

TEMPORARY ELECTRICAL WORK SAFE WORK METHOD STATEMENT (SWMS)

Business Contact: Ryan Martin

Phone #: 6559 8059

Principal Contractor (PC): N/A

Responsible person (for monitoring SWMS and work): Site Supervisor

Job Address: All Sites

Date: 25th of January 2024

Contact Phone #: N/A

Date SWMS provided to PC: N/A

Contact Phone #: 6559 8059

Contact Name: N/A

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

- | | | | | |
|---|---|--|--|--|
| ☒ Electrical equipment | ☒ Elevated levels | ☒ Slips, trips and falls | ☒ Hazardous substances | ☒ Silica dust |
| ☐ Hot Work | ☒ Hazardous manual tasks | ☒ Outdoor work | ☐ Remotely &/or isolated work | ☐ ? |
| ☒ Noise and vibration | ☒ Native vegetation & weeds | ☒ Air quality | ☒ Waste | ☒ Vehicle movement |
| ☒ Fuels, oils & chemicals | ☒ Terrestrial fauna | ☒ Waterways & soils | ☐ Cultural heritage | ☐ ? |

THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH-RISK CONSTRUCTION WORK" (HRCW - IDENTIFIED IN THE JOB TASK COLUMN)

- | | | | |
|---|--|---|---|
| ☐ Confined spaces | ☐ Mobile plant movement | ☐ Demolition of a load-bearing structure | ☐ Asbestos disturbance |
| ☐ Using explosives | ☐ Diving work | ☐ Artificial extremes of temperature | ☐ Tilt-up or pre-cast concrete |
| ☒ Pressurised gas distribution mains or piping chemical, fuel or refrigerant lines energised electrical installations or services | | | |
| ☐ Structures or buildings involving structural alterations or repairs that require temporary support to prevent collapse | | | |
| ☒ Involves a risk of a person falling from 2m or more, including work on telecommunications towers | | | |
| ☐ Working at depths greater than 1.5 Metres, including tunnels or mines | | ☐ Work in an area that may have a contaminated or flammable atmosphere | |
| ☐ Work carried out adjacent to a road, railway or shipping lane, traffic corridor | | ☐ In or near water or other liquid that involves the risk of drowning | |

- | FOOT PROTECTION | HEARING PROTECTION | HIGH VISIBILITY | HEAD PROTECTION | EYE PROTECTION | FACE PROTECTION | HAND PROTECTION | PROTECTIVE CLOTHING | BREATHING PROTECTION | SUN PROTECTION | SAFETY HARNESS | |
|---|---|---|---|---|--|---|---|---|---|---|---|
|  |  |  |  |  |  |  |  |  |  |  | Do not wear rings, watches or jewellery that may become entangled. Long and loose hair must be tied back. |
| ☒ | ☒ | ☒ | ☒ | ☒ | ☐ | ☒ | ☒ | ☒ | ☒ | ☐ | ☒ |

Planning/Preparation	• Liaise with Principal Contractor to identify on-site safety systems and procedures • Establish supervisory and communication arrangements • Principal contractor to confirm emergency response procedures are in place.
Hold Points	• Hold points identified and signed off before continuing work.
Training/Licence	• All workers to have a General Construction Induction Card • Relevant workers have relevant certificates of competency, licenses, and training. • Trained First Aider on site • All workers trained in site-specific emergency and evacuation procedures, SWMS, safe work procedures, and safety data sheets.
Worker duties and responsibilities	• Fit condition for work, i.e. no signs of fatigue, alcohol or drugs • Attend all site inductions/briefings • Comply with all site requirements, e.g. PPE, Traffic Management Plans (TMP) • Only carry out work related to the contract • Inspect completed work and report possible safety, environmental and quality matters to the supervisor.
Monitor/Review	• All persons involved in the task must have this SWMS communicated to them before work commences • SWMS to be reviewed and amended if necessary, in consultation with relevant persons after any near miss or incident • If additional site hazards identified, review this SWMS and amend control measures to suit • People, including workers, contractors and sub-contractors, affected by the revisions to this SWMS, must be informed ASAP • Give the principal contractor a copy of the revised SWMS • The site supervisor to monitor works against the controls stated in this SWMS • SWMS must be kept on-site and made available for inspection or review • Keep a record of this SWMS until the job is complete or for two years if involved in a notifiable incident • Regardless of any other factor, the person in control of the workplace must review this SWMS at least annually.
Site-Specific Notes: Refer to Job Pack for details	Act, Regulations, Codes of Practice References: ✓ Work Health and Safety Act ✓ Work Health and Safety Regulation ✓ First Aid in the workplace code of practice ✓ Hazardous manual tasks code of practice ✓ How to manage work health and safety risks code of practice ✓ Managing electrical risks in the workplace code of practice ✓ Managing noise and preventing hearing loss at work code of practice ✓ Managing the risk of falls at workplace code of practice ✓ Managing the work environment and facilities code of practice ✓ Managing risks of hazardous chemicals in the workplace code of practice ✓ Managing the risks of plant in the workplace code of practice ✓ Work health and safety consultation, co-ordination, and co-operation code of practice

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION		
ALMOST CERTAIN	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4 - ACUTE				
LIKELY	2 - MODERATE	3 - HIGH	3 - HIGH	4 - ACUTE	4 - ACUTE	4A - ACUTE	DO NOT PROCEED.		
POSSIBLE	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	4 - ACUTE	3H - HIGH	Review before commencing work.		
UNLIKELY	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	4 - ACUTE	2M - MODERATE	Maintain control measures.		
RARE	1 - LOW	1 - LOW	2 - MODERATE	3 - HIGH	3 - HIGH	1L - Low	Record and monitor.		
HIERARCHY OF CONTROLS		MOST EFFECTIVE	Elimination	Substitution	Isolation	Engineering	Administrative	PPE	LEAST EFFECTIVE
JOB TASK	HAZARDS	RISK	CONTROL MEASURES					RESPONSIBLE PERSON	
1. Provide training on the health effects associated with respirable crystalline silica dust	Exposure to respirable crystalline silica (RCS) – dust inhalation	3H	- Training and Information provided to workers on RCS should include: - Information on the health effects associated with respirable crystalline silica dust (Provide workers with a copy of ‘Health Monitoring for Exposure to Hazardous Chemicals - Guide for workers’: Safe Work Australia) - Identification of RCS dust through Safety Datasheet (SDS) or labels - Dust exposure prevention - Checking controls are working and using them - When and how to use any respiratory protective equipment provided and what to do if something goes wrong (Including worker respirator fit and check processes).					Supervisor	
2. Working outdoors	Extreme weather	3H	- Check weather conditions – do not work in extreme conditions - Reschedule works to work in more moderate temperatures.					Supervisor to maintain awareness of weather conditions	
	Hyperthermia Hypothermia	3H	- Ensure workers trained to recognise the symptoms of hyperthermia and hypothermia <u>Hot conditions. Ensure:</u> - Suitable protective clothing - Sun brim on hard hats - Safety glasses - UV rated - Use 30+ sunscreen on exposed skin - Adequate drinking water - Access to shade on breaks - Adequate breaks. <u>Cold conditions. Ensure:</u> - Schedule warm-up breaks - Hold breaks inside - Dress warmly in layers - Stay dry (wet clothing chills the body rapidly) - Workers must get out of the cold as soon as they can if starting to feel symptoms - Alcohol, cigarettes, caffeine and certain medications increase susceptibility to cold.					Operator to follow controls	
3. Arrival on-site & assess onsite conditions	Personal injury, property damage &/or	3H	- The vehicle should be positioned in a safe location, clear of traffic/vehicles/pedestrians during equipment delivery and materials removal (deploy physical barriers, caution signs as necessary) - Do not park illegally - Identify and obey all safety-related signage (check site entry requirements)					Supervisor to check the site and conduct	

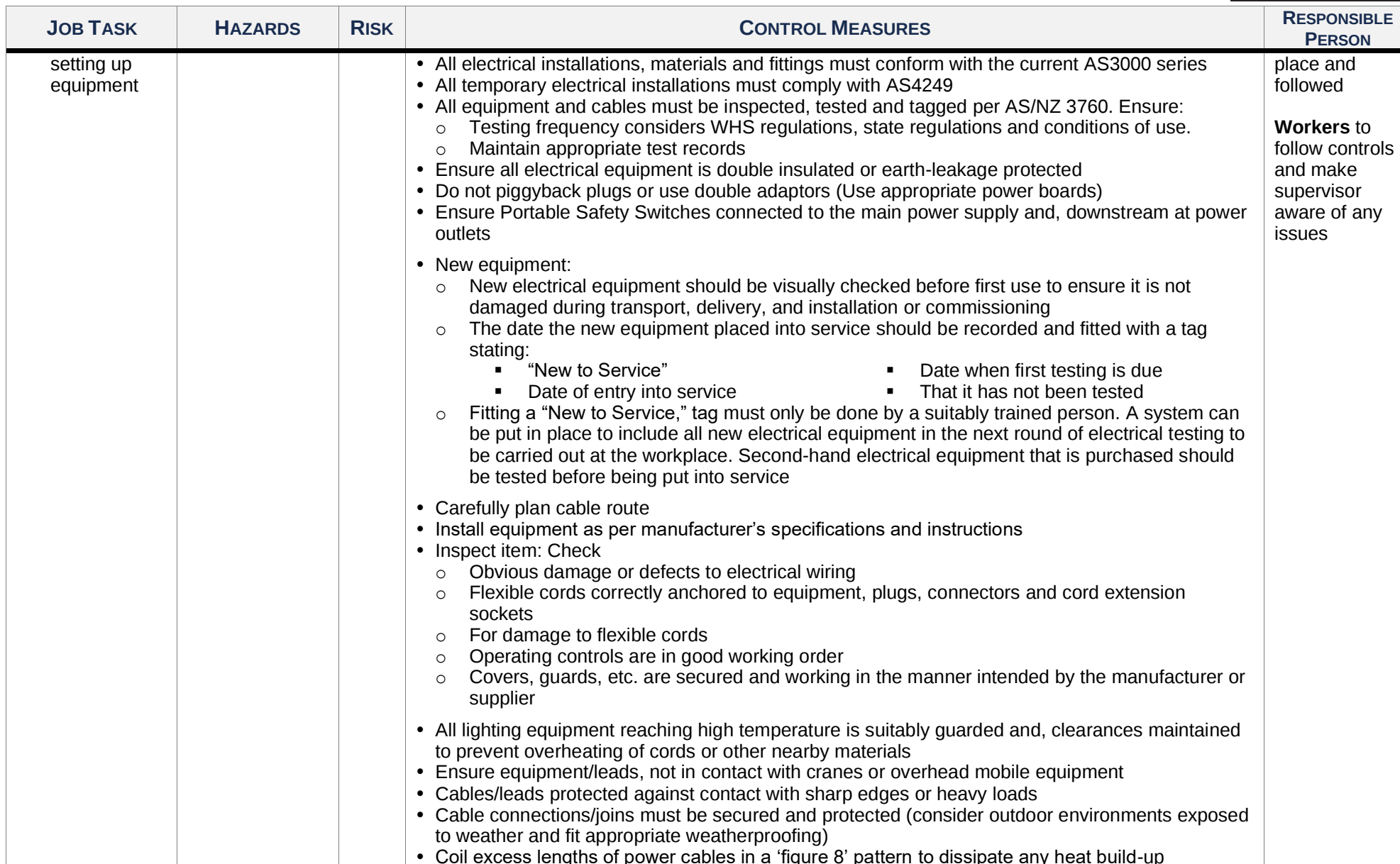
JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	environmental incident		- Report to Site Supervisor - Ensure site-specific induction undertaken - Assess mobile phone reception - The worksite is exactly as detailed in Terms of Agreement or contract - Complete a JSA specifying the control measures of unanticipated hazards.	JSA where necessary
4. HRCW Work area set-up	- Unauthorised access to the work area - Falling objects	3H	- Establish an exclusion zone for other workers and the public. I.e. those not associated with the activity. This zone should be clearly defined by signage and hazard marking tape or flagging: - Signs used to provide clear instruction on entry permissions and hazard areas if working above others - Maintain awareness of unauthorised persons attempting to enter or entering the work area - If members of the public or unauthorised personnel enter the exclusion zone, stop work until removed from the work zone.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
	- Electrocution - Fire	4A	- Rubber Matting to be in place conforming to AS/NZS 2978:1995 - Place a rescue kit nearby - Ensure the area is adequately barricaded off at least 1m from work. (Signage to be prominently displayed) - Notify other trades in the immediate area - Communicate task clearly with all team members and ensure an understanding of task procedures and outcomes - A hand-held fire extinguisher appropriate for electrical fires will be in the vicinity of the work area.	
5. Environment	Environmental impact	3H	Noise & vibration - No noise produced outside council approved hours of operation Waste - Place all wastes and rubbish in bins or other appropriate containers - Separate recycle waste from general waste Fuels, oils & chemicals - Minimum amounts of hazardous substances kept on site - Labelled and securely stored - Refuelling of vehicles/equipment to be undertaken at least 6m from drains and waterways - Follow SDS directions for disposal of chemicals in approved waste containers - A spill kit is available at all times & spills cleaned up immediately follow SDS directions Waterways & soils - Do not wash out plant, equipment or containers where residue can enter waterways or drains Vehicle movement - Follow site TMP, only travel on established tracks and roads - Use designated entry and exit points Terrestrial fauna - No domestic animals are to be taken on-site - Ensure all food scraps placed in lidded bins.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
6. House keeping	- Slips - Trips	3H	- Maintain housekeeping throughout the shift & clean-up - Ensure sufficient lighting to detect changes in level (using temporary lighting as required)	Supervisor and workers

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	Falls		- Do not jump from elevated edges >180mm, step carefully and use prepared access areas - The work area is clean and uncluttered as possible - Do not place equipment where it could become a trip hazard - Check for stored items, corners or other obstructions that could cause tripping - Ensure there is room to manoeuvre and no obstacles in the way - Check the end destination is prepared correctly for placement of the materials/equipment - Clean spills immediately - Footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, oily soles, or caked with mud or other contaminants.	to ensure control measures followed
7. Manual tasks	Musculoskeletal (MSD) injuries	3H	- Materials/equipment placed as close to the work area as possible - Weight of an object should be known; avoid lifting loads more than 1/4 of your body weight - Do not use extreme force to move items - Hold lifted items close to the body whenever possible: - Keeping knees bent and back straight and lift, unload keeping knees bent - Use team lifts and mechanical means for heavy items - Schedule regular breaks and practice job rotation - Avoid overreaching, long periods of repetitive movements, awkward and sustained positions, twisting and side-bending.	Supervisor and workers to ensure control measures followed
8. HRCW Working with powered & non-powered tools	- Electrocution - Injury - Fire - Asphyxiation	4A	- Use tools only for the purpose specified by the manufacturer - Wear PPE as recommended by the manufacturer - Pre-inspect and operate tools following the manufacturer's instructions. If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures - The tool operations manual is available, read and understood - Fire protection equipment accessible - Use mechanical ventilation as required <u>Electrical:</u> - All electric power tools and leads are Tested, Tagged and are current - Use electrical sockets protected by RCD (safety-switches) or use portable RCD devices - Switchboards have appropriately rated circuit breaker - Always ensure that the tool is switched off and power isolated before a pre-start check, adjusting, changing set-ups or repairing - Do not overload power outlets <u>Diesel/petrol-powered tools</u> - Do not run a diesel/petrol-powered tools inside a building (e.g. shed), or where ventilation is limited.	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
9. Hazardous substance /chemical use	Contact with hazardous	3H	- Follow directions of use for Hazardous Substances - Consult SDS for the product - Use PPE as per the SDS	Supervisor and workers to ensure

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
	substance /chemical		• Use with adequate ventilation • Chemical resistant gloves for prolonged exposure ✕ <i>DO NOT eat or drink when handling chemicals</i> ✕ <i>DO NOT eat or drink without washing hands thoroughly first</i> ✕ <i>DO NOT take food into the work area where chemicals are being used or stored</i> ✕ <i>DO NOT wear contaminated PPE in areas outside the work zone, such as eating areas.</i>	control measures followed
10. HRCW Working at height on ladders, trestles, & mobile scaffold	• Fall from height • Falling objects • Impact injuries • Fatality	4A	• Perform as much of the task as possible on the ground or a solid structure • Protect all edges where a person can fall • Erect and inspect all height access equipment following manufacturers' instructions • If damaged or unsuitable for the task do not use. Take out of service immediately and apply LOTO procedures • <u>Trestle scaffold:</u> ○ Guardrails, toe board sides & ends are in place ○ Purpose-designed pins ○ Min 2 planks or 450mm wide ○ A suitable span of planks (based on thickness). Example: Thickness of 38mm = 1.5m span, thickness of 50mm = 2m span, thickness of 63mm = 2.5m span) • <u>Mobile scaffold:</u> ○ Level, plumb ○ Casters locked before accessing, not moved when persons on a scaffold ○ Accessed by internal ladder only, do not climb on the scaffold ○ Clear of penetrations or floor edges (by at least 1metre where possible) • Waste materials removed from scaffolding and placed in the provided waste receptacle • Do not exceed the specified Safe Working Load of the scaffold • Stack items to prevent sliding or toppling • Keep tools and other equipment away from edges • Determine where items may fall (in case of uncontrolled release) and ensure all personnel are clear of that area • Never work directly below other workers or where unsecured equipment placed above • Kickboards are installed on elevated work areas to prevent items from falling off • <u>Ladders:</u> ○ Ladders set up on a level area on a firm footing ○ Correct size and length for the job ○ Load rating of at least 120kg ○ Extension ladders:	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Set up with the base located approximately a quarter of the vertical height of the ladder from the wall - The ladder extends at least 1 m above the place of landing - Secured against movement (base & top) - ONLY use extension ladders for access, ALWAYS use platform ladders for working on, ensure the base is fully open and the spreaders are locked 3 points of contact on the ladder at all times - Always maintain the majority of your bodyweight inside the perimeter of the platform or stiles - When on a ladder, do not over-reach. Descend ladder & re-position as required - Do not carry materials when ascending/descending a ladder - Always face the ladder when using - Wear tool belts, use tool lanyards to pass tools to persons at height and use tethers on tools/equipment where appropriate - All workers must wear a hard hat and high visibility clothing - Ensure footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud or other contaminants.	
	Contact with overhead electric lines	4A	- When erecting mobile scaffolding for this task: - Check for overhead wires or other electrical installations before erecting scaffold - Clear of overhead electric lines. Ensure: - Check the location, height, arrangement, visibility of overhead electric power lines - Do not use extended poles or other conductive items within close proximity (4 .0m) to energised electrical systems (flashover or contact may occur) Note: <i>If the 4.0m rule cannot be maintained, contact your State Electricity Supply Authority to determine a safe system of work for the use of the scaffolding</i> - Follow LOTO procedures and obtain advice from a licensed electrician that power is isolated - Discuss with the homeowner and/or site supervisor beforehand, so they are aware of the duration of time required without utilities. ⚠ <i>If power cannot be isolated, ensure the location of any cables, pipes etc. are identified and labelled before drilling.</i>	
11. HRCW Working on or near Energised Electrical Installations or Services	Electrocution	4A	- Ensure power distribution system energised in steps: - Start at the main power supply and flow downstream through each distribution point until the last piece of equipment is reached - When de-energising system - Turn off and disconnect the last device, work back through each distribution point to end at the main power supply	Supervisors to check all controls in place and followed

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Danger tagging and physical isolation of mains/generators outlets and mains controls must occur while works along the power system are being undertaken. ⚠️ Ensure all workers informed that the system is 'live' when energising or de-energising. - Circuits to be modified identified and isolated from the electrical supply: - Turn off the relevant circuit protective devices and lock-out (Circuit breakers, switches and combined fuse switch units are locked out: Note: If the electrical installation is complex, the isolation procedures must be verified by another competent person - Use locks or suitable temporary securing devices (that cannot be disrupted) - Use lock-out hasp for multiple padlocks. (Alternatively, remove and tie back connections) - Remove fuses - Fit danger label to isolated control/component - Verify Circuit is dead before commencing work (<i>Prove electrical testing equipment is working correctly on a known alternative supply before proving apparatus is de-energised</i>) ⚠️ Ensure a Risk Assessment has been carried out (for any work within 3m of Energised Electrical Installations or Services) ⚠️ A minimum of two first aiders with current level 2 first aid certificate (CPR and switchboard rescue) ⚠️ Rubber Matting to be in place conforming to AS 2978 ⚠️ A hand-held fire extinguisher appropriate for electrical fires shall be in the vicinity of the work area ⚠️ Place a rescue kit nearby ⚠️ Ensure the area is adequately barricaded off at least 1m from work. (Signage to be prominently displayed) ⚠️ Notify other trades in the immediate area. - PPE must be applicable and specific to the site and task. At minimum wear: - Long-sleeved cotton shirt - Cotton drill trousers of a fire-retardant material - Clear safety glasses (anti-flash) - Wear low voltage insulating "00" gloves ⚠️ DO NOT wear metal jewellery - neck chains or bracelets, rings, watches, earrings or other body piercings and metal-rimmed glasses.	Workers to follow controls and make supervisor aware of any issues
12. HRCW Running leads &	Contact with electricity	4A	- All electrical equipment must be well maintained and not used if it appears faulty - If the equipment is damaged, do not use. Take out of service, apply Lock-out/tag-out (LOTO) procedures and inform supervisor immediately	Supervisors to check all controls in



JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
			- Avoid using metallic, wire-reinforced or conductive ladders around live electrical equipment - Note: Ladders, which are dirty or damp, can become conductive.	
13. HRCW On completion	Unauthorised access	3H	- If acceptable, remove or add barricades - Ensure machine is parked in a safe, level area, clear of unstable or sloping ground - Store the key in a safe place (restrict unauthorised access).	Supervisor to confirm all workers have signed out Workers to comply with controls
	Contact with electricity	3H	- Disconnect power tool/extension leads from power point before winding up so that you don't get a shock if the lead is damaged - Inspect leads and power equipment for damage.	
	Security breach	3H	All personnel sign-out on Site Register.	
	Vehicle/people impact	4A	- Stay to designated access and egress routes - Maintain awareness of surroundings at all times.	
14. HRCW Emergency response	- Injury - Fatality - Environmental damage	4A	For police, fire or ambulance call '000.' - Follow site emergency and evacuation procedures - A communication system is available, e.g. a mobile phone or radio - Check for dangers to self before helping others - Maintain control of the area and stabilise the situation - Apply first aid to the injured worker - Complete an incident report.	Supervisors and workers ensure controls followed <i>Refer to your SWMS implementing instructions for further specific emergency responses.</i>
OVERALL RISK RATING AFTER CONTROLS			☐ 1 - Low ☒ 2 - MODERATE ☐ 3 - High ☐ 4 - ACUTE	
PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES		SUPERVISORY ARRANGEMENTS
☒ Electrical tools and leads	Tested and tagged quarterly	<i>List hazardous substances taken on-site and have the SDS on-site.</i> 1. Refer to Job Pack for details		☒ Audits ☒ Spot Checks ☒ Reporting systems ☒ Suitably qualified supervisors for job ☐ Direct on-site supervision ☐ Remote site: communication systems/schedule
☒ Hand tools - Meet AS/NZS	Regular visual inspection			
☒ Ladders - Meet AS/NZS	Inspected and tagged out if damaged			
☒ Mobile plant	Inspected and tagged out if damaged			
☐ _____				
☐ _____				
PERMITS ☐ Not applicable ☐ Hot Work ☐ Confined Space ☐ Local council ☐ _____				
SITE MANAGEMENT PLAN		Is the work associated with a Construction Project? ☐ Yes ☒ No <i>If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.</i>		

SWMS SIGN-OFF

This SWMS developed in consultation and cooperation with workers and relevant organisation representatives. I have read the above SWMS, and I understand its contents. I confirm that I have the skills and training, including relevant certification, to conduct the task as described. I agree to comply with safety requirements within this SWMS, including risk control measures, safe work instructions, and PPE described.

WORKERS' NAME	JOB ROLE / POSITION E.G. SUPERVISOR, WORKER, TRAINEE	LICENCES, COMPETENCIES & QUALIFICATIONS <i>(add as applicable)</i>			DATE	SIGNATURE
		TYPE / DESCRIPTION	CLASS	NUMBER		
		Construction Card				
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