

## Electrical Safety | SAFE WORK METHOD STATEMENT (SWMS)

### TASK OR ACTIVITY: Electrical Safety

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:	<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>1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;</li> <li>2. 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>3. 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	Trip hazards, Electrocution risk	2M	<ul style="list-style-type: none"> <li>- Conduct a thorough site inspection prior to commencing work to identify potential trip hazards and electrical risks.</li> <li>- Ensure that all workers are aware of the identified hazards and provided with proper training on electrical safety practices, including emergency response procedures.</li> <li>- Mark and communicate any identified hazards, such as exposed cables or equipment, using warning signs or barrier tape.</li> <li>- Keep walkways, working areas, and access routes clear of unnecessary items or equipment, including unused cables and tools, to minimise the risk of tripping.</li> <li>- Clearly label all electrical equipment and circuit breakers to facilitate identification and prevent accidental contact or tampering.</li> <li>- Use non-conductive materials for ladders, tools, and other equipment to reduce the risk of accidental electrocution.</li> <li>- Regularly inspect power cords and extension leads for damage, wear, or fraying and replace them immediately if needed to avoid possible electrocution risks.</li> <li>- Implement a lockout/tagout system for equipment undergoing maintenance or repair to ensure no one inadvertently energizes it while another worker is at risk.</li> <li>- Ensure circuit breakers are appropriately rated and installed for the corresponding equipment to prevent overloading and eliminate potential electrocution hazards.</li> <li>- Maintain an appropriate distance from overhead power lines and take measures to ensure that tools, equipment, and machinery do not come into contact with them.</li> <li>- Use Ground Fault Circuit Interrupters (GFCIs) on all temporary electrical circuits to monitor the flow of electricity and shut off power if an imbalance is detected.</li> <li>- Encourage a "safety-first" culture where workers feel comfortable reporting hazards or unsafe conditions without fear of repercussions, helping to maintain a safe working environment.</li> <li>- Provide personal protective equipment (PPE) such as insulated gloves, boots, and safety eyewear to protect workers from potential electrical hazards.</li> <li>- Schedule regular toolbox talks and refresher training sessions to ensure workers stay updated on best practices for electrical safety and to reinforce the importance of adhering to workplace health and safety protocols.</li> </ul>	1L	
2. Inspection	Electrical shock, Faulty equipment	3H	<ul style="list-style-type: none"> <li>- Conduct regular inspections of all electrical equipment, tools, and machinery to ensure they are in good working condition.</li> <li>- Make sure that a qualified electrician performs any necessary repairs or maintenance on electrical equipment and systems.</li> <li>- Provide workers with appropriate personal protective equipment (PPE) such as insulated gloves and safety goggles to minimise the risk of electrical shock.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Implement a system for tagging and isolating faulty equipment, ensuring that they are taken out of service until repaired or replaced.</li> <li>- Implement a clear lockout/tagout (LOTO) procedure to ensure that any machinery or equipment under inspection is properly powered down and locked out before work begins.</li> <li>- Provide proper training to employees on electrical safety, including the proper use of equipment and the dangers associated with working around electricity.</li> <li>- Utilise Ground Fault Circuit Interrupters (GFCIs) on all electrical outlets to prevent potential shocks from occurring due to grounded faults.</li> <li>- Encourage workers to report any damaged, frayed, or exposed wiring immediately to their supervisor or workplace health and safety representative.</li> <li>- Regularly test and maintain fire extinguishers and other firefighting equipment to be prepared in case of an electrical fire.</li> <li>- Ensure that adequate ventilation is in place, particularly in enclosed spaces, to prevent the buildup of hazardous gases, vapors, or dust that may cause electrical hazards.</li> <li>- Keep electrical panels and power sources clear of any debris or obstructions, maintaining at least 1 meter of clearance around them.</li> <li>- Establish a safe workspace by using barriers, warning signs, or cordoning off the area where electrical work is being performed.</li> <li>- Use only double-insulated tools and extension cords, ensuring that they are appropriately rated for the intended use.</li> <li>- Instruct workers to always use one hand when operating switches or plugging/unplugging equipment, so as to minimise the risk of completing an electrical circuit with their body.</li> </ul>		
3. Tool setup	Ratting or damaged cords, Exposed electrical components	3H	<ul style="list-style-type: none"> <li>- Regular inspection: Conduct a thorough inspection of all electrical tools and equipment prior to use, ensuring there are no damaged or frayed cords.</li> <li>- Repair and replacement: Repair or replace any tools with damaged cords or exposed electrical components immediately, and remove them from service until they are safe to use.</li> <li>- Safety training: Provide regular training for employees on proper tool setup, usage, and storage procedures to minimise the risk of electrical hazards.</li> <li>- Use of Ground Fault Circuit Interrupters (GFCIs): Plug all electrical tools into GFCI-protected outlets or use GFCI adapters to reduce the risk of electrocution in case of a fault.</li> <li>- Use electrical tape: Apply electrical tape on minor cuts or abrasions on cords as a temporary solution until the cord can be replaced. However, don't rely solely on electrical tape for permanent repairs.</li> </ul>	2M	

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			<ul style="list-style-type: none"> <li>- Proper storage: Store all electrical cords and tools in a dry, well-ventilated area away from heat, moisture, and direct sunlight, which can cause damage and degradation over time.</li> <li>- Tagging and tracking system: Implement a tagging system to keep track of inspection dates and identify tools that need repair or replacement.</li> <li>- Avoid overloading: Avoid plugging multiple power tools into a single outlet or using extension cords improperly, as this may cause overheating or other electrical hazards.</li> <li>- Use appropriate Personal Protective Equipment (PPE): Ensure that employees wear appropriate PPE such as insulated gloves, safety goggles, and non-conductive footwear when handling electrical tools and equipment.</li> <li>- Proper grounding: Make sure that all electrical tools and their corresponding power supply sources are properly grounded to prevent potential electrical shock hazards.</li> <li>- Routine maintenance: Establish a routine maintenance schedule for all electrical tools, including cleaning, lubrication, and visual inspections, to ensure they remain in good working condition and minimize potential hazards.</li> </ul>		
4. Testing circuits	Electric shock, Wrong circuit connections	3H	<ul style="list-style-type: none"> <li>- Proper PPE: Ensure all team members working on electrical circuits wear appropriate personal protective equipment (PPE) including rubber gloves, non-conductive boots, and safety goggles to minimize the risk of electric shock.</li> <li>- Safe isolation methods: Implement clear procedures for isolating power supplies or switching off circuit breakers before testing any circuits to prevent accidental electric shocks.</li> <li>- Voltage checks: Confirm that there is no voltage present in the circuit using a voltage detector, and lockout/tagout methods, before proceeding with the testing process.</li> <li>- Use insulated tools: Opt for properly tested and certified insulated tools to reduce the risk of electrical discharges when handling live wires during circuit tests.</li> <li>- Following manufacturer's instructions: Gather relevant information from manufacturers' guidelines when testing and connecting circuits to avoid incorrect installations and ensure worker competency.</li> <li>- Competency-based training: Provide regular electrical safety training sessions for employees, ensuring they stay updated with the latest in electrical safety practices and hazard control strategies.</li> <li>- Risk assessment: Conduct thorough risk assessments before undertaking electrical work to identify potential hazards and determine suitable control measures for each step involved in the testing process.</li> <li>- Clear workspace: Maintain a clutter-free and clean work area, ensuring that unnecessary items do not obstruct or conduct electricity and increase the chance of electrical accidents.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Continuous monitoring: Supervisors should actively monitor the work environment and work procedures during circuit testing to ensure compliance with safety regulations and provide prompt corrective actions if deviations are observed.</li> <li>- Emergency planning and first-aid: Have well-defined emergency procedures in place and accessible first-aid resources, such as an Automated External Defibrillator (AED), so that swift action can be taken in case of an electric shock incident. Review these protocols regularly to adapt to new requirements or staff changes.</li> </ul>		
5. Installing wiring	Physical strain, Contact with live wires	2M	<ul style="list-style-type: none"> <li>- Adequate training: Ensure that all workers involved in the installation of wiring have received proper training on electrical safety, and are familiar with relevant safe work procedures.</li> <li>- Pre-installation checks: Before beginning any work involving wiring, inspect the work area for potential hazards, such as live wires or nearby power sources.</li> <li>- Personal Protective Equipment (PPE): Provide and ensure the use of appropriate PPE, including gloves, safety glasses, and footwear that is non-conductive to reduce the risk of contact with live wires.</li> <li>- Insulated tools: Utilise properly insulated hand tools (e.g., pliers, wire strippers) to minimise the risk of accidental contact with live wires.</li> <li>- De-energise circuits: Make certain that all power supply to the area of work is turned off and locked/tagged out to prevent accidental energising during installation.</li> <li>- Voltage testing: Use a non-contact voltage tester to confirm that no live wires or circuits are present before proceeding with the installation.</li> <li>- Proper lifting techniques: Train workers in using safe manual handling techniques to reduce physical strain when lifting or moving heavy items.</li> <li>- Ergonomic workstations: Promote the use of ergonomic workstations to reduce physical strain when working on wiring installations for extended periods.</li> <li>- Breaks and rotation: Encourage frequent breaks and job rotation to help minimise physical strain from repetitive tasks.</li> <li>- Two-person teams: Consider having two people perform tasks related to installing wiring, especially if the task requires significant force or reaching into tight spaces.</li> <li>- Safe working space: Ensure the work area is clean, well-lit, and free from trip hazards, increasing visibility and reducing the chance of accidents.</li> <li>- Barrier installation: Install physical barriers or warning signs to restrict unauthorised access to the work area and to minimise the risk of contact with live wires by other personnel.</li> <li>- Communication and supervision: Maintain open communication between team members and provide continuous supervision to ensure that all safety protocols are being followed.</li> </ul>	1L	



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			<ul style="list-style-type: none"> <li>- Incident reporting: Implement a system for reporting any incidents or near-misses related to electrical safety so that corrective actions can be taken swiftly, and any potential hazards can be addressed promptly.</li> </ul>		
6. Labeling components	Mislabeling, Missing labels	2M	<ul style="list-style-type: none"> <li>- Prioritise necessary labels: Ensure that all essential components are labelled accurately, including power supplies, circuit breakers, and electrical panels.</li> <li>- Develop a consistent labeling system: Establish a systematic approach to electrical component labeling using standardised symbols, colors, and text formats for ease of identification.</li> <li>- Engage qualified personnel: Only employ trained and experienced individuals with proficient knowledge in electrical systems to carry out the task of labeling components.</li> <li>- Implement regular inspections: Conduct periodic checks by qualified personnel to verify that all labels on electrical components are accurate, visible, and up-to-date.</li> <li>- Provide clear instructions: Have accessible step-by-step directions available to guide workers through the proper procedure for applying labels to electrical components.</li> <li>- Encourage double-checking: Implement a verification process where another qualified worker cross-verifies the accuracy of labels before considering the work complete.</li> <li>- Maintain an inventory log: Create a detailed inventory list of all electrical components, noting both their locations and the required corresponding labels in order to reduce instances of missing or mislabeling.</li> <li>- Utilise warning signs: Install highly visible warning signs to caution workers against potential hazards and inform them about the importance of proper labeling practices.</li> <li>- Offer continuous training: Keep workers up-to-date on the latest best practices for labeling electrical components through ongoing education and training sessions.</li> <li>- Foster open communication channels: Encourage workers to report any inaccuracies, mislabeling, or missing labels they come across during work, so that corrective actions can be taken promptly.</li> <li>- Review and update policies: Regularly review and update safety protocols and guidelines related to labeling electrical components, ensuring they adhere to industry standards and advancements.</li> <li>- Plan labeling during downtime: Schedule labeling tasks during off-peak hours or when the electrical system is down for maintenance, minimising risks associated with accidents from live equipment.</li> <li>- Incorporate feedback: Encourage workers to share their experiences, suggestions, and concerns related to electrical component labeling, allowing for continuous improvement of safety measures.</li> </ul>	1L	
7. Connection to outlets	Poor connections, Mismatched voltage	3H		2M	

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			<ul style="list-style-type: none"> <li>- Regular inspection of outlets and power connections: Ensure that all electrical outlets and connections are routinely inspected for wear and tear or damages, ensuring proper connections are maintained.</li> <li>- Use appropriate plugs, sockets, and receptacles: Only utilise properly rated and compatible plugs, sockets, and receptacles to avoid mismatched voltage levels or poor connections.</li> <li>- Voltage testing before connection: Check the voltage levels at the outlet before connecting any equipment to ensure it matches the voltage requirements of the device.</li> <li>- Training in electrical safety: Provide comprehensive training for all staff members on safe practices for working with electrical systems, including plug connections and identification of potentially hazardous situations.</li> <li>- Requirement for licensed electricians: Only allow qualified and licensed electricians to work with live electrical components, including creating and modifying connections between devices and outlets.</li> <li>- Secure and organised cable management: Employ cable management systems that keep cables tangle-free and properly supported, reducing the potential for worn or damaged connections.</li> <li>- Clear labeling of outlets and voltage ratings: Ensure that each electrical outlet is clearly labelled with its voltage rating to prevent the accidental connection of incompatible devices.</li> <li>- Installation and maintenance of residual current devices (RCDs): Install RCDs wherever required and conduct regular maintenance checks to ensure their functioning efficiently to prevent electrical accidents due to faulty connections.</li> <li>- Double-insulated tools and equipment: Utilise double-insulated equipment for added protection against electric shocks and other hazards.</li> <li>- Procedures for reporting and rectifying issues: Establish a clear process for employees to report damaged or hazardous connections and promptly address these concerns.</li> <li>- Availability of personal protective equipment (PPE): Provide necessary PPE such as insulating gloves, rubber-soled shoes, and safety glasses when handling electrical connections.</li> <li>- Strict adherence to Australian Standards/Workplace policies: Follow workplace safety policy guidelines and consistently adhere to Australian electrical safety standards when designing, installing, or maintaining electrical connections.</li> <li>- Creation of an Emergency Response Plan: Develop a comprehensive emergency response plan for handling any incidents involving electrical safety, which includes proper evacuation procedures and first aid measures.</li> </ul>		
8. Check completed work	Equipment malfunction, Damaged wiring	2M		1L	

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			<ul style="list-style-type: none"> <li>- Conduct regular equipment inspections to identify and resolve any issues related to equipment malfunction before beginning work.</li> <li>- Establish a maintenance schedule for electrical equipment and tools, ensuring they are serviced and checked at regular intervals based on the manufacturer's guidelines.</li> <li>- Train workers in the identification of damaged wiring and the procedure to follow when this hazard is detected, ensuring that they report it immediately to a supervisor or safety manager.</li> <li>- Use proper tools and personal protective equipment (PPE) like insulated gloves and safety goggles when working around electrical systems to minimise the risk of injury due to equipment malfunction or damaged wiring.</li> <li>- Implement lockout/tagout procedures when repairing or troubleshooting electrical systems to ensure all energy sources are properly isolated and controlled during the repair process.</li> <li>- Make sure all electrical work is carried out by qualified personnel who have completed appropriate training and certification.</li> <li>- Encourage open communication between team members regarding potential hazards, including equipment malfunction and damaged wiring, so that appropriate action can be taken promptly.</li> <li>- Use high-quality materials that meet industry standards, such as wiring with durable insulation, to reduce the likelihood of damage throughout the course of the project.</li> <li>- Repair or replace any malfunctioning or damaged equipment immediately after identification to prevent accidents or further deterioration.</li> <li>- Utilise barriers or signage to designate work zones where there may be risks associated with electrical systems, equipment, or damaged wiring, preventing unauthorised access.</li> <li>- Keep the workplace clean and organised, reducing the potential for loose wires, debris or other materials that could contribute to equipment malfunction or damaged wiring.</li> <li>- Regularly review and update the Safe Work Method Statement (SWMS) to ensure control measures remain relevant and effective in mitigating risks.</li> <li>- Conduct post-work inspections to assess the condition of electrical systems, identifying any potential problems or maintenance issues that require attention, and verifying that work was completed safely and effectively.</li> </ul>		
9. Energising circuits	Unprotected power source, Unsafe startup procedure	3H	<ul style="list-style-type: none"> <li>- Install appropriate circuit breakers, residual current devices (RCDs), and other safety devices to prevent uncontrolled power surges and electrical faults from exposing workers to unprotected power sources.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Ensure that only qualified electricians or personnel trained in energising circuits perform the task, thereby reducing the likelihood of an unsafe startup procedure.</li> <li>- Create a detailed step-by-step energization procedure and have it reviewed by a qualified electrical engineer or electrician to ensure that it is safe and compliant with relevant Australian standards.</li> <li>- Provide all workers involved in energising circuits with comprehensive training on safe work practices, emphasising the importance of following the approved procedure for every startup.</li> <li>- Clearly mark and label all circuit breakers, switches, and distribution boards to minimise potential errors during the energization process.</li> <li>- Establish a designated communication system between workers involved in energising circuits to ensure clear and concise information exchange, contributing to safer startup procedures.</li> <li>- Implement a lockout/tagout system to control access to the electrical panel and prevent unauthorised tampering or accidental energization, which could lead to hazardous situations.</li> <li>- Perform a thorough pre-startup inspection of the electrical circuits to identify any visible damages, loose connections, or exposed wires that may cause hazards during energization.</li> <li>- Equip all workers involved in energising circuits with appropriate personal protective equipment (PPE) such as insulating gloves, safety glasses, and fire-resistant clothing to minimise the risk of injury in case of an unexpected electrical incident.</li> <li>- Maintain up-to-date documentation of all energising procedures, including any revisions or improvements made, to serve as a reference point for future operations and assurance of workplace safety standards.</li> <li>- Conduct regular audits and inspections of the energising procedures to ensure ongoing compliance with the SWMS and identify any areas for improvement, consequently enhancing overall electrical safety in the workplace.</li> </ul>		
10. Verification testing	Incorrect readings, Inadequate safety precautions	3H	<ul style="list-style-type: none"> <li>- Ensure that only qualified and trained personnel are assigned to conduct verification testing on the electrical system, equipment, or wiring.</li> <li>- Prioritise the use of non-contact voltage testers for initial testing of circuits to minimise contact with potentially live wires.</li> <li>- Always turn off power supply to the equipment or circuit being tested, when possible, and lockout/tagout procedures must be applied before proceeding.</li> <li>- Verify that appropriate personal protective equipment (PPE), such as insulated gloves, safety glasses, and arc flash protection gear, is worn by workers as required.</li> <li>- Make sure all test instruments and equipment are properly calibrated, regularly maintained, and in good working condition before use.</li> </ul>	1L	

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			<ul style="list-style-type: none"> <li>- Establish and follow a well-defined testing procedure to ensure accuracy and consistency in recording test results.</li> <li>- Reserve a safe distance between the worker and the electrical components being tested to avoid direct contact and reduce hazards.</li> <li>- Always perform a visual inspection of electrical systems and components for any signs of damage, corrosion, or faulty connections before beginning verification testing.</li> <li>- Implement a buddy system where multiple workers check each other's work to minimise instances of human error.</li> <li>- Clearly communicate test findings among team members and update relevant documentation accordingly to track changes and improvements made.</li> <li>- Conduct regular toolbox talks and safety training sessions to remind workers about necessary precautions when performing verification testing.</li> <li>- Foster an open line of communication within the team, encouraging workers to report any potential hazards, concerns, or near misses immediately to their supervisor.</li> <li>- Regularly review and update SWMS and risk assessments based on emerging industry standards, innovations, and advances in electrical safety to keep workers informed and prepared for evolving risks.</li> </ul>		
11. Sign off and documentation	Inaccurate records, Incomplete paperwork	2M	<ul style="list-style-type: none"> <li>- Proper Staff Training: Ensure all employees handling sign off and documentation are adequately trained on the procedures, paperwork requirements, and associated hazards.</li> <li>- Clear Communication: Establish a clear line of communication between management and team members to address any concerns or clarifications regarding documentation, preventing inaccuracies or incomplete paperwork.</li> <li>- Regular Audits: Perform regular audits of completed paperwork to verify accuracy and identify patterns of errors, allowing for targeted corrective action.</li> <li>- Standardised Forms: Utilise standardised forms and templates for documentation to ensure consistency, with sufficient space for capturing all required information.</li> <li>- Document Management System: Implement a document management system to keep track of all documentation effectively and maintain easy access to information when needed, reducing the risk of misplaced documents.</li> <li>- Double-checking Procedure: Require team members to review each other's work and double-check entries to decrease the likelihood of inaccuracies or omissions.</li> <li>- Digital Data Entry: Encourage digital data entry where possible, which allows for automatic error checks and easier edits to incorrect or incomplete information.</li> <li>- Data Backup: Regularly back up data both on-site and off-site to mitigate the risk of data loss due to technical issues or disasters.</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>- Version Control: Establish version control measures to avoid confusion on which documentation version is the most recent or accurate, ensuring only the latest version is being used.</li> <li>- Clear Deadline Expectations: Set explicit expectations for when documentation should be completed and signed off, ensuring a proper and timely closure.</li> <li>- Record Retention Policies: Develop and enforce record retention policies, including storing relevant documentation in a secure location and disposing of outdated records per regulations.</li> <li>- Continuous Improvement: Evaluate and adapt processes periodically to improve efficiency and ensure compliance with changing regulations or company policies.</li> <li>- Incident Reporting: Encourage team members to report instances of inaccurate records or incomplete paperwork immediately, enabling swift corrective action to minimise potential harm.</li> </ul>		
12. Cleaning worksite	Slip hazards, Electrical hazards	2M	<ul style="list-style-type: none"> <li>- Proper housekeeping: Regularly clean the worksite to remove any debris, dust, or excess materials that may cause slip hazards or interfere with electrical equipment.</li> <li>- Use appropriate signage: Clearly mark areas where electrical work is being conducted and post cautionary signs regarding potential slip risks to alert workers and visitors.</li> <li>- Provide adequate lighting: Ensure sufficient lighting is available at the worksite to help workers identify potential hazards and maintain a safe working environment.</li> <li>- Anti-slip flooring: Install anti-slip floor coverings or mats in areas prone to slip hazards, particularly near entrances, exits, and high-traffic areas.</li> <li>- Inspect and maintain cords: Regularly inspect electrical cords and equipment for damage or wear, and replace them as needed to reduce the risk of electrical hazards.</li> <li>- Implement cord management: Keep electrical cords properly secured and organised to prevent tripping hazards and avoid contact with water or other potential sources of electrical shock.</li> <li>- Utilise Ground Fault Circuit Interrupters (GFCIs): Install GFCIs, which will automatically shut off power to a circuit if it detects any irregularities, to protect workers from potential electrical shocks.</li> <li>- Personal protective equipment (PPE): Require workers to wear non-conductive footwear and gloves when handling electrical equipment and tools to reduce the risk of electrical injury.</li> <li>- Training and awareness: Provide ongoing training on proper methods of cleaning around electrical equipment, managing cords, and identifying potential hazards.</li> <li>- Regular inspection: Conduct routine audits and inspections of the worksite to ensure that all hazard control measures are implemented and updated as necessary.</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>- Hazard communication programme: Establish a clear line of communication among team members regarding potential hazards and control measures, and encourage workers to report any unsafe conditions immediately.</li> <li>- Spill response plan: Develop a spill response plan specific to the worksite so that workers can quickly and effectively address potential slip hazards caused by liquid spills.</li> <li>- Electrical lockout/tagout programme: Establish an electrical lockout/tagout procedure to ensure that electrical equipment is properly shut off and isolated before workers clean the worksite around it.</li> <li>- Encourage safe work practices: Cultivate a culture of safety by regularly discussing the importance of adhering to control measures and integrating safe work practices into daily routines.</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>	