

# SAFE WORK METHOD STATEMENT



national electrical and communications association

Site Assessment and Set Up for ASP SWMS						
Organisational Details	Company Name:			Approval Date:	Click or tap to enter a date.	
	Company Address:			Next Review Date:	Click or tap to enter a date.	
	Director / Manager Name:			Contact Number:		
	Type of SWMS:	Generic (multiple projects, jobs, or work requests) <input type="checkbox"/>				Site specific (complete section below) <input type="checkbox"/>
Site Specific Details	Principle Contractor:	n/a <input type="checkbox"/>		Contact Number:	n/a <input type="checkbox"/>	
	Site Manager or Supervisor Name:	n/a <input type="checkbox"/>		Other PCBW's:	n/a <input type="checkbox"/>	
	Site Address:	n/a <input type="checkbox"/>				
SWMS Details	What high risk work activities are covered by this SWMS?	Work on or near energised electrical installations or services.				
	What is the scope of the works?	Scope of work includes the physical work of installing, maintaining, repairing, altering, removing, or adding to an electrical installation.				
	Who else was consulted/involved in preparing this SWMS?	Workers / Employees <input type="checkbox"/>	Principle Contractor <input type="checkbox"/>		NECA <input type="checkbox"/>	
	Additional compliance measures:	Pre-start Hazard Risk Assessment <input type="checkbox"/>	Toolbox Talk <input type="checkbox"/>		Workplace Safety Inspection <input type="checkbox"/>	
Sign off	Person responsible for ensuring compliance with SWMS:			Responsible persons signature:		
	Contact Number:					
	Date:	Click or tap to enter a date.				

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## Notes / Definitions

**On or near:** AS/NZS 4836:2011 (Safe working on Electrical Installations) defines 'on or near' as: A situation where an electrical worker is working on or near exposed energised conductors or live conductive parts and there is a reasonable possibility that the electrical worker's body, or any conducting medium the electrical worker may be carrying or touching during the course of the work, may come closer to the exposed energised conductors or live conductive parts than 500 mm. The term 'on or near exposed energised conductors or live conductive parts' does not apply if the uninsulated and energised part is safely and securely shielded by design or segregated and protected with barricades or insulated shielding or insulating material to prevent inadvertent or direct contact.

**Electrical work on energised electrical equipment—when permitted (NSW, ACT, QLD, NT, SA, Tas & Vic):** Model WHS Regulation clause 157 - A person conducting a business or undertaking must ensure that electrical work on energised electrical equipment is not carried out unless:

- a) it is necessary in the interests of health and safety that the electrical work is carried out on the equipment while the equipment is energised. For example, it may be necessary that life-saving equipment remain energised and operating while electrical work is carried out on the equipment,
- b) it is necessary that the electrical equipment to be worked on is energised in order for the work to be carried out properly,
- c) it is necessary for the purposes of testing to ensure the equipment is de-energised,
- d) there is no reasonable alternative means of carrying out the work.

Illustration of 500mm 'On or near' and 3m exclusion zone



Reference: AS/NZS 4836

Typical tags, personal red lock, and multi-lock device



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## Safety Observer Notes

### NECA - Safety Observer

Where this SWMS, risk assessments, procedures, or legislative requirements determine that a safety observer is necessary for any work on or near exposed energised conductors or live conductive parts, then work shall not be undertaken without the presence of a Safety Observer.

- The triggers for the requirement of a Safety Observer are:
  1. *Work areas/sites of reduce mobility.*
  2. *Separation from earth cannot be maintained.*
  3. *Work on high fault level equipment and situations, where incident energy of above 5J/cm<sup>2</sup> (1.2cal/cm<sup>2</sup>) is possible.*
  4. *Existing wiring in aged and /or poor condition, poorly installed and 'messy' and generally non-compliant.*
  5. *Work on exposed energised conductors or live conductive parts.*
- The presence of a Safety Observer is one of the risk control measures to ensure electrical safety when electrical work on energised circuits and electrical equipment is being carried out.
- The Safety Observer shall:
  - a) be able to turn around, if necessary, stop the work before the risks become too high
  - b) not carry out any other work or function that compromises their role as a Safety Observer, i.e. the Safety Observer shall not observe more than one task at a time.
  - c) be able to communicate quickly and effectively with the electrical workers performing the work.
  - d) be capable of helping in the case of emergency as well as being competent to perform electrical rescue and cardiopulmonary resuscitation, as required. On an energised electrical installation, the safety observer shall be competent to perform their task and shall also be competent in electrical rescue and cardiopulmonary resuscitation (CPR).
  - e) be suitably attired in personal protective equipment appropriate to the situation.
  - f) not have any known temporary or permanent disabilities that would adversely affect their role and performance.

### Ausgrid – Safety Observer

The safety observer must be an electrically qualified authorised person who knows the hazards and appropriate safety controls associated with the work.

The safety observer must have satisfactorily completed initial or annual refresher training and assessment in the following national units of competence:

- provide first aid in an ESI environment (UETDRRF10).
- release and rescue of a person from live apparatus as appropriate to the work being undertaken.
  - rescuing a person from a pole (UETDRRF02), EWP (UETDRRF03), steel tower (UETDRRF04), or low voltage panel (UETDRRF06).
  - provide cardiopulmonary resuscitation (HLTAID001)

### Ausgrid - Safety Observer exemption

You may work within 0.5m from live exposed low voltage mains and apparatus without a safety observer, or with a safety observer who is not electrically qualified, only if the following conditions are met:

- A documented risk assessment details the appropriate risk controls measures so the work can be carried out safely without an observer, or with an observer who is not electrically qualified, and
- Safe methods of working and documented procedures are approved for the work without a safety observer or with an observer who is not electrically qualified, for example:
  - Approved operating work.
  - Carrying out the following testing (proving de-energised, verifying isolation, identifying neutral, proving polarity, measuring voltage or current, verifying correct phasing)
  - Emergency disconnection of overhead service cables (when working aloft below the lowest exposed low voltage conductor).
  - Visual inspection of mains and/or apparatus.

### Endeavour Energy - observer / Safety Observer

Is a worker whose primary duty is to observe the work that is in progress and to ensure that work is carried out in accordance with approved procedures and these Rules. A safety observer may carry out the duties of a nominated rescuer if competent to do so. A nominated rescuer who during the last 12 months has:

- had training in emergency procedures; and
- demonstrated competency to carry out those procedures; and
- been instructed in the hazards of the work and the necessary precautions.

### Essential Energy - Safety Observer

A person deemed competent to observe the task and specifically assigned the duty of actively observing (see active observation) and warning against unsafe approach to live exposed conductors or other unsafe conditions (refer to CEOP2354 - Role of a Safety Observer).

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Identify each task in order	Specify the hazards you have identified.	What are the risks to health and safety?	Describe your control measures, list as many as possible
Undertake pre-start hazard identification and risk assessment (HRA) and checklist.	<ul style="list-style-type: none"> <li>Unsafe work area</li> <li>PPE inadequate</li> </ul>	<ul style="list-style-type: none"> <li>Injury</li> <li>Death</li> </ul>	<ul style="list-style-type: none"> <li>Refer to: 'SUPP-A-A-A-G-100 General Trade Work SWMS'.</li> <li>Undertake HRA of the workplace.</li> <li>Review checklist.</li> <li>All PPE shall be inspected prior to use to ensure it is safe to use/operate and is fit for its purpose.</li> <li>Arc rated Long/Long clothing compliant to NFNS-09.</li> <li>Suitable Electrical First Aid kit provided with additional burns dressings and CPR mask.</li> <li>Defibrillator (AED) supplied and readily accessible.</li> <li>Appropriate Rescue Kits supplied and readily accessible.</li> </ul>
Fit for work	<ul style="list-style-type: none"> <li>Fatigue</li> <li>Mental impairment</li> <li>Working under the influence of a drug</li> </ul>	<ul style="list-style-type: none"> <li>Injury</li> <li>Death</li> <li>Physically or mentally impaired</li> </ul>	<ul style="list-style-type: none"> <li>Workers must not undertake work on or near the network if suffering physical or mental impairment (e.g. through personal trauma, lack of rest, illness, injury, or use of alcohol or drugs)</li> </ul>
Working safely on or near low voltage	<ul style="list-style-type: none"> <li>Unauthorised personnel</li> </ul>	<ul style="list-style-type: none"> <li>Injury</li> <li>Electrocution / shock</li> <li>Burns</li> <li>Death</li> </ul>	<ul style="list-style-type: none"> <li>You must be authorised to work on or near exposed LV mains and apparatus.</li> <li>You must treat all exposed LV mains and apparatus as live until they are:                             <ul style="list-style-type: none"> <li>Isolated from all sources of supply and proved de-energised; or</li> <li>LV network distributors are isolated from network sources of supply, proved de-energised and shorted</li> </ul> </li> </ul>
Working safely on or near high voltage	<ul style="list-style-type: none"> <li>Unauthorised personnel</li> </ul>	<ul style="list-style-type: none"> <li>Injury</li> <li>Electrocution / shock</li> <li>Burns</li> <li>Death</li> </ul>	<ul style="list-style-type: none"> <li>You must be authorised to work on or near exposed HV mains and apparatus.</li> <li>You must treat all exposed HV mains and apparatus as live until they are isolated, proved de-energised, earthed and short-circuited (by approved means), and</li> <li>you have signed onto an access permit covering those mains and apparatus.</li> </ul>
Consult with site controller/s and advise of potential power outage and or connection of supply.	<ul style="list-style-type: none"> <li>Sudden loss of supply/power for other Work Groups on Site</li> <li>Safety and security issues</li> <li>Disconnection of life support customer supply</li> </ul>	<ul style="list-style-type: none"> <li>Injury</li> <li>Electrocution / shock</li> <li>Burns</li> <li>Death</li> </ul>	<ul style="list-style-type: none"> <li>Report to Worksite Coordinator and be briefed/ inducted to the site.</li> <li>Sign Work Group Worksite Hazard &amp; Risk Assessment Form.</li> <li>Have machinery and heavy loads shutdown for the period of outage, as appropriate.</li> <li>Confirm requirements and safety measures.</li> <li>Contact electricity distributor if notification of outage is required and cannot be agreed by tenant, owner, property controller and ASP. The electricity distributor can give notice of an outage, this requires a minimum of 4 days' notice.</li> <li>Advise all site personnel that might be affected by the power outage of work to be carried out.</li> </ul>

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## SWMS Employee Sign off

This SWMS has been developed in consultation and has been read, understood, and signed by all workers undertaking the scope of works:

Print Names:

Signatures:

Date:

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