

RENOVATIONS & MODIFICATIONS TO ELECTRICAL INSTALLATIONS WORKS SAFE WORK METHOD STATEMENT (SWMS)

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

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

☒ Electrical equipment	☒ Elevated levels	☒ Slips, trips and falls	☒ Hazardous substances	☒ Silica dust
☐ 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 HARNESS	Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.
											
☒	☐	☒	☐	☒	☐	☐	☐	☐	☐	☐	

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. • 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 ✓ Construction work code of practice ✓ Moving plant on construction sites 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. Provide training on the health effects associated with respirable crystalline silica dust	Exposure to respirable crystalline silica (RCS) – dust inhalation	3H	- Training and Information provided to workers on RCS should include: - Information on the health effects associated with respirable crystalline silica dust (Provide workers with a copy of 'Health Monitoring for Exposure to Hazardous Chemicals - Guide for workers': Safe Work Australia) - Identification of RCS dust through Safety Datasheet (SDS) or labels - Dust exposure prevention - Checking controls are working and using them - When and how to use any respiratory protective equipment provided and what to do if something goes wrong (Including worker respirator fit and check processes).	Supervisor
2. 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 SWMSs 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 - 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	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			Ensure a confined space entry permit issued for each confined space entry.	
3. 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
4. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	- The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) - Do not park illegally - Identify and obey all safety-related signage (check site entry requirements) - 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 - Complete a JSA specifying the control measures of unanticipated hazards.	Supervisor to check the site and conduct JSA where necessary
5. 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 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.	
6. 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. Zone clearly defined by signage and hazard marking tape or flagging - 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.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor
	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)	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- 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.	aware of any issues
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 - 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 site TMP, only travel on established tracks and roads - Use designated entry and exit points Terrestrial fauna - No domestic animals on-site - Ensure all food scraps placed in lidded bins.	Supervisors to check all 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	Supervisor and workers to ensure control measures followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending.	
10. HRCW Working with powered & non-powered tools	- 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 - 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 avoided 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 tool inside a building (e.g., shed), or where ventilation is limited - Use mechanical ventilation as required.	Supervisors to check all controls in 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 <i>DO NOT eat or drink when handling chemicals</i> <i>DO NOT eat or drink without washing hands thoroughly first</i> <i>DO NOT take food into the work area where chemicals are being used or stored</i> <i>DO NOT 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	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> - Ladders set up on a level area on a firm footing	Supervisors to check all controls in place and followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	Fatality		- Correct size and length for the job - Load rating of at least 120kg - 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 - 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.	Workers to follow controls and make supervisor 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 - Only use non-conductive ladders for live electrical work, avoid metallic, wire-reinforced or conductive ladders ⚠ Never use metal ladders or waterlogged wood ladders near electrical current or power lines.	
13. 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.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
14. HRCW	Electric shock Electrocution	4A	Work on low voltage apparatus must only proceed if the apparatus is isolated and any other exposed conductors in the area are:	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
Isolation of electric power before demolition			○ De-energised and isolated, or ○ Separated by barriers or an appropriate distance. ⚠ ALL electrical apparatus treated as energised unless proven to be de-energised. ⚠ All electrical conductors & parts, including neutral and earthing conductors, treated as energised until proven de-energised. ⚠ TEST BEFORE YOU TOUCH. • Circuits to be modified identified and isolated from the electrical supply: 1. Turn off the relevant circuit protective devices and lockout (Circuit breakers, switches and combined fuse switch units are locked out ○ Note: <i>If the electrical installation is complex, the isolation procedures must be verified by another competent person</i> 2. Use locks or suitable temporary securing devices (that cannot be disrupted) 3. Remove fuses 4. Verify circuit is dead. 5. Fit danger label / Lockout Circuit ⚠ Refer to: ○ AS 3017 - Electrical installation testing ○ AS 4836 - Safe working on low-voltage electrical installations • Ensure all switchboards: ○ Are well-constructed and weatherproof ○ Securely fixed to a structure ○ Have doors that will not damage flexible extension cords ○ Have an isolating switch. • 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 ○ Insulated tools and gloves used • 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.	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- 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.	
	Incomplete work	4A	- Fit "Out of Service Tags" to any incomplete work - Locks & Danger Tags only removed by a competent person who placed & signed tags.	
	Unsanitary conditions	3H	- Wear leather gloves, clear safety glasses - Immunise workers - hepatitis "B" & tetanus - Use disinfectant to wash hands as per label. ⚠ If an injury such as a cut occurs when operating in unsanitary conditions, seek immediate medical attention.	
15. HRCW Switchboard installation, test and commission	Electrocution	4A	- Signs or labels installed as required - Appropriate test equipment used - Working kits are used and maintained, and first, check the operation of test apparatus - Visual inspection to include: - 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 (fire blanket/fire extinguisher) - The general condition of the equipment - Ensure Switchboards: - Within legal clearances - Easily accessible - Installed per installation plans.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
	Falling objects	3H	- If required, assemble cabinets on the ground level - Materials supported during installation.	
16. HRCW Electrical & data rough-in	Falls Falling objects	3H	- Barricading and signage in place. Ensure: - Signs used to provide clear instruction on entry permissions and hazard areas if working above others - Install barricades for exclusion zones. Consider: - Maintain good housekeeping, e.g., ensure the work area is tidy and materials, debris, tools and equipment not being used are out of the way	Supervisors to check all controls in place and followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Providing a secure physical barrier at the edge of the elevated area, i.e., toe boards or infill panels - Tethering or otherwise securing tools & materials to prevent them from falling below - Keeping tools or other materials away from edges and off of railings or sills. ⚠ Do not enter ceiling space if working alone. - Locate the manhole/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 two joists - Maintain constant contact with someone outside the roof cavity.	Workers to follow controls and make supervisor aware of any issues
	Dust inhalation	3H	- Remove non-essential persons from the area - Ensure all persons that remain in the area provided with respiratory protection - Cover sensitive areas (power outlets, food storages) - Use the appropriate power tool - Ensure an industrial vacuum used with HEPA filter (High-Efficiency Particulate Air) and surfaces wiped with a damp cloth - Cutting/Drilling: - Wear eye and respiratory protection - Respirator with at least P1 filtration – fit-tested to the worker if half or full-face mask used - Wear disposable or washable protective clothing - Vacuum the dust from clothes or change before into clean clothes before leaving the worksite - Water suppression: - Clean up any slurry produced to prevent the slurry from drying and releasing silica dust into the air. Tools fitted with local exhaust ventilation (LEV): - Turn the vacuum off and on regularly to reduce dust buildup on the filter, if it is not self-cleaning - Change vacuum-collection bags at least as often as the manufacturer recommends - Avoid exposure to dust when changing vacuum bags and cleaning or replacing air filters - Working indoors or in enclosed areas: - Keep dust exposures low using extra ventilation, i.e., portable exhaust fans or other means of mechanical ventilation	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Ensure airflow is not impeded by the movements of workers during work, or by the opening or closing of doors and windows. Position the ventilation to move contaminated air away from the workers' breathing zones - Wash hands before eating, drinking, or smoking where dust is present.	
	Reduced mobility	3H	- Take extra care when working in areas of reduced mobility due to restriction of movement and the inability to escape from the area - 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).	
	Exposure to asbestos	4A	- 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 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 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 <u>Horizontal overhead drilling:</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 - Drill hole into the bottom of the cup - Line inside of the cup with gel - Place drill bit through cup (ensure drill bit long enough to pass through cup and material drilled) - Hold cup tightly against surface and drill hole - On completion remove the cup and wipe clean surface with a damp rag - Use damp rags to clean off the paste and debris from the drill bit - Place cup and rags into appropriate bags for disposal.	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	Cuts & abrasions	3H	• Wear gloves • Maintain visual contact with workpiece/tools • Direct cuts away from the body • Ensure grip and footing is secure • Do not carry tools 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.	
17. HRCW Fitting appliances, fixtures, electrical & data points	Contact with electricity	4A	• 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 & Workers to follow controls and make supervisor aware of any issues
18. HRCW Test & commission	Faulty test equipment	3H	• Testing Equipment: ○ Good condition and working (particularly, leads, probes, clips) ○ Clean, no cracked or broken insulation ○ Suitable for all potential fault voltages ○ Multi-meters, RCD performance tester, earth loop impedance testers, voltage testers, insulation resistance tests, are tested 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 operate the appliance safely and correctly ○ 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.	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON		
19. HRCW On completion	Unauthorised access	3H	If acceptable, remove or add barricades.	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.			
	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.			
	Vehicle/people impact	4A	- Stay to designated access and egress routes - Maintain awareness of surroundings at all times.			
	Security breach	3H	All personnel sign-out on Site Register.			
20. 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.	<i>Refer to your SWMS implementing instructions for further specific emergency responses.</i>	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	<i>List hazardous substances taken on-site and have the SDS on-site.</i> 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				
		Construction Card				
		Construction Card				
		Construction Card				