Contact With Electricit	y SAFE WORK METHOD	STATEMENT (SWMS)	
TASK	OR ACTIVITY: Contact With Electron	ctricity	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E qil:	
	STATEMENT IS ADDONIOD BY		
THIS SAFE WORK METHOD	STATEMENT IS APPROX 0 BT	THE PCC OF IP SROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conduct the proposed work starts.	cting a business or under $ring (P = 0)$ is	required to encode that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:	NK	Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring ${\bf m}$	compliance of the SWI, was well as re	eviews and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS HAVE THE FOLLOWING COMMUNICATED	NA. 2 OF ALL RELEVANT PERSONN EVELOPMENT AND APPROVAL OF	NEL WHO HAVE BEEN CONSULTED AND (THIS SWMS	COMMUNICATED TO IN THE
Safety meetings or toolbox talks will be scheduled in according with regislative requirements to first identify any site hazards, and the contract of the terminate or contract leach hazard.			
If an incident or a near miss occurs, all work must stoppediately. 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	CLIENT OR PRINCIPAL CONTRACTOR DETAILS						
Client:	SCOPE OF WORKS						
Project Name:							
Project Address:							
Project Manager:							
Contact Phone:							
Date SWMS supplied to Project Manager:							
☐ involves a risk of a person falling more than 2 meters	d 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 integritystructure	\Box is carried out in an area that may have a contaminated or flammable atmosphere						
□ involves, or is likely to involve, disturbing as the set of the	□ involves tilt-up or precast concrete						
involves structural alteration or repair the requires to prary support to prevent collapse	\Box 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 the first or tunnel involving use of explosives	\Box is carried out in areas with artificial extremes of temperature.						
\Box 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	20005			HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	SCORE	ACTION		Elimination Remove the bazard	
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 befo 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 ke recorde		Engineering Isolate the hazard.	
Notes on Hiera is the second m Controls by cha method.	Notes on Hierarchy of Controls: Elimination methods are the most effective and preferrence on controls of a hazard. Substitution is the second most effective method of controlling a hazard. Administrative work. Controls by changing the work is the fourth most effective method. PPE (Personal Prote ive bruipment) is the least effective PPE									

	PERS_NAL TECTIVE EQUIPMENT (PPE)										
	1	Select the ap	propriate PPL		or the equil	oment used or	the Job task	being pertori	neo (ir applica	ibie).	i.
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION	TEARING TION	F' P CTION	R⊾⊸PIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE F	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
			- Conduct a site induction for all workers to communicate site-specific hazards and safety protocols related to electricity.	
			- Ensure only authorised personnel have access areas where electrical work is being conducted by using locked gates or restricted access badge	
			- Display clear signage to way of electrical hazal, and rauthorised access in areas where electrical work is taking place	
			- Develop and a sorrie a , whit-to work system at requires authorisation before commencing any electrical wo	
1. Preparation	Unauthorised access, Inadequate	3H, 2M	- Province adeq, the training for all state wolved, ensuring they possess the necessary skills and know the to same efform tasks that involve electrical systems.	2M, 1L
	training		- Perform ular convetency assessments and refresher training sessions to ensure understanding and compliance in the electronal safety procedures.	
			Utilise unriers such as temporary fencing or tape, to demarcate areas with electrical hazards, promoting unautoprized or accidental entry.	
			Keep sister of qualified personnel with current certifications and ensure this list is regularly updated d reviewed.	
			- Exablish a detailed emergency response plan covering potential electricity-related incidents and ensure all employees are familiar with the procedures.	
			- Maintain and update a risk assessment document, reviewing it periodically or whenever significant changes occur in the workplace environment or processes.	
			- Conduct regular inspections of all electrical equipment before use to identify any visible damage or wear.	
			- Ensure all electrical tools and equipment have current test and tag certifications, in line with regulatory requirements.	
2. Equipment Check			- Provide training for employees on how to conduct a visual inspection of equipment to identify faults or damage.	
	Damaged equipment, Electrical faults	4A, 3H	- Establish a system for reporting faulty or damaged equipment immediately to supervisors or maintenance staff.	3H, 2M
			- Use electrical equipment that is appropriate for the specific task and environmental conditions, such as weatherproof tools for outdoor work.	
			- Ensure that all electrical repairs are carried out by qualified and licensed electricians only.	
			- Implement lockout/tagout procedures to ensure that damaged equipment is not used until it is repaired.	
			- Maintain an inventory list of all electrical equipment, including details of their last inspection, testing, and maintenance due dates.	



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
			- Set up a preventive maintenance schedule for all electrical equipment to reduce the risk of faults occurring.	
			- Install and maintain Residual Current Devices (RC s) on circuits where portable electrical equipment is used.	
			- Have fire extinguishers suitable for election of fires reaction available in areas where electrical work is conducted.	
			- Keep work areas clean and dry to prevent not ure-related electrical hazards.	
			- Verify that all personnel us, electrical equipment are revided with and consistently use personal protective equipment (PPE), such as insulated global and goggles, especially when there are risks of exposure to live of the second s	
			- Ensure all perionnel involved in iso in mave received appropriate training and are competent in isolation proceedings.	
	No proper isolation, Ipreservorocedur followed		- Control trisk as essment prior to commencing work to identify potential sources of electrical supply that neighbors during the iso, ind.	
			- Use low route mout devices to physically secure isolating switches and circuit breakers in the "off" sition.	
			- Clear we rel isolating points to be easily identifiable to everyone working on or near the equipment.	
			erify the isolation by testing the circuit is de-energised using a non-contact voltage tester before beinning work.	
3. Isolating Power		., ЗН	Develop a permit-to-work system which includes documenting the scope of work, hazards, controls, and persons responsible for isolating circuits.	2M, 2M
			- Update and maintain site isolation procedures regularly to incorporate any equipment changes, and ensure they align with Australian standards.	
			- Ensure a competent person supervises the isolation procedure, confirming compliance with established safety protocols.	
			- Establish a communication protocol for coordinating crossover between shifts to avoid misunderstandings that might lead to unintentional energisation.	
			- Install barriers or signs around isolated areas as a visual warning to others not involved in the task.	
			- Keep clear and accurate records of isolation activation and deactivation times, including the names of individuals performing these actions.	
4. Testing Isolation	Accidental re-energisation, Incorrect testing process	3H, 2M		2M, 1L
	testing process			



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
5. Door Lockout/Tagout	Improper tags/signs, Forgotten lockouts	4A, 3H		2M, 2M







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
7. Removing Insulation	Sharp tools, Touching exposed wires	44		2M, 2M
8. Connecting Wires	Wrong wire connections, Not using insulated tools	4A, 3H		3H, 1L

Version 2.5

Date of Issue:







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
10. Encasing the Wires	Not properly encased, Quick finish no ensured	4A. 1		3H, 1L
11. Final Review	Missed steps, Inaccurate work	4A, 4A		3H, 2M

Version 2.5

Date of Issue:









Version 2.5

Date of Issue:





Version 2.5



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
	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 LEGISLATIVE REFERENCE IN ANY STOTAT ARE NOT APPLICABLE							
Queensland & Australian Capital Territory Work Health and Safety Act 2011 Work Health and Safety Regulations 2011 Legislation QLD: https://www.worksafe.qld.gov.au/laws-and-compliance/work-health-and-safety-laws Codes of Practice QLD: https://www.worksafe.gld.gov.au/laws-and-compliance/codes-of-practice Legislation ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice Codes of Practice ACT: https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice	Victoria Occupational Health and Safety Accolot Occupational Health and Safety Accolot Legis bion VIC: https://www.worksafe.vic.gov.au/occupational-health-and-safety-act-and- gular s Ides of mactice VIC attps://www.worksafe.vic.gov.au/compliance-codes-and-codes-practice						
New South Wales Work Health and Safety Act 2011 Work Health and Safety Regulations 2017 Legislation NSW: https://www.safework.nsw.gov.au/legal-obligations/legis Codes of Practice NSW: https://www.safework.nsw.gov.au/legal-obligations/legis	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 201 Work Health and Safety (National Uniform Legislation) Regulations 200 Legislation NT: https://worksafe.nt.gov.au/laws-and-compliance/compli	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- codes-of-practice</u>						
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (Sale Legislation for SA: https://www.safework.sa.gov.au/resources.gislation Codes of Practice for SA: https://www.safework.sa.gov.au/w_cplaces/codes-of-practice#COPs	Model Codes of Practice - Managing noise and preventing hearing loss at work - Confined spaces - Labelling of workplace hazardous chemicals - Managing risks of hazardous chemicals in the workplace - Welding processes						
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: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations Codes of Practice for TAS: https://worksafe.tas.gov.au/topics/laws-and-compliance/acts-and-regulations	 First aid in the workplace Managing the risk of falls at workplaces Hazardous manual tasks Managing the risk of falls in housing construction Managing electrical risks in the workplace Demolition work Excavation work Work health and safety consultation, cooperation and coordination 						
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.	 Managing the work environment and facilities How to manage work health and safety risks Managing risks of plant in the workplace Construction work 						

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 qualifications 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 THE S ATEM AT MONITORING AND REVIEW The SWMS must be reviewed regularly to make sure it remain effect. and mu be reviewed (and The SWMS must be monitored regularly for the effectiveness of ensuring hazard controls are revised if necessary) if relevant control measures are revised. The s should be carried out in effective in reducing the risk of incidents, keeping the workplace safe for all personnel. The view consultation with workers (including contractors person responsible for monitoring the effectiveness of the Safe Work Method Statement should ntractors nay be cted by the operation of the SWMS and their health and safety representatives who rep sented that work group at the employ a multi-faceted approach which includes but is not limited to: workplace. 1. Spot Checks. When the SWMS has been revised the PCBU must ensure the all versons involved with the work are 2. Consultation with workers, contractors and sub-contractors. advised that a revision has been made and how they can acce the revised SWMS, including all persons 3. Internal audits on a continual basis who will need to change a work procedure or system as a reof the review are advised of the changes in a way that will enable them to implement their duties ntly with the revised SWMS. All workers that An approach of continuous improvement, promptly recording inconsistencies or deficiencies, will be involved in the work must be provided with the relevant information and instruction that will assist followed up by immediate corrective action and consultation with all relevant personnel ensures them to understand and implement the revised SWMS. 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 SW 5.	\boxtimes	
SWMS initial risk (IR) column as well as residual risk (RR) colume completed.	\boxtimes	
Check control measures added to the SWMS are the most effer we set tions.	\boxtimes	
Responsible person is assigned and listed on the splementa, and control measures.	\boxtimes	
Permit or licenses requirements specified, so in as Hot Work, Electral Work, Work at Heights etc.	\boxtimes	
SWMS identifies plant and equipment to be	\boxtimes	
Details of inspection checks required for any equipment lister ure noted on the SWMS.	\boxtimes	
Describes any mandatory qualifications, experience, ang 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 CO	MPLETED