

Insert your company logo or company name here

SWMS FOR BASIC FAULT FINDING ON LV MCC OR SIMILAR PANELS

SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

Client/Principal Contractor	Insert client and/or PC name	Project Address:	Insert the project's address
Company Address:	Insert your company address	Phone Number:	Insert your business number
SWMS Prepared By:	Insert person	In Consultation With:	Refer to Completion and Sign-Off Record
SWMS Approved By:	Insert person	Distribution To:	All persons involved in the work scope
SWMS Date:	Insert date	Review Date:	12 months is recommended
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Responsible Person's Phone Number:	Insert the person's phone number
Work Scope Description:	Basic fault finding on LV MCC (low voltage motor control center or similar)		
List the qualifications and training requirements for this activity:	<ul style="list-style-type: none"> • Instruction on this safe work method to be given • Electrical licensing is mandatory for electrical work • All personnel must be trained and competent in the electrical work they intend on using • All personnel must have a valid plan on performing the work 		
Details of inspection and maintenance checks required for this activity:	<ul style="list-style-type: none"> • Pre-start inspection of tools and equipment • All work must be authorized by a competent person 		
Are there any additional circumstances that may affect this activity?	Person must comply with the work procedures, plans, rules and instructions given by the supervisor or person in charge of the workplace.		
Legislative Requirements	<ul style="list-style-type: none"> • Work Health and Safety Act and Work Health and Safety Regulations • Health and Safety Risks Code of Practice • Electrical Safety Act and Electrical Safety Regulations • Electrical Safety Code of Practice - Managing Electrical Risks in the Workplace • Electrical Safety Code of Practice - Works • Australian Standard 3000 - Electrical Installations • Australian Standard 3012 - Electrical Installations - Construction and Demolition Sites • Australian Standard 3017 - Electrical installations - Verification Guidelines • Australian Standard 3760 - In-service Safety Inspection and Testing of Electrical Equipment • Australian Standard 4836 - Safe Working on Low-Voltage Electrical Installations and Equipment 		

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"> Uncoordinated work plan. Unprepared personnel. Unqualified personnel. 	<ul style="list-style-type: none"> Risk of not understanding procedures. Suitable equipment not available. Personnel not having appropriate and adequate training. 			6 Med	<ul style="list-style-type: none"> Ensure that consultation with Principal Contractor, Client, Electric Service Authority has been undertaken to identify all potential hazards associated with the work. Personnel must assess and decide on the necessary control measures. Complete a review of equipment, signs, gear, electrical equipment and require all the necessary tools for the job. Ensure that training and instruction is provided to personnel whose job involves working with basic fault finding on LV MCC or similar panels. <p>Note: Basic fault finding on LV MCC or similar panels 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.	Access and egress.	<ul style="list-style-type: none"> Unauthorised personnel entering work areas. 	<ul style="list-style-type: none"> Personal injury, sprain or strain. Slip, trip, and fall injury. 	3	2	6 Med	<ul style="list-style-type: none"> Assess and implement a signage plan, indicating directions, if required. Use barricades to prevent pedestrian access into the work areas and to protect workers from traffic movements. 	1	3	3 Low	Supervisor Workers