

SAFE WORK METHOD STATEMENT (SWMS) PART 1			
ACTIVITY: ELECTRICAL - NEW INSTALLATION			JOB #:
BUSINESS NAME:			BUSINESS #:
BUSINESS ADDRESS:			
BUSINESS CONTACT:			PHONE #:
<b>SWMS APPROVED BY: EMPLOYER / PCBU / DIRECTOR / OWNER.</b>			
NAME:			
SIGNATURE:			DATE:
<b>PERSON/S RESPONSIBLE FOR ENSURING COMPLIANCE WITH SWMS:</b>			
<b>PERSON/S RESPONSIBLE FOR REVIEWING THE SWMS:</b>			
<b>RELEVANT WORKERS CONSULTED IN THE DEVELOPMENT, APPROVAL AND COMMUNICATION OF THIS SWMS.</b>			<b>ALL PERSONS INVOLVED IN THE TASK MUST HAVE THIS SWMS COMMUNICATED TO THEM BEFORE WORK COMMENCES.</b>
NAME	SIGNATURE	DATE	<p>Daily Tool Box Talks will be undertaken to identify, control and communicate additional site hazards. Work must cease immediately if incident or near miss occurs. SWMS must be amended in consultation with relevant persons. Amendments must be approved by _____ and communicated to all affected workers before work resumes.</p> <p>SWMS must be made available for inspection or review as required by WHS legislation.</p> <p>Record of SWMS must be kept as required by WHS legislation (until job is complete or for 2 years if involved in a notifiable incident).</p>
<b>PRINCIPAL CONTRACTOR DETAILS</b> <i>(The builder or the organisation you are working for.)</i>			
PRINCIPAL CONTRACTOR (PC):		PROJECT NAME:	DATE SWMS PROVIDED TO PC:
PROJECT ADDRESS:			
PROJECT MANAGER (PM):		PM SIGNATURE:	CONTACT PH. #:
<b>SWMS SCOPE:</b> This SWMS covers general safety hazards and risks involved with hard wired smoke alarm installation and alarm servicing. Included in this SWMS is working with electricity, slips, trips, falls and manual handling hazards associated with the task.			

**THIS WORK ACTIVITY INVOLVES THE FOLLOWING "HIGH RISK CONSTRUCTION WORK"**

- Confined Spaces
- Mobile Plant
- Demolition
- Asbestos
- 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 more than 2m, 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 risk of drowning

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION	HIERARCHY OF CONTROLS	Most EFFECTIVE
ALMOST CERTAIN	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	4 ACUTE	4A ACUTE	<b>DO NOT PROCEED.</b>	ELIMINATION	↑ ↓
LIKELY	2 MODERATE	3 HIGH	3 HIGH	4 ACUTE	4 ACUTE	3A ACUTE	Review before commencing work.	SUBSTITUTION	
POSSIBLE	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	4 ACUTE	3H HIGH	Maintain control measures.	ISOLATION	
UNLIKELY	1 LOW	1 LOW	2 MODERATE	3 HIGH	4 ACUTE	2M MODERATE	Record and monitor.	ENGINEERING	
RARE	1 LOW	1 LOW	2 MODERATE	3 HIGH	3 HIGH	1L LOW		ADMINISTRATIVE	

**PERSONAL PROTECTIVE EQUIPMENT (PPE):** *ENSURE ALL PPE MEETS RELEVANT AUSTRALIAN STANDARDS. INSPECT, AND REPLACE PPE AS NEEDED.*

FOOT PROTECTION	HEARING PROTECTION	HIGH VISIBILITY	HEAD PROTECTION	EYE PROTECTION	FACE PROTECTION	HAND PROTECTION	PROTECTIVE CLOTHING	BREATHING PROTECTION	SUN PROTECTION	FALL ARREST	OTHER
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	RINGS, WATCHES, JEWELLERY THAT MAY BECOME ENTANGLED IN MACHINES MUST NOT BE WORN. LONG AND LOOSE HAIR MUST BE TIED BACK.

AS 1319-1994 SAFETY SIGNS FOR THE OCCUPATIONAL ENVIRONMENT REPRODUCED WITH PERMISSION FROM SAI GLOBAL UNDER LICENCE 1210-C062. STANDARDS MAY BE PURCHASED AT [HTTP://WWW.SAIGLOBAL.COM](http://www.saiglobal.com)

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i><b>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</b></i>					
1. Planning & preparation	Lack of consultation with potential outcomes for personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> <li>• <u>Commercial, Industrial and Construction Sites</u>: Liaise with Principal Contractor to establish the following on-site systems and procedures are in place and take note of:                             <ul style="list-style-type: none"> <li>○ Health and Safety rules</li> <li>○ Induction for all workers – site specific and toolbox meetings</li> <li>○ Supervisory arrangements</li> <li>○ Communication arrangements</li> <li>○ Hazard reporting procedures</li> <li>○ Injury reporting procedures</li> <li>○ PPE required</li> <li>○ Site plans – showing no go zones for pedestrians</li> <li>○ Traffic Management Plans and Exclusion Zones</li> <li>○ Risk Assessments, SWMS and JSA's</li> <li>○ Ensure relevant guidance material for electrical NO GO ZONES is on site and consulted before work commences.</li> </ul> </li> <li>• <u>Private residence</u> - Information should be provided to client to advise them of the following:                             <ul style="list-style-type: none"> <li>○ Excess clutter to be removed (if applicable)</li> <li>○ Sharps will not be collected and work will not proceed if sharps are observed (include other prohibited items as necessary)</li> <li>○ If safety shoes/boots are required for work they may need to be worn inside. Ensure work shoes are clean and acceptable to wear inside if needed</li> <li>○ Cash and any valuables must be removed from easily visible / accessible areas</li> <li>○ Animals must be secured / removed.</li> </ul> </li> <li>• Ensure notification of electricity service disruption is given to the site manager / owner.</li> </ul>	2M	
	Falls from height > 2m.	3H	<ul style="list-style-type: none"> <li>⚠ <i>Additional SWMS must address the controls used for working on an Elevating Work Platform SWMS etc.</i></li> </ul>	2M	
	Personal Injury from delay in emergency assistance to remote workers	3H	<ul style="list-style-type: none"> <li>• A 'Buddy' system must be utilised at all times when working alone. Ensure:                             <ul style="list-style-type: none"> <li>○ An emergency response procedure is developed &amp; followed</li> <li>○ Mobile &amp; satellite phones and EPIRB are fit for purpose, tested before departure &amp; phones have spare, fully charged batteries and facilities for continuing charging.</li> </ul> </li> </ul>	2M	
2. Training and Capabilities	Lack of training or the assessment of capability may lead to personal injury, property damage &/or environmental incident.	3H	<ul style="list-style-type: none"> <li>• Ensure all persons entering site have a General Construction Induction Card (white card)</li> <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                             <ul style="list-style-type: none"> <li>⚠ <b>Only licensed electricians to install 240 V hard-wired systems</b></li> </ul> </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>	2M	

JOB STEP	POTENTIAL HAZARD/S	IR	CONTROL MEASURES TO REDUCE RISK	RR	RESPONSIBLE PERSON
<i><b>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</b></i>					
4. Work area set up	Hazardous manual tasks - musculoskeletal disorder (MSD)	3H	<ul style="list-style-type: none"> <li>• Movement of material from the delivery point to the installation area usually represents the greatest opportunity for damage or injury, particularly if being achieved manually. Ensure:               <ul style="list-style-type: none"> <li>○ Bend your knees; keep your back straight</li> <li>○ Keep the loads close to the body</li> <li>○ Carry the ladder with the center balanced and resting on your shoulder with your arm through the ladder</li> <li>○ Be sure you can see past the ladder</li> </ul> </li> <li>• When putting down a load, take care and reverse the lifting procedures.</li> </ul>	2M	
	Slip, trip and falls	3H	<ul style="list-style-type: none"> <li>• Assess suitable travel pathway to enter/exit premises when carrying materials</li> <li>• Check for stairs, stored items, corners or other obstructions that could cause tripping, crushing of fingers, or awkward postures when carrying a load</li> <li>• Ensure area is kept clear of packaging, or other debris to prevent tripping/slipping</li> </ul>	2M	
	Contact with electricity	3H	<ul style="list-style-type: none"> <li>• All power tools and leads are Tested and Tagged and are current</li> <li>• Pre-inspect equipment</li> <li>• If equipment is damaged, do not use. Take out of service, apply Lock-out/tag-out (LOTO) procedures and inform supervisor immediately.</li> </ul>	2M	
	Property damage	3H	<ul style="list-style-type: none"> <li>• Ensure equipment is not placed in areas where they may be run over, damaged or exposed to water (unless rated for wet environments).</li> </ul>	2M	
	Hazardous chem. / sub.	3H	<ul style="list-style-type: none"> <li>• Ensure current Material/Safety Data Sheets (M/SDS) are obtained for all hazardous chemicals/substances and accessible on site. Implement all controls.</li> </ul>	2M	
5. Running electrical wiring /installing smoke alarms	Electrocution/shock	4A	<ul style="list-style-type: none"> <li>⚠ <b>All electrical supply should be isolated before entering the ceiling space</b></li> <li>⚠ <b>Ensure the power cannot be inadvertently switched back on</b> (implement a lock-out /tag out procedure)</li> <li>⚠ <i>Turning off electricity to the property at the main switchboard does not turn off the electricity supply from the street. Overhead service lines and the cables supplying the switchboard will still be live.</i></li> <li>⚠ <i>Do not touch any of these live overhead electrical lines or supply cables.</i></li> <li>• If solar photo voltaic (PV) systems are installed, supply cables from the solar cells on the roof to the inverter unit will be live when the solar cells are generating electricity.</li> <li>• Take care when working around these cables</li> <li>• Confirm conductive foil insulation is not energised</li> <li>• Locate and maintain awareness aware of any electrical cables while working</li> <li>• Use a torch or other portable lighting to improve visibility in the ceiling spaces</li> </ul>	2M	

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<i>INHERENT RISK-RATING (IR) RESIDUAL RISK-RATING (RR)</i>					
1. New smoke alarm commissioning	Contact with electricity	3H	<ul style="list-style-type: none"> <li>New equipment should be visually checked before first use to ensure it has not been damaged during transport, delivery, and installation</li> <li>The date the new equipment is placed into service should be recorded and may be fitted with a tag stating:                             <ul style="list-style-type: none"> <li>“New to Service”</li> <li>Date when first testing is due</li> <li>Date of entry into service</li> <li>That it has not been tested</li> </ul> </li> <li>Fitting a “New to Service” tag can be done by a suitably trained person. A system can be put in place to include all new electrical equipment in the next round of electrical testing to be carried out at the workplace</li> <li>Issue certificate of testing and safety.</li> </ul>	2M	
6. Servicing/ maintenance/ testing	Slips, trips & falls	3H	<b>⚠ Refer to step 5 (Slips, trips &amp; falls) for controls.</b>	2M	
	Malfunctioning alarm	3H	<ul style="list-style-type: none"> <li>Test the smoke alarm - press the test button to sound the alarm or engage the alarm test function in accordance with manufacturer’s instructions</li> <li>Check:                             <ul style="list-style-type: none"> <li>Hard wired smoke alarms - the power indicator light must be illuminated</li> <li>Batteries:                                     <ul style="list-style-type: none"> <li>The manufacturer’s requirements for battery replacement and replace the battery as required</li> <li>The battery is correctly installed</li> </ul> </li> <li>Not painted</li> <li>Dust free</li> <li>Manufacturers’ Date. Smoke alarms have a maximum service life of ten years and must be replaced</li> <li>Other warning devices are used as alarm indicating devices (e.g. lights or vibrating pads) and check all devices to ensure that they are in place</li> <li>Where smoke alarms are interconnected test that the activation of each alarm operates the warning sound in each of the other alarms</li> <li>Each alarm to ensure spacing and location requirements are in accordance with legislation i.e. to provide adequate warning to sleeping residents to allow them to safely evacuate in the event of a fire.</li> </ul> </li> </ul>	2M	
	Battery acid	3H	<ul style="list-style-type: none"> <li>Wear eye and hand protection (acid protection and electrical resistance).</li> </ul>	2M	
7. On completion	Slips, trips, falls causing injury	3H	<ul style="list-style-type: none"> <li>Site to be left in clean and tidy condition ready for handover. Builder / supervisor to be advised upon completion of works.</li> </ul>	2M	

### SAFE WORK METHOD STATEMENT (SWMS) PART 2

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. 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.

OVERALL RISK RATING AFTER CONTROLS

1 Low

2 MODERATE

3 High

4 ACUTE

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

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