SafetyDocs by SafetyCulture

Company Name:
Company Address:
ABN/NZBN:

TEST - TAG SAFE WORK METHOD STATEMENT (SWMS)

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

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.

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 ☐ Work in a ceiling space (W.A. Only)

☐ 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

WORKING WITH A RISK OF A FALL OVER 2 METRES. Select the fall from height 'hierarchy of control level' considered when establishing controls:

☐ L 1: Work on the ground or solid construction	☐ L 4: Use a fall arrest system e.g., safety harness, catch platforms
☐ L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP	☐ L 5: Implement administrative controls e.g., signage, or instruction
☐ L 3: Use a work positioning system e.g., travel restraint, rope access	☐ Other?

More than one of these measures to reduce risk can be used. For example, engineering controls like edge protection can be implemented with administrative controls like training and use of this SWMS, while wearing PPE (non-slip shoes). Please describe why it is not reasonably practicable to use higher-order control measures. E.g. The job is less than 5 minutes on a ladder.

JOB TASK	HAZARDS	IR	CONTROL MEASURES *INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS*	RR	RESPONSIBLE PERSON
			• All electric power testing equipment and leads are Tested, Tagged and are current • Use electrical sockets protected by Residual Current Devices (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.		
8. Conduct a risk assessment	Failure to identify hazards	3H	• Conduct risk assessment to identify any hazards that may be present in the work area as well as the device under test (DUT), check: o Records/knowledge of any faults, malfunctions with any of the equipment being tested o Accessibility to equipment (housekeeping) o The necessity to lift, move/carry equipment o Condition/integrity of the DUT o Condition/integrity of testing equipment o Current rate/s being tested • If site/equipment is protected by a fixed or portable residual current device (PRCD) ensure relevant site personnel are aware of testing activities & arrangements, have been made for clear access to the equipment • Obtain Test & Tag Register, check: o Risk assessments are accurate for the type of equipment and environment o Risk assessments conducted for testing intervals • Check risk assessments are accurate for the type of equipment, environment and have been conducted for testing intervals: o Testing intervals are in line with AS 3760 and Code of Practice o Construction sites – 3 months o Hire equipment – 3 months o Manufacturing, maintenance -6 months o Commercial cleaning equipment – 6 months o Accommodation environments – 2 years o Specified high-risk environments – 12 months o A low-risk environment – 5 years.	2M	**Supervisor** and **workers** to follow controls
9. Pre-operational inspection	Electric shock	3H	• Compare DUT details with logbook data to ensure it is correct • Check if the DUT has been subject to: o Damage or excessive wear or use o Exposure to moisture, heat, vibration, chemicals, dust or other causes of reduced performance	2M	**Supervisor** and **workers** to follow controls

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			• Ensure:
			  ○ Batteries are charged
			  ○ Hands and clothing are dry
			  ○ Calibration of the Portable Appliance Tester is current, <12 months
			  ○ LED displays are functioning correctly
			  ○ Portable Appliance serviced/maintained as per manufacturer recommendations
			• Complete a visual inspection of the DUT and its connections. Check for:
			  ○ Any sign of corrosion or discolouration (indicating the presence of excessive heat, moisture or chemicals)
			  ○ Defects
			  ○ Modifications
			  ○ DUT should be in good condition, and any modifications compliant with electrical standards
			• Inspect all labels, markings and warning indicators (showing the maximum load to be connected to the DUT are legible and intact. Check:
			  ○ Operating controls are secure, aligned, have identification & are in good working order
			  ○ Covers and guards are secured & working correctly
			  ○ Any ventilation inlets or outlets/exhausts to ensure there is no obstruction to airflow which may cause overheating
			  ○ The pins of insulated plugs and shrouds are not damaged
			  ○ The current rating of the plug is the same as the rating of the DUT
			  ○ Fuse / Overload protection components (where fitted) are in good condition
			  ○ All safety devices and systems are in good working order (i.e., overload latches & buttons)
			• Continue testing if the DUT passes the visual inspection.
			⚠ ***Do not continue if the DUT fails the test*** *- Attach "Out of Service" tags & inform the owner of the DUT that it should not be used until made safe by a qualified person, e.g. repair technician or electrician.*		

10. Initial testing	Electric shock	3H	• For all testing:
			  ○ Avoid the risk of electric shock/electrocution by following the Appliance Tester instructions for testing
			  ○ Select the current rate on the appliance tester that is appropriate for the device under test,
			  ○ Plug the Appliance tester into a power outlet and conduct a Supply Mains Test to identify if there is a fault with the mains supply
			  ○ Continue testing if the device passes the initial test.
				2M	**Supervisor** and **workers** to follow controls