

ELECTRICAL RENOVATIONS 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)

- | | | | |
|---|--|---|--|
| <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"/> Work in a ceiling space (W.A. Only) | |
| <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 | |

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

- | | |
|---|---|
| <input type="checkbox"/> L 1: Work on the ground or solid construction | <input type="checkbox"/> L 4: Use a fall arrest system e.g., safety harness, catch platforms |
| <input type="checkbox"/> L 2: Use a passive fall restraint system e.g., guard rails, scaffolding, EWP | <input type="checkbox"/> L 5: Implement administrative controls e.g., signage, or instruction |
| <input type="checkbox"/> L 3: Use a work positioning system e.g., travel restraint, rope access | <input type="checkbox"/> 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	RR	RESPONSIBLE PERSON
			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
Installations or Services			<ul style="list-style-type: none"> 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. 		Workers to follow controls and make supervisor aware of any issues
14. HRCW Isolation of electric power before demolition	Electric shock Electrocution	4A	<ul style="list-style-type: none"> Work on low voltage apparatus must only proceed if the apparatus is isolated and any other exposed conductors in the area are: <ul style="list-style-type: none"> De-energised and isolated, or Separated by barriers or an appropriate distance. ⚠ ALL electrical apparatus treated as energised unless proven to be de-energised. ⚠ All electrical conductors & parts, including neutral and earthing conductors, treated as energised until proven de-energised. ⚠ TEST BEFORE YOU TOUCH. Circuits to be modified identified and isolated from the electrical supply: <ol style="list-style-type: none"> Turn off the relevant circuit protective devices and lockout (Circuit breakers, switches and combined fuse switch units are locked out) <ul style="list-style-type: none"> 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) Remove fuses using proper PPE Verify circuit is dead. Fit danger label / Lockout Circuit ⚠ Refer to: <ul style="list-style-type: none"> AS 3017 - Electrical installation testing AS 4836 - Safe working on low-voltage electrical installations Ensure all switchboards: <ul style="list-style-type: none"> Are well-constructed and weatherproof Securely fixed to a structure Have doors that will not damage flexible extension cords Have an isolating switch. 	2M	

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			<i>INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS</i>		
			<ul style="list-style-type: none"> Installed per installation plans. 		aware of any issues
	Falling objects	3H	<ul style="list-style-type: none"> If required, assemble cabinets on the ground level Materials supported during installation. 	2M	
16. HRCW Electrical & data rough-in	Falls Falling objects	3H	<ul style="list-style-type: none"> Barricading and signage in place. Ensure: <ul style="list-style-type: none"> Signs used to provide clear instruction on entry permissions and hazard areas if working above others Install barricades for exclusion zones. Consider: <ul style="list-style-type: none"> Maintain good housekeeping, e.g. ensure the work area is tidy and materials, debris, tools and equipment not being used are out of the way Providing a secure physical barrier at the edge of the elevated area, i.e., toe boards or infill panels Tethering or otherwise securing tools & materials to prevent them from falling below Keeping tools or other materials away from edges and off of railings or sills. ⚠ Do not enter ceiling space if working alone. Locate the manhole/access area and ensure appropriate ladder access is available. The ladder must be for Industrial purposes and comply with relevant Australian Standard Consult site plan/map of building identify cables, down-lights, or recessed lights, chimneys/flues, electrical appliances, skylights, or other potential hazards Identify the location of joists. Consider installation of joist locators. Ensure joists can support the weight of installers (seek advice from competent people) Ensure a board of suitable strength is available for the worker to span at least two joists Maintain constant contact with someone outside the roof cavity. 	2M	Supervisors to check all controls in place and followed Workers to follow controls and make supervisor aware of any issues
	Dust inhalation i.e. RCS	3H	<ul style="list-style-type: none"> Cover sensitive areas (power outlets, food storages) <u>Task control</u> <ul style="list-style-type: none"> Never cut materials unless the use is controlled Consider the most appropriate control e.g water delivery or dry dust control <u>Equipment</u> <ul style="list-style-type: none"> Minimise dust emissions by operating and maintaining tools according to the manufacturer's instructions Only use equipment that has an integrated water delivery system or a HEPA- filtered dust collection system Visually check the tool and extraction unit for signs of damage before use <u>Respiratory PPE</u> - Wear respiratory protective equipment (RPE) such as a half-face negative respirator or powered air-purifying respirator (PAPR): <ul style="list-style-type: none"> Respiratory protection, e.g. P1/P2 face mask minimum 	2M	