Electrical Connections For The E	Exhaust Vent   SAFE WORK	K METHOD STATEMENT (S)	WMS)
TASK OR ACTIV	ITY: Electrical Connections For	The Exhaust Vent	
Business Name:		ABN:	SWMS#
Business Address:			
Contact Person:	Phone:	E ail:	
THIS SAFE WORK METHOD	STATEMENT IS APPROX BY	THE PC. YOF THY ROJECT	
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.	ucting a business or und	required to entry that a safe work method	statement (SWMS) is prepared before
Full Name:			
Signature:		Title:	Date:
Details of the person(s) responsible for ensuring implementation, monitoring	compliance of the SWN was well as r	eviews and modifications of the SWMS.	
Full Name:		Title:	Phone:
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS VMS	NACE OF ALL RELEVANT PERSONI 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 to with egislative requirements to first identify any site hazards, and the to control the those hazards and then to further take steps to either eliminate or control leach hazard.	_		
If an incident or a near miss occurs, all work must support dately. 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:	
☐ 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	800DF	ACTION		HEIRARCHY OF CONTROLS	
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	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 key recorde		Engineering Isolate the hazard.	
is the second m	RARE       1 LOW       1 LOW       2 MODERATE       3 HIGH       1 HIGH       LOW       Isolate the hazard.         otes on Hierarchy of Controls:       Elimination methods are the most effective and preferrence on control ga hazard. Substitution the second most effective method of controlling a hazard. Engineering by isolation is the purpost en stive, while Administrative ontrols by changing the work is the fourth most effective method. PPE (Personal Prote ive prupost even support is the least effective       Isolate the hazard.									

		Select the an	propriate PPL	PERS	VAL TEC	TIVE EQUIPM oment used or	ENT (PPE) the iob task	being perfor	med (if applica	able).	
FOOT PROTECTION	HAND PROTECTION	HEAD PROTECTION			RL SPIRATORY PROTECTION	FACE PROTECTION	HIGH-VIS CLOTHING	PROTECTIVE CLOTHING	FALL PROTECTION	SUN PROTECTION	HAIR/JEWELLERY SECURED
Other PPE R	Required:					_					
	P	ermit or Lice	nses Requiren	nents			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	Incorrect tools, Electrical faults	2М	<ul> <li>Ensure all tools are appropriate for the table and are in good working condition.</li> <li>Conduct a thorough risk assessment before commoning work to identify potential electrical hazards.</li> <li>Verify that all personnel have current training to nandling electrical tools and systems.</li> <li>Use insulated tools design for electrical work operventaccidental shocks or short circuits.</li> <li>Inspect all electrical common or damage such to cayed cords or exposed wires before use.</li> <li>Ensure an isolation procedure isolalace including tagging and locking out circuits when necessary.</li> <li>Maintain a our emergency plan inclution mediate access to first aid resources and contact details for emergency servers.</li> <li>Contain might with Australian electrical standards and regulatory requirements.</li> <li>Limit to design ated work zones to authorised personnel only equipped with personal protective equipment.</li> <li>Itablis a contruncation protocol for reporting issues and halting work if safety cannot be guaranteed.</li> <li>Implement vibration controls such as shock-absorbing mats under tools to minimise mechanical overress.</li> <li>Ingularly review and update safety measures in response to new risks or changes in technology.</li> </ul>	1L
2. Identify Circuit	Misidentification of circuits, madequate lighting	ЗН	<ul> <li>Conduct pre-work inspections to ensure all circuit labels are clear, accurate, and visible.</li> <li>Use colour-coded identification tags on circuits for easy visual differentiation.</li> <li>Ensure adequate lighting in the work area to improve visibility of circuit markings.</li> <li>Provide workers with model-specific circuit diagrams and plans prior to commencing work.</li> <li>Train all personnel involved on how to correctly identify electrical circuits.</li> <li>Use non-contact voltage testers to verify that circuits are de-energised before handling.</li> <li>Implement a lockout/tagout system to prevent accidental energisation during work.</li> <li>Schedule work during daylight hours or provide high-intensity work lights if necessary.</li> <li>Assign a dedicated team member to double-check identified circuits against official plans.</li> <li>Maintain open communication among team members to confirm correct circuit identification.</li> </ul>	1L
3. Secure Work Area	Slip and trip hazards, Falling objects	2M	<ul> <li>Ensure all cables and tools are neatly organised and stored away from walkways to minimise slip and trip hazards.</li> <li>Use clearly visible warning signs around the work area to alert workers and visitors of any potential hazards.</li> </ul>	1L



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
			- Implement proper lighting in the work area to enhance visibility and reduce the risk of trips or slips.	
			- Secure any loose materials, tools, or equipment that could potentially become falling objects or cause tripping hazards.	
			- Use barriers or tape to cordon off the work one, preventing unauthorised access and protecting individuals from exposure to hazards.	
			- Inspect personal protective equipment regular to usure it is in good condition and used correctly by all personnel on-site.	
			- Conduct a pre-work site instruction to identify an excitive previous environmental factors that may contribute to slip and trip hazards such a wet surfaces.	
			- Train all employees involution task on har and identification and preventive measures specific to securing work areas.	
			- Utilise tool also materials thering systems to prevent tools and materials from accidentally falling when work theig.	
			- Regular, view and update procedures for securing work areas to reflect new insights or changes in the wor plan setup.	
4. Disconnect Power	Electric shock, Burn har eas	ЗН		1L
5. Test Circuit	Inadequate tools, Feeding back power	3H		2M

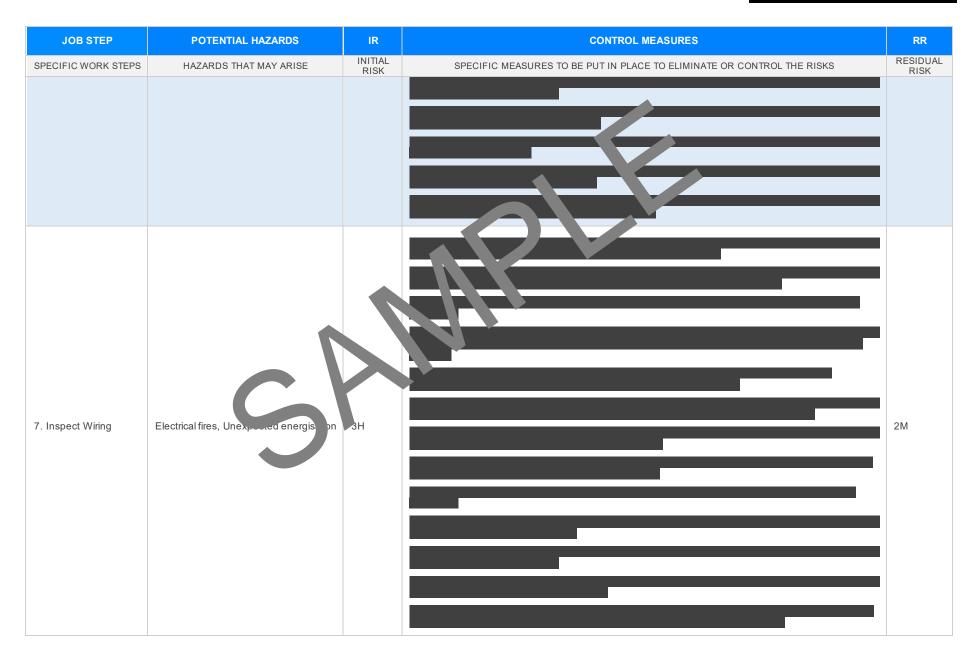
Version 2.5

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
6. Remove Cover	Sharp edges, Projectiles	2M		1L 







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
8. Perform Connection	Improper connection, Shock hazards	4A		2M
9. Confirm Grounding	Incorrect grounding, Secondary circuits	ЗН		2M

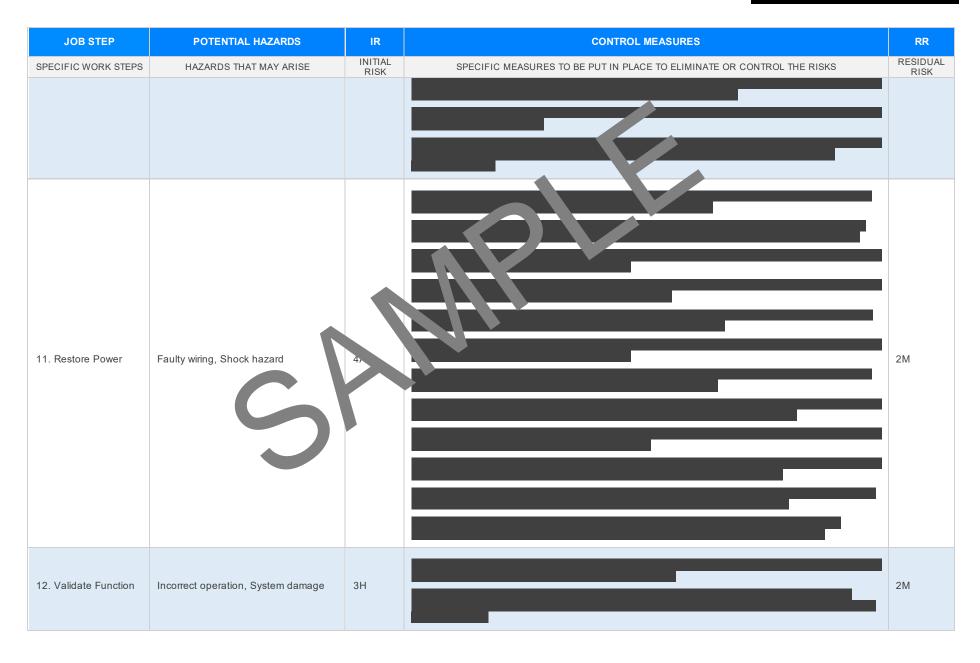
Version 2.5

Date of Issue:





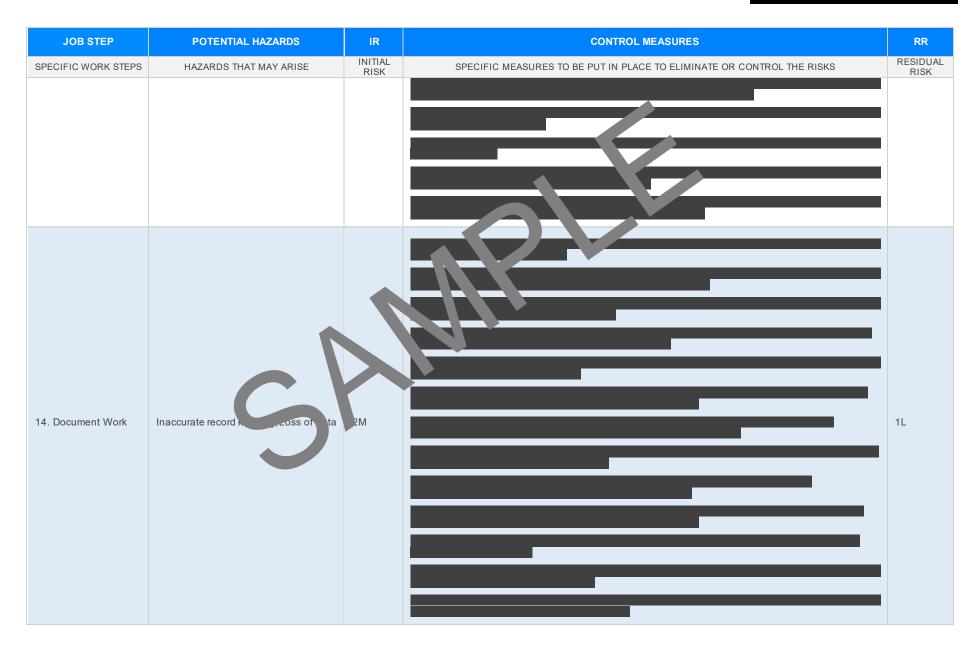






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
13. Clean Work Area	Unsecured items, Disposal of sharp waste	2М		   1L

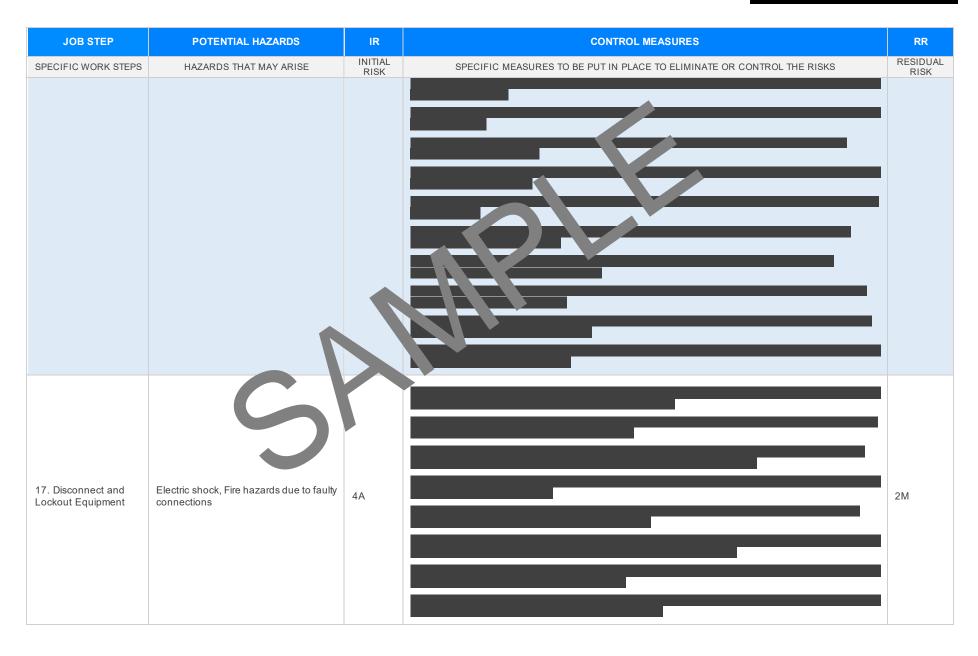






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
15. Safety Review	Overlooking safety procedures, Non- adherence to safety regulations	ЗН		1L
16. Equipment Check	Malfunctioning equipment, Incomplete toolkit	2M		1L

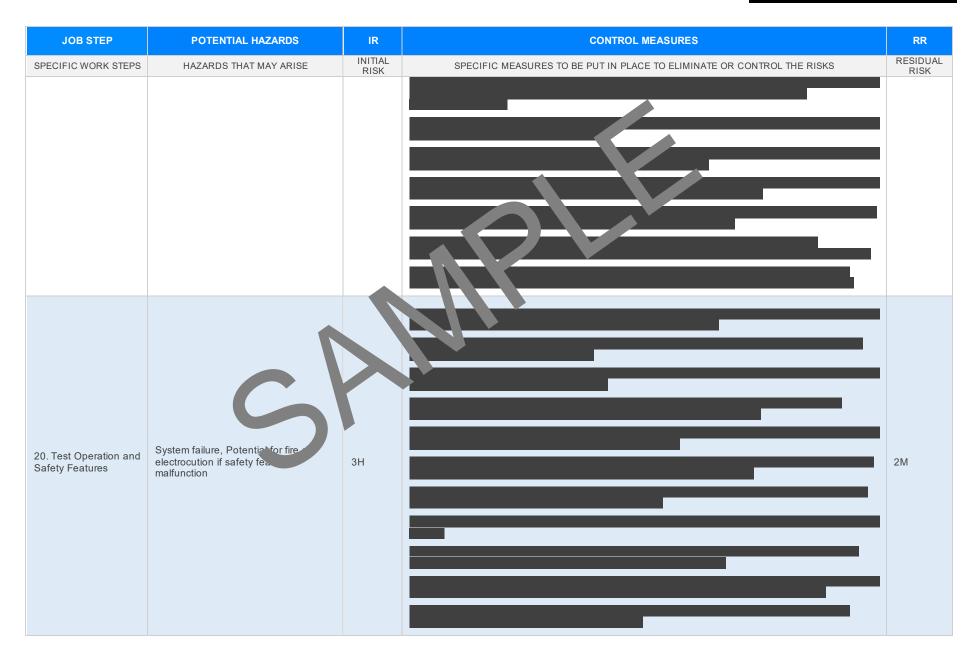






JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
18. Mount Exhaust Vent	Fall hazards, Improper assembly leading to system damage	4A		2М
19. Connect Exhaust Vent to Power Source	Electrocution, Fire hazards due to improper connection	4A		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
				-
	S			

#### **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				
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISLATIVE REFERENCE IN ANY STATISTICAL 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 and Safety Acce004 Occupational Health and Safety Acce004 Legis from VIC: <u>https://www.orfksafe.vic.gov.au/occupational-health-and-safety-act-and- rulas os</u> des of mactice VI-o <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/legis/">https://www.safework.nsw.gov.au/legal-obligations/legis/</a> Codes of Practice NSW: <a href="https://www.safework.nsw.gov.au/resource-library">https://www.safework.nsw.gov.au/legal-obligations/legis/</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 201 Work Health and Safety (National Uniform Legislation) Regulations 20 Legislation NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.orkplatestications</u> Codes of Practice NT: <u>https://worksafe.nt.gov.au/laws-and-compliance.orkplatestications</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- codes-of-practice</u>			
South Australia Work Health and Safety Act 2012 (SA) Work Health and Safety Regulations 2012 (S. Legislation for SA: <u>https://www.safework.sa.gov.au/resources.gislation</u> Codes of Practice for SA: <u>https://www.safework.sa.gov.au/w_cplaces/codes-of-practice#COPs</u>	<ul> <li>Model Codes of Practice</li> <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 nearly 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 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.	$\boxtimes$		
Name, signature, position and date signed of the person approving the SWMS.			
Specific personnel and qualifications, experience is noted in the SWMS.	7		
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.			
Foreseeable hazards are identified and documented for each step.	$\boxtimes$		
Any hazards listed in any site risk assessments have been added to the Sλ. S.	$\boxtimes$		
SWMS initial risk (IR) column as well as residual risk (RR) column completed.	$\boxtimes$		
Check control measures added to the SWMS are the most effective sections.	$\boxtimes$		
Responsible person is assigned and listed on the spiral of the spiral entry of control measures.	$\boxtimes$		
Permit or licenses requirements specified, so in as Hot Work, Electrical Work, Work at Heights etc.	$\boxtimes$		
SWMS identifies plant and equipment to be	$\boxtimes$		
Details of inspection checks required for any equipment lister are 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.	$\square$		
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 REVIEWED		
SIGNATURE	DATE COMPLETED		