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	Switchboard upgrade	**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	Tell the occupants when the power will be off and arrange a supply for medical or other critical equipment	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	Set up barriers and good lighting at the switchboard so no one else can reach the open board	Working in an occupied home or building Poor lighting and night work	**Medium Possible / Moderate**	2.1 Working in an occupied home or building: see step 1 for the full controls [Administrative] 2.2 Plan work for daylight hours where you can. [Eliminate] 2.3 Set up enough temporary lighting for the task, walkways, stairs and access points. [Engineering] 2.4 Aim lights so they do not dazzle plant operators or drivers. [Engineering] 2.5 Check lighting before work starts and carry a torch or head lamp. [Administrative] 2.6 Wear hi-vis with reflective tape for night work. [PPE]	**Low Rare / Moderate**	Site supervisor
3	Check the old switchboard backing board and surrounds for asbestos	Disturbing asbestos Rules: WHS Regulations, Chapter 8 (Asbestos)	**Extreme Possible / Catastrophic**	3.1 Before work, check the asbestos register (workplaces built before 2004). For homes, or if there is no register, have a competent person identify asbestos or assume it is present. [Eliminate] 3.2 Seal off the work area and keep everyone else out. [Isolate] 3.3 If asbestos must be disturbed, keep it wet, use hand tools not power tools, and clean up with an H-class vacuum. [Engineering] 3.4 Friable asbestos (Class A) and more than 10 square metres of non-friable asbestos (Class B) must be removed by a licensed removalist. [Administrative] 3.5 Stop work straight away if you find suspect asbestos. Do not touch it and tell your supervisor. [Administrative] 3.6 Wear a fitted P2 (or better) respirator and disposable coveralls. [PPE]	**Medium Rare / Catastrophic**	Site supervisor
4	Arrange for the network operator (or a Level 2 accredited service provider in NSW) to disconnect the supply, then isolate, lock out and danger tag, and test to prove dead. Treat the consumer mains as live until the supply is disconnected	Electric shock from live wiring Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	4.1 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] 4.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 4.3 Electric shock from live wiring: see step 5 for the full controls [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
5	Check the tester on a known live source before and after proving dead	Electric shock from live wiring Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	5.1 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] 5.2 Lock out and tag the isolation point with your own personal lock and danger tag. [Isolate] 5.3 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] 5.4 Only licensed electricians do electrical work. [Administrative] 5.5 Check for back feeds from solar, batteries and generators that can keep a circuit live after the main switch is off. [Administrative] 5.6 If live work cannot be avoided, use a permit, a safety observer and	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				insulated tools. [Administrative] 5.7 Wear insulated gloves, arc-rated clothing and a face shield when testing or working near live parts. [PPE]		
6	Remove the old switchboard, labelling every circuit as it comes off	Electric shock from live wiring Cuts from sharp edges Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.7 General electrical safety; WHS Regulation 2011, Part 4.2 Hazardous manual tasks	**Extreme Possible / Catastrophic**	6.1 Electric shock from live wiring: see step 5 for the full controls [Administrative] 6.2 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 6.3 Use knives with retractable or self-retracting blades. [Engineering] 6.4 Cut away from your body and keep your other hand clear. [Administrative] 6.5 Put used blades in a blade bin or sharps container. [Administrative] 6.6 Use two people to handle large sheets of metal or glass. [Administrative] 6.7 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 6.8 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 6.9 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 6.10 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 6.11 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative]	**Medium Unlikely / Moderate**	Site supervisor
7	Mount the new enclosure, drilling with dust control and working from a stable step	Injury from power tools General dust Falling from a ladder Rules: WHS Regulation 2011, Part 4.4 Falls	**High Possible / Major**	7.1 Keep all guards fitted and working. Never tie back or remove a guard. [Engineering] 7.2 Clamp or secure the work piece. Do not hold it by hand. [Engineering] 7.3 Only trained, competent people use power tools, following the maker's instructions. [Administrative] 7.4 Check tools before use. Unplug or remove the battery before changing blades or bits. [Administrative] 7.5 No loose clothing, jewellery or long hair near spinning parts. [Administrative] 7.6 Use low-dust products, such as dust-reduced or pre-mixed compounds. [Substitute] 7.7 Seal off the work area with plastic sheeting in occupied buildings. [Isolate] 7.8 Use tools with dust extraction and a vacuum for clean up. [Engineering] 7.9 Lightly mist the area with water to keep dust down, away from anything electrical. [Engineering] 7.10 Never dry sweep or blow dust off with compressed air. [Administrative] 7.11 Use a platform ladder, mobile scaffold or EWP for longer jobs instead of a straight ladder. [Substitute] 7.12 Use industrial-rated ladders (AS/NZS 1892, 120 kg or more) in good condition. Remove any damaged ladder from site. [Engineering]	**Medium Unlikely / Major**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				7.13 Set extension ladders at a 4 to 1 angle on firm, level ground, tied or footed, and reaching 1 metre above the landing. [Engineering] 7.14 Use ladders only for short, light work. Do not carry heavy or awkward loads up a ladder. [Administrative] 7.15 Keep three points of contact and your belt buckle between the stiles. Do not overreach. [Administrative]		
8	Terminate circuits with RCD protection and tighten connections to the right torque	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**	8.1 Use battery-powered tools where you can. [Substitute] 8.2 Plug all tools into an RCD-protected outlet or a portable RCD. [Engineering] 8.3 Keep leads off the ground and out of water, using lead stands or hooks. [Engineering] 8.4 Check leads, plugs and tools before every use. Tag out and remove anything damaged. [Administrative] 8.5 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] 8.6 Do not use tools in rain or wet areas unless they are rated for it. [Administrative] 8.7 Wear safety boots and dry gloves. [PPE] 8.8 Use tools that cut the effort: powered screwdrivers, long-handled tools and extension poles for overhead work. [Substitute] 8.9 Set work up at waist height on benches or trestles where you can. [Engineering] 8.10 Use light tools with good grips, and keep blades and bits sharp. [Engineering] 8.11 Rotate tasks and take short breaks every hour on repetitive work. [Administrative] 8.12 Warm up before heavy physical work and report aches and pains early. [Administrative] 8.13 Wear knee pads for kneeling work and gloves for grip. [PPE]	**Medium Unlikely / Moderate**	Site supervisor
9	With your lock still on, do the dead tests: earth continuity, insulation resistance, polarity and correct circuit connections	Electric shock from live wiring Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	9.1 Electric shock from live wiring: see step 5 for the full controls [Administrative]	**Medium Rare / Catastrophic**	Site supervisor
10	Remove your lock only when the dead tests pass and everyone is clear, re-energise, then test RCD trip times and polarity live; label the switchboard, clean up and issue the state certificate (for example a CCEW in NSW or a Certificate of Electrical Safety in Vic)	Electric shock from live wiring Poor housekeeping and waste Rules: WHS Regulation 2011, Part 4.7 General electrical safety	**Extreme Possible / Catastrophic**	10.1 Electric shock from live wiring: see step 5 for the full controls [Administrative] 10.2 Order materials to size and send packaging back where you can. [Eliminate] 10.3 Put skip bins and waste chutes close to the work. [Engineering] 10.4 Clean as you go, and do a full clean up at the end of each day. [Administrative] 10.5 Keep exits, stairs and walkways clear at all times. [Administrative] 10.6 Stack materials neatly on level ground, away from edges. [Administrative]	**Medium Rare / Catastrophic**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
				10.7 Wear gloves when handling waste. [PPE]		

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 Safety glasses Insulated electrical gloves Arc-rated clothing and face shield P2 dust mask Hi-vis shirt or vest Half-face respirator (P2 or P3 filters) Overalls Work gloves Cut-resistant gloves 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			
Hand tools					
Power drill		Test and tag every 3 months on construction sites (AS/NZS 3012); visual check and RCD push-button test before use			
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