



SAFE WORK METHOD STATEMENT (SWMS)

SWMS 010 - Fitting off Electrical 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	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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ABN: 28 791 930 310

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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 drawings to confirm loom locations and specifications	Defective installation causing harm.	Medium Risk 	Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations. Identify any foreseen/known hazards to all personnel.	Low Risk 	Work crew Supervisor
2	Check walls, cavities and ceilings for other services and confirm location of any water pipes, gas lines or power or telephone cables.	Defective installation causing electrocution. Contact with other services causing damage to services.	High Risk 	Ensure appropriate test equipment is being used to identify all potential services Appropriate tools for the job are available 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
3	Fit mounting brackets as required	Personal injury – <ul style="list-style-type: none"> - Struck by moving objects - 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. Wear all mandatory PPE and task specific PPE. If dust is present, a dust mask must be used. A dust extraction device will be used in the event dust becomes excessive.	Medium Risk 	Work crew Supervisor
4	Tape or insulate ends of new cable to prevent electrical contact	Personal injury due to contact with live parts	Medium Risk 	Obtain work approval and confirm any client site/safety instruction. 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

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5	Run Cables	Personal injury – - Potential slips, trips and falls Exposure to existing nails	Medium Risk 	Ensure direct work area is clear and free from any potential trip hazards All tools are to be stored appropriately for easy access and to avoid becoming a trip hazard Work area to be checked to ensure all exposed nails are removed Dispose of all loose items and rubbish appropriately	Low Risk 	Work crew
6	Connect electrical equipment	Defective installation causing electrocution.	High Risk 	Ensure appropriate test equipment is being used Appropriate tools for the job are available 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
7	Confirm fittings are secure and installed to specifications	Cabling fittings not installed as per client requirements resulting in Personal injury - - Cuts, strains, abrasions, burns - Possible eye injury - Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) Fall from heights	Medium 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	Low Risk 	Work crew Supervisor
8	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.
	Referenced Australian Standards
Referenced QLD – Codes of practice <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 	Further Information <u>QLD</u> <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 <u>Commonwealth</u> <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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