Mechanical Services Switchbo	oard Work SAFE WORK M	NETHOD STATEMENT (SWN	/IS)				
TASK OR ACTIVITY: Mechanical Services Switchboard Work							
Business Name:		ABN:	SWMS#				
Business Address:							
Contact Person:	Phone:	E ail:					
THIS SAFE WORK METHOD	STATEMENT IS APPRO	THE PC. OF THE ROJECT					
Under the Work Health and Safety Regulation (WHS Regulation), a person conductive proposed work starts.	ucting a business or under thing (Pu - V) is	s required to end of that a safe work method	statement (SWMS) is prepared before				
Full Name:							
Signature:		Title:	Date:				
Details of the person(s) responsible for ensuring implementation, monitorin	compliance of the SWN, as well as r	eviews and modifications of the SWMS.					
Full Name:		Title:	Phone:				
ALL PERSONNEL PARTICIPATING IN ANY ACTIVITY ON THIS WMS	NA.2: OF ALL RELEVANT PERSON EVELOPMENT AND APPROVAL O	NEL WHO HAVE BEEN CONSULTED AND F THIS SWMS	COMMUNICATED TO IN THE				
Safety meetings or toolbox talks will be scheduled in accouncy with regislative requirements to first identify any site hazards, and the to control to 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 store a parallely. 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	SCORE	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.
RARE LOW LOW MODERATE HIGH HIGH LOW kenrecorde Isolate the hazard. Notes on Hierarchy of Controls: Elimination methods are the most effective and preferrance en columptian a hazard. Substitution is the second most effective method of controlling a hazard. Engineering by isolation is the unmost entitive, while Administrative controls by changing the work is the fourth most effective method. PPE (Personal Prote rive in unput it) is the least effective PPE									

	PERS_NAL TECTIVE EQUIPMENT (PPE) Select the appropriate PPL about suitably for the equipment used or the job task being performed (if applicable).										
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:					_					
	Permit or Licenses Requirements						Mandatory Qualifications and Training				

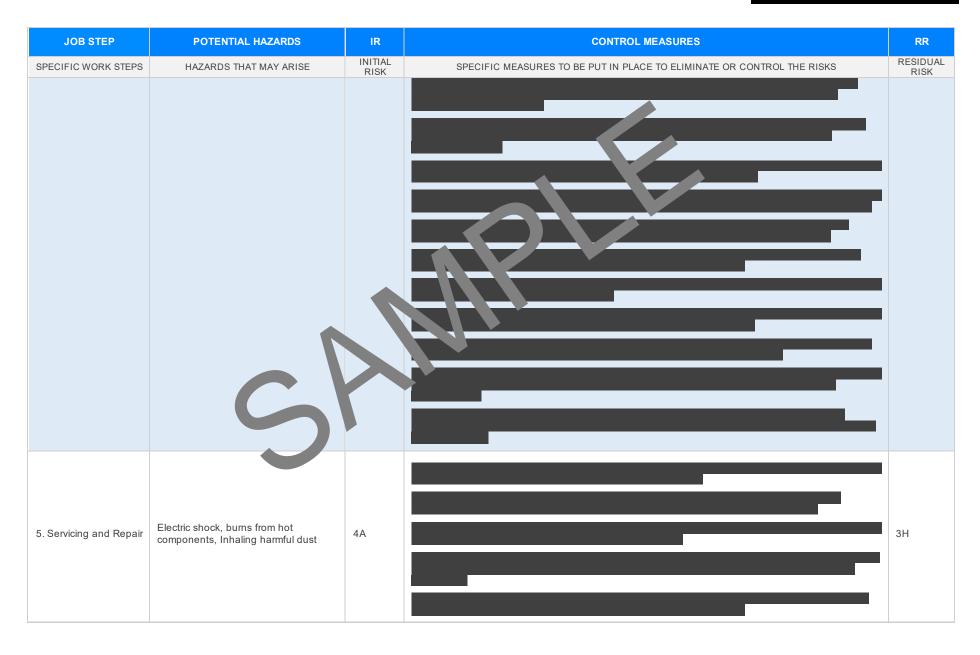


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
1. Preparation	Exposure to live electrical parts, Incorrect handling of tools	ЗН	 Conduct a thorough risk assessment before starting work to identify any potential hazards. Ensure all workers are trained and compound in elemenal safety and the use of mechanical services switchboards. Verify that the switchboard de-energised beine beginning any maintenance or installation work. Use lockout/tagout procedule to secure all energised beine beginning any maintenance or installation work. Use lockout/tagout procedule to secure all energised beine beginning any maintenance or installation work. Use lockout/tagout procedule to secure all energised beine beginning any maintenance or installation work. Use lockout/tagout procedule to secure all energised beine beginning any maintenance or installation work. Use lockout/tagout procedule to secure all energine and composition any maintenance or installation work. Use lockout/tagout procedule to secure all energine and composition insulating gloves, safety goggles, and flame-resistant at the tools when working between energine (PPE), including insulating gloves, safety goggles, and flame-resistant at tools when working between energine persons and protection were equipment (PPE), including insulating gloves, safety goggles, and flame-resistant at tools when working between energine persons, to minimise the risk of electric shock. Implement exclusions around live parts, marked with clear signage and barriers to warm and protect weights. Emple a study proton, knowledgeable in emergency response, to monitor the work area and assist if needed. Incredit I tools and equipment for damage before use to ensure they are in safe working condition. Utilise strictally approved ladders made of non-conductive materials, like fibreglass, instead of metal res. Ensure adequate lighting is available to properly illuminate the workspace and reduce the chances of mishandling tools. Continuously monitor environmental conditions, such as weather	2М
2. Equipment setup	Tripping over equipment, Electrocution	ЗН	 Conduct a pre-start meeting to discuss the placement of equipment and walkway paths to prevent tripping hazards. Use insulated mats and gloves when setting up equipment near live electrical parts to reduce the risk of electrocution. Keep all cables and cords neatly organised and away from walkways to minimise tripping risks. Place visible warning signs around areas with potential electrical hazards to alert workers. Ensure that all electrical equipment is tested and tagged in accordance with Australian standards before use. Assign a competent person to supervise equipment setup and ensure adherence to safety protocols. Implement barricades or barriers around high-risk areas to prevent unauthorised access during equipment setup. 	2M

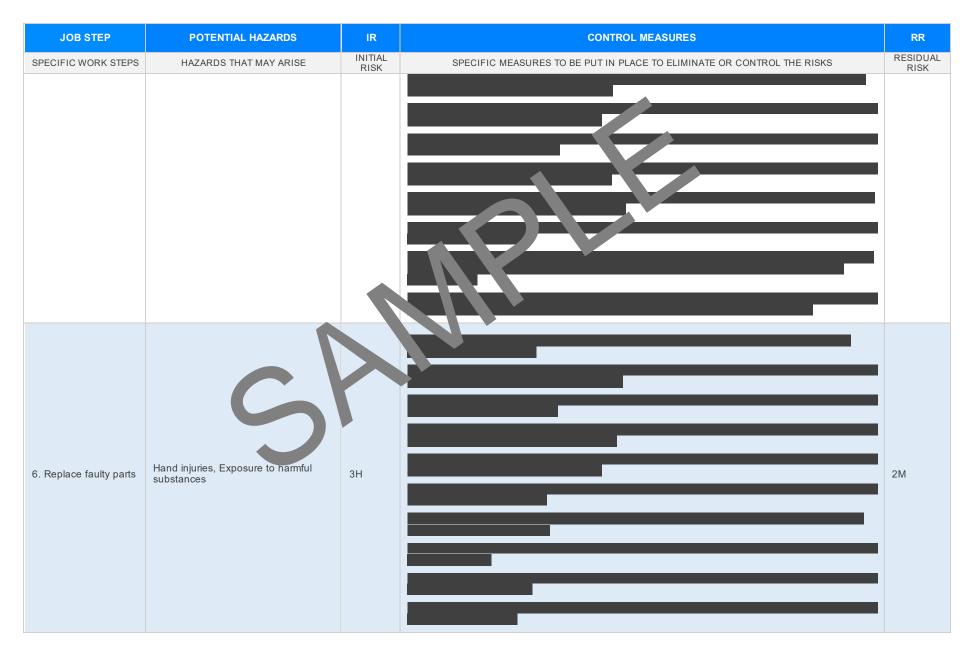


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
			- Provide adequate lighting in areas where the switchboard equipment is being set up to enhance visibility and detection of hazards.	
			- Ensure all workers involved in the setup are train un recognising and mitigating electrical and tripping hazards.	
			- Have an emergency response plan in place including. Finald and fire extinguisher accessibility, in case of any incidents during setup.	
			- Conduct a pre-work risk as assessment to identify a potentian azards related to power isolation.	
			 Ensure all workers involved a strained in lockout, and procedures and electrical safety standards. Verify that the prect symbols and circuit is identified for isolation. 	
			- Use proper maintained and teste percent all protective equipment (PPE) such as rubber gloves, insulated boot safety asses, and a clash clothing.	
			- Emp.), applying lockout/tagout kit with unique locks and tags for each worker involved.	
		- Configuration the largest electrical drawings and schematics are available and consulted to correctly identify colarge point.		
		tilize in ulti-stan verification by having more than one person check the isolation procedure before beginning work.		
3. Isolating the power	3. Isolating the power Incorrect isolation process, Electrocut		Follow adard operating procedures for de-energising circuits, ensuring adherence to established g delines.	2M
			- Carry out a test for voltage absence using a calibrated and approved voltage tester before starting any work on the switchboard.	
			- Implement a communication protocol ensuring clear instructions are given and confirmed among team members regarding the isolation process.	
			- Display warning signs and barriers around the work area to prevent unauthorised access during the isolation process.	
			- Maintain an emergency response plan that includes contact details of emergency services and first-aid measures for electrocution incidents.	
			- Perform a post-isolation inspection to verify thorough implementation of all safety controls and secure locking mechanism.	
			- Document each step of the isolation process, including date, time, personnel involved, and equipment isolated, to ensure traceability and compliance.	
4. Switchboard	Sharp objects, High temperature	21		1L
inspection	exposure	ЗH		1L

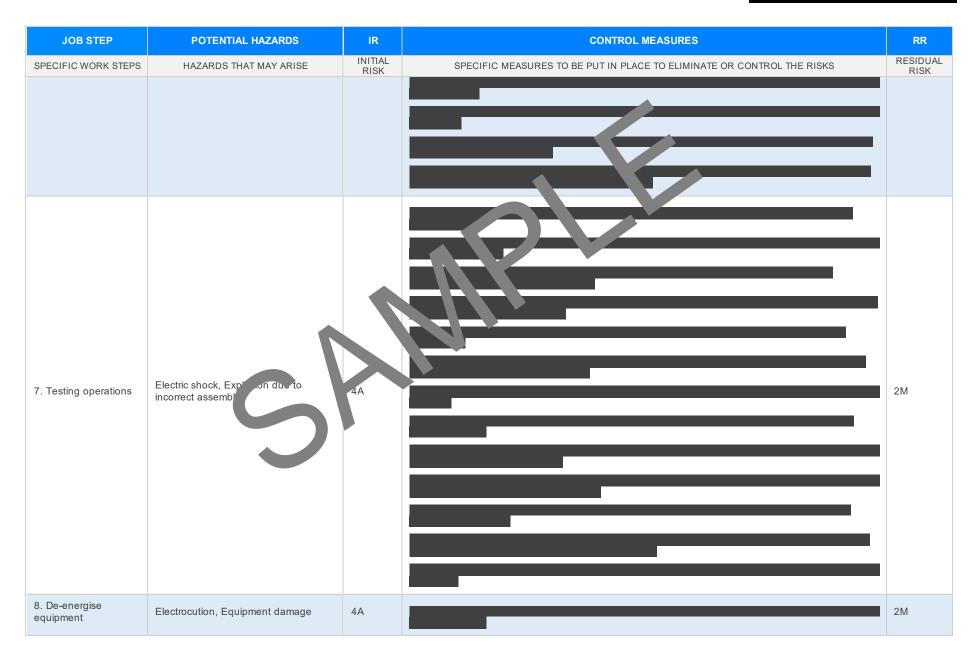








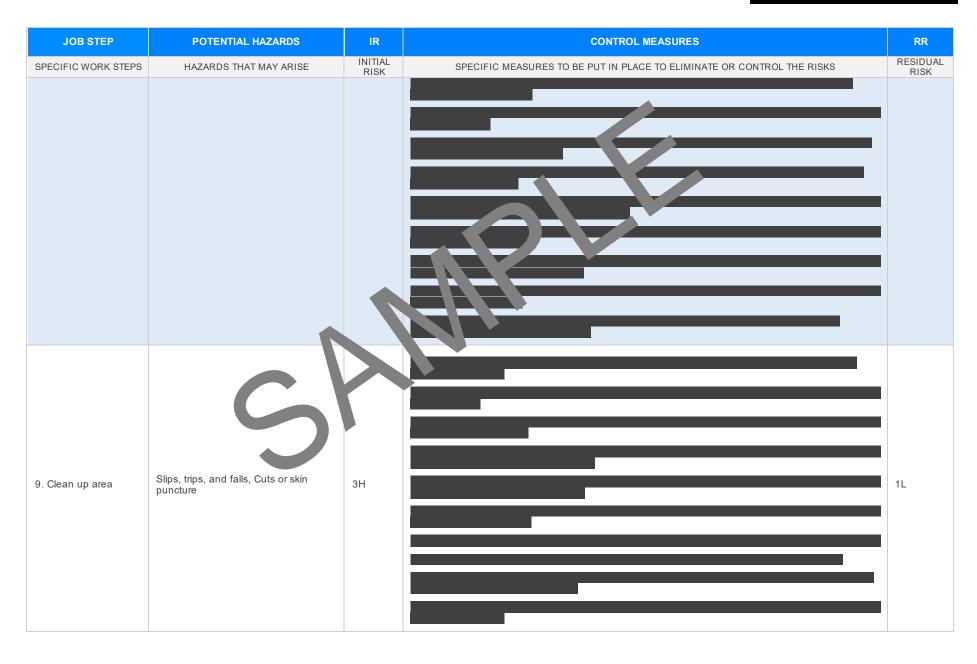




Version 2.5

Date of Issue:





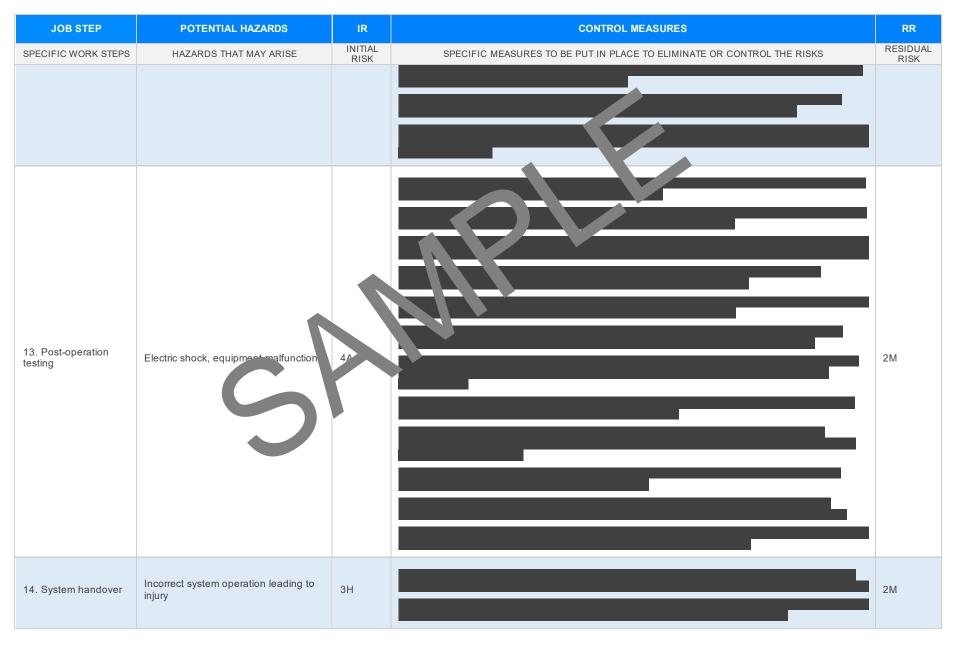


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
10. Documenting work	Miscommunication leading to mistakes, Paper cuts	2М		1L
11. Switchboard reassembling	Finger trapping, Electric shock	4A		2M









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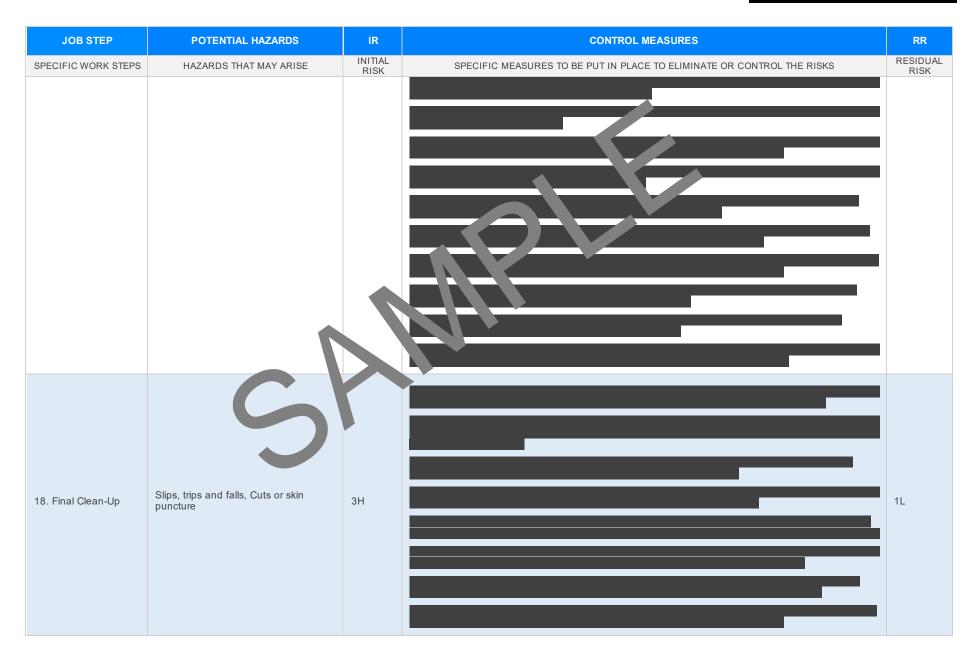


JOB STEP	POTENTIAL HAZARDS	IR	CONTROL MEASURES	RR
SPECIFIC WORK STEPS	HAZARDS THAT MAY ARISE	INITIAL RISK	SPECIFIC MEASURES TO BE PUT IN PLACE TO ELIMINATE OR CONTROL THE RISKS	RESIDUAL RISK
15. Maintenance Brief	Misunderstanding instructions, Mental stress	2M		1L



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
16. Switchboard decommissioning	Exposure to hazardous material, Harinjuries	ЗН		2M
17. Material disposal	Injury from sharp objects, exposure to harmful substances	ЗН		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
19. Finish Up work documentation	Miscommunication utility to errors, Eye strain	2M		
20. Tool packing away	Hand injuries due to incorrect handling of tools	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

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 REFERENCES						
RELEVANT LEGISLATION AND CODES OF PRACTICE. DELETE THE LEGISL	ATIVE REFERENCE IN ANY STATISTICATION 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/acts-and-regulations</u> Codes of Practice ACT: <u>https://www.worksafe.act.gov.au/laws-and-compliance/codes-of-practice</u>	Victoria Och pational Health and Safety Andrea004 Och ational Health and Safety Addrea004 Legis Nion VIC: <u>https://www.addrksafe.vic.gov.au/occupational-health-and-safety-act-and- gulations</u> Ides on Mactice VIcouttps://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.orkplates.fety-lates.compliance.orkplates.fety-lates.compliance.orkplates.fety-lates.compliance.orkplates.fety-lates.compliance.orkplates.fety-lates.compliance.orkplates.fety-lates.compliance.orkplates.fety-lates.fe	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/ve_cplaces/codes-of-practice#COPs</u>	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 - First aid in the workplace					
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/codes-of-practice	 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.	\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	