

Electric Vehicle Charging Point Installation   SAFE WORK METHOD STATEMENT (SWMS)								
TASK OR ACTIVITY: Electric Vehicle Charging Point Installation								
Business Name:		ABN:	SWMS#					
Business Address:								
Contact Person:	Phone:	E jil:						
THIS SAFE WORK METHOD	STATEMENT IS APPRO							
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	sting a business or under the (PC - 1) is	required to entry e that a safe work method s	tatement (SWMS) is prepared before					
Full Name:								
Signature:		Title:	Date:					
Details of the person(s) responsible for ensuring implementation, monitoring	ppliance the VMS a well as review	s and modifications of the SWMS.						
Full Name:		Title:	Phone:					
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS SIME MAKE THE FOLLOWING COMMUNICATED	NALE OF ALL RELEVANT PERSONNE EVELOPMENT AND APPROVAL OF	EL WHO HAVE BEEN CONSULTED AND CO THIS SWMS	DMMUNICATED TO IN THE					
Safety meetings or toolbox talks will be sched ad in account with egislative requirements to first identify any site hazards, a count of communication those hazards and then to further take steps to either eliminate or contract each hazard.								
If an incident or a near miss occurs, all work must stop an attactive Depending on the severity of the incident, a meeting will be called with all workers to amend the SWMS if required. The meeting may also be an educational opportunity.								
Any changes made to the SWMS after an incident or a near miss must be approved by the Person Conducting Business or Undertaking and communicated to all relevant personnel.								
The SWMS must be kept and be available for inspection at least until the work is completed. Where a SWMS is revised, all versions should be kept. If a notifiable incident occurs in relation to which the SWMS relates, then the SWMS must be kept for at least two years from the occurrence of the notifiable incident.								



CLIENT OR PRINCIPAL CONTRACTOR DETAILS						
Client:	SCOPE OF WORKS					
Project Name:						
Project Address:						
Project Manager:						
Contact Phone:						
Date SWMS supplied to Project Manager:						
ANY HIGH-RISK CONSTRUC						
☐ involves a risk of a person falling more than 2 meters	I is carried out on or near pressurised gas mains or piping					
□ is carried out on a telecommunication tower	carried out on or near chemical, fuel or refrigerant lines					
☐ involves demolition of an element of a structure that is load-bearing	□ is carried out on or near energised electrical installations or services					
□ involves demolition of an element related to the physical integ. Y of a sucture	$\square$ is carried out in an area that may have a contaminated or flammable atmosphere					
□ involves, or is likely to involve, disturbing asb	☐ involves tilt-up or precast concrete					
involves structural alteration or repair that quires terminary supart to prevent collapse	☐ is carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor					
□ is carried out in or near a confined space	$\Box$ is carried out in an area of a workplace where there is any movement of powered mobile plant					
is carried out in/near a shaft or trench deeper that tunnel involving use of explosives	☐ is carried out in areas with artificial extremes of temperature.					
☐ is carried out in or near water or other liquid that involves a risk of drowning.	☐ involves diving work.					
ANY HIGH-RISK MACHINER	RY OR EQUIPMENT NEARBY					



	RISK MATRIX											
LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	000DF			HEIRARCHY OF CONTROLS			
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	SCORE	SCORE	ACTION		Elimination Remove the hazard.	
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4A ACUTE	DO NOT PROCE		Substitution			
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Review befor work starts.		Replace the hazard.			
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Ensure control measures in place.		Isolate People from the hazard			
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW	nitor and k⊾ records		Engineering Isolate the hazard.			
DARE       LOW       LOW       MODERATE       HIGH       HIGH       LOW       References       Isolate the nazard.         Idetes on Hierarchy of Controls:       Elimination methods are the most effective and preferrement on control of a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the structure controls by changing the work is the fourth most effective method. PPE (Personal Protective Equation in the least effective       Administrative       Change the work.         PPE       PPE       PPE       PPE       PPE       PPE												

						TIVE EQUIPM					
		Select the ap	propriate PPL	abo, ruitab	i or the equi	oment used or	the job task	being perform	ned (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION		P ECTION	R⊾ ⇒PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE Required:											
Permit or Licenses Requirements			Mandatory Qualifications and Training								

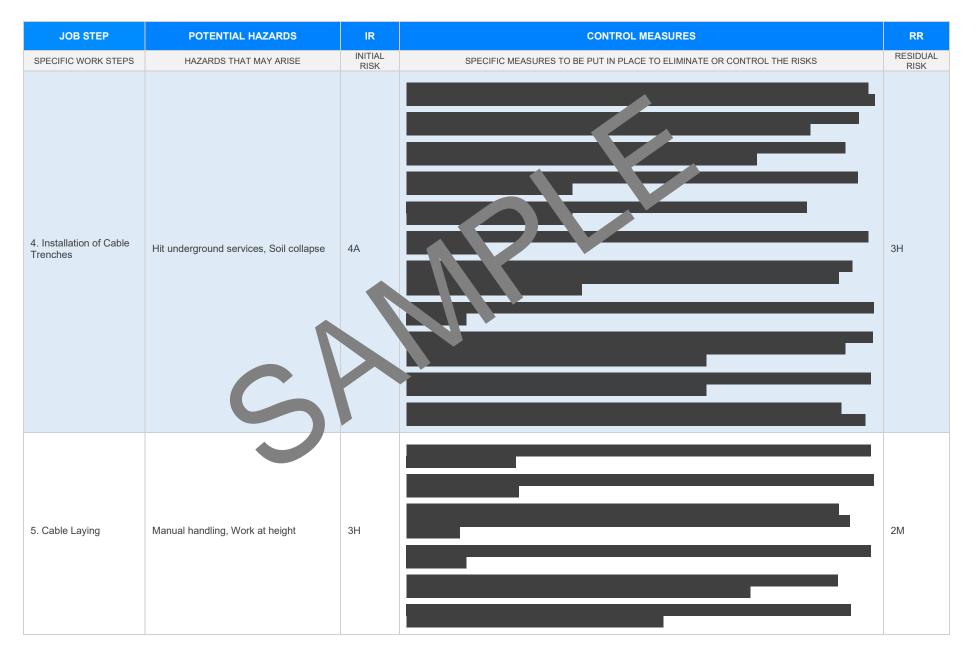


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Slip, trip and fall, Incorrect manual handling techniques	2М	<ul> <li>Ensure that the worksite area is assessed to any potential hazards such as debris, trailing cords or uneven surfaces.</li> <li>Cleanup any cluttering before beginning work to went the risk of slips, trips, and falls.</li> <li>Clearly mark out the workin brea using safety to as or consult caution others from entering.</li> <li>Where possible, ensure that a equate lighting is placing in the work area.</li> <li>Wear appropriate protection foots are with skid-resistant soles to prevent slips, trips, and falls.</li> <li>To prevent the and trip haverds, ensure the total tools and equipment are stored properly when not in use.</li> <li>Province and trip haverds, ensure the total tools and equipment are stored properly when not in use.</li> <li>Is an obal value and trip haverds, ensure the team members when lifting, carrying, or installing the sharging voint usipment.</li> <li>Is an obal value to be to any other team members when lifting, carrying, or installing the sharging voint usipment.</li> <li>Is an onder the breaks for employees engaging in repetitive or strenuous tasks.</li> <li>Aways follow manufacturer's instructions whilst performing the installations.</li> <li>Have an emergency response plan in place, including clear evacuation routes, first aid kits, and trained personnel.</li> <li>Regular monitoring is necessary to ensure control measures are being adhered to.</li> <li>Identifying Risk through Toolbox meetings before every shift begins helps keep safety on top of mind for all staff members involved.</li> </ul>	1L
2. Site Assessment	Work at height, Interaction with traffic	ЗН	<ul> <li>Detailed risk assessments should be conducted before commencing any work to identify potential hazards such as working at heights or interaction with traffic.</li> <li>Proper personal protective equipment (PPE) including hard hats, safety shoes, and high visibility clothing should be worn by all workers on site during the installation process.</li> <li>Barriers or cones should be put up around the installation site to warn pedestrians and vehicles of the ongoing work.</li> <li>Any work at height must follow strict safety guidelines and workers must be adequately trained for working at heights with appropriate harnesses or scaffolding used.</li> <li>Traffic management plans should be implemented to ensure that workers and vehicles can safely interact on or near the worksite.</li> </ul>	2M



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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- The installation area should be well lit and signposts should be placed in strategic locations to guide traffic flow.	
			- Procedures should be put in place for emergence subations, like falling from a height or being hit by a vehicle.	
			- All electrical work should be performed b, ticensed prossional.	
			- An evacuation plan needs to be set up for the liter carly defining exit routes and assembly points. There should also be an easily accessible first a cut available of site.	
			- Regular rest breaks should a provided to avoid a sque. Escially for those working at height.	
			- Thorough inspective the installation site should a conducted regularly to ensure that all safety measures remain meetive	
			- Briefings of collbox talks could be and frequently to keep all workers aware of safety procedures and precar ons.	
			- Ong the monitor as should be adopted, feedback sought, and changes made as required to maintain the safety as indicated as increased as necessary.	
			Ensure II wor, it is have undergone proper training for the use of tools and equipment required in the	
	7		Weak eccessary personal protective equipment (PPE) such as insulated gloves, eye protection, and ptective ootwear when handling electrical equipment.	
			- Regularly inspect tools and equipment to ensure they are in good working condition and safe to use.	
	G		- Utilise protective devices on power tools, like Ground Fault Circuit Interrupters (GFCIs), to minimise the risk of electric shock.	
			- Never use equipment near water or damp conditions unless it is specifically designed for such environments.	
3. Tool and Equipment	Electric shock, Noise an Shrat	ЗН	- Ensure that tools and equipment meet compliance with Australian Safety Standards.	1L
Selection	Electric shock, Noise an	50	- Encourage and enforce proper tool storage when they are not in use to avoid accidental electric shock or injury.	
			- Ensure noise emissions from tools used comply with recommended levels; wearing of effective hearing protection should be enforced if noise level exceeds permissible limits.	
			- Specify minimum qualifications or experience for individuals using certain high-risk equipment.	
			- Implement an appropriate tool and equipment maintenance schedule to reduce the risk of malfunctions and potential accidents.	
			- Use tools that are ergonomically designed or provide extra hand grips or vibration dampeners to reduce impact of vibrations.	
			- Keep a clear and tidy workspace free from unnecessary obstacles and tripping hazards to ensure the safe usage of tools and equipment.	

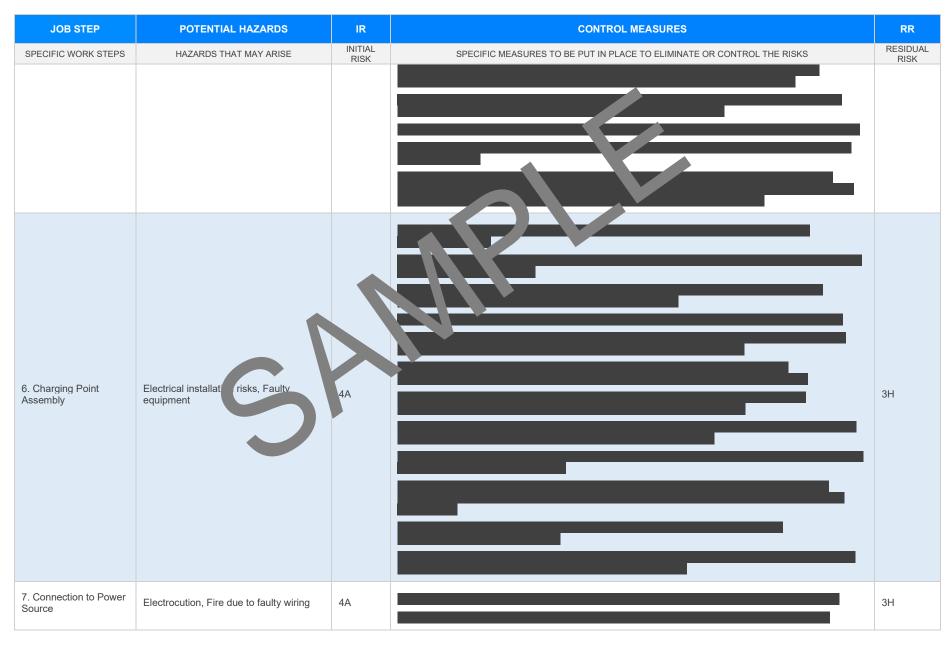




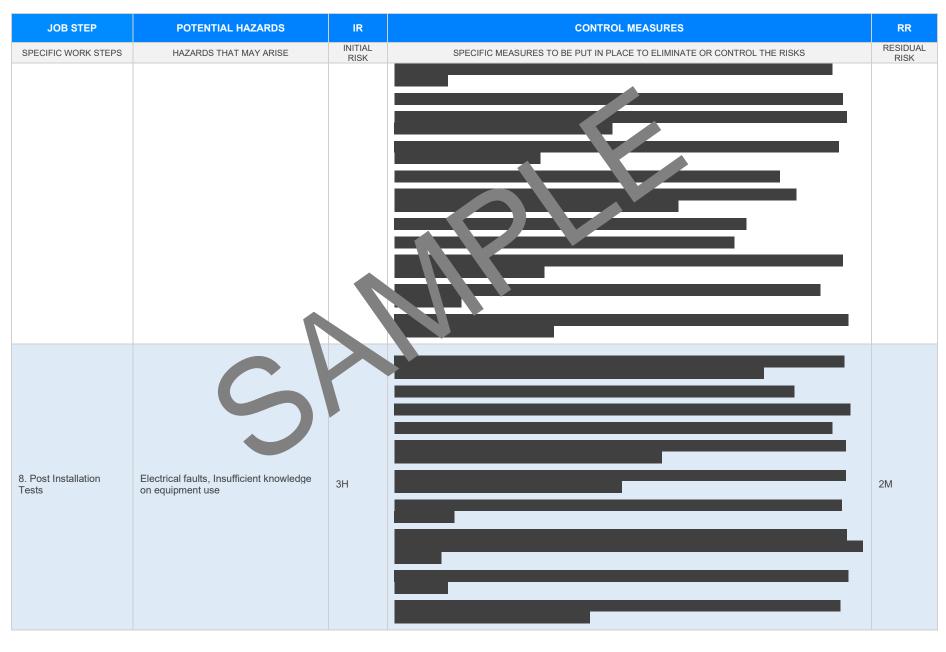
Version 2.5

Date of Issue:









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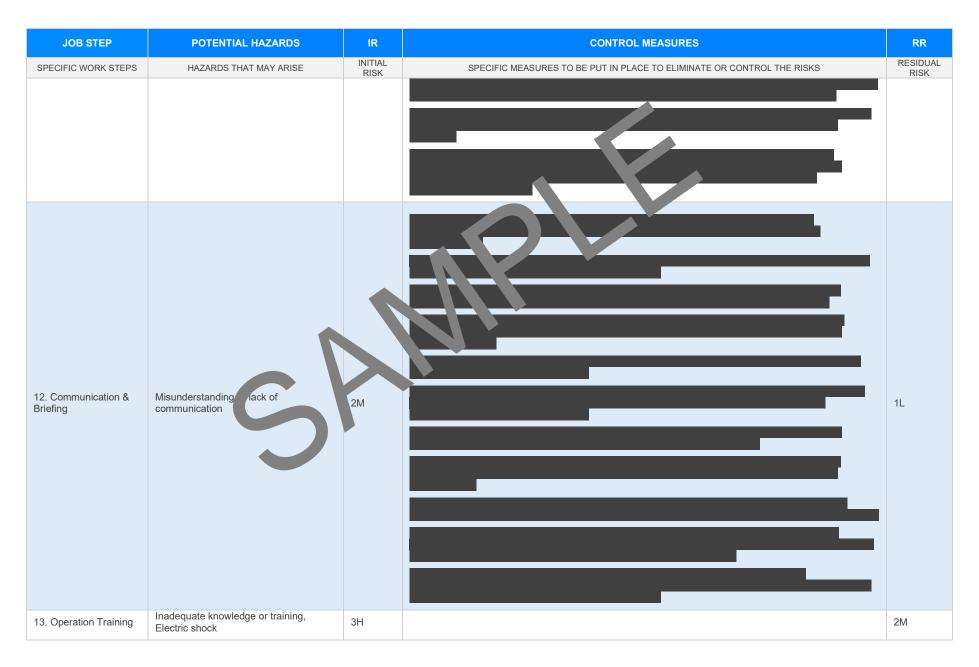


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9. Waste Management	Improper waste du osal, Hazardous materials handling	21		1L



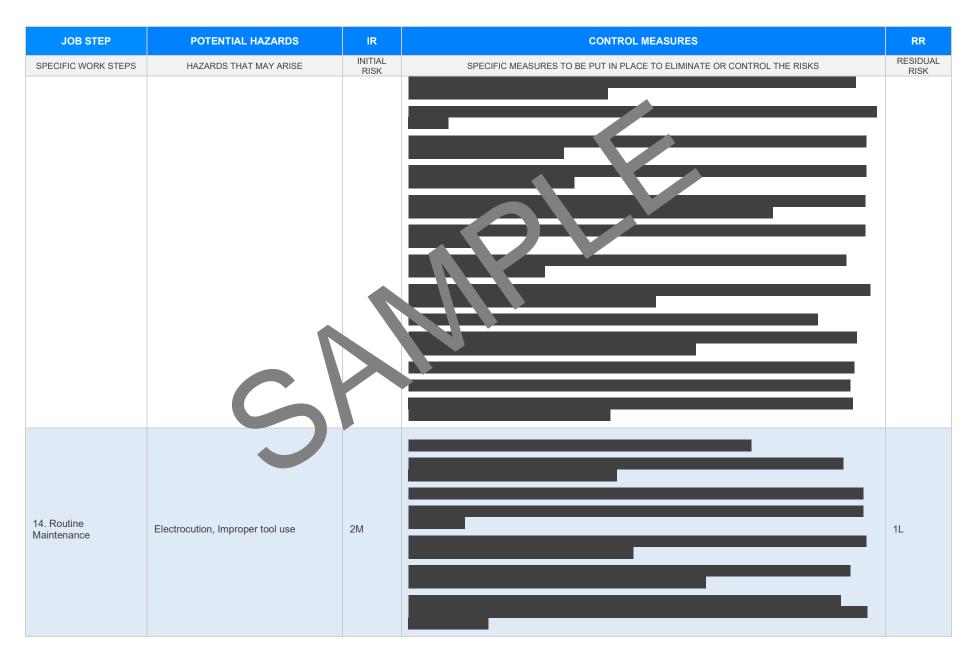
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SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Clean-Up	Manual handling injuries, Slip, trip and fall hazards	2M		1L
11. Document Completion	Stress, Poor ergonomic setup	1L		1L





Date of Issue:







POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL
Panic in emergency sudations, Insufficient knowle use on procedures	21		1L
	HAZARDS THAT MAY ARISE	HAZARDS THAT MAY ARISE	HAZARDS THAT MAY ARISE INITIAL RISK SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS

Version 2.5









#### **EMERGENCY RESPONSE – CALL 000 FOR EMERGENCIES**

Ensure to have an Emergency Management Plan in place as well as adequate numbers of trained first aid staff with easy access to fully stocked first aid kits, rescue equipment, material safety data sheets, adequate access to emergency communication equipment and fire-fighting equipment suitable for all classes of fire and ignition sources.

LEGISLATIVE REF	ERENCES
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISL	ATIVE REFERENCES DANY STATE DAT ARE NOT APPLICABLE
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws</u> Codes of Practice QLD: <u>https://www.worksafe.qld.gov.au/laws-and-compliance/codes-of-practice</u> Legislation ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Occupational Health at Safety Act 204 Occupational Health and Safety Act 204 Legis non VIC: <u>https://www.safe.vic.gov.au/occupational-health-and-safety-act-and- rulat</u> States of mactice VIC <u>attps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice</u>
New South Wales         Work Health and Safety Act 2011         Work Health and Safety Regulations 2017         Legislation NSW: <a href="https://www.safework.nsw.gov.au/legal-obligations/legislative">https://www.safework.nsw.gov.au/legal-obligations/legislative</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library/lis">https://www.safework.nsw.gov.au/legal-obligations/legislative</a>	Western Australia Work Health and Safety Act 2020 Work Health and Safety Regulations 2022 Legislation Western Australia: <u>https://www.commerce.wa.gov.au/worksafe/legislation</u> Codes of Practice WA: <u>https://www.commerce.wa.gov.au/worksafe/codes-practice</u>
Northern Territory Work Health and Safety (National Uniform Legislation) Act 2011 Work Health and Safety (National Uniform Legislation) Regulations 2015 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance/wg_place-serv-laws</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/f</u>	Safe Work Australia Links Law and Regulation (All States): <u>https://www.safeworkaustralia.gov.au/law-and-regulation</u> Model Codes of Practice: <u>https://www.safeworkaustralia.gov.au/resources-publications/model-</u> <u>codes-of-practice</u> Model Codes of Practice
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (SA) Legislation for SA: <u>https://www.safework.sa.gov.au/resources/legislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/work_dces/codes-of-practice#COPs</u>	<ul> <li>Managing noise and preventing hearing loss at work</li> <li>Confined spaces</li> <li>Labelling of workplace hazardous chemicals</li> <li>Managing risks of hazardous chemicals in the workplace</li> <li>Welding processes</li> </ul>
Tasmania         Work Health and Safety Act 2012         Work Health and Safety (Transitional and Consequential Provisions) Act 2012         Work Health and Safety Regulations 2012         Work Health and Safety (Transitional) Regulations 2012         Legislation for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations">https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations</a> Codes of Practice for TAS: <a href="https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice">https://worksafe.tas.gov.au/topics/laws-and-compliance/codes-of-practice</a>	<ul> <li>First aid in the workplace</li> <li>Managing the risk of falls at workplaces</li> <li>Hazardous manual tasks</li> <li>Managing the risk of falls in housing construction</li> <li>Managing electrical risks in the workplace</li> <li>Demolition work</li> <li>Excavation work</li> <li>Work health and safety consultation, cooperation and coordination</li> </ul>
Details of permits, licenses or access required by regulatory bodies (add or delete as required): - Permits from local council - Authorisation to commence work - Any required documents.	<ul> <li>Work health and safety consultation, cooperation and coordination</li> <li>Managing the work environment and facilities</li> <li>How to manage work health and safety risks</li> <li>Managing risks of plant in the workplace</li> <li>Construction work</li> </ul>



#### SIGNATORIES OF THE SAFE WORK METHOD STATEMENT

The signed and dated personnel listed below have cooperated in the consultation and development of this Safe Work Method Statement which has been approved by the Person/s Conducting a Business or Undertaking (PCBU). In signing this Safe Work Method Statement each individual acknowledges and confirms that they have read this SWMS in full, having raised any questions for items on this Safe Work Method Statement that require clarification, and confirms that they are competent, skilled and knowledgeable for the task assigned to them. Every person acknowledges that they have received the relevant training and gualifications where required, before carrying out any work contained in this Safe Work Method Statement. By signing this Safe Work Method Statement each individual agrees to work safely, to follow any safe work instructions which are provided, and agrees to use all Personal Protective Equipment where appropriate.

Worker Name	Signature	Date

#### SAFE WORK N THE ST ATEM ANT MONITORING AND REVIEW

d must reviewed (and

hav be sted by the operation

should be carried out in

The SWMS must be reviewed regularly to make sure it remains fective revised if necessary) if relevant control measures are revised. The viewn consultation with workers (including contractors htractors of the SWMS and their health and safety representatives who represented that work group at the workplace.

When the SWMS has been revised the PCBU must ensure that persons involved with the work are advised that a revision has been made and how they can acces he revised SWMS, including all persons who will need to change a work procedure or system as a region of the review are advised of the changes in a way that will enable them to implement their duties antly with the revised SWMS. All workers that will be involved in the work must be provided with the relevant information and instruction that will assist them to understand and implement the revised SWMS.

The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The person responsible for monitoring the effectiveness of the Safe Work Method Statement should employ a multi-faceted approach which includes but is not limited to:

- 1. Spot Checks.
- 2. Consultation with workers, contractors and sub-contractors.
- 3. Internal audits on a continual basis.

An approach of continuous improvement, promptly recording inconsistencies or deficiencies. followed up by immediate corrective action and consultation with all relevant personnel ensures that the PCBU is consistently developing ever-improving systems of safe work principles.

REVIEW NUMBER	1	2	3	4	5	6	7
NAME							
INITIALS							
DATE							



#### SAFE WORK METHOD STATEMENT REVIEW CHECKLIST

This Safe Work Method Statement Review Checklist is to be followed and used upon initial development of the SWMS to help ensure that all steps have been adequately taken before work commences. Think of this document as an internal audit review checklist before commencing work, and may form part of a Toolbox Talk (safety meeting) and may be used as an opportunity for education and training.

ITEMS WHICH MUST BE INCLUDED IN THE SWMS	COMPLETED	COMMENTS
The company details have been entered, including the project name and address.		
All relevant personnel consulted during the development of the SWMS.		
Name, signature, position and date signed of the person approving the SWMS.		
Specific personnel and qualifications, experience is noted in the SWMS.		
Provides a step-by-step process of tasks required to carry out the activity or task.		
Adequate risk assessment of any identified hazards has been completed.	$\boxtimes$	
Foreseeable hazards are identified and documented for each step.	$\boxtimes$	
Any hazards listed in any site risk assessments have been added to the SWMS	$\boxtimes$	
SWMS initial risk (IR) column as well as residual risk (RR) column mpleted.	$\boxtimes$	
Check control measures added to the SWMS are the most effective selections	$\boxtimes$	
Responsible person is assigned and listed on the part the importation control measures.	$\boxtimes$	
Permit or licenses requirements specified, su as Hot Work, Electric Work, Work at Heights etc.	$\boxtimes$	
SWMS identifies plant and equipment to be use	$\boxtimes$	
Details of inspection checks required for any equipment listed protection on the SWMS.	$\boxtimes$	
Describes any mandatory qualifications, experience, and g or skills required to perform the work.	$\boxtimes$	
Applicable personal protective equipment is selected on the SWMS.	$\boxtimes$	
Reflects and documents any legislative references and/or Australian Standards.	$\boxtimes$	
Identifies any hazardous substances used with specific control measures in line with any SDS.	$\boxtimes$	
REVIEWED BY	DATE RE	VIEWED
SIGNATURE	DATE COM	IPLETED