

Company Name:	TekTools Demo	Work Activity:	Installation of Power Points	Customer:	SWMS Customer
Company Address:	Perth WA	Project:	Electrical SWMS Setup		
ABN:	99 999 999 999	Address:	Address		
Job Number:	000002/	Prepared By:	Allan Hyde	Contact Phone Number:	

LEGISLATION:

WA Legislation:	
WA Occupational Safety & Health Act 1984	WA Occupational Safety & Health Regulations 1996
First Aid, Workplace Amenities & PPE 2005	
Australian Standards:	
AS/NZS 3000:2018 Electrical Installations	
National Standards:	
National Standard for Construction Work (OHSC:1016 (2005))	National Standard for Manual Tasks 2007
National Codes of Practice:	
Noise Management and Protection of Hearing at Work 2009	Construction work
First Aid in the Workplace	Hazardous Manual Tasks
How to Manage Work Health and Safety Risks	Managing the Work Environment and Facilities
Managing the Risk of Falls at Workplaces	Electrical Risks in the Workplace

PERSONAL PROTECTIVE EQUIPMENT (PPE):

HEARING PROTECTION MUST BE WORN	SAFETY GOGGLES MUST BE WORN	FACE SHIELD MUST BE WORN	SAFETY VEST MUST BE WORN	HARD HAT MUST BE WORN	HALF FACE MASK RESPIRATOR MUST BE WORN	BREATHING APPARATUS MUST BE WORN	DUST MASK MUST BE WORN	HAND PROTECTION MUST BE WORN	FOOT PROTECTION MUST BE WORN	FALL ARREST EQUIPMENT MUST BE WORN	PROTECTIVE CLOTHING MUST BE WORN	EYE PROTECTION MUST BE WORN
✓ 1	✓ 2	☐ 3	✓ 4	✓ 5	✓ 6	☐ 7	☐ 8	✓ 9	✓ 10	✓ 11	☐ 12	✓ 13

CONTROLS & PERMITS:

People Controls	Equipment Controls	Environmental Controls	Permits Attached
			☑ Western Power Network Access

MACHINERY & TOOLS:

Hand tools including pliers and side cutters. Hand tools to be checked daily. All PPE and test equipment to be checked before use.	☑						
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RISK ASSESSMENT MATRIX:

DETERMINE CONSEQUENCES		DETERMINE LIKELIHOOD		
LEVEL OF EFFECT	EXAMPLE OF EACH LEVEL		CRITERIA	FREQUENCY
INSIGNIFICANT	Minimal health and safety effects	ALMOST CERTAIN	Expected in most circumstances	Occurs more than twice per-year – likelihood 90% or more
MINOR	First aid treatment; reversible health and safety concerns. No lost time	LIKELY	Will probably occur in most circumstances	Typically occurs once or twice per-year, likelihood 50 – 90%
MODERATE	Severe but reversible health and injury problems	POSSIBLE	Might occur at some time	Typically occurs in 1-10 years – likelihood 5-50%
HIGH	Single fatality, irreversible health and injury problem	UNLIKELY	Could occur at some time	Typically occurs in 10-100 years – likelihood less than 5%
CATASTROPHIC	Multiple fatalities and/or significant permanent damage to property	RARE	May occur only in exceptional circumstances	Greater than a 100 year event – likelihood less than 2%

LIKELIHOOD	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	SCORE	ACTION
RARE	LOW-1	LOW-3	LOW-6	MEDIUM-10	MEDIUM-15		
UNLIKELY	LOW-2	LOW-5	MEDIUM-9	MEDIUM-14	MEDIUM-19	ACUTE	DO NOT PROCEED
POSSIBLE	LOW-4	MEDIUM-8	MEDIUM-13	MEDIUM-18	HIGH-22	HIGH	Review before commencing work
LIKELY	MEDIUM-7	MEDIUM-12	MEDIUM-17	HIGH-21	ACCUTE-24	MEDIUM	Maintain control measures
ALMOST CERTAIN	MEDIUM-11	MEDIUM-16	HIGH-20	ACCUTE-23	ACCUTE-25	LOW	Record and monitor
HIERARCHY OF CONTROLS	MOST EFFECTIVE					LEAST EFFECTIVE	

No.	Job Step	Potential Hazards	Inherent Risk	Controls & Checks Required	Residual Risk	Who is Responsible
1	• Entry to site	• Unknown site hazards and conditions	MEDIUM-17	<ul style="list-style-type: none"> • PPE - 4, 5, 10, 13 • Report to site Supervisor/Site Induction / Familiarisation of site conditions 	MEDIUM-9	Supervisors All Workers
2	• Check layout to drawings and specification and confirm with client	• No Known Hazard	N/A	• No Known Controls	N/A	N/A
3	• Check walls, cavities and ceilings for other services and confirm location of any water pipes, gas lines or power or telephone cables	<ul style="list-style-type: none"> • Falls • Hand injuries 	MEDIUM-14	<ul style="list-style-type: none"> • Ensure area is clear • PPE - 4,5,9,10,11,13 • Use fall protection as appropriate • Use ladders in accordance with their SWMS 	MEDIUM-10	Supervisors All Workers
4	• Check equipment is tagged	• Electric shock	HIGH-22	<ul style="list-style-type: none"> • PPE - 4,5,9,10,13 • Use only correctly tagged equipment 	MEDIUM-15	Supervisors All Workers
5	• Fit power point mounting brackets as required	• Debris and noise from drilling	MEDIUM-9	<ul style="list-style-type: none"> • PPE - 1,2,4,5,6,9,10 • Use appropriate respirators, eye and hearing protection • Use ladder or platform appropriately • Use minimum drilling speed consistent with effective work 	LOW-6	Supervisors All Workers
6	• Tape or insulate ends of new cable to prevent electrical contact	• Electric shock	HIGH-22	<ul style="list-style-type: none"> • PPE - 4,5,9,10,13 • Use suitable insulating material 	MEDIUM-15	Supervisors All Workers
7	• Run cables	<ul style="list-style-type: none"> • Hand injuries • Electric shock 	HIGH-22	<ul style="list-style-type: none"> • Confirm DE-ENERGISED before commencing work • PPE - 4,5,9,10,13 	MEDIUM-15	Supervisors All Workers
8	• Connect power points	• Electric shock	HIGH-22	<ul style="list-style-type: none"> • Confirm DE-ENERGISED before commencing work • PPE - 4,5,9,10,13 	MEDIUM-15	Supervisors All Workers
9	• Confirm fittings are secure and installed to specifications	• Falls	MEDIUM-18	<ul style="list-style-type: none"> • PPE - 4,5,9,10,11,13 • Use ladder or platform appropriately 	MEDIUM-10	Supervisors All Workers



Safe Work Method Statement Installation of Power Points

Date: 30/10/2020
SWMS #: 000017



No.	Job Step	Potential Hazards	Inherent Risk	Controls & Checks Required	Residual Risk	Who is Responsible
10	• Clear area and remove isolation or DANGER TAGS	• Hand injuries	MEDIUM-9	• PPE - 4,5,9,10,13	LOW-6	Supervisors All Workers
11	• Commissioning and hand over	• Compliance	MEDIUM-18	• PPE - 4,5,9,10,13	MEDIUM-10	Supervisors All Workers

QUALIFICATIONS, RESPONSIBILITIES & EXPERIENCE:

Personal Qualifications & Experience	Personnel, Duties & Responsibilities	Training Required to Complete Work
1. Minimum of trades assistant or trainee/apprentice working under a qualified Supervisor, for all electrical wiring work.	1. All personnel to maintain a tidy work site. Personal protection equipment (PPE) to be worn at all times.	1. Appropriate industry and site induction.
2. No previous experience required.	2. Stop work rather than accept a safety risk.	2. Supervisor and employees to be trained in hazard identification, risk assessment and control (HRA).
	3. Supervisor to carry out daily inspections of work site for hazards.	3. Supervisor is to be a qualified electrical tradesman.

TEAM SIGN-OFF:

All team members attending to this task must sign off thereby acknowledging they have read and understood the information provided to them:

PRINT NAME	SIGNATURE	DATE
Joe Blow		01-11-2020 02:18 PM
John Doe		01-11-2020 02:18 PM

REVISION HISTORY:

Revision	Date	Comments	Author	Checked	Approved
TT-1	30-09-2020	First Revision	TekTools	TekTools	TekTools

The information provided in this Safe Work Method Statement is designed to assist clients meet obligations under legislation and does not constitute legal advice on compliance. It is generic in nature and each client must conduct their own risk analysis and modify the SWMS according to the particular circumstances prior to the commencement of any work.