Work Near Overhead Power Lines | SAFE WORK METHOD STATEMENT (SWMS)

TASK OR ACTIVITY: Work Near Overhead Power Lines

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		
	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.			

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

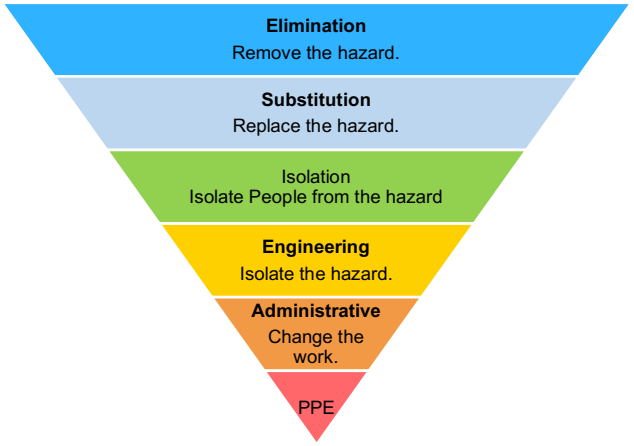
ANY HIGH-RISK MACHINERY OR EQUIPMENT NEARBY							
☐ Forklift	☐ Crane/s	☐ Hoist/s	☐ Excavator	☐ Backhoe/Loader	☐ Boom Lift	☐ EWP	☐ Genie Lift
☐ Trencher	☐ Drilling Rig	☐ Trucks	☐ Formwork	☐ Bobcat	☐ Flammable Gas	☐ Fuel	☐ Dozer
☐ High Voltage	☐ Mulcher	☐ Tilt-up Panels	☐ Roller	☐ Scissor Lift	☐ Tractor	☐ Other -	

RISK MATRIX

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
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.

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.

HEIRARCHY OF CONTROLS



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
											
☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Select the appropriate PPE above suitable for the equipment used or the job task being performed (if applicable).

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.

When a SWMS has been revised, the person conducting a business or undertaking must ensure all:

1. persons involved in the work are advised that a revision has been made and how they can access the revised SWMS;
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,
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.

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	Inadequate training, Incorrect PPE selection	2M	- Provide comprehensive training programs for all workers, covering the potential risks and hazards common when working near overhead power lines, as well as specific safety measures to be implemented. - Make sure that a qualified supervisor supervises the work, ensuring proper adherence to safety guidelines and overseeing the use of personal protective equipment (PPE). - Regularly check and update the knowledge and skills related to working near overhead power lines among employees through refresher courses, seminars, or workshops. - Perform a site-specific risk assessment before starting work to identify the most appropriate PPE suited for the job, taking into consideration weather conditions and other environmental factors. 5 Create and maintain a PPE selection chart for different tasks associated with working near overhead power lines, based on the regulatory requirements and industry standards. - Conduct regular inspections of PPE before usage, ensuring they are in good condition and meet the necessary safety requirements. Discard damaged or expired PPE promptly. - Ensure all workers wear the recommended PPE, including hard hats with chin straps, high-visibility vests, gloves, and steel-toed boots, while working near overhead power lines. - Encourage workers to report any issues, discomfort, or concerns related to their PPE so that changes can be made if necessary. - Keep updated with industry standards and advancements in PPE technology, ensuring the team is equipped with the latest and most effective gear available. - Provide adequate resources for PPE storage, maintenance, and cleaning, ensuring equipment remains in optimal working condition. - Develop a monitoring system to ensure all workers comply with wearing appropriate PPE and report non-compliance to supervisors and management promptly. - Create a comprehensive written Safe Work Method Statement (SWMS) for working near overhead power lines, outlining precautions, control measures, and relevant legislation. - Implement an emergency response plan that covers any potential incidents, such as electrocution and injuries resulting from inadequate training and incorrect PPE usage, ensuring all workers are aware of proper procedures in case of an emergency.	1L	
2. Site assessment	Inaccurate exclusion zone identification, Poor weather conditions	3H		2M	

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			- Establish a clear exclusion zone: Clearly identify and mark the exclusion zone around overhead power lines, considering both horizontal and vertical distances to prevent unauthorised access. - Consult with local utility companies: Liaise with local utility companies to determine accurate locations and distances of live overhead power lines in the area. - Perform regular site inspections: Conduct thorough walk-throughs of the site on a regular basis to assess the accuracy of exclusion zone identification and ensure compliance with relevant safety standards. - Conduct hazard assessments: Carry out risk assessments for specific work tasks near overhead power lines to identify and mitigate potential hazards associated with inaccurate exclusion zones and poor weather conditions. - Provide adequate training: Train workers on how to recognise and avoid hazards associated with working near overhead power lines, including proper procedures for identifying and maintaining exclusion zones. - Develop an emergency response plan: Create a detailed emergency response plan outlining the steps to take in case of an incident involving overhead power lines and communicate this to all workers onsite. - Monitor weather conditions: Keep track of local weather forecasts and adjust work plans accordingly to avoid performing tasks near overhead power lines during poor weather conditions, such as high winds or heavy rain. - Use appropriate personal protective equipment (PPE): Ensure workers wear appropriate PPE at all times, including hard hats, insulated gloves, and safety boots, to miniimise risk when working near overhead power lines. - Implement proper signage: Place visible warning signs at site entrances and key areas outlining the dangers of working near overhead power lines and the importance of following exclusion zone guidelines. - Communicate risks to subcontractors: Inform any subcontractors working on the project about the potential hazards related to overhead power lines and make sure they adhere to the established exclusion zones and safety measures. - Review and update SWMS regularly: Continuously reassess the effectiveness of the current Safe Work Method Statement (SWMS) and make adjustments as necessary to improve safety outcomes and reduce the likelihood of incidents involving overhead power lines.		
3. Establishing barriers	Insufficient signage, Collisions with equipment	2M	- Regularly inspect and maintain barriers: To ensure the effectiveness of barriers, carry out regular inspections and repair any damages immediately to reduce the risk of collisions with equipment and workers.	1L	

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			- Clearly mark exclusion zones: Mark exclusion zones around overhead power lines using appropriate signs and barrier tape to prevent unauthorised access and reduce the risk of accidental contact with live wires. - Use highly visible signage: Install large, bright, and easily readable signs around the work area to alert workers about the presence of overhead power lines and indicate the safe work distance. - Install physical barriers: Set up physical barriers such as bollards or guardrails around the work area to prevent vehicles and machinery from accidentally coming into contact with overhead power lines. - Conduct comprehensive safety briefings: Before starting any work near overhead power lines, conduct detailed safety briefings for all workers, covering potential hazards, safe work procedures, and emergency protocols. - Implement a safety monitoring system: Assign a designated safety observer to oversee work activities in the vicinity of overhead power lines. These observers should monitor workers' adherence to safety procedures and intervene when necessary. - Establish clear communication methods: Ensure that all workers on-site are equipped with an efficient method of communication (such as radios, hand signals, or other tools) to relay important safety information promptly and effectively. - Enforce stringent vehicle and equipment clearance rules: Develop and enforce strict guidelines for operating vehicles and equipment near overhead power lines, including maintaining a safe minimum distance and observing horizontal clearance limits. - Train employees on hazard identification and reporting: Provide workers with regular training sessions on identifying potential hazards associated with working near overhead power lines and implementing proper reporting procedures. - Develop and implement emergency response plans: In case of an incident involving overhead power lines, have a well-prepared emergency response plan in place that includes contact information for relevant authorities, first aid provisions, and evacuation procedures.		
4. Communication	Miscommunication between workers, Inadequate use of safety protocols	2M	- Provide clear and concise safety guidelines in written format to all workers involved in the project, ensuring proper understanding of the protocols while working near overhead power lines. - Conduct regular tool-box meetings before the start of each work shift to discuss the tasks for the day, potential hazards, and safety precautions to be followed. - Establish a consistent and streamlined communication system, such as walkie-talkies or hand signals, between workers on-site and those operating machinery to avoid miscommunication.	1L	

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			- Develop and implement a site-specific emergency response plan that details evacuation procedures, first aid measures, and notification processes in case of an incident involving overhead power lines. - Emphasise the importance of situational awareness among workers to reduce the risk of accidents due to miscommunication or inadequate use of safety protocols. - Ensure that all workers on-site have completed necessary trainings and are skilled in recognizing and handling hazards related to working near overhead power lines. - Assign a dedicated safety officer who is responsible for overseeing and enforcing compliance with safety guidelines and protocols at the worksite. - Regularly inspect and maintain all equipment and tools used in the vicinity of overhead power lines to miniimise the risk of accidents caused by faulty or damaged gear. - Establish exclusion zones around the power lines as per relevant industry standards, and use barriers and warning signage to ensure that unauthorised workers do not enter these areas. - Conduct routine audits to assess the effectiveness of the implemented control measures and update them accordingly based on the findings. - Encourage an open feedback loop amongst workers for peer-to-peer observations and recommendations regarding safety improvements. - Foster a strong safety culture within the organisation that emphasizes accountability and responsibility amongst workers when it comes to following safety protocols. - Schedule regular breaks for workers in order to prevent fatigue and loss of focus, which could potentially result in miscommunication or failure to adhere to safety guidelines.		
5. Equipment inspection	Defective tools, Unsafe power sources	3H	- Conduct a thorough inspection of all tools and equipment before starting the work near overhead power lines to identify any damage, wear, or defects. - Implement a strict maintenance schedule for all tools and equipment, including regular servicing, cleaning, and repair, ensuring they remain in good working condition. - Ensure that all workers have received adequate training on the proper use, handling, and storage of tools and equipment to prevent damage and misuse. - Verify that all electrical tools are tested and tagged by an authorised person to confirm they are safe for use and compliant with relevant regulations. - Limit the use of extension leads and power boards, minimising the risk of tripping hazards, and ensure these are regularly inspected for wear or damage. - Establish a designated area away from overhead power lines for setting up portable generators, ensuring a safe distance is maintained at all times.	1L	

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			- Use insulated tools specifically designed for working near live cables to reduce the risk of electrocution. - Implement clear communication channels among team members during work tasks, including the use of radios or signaling devices where necessary, allowing for quick response to any equipment issues or unsafe conditions. - Equip workers with appropriate personal protective equipment (PPE) such as gloves, helmets, and safety glasses for added protection when handling tools and equipment. - Instruct workers to immediately report any defective or damaged tools and equipment to their supervisor, prompting prompt removal from service until repairs or replacement can be completed. - Establish a secure and organised storage system for all tools and equipment, reducing the likelihood of damage during transport or when not in use. - Prepare and carry out regular toolbox talks on the importance of equipment inspection and adhering to safety protocols, reinforcing awareness amongst workers and promoting a safety-conscious culture.		
6. Induction of ground staff	Incorrect handling techniques, Lack of awareness about hazards	2M	- Conduct a comprehensive induction for all ground staff, covering the specific requirements and hazards associated with working near overhead power lines. - Include hands-on training in correct handling techniques for equipment and materials to miniimise the risk of injury and accidents. - Provide clear instructions and demonstrations on the proper use and maintenance of personal protective equipment (PPE) specific to electrical safety. - Emphasise the importance of situational awareness when working near overhead power lines, including knowing the location of power lines, safe distances, and exclusion zones. - Develop and enforce strict protocols for reporting and responding to potential hazards or near-misses involving overhead power lines. - Implement regular toolbox talks and safety meetings to maintain open communication about potential risks and to review and reinforce safety procedures. - Ensure that all ground staff have access to, and are familiar with, site-specific risk assessments and Safe Work Method Statements (SWMS) related to work near overhead power lines. - Maintain regular safety audits and inspections to verify that appropriate control measures are being implemented and adhered to by all staff members. - Ensure that supervisors and managers maintain constant vigilance and are proactively addressing any observed unsafe behaviour or practices related to handling techniques and hazard awareness.	1L	

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			- Offer additional training and support to staff as needed or required, strengthening their knowledge and skills in managing the risks associated with working near overhead power lines. - Foster a strong safety culture within the workplace, emphasising shared responsibility and accountability for maintaining a safe and healthy work environment when operating near overhead power lines.		
7. Ground monitoring	Poor visibility, Slip and trip hazards	2M	- Conduct thorough pre-work assessments to identify any potential poor visibility and slip/trip hazard areas. - Regularly maintain and inspect the ground conditions in the work area to ensure they are level, firm, and free from debris or obstacles. - Implement appropriate signage and barriers around the identified hazard areas to alert workers. - Provide adequate lighting in poorly lit areas to improve visibility and reduce the risk of slips, trips, and falls. - Encourage workers to wear high-visibility clothing, safety footwear with slip-resistant soles, and additional PPE as required. - Assign a designated safety officer to continuously monitor the ground conditions and promptly address any emerging hazards. - Deliver regular workplace health and safety training for employees working near overhead power lines, including instruction on potential hazards and safe working practices. - Enforce strict protocols requiring workers to report any slip, trip, or visibility-related incidents immediately to management. - Develop an emergency response plan that includes clear guidelines for handling situations where slips, trips, or poor visibility contribute to an accident. - Regularly communicate with employees working near overhead power lines to remind them about potential hazards and offer tips to ensure their safety and wellbeing. - Establish a routine worksite cleanup schedule to prevent the accumulation of debris or other materials that can contribute to slip and trip hazards in the work area.	1L	
8. Overhead work	Contact with live wires, Inadequate fall protection	4A	- Safety briefing: Conduct a comprehensive safety briefing for all workers involved in the work near overhead power lines, including the identification of potential hazards and the proper use of equipment. - Exclusion zones: Establish clear exclusion zones around the overhead power lines to prevent unauthorised personnel from entering the area where work is being performed.	2M	

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			- Use non-conductive tools: Utilise non-conductive tools and equipment when working near overhead power lines to eliminate the risk of accidental contact with live wires. - Insulated gloves and safety gear: Ensure that all workers wear insulated gloves and other necessary personal protective equipment (PPE) to prevent electrical shock in case of accidental contact with live wires. - Properly maintained equipment: Regularly inspect and maintain all equipment used for work near overhead power lines, including ladders, scaffolding, and aerial lifts, to ensure they are in safe working condition. - Implement fall protection systems: Install appropriate fall protection systems, such as guardrails or safety harnesses, to protect workers from the risk of falling while working at elevated heights near overhead power lines. - De-energise power lines: Coordinate with the local utility company to de-energise the overhead power lines temporarily during the duration of the work if possible. - Regular communication: Maintain constant communication between ground crew and workers at height to ensure that they are aware of any changes in the environment or potential hazards. - Emergency response plan: Develop and communicate an emergency response plan to all workers, including the protocol for contacting emergency services and rescuing injured workers in case of an accident. - Monitor weather conditions: Continuously monitor weather conditions, particularly the potential for strong winds or storms, which may increase the likelihood of contact with live wires or falling from heights. - Ongoing training: Provide ongoing training for workers on the importance of adhering to safety procedures when working near overhead power lines and regularly review and update safety policies as needed.		
9. Load handling	Unbalanced loads, Overloading of equipment	3H	- Develop and implement a comprehensive lift plan for handling loads that considers the load's size, weight distribution, and proximity to overhead power lines. - Provide thorough training for the equipment operators on proper load handling techniques based on manufacturer's recommendations and industry standards. - Ensure that all lifting equipment is regularly inspected, maintained, and certified by a competent authority to ensure optimum performance. - Use appropriate safety gear such as outrigger pads, taglines, and load-securing devices to effectively manage unbalanced loads. - Follow manufacturer guidelines for load capacity limits of each equipment and adhere to strict load limits at all times. - Clearly mark weight limits on all lifting equipment, ensuring operators can easily determine if any given load will result in overloading.	1L	

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			- Plan and organise work tasks to prevent situations where loads are handled in close proximity to overhead power lines, maintaining a safe distance according to regulations and industry standards. - Conduct regular tool-box talks or pre-start meetings to reinforce correct procedures and communicate information about specific risks associated with each task involving load handling. - Implement effective communication systems, such as two-way radios, hand signals, or designated spotters, to facilitate safe and efficient operations during handling of loads. - Establish an exclusion zone around the work area, using barricades, signage, or traffic control measures to maintain safety and prevent accidental contact with overhead power lines. - Continuously assess the stability of the load during lifting and moving operations, adjusting handling methods accordingly to mitigate risks associated with unbalanced loads. - Encourage a reporting culture for hazards and near-misses involving load handling, allowing for the prompt implementation of corrective actions. - Provide all workers involved in load handling operations with information, instruction, and training on potential risks, relevant safety policies, and emergency response procedures relating to working near overhead power lines. - Consider engaging an independent third-party expert, such as a specialist rigging engineer, to assess load handling methods and recommend improvements for managing unbalanced loads or overloading of equipment.		
10. Heavy machinery usage	Collision risks, Leaking fluids	3H	- Conduct a risk assessment: Prior to operating heavy machinery, perform a detailed risk assessment to identify and evaluate potential hazards associated with working near overhead power lines. - Maintain safety clearance: Ensure that the heavy machinery maintains a safe distance from overhead power lines as per the relevant regulatory guidelines and industry standards. - Use warning signs and barriers: Place visible warning signs around the vicinity to alert workers of the presence of overhead power lines, and install barriers to prevent accidental contact. - Implement machinery exclusion zones: Create designated zones where heavy machinery is prohibited from entering to reduce the risk of collision with power lines. - Provide operator training: Ensure that all machinery operators receive thorough training on safe operation procedures when working near overhead power lines, including maintaining safe clearances and proper use of equipment.	1L	

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			- Regular inspection and maintenance of equipment: Conduct regular inspections and maintenance of heavy machinery and equipment to prevent fluid leaks, malfunctions or other potential risks. - Develop an emergency response plan: Establish a comprehensive emergency response plan that outlines the steps to be taken in the event of a power line contact, including evacuation, power shut-off, and first aid measures. - Wear appropriate PPE: Make sure that all workers wear the proper personal protective equipment when working near overhead power lines, such as dielectric hard hats, voltage-rated gloves, and insulating protective clothing. - Utilise spotters and communication systems: Employ designated spotters to monitor the position of machinery relative to power lines and maintain open communication channels with operators to ensure adherence to safe distances. - Implement a buddy system: Encourage workers to keep an eye on one another's actions, provide support and guidance when needed, and assist in recognizing any unsafe situations. - Routinely review and update procedures: Periodically review and update your work procedures, control measures, and emergency response plans to account for changes in regulations, advancements in technology, and any lessons learned from incidents or near misses.		
11. Vehicle movement	Insufficient clearance, Failure to follow traffic management plans	2M	- Implement and adhere to exclusion zones: Ensure that there is a sufficient clearance between the vehicles and overhead power lines, as specified by the regulatory authorities. This will reduce the risk of accidental contact with live wires. - Traffic management plan development: Develop and implement comprehensive traffic management plans to safely navigate vehicle movement around the worksite, particularly near overhead power lines. - Use of spotters: Employ trained spotters to guide vehicle operators in maintaining safe clearances from overhead power lines and managing designated traffic routes. - Worksite signage and barriers: Install clear and visible warning signs and barriers around the work area to alert workers and vehicle operators of the presence of overhead power lines. - Proper vehicle selection: Choose vehicles with the appropriate height clearance to ensure they can be operated safely below overhead power lines, minimising any potential risks related to proximity. - Regular safety briefings and training: Continue providing regular safety briefings and training sessions for employees, which explicitly address the hazards posed by vehicle movement near overhead power lines. - Communication channels: Implement reliable communication systems between vehicle operators, spotters, and other on-site workers to coordinate effectively while working within close proximity to overhead power lines.	1L	

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			- Constant monitoring and review: Regularly monitor work activities and their compliance with implemented control measures, reviewing them frequently to continuously assess their effectiveness in mitigating the identified hazards. - Emergency response plan: Develop and communicate emergency response plans for incidents involving overhead power lines, including rescue strategies and first-aid procedures, to be followed if an accident occurs. - Incident reporting process: Establish a clear, efficient incident reporting process, encouraging staff to proactively report any near-misses or accidents relating to vehicle movement around overhead power lines, helping identify potential improvements in your safety practices.		
12. Emergency procedures	Lack of knowledge of emergency procedures, Ineffective first aid measures	2M	- Conduct regular safety training programs to educate all workers on the appropriate emergency procedures and first aid measures specific to working near overhead power lines. - Develop a comprehensive written emergency response plan that incorporates detailed instructions on how to handle incidents involving overhead power lines and related hazards. - Equip the worksite with readily accessible first aid kits stocked with necessary supplies, such as bandages, splints, burn treatments, and CPR masks. - Designate a qualified onsite safety officer responsible for overseeing emergency preparedness and offering assistance during emergencies, including electrical-related incidents. - Post noticeable signs at strategic locations around the job site reminding workers of key safety practices relevant to working near overhead power lines, including emergency response procedures. - Provide specialised personal protective equipment (PPE), such as insulating gloves and safety helmets rated for electrical work, to all workers involved in tasks that could expose them to potential hazards from overhead power lines. - Regularly inspect, test, and maintain all electrical tools and equipment used near overhead power lines to reduce the likelihood of accidents caused by malfunctions or damaged components. - Establish a clear communication system among team members to facilitate the swift and effective sharing of information in case of emergencies or potential hazards. - Ensure all workers have completed necessary courses in first aid and cardiopulmonary resuscitation (CPR) so they are prepared to respond effectively in emergencies. - Create a designated evacuation route for the worksite in case of an electrical incident involving overhead power lines, ensuring workers can exit the area safely and quickly.	1L	

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			- Require all contractors and subcontractors to demonstrate compliance with relevant workplace health and safety legislation and industry best practices concerning work near overhead power lines. - Establish a reporting procedure where workers can report any potential hazards, near misses, or incidents related to overhead power lines, allowing management to address issues proactively and avoid future emergencies. - Schedule regular onsite inspections and audits to assess the effectiveness of implemented control measures and emergency procedures, making necessary adjustments to maintain a safe working environment.		

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

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

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

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

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

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

Details of permits, licenses or access required by regulatory bodies (add or delete as required):

- Permits from local council
- Authorisation to commence work
- Any required documents.

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

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

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

Model Codes of Practice

- 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

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	☐ 1	☐ 2	☐ 3	☐ 4	☐ 5	☐ 6	☐ 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.	☐	☐	
Names and signatures of all relevant personnel consulted during the development of the SWMS.	☐	☐	
Name, signature, position and date signed of the person approving the SWMS.	☐	☐	
Specific personnel and qualifications, experience is noted in the SWMS.	☐	☐	
Provides a step-by-step process of tasks required to carry out the activity or task.	☐	☐	
Adequate risk assessment of any identified hazards has been completed.	☐	☐	
Foreseeable hazards are identified and documented for each step.	☐	☐	
Any hazards listed in any site risk assessments have been added to the SWMS.	☐	☐	
SWMS initial risk (IR) column as well as residual risk (RR) columns completed.	☐	☐	
Check control measures added to the SWMS are the most effective selections.	☐	☐	
Responsible person is assigned and listed on the SWMS for the implementation of control measures.	☐	☐	
Permit requirements specified, such as Hot Work, Electrical Work, Work at Heights etc.	☐	☐	
SWMS identifies plant and equipment to be used.	☐	☐	
Details of inspection checks required for any equipment listed are noted on the SWMS.	☐	☐	
Describes any mandatory qualifications, experience, training or skills required to perform the work.	☐	☐	
Applicable personal protective equipment is selected on the SWMS.	☐	☐	
Lists any required permits or licenses.	☐	☐	
Reflects and documents any legislative references and/or Australian Standards.	☐	☐	
Identifies any hazardous substances used with specific control measures in line with any SDS.	☐	☐	

REVIEWED BY		**DATE REVIEWED**	
SIGNATURE		**DATE COMPLETED**	