

Your Company Name

Your Contact Details

Job Description – Activity	Codes/Standards (If Applicable)	File Number & Date
Working with Power Tools & Electrical Equipment. Home/Industrial electrical installations/maintenance/repairs/Test & Tag Services. Electrical Supply & Testing including, Servicing of plant and equipment.	AS: - AS 4360:2004 (Applied to this SWMS) AS/NZS: 4836 – 3760 – 3012 – 3000 Other: NOHSC – WorkCover OH&S 2001	OH&S/SWMS 012-002\R1 Amended – Aug 2011 Next Review – Feb 2013

Required Qualifications.	License(s) – Your ABN & License Details inserted here		
Electricians Certification / Test & Tag Certification / Green Card (Construction)	ABN:	License:	License:

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Job Step	Hazard – Assessment	Risk	Hazard & Risk Controls
1. Test & Tag Inspection	Dropping items, injury to hands and feet.	6	Inspect ALL Power Tools, Equipment, Lead's and Cables to ensure; Test & Tag Label is affixed in place and the Date Is Current .
2. Visual Inspection	Dropping items, injury to hands and feet.	6	Carefully inspect equipment for damages, excessive wear. Check all power plugs, cords and extension leads for excessive heat stress.
3. Plugging in tools/equipment	Electric Shock, Burns, Serious Injury or Death.	1	Inspect power sockets, leads and plugs for damage before attaching any power tools/equipment you intend using into the power supply. Before switching on the power supply/tools/equipment, carefully inspect switches are not loose, check for damage or wear & tear.
4. Operating/Testing Tools	Electric Shock, Burns, Serious Injury or Death.	1	Ensure hands are clean & dry; keep power cords, electrical leads, clear of water, sharp objects, chemical corrosives & moving parts.
5. Suspended Operation(s)	Fire, Explosion, Smoke Inhalation, Electric Shock, Burns, serious injury and possible Death.	2	DO NOT leave tools/equipment switched on/running unattended. Ensure the power is shut down when work is suspended or finished.
6. General Use/Operation(s)	Fire, Explosion, Smoke Inhalation, Electric Shock, Burns, serious injury and possible Death.	1	DO NOT (at any time) use electrical tools/plant/equipment near or around any form of combustible liquids or flammable gases .
7. Shut Down/Switching Off	Electric Shock, Burns, Serious Injury or Death.	2	Ensure tools/equipment is switched off before disconnecting power supply. Check for damage & store the items appropriately.
8. Supplementary	Possible injury at next use if stored incorrectly.	6	Check power leads/extensions for excessive heat damage, wear & tear, then store in the appropriate, safe manner – Off the Floor!

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Authorised By	Date	Document Control Number	Signature
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