SafetyDocs by SafetyCulture

Company Name:
Company Address:
ABN/NZBN:

EQUIPMENT ASSEMBLY AND INSTALLATION 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.

Personal Protective Equipment (PPE)

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.
☒	☐	☒	☐	☒	☐	☐	☐	☐	☐	☐	☒

Job Task	Hazards	IR	Control Measures *Inherent Risk-rating **(IR)** before controls - Residual Risk-rating **(RR)** after controls*	RR	Responsible Person
1. Training	Untrained technician	3H	• The technician has manufacturers approved training and competency for the activity.	2M	**Supervisor**
	Falls from height > 2m.	3H	⚠ *If working at heights above 2m and "inbuilt' edge protection is not in place or not sufficient, ensure a separate, dedicated working at height SWMS is in place before commencing work.*	2M	
2. Planning	Failure to isolate power - electrocution	4A	⚠ ***A qualified electrician must be engaged to eliminate or control the risk of contact with energised parts*** ⚠ ***All electrical conductors & parts, including neutral and earthing conductors, must be treated as energised until proven de-energised. TEST BEFORE YOU TOUCH.*** • Any circuits to be modified MUST be identified and isolated from the electrical supply; **1.** Turn off the relevant circuit protective devices and lockout (Circuit breakers, switches and combined fuse switch units are locked out ○ ***Note:** If the electrical installation is of a complex nature, the isolation procedures should be verified by another competent person* **2.** Use locks or suitable temporary securing devices (that cannot be disrupted) **3.** Use lockout hasp for multiple padlocks. (Alternatively, remove and tie back connections) **4.** Remove fuses using proper PPE **5.** Fit danger label to isolated control/component **6.** Verify Circuit is dead before commencing work. (*Prove electrical testing equipment is working correctly on a known alternative supply before proving apparatus is de-energised.)* ⚠ ***Reference should be made to:*** ○ AS 3017 - Electrical installation testing ○ AS 4836 - Safe working on low-voltage electrical installations.	2M	**Supervisor** to undertake all planning processes
	Extreme weather	3H	• Check weather conditions – do not work in extreme conditions	2M	

JOB TASK	HAZARDS	IR	CONTROL MEASURES *INHERENT RISK-RATING (IR) BEFORE CONTROLS - RESIDUAL RISK-RATING (RR) AFTER CONTROLS*	RR	RESPONSIBLE PERSON
			▪ Set up with the base located approximately a quarter of the vertical height of the ladder from the wall ▪ The ladder extends at least 1 m above the place of landing ▪ Secured against movement (base & top) • ONLY use extension ladders for access, ALWAYS use platform ladders for working on, ensure the base is fully open and the spreaders are locked • 3 points of contact on the ladder at all times • Always maintain the majority of your bodyweight inside the perimeter of the platform or stiles • When on a ladder, do not over-reach. Descend ladder & re-position as required • Do not carry materials when ascending/descending a ladder • Always face the ladder when using • Falls in openings: o All holes or openings are protected/closed from falls (e.g. platform ladder hatches) o Covers are secured to prevent movement o Use signage or another marked hazard alert to identify the hazard • Wear tool belts, use tool lanyards to pass tools to people at height and use tethers on tools/equipment where appropriate • All workers must wear a hard hat and high visibility clothing • Ensure footwear is suitable. Snug-fitting shoes/boots with flat, non-slip soles, no loose soles, long laces, soles that are oily, or caked with mud or other contaminants.		
	Cuts & lacerations	3H	• Direct cuts away from the body • Ensure grip and footing is secure • Maintain visual contact with workpiece/tools • Ensure tools are not carried in pockets or clothing (use sheaths, tool belts, etc.) • Tool handles: o Non-slip, good grip o No sharp edges o Guards or stoppers o Clean, grease-free grips/handles • If using knives, ensure they are suitable for the task: o The correct size for the user o The correct size for the task o Handle intact and non-slip o Use the smallest blade required for the job o Stable and efficient at cutting required material.	2M	
11. HRCW On completion	Unauthorised access	3H	• If acceptable, remove or add barricades.	2M	**Supervisor** to confirm all workers have signed out
	Electric shock / electrocution	4A	• Energising equipment/apparatus ensure: o Only competent, authorised employees undertake the task o Effective supervision maintained	2M	