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	Install power points	**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	Locate the circuit at the switchboard, isolate it, lock out and danger tag and test to prove dead	Electric shock from live wiring Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	1.1 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] 1.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 1.3 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] 1.4 Only licensed electricians do electrical work. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				1.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 1.6 If live work cannot be avoided, use a permit, a safety observer and insulated tools. [Administrative] 1.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]		
2	Scan the wall for pipes and cables before cutting the hole	Electric shock from live wiring Gas and fuel lines Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme** **Possible / Catastrophic**	2.1 Electric shock from live wiring: see step 1 for the full controls [Administrative] 2.2 Isolate and purge the line before work, with the owner's approval. [Eliminate] 2.3 Lock off and tag the isolation valve. [Isolate] 2.4 Check for leaks with a gas detector before and during work, and ventilate the area. [Engineering] 2.5 Only licensed gasfitters work on gas lines. [Administrative] 2.6 Remove ignition sources: no smoking, no hot work and no sparking tools near the line. [Administrative] 2.7 Know where the shut-off valve is and what to do if a leak happens. [Administrative] 2.8 Wear safety glasses and gloves, and keep a fire extinguisher close by. [PPE]	**Medium** **Rare / Catastrophic**	Site supervisor
3	Cut in the box and run the cable, keeping dust down	General dust Injury from power tools Falling from a ladder Rules: WHS Regulation 2011, Part 4.4 Falls	**High** **Possible / Major**	3.1 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitute] 3.2 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 3.3 Use tools with dust extraction and a vacuum for clean up. [Engineering] 3.4 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 3.5 Never dry sweep or blow dust off with compressed air. [Administrative] 3.6 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 3.7 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 3.8 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 3.9 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 3.10 No loose clothing, jewellery or long hair near spinning parts. [Administrative] 3.11 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 3.12 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering] 3.13 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 3.14 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative]	**Medium** **Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				3.15 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative]		
4	Terminate the power point and check connections are tight	Electric shock from leads and power tools Repetitive work and awkward postures Rules: WHS Regulation 2011, Part 4.7 and AS/NZS 3012; WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**High Possible / Major**	4.1 Use battery-powered tools where you can. [Substitute] 4.2 Plug all tools into an RCD-protected outlet or a portable RCD. [Engineering] 4.3 Keep leads off the ground and out of water, using lead stands or hooks. [Engineering] 4.4 Check leads, plugs and tools before every use. Tag out and remove anything damaged. [Administrative] 4.5 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] 4.6 Do not use tools in rain or wet areas unless they are rated for it. [Administrative] 4.7 Wear safety boots and dry gloves. [PPE] 4.8 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 4.9 Set work up at waist height on benches or trestles where you can. [Engineering] 4.10 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 4.11 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 4.12 Warm up before heavy physical work and report aches and pains early. [Administrative] 4.13 Wear knee pads for kneeling work and gloves for grip. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
5	Test polarity, earth and RCD protection, then restore power and clean up	Electric shock from live wiring Poor housekeeping and waste Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	5.1 Electric shock from live wiring: see step 1 for the full controls [Administrative] 5.2 Order materials to size and send packaging back where you can. [Eliminate] 5.3 Put skip bins and waste chutes close to the work. [Engineering] 5.4 Clean as you go, and do a full clean up at the end of each day. [Administrative] 5.5 Keep exits, stairs and walkways clear at all times. [Administrative] 5.6 Stack materials neatly on level ground, away from edges. [Administrative] 5.7 Wear gloves when handling waste. [PPE]	**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

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Steel cap boots Safety glasses Work gloves Insulated electrical gloves Arc-rated clothing and face shield P2 dust mask Hearing protection (earmuffs or plugs) Hard hat Knee pads	Electrical isolation permit

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			
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
Hand tools					

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