The Electrician

ABN: 71448302665 | Lic: EC-2011-8823
5 Barrier Street Fyshwick ACT 2609
0412 337 908 · amybruce86@gmail.com

Safe Work Method Statement

SWMS-007 | Rev: 01 | Date: 15/08/2026

PROJECT & CONTRACTOR DETAILS

Work activity
Switchboard upgrade at an occupied commercial office building constructed circa 1985. Work includes: removal and replacement of the main switchboard, installation of new RCDs and circuit breakers, running new sub-circuits from the upgraded switchboard, accessing the ceiling cavity for cable routing, isolation and de-energisation of existing circuits, live voltage testing and verification, and reinstatement and labelling of all circuits. Work is to be completed over two days. Building is occupied during works — coordination with building management required to minimise disruption. Building is constructed before 31 December 2003 — asbestos is presumed present until confirmed otherwise by a licensed asbestos assessor.

Site / workplace
Level 2, Emu Bank Corporate Centre, 18 Emu Bank, Belconnen ACT 2617

Principal contractor
Lakeside Corporate Services Pty Ltd

Works supervisor
[Supervisor name]

No. of workers
2 workers

Site induction / permit
Required — confirm on arrival with building management

HIGH RISK CONSTRUCTION WORK — APPLICABLE TYPES

- Risk of falling more than 2 metres
- Work on or near energised electrical installations
- Work in a confined space (ceiling cavity)
- Work in a building where asbestos is presumed present (constructed before 31 December 2003)

RISK RATING MATRIX — CONSEQUENCE × LIKELIHOOD

Likelihood \ Consequence	1 Insignificant	2 Minor	3 Moderate	4 Major	5 Catastrophic
E — Almost certain	M	H	E	E	E
D — Likely	M	M	H	E	E
C — Possible	L	M	M	H	E
B — Unlikely	L	L	M	M	H
A — Rare	L	L	L	M	M

L Low — routine procedures M Medium — management responsibility H High — senior management attention E Extreme — stop work, immediate action

HIERARCHY OF CONTROLS

#	Control level	Description	Effectiveness
1	**Eliminate**	Remove the hazard or hazardous work entirely	Most effective
2	**Substitute**	Replace with something less hazardous (e.g. EWP instead of ladder)	

Refs: Work Health and Safety Act 2011 (ACT), Work Health and Safety Regulation 2011 (ACT), AS/NZS 3000:2018 (Wiring Rules), AS/NZS 3008.1.1:2017 (Cable Selection), AS/NZS 4836:2011 (Safe Working on or Near Low-Voltage Electrical Installations), AS/NZS 4602.1:2011 (Hi-Vis Clothing), AS 1418.10 (EWP — if applicable), Safe Work Australia Code of Practice: Managing Electrical Risks in the Workplace, Safe Work Australia Code of Practice: How to Manage Work Health and Safety Risks, Safe Work Australia Code of Practice: Managing the Risk of Falls at Workplaces, Safe Work Australia Code of Practice: How to Manage and Control Asbestos in the Workplace, Safe Work Australia Code of Practice: Confined Spaces

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3	**Isolate**	Separate person from hazard — barricade, guarding, exclusion zone	
4	**Engineering controls**	Physical controls — guard rails, RCD, trench shields, ventilation	
5	**Administrative controls**	Training, procedures, permits, warning signs, supervision	
6	**PPE**	Last line of defence — must be combined with higher controls, never used alone	Least effective

HAZARD REGISTER — TASKS, RISKS & CONTROLS

#	Task step	Hazard & risk	IR	Control measures — hierarchy applied	RR	Responsible
1	**1. Site set-up, access, and isolation of existing switchboard**	Uncontrolled energisation of existing switchboard during initial assessment and set-up. Contact with live conductors could cause electrocution, cardiac arrest, or severe burns. Occupied building increases risk of unauthorised access to work zone.	E	ELIMINATE: De-energise the switchboard and all associated circuits before any physical work commences — confirm with building management that a planned outage window is in place. SUBSTITUTE: Use remote isolation at the upstream supply authority point where possible to avoid working near energised parts. ISOLATE: Apply Lockout/Tagout (LOTO) to all isolation points — lock off, tag, and test (LO/TO/TT) before touching any conductors. Erect physical barriers and signage around the switchboard and work zone to prevent unauthorised access by building occupants. ENGINEERING: Use a non-contact voltage tester and calibrated multimeter to verify dead before touching. ADMIN: Notify building management and all affected tenants of planned outage times in advance. Conduct a pre-start toolbox talk covering isolation procedure. Confirm electrical contractor licence and electrical worker licences are current. Ensure a copy of this SWMS is on site and signed by both workers before work commences. PPE: Class 0 insulating gloves (rated to 1000V AC), arc flash face shield (minimum 8 cal/cm²), flame-resistant (FR) long-sleeve shirt and pants, non-conductive safety boots, safety glasses.	L	[Supervisor name]
2	**2. Removal of existing switchboard and installation of new switchboard**	Residual voltage in capacitors or upstream supply not fully isolated. Mechanical hazard from heavy switchboard enclosure (manual handling injury). Damaged or deteriorated wiring in pre-2004 building may be brittle or non-compliant, increasing risk of short circuit or arc flash.	H	ELIMINATE: Confirm full de-energisation and LOTO applied before removing any panels or conductors. SUBSTITUTE: Use insulated hand tools rated to 1000V for all work on or near conductors. ISOLATE: Maintain LOTO throughout removal and installation. Barricade work zone. ENGINEERING: Use a two-person lift or mechanical assistance for heavy switchboard enclosure — assess weight before lifting. Inspect all existing wiring before reconnection — do not reconnect damaged or non-compliant cables. ADMIN: Conduct visual inspection of all existing wiring and document condition. If wiring is found to be non-compliant or deteriorated, stop work and advise client before proceeding. Follow AS/NZS 3000:2018 for all installation work. Both workers to be present during switchboard removal and installation. PPE: Class 0 insulating gloves, arc flash face shield (minimum 8 cal/cm²), FR clothing, non-conductive safety boots, safety glasses.	L	[Supervisor name]
3	**3. Installation of RCDs and new circuit breakers**	Inadvertent contact with live busbars or upstream conductors during RCD and circuit breaker installation. Incorrect installation of RCDs could result in nuisance tripping or failure to protect against earth faults, creating downstream risk for building occupants.	H	ELIMINATE: Confirm upstream supply is isolated and LOTO applied before installing any devices. SUBSTITUTE: Use DIN-rail mounted RCDs and circuit breakers to minimise handling of live components. ISOLATE: Maintain LOTO throughout device installation. ENGINEERING: Use insulated tools rated to 1000V. Verify correct RCD type and rating for each circuit before installation (AS/NZS 3000:2018 Clause 2.6). Test each RCD after installation using a calibrated RCD tester — record test results. ADMIN: Label all circuits clearly and accurately before energisation. Conduct a pre-energisation check against the circuit schedule. Both workers to verify installation before power is restored. PPE: Class 0 insulating gloves, arc flash face shield, FR clothing, non-conductive safety boots, safety glasses.	L	[Supervisor name]

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4	**4. Live voltage testing and verification**	Exposure to live conductors during testing and verification. Arc flash risk during energisation of upgraded switchboard. Incorrect test results due to uncalibrated or damaged test equipment could lead to unsafe installation being commissioned.	H	ELIMINATE: Complete all installation work and conduct a full dead-circuit inspection before any energisation. SUBSTITUTE: Use remote test probes and insulated test leads to minimise proximity to live parts. ISOLATE: Ensure only the circuit under test is energised — all other circuits remain isolated during testing. ENGINEERING: Use only calibrated, CAT III or CAT IV rated test instruments appropriate for the voltage being tested. Inspect test leads and probes for damage before use — do not use damaged equipment. ADMIN: Follow AS/NZS 4836:2011 procedures for live testing. Only one worker to conduct live testing at a time — second worker to stand clear and act as safety observer. Announce energisation verbally before restoring power. Record all test results on the electrical test certificate. PPE: Class 0 insulating gloves, arc flash face shield (minimum 8 cal/cm²), FR clothing, non-conductive safety boots, safety glasses.	L	[Supervisor name]
5	**5. Work at heights — use of ladders for cable routing and switchboard access**	Falls from ladders while accessing elevated areas for cable routing or switchboard work above 2 metres. Falling tools or materials could strike workers or building occupants below. This constitutes high-risk construction work under the WHS Regulation 2011 (ACT).	H	ELIMINATE: Assess whether work can be performed from ground level or a fixed platform to eliminate ladder use. SUBSTITUTE: Use a platform ladder or podium step with guardrails in preference to a straight or extension ladder where practicable. ISOLATE: Barricade the area below ladder work to prevent building occupants from entering the drop zone. ENGINEERING: Ensure all ladders are industrial-rated (AS/NZS 1892 series), inspected before use, and set up on a firm, level surface. Secure the top and base of the ladder where possible. Use a tool lanyard or tool bag to prevent dropped tools. ADMIN: Only one person on a ladder at a time. Do not overreach — reposition the ladder as needed. Conduct a pre-use inspection of all ladders and record in the site register. Workers must not carry heavy or bulky loads up a ladder — use a rope and bucket or mechanical means. PPE: Hard hat, safety glasses, non-conductive safety boots with slip-resistant soles, hi-vis clothing.	M	[Supervisor name]
6	**6. Ceiling cavity access for cable routing — confined space entry**	The ceiling cavity is a confined space. Hazards include: restricted entry and egress, limited oxygen, accumulation of dust or contaminants, heat stress, and risk of falling through the ceiling. Asbestos-containing materials (ACM) may be present in ceiling tiles, insulation, or pipe lagging in a building constructed before 31 December 2003. Electrical hazards from existing services in the cavity.	E	ELIMINATE: Minimise time spent in the ceiling cavity — plan cable routes in advance to reduce entries. Do not disturb any suspect materials. SUBSTITUTE: Use cable fishing tools and draw wires from access points to reduce the need for full cavity entry where possible. ISOLATE: Obtain a confined space entry permit before any worker enters the ceiling cavity. A trained standby person must remain at the entry point at all times during cavity access — the standby person must not enter the space. ENGINEERING: Test the atmosphere in the ceiling cavity before entry using a calibrated multi-gas detector (oxygen, CO, flammable gases). Ensure adequate ventilation before and during entry. Use a safety harness and lifeline where fall risk exists within the cavity. Identify and avoid all existing electrical services before routing cables. ADMIN: Review the building's asbestos register before commencing work — if no register exists, treat all suspect materials as ACM and do not disturb. If ACM is identified or suspected to be disturbed, stop work immediately and engage a licensed asbestos assessor. Confined space entry permit to be completed, signed, and displayed at the entry point before each entry. Conduct a pre-entry toolbox talk. Limit time in the cavity — rotate workers if heat stress is a risk. PPE: P2 respirator (mandatory in ceiling cavity of pre-2004 building), disposable coveralls (Tyvek or equivalent), safety glasses, hard hat (bump cap where clearance is limited), non-conductive safety boots, hi-vis clothing. Standby person to have rescue equipment and communication device at entry point.	M	[Supervisor name]

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7	**7. Asbestos risk — disturbance of suspect materials in pre-2004 building**	Building constructed circa 1985 — asbestos is presumed present in materials including ceiling tiles, floor tiles, pipe lagging, switchboard backing panels, wall sheeting, and mastic compounds until confirmed otherwise by a licensed asbestos assessor. Disturbance of ACM releases airborne fibres causing mesothelioma, asbestosis, and lung cancer. Risk is elevated during switchboard removal, cable routing, and ceiling cavity access.	E	ELIMINATE: Do not disturb any suspect materials. If ACM is identified or cannot be ruled out in the work area, stop work and engage a licensed asbestos assessor (Class A or B as appropriate) before proceeding. SUBSTITUTE: Redesign cable routes or work methods to avoid proximity to suspect materials where possible. ISOLATE: Barricade any area where ACM is identified or suspected — prevent access by other workers and building occupants. ENGINEERING: If incidental disturbance of ACM occurs, immediately cease work, seal the area, and follow the asbestos emergency response procedure. Do not use power tools near suspect materials. ADMIN: Review the building's asbestos register and asbestos management plan before work commences — request from building management or principal contractor. If no register exists, treat all suspect materials as ACM. Ensure both workers are trained in asbestos awareness (non-licensed asbestos awareness training as a minimum). Report any identified or suspected ACM to the supervisor and building management immediately. Comply with the Safe Work Australia Code of Practice: How to Manage and Control Asbestos in the Workplace and the WHS Regulation 2011 (ACT) Part 8.3. PPE: P2 respirator (mandatory when working in areas where ACM may be present or disturbed), disposable coveralls (Tyvek or equivalent), safety glasses, nitrile gloves. Dispose of contaminated PPE as asbestos waste.	M	[Supervisor name]
8	**8. Working in an occupied commercial building — interaction with building occupants**	Building occupants may enter the work zone, come into contact with exposed electrical components, trip over cables or equipment, or be affected by unplanned power outages. Noise and dust from work activities may affect occupants. Emergency egress routes may be temporarily obstructed.	H	ELIMINATE: Schedule high-impact work (outages, noisy tasks) outside business hours where possible — confirm with building management and client. SUBSTITUTE: Use battery-powered tools to reduce noise and eliminate trailing power leads where practicable. ISOLATE: Erect physical barriers (crowd control barriers or hoarding) around all work zones. Use signage to redirect building occupants away from the work area. ENGINEERING: Secure all cables and equipment to prevent trip hazards in common areas. Ensure emergency egress routes remain clear at all times — do not block fire exits or stairwells. ADMIN: Notify building management and affected tenants of work schedule, planned outages, and any disruptions at least 24 hours in advance. Obtain building management approval before commencing each day. Maintain communication with building management throughout the job. Conduct a site walk at the end of each day to ensure the site is safe and secure. PPE: Hi-vis clothing to be worn at all times in common areas.	L	[Supervisor name]
9	**9. Manual handling — switchboard enclosure, cable drums, and equipment**	Manual handling of heavy switchboard enclosures, cable drums, and tools may cause musculoskeletal injuries including back strain, shoulder injury, or crush injuries to hands and feet.	M	ELIMINATE: Assess the weight of all items before lifting — use mechanical handling aids (trolley, sack truck, or cable drum stand) for items over 16 kg. SUBSTITUTE: Order pre-wired or modular switchboard components to reduce on-site assembly weight where possible. ISOLATE: Clear the path of travel before moving heavy items — remove trip hazards. ENGINEERING: Use a two-person lift for all items that cannot be safely handled by one person. Use a cable drum stand and cable roller for cable installation to reduce manual effort. ADMIN: Conduct a manual handling risk assessment before lifting heavy items. Brief both workers on safe lifting technique at the pre-start toolbox talk. PPE: Safety gloves (leather or cut-resistant), non-conductive safety boots with steel toe cap, hi-vis clothing.	L	[Supervisor name]

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10	**10. End-of-day site make-safe and handover**	Incomplete work left in an unsafe state overnight in an occupied building. Exposed conductors, open switchboard enclosures, or unsecured tools could be accessed by building occupants or cleaning staff, resulting in electrocution or injury. Unplanned restoration of power to incomplete circuits.	H	ELIMINATE: Complete all circuit connections and reinstate switchboard covers before leaving site each day where possible. SUBSTITUTE: If work cannot be completed, ensure all incomplete circuits are isolated, tagged, and locked out before leaving. ISOLATE: Lock the switchboard enclosure at the end of each day — ensure building management holds a key for emergency access only. Barricade and sign the work zone to prevent access overnight. ENGINEERING: Cap all exposed conductors with insulated terminal caps or tape. Secure all tools and equipment in a locked storage area or remove from site. ADMIN: Conduct an end-of-day site inspection with both workers before leaving. Notify building management of the site status at the end of each day and confirm arrangements for the following morning. Leave a contact number with building management for after-hours emergencies. PPE: Hi-vis clothing during end-of-day inspection.	L	[Supervisor name]

PPE REQUIREMENTS

- ✓ Hard hat
- ✓ Non-conductive safety boots (steel toe cap)
- ✓ Class 0 insulating gloves (rated to 1000V AC)
- ✓ Flame-resistant (FR) long-sleeve shirt and pants
- ✓ Disposable coveralls — Tyvek or equivalent (ceiling cavity and asbestos risk areas)
- ✓ Nitrile gloves (asbestos risk areas)
- ✓ Safety glasses
- ✓ Hi-vis clothing
- ✓ Arc flash face shield (minimum 8 cal/cm²)
- ✓ P2 respirator (mandatory in ceiling cavity and where ACM may be present)
- ✓ Safety gloves — leather or cut-resistant (manual handling)

EMERGENCY PROCEDURES

Emergency services 000 — Police · Fire · Ambulance	**First aid officer** [Name + mobile]
Nearest hospital / ED Calvary Public Hospital Bruce, Haydon Drive, Bruce ACT 2617 — confirm on arrival	**Assembly point** Confirm on arrival with building management
PC / Building manager [Name + mobile]	**WHS regulator** Notify immediately for serious incidents (WHS Act s38)

ELECTRIC SHOCK RESPONSE: Do NOT touch casualty if still in contact with source. Isolate power at the board first. Call 000. Begin CPR if trained and casualty is unresponsive. Notify WHS regulator immediately for all serious electrical incidents.

SWMS REVIEW RECORD

Review trigger Scope change / incident / near miss / discovery of asbestos or unexpected hazard / scheduled review	**Reviewer name**
Date reviewed	**Reviewer signature & date** _____

WORKER SIGN-ON — ALL WORKERS MUST SIGN BEFORE COMMENCING HIGH RISK WORK

Refs: Work Health and Safety Act 2011 (ACT), Work Health and Safety Regulation 2011 (ACT), AS/NZS 3000:2018 (Wiring Rules), AS/NZS 3008.1.1:2017 (Cable Selection), AS/NZS 4836:2011 (Safe Working on or Near Low-Voltage Electrical Installations), AS/NZS 4602.1:2011 (Hi-Vis Clothing), AS 1418.10 (EWP — if applicable), Safe Work Australia Code of Practice: Managing Electrical Risks in the Workplace, Safe Work Australia Code of Practice: How to Manage Work Health and Safety Risks, Safe Work Australia Code of Practice: Managing the Risk of Falls at Workplaces, Safe Work Australia Code of Practice: How to Manage and Control Asbestos in the Workplace, Safe Work Australia Code of Practice: Confined Spaces

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SCAN TO SIGN ON — NO APP NEEDED

Workers: scan with your phone camera, enter your name, licence number and role, and sign on screen. Each sign-on is recorded against this exact document number and revision with a date-time stamp, and forms part of this document's sign-on register. The table below remains available as a paper backup.

https://paperwrk.com.au/sign.html?t=ed8b4639323d3128a3b3642ab71c3606

Worker name	Licence / cert no.	Role	Signature	Date
[Name]	[Lic no.]	[Role]	_____	[Date]
[Name]	[Lic no.]	[Role]	_____	[Date]
[Name]	[Lic no.]	[Role]	_____	[Date]

Refs: Work Health and Safety Act 2011 (ACT), Work Health and Safety Regulation 2011 (ACT), AS/NZS 3000:2018 (Wiring Rules), AS/NZS 3008.1.1:2017 (Cable Selection), AS/NZS 4836:2011 (Safe Working on or Near Low-Voltage Electrical Installations), AS/NZS 4602.1:2011 (Hi-Vis Clothing), AS 1418.10 (EWP — if applicable), Safe Work Australia Code of Practice: Managing Electrical Risks in the Workplace, Safe Work Australia Code of Practice: How to Manage Work Health and Safety Risks, Safe Work Australia Code of Practice: Managing the Risk of Falls at Workplaces, Safe Work Australia Code of Practice: How to Manage and Control Asbestos in the Workplace, Safe Work Australia Code of Practice: Confined Spaces