

## ELECTRICAL (NEW INSTALLATION) SAFE WORK METHOD STATEMENT (SWMS)












Business Name: JJP Electrical Pty Ltd	ABN #: 43 622 174 734	Principal Contractor (PC):	
Responsible person (for monitoring SWMS and work): <i>John Panetta</i>		Job address:	
Signature: <i>John Panetta</i>	Date: 08/10/2021	PC Phone #:	Date SWMS provided to PC:
Contact Phone #: 0419 285 629		Contact Phone #:	

### THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

<input checked="" type="checkbox"/> Electrical equipment	<input checked="" type="checkbox"/> Elevated levels	<input checked="" type="checkbox"/> Slips, trips and falls	<input type="checkbox"/> Hazardous substances	<input type="checkbox"/> ?
<input type="checkbox"/> Hot Work	<input checked="" type="checkbox"/> Hazardous manual tasks	<input checked="" type="checkbox"/> Outdoor work	<input type="checkbox"/> Remotely &/or isolated work	<input type="checkbox"/> ?
<input checked="" type="checkbox"/> Noise and vibration	<input type="checkbox"/> Native vegetation & weeds	<input type="checkbox"/> Air quality	<input type="checkbox"/> Waste	<input checked="" type="checkbox"/> Vehicle movement
<input type="checkbox"/> Fuels, oils & chemicals	<input type="checkbox"/> Terrestrial fauna	<input type="checkbox"/> Waterways & soils	<input type="checkbox"/> Cultural heritage	<input type="checkbox"/> ?

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

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

<b>Planning/Preparation</b>	<ul style="list-style-type: none"> <li>• Liaise with Principal Contractor to identify on-site safety systems and procedures</li> <li>• Establish supervisory and communication arrangements</li> <li>• Principal contractor to confirm emergency response procedures are in place.</li> </ul>
<b>Hold Points</b>	<ul style="list-style-type: none"> <li>• Hold points identified and signed off before continuing work.</li> </ul>
<b>Training/Licence</b>	<ul style="list-style-type: none"> <li>• All workers to have a General Construction Induction Card</li> <li>• Relevant workers have relevant certificates of competency, licenses, and training.</li> <li>• All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets</li> </ul>
<b>Worker duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Fit condition for work, i.e. no signs of fatigue, alcohol or drugs</li> <li>• Attend all site inductions/briefings</li> <li>• Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP)</li> <li>• Only carry out work related to the contract</li> <li>• Inspect completed work and report possible safety, environmental and quality matters to the supervisor.</li> </ul>
<b>Monitor/Review</b>	<ul style="list-style-type: none"> <li>• All persons involved in the task must have this SWMS communicated to them before work commences</li> <li>• SWMS to be reviewed and amended if necessary, in consultation with relevant persons after any near miss or incident</li> <li>• If additional site hazards identified, review this SWMS and amend control measures to suit</li> <li>• People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP</li> <li>• Give the principal contractor a copy of the revised SWMS</li> <li>• The site supervisor to monitor works against the controls stated in this SWMS</li> <li>• SWMS must be kept on-site and made available for inspection or review</li> <li>• Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident</li> <li>• Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.</li> </ul>
<b>Site-Specific Notes:</b>	<p><b>Act, Regulations, Codes of Practice References:</b></p> <p>WHS Regulator - SafeWork NSW          Work Health and Safety Act 2011          Work Health and Safety Regulation 2017</p> <p><b>Codes of Practice</b></p> <p>First aid in the workplace code of practice 2020          Hazardous manual tasks code of practice 2019          How to manage work health and safety risks code of practice 2019          Managing electrical risks in the workplace code of practice 2019          Managing noise and preventing hearing loss at work code of practice 2019          Managing the work environment and facilities code of practice 2019          Managing risks of hazardous chemicals in the workplace code of practice 2019          Work health and safety consultation, coordination and cooperation code of practice 2019          Construction work code of practice 2019          Safe work on roofs part 1 commercial industry code of practice 2009</p>

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
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JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
1. <b>HRCW</b> Planning	Electrocution	4A	<ul style="list-style-type: none"> <li>All workers who work on or near electrical mains and apparatus must be trained and appropriately qualified with correct licence endorsements for the task</li> <li>During the previous 12 months (where it is relevant to the work), all workers must have demonstrated competence in:               <ul style="list-style-type: none"> <li>Approved procedures for release, rescue and resuscitation</li> <li>Requirements of the Electrical Safety Rules</li> </ul> </li> </ul>	<b>Supervisor</b>
2. Obtain supply authority certificates	Regulation & plan breach	3H	<ul style="list-style-type: none"> <li>All electrical work complies with AS/NZS 3000 and applicable regulations</li> <li>All applicable plans, drawings, diagrams and instructions are available and on-site for work crews</li> <li>All written material is current.</li> </ul>	<b>Supervisor</b>
3. <b>HRCW</b> Arrival on-site & assess onsite conditions	Personal injury, property damage &/or environmental incident	3H	<ul style="list-style-type: none"> <li>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)</li> <li>Do not park illegally</li> <li>Identify and obey all safety-related signage (check site entry requirements)</li> <li>Report to Site Supervisor</li> <li>Ensure site-specific induction undertaken</li> <li>Assess mobile phone reception</li> <li>The worksite is exactly as detailed in Terms of Agreement or contract</li> <li>Complete a JSA specifying the control measures of unanticipated hazards.</li> </ul>	<b>Supervisor</b> to check the site and conduct JSA where necessary
4. <b>HRCW</b> Work area set-up	Unauthorised access to the work area	3H	<ul style="list-style-type: none"> <li>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</li> <li>Maintain awareness of unauthorised persons attempting to enter or entering the work area</li> <li>If members of the public or unauthorised personnel enter the exclusion zone, stop work until removed from the work zone.</li> </ul>	<b>Supervisor and workers</b> to ensure control

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	Electrocution Fire	4A	<ul style="list-style-type: none"> <li>Communicate task clearly with all team members and ensure an understanding of task procedures and outcomes</li> <li>A hand-held fire extinguisher appropriate for electrical fires will be in the vicinity of the work area.</li> </ul>	measures followed
5. House keeping	<ul style="list-style-type: none"> <li>Slips</li> <li>Trips</li> <li>Falls</li> </ul>	3H	<ul style="list-style-type: none"> <li>Maintain housekeeping throughout the shift &amp; clean-up</li> <li>Ensure sufficient lighting to detect changes in level (using temporary lighting as required)</li> <li>Do not jump from elevated edges &gt;180mm, step carefully and use prepared access areas</li> <li>The work area is clean and uncluttered as possible</li> <li>Do not place equipment where it could become a trip hazard</li> <li>Check for stored items, corners or other obstructions that could cause tripping</li> <li>Ensure there is room to manoeuvre and no obstacles in the way</li> <li>Check the end destination is prepared correctly for placement of the materials/equipment</li> <li>Clean spills immediately</li> </ul>	<b>Supervisor and workers</b> to ensure control measures followed
6. Manual tasks	Musculoskeletal (MSD) injuries	3H	<ul style="list-style-type: none"> <li>Materials/equipment placed as close to the work area as possible</li> <li>Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight</li> <li>Do not use extreme force to move items</li> <li>Hold lifted items close to the body whenever possible: <ul style="list-style-type: none"> <li>Keeping knees bent and back straight and lift, unload keeping knees bent</li> </ul> </li> <li>Use team lifts and mechanical means for heavy items</li> <li>Schedule regular breaks and practice job rotation</li> <li>Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending.</li> </ul>	<b>Supervisor and workers</b> to ensure control measures followed
7. <b>HRCW</b> Working with powered & non-powered tools	<ul style="list-style-type: none"> <li>Electrocution</li> <li>Injury</li> <li>Fire</li> <li>Asphyxiation</li> </ul>	4A	<ul style="list-style-type: none"> <li>Use tools only for the purpose specified by the manufacturer</li> <li>Wear PPE as recommended by the manufacturer</li> <li>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</li> <li>The tool operations manual is available, read and understood</li> <li>Fire protection equipment accessible</li> <li><u>Electrical:</u> <ul style="list-style-type: none"> <li><b>Note:</b> 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</li> <li>All electric power tools and leads are Tested, Tagged and are current</li> <li>Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices</li> <li>Switchboards have appropriately rated circuit breaker</li> <li>Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing</li> <li>Do not overload power outlets</li> </ul> </li> </ul>	<p><b>Supervisors</b> to check all controls in place and followed</p> <p><b>Workers</b> to follow controls and make supervisor aware of any issues</p>

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			<ul style="list-style-type: none"> <li>• <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</li> <li>• Use mechanical ventilation as required.</li> </ul>	
<b>8. HRCW</b> Working at height on ladders	<ul style="list-style-type: none"> <li>• Fall from height</li> <li>• Falling objects</li> <li>• Impact injuries</li> <li>• Fatality</li> </ul>	4A	<ul style="list-style-type: none"> <li>• Perform as much of the task as possible on the ground or a solid structure</li> <li>• Protect all edges where a person can fall</li> <li>• Erect and inspect all height access equipment following manufacturers' instructions</li> <li>• If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures</li> <li>• <u>Ladders:</u> <ul style="list-style-type: none"> <li>○ Ladders set up on a level area on a firm footing</li> <li>○ Correct size and length for the job</li> <li>○ Load rating of at least 120kg</li> <li>○ Extension ladders:               <ul style="list-style-type: none"> <li>▪ Set up with the base located approximately a quarter of the vertical height of the ladder from the wall</li> <li>▪ The ladder extends at least 1 m above the place of landing</li> <li>▪ ONLY use extension ladders for access, ALWAYS use platform ladders for working on, ensure the base is fully open and the spreaders are locked</li> </ul> </li> </ul> </li> <li>• 3 points of contact on the ladder at all times</li> <li>• Always maintain the majority of your bodyweight inside the perimeter of the platform or stiles</li> <li>• When on a ladder, do not over-reach. Descend ladder &amp; re-position as required</li> <li>• Do not carry materials when ascending/descending a ladder</li> <li>• Always face the ladder when using</li> <li>• Wear tool belts, use tool lanyards to pass tools to persons at height &amp; use tethers where appropriate</li> <li>• All workers must wear a hard hat and high visibility clothing</li> <li>• 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.</li> </ul>	<p><b>Supervisors</b> to check all controls in place and followed</p> <p><b>Workers</b> to follow controls and make supervisor aware of any issues</p>
	Contact with utilities	4A	<ul style="list-style-type: none"> <li>• Do not set-up within No Go zones of power lines or close to live electrical wiring</li> <li>• Only use non-conductive ladders for live electrical work, avoid metallic, wire-reinforced or conductive ladders</li> </ul> <p><b>⚠ Never use metal ladders or waterlogged wood ladders near electrical current or power lines.</b></p>	
<b>9. HRCW</b> Working on or near	Electrocution	4A	<p><b>⚠ Ensure a Risk Assessment has been carried out (for any work within 3m of Energised Electrical Installations or Services)</b></p>	<p><b>Supervisors</b> to check all controls in</p>

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Energised Electrical Installations or Services			<ul style="list-style-type: none"> <li>⚠ A minimum of two first aiders with current level 2 first aid certificate (CPR and switchboard rescue)</li> <li>⚠ Rubber Matting to be in place conforming to AS 2978</li> <li>⚠ A hand-held fire extinguisher appropriate for electrical fires shall be in the vicinity of the work area</li> <li>⚠ Place a rescue kit nearby</li> <li>⚠ Ensure the area is adequately barricaded off at least 1m from work. (Signage to be prominently displayed)</li> <li>⚠ Notify other trades in the immediate area.</li> <li>• If removing pillar-box covers to run mains conduit see above (<i>Working on or near Energised Electrical Installations or Services</i>) for controls</li> <li>• Remount pillar-box covers as soon as possible</li> <li>⚠ <b>NEVER leave open and unattended!</b></li> <li>⚠ <b>All electrical conductors &amp; parts, including neutral and earthing conductors, shall be treated as energised until proven de-energised. TEST BEFORE YOU TOUCH.</b></li> <li>• Circuits to be modified MUST be clearly identified and isolated from the electrical supply;</li> <li>1. Turn off the relevant circuit protective devices and lockout (Circuit breakers, switches and combined fuse switch units are locked out               <ul style="list-style-type: none"> <li>○ <b>Note: If the electrical installation is complex, the isolation procedures must be verified by another competent person</b></li> </ul> </li> <li>2. Use locks or suitable temporary securing devices (that cannot be disrupted)</li> <li>3. Use lockout hasp for multiple padlocks. (Alternatively, remove and tie back connections)</li> <li>4. Remove fuses</li> <li>5. Fit danger label to isolated control/component</li> <li>6. Verify Circuit is dead before commencing work (<i>Prove electrical testing equipment is working correctly on a known alternative supply before proving apparatus is de-energised.</i></li> <li>⚠ <b>Reference made to:</b> <ul style="list-style-type: none"> <li>○ AS 3017 - Electrical installation testing</li> <li>○ AS 4836 - Safe working on low-voltage electrical installations.</li> </ul> </li> <li>PPE must be applicable and specific to the site and task. At minimum wear:               <ul style="list-style-type: none"> <li>○ Long-sleeved cotton shirt</li> <li>○ Cotton drill trousers of a fire-retardant material</li> <li>○ Clear safety glasses (anti-flash)</li> <li>○ Wear low voltage insulating "00" gloves</li> </ul> </li> </ul>	<p>place and followed</p> <p><b>Workers</b> to follow controls and make supervisor aware of any issues</p>

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
10. HRCW Excavating, backfilling & underground lead-in	Contact with existing underground services	4A	<ul style="list-style-type: none"> <li>• Ensure underground services identified and marked accurately for depth and position:               <ul style="list-style-type: none"> <li>○ Contact Dial Before You Dig 1100</li> <li>○ Use accredited cable locator contractor to test the area if unsure</li> <li>○ Contact relevant authorities/companies for 'as constructed' plans if necessary</li> <li>○ Hand excavate using a shovel to locate services and mark out before any trenching or battering works</li> </ul> </li> <li>• Use "Potholing" techniques if required:               <ul style="list-style-type: none"> <li>○ Use extreme care when working near gas mains</li> <li>○ When using hand prodders to locate pipes do not use hammers or other implements</li> </ul> </li> <li>• Mark all exposed services with flags or devices that can be readily seen.</li> <li>• Ensure all marked services continue to be visible for the duration of the work.</li> </ul>	<b>Supervisors</b> to check all controls in place and followed  <b>Workers</b> to follow controls and make supervisor aware of any issues
	Unauthorised personnel, injury to public and ground workers	3M	<ul style="list-style-type: none"> <li>• Check if excavations could cause a hazard to others, e.g. left open overnight. If potential public hazard, ensure:               <ul style="list-style-type: none"> <li>○ All excavations are safely barricaded and protected, and arrangements are in place for regular checking to ensure that they remain safely barricaded and protected</li> <li>○ In any case, backfill all trenches as soon as possible.</li> </ul> </li> </ul>	
	Powered mobile plant movement	4A	<ul style="list-style-type: none"> <li>• Ensure all trenches are minimum 650 mm deep</li> <li>• Ensure an effective system of communication between the machine operator and ground workers established before work commences</li> <li>• Relevant workers trained in the procedures involved before work commencing</li> <li>• Pedestrian workers are instructed not to approach the machine until the operator has agreed to their request to approach</li> <li>• Groundworkers are instructed on set distances to maintain from the machine while in operation</li> <li>• Groundworkers instructed and made familiar with the blind spots of the machine</li> <li>• Check constantly for mobile plant and vehicle movement. Ensure:               <ul style="list-style-type: none"> <li>○ Follow traffic management plan direction if in place</li> <li>○ High visibility clothing worn at all times</li> <li>○ Do not stand behind reversing vehicles</li> <li>○ Allow sufficient distance from the plant during operation</li> </ul> </li> <li>• Alertness at all times. Listen for:               <ul style="list-style-type: none"> <li>○ Reversing alarms/beepers</li> <li>○ Calls from Plant Operators</li> <li>○ Work positions should be in clear sight of plant operators</li> <li>○ Follow traffic management plan requirements.</li> </ul> </li> </ul> <p><b>⚠ Some traffic management plans may say that pedestrians have the right-of-way. Never assume this. Make visual and verbal contact with plant operator as required.</b></p>	

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			<ul style="list-style-type: none"> <li>⚠ Do not:               <ul style="list-style-type: none"> <li>* Use tools (such as shovels) to help move dirt from around the excavation during machine operation</li> <li>* Walk backwards around machinery.</li> </ul> </li> </ul>	
<b>11. HRCW</b> Electrical lead in - overhead	Substandard attachment point	3H	<ul style="list-style-type: none"> <li>• Ensure point of attachment service brackets, and their supports, including private poles, supports, struts and extensions to buildings comply with the applicable Electricity Safety Act, Regulations and state service &amp; installation rules.</li> </ul>	<b>Supervisor and workers</b> to ensure control measures followed
	Falls	4A	<ul style="list-style-type: none"> <li>• Ensure a portable extension ladder can safely reach the point of attachment:               <ul style="list-style-type: none"> <li>○ All trip hazards/obstructions removed from the area</li> <li>○ The work area is not wet underfoot</li> <li>○ Ensure the area is kept clear of packaging, or other debris to prevent tripping/slipping.</li> </ul> </li> </ul>	
<b>12. HRCW</b> Running conduit	Contact with utilities /services	4A	<ul style="list-style-type: none"> <li>• Use site drawings, scanners, or stud locators to identify other services such as gas and water are identified and ensure they are clearly marked</li> <li>• Ensure water, gas, electricity is turned off to the property if required</li> <li>• Ensure the exact location of the cut or penetration of the structure is clearly marked</li> <li>• Follow Lock-out/Tag-out procedures</li> <li>• Discuss with site supervisor beforehand, so they are aware of the duration of time required without utilities</li> <li>• <i>If power cannot be isolated, ensure the location of any cables, pipes are identified and labelled before drilling.</i></li> </ul>	<b>Supervisors</b> to check all controls in place and followed  <b>Workers</b> to follow controls and make supervisor aware of any issues
	Cuts & abrasions	3H	<ul style="list-style-type: none"> <li>• Wear gloves</li> <li>• Maintain visual contact with workpiece/tools</li> <li>• Direct cuts away from the body</li> <li>• Ensure grip and footing is secure</li> <li>• Do not carry tools in pockets or clothing (use sheaths, tool belts)</li> <li>• Cutting conduit to length. Ensure:               <ul style="list-style-type: none"> <li>○ Use conduit cutters where possible</li> <li>○ Sound surface and stable footing</li> <li>○ The workpiece secured before cutting.</li> </ul> </li> </ul>	
<b>13. HRCW</b> Switchboard installation, test and commission confirming	Electrocution	4A	<ul style="list-style-type: none"> <li>• Signs or labels installed as required</li> <li>• Appropriate test equipment used</li> <li>• Working kits are used and maintained, and first, check the operation of test apparatus</li> <li>• Visual inspection to include:               <ul style="list-style-type: none"> <li>○ Basic protection (protection against direct contact with live parts)</li> <li>○ Fault protection (protection against indirect contact with exposed conductive parts)</li> </ul> </li> </ul>	<b>Supervisors &amp; Workers</b> to follow controls and make supervisor

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
phase rotation of all 3-phase equipment			<ul style="list-style-type: none"> <li>Protection against hazardous parts (guarding/screening)</li> <li>Protection against the spread of fire (fire blanket/fire extinguisher)</li> <li>The general condition of the equipment.</li> </ul>	aware of any issues
<b>14. HRCW</b> Fitting appliances & fixtures	Contact with electricity	4A	<ul style="list-style-type: none"> <li>All electrically hard-wired appliances &amp; fixtures installed as per manufactures instruction:               <ul style="list-style-type: none"> <li>Check the electrical requirements and make sure you have the correct electrical supply and that the appliance is properly grounded</li> <li>Turn on the power supply to the appliance</li> <li>Check power at the junction box wires using a voltmeter having a range of 0-250 VAC</li> </ul> </li> <li><b>⚠ Where electrical hazards are identified with an appliance, eliminate or control this risk by repairing (if minor) or returning the appliance for repair/replacement</b></li> <li>Do not pinch or trap electrical cables when installing.</li> </ul>	<b>Supervisors &amp; Workers</b> to follow controls and make supervisor aware of any issues
<b>15. HRCW</b> Test & commission	Faulty test equipment	3H	<ul style="list-style-type: none"> <li>Testing Equipment:               <ul style="list-style-type: none"> <li>Good condition and working (particularly, leads, probes, clips)</li> <li>Clean, no cracked or broken insulation</li> <li>Suitable for all potential fault voltages</li> <li>Multi-meters, RCD performance tester, earth loop impedance testers, voltage testers, insulation resistance tests, are tested for accuracy</li> <li>Tested to work before use</li> </ul> </li> <li><b>⚠ Prove electrical testing equipment is working correctly on a known alternative supply before proving apparatus is de-energised.</b></li> </ul>	<b>Supervisors</b> to check all controls in place and followed  <b>Workers</b> to follow controls and make supervisor aware of any issues
	Electric shock	4A	<ul style="list-style-type: none"> <li>All components to be tested after the installation and before being placed in operation</li> <li>Perform pre-commissioning tests and isolation procedures as per AS3000 Section 8</li> <li>Follow manufacturer's instructions</li> <li>Test all safety devices for correct operation</li> <li>Give directions to the client regarding:               <ul style="list-style-type: none"> <li>how to operate the appliance safely and correctly</li> <li>where the fuse box is located and how to turn off the power to the appliance and other equipment</li> </ul> </li> </ul>	
<b>16. HRCW</b> On completion	Unauthorised access	3H	<ul style="list-style-type: none"> <li>If acceptable, remove or add barricades</li> <li>Ensure machine is parked in a safe, level area, clear of unstable or sloping ground</li> <li>Store the key in a safe place (restrict unauthorised access).</li> </ul>	<b>Supervisor</b> to confirm all workers have signed out
	Contact with electricity	3H	<ul style="list-style-type: none"> <li>Disconnect power tool/extension leads from power point before winding up so that you don't get a shock if the lead is damaged</li> <li>Inspect leads and power equipment for damage</li> </ul>	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON	
			<ul style="list-style-type: none"> <li>If safe to do so, remove isolation locks/tags and check all appliances &amp; fittings are in good condition &amp; operational.</li> </ul>	<b>Workers</b> to comply with controls	
	Equipment storage on the vehicle	3H	<ul style="list-style-type: none"> <li>Ensure all equipment is secured safely with transport approved tie-downs</li> <li>Cover tools, equipment carried in open trays</li> <li>During transport using a cargo net</li> <li>Do not leave any loose items in the cabin or on the tray.</li> </ul>		
17. Emergency response	<ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Environmental damage</li> </ul>	4A	<ul style="list-style-type: none"> <li><b>For police, fire or ambulance call '000.'</b></li> <li>Follow site emergency and evacuation procedures</li> <li>A communication system is available, e.g. a mobile phone or radio</li> <li>Check for dangers to self before helping others</li> <li>Maintain control of the area and stabilise the situation</li> <li>Apply first aid to the injured worker</li> <li>Complete an incident report.</li> </ul>	<ul style="list-style-type: none"> <li><b>Refer to your SWMS implementing instructions for further specific emergency responses.</b></li> </ul>	<b>Supervisors and workers</b> ensure controls followed

OVERALL RISK RATING AFTER CONTROLS

1 - Low
  2 - MODERATE
  3 - High
  4 - ACUTE

<b>PERMITS</b>	<input type="checkbox"/> Not applicable <input type="checkbox"/> Hot Work <input type="checkbox"/> Confined Space <input type="checkbox"/> Local council <input type="checkbox"/> ? <input type="checkbox"/> ?			
<b>SITE MANAGEMENT PLAN</b>	Is the work associated with a Construction Project? <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.	
<b>PLANT &amp; EQUIPMENT</b>		<b>HAZARDOUS SUBSTANCES</b>		<b>SUPERVISORY ARRANGEMENTS</b>
<input type="checkbox"/> Electrical tools and leads	Tested and tagged quarterly	1.		<input type="checkbox"/> Audits
<input type="checkbox"/> Hand tools - Meet AS/NZS	Regular visual inspection	2.		<input type="checkbox"/> Spot Checks
<input type="checkbox"/> Ladders - Meet AS/NZS	Inspected and tagged out if damaged	3.		<input type="checkbox"/> Reporting systems
<input type="checkbox"/> Mobile plant-	Inspected and tagged out if damaged	4.		<input type="checkbox"/> Suitably qualified supervisors for job
<input type="checkbox"/> ?		5.		<input type="checkbox"/> Direct on-site supervision
<input type="checkbox"/> ?		6.		<input type="checkbox"/> Remote site: communication systems/schedule
<input type="checkbox"/> ?		7.		
<input type="checkbox"/> ?		8.		
<input type="checkbox"/> ?		9.		
<input type="checkbox"/> ?		10.		

**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			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				
		Construction Card				