

SAFE WORK METHOD STATEMENT (SWMS)

SWMS 012 - Testing and Commissioning Live Equipment

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			
Consequence	Catastrophic	5	High	High	Extreme	Extreme	Extreme		Elimination
	Major	4	Medium	High	High	Extreme	Extreme		Substitution
	Moderate	3	Low	Medium	High	Extreme	Extreme	Isolation	
	Minor	2	Low	Low	Medium	High	Extreme	Engineering	
	Low	1	Low	Low	Medium	High	High	Administration	
								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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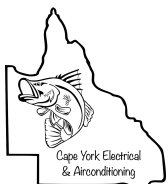
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Task ID	Job Step	Potential Hazard	Initial Risk Rating	Control Measures	Revised Risk Rating	Person(s) Responsible
1	Confirm the requirements regarding work on energised equipment and apparatus.	Personal injury due to contact with live parts	High Risk 	<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>A minimum of two people are to be present and at least one to hold a current level 2 first aid certificate. (CPR and Low Voltage rescue)</p> <p>A handheld fire extinguisher appropriate for electrical fires shall be in the vicinity of the work area.</p> <p>A rescue kit shall be placed along the side of the work area and safety observer present.</p>	Medium Risk 	Work crew Supervisor
2	Identify ALL energy sources to be tested	Personal injury due to contact with live parts	High Risk 	<p>Check scope of works to confirm whether work be re-scheduled so it may be isolated.</p> <p>Observe the requirement to isolate power before performing the task.</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

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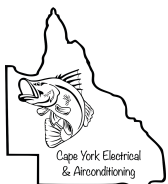
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3	Load shed non-essential services	Arc flash due to contact with live parts. Personal injury due to contact with live parts.	Extreme Risk 	Identify the electrical equipment to be worked on and the appropriate points of supply Isolate the equipment from sources of supply if possible. Secure the isolation by such means as lock-out to prevent inadvertent re-energisation and attached a danger tag Prove that the exposed conductors are de-energised (i.e. 'test for dead')	Medium Risk 	
5	Check testing equipment for integrity and ensure it is in good working order.	Defective equipment causing electrocution / harm	High Risk 	Ensure appropriate test equipment is in test date before being used Appropriate tools for the job are available Check battery operated equipment has sufficient charge. Ensure all appropriate barricading is in place to isolate the area Working kits are used and maintained, and first check operation of test apparatus.	Medium Risk 	Work crew Supervisor
6	Install prohibited area signage or barricade isolation sources.	Unauthorized access to work area by other authorized personnel without correct PPE.	High Risk 	Wear all mandatory PPE and task specific PPE. If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform your supervisor immediately. Site wide barricading to be installed to restrict access to unauthorized personnel. Signage to be visible around all site and at all access points. Safety spotter is properly trained. All visitors to be escorted by a site inducted personnel member.	Medium Risk 	Work crew Supervisor

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7	Clearly Identify the isolation point and the entry/exits are clear of obstructions with barriers/ropes/signage installed to prevent unauthorised entry.	<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) <p>Unauthorized access to work area by other authorized personnel without correct PPE.</p>	<p>Medium Risk</p> 	<p>Identify the electrical equipment to be worked on and the appropriate points of supply</p> <p>Isolate the equipment from sources of supply if possible. Secure the isolation by such means as lock-out to prevent inadvertent re-energisation and attached a danger tag</p> <p>Prove that the exposed conductors are de-energised (i.e. 'test for dead')</p> <p>Working persons shall confirm rescue procedures and have attended confined space rescue training.</p>	<p>Low Risk</p> 	<p>Work crew</p> <p>Supervisor</p>
8	Carry out testing as per scope.	<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) <p>Unauthorized access to work area by other authorized personnel without correct PPE.</p>	<p>High Risk</p> 	<p>Provided an appropriate safe system of work.</p> <p>Test and commission new works and re-install covers.</p> <p>Use only approved insulated tools, test instruments and test probes.</p> <p>Wear all mandatory PPE and task specific PPE (electrical rated gloves, face shield, non-conductive clothing)</p> <p>Bracelets, rings, neck chains, exposed metal zips, watches and other conductive items shall not be worn while doing or where there is a possibility of doing work on or near exposed energised conductors. If worn, ear plugs or earmuffs shall not be conductive.</p>	<p>Medium Risk</p> 	<p>Work crew</p> <p>Supervisor</p>
9	Complete appropriate documentation (test results)	<p>Incorrect documentation could result in miscommunication and injury to personnel.</p>	<p>Medium Risk</p> 	<p>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 and workbook.</p> <p>All test results are to be recorded as per AS/NZS3000:2018 and communicated to supervisor.</p>	<p>Low Risk</p> 	<p>Work crew</p> <p>Supervisor</p>

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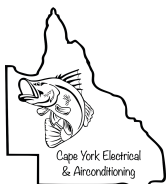
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10	Remove DANGER Tags and Energise supply	Personal injury due to contact with live parts	Medium Risk 	Obtain work approval and confirm any client site/safety instruction. Check scope of works to confirm whether work be re-scheduled so it may be isolated. Observe the requirement to isolate power before performing the task. Confirm that person/s carrying out the work are appropriately qualified, competent, confident and trained for the task.	Low Risk 	Work crew Supervisor
11	Completion of task	Slips, trips, and falls	Medium 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.	Low Risk 	Work crew Supervisor

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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. <hr/> <p>Referenced Australian Standards</p> <ul style="list-style-type: none"> • AS/NZS 3000 Wiring Rules • AS/NZS 3012:2010 Electrical Installations – Construction and Demolition Sites. • AS/NZS 3017 - Electrical installations - verification guidelines • AS/NZS 4836 Safe working on or near low voltage electrical installations and equipment
Referenced QLD – Codes of practice	Further Information
<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 	<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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