SAFE WORK METHOD STATEMENT (SWMS)

Business name

Document: SWMS-001 Rev 1
Prepared: 9 Nov 2026
Review by: 9 Dec 2026
Highest risk after controls: Medium

1. BUSINESS AND JOB DETAILS

Job	Electrical fault finding	**Start date**	9 Nov 2026
Working hours	7:00 am to 3:30 pm	**Trade**	Electrical

2. HIGH RISK CONSTRUCTION WORK COVERED BY THIS SWMS

	Risk of a person falling more than 2 metres		Work on or near chemical, fuel or refrigerant lines
	Work on a telecommunication tower	YES	Work on or near energised electrical installations or services
	Demolition of an element of a structure that is load-bearing or related to its physical integrity		Work in an area that may have a contaminated or flammable atmosphere
	Likely to involve disturbing asbestos		Work involving tilt-up or precast concrete elements
	Structural alterations or repairs that require temporary support to prevent collapse		Work on, in or next to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians
	Work in or near a confined space		Work in an area with movement of powered mobile plant
	Work in or near a shaft or trench with an excavated depth greater than 1.5 metres		Work in an area with artificial extremes of temperature
	Work in or near a tunnel		Work in or near water or other liquid that involves a risk of drowning
	Use of explosives		Diving work
	Work on or near pressurised gas distribution mains or piping		

3. JOB STEPS, HAZARDS AND CONTROLS

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
1	Talk to the client about the fault and keep people away from the switchboard	Working in an occupied home or building	**Medium Possible / Moderate**	1.1 Plan noisy, dusty or risky work for when the building is empty. [Eliminate] 1.2 Close off the work area with barriers, plastic sheeting or locked doors, and put up signs. [Isolate] 1.3 Keep fire exits and paths clear at all times. [Administrative] 1.4 Tell occupants before you turn off power, water or gas, and before noisy or dusty work. [Administrative] 1.5 Lock away tools, chemicals and materials each day, out of reach of children. [Administrative]	**Low Rare / Moderate**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.6 Clean up dust and debris at the end of each day. [Administrative]		
2	Check the test meter on a known source before and after use	Electric shock from live wiring Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	2.1 Isolate the power before any work. Do not do live work except in the limited cases the WHS Regulations allow (r.157; in Qld, the Electrical Safety Regulation 2013). [Eliminate] 2.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 2.3 Electric shock from live wiring: see step 3 for the full controls [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
3	Do live testing only when it cannot be done dead, using insulated tools, mats and arc rated gear	Electric shock from live wiring Stored energy Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	3.1 Isolate the power before any work. Do not do live work except in the limited cases the WHS Regulations allow (r.157; in Qld, the Electrical Safety Regulation 2013). [Eliminate] 3.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 3.3 Test before you touch: prove dead at the point of work with a voltage tester, proving the tester on a known live source before and after (AS/NZS 4836). [Engineering] 3.4 Only licensed electricians do electrical work. [Administrative] 3.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 3.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 3.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE] 3.8 Release or block all stored energy before work: release the pressure in pipes, tanks and hoses, bleed hydraulics, release springs, lower loads. [Eliminate] 3.9 Lock out and tag all energy sources with personal locks. [Isolate] 3.10 Put mechanical blocks or props under raised parts like buckets, tipper bodies and doors. [Engineering] 3.11 Test that the system is dead and nothing can move before you start. [Administrative] 3.12 Follow the maker's procedure, for example for garage door and roller door springs. [Administrative] 3.13 Wear safety glasses and gloves. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
4	Isolate the faulty circuit, lock out and danger tag and prove dead before any repair	Electric shock from live wiring Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	4.1 Electric shock from live wiring: see step 3 for the full controls [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
5	Repair or replace the faulty part	Electric shock from leads and power tools Cuts from sharp edges Falling from a ladder	**High Possible / Major**	5.1 Use battery-powered tools where you can. [Substitute] 5.2 Plug all tools into an RCD-protected outlet or a portable RCD. [Engineering] 5.3 Keep leads off the ground and out of water, using lead stands or hooks. [Engineering]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
		Rules: WHS Regulation 2011, Part 4.7 and AS/NZS 3012; WHS Regulation 2011, Part 4.4 Falls		5.4 Check leads, plugs and tools before every use. Tag out and remove anything damaged. [Administrative] 5.5 Test and tag leads, tools and RCDs at the intervals in AS/NZS 3012 (every 3 months on construction sites). Push-button test portable RCDs before each use. [Administrative] 5.6 Do not use tools in rain or wet areas unless they are rated for it. [Administrative] 5.7 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 5.8 Use knives with retractable or self-retracting blades. [Engineering] 5.9 Cut away from your body and keep your other hand clear. [Administrative] 5.10 Put used blades in a blade bin or sharps container. [Administrative] 5.11 Use two people to handle large sheets of metal or glass. [Administrative] 5.12 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 5.13 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 5.14 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 5.15 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 5.16 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative]		
6	Retest, restore power and record what was found	Electric shock from live wiring Working alone Rules: WHS Regulation 2011, Part 4.7 General electrical safety; WHS Regulation 2011, regulation 48 (remote or isolated work)	**Extreme Possible / Catastrophic**	6.1 Electric shock from live wiring: see step 3 for the full controls [Administrative] 6.2 Do not do high risk work alone: work at height, confined spaces, live electrical or trenches. [Eliminate] 6.3 Set a check-in system: call or text at set times, and someone follows up if there is no reply. [Administrative] 6.4 Tell someone where you are working and when you expect to finish. [Administrative] 6.5 Carry a charged phone. Use a personal alarm or GPS device where there is no signal. [Administrative] 6.6 Keep a first aid kit on hand and know the site address for emergency services. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

Risk key: risk = likelihood x consequence on a 5 x 5 matrix. Low, Medium, High, Extreme. Work must not start while the risk after controls is high or above. Controls are listed in order of the hierarchy of control: Eliminate, Substitute, Isolate, Engineering, Administrative, PPE.

4. PPE AND PERMITS

Required PPE	Permits and plans
Steel cap boots	Electrical isolation permit

Required PPE	Permits and plans
Safety glasses Insulated electrical gloves Arc-rated clothing and face shield P2 dust mask Work gloves Cut-resistant gloves Hard hat	

5. PLANT AND EQUIPMENT

Plant / equipment	Licence or training needed	Inspection needed	Rego / ID	Last inspected	Certificate / report
Electrical test equipment		Check leads and probes before use; prove the voltage tester on a known live source or proving unit before and after each test for dead; calibrate at the maker's interval			
Hand tools					
Step ladder		Check before each use to the manufacturer and AS/NZS 1892; tag out damaged ladders			

6. CREW COMPETENCY, TICKETS AND LICENCES

Crew listed at sign-on below, with ticket and licence numbers.

7. EMERGENCY ARRANGEMENTS

Emergency number	000	**First aid kit**	In the work vehicle
Fire extinguisher	In the work vehicle	**Alarm and evacuation**	Shout for help and stop work. Make the area safe and go to the assembly point. Call the emergency number and send someone to meet the ambulance.
Reporting incidents	Notify the regulator immediately of any notifiable incident and preserve the site.		

8. IMPLEMENTING, MONITORING AND REVIEWING THE CONTROLS

How they are put in place	Controls are set up before the work starts. The person responsible explains this SWMS to every worker before they start, and workers sign to confirm they understand it.	**How they are monitored**	The person responsible checks the controls are in place before work starts each day and during the work, and talks to the workers about any problems. Stop work and review this SWMS if the work changes, the controls are not working, after any incident, or if a worker raises a concern.
When it is reviewed	Reviewed when the work or site changes, after any incident, if a control is not working, or if a worker or health and safety representative asks.		

Legal basis: Work Health and Safety Regulations 2011, Part 6.3 (Victoria: OHS Regulations 2017). A SWMS must be prepared before any high risk construction work starts. It must list the high

risk work, the hazards and risks, the control measures, and how those controls will be put in place, monitored and reviewed. It must be easy for the workers to read and understand.

Keep this SWMS, and every revised version, until the high risk construction work is finished, where workers and inspectors can see it on site. If a notifiable incident happens during the work, keep it for at least 2 years after the incident.

9. REVIEW AND AMENDMENT RECORD

Rev	Date	By	What changed
1	9 Nov 2026		First issue

10. SIGN-OFF

	Name	Signature	Date	
Prepared by				
Person responsible (supervisor)				
Principal contractor review				Accepted for use: Yes / No

By signing below, each worker confirms they were consulted on and have read and understood this SWMS, and will follow it. If the work cannot be done as this SWMS says, stop as soon as it is safe and do not restart until the SWMS is reviewed.

Name	Role / company	Tickets / licences	Inducted	Signature	Date

Name	Role / company	Tickets / licences	Inducted	Signature	Date