

## Electrical Isolate Lockout Test And Tag | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Electrical Isolate Lockout Test And Tag

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.

--	--	--

### CLIENT OR PRINCIPAL CONTRACTOR DETAILS

Client:	<b>SCOPE OF WORKS</b>
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><b>Notes on Hierarchy of Controls:</b> 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><b>Note:</b> 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"> <li>persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>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,</li> <li>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.</li> </ol>											

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	Exposure to live electrical parts, Inadequate working area	2M	<ul style="list-style-type: none"> <li>- Training and Competence: Ensure all workers involved in the task have received appropriate training in electrical safety, lockout procedures, and proper use of test and tag equipment. This should include hazard identification and awareness of potential risks, as well as comprehensively understanding the control measures being implemented.</li> <li>- Proper Tools and Equipment: Utilise insulated tools, lockout devices, and Personal Protective Equipment (PPE) designed specifically for safe isolation and testing of electrical systems. By using the correct equipment, workers may more effectively reduce the risk of contact with live electrical parts.</li> <li>- Verification of De-energised State: Following isolation of power sources, perform testing to verify that equipment is indeed de-energised before commencing work. Confirming no electrical current is present can help prevent accidental electrocution.</li> <li>- Clear Work Areas: Maintain a clutter-free and organised working environment in order to minimise trip hazards, confusion, or crowding around electrical panels, which could lead to accidental contact or interference with the established precautions.</li> <li>- Lockout / Tagout Procedure: Implement a strict lockout/tagout process that requires clear documentation, systematic steps, and communication between all workers involved. The procedure must be adhered to consistently throughout the project, ensuring the status of all energy sources is known and controlled at all times.</li> <li>- Adequate Lighting: Provide sufficient lighting in the workspace to ensure that workers can easily identify potential hazards, see what they're doing, and enhance their visual acuity while carrying out tasks related to isolating, locking out, testing, and tagging.</li> <li>- Warning Signs: Clearly display warning signs to inform workers and bystanders of electrical hazards in the area, along with instructions regarding necessary precautions to avoid accidents or injury.</li> <li>- Periodic Inspections: Regularly inspect the work area, lockout devices, and tags to ensure they remain intact and functional throughout the project duration, thereby maintaining a safe working environment.</li> <li>- Designate Qualified Personnel: Assign specific, qualified individuals to oversee each step of the isolation and lockout process, as well as the application of test and tags. This ensures that each task is carried out by someone with appropriate knowledge and expertise, reducing the risk for errors or oversights.</li> <li>- Supervision: Require ongoing supervision, monitoring, and communication amongst all workers involved in the task, promoting overall electrical safety and awareness within the work area.</li> <li>- Emergency Action Plan: Develop a comprehensive emergency action plan that outlines specific procedures for responding to incidents involving live electrical parts, accidents, injuries, or other emergencies. Provide training to all team members to ensure they are familiar with the established processes.</li> </ul>	1L	

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"> <li>- Safe Work Method Statement (SWMS): Before commencing electrical work, complete a thorough SWMS that addresses potential hazards, risks, and control measures specific to the job site and situation. Communicate the contents of the SWMS to all team members and strictly adhere to its guidelines throughout the project.</li> </ul>		
2. Identify isolation points	Incorrect identification of isolation points, Miscommunication with other workers	3H	<ul style="list-style-type: none"> <li>- Clearly label all isolation points to ensure correct identification and minimise the risk of errors.</li> <li>- Provide comprehensive training for workers on identifying the appropriate isolation points within the workplace.</li> <li>- Conduct regular equipment inspections to ensure all isolation points are properly marked and functioning as intended.</li> <li>- Implement a detailed plan that outlines the sequence of tasks required to isolate, lockout, test, and tag each electrical isolation point.</li> <li>- Designate a competent person, such as a qualified electrician or supervisor, to verify the proper identification of electrical isolation points.</li> <li>- Establish a lockout/tagout (LOTO) system with clearly defined procedures that workers must follow before accessing electrical systems.</li> <li>- Ensure clear lines of communication among workers by implementing regular team briefings, toolbox talks, or other forms of communication.</li> <li>- Utilise signage, barricades, or warning devices to alert other workers about ongoing work at isolation points and controlled areas.</li> <li>- Develop and maintain a comprehensive isolation log that documents each completed action and provides real-time information to all workers.</li> <li>- Implement a "Permit to Work" system, requiring those carrying out the task to obtain authorization from management or supervisors.</li> <li>- Encourage workers to continuously update their colleagues on the status of the isolation process, especially during shift handovers or other critical moments.</li> <li>- Create an accessible repository of workplace diagrams, schematics, and maps highlighting isolation points for easy reference by workers.</li> <li>- Perform regular audits and inspections of the lockout/tagout process, ensuring compliance and effectiveness in mitigating risks associated with isolation points.</li> <li>- Foster a positive safety culture within the workplace by valuing open discussion and feedback, empowering employees to voice concerns and suggestions regarding the isolation process or any identified hazards.</li> </ul>	2M	
3. Isolate the equipment	Unauthorised access to isolation point, Insufficient isolation methods	3H	<ul style="list-style-type: none"> <li>- Clearly communicate and establish a proper isolation plan involving all relevant personnel, such as electricians, operators, and supervisors, to ensure complete understanding of the procedure.</li> </ul>	1L	

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"> <li>- Implement proper safety signage at the isolation points, including warning signs, lockout symbols, and access restrictions, to prevent unauthorised access.</li> <li>- Use standardised lockout padlocks and devices to secure all isolation points, with a unique key for each lock to eliminate the possibility of accidental unlocking by another person.</li> <li>- Properly de-energise the equipment before the isolation process begins, using appropriate personal protective equipment (PPE) and following standard operating procedures.</li> <li>- Utilise a written 'permit to work' system that details the isolation process, specific authorization levels, and any necessary safety precautions.</li> <li>- Provide comprehensive training on isolation methods, lockout/tagout procedures, and company policies related to the control of hazardous energy sources to all relevant employees.</li> <li>- Regularly inspect isolation points and lockout devices to ensure that they remain in good working condition and provide adequate protection.</li> <li>- Periodically review and update isolation plans and procedures to reflect changes in equipment, processes, or workplace configurations.</li> <li>- Develop and maintain an up-to-date list of authorised personnel who are permitted to access isolation points and implement lockout/tagout procedures.</li> <li>- Utilise a formal handover process when transferring responsibility for the control of isolation points between workers or between shifts.</li> <li>- Consider implementing additional isolation measures, such as barriers, guards, or interlocks, to further enhance equipment security and reduce the risk of unintentional re-energizational accidents.</li> <li>- Establish a clear communication system, such as regular meetings or toolbox talks, to reinforce isolation procedures and reinforcing awareness among employees of their importance.</li> <li>- Conduct periodic audits and assessments of the company's lockout/tagout programme to identify potential shortcomings and areas for improvement.</li> <li>- Encourage a transparent reporting culture that allows employees to report any issues or concerns related to equipment isolation without fear of retribution, enabling management to identify and rectify potential problems early.</li> </ul>		
4. Lockout devices installation	Incompatible lockout devices, Defective lockout devices	2M	<ul style="list-style-type: none"> <li>- Ensure all lockout devices are compatible with the specific type and design of the electrical equipment or machinery being serviced, maintaining a list of approved lockout devices for various applications.</li> <li>- Conduct regular inspection and maintenance of lockout devices before usage to identify any signs of damage, wear, or malfunction that may reduce their effectiveness.</li> </ul>	1L	

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"> <li>- Provide proper training on the selection, use, and installation of lockout devices to all employees who would be undertaking the task, ensuring they can correctly identify the right device for each situation.</li> <li>- Establish clear procedures on how to securely attach lockout devices, including ensuring there is a tight fit that prevents the device from being removed without the use of dedicated removal tools.</li> <li>- Develop a tagging system that displays important information such as the identity of the person who applied the lockout device, the date it was installed, and details about the work being performed.</li> <li>- Implement a system where only one key per lockout device is issued to the authorised worker responsible for attaching or removing the device, minimising the risk of unauthorised access.</li> <li>- Require workers to double-check the compatibility and condition of the lockout devices before installing them, gently trying to move or disengage the device after securing it to verify proper attachment.</li> <li>- Store lockout devices in an organised manner when not in use, allowing easy access and reducing the risk of using damaged or incompatible devices accidentally.</li> <li>- Continuously update the inventory of lockout devices and replace any damaged, lost, or outdated devices promptly to ensure their reliability and effectiveness.</li> <li>- Encourage employees to voice any concerns or report incidents involving lockout devices, fostering an environment of continuous improvement and safety awareness.</li> <li>- Regularly review the processes involved in the installation of lockout devices, updating safety protocols based on industry best practices and newly identified risks.</li> <li>- Perform unannounced safety audits on the implementation of lockout devices during actual work situations, ensuring compliance with safety procedures and reinforcing the importance of following them consistently.</li> <li>- Keep records of all lockout device inspections, installations and worker training sessions conducted in order to keep track of safety efforts and identify areas that may require additional attention or improvement.</li> </ul>		
5. Tagging system implementation	No tagging procedures in place, Incomplete information on tags	3H	<ul style="list-style-type: none"> <li>- Develop a documented tagging procedure and provide training to all employees on its proper implementation, ensuring that all essential steps are followed in order to avoid hazards.</li> <li>- Conduct regular inspections and audits of the tagging system to ensure that it's being properly adhered to and is giving accurate information about the equipment's status.</li> <li>- Clearly define responsibilities both for workers who apply tags and supervisors who oversee their work, so they understand their individual roles in avoiding hazards related to inadequate or missing information on tags.</li> </ul>	1L	



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"> <li>- Make sure that all tags being used meet industry standards and include necessary fields such as equipment identification, issue date, worker's name, and lockout duration.</li> <li>- Establish a process for dealing with faulty or damaged tags, ensuring they are replaced promptly and that faults in the system are identified and resolved as quickly as possible.</li> <li>- Communicate any changes in tag procedures or protocols to employees promptly, and provide additional refresher training if necessary, to make sure everyone is on the same page.</li> <li>- Demonstrate correct methods to attach and remove tags, ensuring secure and appropriate placement on the equipment, minimising risk of accidents due to poor fitting or misplaced tags.</li> <li>- Implement a secure system for tracking inventory of tags and ensure there is always an adequate supply of them, preventing delays in work processes.</li> <li>- Encourage staff to report any concerns or potential breaches of the tagging system immediately, fostering a culture of safety awareness and hazard prevention.</li> <li>- Regularly review and update the tagging system, accounting for new technologies, equipment or processes introduced into the workplace, ensuring continuous improvement of safety practices.</li> <li>- Develop a contingency plan for unexpected situations such as power outages or equipment malfunctions that could affect the tagging system, making sure safety remains a top priority.</li> <li>- Ensure all personnel working on or around electrical equipment are trained in emergency response protocols, including how to identify potential hazards and implement necessary control measures to protect themselves and others in the event of an emergency.</li> </ul>		
6. Verification of isolation	Failure to verify proper isolation, Overlooking warning signs	4A	<ul style="list-style-type: none"> <li>- Proper training: Ensure all workers involved in the isolation process have been adequately trained to identify and understand the importance of correctly verifying isolation and adhering to warning signs.</li> <li>- Visual inspections: Conduct thorough visual inspections of isolation points to confirm the proper placement of lockout devices, tags, and that no energy continues to flow through the section being worked on.</li> <li>- Follow procedures: Adhere to established Lockout/Tagout (LOTO) procedures and checklists to ensure that every step is completed systematically, diminishing the possibility of overlooking any critical aspects or warning signs.</li> <li>- Use of testing equipment: Utilise appropriate testing equipment, such as multimeters or voltage testers, to double-check that there is no presence of electricity or other hazardous energies.</li> </ul>	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"> <li>- Cross-check with others: Encourage teamwork and open communication among workers throughout the isolation process, which allows for multiple sets of eyes to verify that each necessary action has been properly implemented.</li> <li>- Signage and barriers: Implement clear and visible warning signs at access points to the isolated area, as well as physical barriers (where necessary), help safeguard against inadvertent exposure to potential hazards.</li> <li>- Regular audits: Perform routine audits and spot checks to ensure that all verification processes are followed correctly and that safety measures are up-to-date and reflect current best practices.</li> <li>- Isolation documentation: Maintain accurate records of all isolation actions taken, including when LOTO devices were installed and removed, to ensure that there is a comprehensive logbook for future reference and review.</li> <li>- Access control: Restrict entry to the isolated area to only authorised personnel who have received appropriate training and know how to properly conduct isolation verification tasks.</li> <li>- Continuous improvement: Encourage an open feedback culture among workers where they can share their experiences and suggestions on better ways to manage hazards associated with isolation verification, ultimately improving overall safety performance within the workplace.</li> </ul>		
7. Testing for dead	Faulty testing equipment, Working on improperly isolated equipment	4A	<ul style="list-style-type: none"> <li>- Ensure all testing equipment is regularly inspected and calibrated in accordance with the manufacturer's guidelines and industry standards.</li> <li>- Provide proper training to workers on how to use the testing equipment correctly and safely, including interpreting results accurately.</li> <li>- Implement a system to track testing equipment inspection and maintenance records to ensure compliance with regulations and standards.</li> <li>- Establish protocols for workers to follow when working with faulty testing equipment, including reporting faulty equipment and discontinuing its use until it has been repaired or replaced.</li> <li>- Encourage open communication between workers and supervisors, so any issues related to faulty equipment or unsafe conditions can be promptly addressed.</li> <li>- Set up a dedicated lockout/tagout (LOTO) procedure for each piece of equipment being worked on, ensuring all workers understand the importance of following these procedures to the letter.</li> <li>- Regularly review and update LOTO procedures to ensure they remain effective at isolating equipment and protecting workers from accidental re-energization.</li> <li>- Instruct workers to double-check that equipment is properly isolated before beginning any work and periodically throughout the process, giving special attention to power sources when multiple circuits may be present.</li> </ul>	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"> <li>- Promote a safety culture that empowers workers to stop work if improper isolation is suspected or if hazards are observed, without fear of reprisal.</li> <li>- Foster an environment where workers are encouraged to ask questions, seek clarification on procedures, and report near misses or accidents relating to the inadequate isolation of equipment.</li> <li>- Consider using non-contact voltage testers to determine if equipment remains energised before physical contact is made, taking care to test both the tester and the electrical source before use.</li> <li>- Periodically conduct internal and external audits of workplace safety practices to ensure compliance with industry and regulatory standards, applying lessons learned to continuously enhance the operation's overall safety culture.</li> </ul>		
8. Securing work area	Inadequate signage, Unsecured tools and equipment	2M	<ul style="list-style-type: none"> <li>- Implement clear and visible signage: Display appropriate signage to indicate restricted access, potential electrical hazard, and lockout/tagout (LOTO) procedures in progress at all entry points of the work area.</li> <li>- Create well-defined boundaries: Use cones or barrier tape to create distinct borders around the work area, ensuring that untrained personnel or pedestrians do not accidentally enter.</li> <li>- Proper storage of tools and equipment: Secure and neatly organise tools and equipment in designated areas when they are not in use. This prevents them from becoming a tripping hazard or being accidentally misplaced.</li> <li>- Regular inspection of tools and equipment: Ensure all tools and equipment are inspected before use and regularly maintained during the project's duration, reducing the risk of malfunction and minimising safety risks.</li> <li>- Access control measures: Limit access to the work area only for authorised personnel who have undergone specific training related to the hazards present, including isolation, LOTO procedures, and electrical safety.</li> <li>- Clearly outline emergency response protocols: Create an emergency response protocol that all workers and relevant stakeholders understand and adhere to in case of accidents related to inadequate signage or unsecured tools.</li> <li>- Utilise a LOTO system: Always ensure that any electrical systems or equipment being worked on are properly isolated, locked, and tagged out following the established LOTO procedure to prevent unauthorised reconnections.</li> <li>- Conduct toolbox talks and safety briefings: Discuss specifics about the different hazards tied to this work step with the whole team, reinforcing proper safety practices and emphasising individual responsibilities.</li> <li>- Provide personal protective equipment (PPE): Ensure that suitable PPE, such as safety footwear, hard hats, and gloves, are available and worn by all workers to minimise injuries resulting from hazards linked to this work step.</li> </ul>	1L	

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"> <li>- Implement housekeeping routines: Establish routine cleaning and tidying of the workplace, ensuring walkways are free of obstructions, cords are tidy, and unnecessary clutter is removed.</li> <li>- Establish a culture of ongoing communication and feedback: Foster an environment where workers feel comfortable reporting hazards, identifying risks, or discussing safety concerns related to the work step without fear of being judged or penalized.</li> </ul>		
9. Perform required maintenance or repair	Unexpected energization, Unsafe tool usage	3H	<ul style="list-style-type: none"> <li>- Proper isolation and lockout procedures: Before performing any maintenance or repair work, ensure that the electrical equipment is properly isolated from its energy source and locked out as per established guidelines.</li> <li>- Verification of de-energization: Test the equipment after lockout to confirm the absence of residual energy and verify that it cannot be unexpectedly re-energised during maintenance or repair work.</li> <li>- Well-maintained tools: Use only well-maintained and properly insulated tools for all electrical work to minimise the risk of accidental energization or unsafe tool usage.</li> <li>- Personal Protective Equipment (PPE): Wear appropriate PPE such as gloves, safety goggles, and arc-flash rated clothing to protect against potential hazards during maintenance or repair work.</li> <li>- Employee competency and training: Only allow qualified personnel with adequate training to perform maintenance or repair tasks on electrical systems.</li> <li>- Clear communication: Establish a clear line of communication among all workers involved in the process to facilitate proper coordination and understanding of individual responsibilities.</li> <li>- Tag-out devices: Utilise appropriate tag-out systems to alert other employees about ongoing maintenance or repair work and prevent unauthorised access to the equipment.</li> <li>- Safe work zone: Maintain a clean and well-organised work area to minimise the risk of accidents or incidents related to unexpected energization or the use of unsafe tools.</li> <li>- Periodic inspection of tools and equipment: Implement a system of periodic inspections to ensure that all tools and equipment are in good working order, free from defects, and safe for use.</li> <li>- Emergency response plan: Develop and regularly review an emergency response plan that outlines the steps to take in case of unexpected energization or unsafe tool usage incidents.</li> <li>- Warning signage: Display warning signs at strategic locations around the work area to alert workers and visitors about the potential hazards related to unexpected energization or unsafe tool usage.</li> </ul>	1L	

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"> <li>- Regular safety audits: Conduct regular safety audits to identify and address any potential hazards, including those related to unexpected energization and unsafe tool usage.</li> <li>- Post-maintenance testing: Perform thorough testing after the completion of maintenance or repair work to ensure that the equipment is safe to operate and will not pose a risk of unexpected energization.</li> <li>- Toolbox talks and safety briefings: Conduct regular toolbox talks and safety briefings to review critical safety information, including specific precautions to prevent unexpected energization and unsafe tool usage during maintenance or repair tasks.</li> </ul>		
10. Restore power to equipment	Failure to remove lockout/tagout devices, Inadequate pre-start checks	3H	<ul style="list-style-type: none"> <li>- Ensure thorough communication between all workers involved in the lockout/tagout process, including clear identification of roles and responsibilities for restoring power to equipment.</li> <li>- Always remove lockout/tagout devices according to the established procedure, verifying that the correct device is being removed by the authorised worker. This ensures the continuity of the lockout protection.</li> <li>- Conduct a visual inspection of the work area and equipment to ensure no loose tools, parts, or other items can interfere with the operation of the equipment once power is restored.</li> <li>- Be certain that all guards, covers, and similar protective devices are securely in place and properly installed before restoring power to the equipment.</li> <li>- Inform all personnel, both operating and nearby, that power will be restored, and all affected individuals should maintain a safe distance from the equipment during the restoration process.</li> <li>- Strictly follow the equipment's start-up procedures after removing the lockout/tagout device but before turning on the machinery.</li> <li>- Train all workers involved in the lockout/tagout process and any related operations about the importance of conducting proper pre-start checks to minimise potential hazards.</li> <li>- Incorporate regular verification checks to confirm the successful removal of lockout/tagout devices and effective restoration of power to equipment</li> <li>- Encourage prompt reporting of any concerns or incidents related to power restoration or lockout/tagout device removal to promote an open dialogue around workplace safety.</li> <li>- Schedule routine equipment maintenance, along with inspections and audits, to ensure that adequate pre-start checks are performed consistently and correctly on all sites.</li> </ul>	1L	

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"> <li>- Establish a responsive and supportive reporting system that addresses worker concerns and implements corrective actions, creating a feedback loop to continuously improve equipment safety and workplace hazard management.</li> </ul>		
11. Confirm functionality	Incorrect reassembly, Damaged components during repair	2M	<ul style="list-style-type: none"> <li>- Ensure that only qualified and competent personnel are assigned to perform the tasks related to electrical isolation, lockout, testing, and tagging.</li> <li>- Provide extensive and ongoing training for workers involved in electrical work to help them understand proper procedures for assembly, disassembly, maintenance, and repair.</li> <li>- Develop clear and concise step-by-step instructions for workers to follow when reassembling electrical components or systems properly.</li> <li>- Establish detailed inspection protocols to identify whether any damage occurred during the repair process to prevent incorrectly assembled or damaged components from causing hazards.</li> <li>- Encourage open communication among team members to address concerns and troubleshoot issues during the reassembly and repair process promptly.</li> <li>- Implement a proper lockout/tagout system to ensure electrical equipment being worked on is correctly isolated and labelled before maintenance or repair work commences.</li> <li>- Use appropriate tools and materials specifically designed for electrical work to prevent damage to the components and reduce the risk of injury to workers.</li> <li>- Introduce regular maintenance schedules to detect potential issues early on and facilitate timely repairs, thereby reducing the need for major component replacements.</li> <li>- Develop a comprehensive understanding of the specifications and requirements for each unique electrical system being worked on to ensure correct installation, assembly, and functionality.</li> <li>- Incorporate a thorough quality control process where completed repair work can be checked by an independent party before the equipment is returned to service. This ensures that no incorrect assemblies or damaged components go unnoticed.</li> <li>- Regularly review and update the SWMS to reflect changes in equipment, regulations, laws, industry best practices, and feedback from workers, thereby continuously improving overall workplace health and safety standards.</li> </ul>	1L	
12. Communicate completion	Failure to inform all affected personnel, Miscommunication about work completion	2M	<ul style="list-style-type: none"> <li>- Develop a clear and concise communication plan detailing the process of informing all affected personnel about the completion of the electrical work, ensuring it is easily accessible to everyone involved.</li> <li>- Conduct a briefing or toolbox talk prior to commencing work to outline the procedures to follow upon work completion, including proper lockout/tagout removal and communication with all affected personnel.</li> </ul>	1L	

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"> <li>- Ensure that all personnel working on the project are familiar with the communication channels and contacts designated for reporting work completion.</li> <li>- Establish and maintain clear lines of communication throughout the project duration. This may include utilising radios, mobile phones, or other available devices to ensure all team members can remain in contact.</li> <li>- Designate specific team members as responsible for communicating work completion and status updates with relevant parties while also providing them with appropriate communication tools and resources.</li> <li>- Display highly visible signage at the worksite informing personnel about the current status of the lockout/tagout and allowing them to determine if it has been safely completed.</li> <li>- Implement a verification process requiring signatures or confirmation from all relevant individuals once each step of the lockout/tagout process has been completed, including the notification of affected personnel.</li> <li>- Employ standardised communication templates, such as forms, checklists, or email notifications, to help streamline the exchange of information between team members and relevant stakeholders when reporting work completion.</li> <li>- Clearly communicate any potential deviations or changes to the project timeline, scope, or procedures with all affected personnel, ensuring they are aware of how these changes might impact the completion and lockout/tagout processes.</li> <li>- Conduct regular progress meetings during the project, focusing on current challenges, upcoming milestones, and communication strategies, ensuring all team members are engaged and informed about the status of the work and its completion.</li> <li>- Provide ongoing training and refresher courses to all team members regarding the importance of effective communication and their role in maintaining workplace health and safety standards, emphasising the need for accurate reporting and prompt notification of work completion.</li> <li>- Schedule a debrief once the project has concluded, gathering feedback from all team members in order to identify any communication gaps or areas for improvement, helping to inform future projects and enhance overall workplace safety.</li> </ul>		

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



## 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"/>	
<b>REVIEWED BY</b>		<b>DATE REVIEWED</b>	
<b>SIGNATURE</b>		<b>DATE COMPLETED</b>	