



SAFE WORK METHOD STATEMENT (SWMS)

SWMS 007 - Installation of Switchboard / Enclosure / Data Rack

ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM PRIOR TO WORKS COMMENCING.

An effective Risk Assessment should identify the relevant criteria listed below

<input type="checkbox"/> Work involving a risk of a person falling more than 2 metres. <input type="checkbox"/> Work carried out on a telecommunication tower. <input type="checkbox"/> Work involving demolition of an element of a structure that is loadbearing <input type="checkbox"/> Work around Asbestos Containing Material (ACM) <input type="checkbox"/> Work involving structural alterations or repairs requiring temporary support to prevent collapse <input type="checkbox"/> Work carried out in or near a confined space <input type="checkbox"/> Work carried out in or near a shaft or trench with an excavated depth greater than 1.5 metres or is carried out in or near a tunnel <input type="checkbox"/> Work involving the use of explosives <input type="checkbox"/> Working near or on Energised electrical installations or services <input type="checkbox"/> Working near or on Chemical, fuel or refrigerant lines	<input type="checkbox"/> Working near or on Pressurised gas distribution mains or piping <input type="checkbox"/> Work carried out in an area that may have a contaminated or flammable atmosphere <input type="checkbox"/> Work involving tilt-up or precast concrete <input type="checkbox"/> Work carried out on, in or adjacent to a road, railway, shipping lane or other traffic corridor that is in use by traffic other than pedestrians <input type="checkbox"/> Work carried out in an area at a workplace in which there is any movement of powered mobile plant <input type="checkbox"/> Work carried out in an area in which there are artificial extremes of temperature <input type="checkbox"/> Work carried out in or near water or other liquid that involves a risk of drowning <input type="checkbox"/> Work involving diving work
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Risk = Consequence & Likelihood			Probability					PPE is the last method of control	
			Rare	Unlikely	Possible	Likely	Almost Certain		
		A	B	C	D	E	Elimination		
Consequence	Catastrophic	5	High	High	Extreme	Extreme	Extreme		Substitution
	Major	4	Medium	High	High	Extreme	Extreme		Isolation
	Moderate	3	Low	Medium	High	Extreme	Extreme	Engineering	
	Minor	2	Low	Low	Medium	High	Extreme	Administration	
	Low	1	Low	Low	Medium	High	High	PPE	

Foot Protection	Hearing Protection	High-Vis Clothing	Head Protection	Eye Protection	Face Protection	Hand Protection	Protective Clothing	Respiratory Protection	Sun Protection	Fall Arrest	Low Voltage Rescue Kit	Long Hair & Loose items such as Jewellery removed/tied back

Other PPE <small>(Please List)</small>	
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Sign-Off Sheet

This Safe Work Method Statement has been developed in consultation with relevant personnel and the Persons Conducting the Business or Undertaking (PCBU). By signing this page, I agree that I have had these SWMS communicated to me and understand their contents. I confirm that I have the relevant certifications to conduct the task described and agree to comply with the control measures and safe work instructions and the use of PPE where required.

Name	Job Description	Signature	Date

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Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
1	Check area for other services, Mark Locations of: <ul style="list-style-type: none"> Gas lines Power cables Telephone cables, Water or Sewer lines Tree roots. 	Personal injury <ul style="list-style-type: none"> Cuts, strains, abrasions, burns Possible eye injury Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) 	High Risk 	Daily site inspections prior to commencement of work activities and at the conclusion of each workday. Appropriate tools for the job are available Testing kits are used and maintained, and first check operation of test apparatus. Regular housekeeping inspections including regular walk rounds to be conducted to ensure a clean and tidy work area. Ensure permit is in place if required. Risk assessment must be completed.	Medium Risk 	Work crew Supervisor
2	Obtain Supply Authority Certificates and check drawings.	Non-compliance with Supply Authority requirements Mains not installed as per client requirements	High Risk 	Ensure all latest revision plans, diagrams etc. are on site Ensure plans and diagrams are reviewed by entire work crew prior to work commencing	Medium Risk 	Work crew Supervisor
3	Work area and installation preparation (ensure adequate space for door swing)	Non-Compliance with Australian Standards Personal injury <ul style="list-style-type: none"> Cuts, strains, abrasions, burns Possible eye injury Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) 	High Risk 	Authority and empowerment to Stop the Job. Ensure correct manual handling techniques are followed. Personnel are suitable qualified Wear all mandatory PPE and task specific PPE. Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations. Work on flat surface where practicable Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform.	Medium Risk 	Work crew Supervisor

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4	Arrange for crane or other mechanical handling equipment	<p>Personal injury</p> <ul style="list-style-type: none"> Cuts, strains, abrasions, burns Possible eye injury Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) Crushing Limbs / Personnel 	<p>High Risk</p> 	<p>Authority and empowerment to Stop the Job.</p> <p>Follow all site rules and procedures.</p> <p>Ensure correct manual handling techniques are followed.</p> <p>Wear all mandatory PPE and task specific PPE.</p> <p>Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations.</p> <p>If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor.</p> <p>Work on flat surface where practicable</p> <p>Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform.</p>	<p>Medium Risk</p> 	<p>Work crew</p> <p>Supervisor</p>
5	Transfer switchboard / enclosure to installation location	<p>Personal injury caused by falling objects</p>	<p>High Risk</p> 	<p>Secure equipment rack prior to relocating</p> <p>Secure all tools and/or equipment by lanyard or store in a toolbox/basket</p> <p>An exclusion zone must be established whilst transferring equipment</p> <p>Restrain any loose equipment where practicable</p>	<p>Medium Risk</p> 	<p>Work crew</p>
6	Mark out location ensuring coordination with other services	<p>Personal injury</p> <ul style="list-style-type: none"> Potential slips, trips and falls 	<p>High Risk</p> 	<p>Ensure direct work area is clear and free from any potential trip hazards</p> <p>All tools are to be stored appropriately for easy access and to avoid becoming a trip hazard</p> <p>Dispose of all loose items and rubbish appropriately</p>	<p>Medium Risk</p> 	<p>Work crew</p> <p>Supervisor</p>

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7	Install switchboard / Enclosure to manufacturer's and client's specifications	Defective installation causing electrocution.	High Risk 	<p>Ensure appropriate test equipment is being used</p> <p>Appropriate tools for the job are available</p> <p>Ensure all appropriate barricading is in place to isolate the area</p> <p>Testing kits are used and maintained, and first check operation of test apparatus.</p>	Medium Risk 	Work crew Supervisor
8	Commission switchboard / enclosure	Personal injury due to contact with live parts	High Risk 	<p>Carry out pre-commission test and isolation procedures</p> <p>Obtain work approval and confirm any client site/safety instruction.</p> <p>Check scope of works to confirm isolations are in place prior to testing commencing.</p> <p>Confirm with client that works meet the requirements regarding work on energised equipment and apparatus and the risk of harm would be greater if the circuits were de-energised before work commenced.</p> <p>Confirm that person/s carrying out the work are appropriately qualified, competent, confident and trained for the task.</p>	Medium Risk 	Work crew Supervisor
9	Install signs or labels as required	Personal injury Cuts, strains, abrasions	Medium Risk 	<p>Follow all site rules and procedures.</p> <p>Ensure correct manual handling techniques are followed.</p> <p>Wear all mandatory PPE and task specific PPE.</p> <p>If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor.</p>	Low Risk 	Work crew

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10	Complete appropriate documentation (switchboard schedules, update drawings)	Incorrect documentation could result in miscommunication and injury to personnel	High Risk 	Person conducting work are to hold the required licenses and certificates for the work, and be assessed as competent to complete switchboard schedules, update drawings	Medium Risk 	Work crew Supervisor
11	Completion of task	Slips, trips, and falls	High Risk 	Leave work area tidy. Store equipment in authorised access area (e.g. locked storage facility) Report any damage/defect to supervision and tag out any faulty equipment.	Medium Risk 	Work crew

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Referenced Commonwealth - Codes of practice	Referenced Commonwealth – Acts & Regulations
<ul style="list-style-type: none"> • Work Health and Safety (First Aid in the Workplace) Code of Practice 2015 • Work Health and Safety (Hazardous Manual Tasks) Code of Practice 2015 • Work Health and Safety (How to Manage Work Health and Safety Risks) Code of Practice 2015 • Work Health and Safety (Labelling of Workplace Hazardous Chemicals) Code of Practice 2015 • Work Health and Safety (Managing Electrical Risks in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing Noise and Preventing Hearing Loss at Work) Code of Practice 2015 • Work Health and Safety (Managing Risks of Hazardous Chemicals in the Workplace) Code of Practice 2015 • Work Health and Safety (Managing the Risk of Falls at Workplaces) Code of Practice 2015 • Work Health and Safety (Managing the Work Environment and Facilities) Code of Practice 2015 • Work Health and Safety (Work Health and Safety Consultation, Co-operation and Co-ordination) Code of Practice 2015 	<ul style="list-style-type: none"> • Work Health and Safety (Transitional and Consequential Provisions) Act 2011 • Work Health and Safety Act 2011 • Work Health and Safety Regulations 2011.
	Referenced Australian Standards
<h3>Referenced QLD – Codes of practice</h3> <ul style="list-style-type: none"> • Electrical safety code of practice 2013 - Managing electrical risks in the workplace • First Aid in the Workplace Code of Practice 2014 • Hazardous Manual Tasks Code of Practice 2011 • How to Manage Work Health and Safety Risks Code of Practice 2011 • Labelling of Workplace Hazardous Chemicals Code of Practice 2011 • Managing Noise and Preventing Hearing Loss at Work Code of Practice 2011 • Managing the Risk of Falls at Workplaces Code of Practice 2018 • Managing the Work Environment and Facilities Code of Practice 2011 • Work Health and Safety Consultation, Co-operation and Co-ordination Code of Practice 2011 • Managing Risks of Hazardous Chemicals in the Workplace Code of Practice 2013 • Preparation of Safety Data Sheets for Hazardous Chemicals Code of Practice 2011 	<h3>Further Information</h3> <p><u>QLD</u></p> <ul style="list-style-type: none"> • OHS Legislation - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation • Environmental Legislation - https://www.ehp.qld.gov.au/management/env-policy-legislation/ • OHS Codes of Practice - https://www.worksafe.qld.gov.au/laws-and-compliance/workplace-health-and-safety-laws/laws-and-legislation/codes-of-practice <p><u>Commonwealth</u></p> <ul style="list-style-type: none"> • OHS Legislation - http://www.legislation.act.gov.au • Environmental Legislation - http://www.legislation.act.gov.au • OHS Codes of Practice - http://www.legislation.act.gov.au

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