

TEST & TAG 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: 28th 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 | ☐ _____ |
| ☐ 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 | |
|---|---|---|---|---|--|---|---|---|---|---|--|
|  |  |  |  |  |  |  |  |  |  |  | <div>Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back.</div> |
| ☒ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☐ | ☒ |

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.
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.		
HIERARCHY OF CONTROLS		MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE
JOB TASK	HAZARDS	RISK	CONTROL MEASURES					RESPONSIBLE PERSON	
1. Training	Unlicensed worker	3H	- Training to include: - The manufacturer's operation manual - read and understand - Using the Portable Appliance Tester - The testing method specific for the device being tested					Supervisor	
2. 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	
3. 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. - 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 they have left the work zone.					Supervisor and workers to follow controls	
4. New electrical equipment	Electric shock	3H	- Brand new electrical equipment does not have to be tested before first use - New electrical equipment should be visually checked before first use to ensure it has not been damaged during transport, delivery, installation or commissioning - The date the new equipment placed into service should be recorded and can be fitted with a tag stating: "New to Service"					Supervisor and workers to follow controls	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			○ Date of entry into service ○ Date when first testing is due ○ That it has not been tested • A suitably trained, in-house person can fit a “New to Service” tag. A system can be put in place to include all new electrical equipment in the next round of electrical testing to be carried out at the workplace. • Second-hand electrical equipment that is purchased should be tested before being put into service.	
5. 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 follow controls
6. Manual tasks	Musculoskeletal (MSD) injuries	3H	• Materials/equipment placed as close to the work area as possible • Use trestles/benches to place workpieces on to reduce manual handling risks (between shoulder and knee height) • Weight of an object should be estimated; 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 follow controls
7. Working with testing equipment	• Electrocution • Injury • Fire	4A	• Use testing equipment only for the purpose specified by the manufacturer • Wear PPE as recommended by the manufacturer • Pre-inspect and operate testing equipment following the manufacturer's instructions. If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures • Fire protection equipment accessible	Supervisor and workers to follow controls

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			• All electric power testing equipment and leads are Tested, Tagged and are current • Use electrical sockets protected by Residual Current Devices (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.	
8. Conduct a risk assessment	Failure to identify hazards	3H	• Conduct risk assessment to identify any hazards that may be present in the work area as well as the device under test (DUT), check: ○ Records/knowledge of any faults, malfunctions with any of the equipment being tested ○ Accessibility to equipment (housekeeping) ○ The necessity to lift, move/carry equipment ○ Condition/integrity of the DUT ○ Condition/integrity of testing equipment ○ Current rate/s being tested • If site/equipment is protected by a fixed or portable residual current device (PRCD) ensure relevant site personnel are aware of testing activities & arrangements, have been made for clear access to the equipment • Obtain Test & Tag Register, check: ○ Risk assessments are accurate for the type of equipment and environment ○ Risk assessments conducted for testing intervals • Check risk assessments are accurate for the type of equipment, environment and have been conducted for testing intervals: ○ Testing intervals are in line with AS 3760 and Code of Practice ○ Construction sites – 3 months ○ Hire equipment – 3 months ○ Manufacturing, maintenance -6 months ○ Commercial cleaning equipment – 6 months ○ Accommodation environments – 2 years ○ Specified high-risk environments – 12 months ○ A low-risk environment – 5 years.	Supervisor and workers to follow controls
9. Pre-operational inspection	Electric shock	3H	• Compare DUT details with logbook data to ensure it is correct • Check if the DUT has been subject to: ○ Damage or excessive wear or use ○ Exposure to moisture, heat, vibration, chemicals, dust or other causes of reduced performance • Ensure:	Supervisor and workers to follow controls

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Batteries are charged - Hands and clothing are dry - Calibration of the Portable Appliance Tester is current, <12 months - LED displays are functioning correctly - Portable Appliance serviced/maintained as per manufacturer recommendations - Complete a visual inspection of the DUT and its connections. Check for: - Any sign of corrosion or discolouration (indicating the presence of excessive heat, moisture or chemicals) - Defects - Modifications - DUT should be in good condition, and any modifications compliant with electrical standards - Inspect all labels, markings and warning indicators (showing the maximum load to be connected to the DUT are legible and intact. Check: - Operating controls are secure, aligned, have identification & are in good working order - Covers and guards are secured & working correctly - Any ventilation inlets or outlets/exhausts to ensure there is no obstruction to airflow which may cause overheating - The pins of insulated plugs and shrouds are not damaged - The current rating of the plug is the same as the rating of the DUT - Fuse / Overload protection components (where fitted) are in good condition - All safety devices and systems are in good working order (i.e., overload latches & buttons) - Continue testing if the DUT passes the visual inspection. ⚠ Do not continue if the DUT fails the test - Attach "Out of Service" tags & inform the owner of the DUT that it should not be used until made safe by a qualified person, e.g., repair technician or electrician.	
10. Initial testing	Electric shock	3H	- For all testing: - Avoid the risk of electric shock/electrocution by following the Appliance Tester instructions for testing - Select the current rate on the appliance tester that is appropriate for the device under test, - Plug the Appliance tester into a power outlet and conduct a Supply Mains Test to identify if there is a fault with the mains supply - Continue testing if the device passes the initial test. ⚠ Do not continue if the DUT fails the test - Attach "Out of Service" tags & inform the owner of the DUT that it should not be used until made safe by a qualified person, e.g., repair technician or electrician.	Supervisor and workers to follow controls
11. Flexible cords	Electric shock	3H	- Inspect power cords by checking: - Cords are securely connected to the device	Supervisor and workers

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			○ Check plugs, connection points and sockets by pulling, pushing and rotating the cords ○ Check the inner cords are not exposed or twisted: ▪ Visually check first to identify if there are any exposed inner cords, protruding wires or obvious deformities _ look for insulation tape for signs of repairs ▪ If cord appears intact carefully run the cord through your hands to feel if there may be any internal damage ○ ensure no iron filings in the insulation ○ To ensure that conductors remain protected & that no insulation tape has been applied ○ That the terminals have not spread by connecting plugs and extension cord sockets	to follow controls
12. Electric Portable Outlet Device (EPOD)	Electric shock	3H	• Examples include power boards with multiple sockets, cable reels with multiple sockets and may be fitted with an RCD or Surge Protection • For EPODs inspect all labels, markings and warning indicators (showing the maximum load to be connected to the device under test) are legible and intact • Inspect remainder of the device by checking: ○ For correct polarity of wiring for rewirable plugs, connectors or sockets, i.e. ▪ Active/Line/Phase – Brown (superseded Red) ▪ Neutral – Light Blue (superseded Black) ▪ Earth – Green & Yellow (superseded Green) ○ Insulated plugs - to ensure there is no damage to the pins & shrouds if fitted ○ The current rating of the plug is the same as the rating of the device it is connected to ○ Any overload protection components (if fitted) are in good condition. Continue testing if the device passes the visual inspection. Do not continue testing if the device fails the visual inspection ○ Attach “Out of Service” tags and inform the owner of the device under test that it cannot be used until made safe by a qualified person (such as an electrician).	Supervisor and workers to follow controls
13. Earthing & insulation testing	Electric shock	3H	• Do not use an insulation only tester for earthing testing as this may cause damage • Conduct earthing and insulation testing: ○ Identify the type of DUT, i.e., Class 1 or 2 ○ Connect the earth clip to any exposed metal on the device ○ Test as per operating instruction • Note pass or fail as required: ○ Maximum earthing resistance 1.0 MΩ (Class 1 only) ○ Minimum insulation resistance 1.0 MΩ (Class 1 and 2) • Note appliance number for logbook and print out records • Unplug the appliance tester from the device • If the tested device has passed earthing & insulation testing re-plug into the power outlet if appropriate and continue testing	Supervisor and workers to follow controls

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- If there are doubts with the insulation testing results, conduct Leakage Testing to confirm pass or fail ⚠ Do not continue if the device fails the earthing & insulation test - Attach "Out of Service" tags and inform the owner of the DUT that it should not be used until made safe by a qualified person (such as an electrician). NOTE: Electrical equipment fitted with surge protection devices may cause a failed insulation test result as the surge protection devices may trip when being tested at 500V. If this should occur, change the test voltage to 250V then retest. If the test still results in a failure, check the Operator's Manual for further information. ⚠ If still unable to resolve: - Attach "Out of Service" tags & inform the owner of the DUT that it should not be used until made safe by a qualified person, e.g., repair technician or electrician.	
14. Leakage testing	Electric shock	3H	- Can be conducted as an alternative to insulation testing or if there are doubts with the insulation testing results - Identifies errors of leakage that may not have been detected by a normal insulation test - Do not use insulation only tester, as this may cause damage to earth protected equipment. Conduct leakage testing: - Identify the type of DUT, i.e., Class 1 or 2 - Connect the earth clip to any exposed metal on the DUT - Press the appropriate test button/function key on the Portable Appliance Tester (PAT) - Note pass or fail as required: - Maximum leakage 5 mA (Class 1) - Maximum leakage 1 mA (Class 2) - Note appliance number for logbook and print out records - Unplug the device under test from the PAT - If the device has passed testing, re-plug into the power outlet ⚠ Do not continue if the device fails the leakage test. - Attach "Out of Service" tags & inform the owner of the DUT that it should not be used until made safe by a qualified person, e.g., repair technician or electrician.	Supervisor and workers to follow controls
15. Test & Tag class 1-2	Electric shock	3H	- Identify the class of the device to be tested (Class 1 or 2) so that the appropriate test can be carried out Class (1) equipment is protectively earthed with a 3-pin plug. Examples could be photocopiers, heavy-duty hand tools, generally larger/heavier items or items designed for commercial use. There is potential for damage/injury if an Insulation Only Tester is used. Class (2) equipment is protected by double insulation and will normally be fitted with a 2-pin plug. Examples of Class 2 equipment could be desktop computers, laptop computers, typically small electrical appliances with a detachable power supply.	Supervisor and workers to follow controls

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
16. Connecting the portable appliance tester to a fixed RCD	Electric shock	3H	- Disconnect any equipment from the power outlet to be used for testing. Power outlets protected by RCDs should be marked 'RCD Protected' and where applicable includes the circuit number - Conduct a User Test by pressing the Test Button on the RCD (<i>If the DUT has passed the User Test connect the PAT to the DUT</i>) ⚠ Do not continue if the RCD fails the test - Attach "Out of Service" tags & inform the owner of the DUT that it should not be used until made safe by a qualified person, e.g., repair technician or electrician.	Supervisor and workers to follow controls
17. Three-phase RCD testing	Electric shock	3H	- Conduct testing of three-phase RCDs individually on each phase in turn, ensuring: - All load connections are disconnected (or switched off if the disconnection is not possible), including the neutral to avoid an incorrect test result - The RCD has been checked that it meets one of the following conditions: - It does not have any internal or external circuit connections to an active or neutral conductor; or - Any current flowing through the toroid of active and neutral connections is balanced or cancelled by a return current.	Supervisor and workers to follow controls
18. Single-phase RCD - each phase of three-phase RCD testing	Electric shock	3H	- Conduct Power testing: Press the appropriate test buttons/function keys on the PAT to complete the Power test. Note pass or fail as required: - Results to match the ratings noted on labels or markings on the DUT - If the DUT has passed Power testing, continue testing - Conduct leakage testing: Note pass or fail as required - If the DUT has passed Leakage testing, continue testing - Conduct Tripping Time testing: Note pass or fail as required - Conduct Current testing: Note pass or fail as required - If the DUT has passed all testing: - Note appliance number for logbook and print out records. - Unplug the DUT from the PAT (and RCD isolating transformer if used) and reconnect any equipment that was disconnected. ⚠ Do not continue if the test fails - Attach "Out of Service" tags & inform the owner of the DUT that it cannot be used until made safe by qualified person, i.e., electrician.	Supervisor and workers to follow controls
19. Tagging	Electric shock	3H	- For devices that pass testing: - Remove any previous test tag - Apply a new tag that includes: - Date of testing - Outcome of testing - The due date for the next inspection - Plant number or inspection number of the tested device	Supervisor and workers to follow controls

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			▪ Licence/certificate number, printed name of the licensed electrician or trained, competent person who carried out the test and filled in the tag ○ Ensure that all tags: ▪ Are durable & water-resistant ▪ Are self-adhesive or positively secured ▪ Are non-metallic ▪ Cannot be re-used ▪ Have a bright, distinctive surface ○ Tags may be colour coded to identify: ▪ Month DUT was tested ○ If tags do not contain all of the information required, the rest of the information must be recorded in the Site Electrical Register ○ If tags are not used the DUT must be marked/labelled so that record of testing in the Register can clearly identify the corresponding equipment.	
20. Record keeping	Incomplete records	3H	• Prepare/update Site Electrical Equipment Register, include in the Register: ○ The date of the inspection ○ The due date for the next inspection ○ The plant number or inspection number of the tested device ○ The results of the tests and inspections ○ Details of any repair/maintenance work required as a result of the inspection ○ The licence/certificate number printed name and signature of the trained, competent person who carried out the inspections and tests.	Supervisor and workers to follow controls
21. On completion	Electric shock	3H	• Inspect leads and power equipment for damage • If safe to do so, remove isolation locks/tags and test appliance for function. • Check that the appliance tester has not been damaged during use. • Ensure the appliance tester is packed away and stored in its supplied container/packaging to avoid damage.	Supervisor to confirm all workers have signed out Workers to comply with controls
	Security breach	3H	• All personnel sign-out on Site Register.	
	Vehicle/people impact	4A	• Stay to designated access and egress routes • Maintain awareness of surroundings at all times.	
22. 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	• Refer to your SWMS implementing instructions for further specific emergency responses. Supervisors and workers ensure controls followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON		
			• Apply first aid to the injured worker • Complete an incident report.			
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 ☒ Spot Checks ☒ Reporting systems ☒ Suitably qualified supervisors for job ☐ Direct on-site supervision ☐ Remote site: communication systems/schedule		
☐ Hand tools - Meet AS/NZS	Regular visual inspection					
☐ Ladders - Meet AS/NZS	Inspected and tagged out if damaged					
☐ Mobile plant	Inspected and tagged out if damaged					
☐ _____						
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				