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	Test and tag	**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	Agree with the client which items to test and when they can be unplugged	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	Visually inspect each lead and tool for damage before testing	Electric shock from leads and power tools Cuts from sharp edges Rules: WHS Regulation 2011, Part 4.7 and AS/NZS 3012	**High** **Possible / Major**	2.1 Use battery-powered tools where you can. [Substitute] 2.2 Plug all tools into an RCD-protected outlet or a portable RCD. [Engineering] 2.3 Keep leads off the ground and out of water, using lead stands or hooks. [Engineering] 2.4 Check leads, plugs and tools before every use. Tag out and remove anything damaged. [Administrative] 2.5 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] 2.6 Do not use tools in rain or wet areas unless they are rated for it. [Administrative] 2.7 Wear safety boots and dry gloves. [PPE] 2.8 Deburr or cover sharp edges, and fit edge protectors on exposed sheet metal. [Engineering] 2.9 Use knives with retractable or self-retracting blades. [Engineering] 2.10 Cut away from your body and keep your other hand clear. [Administrative] 2.11 Put used blades in a blade bin or sharps container. [Administrative] 2.12 Use two people to handle large sheets of metal or glass. [Administrative] 2.13 Wear cut-resistant gloves and long sleeves. [PPE]	**Low** **Rare / Major**	Site supervisor
3	Test each item with the tester, keeping hands clear during the leakage and insulation tests	Electric shock from live wiring 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]	**Medium** **Rare / Catastrophic**	Site supervisor
4	Tag items that pass, and take failed items out of service with a danger tag	Electric shock from leads and power tools Rules: WHS Regulation 2011, Part 4.7 and AS/NZS 3012	**High** **Possible / Major**	4.1 Electric shock from leads and power tools: see step 2 for the full controls [Administrative]	**Low** **Rare / Major**	Site supervisor
5	Coil leads, keep walkways	Slips and trips	**High**	5.1 Plan walkways and keep them clear of materials, hoses and leads.	**Medium**	Site supervisor

#	Job step	Hazards	Risk before	Controls	Risk after	Responsible
	clear and record results	Lifting and carrying heavy loads Rules: WHS Regulation 2011, Part 4.2 Hazardous manual tasks	Likely / Moderate	[Eliminate] 5.2 Run leads and hoses overhead on hooks or stands, or along walls, not across walkways. [Engineering] 5.3 Fill or cover holes, and lay boards or mats on muddy access paths. [Engineering] 5.4 Clean up offcuts, packaging and spills as you go, not at the end of the day. [Administrative] 5.5 Keep work areas, stairs and access paths well lit. [Administrative] 5.6 Wear safety boots with good grip, laced up. [PPE] 5.7 Plan to avoid carrying: have materials delivered, and old items picked up, as close as possible to where they are used. [Eliminate] 5.8 Use lighter or smaller loads: order smaller bags and shorter lengths, and drain or break down old items before moving them. [Substitute] 5.9 Use trolleys, pallet jacks, hoists, vacuum lifters or plant instead of carrying by hand. [Engineering] 5.10 Use a two-person lift for anything heavy, long or awkward. Plan the route first and clear it. [Administrative] 5.11 Keep the load close, back straight and no twisting. Turn with your feet. [Administrative] 5.12 Rotate tasks and take breaks on long lifting jobs. [Administrative] 5.13 Wear gloves for grip and safety boots to protect your feet. [PPE]	Unlikely / Moderate	

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 P2 dust mask Work gloves Cut-resistant gloves Insulated electrical gloves Arc-rated clothing and face shield	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			

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