

Business Name:

Business Address:

ABN/NZBN:

## ELECTRICAL (SHOPFITTING-RENOVATIONS) WORKS SAFE WORK METHOD STATEMENT (SWMS)












Business Contact:	Phone #:	Principal Contractor (PC):
Responsible person (for monitoring SWMS and work):		PC address:
Signature:	Date:	PC Phone #: <span style="float: right;">Date SWMS provided to PC:</span>
Contact Phone #:		Job address:

### 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 checked="" type="checkbox"/> Silica dust      |
| <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 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 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)

- |   |  |   |  |
|---|--|---|--|
| <input type="checkbox"/> Confined spaces  | <input type="checkbox"/> Mobile plant movement | <input type="checkbox"/> Demolition of a load-bearing structure                               | <input checked="" 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 checked="" 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. Provide training on the health effects associated with respirable crystalline silica dust	Exposure to respirable crystalline silica (RCS) – dust inhalation	3H	<ul style="list-style-type: none"> <li>Training and Information provided to workers on RCS should include:               <ul style="list-style-type: none"> <li>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)</li> <li>Identification of RCS dust through Safety Datasheet (SDS) or labels</li> <li>Dust exposure prevention</li> <li>Checking controls are working and using them</li> <li>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).</li> </ul> </li> </ul>	Supervisor
2. Planning	Electrocution	4A	<ul style="list-style-type: none"> <li>All workers who work on or near electrical mains and apparatus must be trained and appropriately qualified with correct licence endorsements for the task</li> <li>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"> <li>Approved procedures for release, rescue and resuscitation</li> <li>Requirements of the Electrical Safety Rules</li> </ul> </li> </ul>	Supervisor
	Atmospheric hazard - poor air quality/ chemical exposures	4A	<ul style="list-style-type: none"> <li><b>⚠️ 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' required in conjunction with this SWMS.</b></li> <li><b>Note:</b> 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"> <li>An atmosphere that does not have a safe oxygen level, or</li> <li>Contaminants, including airborne gases, vapours and dust that may cause injury from fire or explosion, or</li> <li>Harmful concentrations of any airborne contaminants</li> </ul> </li> </ul>	

JOB TASK	HAZARDS	RISK	CONTROL MEASURES	RESPONSIBLE PERSON	
			<ul style="list-style-type: none"> <li>Follow manufacturer's instructions</li> <li>Test all safety devices for correct operation</li> <li>Give directions to the client regarding:               <ul style="list-style-type: none"> <li>how to operate the appliance safely and correctly</li> <li>where the fuse box is located and how to turn off the power to the appliance and other equipment</li> </ul> </li> <li>Ensure that the client receives the operating instructions.</li> </ul>		
<b>19. HRCW</b> On completion	Unauthorised access	3H	<ul style="list-style-type: none"> <li>If acceptable, remove or add barricades.</li> </ul>	<b>Supervisor</b> to confirm all workers have signed out  <b>Workers</b> to comply with controls	
	Contact with electricity	3H	<ul style="list-style-type: none"> <li>Disconnect power tool/extension leads from power point before winding up so that you don't get a shock if the lead is damaged</li> <li>Inspect leads and power equipment for damage</li> <li>If safe to do so, remove isolation locks/tags and check all appliances &amp; fittings are in good condition &amp; operational.</li> </ul>		
	Contact with hazardous materials	3H	<ul style="list-style-type: none"> <li>Clean debris and ensure offcuts removed from the area</li> <li>Observe good personal hygiene including washing hands before eating</li> <li>Remove protective equipment before entering eating areas.</li> </ul>		
	Vehicle/people impact	4A	<ul style="list-style-type: none"> <li>Stay to designated access and egress routes</li> <li>Maintain awareness of surroundings at all times.</li> </ul>		
	Security breach	3H	<ul style="list-style-type: none"> <li>All personnel sign-out on Site Register.</li> </ul>		
<b>20. Emergency response</b>	<ul style="list-style-type: none"> <li>Injury</li> <li>Fatality</li> <li>Environmental damage</li> </ul>	4A	<ul style="list-style-type: none"> <li><b>For police, fire or ambulance call '000.'</b></li> <li>Follow site emergency and evacuation procedures</li> <li>A communication system is available, e.g. a mobile phone or radio</li> <li>Check for dangers to self before helping others</li> <li>Maintain control of the area and stabilise the situation</li> <li>Apply first aid to the injured worker</li> <li>Complete an incident report.</li> </ul>	<ul style="list-style-type: none"> <li><b>Refer to your SWMS implementing instructions for further specific emergency responses.</b></li> </ul>	<b>Supervisors and workers</b> 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.*