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SAFE WORK METHOD STATEMENT FOR BUILDING AND TESTING SWITCHBOARDS

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 Consultation and Sign-Off Record
SWMS Approved By:	Insert person	Distribution To:	persons involved in the work scope
SWMS Date:	Insert date	Review Date:	12 months or as required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Person(s) responsible for the SWMS:	Insert person(s) responsible
Work Scope Description:	Building switchboards and testing of switchboards		
List the qualifications and training requirements for this activity:	<ul style="list-style-type: none"> • Instruction in the safe work method statement. • Electrical safety training and competency for all electrical work. • Competent person must be trained and competent in the use of the equipment they intend on using and/or the electrical work plan on performing. 		
Details of inspections and maintenance checks required for this activity:	Pre-start inspections of the equipment.		
Are there any additional safety measures that may affect the work?	Personnel must follow all additional safe work procedures, plans, rules and instructions given by an authorised person in control of the workplace.		
Legislative Reference:	Work Health and Safety Act and Work Health and Safety Regulations • Work Health and Safety Act and Work Health and Safety Regulations • 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		

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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"> Uncoordinated work plan. Unprepared personnel. Unqualified personnel. 	<ul style="list-style-type: none"> Risk of not understanding procedures. Suitable equipment not available. Risk of having unprepared and unqualified personnel undertake the task. 	2	2	4	<ul style="list-style-type: none"> Ensure that consultation with the Principal Contractor, Client, Electricity Service Authority has been undertaken to identify all risks and hazards associated with the task. Personnel must be assessed and competent to work with the equipment and the task. Switchboard must be de-energised and the necessary control measures. Ensure a clear view of the work area, signs, barriers, and all the resources are available. Ensure that personnel whose job involves building and testing switchboards <p>Note: Building and testing switchboards 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.	Delivery of equipment.	<ul style="list-style-type: none"> Obstructed traffic. 	<ul style="list-style-type: none"> Personal injury. Impact injury or damage. 	3	4	12 High	<ul style="list-style-type: none"> Ensure access to the delivery vehicle is clear. If required, signs and barricades must be positioned in such a manner to give early warning to persons not involved in the task. 	1	4	4 Low	Supervisor Workers