

# SAFE WORK METHOD STATEMENT



national electrical and communications association

Replacement of Service Fuse Base/s 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 PCBUs:	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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Training / Licencing Requirements		Personal Protective Equipment	
Construction industry general induction (White Card)	<input type="checkbox"/>	Senior First Aid Training	<input type="checkbox"/>
Working at Heights	<input type="checkbox"/>	Asbestos Awareness	<input type="checkbox"/>
Elevated Work Platform class SL	<input type="checkbox"/>	Elevated Work Platform class VL	<input type="checkbox"/>
Elevated Work Platform class BL	<input type="checkbox"/>	Elevated Work Platform Licence class WF	<input type="checkbox"/>
Electrical trades Licence	<input checked="" type="checkbox"/>	Air Conditioning / Refrigeration Trade Licence	<input type="checkbox"/>
(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>
(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>
(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>
Arc Rated clothing HRC 1 (ATPV 4cal/cm <sup>2</sup> min)	<input type="checkbox"/>	Arc Rated clothing HRC 2 (ATPV 8cal/cm <sup>2</sup> min)	<input type="checkbox"/>
Arc Rated clothing HRC 4 (ATPV 40cal/cm <sup>2</sup> min)	<input type="checkbox"/>	Double insulated gloves	<input type="checkbox"/>
Low Voltage Rescue Kit	<input type="checkbox"/>	First Aid Kit	<input type="checkbox"/>
Insulated Mat	<input type="checkbox"/>	Lock Out Tag Out kit	<input type="checkbox"/>
Safety boots	<input type="checkbox"/>	Respiratory equipment	<input type="checkbox"/>
Safety Helmet	<input type="checkbox"/>	Barricading and signage	<input type="checkbox"/>
Communication equipment	<input type="checkbox"/>	Harness and other fall protection equipment	<input type="checkbox"/>
(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>
(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>
(Other):	<input type="checkbox"/>	(Other):	<input type="checkbox"/>

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<b>Chemicals</b>	PVC Cement	<input type="checkbox"/>	Diesel Fuel	<input type="checkbox"/>	Fuel Fuel	<input type="checkbox"/>
	Silicone Spray	<input type="checkbox"/>	Multi-Purpose Grease	<input type="checkbox"/>	Silicone	<input type="checkbox"/>
	MAPP Gas / LPG	<input type="checkbox"/>	Oxygen / Acetylene	<input type="checkbox"/>	Multi-Use Lubricant Spray (WD-40)	<input type="checkbox"/>
	Nitrogen	<input type="checkbox"/>	Refrigerants	<input type="checkbox"/>	(Other):	<input type="checkbox"/>

## Multi-Jurisdictional Reference Material

Jurisdictions	☑/☒	Safety Legislation	Regulator and Contact Number	Codes of Practice	
<b>Harmonised Jurisdictions</b>	<b>NSW</b>	<input checked="" type="checkbox"/>	Act: Work Health and Safety Act 2011 (NSW) Regulation: Work Health and Safety Regulation 2017 (NSW)	Regulator: SafeWork NSW Number: 13 10 50	<p>Note: To have legal effect in a jurisdiction a model Code of Practice must be approved as a code of practice in that jurisdiction. To find if a model Code of Practice has been approved in a particular jurisdiction, check with the relevant work health and safety regulator.</p> <p>Model Codes of Practice:</p> <ul style="list-style-type: none"> <li>• Work health and safety consultation co-operation and co-ordination.</li> <li>• First Aid in the workplace</li> <li>• Managing risks of hazardous chemicals in the workplace</li> <li>• How to management and control asbestos in the workplace.</li> <li>• Managing electrical risks in the workplace. Managing the work environment and facilities.</li> <li>• How to manage work health and safety risks.</li> <li>• Managing risks of plant in the workplace.</li> </ul> <p>Preventing electric shocks to electricians.</p> <p>Code of Practice for Persons working on or near energised electrical installations</p>
	<b>ACT</b>	<input checked="" type="checkbox"/>	Act: Work Health and Safety Act 2011 (ACT) Regulation: Work Health and Safety Regulation 2011 (ACT)	Regulator: WorkSafe ACT Number: 13 22 61	
	<b>QLD</b>	<input checked="" type="checkbox"/>	Act: Work Health and Safety Act 2011 (Qld) Regulation: Work Health and Safety Regulation 2011 (Qld)	Regulator: Workplace Health and Safety Queensland Number: 1300 369 915	
	<b>NT</b>	<input checked="" type="checkbox"/>	Act: Work Health and Safety (National Uniform Legislation) Act 2011 (NT) Regulation: Work Health and Safety (National Uniform Legislation) Regulations 2011 (NT)	Regulator: NT WorkSafe Number: 1800 019 115	
	<b>SA</b>	<input checked="" type="checkbox"/>	Act: Work Health and Safety Act 2012 (SA) Regulation: Work Health and Safety Regulation 2012 (SA)	Regulator: SafeWork SA Number: 1300 365 255	
	<b>TAS</b>	<input checked="" type="checkbox"/>	Act: Work Health and Safety Act 2012 (Tas) Regulation: Work Health and Safety Regulation 2012 (Tas)	Regulator: WorkSafe Tasmania Number: 1300 366 322	
	<b>CTH</b>	<input checked="" type="checkbox"/>	Act: Work Health and Safety Act 2011 (Cth) Regulation: Work Health and Safety Regulations 2011 (Cth)	Regulator: Comcare Number: 1300 366 979	
	<b>NZ</b>	<input checked="" type="checkbox"/>	Act: Health and Safety at Work Act 2015 (NZ)	Regulator: WorkSafe New Zealand Number: 0800 030 040	
<b>VIC</b>	<input checked="" type="checkbox"/>	Act: Occupational Health and Safety Act 2004 (Vic) Regulation: Occupational Health and Safety Regulations 2017 (Vic)	Regulator: WorkSafe Victoria Number: 1800 136 089		
<b>WA</b>	<input checked="" type="checkbox"/>	Act: Occupational Safety and Health Act 1984 (WA) Regulation: Occupational Safety and Health Regulations 1996 (WA)	Regulator: WorkSafe WA Number: 1300 307 877		
<b>Standards</b>		AS/NZS 1067: Sunglasses and fashion spectacles, AS/NZS 1270: Acoustics - Hearing protectors, AS/NZS 1337.4-6 Series: Personal eye-protection, AS/NZS 1715: Selection use and maintenance of respiratory protection devices, AS/NZS 2161.1-10: Occupational protective gloves, AS/NZS 2210.1-9 Series: Occupational protective footwear, AS/NZS 1800: Occupational protective helmets - Selection, care and use, AS/NZS 4501.1: Occupational protective clothing – General recommendations on selection, care, use and maintenance of protective clothing			
<b>SWP</b>		NECA SWP-011 Electrical Isolation (Lockout Tagout) NECA SWP-035 Test for de-energised (DEAD)			

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 NECA Version: 6 (2021)  
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# SAFE WORK METHOD STATEMENT

Hierarchy of Controls					Definitions				
					<b>Elimination</b>	This control measure involves eliminating or removing the risk in its entirety			
					<b>Substitution</b>	This form of control involves substituting a safer process or material for the hazardous process/material identified.			
					<b>Isolation</b>	This control involves separating the hazard or hazardous work practice from employee's other work areas. This may involve restricting off the area by erecting barriers or by relocating either the hazardous work practice or the „other“ employees and their work practices.			
					<b>Engineering</b>	This method of control involves designing and/or adding physical safety features to plant or equipment.			
					<b>Admin</b>	This type of control is most effective when used in conjunction with measures mentioned above or as an interim control whilst more effective control measures are developed and implemented.			
					<b>PPE</b>	PPE is not a particularly effective control method and should only be used: When all other control measures are impractical; or In conjunction with other more effective, control measures.			
Risk Level Matrix					Risk Analysis				
		Consequence				Likelihood		Consequence	
		1	2	3	4				
Likelihood	5	M	H	H	H	1	Rare	1	Insignificant
	4	M	M	M	H	2	Unlikely	2	Minor
	3	L	M	M	H	3	Moderate	3	Moderate
	2	L	L	M	M	4	Likely	4	Major
	1	L	L	L	M	5	Almost Certain	5	Catastrophic

# SAFE WORK METHOD STATEMENT

## Notes / Definitions

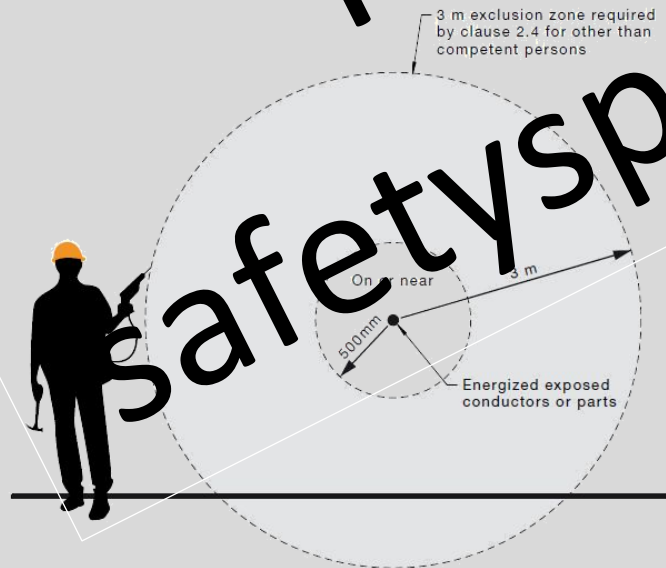
**On or near:** AS/NZS 4836:2011 (Safe working on Electrical Installations) defines 'on or near' as: A situation where an electrical worker is working on or near exposed energised conductors or live conductive parts and there is a reasonable possibility that the electrical worker's body, or any conducting 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, 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 & Cth):** Model WHS Regulation clause 15.7 - A person conducting a business or undertaking must ensure that electrical work on energised electrical equipment is not carried out unless:

- 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,
- it is necessary that the electrical equipment to be worked on is energised in order for the work to be carried out properly,
- it is necessary for the purposes of testing to ensure the equipment is de-energised,

there is no reasonable alternative means of carrying out the work.

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



Reference: AS/NZS4836:2011

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 or electrical equipment is being carried out.
- The Safety Observer shall:
  - a) be able to warn and 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, use 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.
- (g. 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 a safety 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 sole 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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#	Job Step / Process / Activity	Identify Hazards	Risk Level (R) and the Residual Rating (RR)				Identify Controls / Action Required	Person Responsible
			L	C	R	RR		
1	Undertake / confirm workplace risk assessment HRA (document record) and secure area	<ul style="list-style-type: none"> <li>Site specific issues</li> <li>Worker safety</li> <li>Public access and unauthorised persons</li> </ul>	3	3	M	L	<ul style="list-style-type: none"> <li>Refer to:                             <ul style="list-style-type: none"> <li>'SUPP-MA-T-100 General Trade Work SWMS'</li> <li>'ASP2-B-MA-A2-100 Site Assessment and Set Up SWMS'</li> </ul> </li> <li>Check test equipment and PPE.</li> <li>Consult with workers involved.</li> <li>Clear area and use appropriate barricades and signage</li> <li>Observe 'Energised Work' policy.</li> </ul>	All Workers
2	Notify property controller, tenants of outage.	<ul style="list-style-type: none"> <li>Dangers created by sudden loss of supply.</li> </ul>	1		L	L	<ul style="list-style-type: none"> <li>Advise all site personnel that might be affected by the power outage of work to be carried out.</li> <li>Have machinery and heavy loads shutdown for the period of outage, as appropriate.</li> </ul>	Supervisor
3	Undertaking Work on or near live electrical conductors	<ul style="list-style-type: none"> <li>Electric Shock</li> <li>Working alone</li> </ul>	5	4	H	M	<ul style="list-style-type: none"> <li>Competent Safety observer to be present.</li> <li>Rubber mat under work area</li> <li>Insulation gloves and face shield with chin cup</li> <li>Approved Long/Long clothing compliant to NENS-09.</li> <li>Only insulated tools</li> <li>Insulated barriers are installed when possible.</li> <li>Where high voltage electrical supplies cannot be isolated DO NOT commence work. Notify supervisor immediately.</li> <li>Any electrical equipment emitting Radio Frequency (RF) radiation shall be switched off or isolated before commencing work on or near</li> <li>Observe "Energized Work" safety policy for energized work authority</li> </ul>	Electrician / Safety Observer
4	Check for possible alternate supply. Prove metal surround of switchboard not live. Identify switchboard material for asbestos. Check for phase rotation	<ul style="list-style-type: none"> <li>Electric Shock</li> <li>Asbestos containing materials</li> </ul>	5	4	H	M	<ul style="list-style-type: none"> <li>Prove electrical testing equipment is working correctly on a known alternative supply.</li> <li>Use correct safety equipment, stand on mat and maintain clearance.</li> <li>Where identified, wear appropriate PPE, and minimise disturbance.</li> <li>Check for phase rotation by testing point at the line side terminals of any polyphase meter.</li> </ul>	Electrician / Safety Observer
5	REMOVE SERVICE FUSE CARRIERS from switchboard using safe work procedure	<ul style="list-style-type: none"> <li>Electric shock</li> </ul>	2	3	M	L	<ul style="list-style-type: none"> <li>Refer to:                             <ul style="list-style-type: none"> <li>'ASP2-B-MA-A2-102 Remove Service Fuse Carriers SWMS'</li> </ul> </li> <li>Use correct safety equipment, stand on rubber mat and maintain clearance</li> </ul>	Electrician / Safety Observer

