

Electrical Testing | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Electrical Testing

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:
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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		
	NAME	SIGNATURE	DATE
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.			
If an incident or a near miss occurs, all work must stop immediately. Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.			
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.			

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

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CLIENT OR PRINCIPAL CONTRACTOR DETAILS

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

ANY HIGH-RISK CONSTRUCTION WORK BEING CARRIED OUT

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

ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY

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

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

JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR	RESPONSIBLE PERSON
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK	NAME OF PERSON
1. Preparation	Faulty equipment, Inadequate training	2M	<ul style="list-style-type: none"> - Inspection and maintenance: Regularly inspect and maintain all electrical testing equipment according to the manufacturer's guidelines, ensuring they are in good working order before use. - Skill assessment: Assess the competency levels of all workers involved in electrical testing tasks and provide adequate training or supervision to those who do not possess the necessary skills. - Safe work procedures: Develop and implement safe work procedures for conducting electrical testing, clearly outlining the steps involved and hazards to be aware of. - Personal protective equipment (PPE): Require all workers to wear appropriate PPE, such as safety glasses, insulated gloves, and non-conductive footwear, during electrical testing tasks. - Training and competency verification: Provide regular training sessions on electrical safety and testing procedures, ensuring all workers are up-to-date with current best practices and industry standards. - Risk assessment: Conduct a thorough risk assessment before commencing any electrical testing task, identifying potential hazards and implementing suitable control measures to minimise risks. - Pre-start checks: Perform pre-start checks on all electrical testing equipment, ensuring there are no defects or damage that could compromise safety during operation. - Isolation and lockout/tagout procedure: Implement an isolation and lockout/tagout procedure before carrying out electrical testing, preventing accidental energising and ensuring worker safety. - First aid facilities: Ensure that well-equipped first aid facilities are readily available at the worksite and that all workers are trained in basic first aid procedures related to electrical injuries. - Clear workspace: Maintain a clean and clutter-free workspace during electrical testing activities, helping to reduce trip hazards and providing a safer environment for workers. - Incident reporting: Encourage an open culture of communication by requiring workers to promptly report any incidents, near misses, or safety concerns related to electrical testing, allowing for continuous improvement in workplace safety practices. 	1L	
2. Inspection	Electrical shock, Accidental start-up	3H	<ul style="list-style-type: none"> - Proper isolation: Ensure all equipment is adequately isolated from electrical sources before commencing inspection. Follow lockout/tagout procedures to prevent accidental re-energising of the system being tested. - Use of insulated tools: Always utilise insulated tools and equipment when working with electrical systems to minimise the risk of electrical shock. 	2M	

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			<ul style="list-style-type: none"> - Inspection by a competent person: Only qualified and experienced personnel should perform electrical testing, as they possess the necessary knowledge and skills in electrical safety. - Risk assessment: Carry out a thorough risk assessment before commencing any electrical testing and take appropriate measures to minimise risks associated with electrical shock and accidental start-up. - Personal protective equipment (PPE): Workers must wear appropriate PPE, such as gloves, safety glasses, and non-conductive footwear, to reduce potential hazards of electrical shock during testing. - Clear signage: Clearly mark the work area with relevant warning signs indicating electrical hazard, authorised personnel only, and lockout/tagout procedures are in place. - Visual inspections: Conduct a visual inspection of the equipment or system prior to electrical testing to identify any visible damage, loose connections, or other potential hazards. - Regular training: Ensure all workers receive regular refresher training on electrical safety procedures and SWMS requirements, to increase awareness and minimise risks. - Use of multimeters and other safety equipment: Use appropriate testing instruments, such as multimeters with the correct settings, and regularly maintain these tools for accurate readings and optimal performance. - Communication: Maintain clear communication lines between team members throughout the inspection process to ensure everyone is aware of ongoing tasks and potential hazards. - Permit-to-work system: Implementing a permit-to-work management system can help manage and monitor activities carried out at the workplace, ensuring that proper planning and risk assessment processes are followed before any electrical testing begins. 		
3. Test area set-up	Poor lighting, Tripping hazards	2M	<ul style="list-style-type: none"> - Ensure adequate and evenly distributed lighting is provided in the test area, using task-specific portable lights when necessary. - Regularly inspect the work area for potential tripping hazards such as loose wires, cables, or stray equipment, and eliminate them promptly. - Clearly mark and define the testing area to segregate it from surrounding activity zones, preventing any unauthorized access. - Utilise high-visibility floor markings or safety tape to indicate potential tripping hazards, such as cords or cables running across walkways. - Install cable management systems like cable covers, cable trays or hooks to properly organise and secure electrical cords in the testing area and reduce trip hazards. 	1L	

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			<ul style="list-style-type: none"> - Regularly review and update risk assessments for the test area set-up and ensure that all staff are aware of the identified hazards and control measures implemented. - Conduct toolbox talks with workers involved in testing to discuss the possible hazards, including slips, trips, and falls, and how they can minimize the risks associated with these hazards. - Provide appropriate personal protective equipment (PPE) for workers involved in testing, such as non-slip shoes, gloves, and safety glasses to further reduce the risk of accidents. - Implement a reporting system that encourages workers to identify and report any new or existing hazards immediately. - Develop an emergency response plan for the test area, ensuring that all workers are familiar with the procedures to follow in case of an incident. - Keep the test area clean and free of debris, excess materials, or tools that may contribute to tripping hazards or other safety concerns. - Establish a regular maintenance schedule for inspection and servicing of equipment in the test area to ensure its safe functioning and to avoid any unforeseen incidents. - Train and educate all relevant employees on the safe handling and use of electrical testing equipment, ensuring they understand the potential hazards and are competent in implementing the necessary control measures to mitigate risks. 		
4. Equipment calibration	Improper calibration, Electrical overload	3H	<ul style="list-style-type: none"> - Ensure all testing equipment is inspected and calibrated periodically by a qualified technician, as per the manufacturer's guidelines. - Implement a calibration record system to keep track of when equipment was last calibrated and when it is due for recalibration. - Establish a designated area for equipment calibration that is free from any electrical hazards, ensuring all technicians wear appropriate PPE while performing calibration tasks. - Follow manufacturer's instructions for proper calibration procedures, always using approved measuring instruments and equipment. - Conduct a risk assessment before commencing calibration activities to identify and address potential hazards associated with the specific equipment being used. - Comply with relevant Australian Standards (e.g., AS/NZS 3000:2018 Electrical Installations) and industry-specific regulations regarding electrical testing equipment calibration. - Provide training for workers responsible for conducting equipment calibration, ensuring they are competent and aware of the applicable safety requirements. - Monitor environmental conditions, such as temperature and humidity, during calibration activities to maintain accurate and reliable results. 	1L	

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			<ul style="list-style-type: none"> - Implement an equipment maintenance program, which includes regular inspections for wear and damage, to ensure all devices function properly and safely. - Utilise circuit protection devices, such as fuses and circuit breakers, to safeguard against electrical overload or failure during calibration tasks. - Store testing equipment in a clean and dry environment, away from heat, moisture, and other adverse conditions that could affect their calibration and performance. - Clearly label all equipment with its calibration status and any limitations on its use to assist workers in identifying if a device requires calibration prior to undertaking electrical testing tasks. - Develop and implement emergency procedures for responding to incidents related to improper calibration or electrical overload, including evacuation plans, first aid measures, and equipment shutdown processes. 		
5. Voltage testing	Inadvertent contact with live parts, False reading of equipment	4A	<ul style="list-style-type: none"> - Ensure all workers are properly trained in voltage testing procedures and understand the risks associated with inadvertent contact with live parts and false reading of equipment. - Conduct regular tool box talks to discuss safe work practices when performing voltage testing. - Utilise appropriate personal protective equipment (PPE), such as insulated gloves, safety glasses, and non-conductive footwear to minimise the risk of electrical shock. - Implement lockout/tagout procedures to isolate energy sources before commencing voltage testing. - Utilise voltage indicators, and test both before and after use to confirm functionality and prevent a false reading. - Follow manufacturer's guidelines and Australian standards for safely testing the voltage of electrical systems and components. - Maintain an adequate distance from live parts, utilising non-conductive tools and equipment where possible to prevent inadvertent contact. - Use appropriately rated and regularly tested testing equipment to ensure accurate readings and reduce the risk of accidents. - Perform visual inspections of the work area, equipment, and tools for any visible defects or damages that may compromise safety during voltage testing. - Designate specific personnel who are responsible for overseeing and supervising electrical testing tasks to ensure proper protocol is followed. - Establish designated safe zones around the work site and implement barricades, signage, and floor markings to alert others of the potential hazards during voltage testing. - Have a documented emergency response plan in place, including first aid kits and trained personnel, should an incident occur during voltage testing. 	2M	

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			<ul style="list-style-type: none"> - Encourage workers to practice good housekeeping, keeping the work area free of clutter and trip hazards that may contribute to accidents. - Regularly review and update safe work method statements (SWMS) to ensure evolving compliance with Australian workplace health and safety regulations and industry best practices. 		
6. Insulation test	Insulation breakdown, Electric arcs	3H	<ul style="list-style-type: none"> - Conduct a thorough risk assessment prior to the insulation test, identifying specific hazards and mitigating strategies. - Ensure that all testing equipment is in good working order, calibrated, and complies with relevant Australian Standards (e.g., AS/NZS 3000). - Use only qualified and licensed electricians or technicians to perform insulation tests, ensuring they have proper training and are up-to-date on industry protocols. - Provide adequate personal protective equipment (PPE) for workers, including insulated gloves, safety glasses, and appropriate footwear. - Isolate and de-energise the electrical system before proceeding with the insulation test, utilising lockout/tagout procedures as necessary. - Implement a permit-to-work system to control work zone access and ensure that proper authorisation and communication are maintained throughout the testing process. - Utilise suitable insulation resistance testers that provide safe and accurate results while minimising the risk of electric arcs or other hazards. - Follow established work methods and step-by-step procedures for conducting insulation tests, avoiding shortcuts that could compromise safety. - Maintain a safe working distance from live electrical components during the test to mitigate risks associated with insulation breakdown and electric arcs. - Establish a clear line of communication among workers, supervisors, and management, allowing for prompt hazard reporting and resolution. - Review and update safety procedures regularly, incorporating lessons learned from previous incidents and near-miss events. - Schedule periodic refresher trainings for workers involved in insulation testing, reinforcing safety concepts and addressing any new industry standards. - Monitor environmental conditions during testing, taking measures to address potential hazards related to humidity, temperature variations, or nearby equipment. - Keep an organised and clean work area, reducing potential distractions and hazards related to clutter or tripping hazards. <p>Remember, every workplace may have unique conditions, so tailor these control measures according to your specific situation and requirements.</p>	1L	

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7. Current test	Accidental discharge through a fault, High current passing through equipment	3H	<ul style="list-style-type: none"> - Conduct a comprehensive risk assessment before commencing the testing process to identify potential hazards at the worksite and evaluate the effectiveness of existing control measures. - Encourage regular communication among team members regarding safety concerns and requirements while performing electrical testing. - Ensure that only competent, licensed, and authorized personnel undertake the electrical testing tasks, and they possess thorough knowledge and understanding of the equipment and test procedures. - Establish clear guidelines for the entire testing process which includes comprehensive instructions, proper documentation, and adherence to correct testing sequences. - Implement an effective isolation procedure to disconnect the equipment from all possible sources of electricity before conducting the tests. - Use suitable personal protective equipment (PPE) such as insulating gloves, eye protection, arc flash clothing, and safety footwear during the testing process. - Utilise appropriate testing instruments that are calibrated, inspected, and tested regularly according to the manufacturer's guidelines to ensure their accuracy and functionality. - Perform visual inspections of the equipment, work area, and connections to identify any visible faults or signs of damage that may pose safety hazards during the testing process. - Maintain proper labelling of electrical equipment, components, and circuits throughout the testing process, reducing the risk of accidental discharge through a fault. - Follow a strict "live work" permit system and adhere to Australian standards for working with energised electrical equipment. - Enforce a systematic approach for maintaining, inspecting, and repairing tools and equipment used during the testing process to ensure their reliability and performance. - Encourage reporting near-miss incidents and accidents to aid in investigating the root cause and sharing lessons learned to improve the overall safety of the workplace. - Provide ongoing training, coaching, and support to employees involved in the electrical testing process, raising awareness about the hazards associated with working on energised electrical equipment and the preventive measures to mitigate those risks. 	2M	
8. Continuity test	False readings, Misinterpretation of results	2M	<ul style="list-style-type: none"> - Ensure that all testing equipment, including multimeters and continuity testers, are calibrated according to the manufacturer's specifications and Australian Standards. 	1L	

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			<ul style="list-style-type: none"> - Provide comprehensive training to employees conducting electrical testing, specifically focusing on conducting accurate continuity tests and interpreting test results. - Implement a clear testing procedure for workers to follow, ensuring consistent testing processes across all team members. - Always disconnect or de-energise the circuit before conducting continuity tests to eliminate the possibility of false readings due to live components. - Utilise lockout/tagout procedures where applicable to ensure that the equipment is not accidentally energised during testing, leading to inaccurate results. - Encourage a "buddy system" for potentially complex testing scenarios, promoting peer review and shared understanding of the tasks at hand, helping prevent misinterpretation of test results. - Develop and maintain clear and concise documentation surrounding electrical testing requirements and procedures, reducing ambiguity and aiding in correct interpretation of results. - Foster an open communication culture, creating an environment where employees can engage in discussions over unclear test results without fear of judgement, enhancing both learning and final outcomes. - Utilise insulated tools when working with electrical equipment, reducing the potential for accidental contact with live circuits and subsequent false continuity readings. - Encourage regular breaks for employees, particularly those working on repetitive or complex testing tasks, mitigating mental fatigue which may lead to errors in testing and interpretation. - Continuously review and update testing procedures and training materials to reflect evolving industry standards, technologies, and best practices, maintaining a high level of accuracy and safety within the workplace. 		
9. Polarity test	Incorrect wiring, Batteries overheating	2M	<ul style="list-style-type: none"> - Ensure workers have appropriate training and certification to perform testing procedures, including understanding the proper techniques for polarity testing. - Implement clear Standard Operating Procedures (SOPs) for electrical testing processes, providing step-by-step instructions for conducting a polarity test. - Before conducting tests, inspect all equipment for visual defects or damage. This should include cables, connections, and testing equipment such as multimeters. - Check tools and equipment to be used in the test, ensuring they conform to the Australian Standards (AS/NZS 3760) and are calibrated, tested, and tagged regularly. - Maintain an isolated work environment by eliminating unnecessary power sources within the vicinity of the testing area. 	1L	

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			<ul style="list-style-type: none"> - Use rubber mats or insulated platforms to prevent static electricity build-up during testing, which could lead to incorrect readings or fires from overheating batteries. - Make sure all workers wear appropriate personal protective equipment (PPE), such as safety goggles, gloves, and non-conductive shoes when handling batteries and other electrical equipment. - Keep a handheld fire extinguisher readily available and ensure all personnel on-site are trained in its use in case of a battery-related fire or explosion. - Communicate any changes in testing conditions or potential hazards with team members throughout the process, ensuring everyone remains aware of possible risks. - Establish protocols for regular breaks during long testing sessions to limit worker fatigue and decrease the likelihood of mistakes or accidents. - Display warning signs around the testing area to alert others of potential hazards, including information on restricted access and PPE requirements. - Have a designated safety officer on-site to monitor the testing process and ensure that all control measures remain in place throughout. - Conduct regular reviews of the SWMS and all associated control measures, identifying opportunities for improvement and adjusting plans accordingly to maintain a safe working environment. 		
10. Earth resistance test	Electric shock, Failure of grounding system	3H	<ul style="list-style-type: none"> - Ensure that all workers conducting the earth resistance tests are fully trained and competent in the use of testing equipment and the necessary safety procedures. - Conduct a comprehensive risk assessment before commencing any electrical testing, and communicate the identified hazards and control measures to all workers involved. - Utilise appropriate safety equipment, such as insulated gloves, safety footwear, and protective eyewear, to minimise the risk of electric shock. - Adhere to the relevant Australian Standards and guidelines, including AS/NZS 3000:2018 Electrical Installations (Wiring Rules), when performing earth resistance tests. - Verify proper isolation of circuits and devices that may be impacted by the earth resistance test, utilising appropriate lockout/tagout procedures where necessary. - Maintain a safe working distance from electrical components and live conductors during testing, ensuring all workers are aware of exclusion zones. - Regularly inspect and maintain electrical testing equipment to ensure it is in good working condition, adequately calibrated, and complies with statutory requirements. - Employ visual inspections to identify any defects or faults in the grounding system prior to conducting an earth resistance test, taking corrective actions as necessary. 	2M	

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			<ul style="list-style-type: none"> - Engage an electrical spotter or use barriers to safeguard the testing area, ensuring other workers are aware of the ongoing test and potential hazards posed by the testing process. - Have a working emergency response plan in place, including immediate access to first aid kits and portable defibrillators, should an incident occur during earth resistance testing. - Monitor local weather conditions and avoid conducting earth resistance testing during inclement weather, such as heavy rain or thunderstorms, that could compromise worker safety or the accuracy of the test results. - Perform regular safety audits to assess adherence to established workplace health and safety policies, making improvements as required to further reduce the risk of hazards associated with earth resistance testing. 		
11. Temperature measurements	Overheating of equipment, Burns	2M	<ul style="list-style-type: none"> - Proper training and awareness: Ensure that all workers are well-trained and aware of the correct procedures for temperature measurements and handling potentially overheated equipment. - Personal protective equipment (PPE): Provide appropriate PPE to all team members, such as heat-resistant gloves, safety goggles, and long-sleeved clothing to reduce the risk of burns. - Inspection and maintenance: Regularly inspect and maintain electrical testing equipment to ensure it is in good working condition and does not pose a hazard during use. - Use of non-contact thermometers: Whenever possible, utilise infrared or other non-contact thermometers to measure temperatures and avoid direct contact with heated surfaces or components. - Safe work practices: Implement strict safe work practices, including clear communication among team members, proper documentation, and adherence to standard operating procedures. - Follow manufacturer's guidelines: Strictly follow the manufacturer's guidelines for using temperature measurement equipment, including recommended maximum temperatures, exposure times, and cooling intervals. - Ventilation: Ensure adequate ventilation in the workspace to dissipate heat and prevent the build-up of hazardous gases produced by overheated equipment. - Emergency procedures: Develop and implement emergency procedures for incidents involving overheating and burns, including immediate first aid measures and designated escape routes. - Regular breaks: Encourage workers to take regular breaks, especially when working in hot environments or dealing with high-temperature equipment, to minimise the risk of fatigue-related errors. 	1L	

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			<ul style="list-style-type: none"> - Restricted access to hazardous areas: Limit access to areas where high temperatures and potential hazards exist, allowing only trained and authorised personnel to enter. - Equipment ratings: Check temperature ratings on all devices used for testing to ensure they are suitable for the intended purpose and can withstand the heat generated during use. - Continuous monitoring: Continuously monitor the work environment and the temperature of equipment to identify potential risks and address them promptly to avoid accidents or incidents. 		
12. Torque tests	Loose connections, Tool slipping or dropping	3H	<ul style="list-style-type: none"> - Use properly calibrated torque tools to ensure the correct application of force. - Regularly inspect and maintain testing equipment, such as torque wrenches, to keep them in good working condition. - Implement proper training sessions for workers on how to use torque testing tools safely and effectively. - Establish a clear communication system between workers to prevent confusion and miscommunication during testing procedures. - Ensure that the appropriate personal protective equipment (PPE) is worn by workers, including safety gloves and glasses, to protect against potential hazards. - Provide adequate lighting to prevent poor visibility, which could lead to accidents or errors during testing procedures. - Inspect the work area, testing equipment, and connections before starting the test to identify any potential risks and take corrective actions if necessary. - Implement safety barricades and warning signs around the work area to keep unauthorised personnel away from the testing process. - Encourage workers to report any hazardous situations immediately and stop work until resolved. - Develop a clear procedure for reacting to emergencies, including assigning emergency response roles to staff members. - Remind workers to use proper body mechanics while handling and operating equipment to minimise strain injuries. - Utilise two-person teams when possible to assist with torque testing, allowing one person to support and stabilise the equipment while the other performs the task. - Keep an updated record of all torque testing outcomes, safety incidents, and control measure implementations as a reference for continuous improvement of workplace health and safety for electrical testing tasks. 	2M	
13. Visual inspection	Poor vantage point, Eye strain	1L	<ul style="list-style-type: none"> - Provide adequate lighting: Ensure that the workspace has sufficient lighting to minimise eyestrain and to provide clear visibility for visual inspections. 	1L	

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			<ul style="list-style-type: none"> - Regular breaks: Encourage workers to take regular short breaks to prevent eye fatigue and strain. - Ergonomic workstations: Set up ergonomic workstations with adjustable chairs, tables, and equipment heights that suit individual workers' needs, reducing poor posture when performing visual inspections. - Use appropriate PPE: Provide workers with suitable personal protective equipment such as safety glasses or goggles to protect their eyes from potential hazards during the visual inspection process. - Training in proper techniques: Train workers on correct techniques and methods for electrical testing, including efficient ways to carry out visual inspections. - Utilise magnifying tools: Supply workers with magnifying tools like an illuminated magnifier or microscope to make it easier for them to see finer details in components and connections during visual inspection. - Plan layouts to improve vantage points: Organise the layout of the workspace in a way that minimises obstructions to workers' vantage points while carrying out visual inspections. - Implement a buddy system: Encourage team members to check each other's work during the visual inspection process to ensure that no issues are missed due to individual oversight. - Routine vision check-ups: Promote regular eye examinations for all employees to ensure any vision defects are promptly identified and addressed, potentially reducing eyestrain and improving overall task performance during visual inspections. - Develop written procedures: Establish and enforce standard operating procedures for electrical testing and visual inspection tasks to ensure consistency and adherence to best practices among workers. 		
14. Documentation and reporting	Providing false information, Overlapping entries	2M	<ul style="list-style-type: none"> - Implement a thorough verification process: Ensure that all information provided in the documentation is accurate and factual by implementing a quality assurance system, with regular checks by designated team members. - Conduct training sessions: Organise regular training for employees so they are aware of the importance of providing accurate information and understanding how to correctly complete documentation. - Establish clear guidelines: Develop comprehensive guidelines outlining step-by-step processes for completing documentation and reporting accurately, while adhering to industry standards and legal requirements. Provide these guidelines to all staff members and ensure they understand their responsibilities. - Enable effective communication channels: Encourage open and transparent communication within the team, allowing for any errors or discrepancies to be discussed and addressed promptly. 	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"> - Utilise document management systems: Implement reliable document management systems that assist in preventing overlapping entries and ensuring that all progress is tracked efficiently. - Assign specific responsibilities: Designate specific roles within the organisation responsible for documenting, reviewing, and approving information contained in workplace health and safety documentation. - Regular audits and reviews: Schedule periodic audits to assess the accuracy and consistency of the information provided in the documentation, identifying any trends or areas that may need improvement. - Encourage internal reporting of misinformation: Foster a culture where employees feel comfortable reporting potential inaccuracies or false information without fearing retribution or judgement. - Implement version control: Use a version control system for documents to track changes and avoid confusion from multiple versions being circulated simultaneously. - Set deadlines and review periods: Establish standard timeframes for completion and submission of documentation, as well as regular review periods to ensure information remains up-to-date and accurate. - Provide templates and checklists: Offer pre-prepared templates and checklists to assist employees in recording and reporting information, reducing the likelihood of errors or omissions. - Address consequences for providing false information: Clearly outline the repercussions for intentionally providing false or misleading information and address these issues accordingly, in accordance with applicable laws and regulations. - Ensure privacy and confidentiality: Adhere to data protection policies and procedures to maintain the privacy and confidentiality of sensitive information while preventing unauthorised access or misuse. 		
15. Clean up	Tool damage, Exposure to harmful cleaning agents	2M	<ul style="list-style-type: none"> - Inspection and maintenance: Regularly inspect all tools and equipment to ensure they are in proper working condition, addressing any damage or wear promptly. - Appropriate handling techniques: Train workers on the proper handling and storage of tools and equipment to prevent accidental damage during transport and storage. - Correct usage of cleaning agents: Ensure that only recommended cleaning agents for specific types of equipment and tools are being used, reducing the risk of chemical hazards or damage to equipment. - Proper labelling and storage of cleaning agents: Clearly label cleaning agent containers and store them separately from other products, reducing the chances of accidental exposure or misuse. - Personal Protective Equipment (PPE): Provide appropriate PPE such as gloves, eye protection, and masks for workers using cleaning agents, minimising the risk of harmful exposure. 	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"> - Ventilation: Ensure that adequate ventilation is available in the area where cleaning tasks are being performed to reduce inhalation risks associated with cleaning agents. - Material Safety Data Sheets (MSDS): Keep updated MSDS on hand for all cleaning agents used in the workplace and provide training to workers on how to access and interpret these documents. - Safe procedures for disposal of waste materials: Implement procedures for safe and environmentally responsible disposal of hazardous waste materials generated during the cleaning process. - Spill response plan: Develop a spill response plan for the workplace, ensuring employees know what actions to take in case of accidental spills involving cleaning agents or other hazardous substances. - First aid facilities: Ensure first aid facilities are readily available and accessible to workers in case of injuries resulting from tool damage or exposure to harmful cleaning agents. - Supervision: Supervise workers during clean up tasks, ensuring that appropriate work practices are being followed and promptly addressing any concerns or risks that may arise. - Tool usage training: Train staff on correct usage and handling of tools they'll be using, reducing the likelihood of tool damage. - Worker communication and consultation: Encourage open communication and consultation between staff members to share ideas and develop safe work practices tailored to the specific needs of their workspace. 		

EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES

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

LEGISLATIVE REFERENCES

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

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

SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

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

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

SAFE WORK METHOD STATEMENT MONITORING AND REVIEW

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

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

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

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

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

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

SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

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

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