"/> is carried out in areas with artificial extremes of temperature.
<input type="checkbox"/> is carried out in or near water or other liquid that involves a risk of drowning.	<input type="checkbox"/> involves diving work.

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

<input type="checkbox"/> Forklift	<input type="checkbox"/> Crane/s	<input type="checkbox"/> Hoist/s	<input type="checkbox"/> Excavator	<input type="checkbox"/> Backhoe/Loader	<input type="checkbox"/> Boom Lift	<input type="checkbox"/> EWP	<input type="checkbox"/> Genie Lift
<input type="checkbox"/> Trencher	<input type="checkbox"/> Drilling Rig	<input type="checkbox"/> Trucks	<input type="checkbox"/> Formwork	<input type="checkbox"/> Bobcat	<input type="checkbox"/> Flammable Gas	<input type="checkbox"/> Fuel	<input type="checkbox"/> Dozer
<input type="checkbox"/> High Voltage	<input type="checkbox"/> Mulcher	<input type="checkbox"/> Tilt-up Panels	<input type="checkbox"/> Roller	<input type="checkbox"/> Scissor Lift	<input type="checkbox"/> Tractor	<input type="checkbox"/> Other -	

RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE						
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCEED				
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review before work starts.				
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.				
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	Monitor and keep records.				
<p>Notes on Hierarchy of Controls: Elimination methods are the most effective and preferred when controlling a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the third most effective, while Administrative Controls by changing the work is the fourth most effective method. PPE (Personal Protective Equipment) is the least effective method.</p>											
PERSONAL PROTECTIVE EQUIPMENT (PPE)											
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	HEARING PROTECTION	EYE PROTECTION	RESPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).											
<p>Note: A SWMS must be reviewed regularly to make sure it remains effective. A SWMS must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.</p> <p>When a SWMS has been revised, the person conducting a business or undertaking must ensure all:</p> <ol style="list-style-type: none"> persons involved in the work are advised that a revision has been made and how they can access the revised SWMS; persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS; and, workers that will be involved in the work are provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS. 											

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Tripping hazards, Electrical shock	2M	<ul style="list-style-type: none"> - Inspect work area for potential tripping hazards such as clutter or cables on the floor and clear them out prior to starting any work with electrical appliances. - Utilise cable covers or cable organizers to keep cords and wires neat and to prevent tangling or creating trip hazards. - Ensure all workers are wearing appropriate personal protective equipment (PPE), such as non-conductive footwear and gloves, to minimise the risk of electric shock while handling electrical appliances. - Provide employees with training on how to properly use, inspect, and maintain electrical appliances in order to minimise potential risks associated with their usage. - Implement a lockout/tagout procedure to eliminate potential electrical shock hazards during maintenance or service work, ensuring that all power sources have been isolated before any work begins. - Verify the condition of electrical appliances and equipment before each use by checking for damaged cords, defective plugs, and signs of wear or damage. - Use Ground Fault Circuit Interrupters (GFCIs) for added protection against electrical shock when using electrical appliances in areas where water or dampness may be present, such as near sinks or outdoors. - Encourage workers to maintain a safe distance from exposed electrical conductors, circuits, and other components that could pose a risk of electrical shock. - Regularly inspect and test electrical appliances, equipment, and outlets to ensure they remain in proper working order, and identify any issues that could pose a hazard. - Establish an emergency response plan in the event of an electrical shock incident, including appropriate first-aid measures and procedures to follow, such as contacting emergency services and notifying management. 	1L	
2. Equipment Inspection	Defective equipment, Unsafe connections	3H	<ul style="list-style-type: none"> - Regular inspection: Conduct thorough visual inspections of all electrical appliances regularly, ensuring they are in proper working condition and free from any signs of damages like cracked or frayed cords. - Qualified personnel: Only allow trained and qualified personnel authorised to carry out inspections, testing, and tagging of electrical equipment, as per the Australian Standards (AS/NZS 3760:2010). - Safe connections: Ensure that connection points for electrical appliances are safe, sturdy, and comply with the relevant standards. Any damaged plugs, sockets, or switches must be replaced immediately. - Secure cables: Use cable clips or ties to secure electrical cables and prevent them from becoming tripped over or caught on objects, reducing the risk of damage or disconnection. 	1L	

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			<ul style="list-style-type: none"> - Tagging system: Implement an effective tagging system that tracks the inspection history and maintenance logs of each appliance. This will assist in identifying which require immediate attention or replacement. - Protective devices: Where possible, use residual current devices (RCDs) to prevent electric shock or burns. These should be tested in accordance with AS/NZS 3760:2010. - Equipment guidelines: Ensure all employees are aware of and adhere to specific guidelines relating to handling and storage of electrical appliances, minimising the potential for accidents or mishandling. - Repair or replace: Report and immediately address defective equipment by either repairing or replacing it before further use. It is essential never to use damaged electrical appliances. - Training programs: Provide regular training programs to educate and refresh employees' knowledge about equipment inspection practices, hazard identification, and safe work procedures related to electrical appliances. - Clear workspace: Maintain a well-lit workspace that is free from clutter, allowing qualified personnel to perform inspections without disruption or interference. - Emergency response plan: Develop and implement an emergency response plan to handle incidents involving faulty or improperly connected electrical equipment. Ensure that all personnel are well-trained and aware of the plan, including how to use a fire extinguisher or shut off electrical sources in case of a fire. 		
3. Equipment Setup	Incorrect assembly, Improper grounding	3H	<ul style="list-style-type: none"> - Thorough inspection and verification of all electrical appliances to ensure that they are in good working condition, with no visible damages or missing components. - Providing clear and concise assembly instructions for the workers, including proper techniques to use when connecting equipment components to help minimise the risk of incorrect assembly. - Ensuring that all workers involved in the equipment setup have undergone appropriate training and possess the necessary competencies to safely perform their tasks. - Confirming the right tools and equipment are being used for the setup process, to match the respective appliances' requirements and specifications. - Implementing a strict quality control protocol, to double-check each step taken during the equipment setup process, ensuring proper assembly and connections. - Encouraging open communication among team members so that any doubts, concerns, or questions related to the equipment setup can be addressed immediately. - Conducting routine equipment checks and maintenance tasks to confirm proper grounding is consistently achieved throughout the work environment. 	2M	

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			<ul style="list-style-type: none"> - Integrating devices such as ground fault circuit interrupters (GFCIs) to prevent electrical shocks due to improper grounding of the equipment. - Utilising personal protective equipment (PPE), such as insulated gloves and shoes, to mitigate injuries associated with electrical hazards during equipment setup. - Enforcing a strict procedure for power-up testing under controlled conditions, to validate correct assembly and functionality of the equipment in the early stages. - Constantly updating and reviewing internal guidelines concerning the safe handling and operation of electrical appliances, based on industry standards and best practices to stay current on evolving technologies and procedures. 		
4. Power Supply Connection	Live wires, Electrical overloading	3H	<ul style="list-style-type: none"> - Ensure all workers handling electrical appliances are provided with adequate training on proper usage, safe power supply connection procedures, and hazard identification. - Workers must wear appropriate personal protective equipment (PPE) such as insulated gloves, safety boots with non-conductive soles, and eye protection while working with live wires or connecting power supplies. - Implement a lockout/tagout procedure for all electrical circuits and equipment to prevent accidental energization of the system during connection, maintenance, or repair work. - Inspect all appliances, cords, and plugs for visible signs of wear, damage, or loose connections before use, and report any concerns immediately to the supervisor. - Utilise Ground Fault Circuit Interrupters (GFCI) outlets or portable GFCI devices to minimise the risk of electrocution in the event of an electrical fault. - Establish a regular inspection and maintenance schedule for all electrical equipment and power supply connections to ensure they remain in good condition and meet safety requirements. - Avoid overloading electrical circuits by ensuring that the combined amp ratings of all connected appliances do not exceed the maximum load capacity of the circuit. - Keep power cords and cable runs tidy, well-organised, and clear from walkways or other hazards that might pose trip or entanglement risks. - Only use extension cords that are rated for the specific electrical current needed, and never connect multiple extension cords or use adapters for power supply connections. - Disconnect appliances from the power supply before conducting any maintenance, cleaning, or repairs, to eliminate the possibility of electrical shock or electrocution. - Encourage workers to communicate and engage in regular safety meetings to discuss potential hazards, share best practices, and identify areas for improvement when working with electrical appliances and power connections. 	1L	

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			<ul style="list-style-type: none"> - Enforce a strict no-tolerance policy for bypassing safety measures, such as removing safety guards, using faulty equipment, or tampering with electrical connections. - Ensure safety signs and labels, indicating potential electrical hazards and proper usage guidelines, are prominently displayed near power supply connection points and electrical appliances for worker awareness and guidance. 		
5. Appliance Testing	Faulty components, Poorly maintained tools	2M	<ul style="list-style-type: none"> - Regular inspection: Conduct frequent visual inspections of all electrical appliances to ensure that they are in good working condition and free from any visible damage or defects. - Maintenance schedule: Establish a scheduled maintenance programme for all electrical appliances, ensuring that they are serviced and maintained according to the manufacturer's guidelines. - Train employees: Provide ongoing training to all employees about the safe use, handling, and storage of electrical appliances, including the potential risks associated with faulty components and poorly maintained tools. - Use approved appliances: Source and use only electrical appliances that have been approved and tested by recognized electrical safety authorities, such as those with appropriate certification labels. - Test equipment regularly: Perform regular testing (PAT) on all electrical appliances to detect any faults, defects or potential hazards, including earth continuity, insulation resistance, and functional checks. - Repair or replace faulty tools: When an electrical appliance is found with faulty components or is improperly maintained, repair it immediately or replace it with a properly functioning appliance. - Isolation procedures: Implement isolation procedures for malfunctioning electrical appliances, removing them from service and securely tagging them until they are repaired or disposed of. - Clear workspace: Ensure the work area is clear from all obstacles, debris, and moisture to reduce the risk of accidents associated with using electrical appliances. - Personal protective equipment (PPE): Provide employees with the necessary PPE, such as insulated gloves, safety glasses, and footwear when using electrical appliances, to minimise the risk of injury. - Lockout/tagout procedures: Implement lockout/tagout procedures for large electrical appliances during servicing, repairs, or maintenance activities to prevent accidental re-energising and protect workers from exposure to electrical hazards. - Report incidents and near misses: Encourage employees to promptly report any incidents or near misses involving electrical appliances to management, so that appropriate corrective actions can be taken to prevent recurrence. - Review and update safety procedures: Regularly review and update workplace health and safety procedures surrounding the use of electrical appliances, 	1L	

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			incorporating learnings from incidents, near misses, and changes in technology or industry best practices.		
6. Maintenance & Repair	Insufficient training, Unqualified personnel	3H	<ul style="list-style-type: none"> - Ensure that all employees undergo a comprehensive training programme in electrical appliance maintenance and repair prior to commencing work. - Require refresher courses on workplace health and safety procedures for maintenance and repair of electrical appliances at regular intervals. - Implement a strict policy that only qualified and certified personnel are allowed to perform maintenance and repair tasks on electrical appliances. - Clearly communicate the proper steps and procedure for requesting maintenance or repairs to staff to avoid unauthorised personnel attempting such tasks. - Display concise and accurate instructions and labeling on each electrical appliance, detailing the appropriate steps for maintenance and safe handling. - Maintain up-to-date records of training, qualifications, and certifications of employees responsible for electrical appliance maintenance and repair tasks. - Regularly inspect and audit the maintenance and repair processes and practices to ensure they are aligned with industry best practices and standards. - Provide personal protective equipment (PPE) as necessary for those undertaking maintenance and repair tasks, including gloves, safety goggles, and insulated tools. - Encourage employees to report any observed unsafe practices, incidents, or near misses related to electrical appliances and their maintenance and troubleshooting. - Stay informed about any updates or changes to regulations, standards, or equipment related to electrical appliance safety and incorporate them as needed. - Develop and implement clear protocols for isolating and locking out/tagging out electrical appliances before any maintenance or repair work is carried out. - Be proactive in scheduling routine maintenance checks for all electrical appliances in the workplace to prevent possible malfunctions and accidents due to neglect. - Always have at least one supervisor or experienced team member oversee maintenance and repair work to ensure correct procedures are being followed and provide assistance if needed. - Enforce a zero-tolerance policy toward unqualified personnel attempting to undertake maintenance or repair tasks on electrical appliances, including immediate corrective actions and additional training if required. 	1L	
7. Disassembly	Loose components, Sharp edges	2M	<ul style="list-style-type: none"> - Workers must receive adequate training regarding the correct techniques and procedures for disassembling electrical appliances, emphasising the importance of handling loose components and sharp edges with care. 	1L	

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			<ul style="list-style-type: none"> - Appropriate personal protective equipment (PPE), such as gloves, should be worn by all workers responsible for the disassembly process to minimise the risk of cuts and injuries from sharp edges. - A well-organised workspace must be maintained during the disassembly process, ensuring that all loose components are safely stored in designated areas or containers to avoid mishandling and prevent accidents. - Tools used for disassembling electrical appliances should be regularly inspected and maintained to ensure their effectiveness, sharpness, and overall safety. - Employ a buddy system or team approach during the disassembly process to increase vigilance and awareness of potential hazards amongst workers. - Implement clear communication protocols and signage to ensure that all workers are aware of ongoing disassembly processes and the associated risks of loose components and sharp edges within the work area. - Schedule regular breaks for workers during prolonged disassembly tasks to reduce fatigue and maintain alertness on the job. - Conduct routine hazard identification walk-throughs at the start of each shift and during the disassembly process to identify and address any workplace dangers related to loose components and sharp edges. - Always use proper lifting techniques when moving heavy or awkward electrical appliances to avoid strain and injury. - Encourage an open-door policy regarding workplace concerns, enabling workers to report any hazards or incidents related to the disassembly process without fear of retaliation. - Assign specific roles and responsibilities to each worker during the disassembly process, ensuring that they remain accountable for maintaining safe working practices. - Keep first aid kits readily available in the work area to quickly and effectively address any injuries sustained from handling loose components or sharp edges. - Evaluate and review the SWMS regularly to improve and update preventative measures for electrical appliance disassembly, taking new methods and technologies into account. - Provide access to relevant Workplace Health and Safety resources, such as guidelines or training materials, for workers to stay informed about best practices when it comes to disassembling electrical appliances and handling hazards like loose components and sharp edges. 		
8. Cleaning	Slip hazards, Chemical exposure	2M	<ul style="list-style-type: none"> - Provide appropriate, slip-resistant footwear for all workers involved in the cleaning process, ensuring proper fit and support. - Regularly inspect and maintain flooring surfaces, promptly addressing any cracks or uneven areas that may lead to trips or falls. 	1L	

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			<ul style="list-style-type: none"> - Keep work areas clean, organised, and free from clutter or debris, enforcing a "clean-as-you-go" policy among staff members. - Clearly mark any wet or hazardous areas with visible signage or floor markings, ensuring swift identification and avoidance by workers. - Train staff on proper use and handling of all chemicals involved in the cleaning process, emphasising the importance of reading labels and adhering to safety guidelines. - Supply personal protective equipment (PPE) such as gloves, goggles, and face masks to protect against potential chemical exposure while handling cleaning products. - Develop and enforce procedures for safe storage, labeling, and disposal of cleaning chemicals, prioritising secure containment and ventilation. - Implement a regular inspection and maintenance schedule for all electrical appliances to reduce the risk of damage or malfunction, which could increase hazards during the cleaning process. - Encourage communication among team members during cleaning activities, fostering an environment where workers are comfortable discussing potential hazards and seeking guidance when needed. - Ensure adequate lighting is provided in all cleaning areas, reducing the risk of slip hazards due to poor visibility. - Establish clear emergency response protocols for incidents related to slip hazards or chemical exposure, including the designation of trained first aid personnel on-site and having relevant emergency contact information readily available. 		
9. Storage	Poor storage practices, Unstable stacked materials	2M	<ul style="list-style-type: none"> - Clearly designated storage areas: Create a specific area where all electrical appliances will be stored when not in use, with appropriate signage to indicate the purpose. - Appropriate shelving or racking: Implement sturdy and stable shelves or racks for the storage of electrical appliances, ensuring they can adequately support the weight and size of items. - Keep aisles clear: Make sure that pathways around the storage area remain clear and free from obstructions to minimise the risk of accidents. - Periodic inspections: Regularly inspect the state of the storage area to ensure that shelving or racking is in good condition and properly maintained. - Regular housekeeping: Implement a routine cleaning schedule to maintain a clean and organised storage area and reduce potential risks. - Secure heavy items: Use suitable anchoring systems or straps to secure large or heavy electrical appliances, preventing them from tipping over or falling when being accessed or during an unexpected event. 	1L	

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			<ul style="list-style-type: none"> - Stack appliances according to guidelines: Follow manufacturer and industry guidelines for stacking and storing electrical appliances safely. - Use of equipment for lifting and transporting: Utilise appropriate material handling equipment, such as trolleys or carts, to transport heavy or bulky electrical appliances to and from the storage area. - Implement a storage plan: Develop and execute an efficient storage plan which considers space utilization, appliance types, and access points. - Adequate lighting: Install sufficient lighting in the storage area to allow easy visibility of items and safe maneuvering of equipment. - Weight distribution: Ensure that heavier items are placed on lower shelves or at the bottom of stacks to prevent a top-heavy situation and reduce the risk of collapse. - Personnel training: Conduct training sessions for workers, emphasising the importance of proper storage practices and how to safely handle electrical appliances. - Use of protective materials: Utilise padding or cushioning between stacked appliances when needed, to protect against scratches, dents, or other damages during storage. - Contingency planning: Develop and communicate an emergency response plan for workers to follow in case of an accident or emergency in the storage area, such as collapsed stacks or electrical issues. 		
10. Waste Disposal	Hazardous waste, Incorrect disposal methods	2M	<ul style="list-style-type: none"> - Proper waste segregation: Ensure that hazardous waste is separated from non-hazardous waste and disposed of in designated bins or containers. Labeling each container to prevent confusion will help prevent incorrect disposal. - Employee training: Educate workers on the importance of proper waste disposal, including the risks associated with hazardous waste and how to handle it correctly. - Personal Protective Equipment (PPE): Provide and require workers to wear proper PPE when handling hazardous waste, such as gloves, goggles, and respiratory protection. - Spill control measures: Have appropriate spill containment and cleanup supplies on hand in case of accidental spills or leaks, and ensure employees are trained in how to use them effectively. - Dispose of electrical equipment properly: Electrical appliances should be recycled at licensed facilities or taken to designated e-waste collection points. - Secure storage: Store hazardous waste in secure containers with tightly fitting lids to prevent leaks, spills, or unauthorised access. - Regular waste removal: Schedule frequent waste collection services to avoid accumulation and minimise the risk of fire, contamination, and odour issues. 	1L	

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			<ul style="list-style-type: none"> - Safe transportation: Ensure that hazardous waste is transported by appropriately licensed and certified companies following all required guidelines and regulations. - Waste minimization: Implement recycling and waste reduction initiatives to decrease the overall amount of hazardous waste generated. - Correct labeling: Mark all hazardous waste containers with clear labels indicating the type of waste inside, any specific hazards, and necessary handling instructions. - Communication and signage: Post clear signs throughout the workplace indicating where specific types of waste must be disposed of, including instructions for handling hazardous materials. - Emergency response plan: Develop and maintain an emergency response plan that addresses potential hazardous waste incidents, including procedures for containment, cleanup, and notification. - Regular inspections: Conduct regular inspections of waste storage areas to ensure the integrity of containers and proper disposal practices, identifying and addressing any issues as they arise. - Compliance: Stay up-to-date on changes to workplace health and safety or environmental regulations as they pertain to hazardous waste disposal, ensuring that the business remains compliant with all relevant requirements. 		
11. Training & Supervision	Inadequate supervision, Incorrect procedures	2M	<ul style="list-style-type: none"> - Provide comprehensive training for all workers handling electrical appliances, including the manufacturer's guidelines and specific workplace procedures to ensure everyone is aware of the correct methods for use and maintenance. - Develop a standard operating procedure (SOP) for working with electrical appliances that details step-by-step instructions to mitigate potential hazards and improve overall workplace safety. - Implement a thorough supervision system where experienced team members or supervisors closely monitor workers using electrical appliances, ensuring compliance with company policies, OHS regulations, and industry best practices. - Regularly assess individual competencies and knowledge of electrical appliance safety protocols and provide refresher courses or additional training as required to maintain high performance levels. - Establish clear protocols for reporting any incidents, near misses, or potential hazards related to electrical appliances, encouraging open communication within the team and fostering continuous improvement in workplace safety. - Encourage an environment of collaboration and peer support by promoting open dialogue between workers discussing potential hazards, sharing experiences, and offering guidance for safe electrical appliance usage. - Schedule ongoing toolbox talks focusing on electrical appliance safety, industry updates, and relevant legislation to ensure workers remain informed and engaged in creating and maintaining a safe workplace. 	1L	

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			<ul style="list-style-type: none"> - Designate a competent person or safety officer to oversee electrical appliance usage and address any issues, concerns, or questions from workers, ultimately holding responsibility for overall workplace electrical safety. - Incorporate visual aids such as posters, signs, or stickers as reminders of the proper usage and handling of electrical appliances, reinforcing critical safety messages in the workplace. - Conduct periodic audits of electrical appliance handling and related procedures, utilising both internal and external resources to ensure that equipment is being used safely, and adhere to relevant standards and regulations. - Utilise disciplinary measures when necessary to emphasise the importance of following proper procedures and prioritising safety. This may include verbal warnings or more severe consequences for repeated offenses or disregard for established protocols. 		
12. Emergency Procedures	Inaccessibility to emergency equipment, Delayed response time	3H	<ul style="list-style-type: none"> - Ensure all employees and contractors have undergone training in emergency procedures and are aware of the designated emergency exits, assembly points, and routes. - Provide easily accessible signage displaying emergency procedures, exit routes, and the location of any relevant emergency equipment throughout the workplace. - Conduct regular inspections and testing of emergency equipment such as fire extinguishers, alarms, first aid kits, and fall arrest systems to ensure they are in optimal working order and accessible when required. - Implement and maintain a clear communication system for all staff and emergency responders in case of an emergency, including providing contact details of key personnel and a clear chain of command. - Develop and implement systematic evacuation drills to ensure everyone in the workplace is prepared and familiar with emergency procedures. - Maintain clear aisles, walkways, and access points to ensure ease of movement for both emergency personnel and employees in case an evacuation becomes necessary. - Establish a buddy system where employees are responsible for checking on one another during emergencies, ensuring no one is left behind or unaccounted for. - Engage a dedicated Occupational Health and Safety (OHS) professional to review existing emergency procedures regularly and identify potential improvements to minimise risks and response times further. - Keep emergency contact information for utility companies and local emergency services up-to-date and readily available for quick reference. - Encourage and promote an open-door policy that enables workers to raise concerns about potential hazards or issues that may hinder emergency procedures. 	2M	

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
			<ul style="list-style-type: none"> - Store hazardous materials, if present at the workplace, according to regulations and guidelines and continuously monitor their condition, reducing the risk of fire or exposure in case of emergencies. - Create a post-emergency debriefing process where management and staff can share insights gained from the experience and refine processes accordingly to make them more effective in the future. - Incorporate updated features and technological advancements into emergency equipment and procedures, further minimising risks and strengthening response capabilities. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REFERENCES

RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCES IN ANY STATE THAT ARE NOT APPLICABLE

<p>Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/acts-and-regulations Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</p>	<p>Victoria Occupational Health and Safety Act 2004 Occupational Health and Safety Regulations 2017 Legislation VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and-regulations Codes of Practice VIC: https://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</p>
<p>New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legislation Codes of Practice NSW: https://www.safework.nsw.gov.au/resource-library/list-of-all-codes-of-practice</p>	<p>Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: https://www.commerce.wa.gov.au/worksafe/legislation Codes of Practice WA: https://www.commerce.wa.gov.au/worksafe/codes-practice</p>
<p>Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2011 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/workplace-safety-laws Codes of Practice NT: https://worksafe.nt.gov.au/forms-and-resources/codes-of-practice</p>	<p>Safe Work Australia Links Law and Regulation (All States): https://www.safeworkaustralia.gov.au/law-and-regulation Model Codes of Practice: https://www.safeworkaustralia.gov.au/resources-publications/model-codes-of-practice</p>
<p>South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: https://www.safework.sa.gov.au/resources/legislation Codes of Practice for SA: https://www.safework.sa.gov.au/workplaces/codes-of-practice#COPs</p>	<p>Model Codes of Practice</p> <ul style="list-style-type: none"> - Managing noise and preventing hearing loss at work - Confined spaces - Labelling of workplace hazardous chemicals - Managing risks of hazardous chemicals in the workplace - Welding processes - First aid in the workplace - Managing the risk of falls at workplaces - Hazardous manual tasks - Managing the risk of falls in housing construction - Managing electrical risks in the workplace - Demolition work - Excavation work - Work health and safety consultation, cooperation and coordination - Managing the work environment and facilities - How to manage work health and safety risks - Managing risks of plant in the workplace - Construction work
<p>Tasmania Work Health and Safety Act 2012 Work Health and Safety (Transitional and Consequential Provisions) Act 2012 Work Health and Safety Regulations 2012 Work Health and Safety (Transitional) Regulations 2012 Legislation for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</p>	
<p>Details of permits, licenses or access required by regulatory bodies (add or delete as required):</p> <ul style="list-style-type: none"> - Permits from local council - Authorisation to commence work - Any required documents. 	

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and qualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Position	Signature	Date	Time	Supervisor
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		
			Date:		

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

The SWMS must be reviewed regularly to make sure it remains effective and must be reviewed (and revised if necessary) if relevant control measures are revised. The review process should be carried out in consultation with workers (including contractors and subcontractors) who may be affected by the operation of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that all persons involved with the work are advised that a revision has been made and how they can access the revised SWMS, including all persons who will need to change a work procedure or system as a result of the review are advised of the changes in a way that will enable them to implement their duties consistently with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

1. Spot Checks.
2. Consultation with workers, contractors and sub-contractors.
3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies, followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3	<input type="checkbox"/> 4	<input type="checkbox"/> 5	<input type="checkbox"/> 6	<input type="checkbox"/> 7
NAME							
INITIALS							
DATE							

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	TO BE DONE	COMMENTS
The company details have been entered, including the project name and address.	<input type="checkbox"/>	<input type="checkbox"/>	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Name, signature, position and date signed of the person approving the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Specific personnel and qualifications, experience is noted in the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Provides a step-by-step process of tasks required to carry out the activity or task.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate risk assessment of any identified hazards has been completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Foreseeable hazards are identified and documented for each step.	<input type="checkbox"/>	<input type="checkbox"/>	
Any hazards listed in any site risk assessments have been added to the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	<input type="checkbox"/>	<input type="checkbox"/>	
Check control measures added to the SWMS are the most effective selections.	<input type="checkbox"/>	<input type="checkbox"/>	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	<input type="checkbox"/>	<input type="checkbox"/>	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	<input type="checkbox"/>	<input type="checkbox"/>	
SWMS identifies plant and equipment to be used.	<input type="checkbox"/>	<input type="checkbox"/>	
Details of inspection checks required for any equipment listed are noted on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	<input type="checkbox"/>	<input type="checkbox"/>	
Applicable personal protective equipment is selected on the SWMS.	<input type="checkbox"/>	<input type="checkbox"/>	
Lists any required permits or licenses.	<input type="checkbox"/>	<input type="checkbox"/>	
Reflects and documents any legislative references and/or Australian Standards.	<input type="checkbox"/>	<input type="checkbox"/>	
Identifies any hazardous substances used with specific control measures in line with any SDS.	<input type="checkbox"/>	<input type="checkbox"/>	
REVIEWED BY		DATE REVIEWED	
SIGNATURE		DATE COMPLETED	