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# SWMS FOR WORKING ON OR NEAR EXPOSED ENERGISED ELECTRICAL INSTALLATIONS

## SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

<b>Client/Principal Contractor</b>	Insert client and/or PC name	<b>Project Address:</b>	Insert the project's address
<b>Company Address:</b>	Insert your company address	<b>Phone Number:</b>	Insert your business number
<b>SWMS Prepared By:</b>	Insert person	<b>In Consultation With:</b>	Refer to Consultation and Sign-Off Record
<b>SWMS Approved By:</b>	Insert person	<b>Distribution To:</b>	All persons involved in the work scope
<b>SWMS Date:</b>	Insert date	<b>Review Date:</b>	12 months or as needed
<b>Person(s) responsible for implementing, monitoring and compliance to the SWMS:</b>	Insert person(s)	<b>Responsible Person's Phone Number:</b>	Insert the responsible person's phone number
<b>Work Scope Description:</b>	General work on or near exposed energised electrical installations. This task is classified as 'High Risk Construction Work' under section 2 of the Work Health and Safety Act 2011.		
<b>List the qualifications and training requirements for this activity:</b>	<ul style="list-style-type: none"> <li>• Instruction in safe work practices.</li> <li>• Electrical safety training for electrical workers.</li> <li>• Persons must be trained and competent to use the equipment they intend on using and/or the electrical installation on performance.</li> </ul>		
<b>Details of inspections and maintenance checks required for this activity:</b>	<ul style="list-style-type: none"> <li>• Inspection and testing of equipment, as per AS 3760 In-Service Safety Inspection and Testing of Electrical Equipment.</li> </ul>		
<b>Are there any additional safety measures that may affect the work?</b>	Persons must follow all additional safe work procedures, plans, rules and instructions given by an authorised person in control of the workplace.		
<b>Legislative References:</b>	<ul style="list-style-type: none"> <li>• Work Health and Safety Act</li> <li>• Work Health and Safety Regulation</li> <li>• How to Manage Work Health and Safety Risks Code of Practice</li> <li>• Electrical Safety Act</li> <li>• Electrical Safety Regulation</li> <li>• Electrical Safety Code of Practice - Managing Electrical Risks in the Workplace</li> <li>• Electrical Safety Code of Practice - Working Near Overhead and Underground Electric Lines</li> <li>• Electrical Safety Code of Practice - Works</li> </ul>		

**SAMPLE**  
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JOB STEP		POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level	LIKELIHOOD	CONSEQUENCE	REVISED RISK SCORE	PERSON(S) RESPONSIBLE
1.	Planning and preparation.	<ul style="list-style-type: none"> <li>Uncoordinated work plan.</li> <li>Unprepared personnel.</li> <li>Unqualified personnel.</li> </ul>	<ul style="list-style-type: none"> <li>Risk of not understanding procedures.</li> <li>Suitable equipment not available.</li> <li>Risk of having inadequate resources.</li> </ul>				<ul style="list-style-type: none"> <li>Ensure that consultation with Principal Contractor, Client, Electrical Service Authority has been undertaken to identify all the hazards associated with the work.</li> <li>Personnel must be assessed and the necessary control measures designed, implemented, monitored and decided on before any work is undertaken.</li> <li>Implement a review of equipment, signage, working gear, electrical components, etc, and assess the need for the necessary control measures.</li> <li>Ensure that all personnel training and instruction is provided to personnel whose job involves working on or near exposed energised electrical installations.</li> </ul> <p><b>Note:</b> Work on or near exposed energised electrical installations must only be undertaken by personnel who have received the necessary instruction and training and are deemed competent.</p>	1	2	2 Low	Manager Supervisor Workers
2.	Identify voltages and exclusion zones.	Incorrect information.	<ul style="list-style-type: none"> <li>Exposing personnel to electrical hazards.</li> </ul>	3	4	12 High	<ul style="list-style-type: none"> <li>To ascertain safe working distances, voltages must be identified from power poles, electrical components, or obtained from the electrical service</li> </ul>	1	4	4 Low	Supervisor Workers