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Job Safety and Environmental Analysis (JSEA) / Risk Assessment / Safe Work Method Statement (SWMS)

Sample Co Ltd

Part 1: Project and Task Identification						
<i>Process</i> Initiators of SWMSs are responsible for consulting the Project Supervisor, Quality WHS Manager or other persons directly in charge of the work and other personnel involved in the execution of the task (as appropriate) for input into the SWMS. Other persons may be consulted for technical advice or review of the SWMS to see that proposed measures are effective and workable. The task is to be broken up into steps. For each step, the safety hazards are identified. For each of the hazards identified, corrective action, precautions, equipment are identified to reduce the hazard. All involved in the task must review and sign this SWMS form.						
Client: TotalTrack Pty Ltd						
Site: The Sample University, 1 University Way Samplesville SA 5000					Job ID: A100	
Contact Name	Job Title	Phone	Mobile	FAX	Email	
Scott LeBlanc	Director	+61 8 8102 410	+61 408 831 550		scott@totaltrack.com.au	
Homer Simpson	Project Manager	+61 8 8102 410	+61 0400 000 00		Homer@totaltrack.com.au	
Winnie The Pooh	Site Manager	+61 8 8102 410	+61 0400 111 11		Winnie@totaltrack.com.au	
SWMS Initiated By _____ <div style="text-align: right;">Ben Workin</div>		Date: _____		SWMS No. 5	Rev: 0	Rev. Date: 7/01/2024
Supervisor Review _____ (Responsible for monitoring SWMS compliance) <div style="text-align: right;">Ben Watchin</div>		Date: _____		Work Locations/Areas: All		
Management Review _____ <div style="text-align: right;">Sample Guy</div>		Date: _____				
Description of Work to be Undertaken:	Replace Carpark Floodlight					

High Risk Construction Work covered in this SWMS

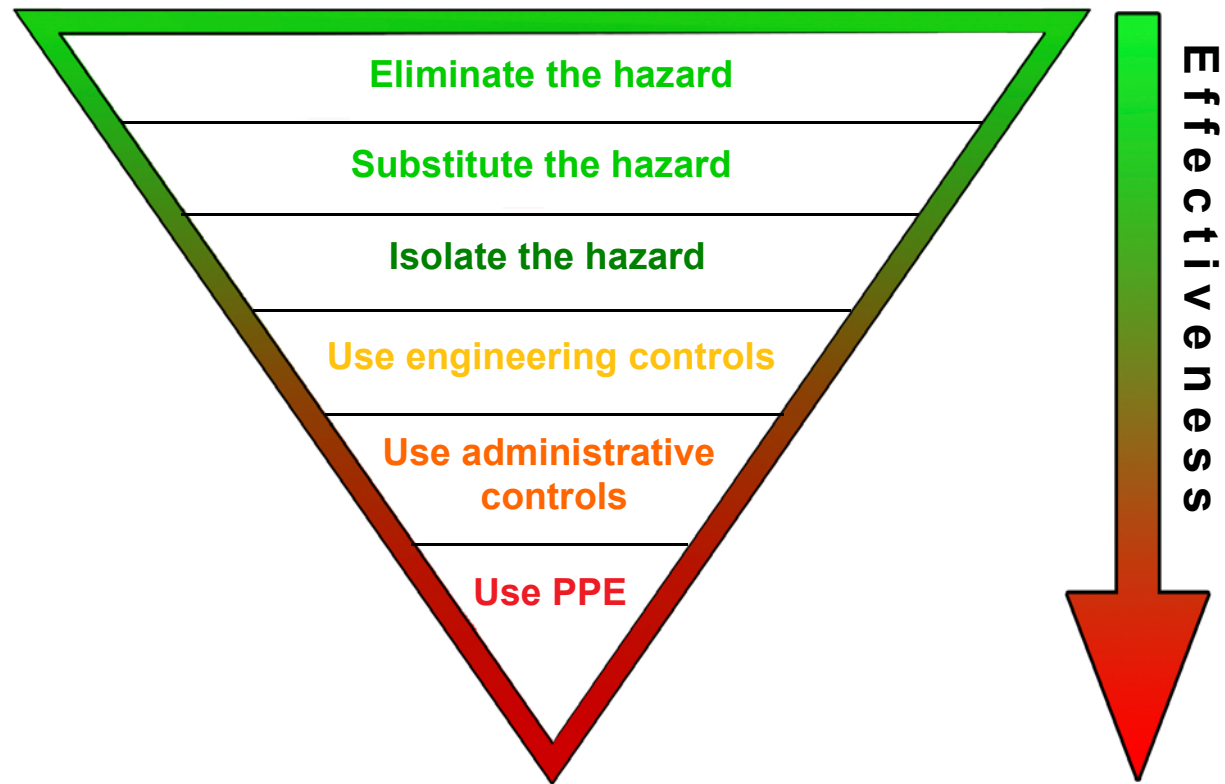
<input checked="" type="checkbox"/> Risk of a person falling more than 2 metres	<input type="checkbox"/> Work on a telecommunication tower	<input type="checkbox"/> Demolition of load-bearing structure
<input type="checkbox"/> Likely to involve disturbing asbestos	<input type="checkbox"/> Temporary load-bearing support for structural alterations or repairs	<input type="checkbox"/> Work in or near a confined space
<input type="checkbox"/> Work in or near a shaft or trench deeper than 1.5 m or a tunnel	<input type="checkbox"/> Use of Explosives	<input type="checkbox"/> Work on or near pressurised gas mains or piping
<input type="checkbox"/> Work on or near chemical, fuel or refrigerant lines	<input type="checkbox"/> Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians	<input type="checkbox"/> Work in any area that may have a contaminated or flammable atmosphere
<input type="checkbox"/> Tilt-up precast concrete elements	<input checked="" type="checkbox"/> Work on or near energised electrical installations or services	<input checked="" type="checkbox"/> Work in a area with movement of powered mobile plant
<input type="checkbox"/> Work in areas with artificial extremes of temperature	<input type="checkbox"/> Work in or near water or other liquid that involves a risk of drowning	<input type="checkbox"/> Diving work

Work Permits Work permits for this activity:	<input type="checkbox"/> Not Required	<input type="checkbox"/> Hot Work	<input type="checkbox"/> Confined space	<input checked="" type="checkbox"/> Isolation	<input type="checkbox"/> Excavation	<input type="checkbox"/> Coring
	<input type="checkbox"/> Demolition	<input type="checkbox"/> Work at Heights	<input type="checkbox"/> Plant Setup	<input type="checkbox"/> Road Closure	<input type="checkbox"/> Other: _____	

First, identify and assess the risks, then decide the best way to control them by applying the Hierarchy of Control as follows:

LEVEL	CONTROL	DEFINITION
Level 1	Elimination	Controlling the Hazard at source
Level 2	Substitution	Replacing one substance or Activity with a less hazardous one
	Isolation	Separating the hazard from the person
	Engineering	Installing Guards on machinery
Level 3	Administration	Implementing policies and procedures for safe work practices
	Personal Protective Equipment	Use of safety glasses, hardhats, protective clothing, etc.

Hierarchy of Controls



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1	Site Orientation/ Induction					
1.1	Report to client's reception	Entering restricted areas	19	Follow posted signs and go directly to reception	1	All
1.2	Undertake a site induction	Unfamiliarity with emergency procedures	14	Listen and ensure you obtain information and site emergency and evacuation procedures	1	All
		Unawareness of site specific hazards	14	Listen and ensure you obtain information about any and all site hazards	1	All
		Unawareness of restricted areas	18	Listen and ensure you obtain information about any restricted areas	1	All
		Unawareness of other operations or hazardous activities being undertaken on site	9	Listen and ensure you obtain information about any other activities being undertaken on site	5	All
2	Claim Work Area					
2.1	Access the site	Breaching minimum site PPE requirements	13	Hi visibility clothing must be worn at all times whilst on site	1	All
				Steel toe safety boots must be worn at all times whilst on site	1	All
				Safety glasses must either be worn or carried at all times whilst on site	1	All
		Breaching site rules or requirements	13	NO SMOKING on site-designated smoking area will be available and ALL butts to be placed in bin	1	All
				Progressive housekeeping clean as you go	1	All
2.2	Establish safe perimeter	People entering work area	21	Controlled by Site Manager	5	Site Supervisor
				Establish an exclusion zone and have clearly defined areas to keep pedestrians separate from mobile plant during all mobile plant operations.	2	Site Manager
				Bunt off the area to define work perimeter	1	Site Supervisor
3	Working where there is movement of powered mobile plant					
3.1	Enter the work area where powered mobile plant is or will be operating	Being hit or runover by powered mobile plant	22	All team members must wear Hi-Visibility vests or clothing	5	All
				Ensure constant communication with all personnel in the immediate area	5	Everyone working in the area of the plant

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				Never assume the plant operator has seen you or knows where you are	5	Everyone working in the area of the plant
				Establish eye contact with the operator	3	Everyone working in the area of the plant
				Communicate your intentions with the plant operator via radio or hand or head signals and ensure an appropriate response	3	Everyone working in the area of the plant
		Crushing	23	Never stand or traverse between the machine and a fixed structure at any time	3	Everyone working in the area of the plant
				Never assume others have seen or are aware of any impeding obstacle	6	Everyone working in the area of the plant
		Tripping hazard	12	Be aware of surroundings, risers and set downs	3	All
4	Work on or near energised electrical installations or services					
4.1	Electrical Safety	Electrocution	25	Assume all electrical cables are energised (live)	5	All
				Systems and equipment must be de-energised and be proven to have a zero energy state and isolation points must be secure (locked and tagged) before work is performed on them	1	Electrician
				Refer to updated electrical drawings and electrical system data prior to and during works. Maintain copies of these on site	1	Electrician
				Identify all electrical work that must be performed by a licensed or registered electrical worker and have the work performed by a licenced or registered electrical worker	1	Site Manager
				Refer to the isolation and lockout/tagout (LOTO) WHS Form 102 Lock Out Tag Out Procedure for further information.	2	Electrician
				Test before you touch	2	All
				Check for electrical services beyond before drilling	1	Operator
				DO NOT handle plug or appliance with wet hands	1	All
				Use RCD protection	1	All
				Ensure all electrical tools and cables are functional, tested, tagged and current	1	All

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5	Carrying materials and equipment (Manual Handling)					
5.1	Assess the load	Muscle strain - musculoskeletal disorders	13	Consider the physical strength of the person lifting the load, whether the person has physical disablement that may impair the strength needed to lift and carry the load without strain	3	All
				Identify hazardous manual tasks. Include tasks that involve: •Repetitive or sustained force •Awkward postures •Vibration (whole body such as driving, or arm/hand when using power tools) •Unstable or unbalanced loads which are difficult to grasp	2	All
				Use mechanical aids to lift and carry when possible	1	All
				Allow sufficient workers and time required for the task	2	Site Manager
5.2	Lifting the load	Muscle strain - musculoskeletal disorders	13	Ensure correct manual handling procedures	3	All
				If materials are of a considerable length or weight then ensure a 2 (or more) person lift and carry	3	All
				Do not twist or turn while lifting	3	All
				Face the load and stand close to load	6	All
				Maintain a wide stance (feet shoulder length apart)	3	All
				Ensure good balance	2	All
				Lift smoothly, do not jerk or throw load upwards	3	All
		Back injury	13	Bend knees, firmly grasp the load with the back slightly curved slowly raise by straightening the legs, keep the load as close as possible to the body.	2	All
				Never twist the back with a load	1	All
				Initiate lift using legs muscles	3	All
5.3	Team handling	Muscle strain - musculoskeletal disorders	13	Ensure all members of team-lift are matched in size, skills, capabilities	3	Site Supervisor
				Ensure number of persons proportionate to weight of load and level of difficulty	6	Site Supervisor

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				Ensure lifts are planned and rehearsed	3	Site Supervisor
				Person allocated to plan and be in charge of lift – all others to know their roles	3	Site Supervisor
				Ensure positive constant communication with all team members	6	All
		Dropping components	17	Ensure positive constant communication with all team members	2	All
5.4	Carrying the load	Muscle strain - musculoskeletal disorders	13	Keep Load close to body	5	All
				Ensure adequate personnel is utilised to distribute the load	3	All
				Ensure good balance	2	All
		Tripping hazard	12	Ensure path of travel is clear of obstacles and debris	3	All
				Be aware of surroundings, risers and set downs	3	All
6	Isolate power to existing system					
6.1	Identify the circuit in use	Disconnecting the wrong circuit	13	Check for point labelling and electrical installation legend	2	Electrician
		Electrical drawings/tables not reflecting 'as installed' installations	21	Always check circuit with a voltage detection device	2	Electrician
6.2	Turn off circuit	Electrocution	25	Check circuit is not live with a multi meter	1	Electrician
				Ensure the isolated circuit has been tagged or locked out	1	Electrician
				Proving the supply is de-energised by using an approved test instrument (verifying)	1	Electrician
				Investigate whether the part of the electrical installation that needs to be de-energised can be safely isolated, while leaving the remainder connected	2	Electrician
7	Safety Check And Use Of Boom Lift					
7.1	Pre operation Check on Boom Lift – visual checks need to be made for inclusion in logbook report and maintained	Faulty equipment machine failure	14	Check for dents, cracks and faulty welds	3	Operator
				Check slew ring and basket	3	Operator
				Check Outriggers or stabilisers, if fitted	3	Operator
				Check all safety devices	3	Operator
				Check all hydraulic rams and lines, controls for leaks	3	Driver

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		Pinch point injury	14	Ensure hands are well clear	2	Operator
7.2	Board the Boom Lift	Tripping or slipping off boom lift	5	Board the Boom Lift through the correct access gate	1	Operator
7.3	Check for safe access and exit points to enable positioning of the Boom Lift	Other trades obstructing the access and exit points	17	Warning signs and traffic control if necessary	2	All
		EWP tipping over or sinking	23	Check for firm ground support and be aware of Unstable ground surfaces i.e. recently filled excavations and open trenches	2	Operator
7.4	Moving or driving the Boom Lift	Loosing control of EWP	21	Operator must be certified in accordance with national standards	2	Operator
		Falling from Boom Lift	18	Wear safety harnesses complying with AS1891.Ensure that the harness is correctly fitted and attached to the anchor point.	1	Operator
				Remain within the barriers of Boom lift	2	Operator
		Mechanical failure whist at height/ elevated	2	Keep in contact with personnel on the ground who can activate the manual release and lower	1	Operator
		Striking building and or persons		Ensure the area of travel is clear of obstacles and personnel	2	Driver
				Do not operate the machine if the hazard light is not working	1	Driver
		Crushing		Ensure no persons are standing or traversing between the machine and a fixed structure at any time	1	Operator
				Under no circumstance can you operate the controls from the ground and walk with the boom lift	2	All
		Tipping over		Ensure gradient/slope within safe limits	1	Operator
				Ground surfaces must be inspected to ensure sufficient compaction to operate on, if in doubt seek advice from the Site Manager	5	Driver
			The boom lift platform must be in the down position as low as practicable to the ground before moving backward or forward on uneven ground	3	Operator	
			Never travel over penetrations covered over with ply, the ply wood may not take the weight of the machine, or other non-trafficable or covers without an adequate weight load rating	3	Driver	

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				On slopes always travel facing directly up or down and do not attempt to turn on a slope	2	Driver
7.5	Raising the boom lift	Striking structure or overhead members	25	Check for clear head room	3	Driver
				Look before you move	3	All
		Striking overhead Power Lines	22	Maintain minimum distance for power lines as specified in AS2550	1	Crane Driver / Rigger
		Crushing	23	Work within confines of lifting platform	1	All
				Ensure constant communication with all others in the machine	6	Operator
Never assume others have seen or are aware of any impeding obstacle	6	All				
Before raising the scissor lift assess the area for overhead obstruction	6	Operator				
7.6	Working at height from the boom lift	Falling from Boom Lift	18	Remain within the barriers of Boom lift	2	Operator
				Wear safety harnesses complying with AS1891. Ensure that the harness is correctly fitted and attached to the anchor point.	1	Operator
				There is to be absolutely no standing on hand rails or mid rails to gain extra height	1	All
		Dropping materials	20	Ensure EWP is directly under to act as catchment platform	2	Operator
				If necessary, flag off exclusion zone below	5	Installer
				Ensure constant communication with co-workers	3	All
		Crushing	23	Indicate clearly to partner before moving platform	2	All
				Never assume others have seen or are aware of any impeding obstacle	6	All
				Lower the boom lift before moving backward and forwards when working in or around structural members, doorways or any other obstruction	6	Operator
		7.7	Lower the boom lift	Crushing	23	Ensure persons and body parts are clear before lowering
8	Disconnect electrical from existing flood light					
8.1	Remove existing cables connected to the floodlight	Electrocution	25	Ensure all power to the area has been isolated prior to commencement	1	Site Supervisor

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				Check circuit is not live with a multi meter	1	Electrician
9	Replace existing light fitting					
9.1	Remove existing lamp	Burns	13	Check to see if existing lamp is hot if recently DE energised before handling	2	Electrician
9.2	Unscrew existing fitting with a battery powered drill	Injury from using power tools	18	Ensure operator has been trained in the safe operating procedure of power tool prior to use	3	Supervisor
		Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All
		Electrocution	25	Ensure all power to the area has been isolated prior to commencement	1	Site Supervisor
				Test before you touch	2	All
		Dropping components	17	Ensure the unit is supported prior to removal of fixings	2	All
9.3	Connect wiring to new fitting	Electrocution	25	Ensure all wires are secured to the correct terminal	1	Electrician
				All new fixed-wiring installations (including the installation of a new sub-circuit to existing installations and modifications of existing sub-circuits) are required to be installed and tested according to AS/NZS 3000 Wiring Rules	1	Electrician
9.4	Secure new fitting with a battery powered drill	Injury from using power tools	18	Ensure operator has been trained in the safe operating procedure of power tool prior to use	3	Supervisor
9.5	Fit new lamp to fitting	Dropping components	17	Ensure a firm grip	2	All
				Do not let go of the unit until it has been securely fastened	2	Installer
10	Test the electrical installation					
10.1	Visual inspection of all new connections and installations	Electrocution	25	All new fixed-wiring installations (including the installation of a new sub-circuit to existing installations and modifications of existing sub-circuits) are required to be installed and tested according to AS/NZS 3000 Wiring Rules	1	Electrician
10.2	Turn on the power supply	Electrocution	25	Unsure all work has been completed with no exposed wires or connections prior to energisation	1	Electrician
10.3	Check all circuit breakers	Short circuit	2	Visual inspection of all circuit breakers to	1	Electrician

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				ensure none have been tripped		
10.4	Test all new installations for functionality	Equipment failure	19	Ensure all equipment fitted is functional	1	Electrician
		Environmental - Fire	22	All new fixed-wiring installations (including the installation of a new sub-circuit to existing installations and modifications of existing sub-circuits) are required to be installed and tested according to AS/NZS 3000 Wiring Rules	1	Electrician
		Electrocution	25	All new fixed-wiring installations (including the installation of a new sub-circuit to existing installations and modifications of existing sub-circuits) are required to be installed and tested according to AS/NZS 3000 Wiring Rules	1	Electrician
11	Fill out and issue Electrical Certificate of Compliance					
11.1	Write Report	Using wrong form	3	Ensure you are using the correct form	1	All
		Misleading or incorrect information	12	Include the owner/occupier's name, address and phone number. These details must be completed accurately in full with no abbreviations used for suburb or town names	1	Electrician
				Include the start date and date that the electrical work was made available for energisation	1	Electrician
				It is important that you give a very clear and complete description of the work that you examined and tested	1	Electrician
				Record any defects that you have noticed that are not associated with your work and have not been fixed.	1	Electrician
				Document to be signed by the registered electrical worker who personally carried out the examination and tests before the installation was made available for energisation and or be the contractor or authorised person who has a supervisory role	1	Supervisor
11.2	Issue the certificate	Advising the wrong person	3	Provide the customer with the original copy	1	Electrician
				Provide the electricity distributor with the first copy if they are involved in connecting or reconnecting the installation to the distribution network	1	Project Manager

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				Keep the third copy for auditing purposes. This copy must be kept for a minimum of five years after the work is completed	1	Electrician
12	Cleaning up work area					
12.1	Pick up all off cuts / rubbish from work area	Cuts and lacerations	16	Wear PPE if sharp edges are exposed	3	All
				Due care by personnel	2	All
				Ensure correct handling to prevent injury	1	All
		Manual handling injuries	20	Ensure correct manual handling procedures are followed	1	All
				Use mechanical lifting device where practicable	2	All
				Share lifting loads	3	All
	Eye Damage	20	Ensure correct use of PPE – Safety Glasses	3	All	
12.2	Put all off cuts into bin or designated area provided on site	Environmental - Waste Generation	11	Ensure all recylcable materials are collected for recycling	1	All
12.3	Ensure work area is left clean and free of debris	Material blowing away	17	Ensure stacked in a safe manner and tied down if necessary	3	All
13	Monitoring and Review of SWMS					
13.1	Monitor the SWMS	Ineffective SWMS	4	Review the SWMS at a minimum of 3 monthly intervals	1	Supervisor
				Monitor and complete an inspection of a minimum of 2 task observations	1	Supervisor
				SWMS must be formally reviewed & updated whenever: • a significant change to task or activity is identified • an incident occurs relating to the task or activity • a significant hazard is identified relating to the task or activity	1	Supervisor
		SWMS Failure	13	Stop Work	1	All
				In conjunction with workers, review and formulate a new SWMS	1	Supervisor
				Implement new controls	1	All
				Conduct a toolbox meeting with all personnel involved with work activity	1	Supervisor

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Personal Qualifications and Experience Required To Carry Out the Works:	Duties and Responsibilities of Personnel Completing the Task:	Formal or Specialised Training or Licenses Required to Complete Work or Operate Specific Plant or Equipment:
The ability to work unsupervised and part of a team Certificate III in Electro technology Electrician	Adherence to company's and the site's WH&S policies and procedures	Elevated Work Platform Train & Assess (TLILIC508A) - High Risk Licence Class WP
	Maintain adequate house-keeping on site	Hold a current contractor licence under the Plumbers, Gas Fitters and Electricians Act 1995
	Reporting of any injuries / incidents to your Project Supervisor	
	Take reasonable care for your own health and safety	
	Take reasonable care for the health and safety of others	
	Comply with any reasonable instruction by the PCBU (Person conducting a business or undertaking)	
	Cooperate with any reasonable policies and procedures of the PCBU	
	Inspection and Sign off	
	Installation in strict accordance with manufacturers recommendations	

SWMS Sign Off – Your signature below indicates that:
I understand the requirements of this SWMS and they are clearly understood.
also clearly understand that the controls in this SWMS must be applied as documented, otherwise work is to cease immediately.

No.	Name	Classification	Employed By	Signature	Date
1	Sparky Cableman	Electrician	Sample Co Ltd		
2	Voltra Lord	Electrician	Sample Co Ltd		
3					
4					
5					
6					
7					
8					

Reference and Detail Applicable Sections of:	<input checked="" type="checkbox"/> Legislation <input checked="" type="checkbox"/> Codes Of Practice <input type="checkbox"/> Project WHS <input checked="" type="checkbox"/> Site WHS <input checked="" type="checkbox"/> Manufacturer Or Supplier Recommendations
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AS 2550.10-2006 Cranes - Safe use - Elevating work platforms
Managing Electrical Risks in the Workplace Code of Practice
AS/NZS 3000 Electrical installations (known as the Australian/New Zealand Wiring Rules)
Electricity Act 1996
AS/NZS 3017:2007 Electrical installations-Verification Guidelines
Hazardous Manual Tasks Code of Practice
Work Health and Safety Regulations 2012 under the Work Health and Safety Act 2012 (SA)

Plant and Equipment to be used for task:	Plant, Equipment and Area Safety Inspections:
Warning signs and bunting as required	Complete Log Book Daily
Boom Lift	Electrical installations inspection and testing to AS/NZS 3000 Wiring Rules
Multi Meter	EWP Pre Operational Checks
Battery Powered Drill	Power Tools Pre Operational Checks



Eye Protection



Hard Hat



Hearing Protection



Hi Visibility Vests or Clothing



Safety Boots

Electrical Tool Tag Colours				
Red	Dec-Feb	Orange	Jan-Jun	
Green	Mar-May	White	Jul-Dec	
Blue	Jun-Aug	Black	Annual	
Yellow	Sep-Nov			

FREQUENCY

RISK MATRIX

Almost certain	MODERATE 11	HIGH 16	EXTREME 20	EXTREME 23	EXTREME 25
Likely	MODERATE 7	HIGH 12	HIGH 17	EXTREME 21	EXTREME 24
Occasionally	LOW 4	MODERATE 8	HIGH 13	HIGH 18	EXTREME 22
Unlikely	LOW 2	LOW 5	MODERATE 9	HIGH 14	HIGH 19
Rare	LOW 1	LOW 3	LOW 6	MODERATE 10	HIGH 15

CONSEQUENCE					
Safety	Minor	Medical	LTI	PTD	Fatality
Environmental	Minor	Negligible	Marginal	Critical	Catastrophe
	Low	Moderate	High	Extreme	

Acronyms and Abbreviations:

LTI - Lost Time Injury

PPE - Personal Protection Equipment

PTD - Permanent and Total Disability