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| **SAFE WORK METHOD STATEMENT (SWMS)** | | | | | | | | |
| **PROJECT DETAILS:** | | | | | | | | |
| Project: | | | | Area: | | | | |
| Job Address: | | | | | | | | |
| Job Description: | | | | | | | | |
| **WORK ACTIVITY:** | Electrical Safety | | | | | | | |
| **Consult relevant workers during development, approval and communication of this SWMS** | | | | | SWMS Approved by: | | Page 1 of 13 | |
| Name: (Include names of workers who were consulted in relation to this SWMS) | | Signature: | Job Title: | Date: | Name: | | | |
| Signature: | | | |
| Date: | | | |
| Personnel responsible for monitoring and managing activity: | | | | | Overall Risk Rating After Controls | **4 A**cute | | **3 H**igh |
| **2 M**oderate | | **1 L**ow |
| **COMMUNICATE THIS SWMS TO ALL PERSONS INVOLVED IN TASK PRIOR TO WORK COMMENCING**   * \_\_\_\_\_\_\_\_\_\_\_\_will conduct regular inspections and observations to ensure SWMS is being complied with. * Hold Daily Tool Box Talks to identify, control and communicate additional site hazards. * Cease work immediately if incident or near miss occurs. Amend the SWMS in consultation with relevant persons. * \_\_\_\_\_\_\_\_\_\_\_\_\_\_ will approve and communicate amendment to all affected workers before work resumes. * As required by WHS legislation, make the SWMS available for inspection or review. * As required by WHS legislation, keep record of SWMS (until job is complete or for 2 years if involved in a notifiable incident). | | | | | | | | |

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| **IMPORTANT NOTES:** |
| Check local government standards, codes of practice, regulations and legislation for any training requirements before use.  Apprentices and Trainee Personnel are usually permitted to operate certain machinery and equipment provided they are guided and supervised by an experienced and qualified person, while also recording the hours of use in an approved logbook.  WorkCover National Certificates of Competency are nationally recognised and these specific certificates do not have to be changed over to work interstate.    1. Only competent persons capable of carrying out the class of work involved should be allowed to carry out any electrical work (including testing and tagging).  2. A person will be termed competent when he is able to carry out the task safely, by using his skills and knowledge acquired through experience, qualification or training. |

| **Task Steps** | **Potential Hazards/Risks of Each Step** | **RB** | **Control Measures - Steps To Follow  Safety Checks & PPE** | **RA** | **Responsible Officer** |
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| **NOTE: RB** = Risk Rating **before** controls implemented - **RA** = Risk Rating **after** controls are implemented. | | | | | |
| 1. Electrical installations | Electric shock |  | Live parts of electrical installations such as open fuses, switchboards, etc. must be prevented from unauthorized access by fencing or enclosing.  All installations, fittings, switches and power points must comply with Australian Standard AS3000: Wiring rules.  Regularly check all light fittings, switches, and power points for any damage and faults; all operation must be safe and easy.  Place warning signs on installations to prevent access.  Never use fittings that are not compliant or not approved. |  |  |
| 2. Power tools, leads, safety switches and power boards | Electric shock |  | Before use, check visually for any faults or damages to all leads and tools, etc.  Inspection tag must be fitted to the plug end of all power tools, leads, etc.  Use only industrial type extension boards that have shrouded sockets.  Never overload power outlets and power boards.  All equipment must be protected by fixed or portable safety switches.  Never use any faulty equipment.  Never use any out-of-test equipment.  Never use domestic leads, etc.  Total load must not exceed the rated capacity of outlet or board. |  |  |
| 3. Testing of electrical equipment and tools, etc. | (a) Construction work (all)  (b) Assembly, fabrication, installations, manufacturing, maintenance, repair or refurbishment work.  (c) Service work  (d) Office work |  | All portable electrical equipment must be inspected at least every three months.  All fixed safety switches must be tested at least monthly and inspected annually.  All portable safety switches must be tested immediately after connection, daily before use, and inspected every 3 months by a competent person.  Log all details of test and enter all test results in a record book.  All double insulated equipment must be inspected at least every 12 months.  All not double insulated equipment must be inspected every 6 months and must be connected to a safety switch.  All fixed safety switches must be tested at least monthly and inspected annually.  All portable safety switches must be tested immediately after connection, daily before use, and inspected every 3 months by a competent person.  Log all details of test and enter all test results in a record book.  Inspect all equipment in “hostile environment” every 12 months OR use safety switch.  All fixed safety switches must be tested every 6 months and operation tested annually.  All portable safety switches must be tested daily before use, and inspected every 2 years.  Log all details of test and enter all test results in a record book.  Inspect all equipment in “hostile environment” every 5 years OR use safety switch.  All fixed safety switches must be tested every 6 months and operation tested annually.  All portable safety switches must be tested daily before use, and inspected every 2 years.  Log all details of test and enter all test results in a record book.  Only a competent person must carry out the inspections.  Safety switches must be tested using the inbuilt test buttons.  Only a competent person must carry out the inspections.  Safety switches must be tested using the inbuilt test buttons.  Inspection must be carried out by a competent person.  Safety switches must be tested using the inbuilt test buttons.  Inspection must be carried out by a competent person.  Safety switches must be tested using the inbuilt test buttons. |  |  |
| 4. Installations in buildings, etc. | Electric shock |  | Only a licensed electrician should be allowed to work on electrical circuits.  Building circuits which supply power to plant, machinery or appliances must be protected using inbuilt safety switches at the switchboard.  Tools and appliances that are used on-site, and where the power source is not protected, must have portable safety switches, or use in-built safety switch.  Allow only authorized people to carry out electrical work.  Use safety switches that are approved for the application. |  |  |
| 5. Underground services | Electric shock |  | Before digging or excavating, locate all underground electrical services in the vicinity of the services.  Be aware that trench above conduits may have marker tape and cables may have bricks placed above them. Oil-filled cables can leak oil on contact with cable casing. Any damage must be reported immediately.  Never apply force on cables or conduits.  Any defects, damage or faults must be reported immediately to the electricity authorities  Never backfill over damaged sections or faults unless ordered to do so by the authority.  Never start excavation until all services are located.  Area around cables and conduits must be excavated by hand.  Area around cables must be backfilled with clean sand for preventing damage to the cable.  Do not work near damaged sections of the cable. |  |  |
| 6. Work near overhead catenary wiring | Electric shock |  | Safe approach distance for low voltage overhead catenary wiring to be followed for not experienced electrical workers -  ● Using hand held tools - 0.5m.  ● Operation of crane or mobile plant - 3.0m.  ● Handling metal materials such as scaffolding, pipes, guttering, etc. - 4.0m.  ● Handling non-conductive material such as timber, PVC, ply, etc. - 1.5m.  ● Driving or operating a vehicle - 0.6m.  If work can only be carried out by intruding within the safe approach distances, contact the electrical authority for determining a safe method of carrying out the work, which may include isolation of the circuit.  Use height warning bars in places where plant and vehicles are required to pass under catenary wires with a risk of the plant or vehicle contacting the wires.  If work is expected to be of a longer duration, a physical protection such as a gantry or similar construction under the wires must be considered for preventing the plant and vehicles from contacting the wires.  Power lines, which people may come in contact during the work, should be covered with insulating mats.  For determining possible encroachment when working near power lines, use an observer.  When fitting tiger tails, remember they are for visual warning only. Tiger tails will not protect from shock or electrocution in case of contact with wires. |  |  |

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| PERSONAL PROTECTIVE EQUIPMENT |
| Personal Protective Equipment Requirements |
| |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | | **Foot Protection** | **Hearing Protection** | **Protective Clothing** | **Head Protection** | **Eye Protection** | **Hand Protection** | **Sun Protection** | **Safety Harness** | | C:\Users\Virtual\Desktop\Safety PPE Signs\Boots.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Ear Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Apron.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Hard Hat.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Eye Goggles.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Gloves.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Sun Protection.png | C:\Users\Virtual\Desktop\Safety PPE Signs\Safety Harness1.jpg |   **PPE Notes:** The above PPE Requirements are the minimum requirements for all personnel involved in this task. Be sure to conduct a Risk Assessment for other factors that may influence the work environment such as Temperatures – Hot/Cold, Working in the Sun, Night Work etc. Be sure that all PPE used is approved by Australian Standards. |
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| References: |  |
| **Codes of Practice**  **AS.60204.1:2005**  **HB 94–1997**  **AS.3000:2007** | Managing Electrical Risks in the Workplace  Safety of machinery - Electrical equipment of machines - General requirements  Electrical safety in the workplace  Electrical installations - Buildings, structures and premises (wiring rules) |

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| **SIGN OFF** |
| Workers and relevant Persons Conducting Business or Undertaking (PCBU) were consulted for developing this SWMS. I have read the above SWMS and I understand its contents. I confirm that I have the necessary training and skills, including any relevant certifications to undertake the related tasks contained in this SWMS. I agree to comply with any safety guidelines, requirements and recommendations as set forth by the responsible officer within this SWMS including safety instructions and use of recommended Personal Protective Equipment. |

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| **Name** | **Qualifications** | **Signature** | **Date** | **Time** | **Employer** |
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| **RISK ASSESSMENT** |
| References: Risk Management Code of Practice 2007, AS/NZS 31000 -2009 Risk Management Principles and guidelines |

**Step 1 Determine Likelihood –** What is the possibility that the effect will occur? **Step 2 Determine Consequence –** Expected Consequences

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|  | **Likelihood** | **Definition** |
| **Almost certain** | Expected to happen in most circumstances. | A common and very possible result |
| **Likely** | Will probably occur in most circumstances. | Known to have occurred and has happened before |
| **Possible** | Might occur at some time | Could occur and is likely it has happened before |
| **Unlikely** | Could occur at some time | Not likely to occur |
| **Rare** | May occur only in exceptional circumstances | Very unlikely |

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| **Level of Consequence** | **Examples** |
| **Insignificant/Acceptable** | No consequence – so minor that the consequence is manageable |
| **Minor** | First aid treatment only; manageable and contained. |
| **Moderate** | Medical treatment; manageable with 3rd party assistance. |
| **Major** | Serious injuries; Down time and loss of productivity |
| **Catastrophic** | Death; Very serious consequences |

**Step 3 Determine the risk score Step 4 Record risk score** (**Note** – Risk scores are only estimated and should not be

Solely relied upon)

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|  | **CONSEQUENCE** | | | | |
| **LIKELIHOOD** | **Insignificant** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Almost certai**n | 3 High | 3 High | 4 Acute | 4 Acute | 4 Acute |
| **Likely** | 2 Medium | 3 High | 3 High | 4 Acute | 4 Acute |
| **Possible** | 1 Low | 2 Medium | 3 High | 4 Acute | 4 Acute |
| **Unlikely** | 1 Low | 1 Low | 2 Medium | 3 High | 4 Acute |
| **Rare** | 1 Low | 1 Low | 2 Medium | 3 High | 3 High |

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| **Score** | **Action** |
| **4**  **A: Acute** | URGENT – Act on and lower the risks immediately. Demands immediate attention. |
| **3**  **H: High** | Decisions required urgently by Management. |
| **2**  **M: Moderate** | Follow instructions given by management. |
| **1**  **L: Low** | Manageable. Review regularly, and if any conditions of work change. |

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BlueSafe Australia Pty Ltd supplies a generic template system of word documents that helps the employer to get a head start by providing them with a foundation to build a Work Health & Safety system for their business. BlueSafe Australia Pty Ltd templates are generic in nature and are not designed to be relied solely upon without the customisation of specific tasks.

Acquiring or creating & implementing an WHS System can greatly reduce the risks which are associated with your business, however having a complete WHS System does not 100% insulate a business from accidents or injuries in a workplace, and it does not guarantee that a Compensation Claim won’t be filed, however it significantly reduces the probability or likelihood by creating, adjusting and refining your systems as much as possible and ensuring that staff follow them.

The documents provided by BlueSafe Australia Pty Ltd are designed to help the employers’ awareness to safety in the workplace, and helping them with the first step to meeting their legislative obligations as an employer. Not only this, but it also creates an awareness for the employee in helping them be aware of their legislative obligations in the workplace, by taking responsibility for their actions, be ‘Safety Minded’ and helping the employer to create and maintain a safe workplace which also significantly reduces the possibilities and risks of an injury while at work.

The obligation rests with the employer to ensure that all systems in the workplace are applicable, practical and safe for their employees while ate work.

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