

SAFE WORK METHOD STATEMENT FOR COMMISSIONING WORK

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 Commissioning 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 or as required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Responsible Person's Phone Number:	Insert person's phone number
Work Scope Description:	General work activities and tasks undertaken on worksite when commissioning. you are		
List the qualifications and training requirements for this activity:	<ul style="list-style-type: none"> • Possession of a general competency induction card. • Worksite specific induction and instruction on this safe work method statement. • Trade qualifications and/or other competency requirements to enable safe work. • Other licences, permits, licences and the relevant activities, as defined by legislation. 		
Details of inspections and maintenance checks required for this activity:	Check and inspection of equipment.		
Are there any additional safety measures that may affect the work?	Personnel to follow additional safe work procedures, plans, rules and instructions given by an authorised person in control of the workplace.		
Legislative References:	<ul style="list-style-type: none"> • Work Health and Safety Act • Work Health and Safety Regulation • Electrical Safety Act and Electrical Safety Regulation • How to Manage Work Health and Safety Risks Code of Practice • Electrical Safety Code of Practice - Managing Electrical Risks in the Workplace • Electrical Safety Code of Practice – Works • Australian Standard 3000 - Electrical Installations • Australian Standard 3000 Electrical Installations • Australian Standard 4024.1, Series Safety of Machinery 		

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 preparatory work	<ul style="list-style-type: none"> Uncoordinated work plan. Personnel not fit for work. Unprepared personnel. Unqualified personnel. Unqualified personnel. 	<ul style="list-style-type: none"> Risk of being unorganised and unprepared. Risk of an incident. Not understanding the work and being aware of the risks. Tools, equipment or materials not available. Risk of the work being unprepared. Personnel not understanding the work. Misinterpreting information. 	3	2	6	<ul style="list-style-type: none"> Ensure that consultation with the Principal Contractor and/or Client has been undertaken to identify all of the risks and hazards associated with the commissioning work. Personnel must be assessed and competent to carry out the work and develop the necessary control measures. All personnel must be present for work (if not directed by the Principal Contractor, etc.) and undertake the necessary tasks and duties. Obtain all necessary commissioning approvals, permits, equipment, supplies, materials, PPE and schedule the work tasks with personnel. Ensure that personnel are qualified, trained, experienced and competent to carry out their assigned tasks (inclusive of isolation and control of energy procedures). All personnel must complete a site-specific induction before commencing the commissioning work. Assess the conditions on site and complete risk assessments for any 	1	2	2 Low	Manager Supervisor Workers