

Business Name:

Business Address:

ABN/NZBN:

ELECTRICAL (NEW INSTALLATION) SAFE WORK METHOD STATEMENT (SWMS)












Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		Job address:
Signature:	Date:	PC Phone #: Date SWMS provided to PC:
Contact Phone #:		Contact Phone #:

THIS WORK ACTIVITY INVOLVES THE FOLLOWING HAZARDOUS WORK AND ENVIRONMENTAL IMPACTS

- | | | | | |
|---|---|--|--|--|
| <input checked="" type="checkbox"/> Electrical equipment | <input checked="" type="checkbox"/> Elevated levels | <input checked="" type="checkbox"/> Slips, trips and falls | <input checked="" type="checkbox"/> Hazardous substances | <input type="checkbox"/> ? |
| <input type="checkbox"/> Hot Work | <input checked="" type="checkbox"/> Hazardous manual tasks | <input checked="" type="checkbox"/> Outdoor work | <input type="checkbox"/> Remotely &/or isolated work | <input type="checkbox"/> ? |
| <input checked="" type="checkbox"/> Noise and vibration | <input checked="" type="checkbox"/> Native vegetation & weeds | <input checked="" type="checkbox"/> Air quality | <input checked="" type="checkbox"/> Waste | <input checked="" type="checkbox"/> Vehicle movement |
| <input checked="" type="checkbox"/> Fuels, oils & chemicals | <input checked="" type="checkbox"/> Terrestrial fauna | <input checked="" type="checkbox"/> Waterways & soils | <input type="checkbox"/> Cultural heritage | <input type="checkbox"/> ? |

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

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

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
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JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON
1. HRCW Planning	Electrocution	4A	<ul style="list-style-type: none"> All workers who work on or near electrical mains and apparatus must be trained and appropriately qualified with correct licence endorsements for the task During the previous 12 months (where it is relevant to the work), all workers must have demonstrated competence in: <ul style="list-style-type: none"> Approved procedures for release, rescue and resuscitation Requirements of the Electrical Safety Rules 	Supervisor
	Atmospheric hazard - poor air quality/ chemical exposures	4A	<p>⚠️ Ensure a Confined Space Entry Permit is issued, as required, if work involves a Confined Space. If work involves an identified Confined Space, a separate, dedicated 'Confined Spaces SWMS' is required in conjunction with this SWMS.</p> <ul style="list-style-type: none"> Note: A confined space is as an enclosed or partially enclosed space that is likely to be a risk to health and safety because of: <ul style="list-style-type: none"> An atmosphere that does not have a safe oxygen level, or Contaminants, including airborne gases, vapours and dust that may cause injury from fire or explosion, or Harmful concentrations of any airborne contaminants Examples of confined spaces involved with installing insulation batts might include ceilings or wall cavities when these examples meet the definition of a confined space Ensure a confined space entry permit issued for each confined space entry. 	
2. Obtain supply authority certificates	Regulation & plan breach	3H	<ul style="list-style-type: none"> All electrical work complies with AS/NZS 3000 and applicable regulations All applicable plans, drawings, diagrams and instructions are available and on-site for work crews All written material is current. 	Supervisor
3. HRCW Arrival on-site & assess	Personal injury, property damage &/or	3H	<ul style="list-style-type: none"> 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 	Supervisor to check the site and conduct

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON	
	Equipment storage on the vehicle	3H	<ul style="list-style-type: none"> Ensure all equipment is secured safely with transport approved tie-downs Cover tools, equipment carried in open trays During transport using a cargo net Do not leave any loose items in the cabin or on the tray. 		
	Contact with hazardous materials	3H	<ul style="list-style-type: none"> Clean debris and ensure offcuts are removed from the area Observe good personal hygiene including washing hands before eating Remove protective equipment before entering eating areas. 		
	Security breach	3H	<ul style="list-style-type: none"> All personnel sign-out on Site Register. 		
20. Emergency response	<ul style="list-style-type: none"> Injury Fatality Environmental damage 	4A	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Refer to your SWMS implementing instructions for further specific emergency responses. 	Supervisors and workers ensure controls followed

OVERALL RISK RATING AFTER CONTROLS

1 - Low
 2 - MODERATE
 3 - HIGH
 4 - ACUTE

PERMITS Not applicable Hot Work Confined Space Local council ? ?

SITE MANAGEMENT PLAN Is the work associated with a Construction Project? Yes No *If yes – This SWMS must align with requirements of the Site Management Plan in place for the Construction Project.*

PLANT & EQUIPMENT		HAZARDOUS SUBSTANCES	SUPERVISORY ARRANGEMENTS
<input type="checkbox"/> Electrical tools and leads	Tested and tagged quarterly	<i>List hazardous substances taken on-site and have the SDS on-site.</i> 1. 2. 3. 4. 5. 6. 7. 8. 9. 10.	<input type="checkbox"/> Audits
<input type="checkbox"/> Hand tools - Meet AS/NZS	Regular visual inspection		<input type="checkbox"/> Spot Checks
<input type="checkbox"/> Ladders - Meet AS/NZS	Inspected and tagged out if damaged		<input type="checkbox"/> Reporting systems
<input type="checkbox"/> Mobile plant- <i>specify</i>	Inspected and tagged out if damaged		<input type="checkbox"/> Suitably qualified supervisors for job
<input type="checkbox"/> ?			<input type="checkbox"/> Direct on-site supervision
<input type="checkbox"/> ?			<input type="checkbox"/> Remote site: communication systems/schedule
<input type="checkbox"/> ?			
<input type="checkbox"/> ?			
<input type="checkbox"/> ?			
<input type="checkbox"/> ?			