

Safe Work Method Statement

SWM53 Electrical Safety

SITE NAME					
APPROVED BY NAME:		SIGNATURE:		DATE:	

Legislation: National WHS Act and Regulation 2012

Permit, Licence or Training Required: (please indicate by ticking box)							
YES		YES		YES		YES	
Other:							

PPE Requirements: (please indicate by ticking box)						Environmental Requirements: (tick box)	
YES		YES		YES		YES	
	Dust Masks		Full Face Shield		Eye Protection		Air Pollution (dust, fume)
	Safety Footwear		Full Body Suit				Storm water Pollution
	Gloves		Reflector Vests				Soil Erosion
Other:							

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STEP	ACTIVITY List steps/tasks to perform the activity in the actual sequence	HAZARDS Against each task list hazards that could cause injury	Level of Risk	RISK CONTROL MEASURE List control measures to eliminate or minimise risk	Level of Risk after Controls	RESPONSIBILITIES Name the person responsible (supervisor or above) to implement controls
1	Regular visual inspection can identify obvious damage. Many electrical defects are detectable by visual inspection.	Avoid electrical equipment becoming unsafe - electrocution	1	Replace or permanently remove faulty equipment from use.	3	Cleaner
2	Unsafe electrical equipment must be disconnected or isolated from its electricity supply.	Electrocution	1	It must not be reconnected unless it is tested and confirmed that it is safe to use. Alternatively, it could be replaced or permanently removed from use.	3	Supervisor / Manager
3	Unsafe electrical equipment should be labelled indicating it is unsafe and must not be used.	This is to prevent inadvertent use before the electrical equipment can be tested, repaired or replaced	1	Replace or permanently remove faulty equipment from use.	3	Cleaner to advise Supervisor / Manager
4	Ensure power circuits are protected by the appropriate rated fuse or circuit breaker.	prevent overloading.	1		3	
5	If the circuit keeps overloading, DO NOT increase the fuse rating	this creates a fire risk due to overheating;	1	DO NOT re use circuit	3	Cleaner

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6	Arrange electrical leads so they will not be damaged. Avoid running leads across the floor or ground, through doorways and over sharp edges	Electrocution	1		3	Cleaner
7	Don't use leads and tools in damp or wet conditions	Electrocution	1		3	Cleaner
8	Avoid using damaged outlets	Electrocution	1	Use an outlet that is undamaged and securely fixed to the wall	3	Cleaner
9	Regular testing	Electrocution	1	Test & Tag every 6 months	3	a person who has successfully completed a structured training course and been deemed competent in the use of a pass-fail type portable appliance tester and the visual inspection of electrical equipment
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Step 1 – Estimate the consequences of an incident occurring

Consequence	Incident
Catastrophic	Fatality or permanent serious disability or permanent ill health
Major	Serious injury, permanent part disability, long-term illness
Moderate	Medical treatment required and several days off work
Minor	First aid treatment required
Insignificant	No injuries

Step 2 – Estimate the likelihood of an incident occurring

Likelihood	Description
Almost certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances (ie has been known to occur, or has occurred before)
Possible	Might occur at some time (ie have heard of it happening)
Unlikely	Could occur, but no known instances previously
Rare	May occur only in exceptional circumstances

Step 3 – Determine the risk rating

	Catastrophic	Major	Moderate	Minor	Insignificant
Almost certain	1	1	1	2	3
Likely	1	1	2	3	3
Possible	1	2	3	3	4
Unlikely	2	3	3	4	4
Rare	3	3	4	4	4

Hierarchy of Controls

The hierarchy of controls must be applied in the order below for all identified hazards. The higher the risk score, the more emphasis should be placed on the more effective controls, such as elimination or substitution.

1. Elimination

Elimination is the most effective way of managing a risk. For example – filling in a hole to remove a trip hazard.

2. Substitution

This is the most effective way to manage a risk. For example – using a less harmful chemical.

3. Isolation / Engineering

Isolation may include limiting how many people are exposed to a hazard. For example – using noisy equipment at night time when less people are present.

4. Administrative

Examples of this kind of control include training and instruction.

5. PPE

PPE is the least effective of all the controls and should be seen as the last line of defence.

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TEAM MEMBERS CONSULTATION SIGN OFF & APPROVAL, (print name and sign)

Print Name:	Sign:	Date:	Print Name:	Sign:	Date: