

Safe Work Method Statement

Project Details

Job Description & Location:

Contacts:

Person responsible for implementing, reviewing and monitoring this SWMS:

Qualifications & Training:

RPEQ

Relevant Legislation & Information:

Work Health & Safety Act 2011
Work Health & Safety Regulation 2011

PPE / Safety Equipment / Signage / Tags:

- Closed shoes or boots
- Safety glasses where required
- Safety gloves where required
- Long sleeve clothing
- LPR kit (gloves, hook, etc)

Plant & Equipment:

Electrical switchboard

Relevant Parties

Emergency Planning & Rescue Procedures:

Contact emergency services

Isolate switchboard or breakers where possible

Contact site manager

High Risk Work Activities:

Electrical hazards in the switchboard. Refer table below.

Live works will be reduced or eliminated where possible.

Safety Data Sheets:

n/a

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Risk Assessment

Consequences:

Likelihood	5 - Catastrophic <i>Death or disablement, significant damage to equipment, significant financial cost, significant long term environmental damage</i>	4 - Major <i>Extensive injuries with lost time, major damage to equipment, major financial cost, major short term environmental damage</i>	3 - Moderate <i>Medical treatment, damage to plant and equipment, moderate financial cost, major short term environmental damage</i>	2 - Minor <i>First aid treatment, minor damage to equipment, minor financial cost, minor short term environmental damage</i>	1 - Insignificant <i>No injuries, slight damage to equipment, very minor non-existent financial cost, very minor or non-existent environmental damage</i>
5 - Almost Certain	25	20	15	10	5
4 - Likely	20	16	12	8	4
3 - Possible	15	12	9	6	3
2 - Unlikely	10	8	6	4	2
1 - Rare	5	4	3	2	1

Risk Rating

Actions Required

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16 - 25	High Risk – Work must be stopped immediately. Control measures must be put in place immediately by a competent person, following the hierarchy of controls
10 - 15	Substantial Risk – Stop work if there is an immediate risk. Additional control measures must be put in place immediately by a competent person, following the hierarchy of controls
5 - 9	Low Risk – Work may commence. All current control measures must be maintained. Monitored and reviewed and further controls implemented if possible
1 - 4	Very low risk – Work may commence. All current control measures must be maintained, monitored and reviewed
Hierarchy of Controls	
Elimination	Eliminate the hazard altogether e.g. remove a hazardous machine from use
Substitution	Substitute a safer option e.g. replace a hazardous machine with a safer one
Isolation	Isolate a hazard from anyone who could be harmed
Engineering	Use engineering controls to reduce the risk
Administrative	Utilise training and signage
PPE	Utilise personal protective equipment

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Job Step	Potential Hazards	Initial Risk			Safety Control Measures	Residual Risk			Persons Responsible
		L	C	S		L	C	S	
Install power supply	Electrocution	1	5	5	Isolate section of board for breaker install	1	1	1	Electrician
Attach sensors	Electrocution	1	5	5	Isolate section of board before clipping cables. No live works.	1	1	1	Electrician, spotter for live works
Power up board	Equipment damage	2	4	8	Isolate all sub-boards' breakers first, then turn on main breaker, then sub-boarders one by one.	1	4	4	Electrician

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Monitoring, Review & Communication Process

Monitoring

PhiSaver must monitor this SWMS continuously. Management and Supervisors must ensure that all control measures outlined in the Safe Work Method Statement section above are being followed and put in place. This is achieved by:

Utilizing safety inspections

- Ensuring that competent supervisors monitor all work being conducted to make sure that all control measures are being followed
- Training supervisors to continuously monitor for and report potential hazards
- Training workers to continuously monitor for and report potential hazards
- Management continuously monitoring for potential hazards and implementing/communicating controls where possible when hazards are found or reported

Review

PhiSaver management must review this SWMS periodically to ensure it remains relevant. This is achieved by:

- Management reviewing this SWMS at least once every six (6) months to ensure that controls remain relevant and to ensure that any new hazards have been assessed
- Conducting pre-start meetings to discuss this SWMS, potential hazards and control measures with workers

In The Event Of An Incident or Emergency

In the event of an incident or emergency, work must stop immediately. This SWMS must be reviewed and amended before work recommences to ensure that the incident cannot occur again.

Communication

This SWMS must be communicated at a pre-start meeting before work commences. Workers must be given the opportunity to discuss controls which are listed in this SWMS, and be allowed time to discuss any further controls which they feel are necessary.

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Additional Controls To Be Put In Place After Consultation With All Relevant Workers

- Isolate Units 1,2,3,4 for installation of MSB monitoring
- Isolate seperate boards for installation of the other two DBs' monitoring

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Revision History (This SWMS must be revised at least once every six months)

Revision	Date Revised	Description of Changes	Revised By	Signature	Next Revision Date
A	24/10/2023	Document Creation	Brett Beeson		Immediately
B	22/07/2024	Updated for EBAS	Brett Beeson		-
C	4/12/2024	Updated	Brett		-

Communication / Acknowledgement Sheet

Name	Signature	Date	Company	Note	Note