

LOW VOLTAGE ELECTRICAL REPAIRS SAFE WORK METHOD STATEMENT (SWMS)

Business Contact: Ryan Martin	Phone #: 6559 8059	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work): Site Supervisor		Job address:
Date: 25 th of January 2024		Contact Phone #: Date SWMS provided to PC:
Contact Phone #: 6559 8059		Contact Name #:

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

☒ Electrical equipment	☒ Elevated levels	☒ Slips, trips and falls	☒ Hazardous substances	☐ _____
☐ Hot Work	☒ Hazardous manual tasks	☒ Outdoor work	☐ Remotely &/or isolated work	☐ _____
☒ Noise and vibration	☒ Native vegetation & weeds	☒ Air quality	☒ Waste	☒ Vehicle movement
☒ Fuels, oils & chemicals	☒ Terrestrial fauna	☒ Waterways & soils	☐ Cultural heritage	☐ _____

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

☐ Confined spaces	☒ Mobile plant movement	☐ Demolition of a load-bearing structure	☐ Asbestos disturbance
☐ Using explosives	☐ Diving work	☐ Artificial extremes of temperature	☐ Tilt-up or pre-cast concrete
☒ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services			
☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse			
☐ Involves a risk of a person falling from 2m or more, including work on telecommunications towers			
☐ Working at depths greater than 1.5 Metres, including tunnels or mines		☐ Work in an area that may have a contaminated or flammable atmosphere	
☐ Work carried out adjacent to a road, railway or shipping lane, traffic corridor		☐ In or near water or other liquid that involves the risk of drowning	

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	SAFETY HARNES	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
											
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Planning/Preparation	• Liaise with Principal Contractor to identify on-site safety systems and procedures • Establish supervisory and communication arrangements • Principal contractor to confirm emergency response procedures are in place.
Hold Points	• Hold points identified and signed off before continuing work.
Training/Licence	• All workers to have a General Construction Induction Card • Relevant workers have relevant certificates of competency, licenses, and training. <i>Specify on the SWMS Sign-off for each worker.</i> • Trained First Aider on site • All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets • <i>If working on an EWP, or entering an identified Confined Space for this task, ensure there are separate, dedicated SWMS and that all workers have relevant training and licensing.</i>
Worker duties and responsibilities	• Fit condition for work, i.e. no signs of fatigue, alcohol or drugs • Attend all site inductions/briefings • Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP) • Only carry out work related to the contract • Inspect completed work and report possible safety, environmental and quality matters to the supervisor.
Monitor/Review	• All persons involved in the task must have this SWMS communicated to them before work commences • SWMS to be reviewed and amended if necessary, in consultation with relevant persons after any near miss or incident • If additional site hazards identified, review this SWMS and amend control measures to suit • People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP • Give the principal contractor a copy of the revised SWMS • The site supervisor to monitor works against the controls stated in this SWMS • SWMS must be kept on-site and made available for inspection or review • Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident • Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.

Site-Specific Notes:
 Refer to Job Pack for details

Act, Regulations, Codes of Practice References:
 Work Health and Safety Act
 Work Health and Safety Regulation
 First Aid in the workplace code of practice
 Hazardous manual tasks code of practice
 How to manage work health and safety risks code of practice
 Managing electrical risks in the workplace code of practice
 Managing noise and preventing hearing loss at work code of practice
 Managing the risk of falls at workplace code of practice
 Managing the work environment and facilities code of practice
 Managing risks of hazardous chemicals in the workplace code of practice
 Managing the risks of plant in the workplace code of practice
 Work health and safety consultation, co-ordination, and co-operation code of practice

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 commencing work.
UNLIKELY	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	2M - MODERATE	Maintain control measures.
RARE	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	3 - HIGH	1L - LOW	Record and monitor.



JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
1. Planning	Electrocution	4A	- All workers who work on or near electrical mains and apparatus must be trained and appropriately qualified with correct licence endorsements for the task - During the previous 12 months (where it is relevant to the work), all workers must have demonstrated competence in approved procedures for release, rescue and resuscitation: - Requirements of the Electrical Safety Rules	Supervisor
	Atmospheric hazard - poor air quality/ chemical exposures	4A	⚠️ Ensure a Confined Space Entry Permit is issued, as required, if work involves a Confined Space. If work involves an identified Confined Space, a separate, dedicated 'Confined Spaces SWMS' is required in conjunction with this SWMS. Note: A confined space is as an enclosed or partially enclosed space that is likely to be a risk to health and safety because of: - An atmosphere that does not have a safe oxygen level, or	

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			- Contaminants, including airborne gases, vapours and dust that may cause injury from fire or explosion, or - Harmful concentrations of any airborne contaminants - Examples of confined spaces involved with installing insulation batts might include ceilings or wall cavities when these examples meet the definition of a confined space - Ensure a confined space entry permit issued for each confined space entry.	
	- Out-of-hours / night work - Fatigue	3H	- Allow adequate meal breaks for workers - Do not schedule full double shifts for workers as worker fatigue increases the risk of incidents - Commercial premises: - Additional Security personnel on-site to ensure no unauthorised access by the general public while work is being performed - Workers have access to: - Suitable amenities (toilets/wash facilities/drinking water) - Sufficient lighting including parking areas - Air conditioning and heating - Mechanical ventilation if required - Emergency exits lit and unblocked - Safe area for parking/unloading equipment – protected from the rain.	
	- Working alone - Emergency	3H	- Avoid people working alone, use a buddy system to provide immediate support - Have a reliable communication system in place and test regularly - All workers trained in communication protocol: - Mobile phones are to be kept on the worker at all times and switched on - Lone workers must call the supervisor upon arrival and departure, and regular call-ins made - Call-in times must be agreed with relevant worker and supervisor and based on the risk level expected at the site - Supervisor must have address details, expected arrival/departure & visit duration times - Supervisors have details of the worker's vehicle (registration, colour make, model) - Workers only attend the site as directed by supervisor - Code words established to indicate if the worker is in a threatening situation - Emergency procedures in place if call-ins not followed, or communication lost with the worker.	
2. Client consultation & code of conduct	Lack of consultation may lead to potential outcomes for personal injury, property damage &/or	3H	- Consultation regarding hazards and risks. Ensure: - Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task - If represented by an elected Health and Safety Representative (HSR), included them in any consultation - Any other persons on site who are affected by the same matter consulted, and co-operative arrangements made - Document consultation and action items	Supervisors to check all controls in place and followed Workers to follow controls

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	environmental incident		- Information is provided to the client to advise them of the following: - Excess clutter removed (if applicable) - Cash and any valuables removed from easily visible/accessible areas - Animals must be secured/removed.	and make supervisor aware of any issues
	Property damage	3H	- Ensure notification of electricity or water service disruption given to the client - Remain respectful of client's property and requests (if applicable): - Take care not to scratch floors, walls - Ensure pets and items (rugs, furniture, appliances) removed as needed - Take care not to damage items – request that the resident moves them if needed - Cover items/floors to prevent damage to items that remain in the work area - If safety shoes/boots required for work, inform the client they may need to be worn inside. - Ensure workboots are clean and acceptable to wear inside if needed.	
3. Working outdoors	Extreme weather	3H	- Check weather conditions – do not work in extreme conditions - Reschedule works to work in more moderate temperatures.	Supervisor to maintain awareness of weather conditions Operator to follow controls
	Hyperthermia Hypothermia	3H	- Ensure that workers trained to recognise the symptoms of hyperthermia and hypothermia <u>Hot conditions. Ensure:</u> - Suitable protective clothing - Sun brim on hard hats - Safety glasses - UV rated - Use 30+ sunscreen on exposed skin - Adequate drinking water - Access to shade on breaks - Adequate breaks. <u>Cold conditions. Ensure:</u> - Schedule warm-up breaks - Hold breaks inside - Dress warmly in layers - Stay dry (wet clothing chills the body rapidly) - Workers must get out of the cold as soon as they can if starting to feel symptoms - Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold.	
4. Obtain supply authority certificates	Regulation & plan breach	3H	- All electrical work complies with AS/NZS 3000 and applicable regulations - All applicable plans, drawings, diagrams and instructions are available and on-site for work crews - All written material is current.	Supervisor
5. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	- Park working vehicle in the driveway or allocated parking to avoid travelling across roads when delivery working equipment. Do not park illegally - If setting up roadside – comply with local laws and permits - Erect any barriers & signage necessary to keep others safe and aware - Commercial premises: - Identify and obey all safety-related signage (check site entry requirements)	Supervisor to check the site and conduct JSA where necessary

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			- Report to Site Supervisor - Ensure site-specific induction undertaken - Assess mobile phone reception - The worksite is exactly as detailed in Terms of Agreement or contract - Private residence - assess: - Presence of potentially aggressive persons/domestic issues - Dangerous animals - Presence of asbestos, lead/lead-based paints - Condition of electrical wiring - Age and maintenance condition of residence - Presence of biological contamination (waste, debris, animal or human waste, syringes.) - If hazards are observed, ensure suitable risk controls are implemented for the type of hazard - Complete a JSA specifying the control measures of unanticipated hazards.	
6. HRCW Work area set-up	Unauthorised access to the work area	3H	- Establish an exclusion zone for other workers and the public. I.e. those not associated with the activity. This zone should be clearly defined by signage and hazard marking tape or flagging - Ensure signage /barricading is placed in appropriate locations when working in public areas (Remove signs as soon as the area is safe) - Maintain awareness of unauthorised persons attempting to enter or entering the work area - If members of the public or unauthorised personnel enter the exclusion zone, stop work until removed from the work zone - Do not leave equipment unattended. Ensure tools and materials are within sight at all times when the public is present - Keep equipment near the wall of walkways allowing space for the public to pass.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
	Electrocution Fire	4A	- Rubber Matting to be in place conforming to AS/NZS 2978:1995 - Place a rescue kit nearby - Ensure the area is adequately barricaded off at least 1m from work. (Signage to be prominently displayed) - Notify other trades in the immediate area - Communicate task clearly with all team members and ensure an understanding of task procedures and outcomes - A hand-held fire extinguisher appropriate for electrical fires will be in the vicinity of the work area.	
	Gas leak	4A	Qualified plumbers, gas fitters must undertake all gas connection/disconnection ⚠ Where gas hazards are identified, a qualified gas fitter should be engaged to eliminate or control this risk.	
7. Environment	Environmental impact	3H	Noise & vibration - No noise produced outside council approved hours of operation Waste - Place all wastes and rubbish in bins or other appropriate containers	Supervisors to check all

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			• Separate recycle waste from general waste • Fuels, oils & chemicals - Minimum amounts of hazardous substances kept on site • Labelled and securely stored • Refuelling of vehicles/equipment to be undertaken at least 6m from drains and waterways • Follow SDS directions for disposal of chemicals in approved waste containers • A spill kit is available at all times & spills cleaned up immediately follow SDS directions • Waterways & soils - Do not wash out plant, equipment or containers where residue can enter waterways or drains • Vehicle movement - Follow any traffic management plans for the site, only travel on established tracks and roads • Use designated entry and exit points • Terrestrial fauna - No domestic animals are to be taken on-site • Ensure all food scraps placed in lidded bins.	controls in place and followed Workers to follow controls and make supervisor aware of any issues
8. House keeping	• Slips • Trips • Falls	3H	• Maintain housekeeping throughout the shift & clean-up • Ensure sufficient lighting to detect changes in level (using temporary lighting as required) • Do not jump from elevated edges >180mm, step carefully and use prepared access areas • The work area is clean and uncluttered as possible • Do not place equipment where it could become a trip hazard • Check for stored items, corners or other obstructions that could cause tripping • Ensure there is room to manoeuvre and no obstacles in the way • Check the end destination is prepared correctly for placement of the materials/equipment • Clean spills immediately • Footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, oily soles, or caked with mud or other contaminants.	Supervisor and workers to ensure control measures followed
9. Manual tasks	Musculoskeletal (MSD) injuries	3H	• Materials/equipment placed as close to the work area as possible • Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight • Do not use extreme force to move items • Hold lifted items close to the body whenever possible: ○ Keeping knees bent and back straight and lift, unload keeping knees bent • Use team lifts and mechanical means for heavy items • Schedule regular breaks and practice job rotation • Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending.	Supervisor and workers to ensure control measures followed
10. HRCW Working with powered &	• Electrocution • Injury • Fire • Asphyxiation	4A	• Use tools only for the purpose specified by the manufacturer • Wear PPE as recommended by the manufacturer • Pre-inspect and operate tools following the manufacturer's instructions. If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures	Supervisors to check all controls in

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non-powered tools			- The tool operations manual is available, read and understood - Fire protection equipment accessible <u>Electrical:</u> Note: The use of metallic measuring tapes, rulers and tools with exposed conductive parts is not permitted when working on or in the vicinity of live electrical equipment - All electric power tools and leads are Tested, Tagged and are current - Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices - Switchboards have appropriately rated circuit breaker - Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing - Do not overload power outlets <u>Diesel/petrol-powered tools</u> - Do not run a diesel/petrol-powered tools inside a building (e.g. shed), or where ventilation is limited - Use mechanical ventilation as required.	place and followed Workers to follow controls and make supervisor aware of any issues
11. Hazardous substance /chemical use	Contact with hazardous substance /chemical	3H	- Follow directions of use for Hazardous Substances - Consult SDS for the product - Use PPE as per the SDS - Use with adequate ventilation - Chemical resistant gloves for prolonged exposure ⚠ DO NOT: <i>* Eat or drink when handling chemicals</i> <i>* Eat or drink without washing hands thoroughly first</i> <i>* Take food into the work area where chemicals are being used or stored</i> <i>* Wear contaminated PPE in areas outside the work zone, such as eating areas.</i>	Supervisor and workers to ensure control measures followed
12. HRCW Working at height on ladders	- Fall from height - Falling objects - Impact injuries - Fatality	4A	- Perform as much of the task as possible on the ground or a solid structure - Protect all edges where a person can fall - Erect and inspect all height access equipment following manufacturers' instructions - If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures <u>Ladders:</u> - Only use non-conductive ladders for live electrical work, avoid metallic, wire-reinforced or other conductive ladders - Ladders set up on a level area on a firm footing - Correct size and length for the job - Load rating of at least 120kg	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor

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			- Extension ladders: - Set up with the base located approximately a quarter of the vertical height of the ladder from the wall - The ladder extends at least 1 m above the place of landing - Secured against movement (base & top) - ONLY use extension ladders for access, ALWAYS use platform ladders for working on, ensure the base is fully open and the spreaders are locked 3 points of contact on the ladder at all times - Always maintain the majority of your bodyweight inside the perimeter of the platform or stiles - When on a ladder, do not over-reach. Descend ladder & re-position as required - Do not carry materials when ascending/descending a ladder - Always face the ladder when using - Wear tool belts, use tool lanyards to pass tools to persons at height & use tethers where appropriate - All workers must wear a hard hat and high visibility clothing - Ensure that footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud or other contaminants.	aware of any issues
	Contact with utilities	4A	- Do not set-up within No Go zones of power lines or close to live electrical wiring - Ladder or against operational piping (steam, sprinkler.) ⚠ Never use metal ladders or waterlogged wood ladders near electrical current or power lines.	
13. HRCW Working with asbestos - drilling asbestos	Exposure to hazardous materials	3H	- Wear required PPE and respiratory protective equipment (RPE): - Inspection – P1 or P2 half face (can be either disposable or cartridge) - Sample removal/drilling – P1 or P2 half face (can be either disposable or cartridge) - Use a non-powered hand drill or low-speed battery-powered drill where possible (do not use a high-speed drill). Battery-powered drills should be fitted with a local exhaust ventilation (LEV) dust control hood wherever possible ⚠ The following items are prohibited: - High-speed power or pneumatic tools such as grinders or power saws - High-pressure water cleaners - Brooms and brushes (unless these items used for sealing purposes) - Compressed air. <u>Floors or Vertical surfaces:</u> - Identify drill point and cover with duct tape (if possible, tape over exit point also) - Apply a generous amount of gel to drill site and drill into the material - On completion remove gel and material with damp rag and place into bags	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			• <u>Horizontal overhead drilling:</u> 1. Identify drill point and cover with duct tape (if possible, tape over exit point also) 2. Apply a generous amount of gel to drill site 3. Drill hole into the bottom of the cup 4. Line inside of the cup with gel 5. Place drill bit through cup (ensure the drill bit is long enough to pass through cup and material drilled) 6. Hold cup tightly against surface and drill hole 7. On completion remove the cup and wipe clean surface with a damp rag 8. Use damp rags to clean off the paste and debris from the drill bit 9. Place cup and rags into appropriate bags for disposal.	
14. HRCW Working in ceiling spaces or subfloor space	Falls from Height	4A	• ⚠ Do not enter ceiling space if working alone • Locate the maintenance hole/access area and ensure appropriate ladder access is available. The ladder must be for Industrial purposes and comply with relevant Australian Standard • Consult site plan/map of building identify cables, down-lights, or recessed lights, chimneys/flues, electrical appliances, skylights, or other potential hazards • Identify the location of joists. Consider installation of joist locators. Ensure joists can support the weight of installers (seek advice from competent persons) • Ensure a board of suitable strength is available for the worker to span at least 2 joists • Maintain constant contact with someone outside the roof cavity.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
	Contact with vermin/insects	3H	• Before entry into the ceiling space or subfloor, ensure any danger from vermin or insect activity has been eliminated or minimised • Where a vermin infestation is noted; all persons entering the ceiling must wear disposable protective overalls and gloves.	
	Heat stress	4A	• Assess heat level and provide sufficient ventilation (such as exhaust or fans) • Ensure sufficient drinking water • Cease work if temperatures are deemed too high for safe work • Limit time in the roof space to a short period. You should not spend more than 20 minutes in the roof space, before taking at least a 10-minute break in a cool area • If physically distressed, do not re-enter the roof space.	
15. HRCW Isolate power	Electrocution	4A	• Ensure all switchboards: ○ Are well-constructed and weatherproof ○ Securely fixed to a structure ○ The door will not damage flexible extension cords ○ Have an isolating switch	Supervisors to check all controls in place and followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			⚠ All electrical conductors & parts, including neutral and earthing conductors, shall be treated as energised until proven de-energised. TEST BEFORE YOU TOUCH. - Circuits to be modified MUST be clearly identified and isolated from the electrical supply; - Turn off the relevant circuit protective devices and lockout (Circuit breakers, switches and combined fuse switch units are locked out) Note: If the electrical installation is complex, the isolation procedures must be verified by another competent person - Use locks or suitable temporary securing devices (that cannot be disrupted) - Use lockout hasp for multiple padlocks. (Alternatively, remove and tie back connections) - Remove fuses - Fit danger label to isolated control/component - Verify Circuit is dead before commencing work (Prove electrical testing equipment is working correctly on a known alternative supply before proving apparatus is de-energised). ⚠ Reference should be made to: - AS 3017 - Electrical installation testing - AS 4836 - Safe working on low-voltage electrical installations.	Workers to follow controls and make supervisor aware of any issues
16. HRCW Working on or near Energised Electrical Installations or Services	Electrocution	4A	⚠ Ensure a Risk Assessment has been carried out (for any work within 3m of Energised Electrical Installations or Services) ⚠ A minimum of two first aiders with current level 2 first aid certificate (CPR and switchboard rescue) ⚠ Rubber Matting to be in place conforming to AS 2978 ⚠ A hand-held fire extinguisher appropriate for electrical fires shall be in the vicinity of the work area ⚠ Place a rescue kit nearby ⚠ Ensure the area is adequately barricaded off at least 1m from work. (Signage to be prominently displayed) ⚠ Notify other trades in the immediate area. - If removing pillar-box covers to run mains conduit see above (Working on or near Energised Electrical Installations or Services) for controls - Remount pillar-box covers as soon as possible ⚠ NEVER leave open and unattended!	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues

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			• Fit "Out of Service Tags" to any incomplete work • Locks & Danger Tags only removed by a competent person who placed & signed the tags • Where work assessment has determined that bonding is necessary, ensure: ○ Conductors are bonded together and connected to earth at the worksite ○ Conductors are of sufficient size to carry the current • PPE must be applicable and specific to the site and task. At minimum wear: ○ Long-sleeved cotton shirt ○ Cotton drill trousers of a fire-retardant material ○ Clear safety glasses (anti-flash) ○ Wear low voltage insulating "00" gloves • DO NOT wear metal jewellery - neck chains or bracelets, rings, watches, earrings or other body piercings and metal-rimmed glasses.	
17. HRCW General repairs & installations	Electrocution	4A	• Conduct visual inspection; examine: ○ Basic protection (protection against direct contact with live parts) ○ Fault protection (protection against indirect contact with exposed conductive parts) ○ Protection against hazardous parts (guarding/screening) ○ Protection against the spread of fire ○ The general condition of the equipment ○ <i>Note: Any visual defects should be rectified before carrying out work.</i> • Cutting and removing cables - before decommissioning any existing cables, ensure: ○ Cables positively identified ○ Disconnected from all energy sources ○ Proven to be de-energised • LV rated insulation is applied to exposed conductors and cable ends • All electrically hard-wired appliances & fixtures installed as per manufactures instruction: ○ Check the electrical requirements and make sure you have the correct electrical supply and that the appliance is properly grounded ○ Turn on the power supply to the appliance ○ Check power at the junction box wires using a voltmeter having a range of 0-250 VAC ⚠ Where electrical hazards are identified with an appliance, eliminate or control this risk by repairing (if minor) or returning the appliance for repair/replacement • Do not pinch or trap electrical cables when installing.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
	Contact with utilities /services	4A	• Use site drawings, scanners, or stud locators to identify other services such as gas and water are identified and clearly marked • Ensure water, gas, electricity is turned off to the property if required • Ensure the exact location of the cut or penetration of the structure is clearly marked	

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			- Follow Lock-out/Tag-out procedures - Discuss with site supervisor beforehand, so they are aware of the duration of time required without utilities <i>If power cannot be isolated, ensure the location of any cables, pipes are identified and labelled before drilling.</i>	
	Unsanitary conditions	3H	- Wear leather gloves, clear safety glasses - Immunise workers - hepatitis "B" & tetanus - Use disinfectant to wash hands as per label requirements  <i>If an injury such as a cut occurs when operating in unsanitary conditions, seek immediate medical attention.</i>	
	Silica dust exposure	3H	- Drilling/cutting: - Local exhaust extraction is provided (if required) - Vacuum attachment/bag fitted - Wear eye and breathing protection - Disposable face masks must: - Be fitted and used according to manufacturer's written instructions - Fit tightly. Check the tightness of the headbands & the operation of the one-way valve (if fitted) - Be replaced as required. Facemask life depends on the amount of air-born dust & usage.	
	Reduced mobility	3H	- Take extra care when working in areas of reduced mobility due to restriction of movement and the inability to readily escape from the area E.g. - Enclosed or tight areas, i.e. roof and underfloor spaces - On ladders or in EWP - Near switchboards - Near where a doorway may be opened (restrain/lock the door if near work).	
	Cuts & abrasions	3H	- Wear gloves - Maintain visual contact with workpiece/tools - Direct cuts away from the body - Ensure grip and footing is secure - Ensure tools not carried in pockets or clothing (use sheaths, tool belts) - Cutting conduit to length. Ensure: - Use conduit cutters where possible - Sound surface and stable footing - The workpiece secured before cutting.	

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18. HRCW Test & commission	Faulty test equipment	3H	- Pre-inspect and use testing equipment following manufacturers' recommendations: - Good condition and working (particularly, leads, probes, clips) - Suitable for all potential fault voltages - Multi-meters, RCD performance tester, earth loop impedance testers, voltage testers, insulation resistance tests are regularly calibrated for accuracy - Suitable for hazardous/flammable areas if required - Tested to work before use ⚠️ Prove electrical testing equipment is working correctly on a known alternative supply before proving apparatus is de-energised.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
	Electric shock	4A	- All components to be tested after the installation and before being placed in operation - Perform pre-commissioning tests and isolation procedures as per AS3000 Section 8 - Follow manufacturer's instructions - Test all safety devices for correct operation - Give directions to the client regarding: - how to safely and correctly operate the appliance - where the fuse box is located and how to turn off the power to the appliance and other equipment - Ensure that the client receives the operating instructions.	
19. HRCW On completion	Unauthorised access	3H	- If acceptable, remove or add barricades - Ensure machine is parked in a safe, level area, clear of unstable or sloping ground - Store the key in a safe place (restrict unauthorised access).	Supervisor to confirm all workers have signed out Workers to comply with controls
	Contact with electricity	3H	- Disconnect power tool/extension leads from power point before winding up so that you don't get a shock if the lead is damaged - Inspect leads and power equipment for damage - If safe to do so, remove isolation locks/tags and check all appliances & fittings are in good condition & operational.	
	Equipment storage on vehicle	3H	- Ensure all equipment is secured safely with transport approved tie-downs - Cover tools, equipment carried in open trays etc. during transport using a cargo net - Do not leave any loose items in cabin or on tray	
	Contact with hazardous materials	3H	- Clean debris and ensure offcuts removed from the area - Observe good personal hygiene including washing hands before eating - Remove protective equipment before entering eating areas.	
	Security breach	3H	All personnel sign-out on Site Register.	

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	Vehicle/people impact	4A	- Stay to designated access and egress routes - Maintain awareness of surroundings at all times.		
20. HRCW Emergency response	- Injury - Fatality - Environmental damage	4A	For police, fire or ambulance call '000.' - Follow site emergency and evacuation procedures - A communication system is available, e.g. a mobile phone or radio - Check for dangers to self before helping others - Maintain control of the area and stabilise the situation - Apply first aid to the injured worker - Complete an incident report.	Refer to your SWMS implementing instructions for further specific emergency responses.	Supervisors and workers ensure controls followed
OVERALL RISK RATING AFTER CONTROLS			☐ 1 - Low ☒ 2 - MODERATE ☐ 3 - High ☐ 4 - ACUTE		
PERMITS ☐ Not applicable ☐ Hot Work ☐ Confined Space ☐ Local council ☐ _____ ☐ _____					
SITE MANAGEMENT PLAN		Is the work associated with a Construction Project? ☐ Yes ☒ No If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.			
PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES		SUPERVISORY ARRANGEMENTS	
☒ Electrical tools and leads	Tested and tagged quarterly	List hazardous substances taken on-site and have the SDS on-site. 1. Refer to Job Pack for details		☒ Audits	
☒ Hand tools - Meet AS/NZS	Regular visual inspection			☒ Spot Checks	
☒ Ladders - Meet AS/NZS	Inspected and tagged out if damaged			☒ Reporting systems	
☒ Mobile plant	Inspected and tagged out if damaged			☒ Suitably qualified supervisors for job	
☐ _____				☐ Direct on-site supervision	
☐ _____				☐ Remote site: communication systems/schedule	
☐ _____					

SWMS SIGN-OFF

This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. I have read the above SWMS, and I understand its contents. I confirm that I have the skills and training, including relevant certification, to conduct the task as described. I agree to comply with safety requirements within this SWMS, including risk control measures, safe work instructions, and PPE described.

WORKERS' NAME	JOB ROLE / POSITION E.G. SUPERVISOR, WORKER, TRAINEE	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
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