
















ACTIVITY: Testing & Tagging - Residual Current Devices (RCD)				SWMS No.:	
SAFE WORK METHOD STATEMENT (SWMS) - Part 1					
Company Name:		Address:		ABN:	
Company Contact:		Position:		Phone No.:	
Project Details					
Project:			Insert Photo		
Job Address:					
Job Description:					
Relevant workers must be consulted in the development, approval and communication of this SWMS:				SWMS Approved by <i>Employer/PCBU/Director/Owner</i> :	
Name: (Include names of workers who were consulted in relation to the development of this SWMS)		Signature:	Job Title:	Date:	Print Name
					Signature:
					Date:
Name of Principal Contractor:		Principal Contractor Company Name:			
Date SWMS provided to Principal Contractor:		Principal Contractor Signature:			Date:
Name of person responsible for ensuring compliance with SWMS:		Signature:			Date:
DOCUMENT NO: 10391		VERSION NO: 2	ACTIVITY: Test and Tag – Residential Current Devices (RCD)'s		REVIEW NO:
AUTHORISED BY:		SIGNATURE:		DATE:	DATE:

SWMS Scope		Personal Protective Equipment (PPE)																
<p>This SWMS covers safety inspection and testing of Fixed Residual Current Devices (RCD's) and Portable Residual Current Devices (PRCD's) in the workplace using a portable appliance tester with electronic push-button/function key testing functionality.</p> <p>Includes Fixed and Portable RCD's:</p> <ul style="list-style-type: none"> - Type I not exceeding 10 mA - Type II 10mA to 30mA. <p>Portable RCD's include:</p> <ul style="list-style-type: none"> - Class L single phase primarily intended for household and similar general use - Class H primarily intended for general industrial use - Class PSOA class H assembly with two or more socket outlets minimum rating IP 33. <p>Refer to separate specific SWMS for Testing & Tagging of electrical cords and Class 1 & Class 2 electrical equipment.</p> <p>If ever you are unsure, seek advice from a licensed Engineer/Electrician.</p>		<p>Ensure all PPE meets relevant Australian Standards. Inspect, and replace PPE as needed.</p> <p>AS 1319-1994 Safety signs for the occupational environment reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at http://www.saiglobal.com</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="width: 20%;">Foot Protection</th> <th style="width: 20%;">High Visibility</th> <th style="width: 20%;">Head Protection</th> <th style="width: 20%;">Hand Protection</th> <th style="width: 20%;">Protective Clothing</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Sun Protection</td> <td colspan="4">Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)</td> </tr> </tbody> </table>		Foot Protection	High Visibility	Head Protection	Hand Protection	Protective Clothing						Sun Protection	Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)			
Foot Protection	High Visibility	Head Protection	Hand Protection	Protective Clothing														
																		
Sun Protection	Broad brimmed hat, UV rated clothing, SPF 30+ sunscreen, tinted safety glasses with adequate UV protection)																	
Hazards - What can cause harm?	Risks - What can happen?	Control Measures to Reduce Risk																
Job Step: Planning																		
<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks: <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o repetitious movements. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocutation - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress - Musculoskeletal Disorder. 	<p>Consultation in relation to hazards and risks. Ensure:</p> <ul style="list-style-type: none"> - Consult with the person you are carrying out the work for on the potential hazards and risks associated with the task. - If represented by an elected health and safety representative, the representative is included in any consultation - Any other persons on site (trade or otherwise) who is effected by the same matter is consulted and co-operative arrangements are made (e.g. co-ordination or alternative measures) - Document consultation and action items. <p>Liaise with site management, ensure operators are provided with site induction:</p> <ul style="list-style-type: none"> - Site safety rules - Amenities - No-go zones - Traffic management requirements - First aid - Emergency plans including location of fire equipment. <p>Ensure all persons entering construction site have a valid Construction Induction Card (or equivalent).</p> <p>Ensure operator is trained and competent in:</p> <ul style="list-style-type: none"> - Using the PAT - The testing method specific for the device being tested. 																

DOCUMENT NO: 10391	VERSION NO: 2	ACTIVITY: Test and Tag – Residential Current Devices (RCD)'s	REVIEW NO:	DATE:
AUTHORISED BY:		SIGNATURE:		DATE:

		RB: 4A	Person responsible to implement control measures:	RA: 2M
Job Step: Preparation				
<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks: <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o repetitious movements. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocutation - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress - Musculoskeletal Disorder. 	<p>Assess the site, check:</p> <ul style="list-style-type: none"> - Lighting, ventilation, humidity levels, ignition sources/explosive atmosphere, chemical stores - Obstacles, hazardous works in close proximity - Presence of water, overloaded outlets. <p>Conduct risk assessment to identify any hazards that may be present in the work area as well as the Device Under Test (DUT): Check:</p> <ul style="list-style-type: none"> - Records/knowledge of any faults, malfunctions etc with any of the equipment being tested - Duration of task - Accessibility to equipment (housekeeping) - Necessity to lift, move or carry equipment - Condition/integrity of DUT's - Condition/integrity of testing equipment - Current rate/s being tested - Requirement for induction/cards, permits, etc when testing equipment located on a construction site. <p>Ensure relevant site personnel are aware of testing activities and arrangements have been made for clear access to the equipment. Obtain site Test & Tag Register, check:</p> <ul style="list-style-type: none"> - Risk assessments are accurate for type of equipment and environment - Risk assessments have been conducted for testing intervals - Testing intervals are in line with AS 3760, AS/NZS3190 and Code of Practice <ul style="list-style-type: none"> o Construction sites – 3 months o Hired – 3 months Portable / 12 months Fixed o PRCD's used for commercial cleaning equipment – 6 months o Manufacturing, maintenance etc. - 6 months o Commercial cleaning equipment – 6 months o Accommodation environments – 2 years o Specified high risk environments – 12 months o Low risk environment– 5 years. <p>Note: AS/NZS 3760:2010 specifically excludes medical devices and electrical devices in-patient care areas. There are specific Australian Standards to cover that equipment. Operators must read and understand instruction manual for the PAT being used, including Menu system Function keys Test results and printouts. Ensure that the Portable Appliance Tester (PAT) has been calibrated within the last 12 months. Ensure correct PAT, suitable for task. For example:</p> <ul style="list-style-type: none"> - Ratings 240VAC in 240VAC out @ 30VA Fuse protected Primary winding 500mA 		

DOCUMENT NO: 10391	VERSION NO: 2	ACTIVITY: Test and Tag – Residential Current Devices (RCD)'s	REVIEW NO:	DATE:
AUTHORISED BY:		SIGNATURE:		DATE:

		- Check for further relevant information: <i>AS/NZS3190 Approval & test specification – Residual Current Devices.</i>	
		RB: 4A	Person responsible to implement control measures:
		RA: 2M	
Job Step: Pre-Operational Inspection			
<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks: <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o repetitious movements 	<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocution - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress - Musculoskeletal Disorder 	<p>Be aware of items left in routes of passage and around equipment.</p> <p>Compare DUT details with logbook data to ensure correct.</p> <p>Check if the DUT will be subject to:</p> <ul style="list-style-type: none"> - Damage or excessive wear or use - Exposure to moisture, heat, vibration, chemicals, dust or other causes of reduced performance. <p>Equipment subject to harsh conditions may require more frequent inspection and testing.</p> <p>Ensure:</p> <ul style="list-style-type: none"> - Hands and clothing are dry - Calibration of PAT is current, <12 months - PAT has been serviced/maintained as per manufacturer recommendations - LED displays are functioning correctly - Batteries are charged. <p>Complete a visual inspection of the DUT and its connections. Check for:</p> <ul style="list-style-type: none"> - Any sign of corrosion or discolouration (indicating presence of excessive heat, moisture or chemicals) - Defects - Modifications, etc. - DUT's should be in good condition and any modifications must be compliant with electrical standards. <p>Inspect flexible cords by checking:</p> <ul style="list-style-type: none"> - To ensure cords are securely connected to the DUT, plugs, connection points and sockets by pulling, pushing and rotating the cords - That the inner cords are not exposed or twisted <ul style="list-style-type: none"> o Visually check first to identify if there are any exposed inner cords, protruding wires or obvious deformities o If cord appears intact carefully run the cord through your hands to feel if there may be any internal damage – potential for nicks/abrasion - The external sheaths of cords to ensure they are not cut, worn, twisted or damaged whereby the insulation or inner cords are visible - That there are no iron filings in the insulation - To ensure that conductors remain protected and that no insulation tape has been applied - That terminals have not spread by connecting plugs and extension cord sockets. 	

DOCUMENT NO: 10391	VERSION NO: 2	ACTIVITY: Test and Tag – Residential Current Devices (RCD)'s	REVIEW NO:	DATE:
AUTHORISED BY:		SIGNATURE:	DATE:	

		Inspect all labels, markings and warning indicators (showing the maximum load to be connected to the DUT) are legible and intact.			
		RB: 3H	Person responsible to implement control measures:	RA: 2M	
Job Step: Operation – Initial Tests					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks: <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o repetitious movements. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocutation - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress - Musculoskeletal Disorder. 	<p>For all testing: Avoid risk of electric shock /electrocution by following the PAT's instructions for testing.</p> <p>Select the current rate on the PAT that is appropriate for the DUT, i.e. same as the current rate of the DUT.</p> <p>Plug the PAT into a power outlet (GPO):</p> <ul style="list-style-type: none"> - Conduct a Supply Mains Test to identify if there is a fault with the mains supply. <p>Continue testing if the DUT passes the initial test.</p> <p>Do not continue testing if the DUT fails the initial test - Attach "Out of Service" tags and inform owner of the DUT that it cannot be used until made safe by qualified person (such as electrician).</p>	RB: 4A	Person responsible to implement control measures:	RA: 2M
Job Step: Operation – Connecting PAT to a Fixed RCD					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks: <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o repetitious movements. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocutation - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress - Musculoskeletal Disorder. 	<p>Disconnect any equipment from the General Power Outlet (GPO) to be used for testing. GPO's protected by RCD's should be marked RCD Protected and where applicable include the circuit number. Conduct a User Test by pressing the Test Button on the DUT .If the DUT has passed the User Test connect the PAT to the DUT.</p> <p>Do not continue if the DUT fails the test - Attach "Out of Service" tags and inform owner of the DUT that it cannot be used until made safe by qualified person (such as electrician).</p> <p>Connect PAT to DUT: Plug the connection lead from the PAT into GPO Switch on the GPO. Set appropriate trip current level (5 mA to max 500 mA output).</p> <p>Disconnect any equipment from the PRCD being tested.</p> <p>Ensure all cords and extension leads are uncoiled before testing.</p> <p>Conduct a User Test by pressing the Test Button on the DUT.</p> <ul style="list-style-type: none"> - If the DUT has passed the User Test connect the PAT to the DUT. <p>Do not continue if the DUT fails the test - Attach "Out of Service" tags and inform owner of the DUT that it cannot be used until made safe by qualified person (such as electrician).</p> <p>Connect PAT to DUT:</p> <ul style="list-style-type: none"> - Plug the connection lead from the PAT into the PRCD, or - If an extension lead is normally connected to the PRCD plug the connection lead from the PAT into the extension lead - Connect the PRCD to a GPO, or - If the PRCD is connected to a GPO protected by a Fixed RCD connect the PRCD to an RCD Isolation 			
DOCUMENT NO: 10391	VERSION NO: 2	ACTIVITY: Test and Tag – Residential Current Devices (RCD)'s	REVIEW NO:	DATE:	
AUTHORISED BY:		SIGNATURE:		DATE:	

		Transformer which is then connected to the GPO - Turn the GPO to the on position. Set appropriate trip current level (5 mA to max 500 mA output).	RB: 4A	Person responsible to implement control measures:	RA: 2M
Job Step: Operation – Testing Three-Phase RCD’s					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks: <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o repetitious movements. 		<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocution - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress - Musculoskeletal Disorder. 		<p>Conduct testing of three-phase RCD’s individually on each phase in turn, ensuring:</p> <ul style="list-style-type: none"> - All load connections are disconnected (or switched off if disconnection is not possible), including the neutral to avoid an incorrect test result. <p>The RCD has been checked that it meets one of the following conditions:</p> <ul style="list-style-type: none"> - It does not have any internal or external circuit connections to an active or neutral conductor; or any current flowing through the toroid of active and neutral connections is balanced or cancelled by a return current. 	
		RB: 4A	Person responsible to implement control measures:	RA: 2M	
Job Step: Operation – Testing Single Phase RCD’s / Each Phase of Three-phase RCD’s					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks: <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o repetitious movements. 		<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocution - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress - Musculoskeletal Disorder. 		<p>Conduct Power testing: Press the appropriate test buttons/function keys on the PAT to complete the Power test. Note pass or fail as required:</p> <ul style="list-style-type: none"> - Results to match the ratings noted on labels or markings on the DUT - If the DUT has passed Power testing continue testing. <p>Do not continue if the DUT fails the test - Attach “Out of Service” tags and inform owner of the DUT that it cannot be used until made safe by qualified person (such as electrician).</p> <p>Conduct Leakage testing: Press the appropriate test buttons/function keys on the PAT to complete the Leakage test. Note pass or fail as required: RCD maximum leakage 5 mAPRCD maximum leakage 1 mAPRCD with FE maximum leakage 5 mA. If the DUT has passed Leakage testing continue testing.</p> <p>Do not continue if the DUT fails the test. - Attach “Out of Service” tags and inform owner of the DUT that it cannot be used until made safe by qualified person (such as electrician).</p> <p>Conduct Tripping Time testing:</p> <ul style="list-style-type: none"> - Press the appropriate test buttons/function keys on the PAT to test the trip time. - Note pass or fail as required: <ul style="list-style-type: none"> o Type I maximum tripping time 40 milliseconds o Type II maximum tripping time 300 milliseconds - If the DUT has passed Tripping Time testing. 	
DOCUMENT NO: 10391	VERSION NO: 2	ACTIVITY: Test and Tag – Residential Current Devices (RCD)’s			REVIEW NO:
AUTHORISED BY:		SIGNATURE:			DATE:

		<p>Do not continue if the DUT fails the test - Attach "Out of Service" tags and inform owner of the DUT that it cannot be used until made safe by qualified person (such as electrician).</p> <p>Conduct Current testing:</p> <ul style="list-style-type: none"> - Press the appropriate test buttons/function keys on the PAT to test the trip time. - Note pass or fail as required: <ul style="list-style-type: none"> o Type I maximum current 10 a.c. mA o Type II maximum current 30 a.c. mA <p>If the DUT has passed all testing:</p> <ul style="list-style-type: none"> - Note appliance number for logbook and print out records - Unplug the DUT from the PAT (and RCD isolating transformer if used) and reconnect any equipment that was disconnected. <p>Do not continue if the DUT fails any test - Attach "Out of Service" tags and inform owner of the DUT that it cannot be used until made safe by qualified person (such as electrician).</p>	
	RB: 4A	Person responsible to implement control measures:	RA: 2M

Job Step: Tagging

<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks: <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects o repetitious movements. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocutation - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress - Musculoskeletal Disorder. 	<p>For DUT's that pass testing: Remove tag from the DUT if it has been inspected previously. Apply a new tag to the DUT that includes:</p> <ul style="list-style-type: none"> - Date of testing - Outcome of testing - Due date for the next inspection - Plant number or inspection number of the DUT - Licence/certificate number, printed name of the licensed electrician or trained competent person who carried out the test and filled in the tag. <p>Ensure that all tags:</p> <ul style="list-style-type: none"> - Are durable and water resistant - Are non-metallic - Are self-adhesive or positively secured - Cannot be re-used - Have a bright, distinctive surface. <p>Tags may be colour coded to identify:</p> <ul style="list-style-type: none"> - Month DUT was tested - Duration of interval between testing, e.g. 3, 6, 12, 24 months, etc. <p>If tags do not contain all of the information required, the rest of the information must be recorded in the Site</p>
--	--	--

DOCUMENT NO: 10391	VERSION NO: 2	ACTIVITY: Test and Tag – Residential Current Devices (RCD)'s	REVIEW NO:	DATE:
AUTHORISED BY:	SIGNATURE:			DATE:

		<p>Electrical Register. If tags are not used the DUT must be marked / labelled so that record of testing in the Register can clearly identify the relevant equipment. Prepare/update Site Electrical Equipment Register. Include in the Register:</p> <ul style="list-style-type: none"> - The date of the inspection - The due date for the next inspection - The plant number or inspection number of the DUT - The results of the tests and inspections - Details of any repair/maintenance work required as a result of the inspection - The licence/certificate number, printed name and signature of the trained competent person who carried out the inspections and tests. <p>Pushing the “trip test” button to ensure the RCD is effective should test a new portable RCD.</p> <table border="1" data-bbox="958 639 1989 683"> <tr> <td data-bbox="958 639 1093 683">RB: 1L</td> <td data-bbox="1093 639 1865 683">Person responsible to implement control measures:</td> <td data-bbox="1865 639 1989 683">RA: 1L</td> </tr> </table>	RB: 1L	Person responsible to implement control measures:	RA: 1L
RB: 1L	Person responsible to implement control measures:	RA: 1L			
Job Step: Maintenance					
<p>Hazards include:</p> <ul style="list-style-type: none"> - Electricity - Energised electrical equipment - Falls on the same level - Hazardous Manual Tasks: <ul style="list-style-type: none"> o awkward, twisting, bending positions o lifting, carrying, or putting down objects. 	<p>Risks include:</p> <ul style="list-style-type: none"> - Electric shock - Electrocutation - Falling over on same level causing bruises, sprains, strains, fractures - Muscular stress. 	<p>Check that the PAT has not been damaged during use.</p> <p>Ensure the PAT is packed away and stored in its supplied container/packaging to avoid damage.</p> <p>Schedule annual calibration of the PAT.</p> <table border="1" data-bbox="958 935 1989 978"> <tr> <td data-bbox="958 935 1093 978">RB: 3H</td> <td data-bbox="1093 935 1865 978">Person responsible to implement control measures:</td> <td data-bbox="1865 935 1989 978">RA: 2M</td> </tr> </table>	RB: 3H	Person responsible to implement control measures:	RA: 2M
RB: 3H	Person responsible to implement control measures:	RA: 2M			

DOCUMENT NO: 10391	VERSION NO: 2	ACTIVITY: Test and Tag – Residential Current Devices (RCD)'s	REVIEW NO:	DATE:
AUTHORISED BY:		SIGNATURE:	DATE:	

Emergency Procedures / Emergency Response

Develop and implement an emergency response plan for the site. Include:

- Assembly points
- Communication
- Consultation methods
- Responsible persons
- Emergency contacts - names and phone numbers
- First aid equipment
- Fire Extinguishers – accessible & serviced.

Develop site-specific rescue procedures/SWMS.

Ensure all workers on-site are trained and familiar with emergency and evacuation procedures.

Person/s responsible to implement and follow emergency procedures and control measures:

Review

To ensure controls are implemented and monitored effectively:

- **Toolbox /pre-work** meetings will be undertaken
- Relevant persons will be consulted on hazards and contents of SWMS, work plans and other applicable information
- Control measures will be monitored throughout works:
 - **Spot checks**
 - **Consultation**
 - **Scheduled audits**
- Corrective actions will be recorded and rectified in a timely manner SWMS will be reviewed and updated accordingly (in consultation with relevant persons).

Ensure all controls are reviewed as per the following:

- If controls fail to reduce risk adequately
- When changes to the workplace or work activity occur that create new / different risks where controls may no longer be effective
- New hazards identified
- After an incident involving work activities relevant to this SWMS
- During consultation with relevant persons indicate review is needed
- **A Health and Safety Representative (HSR) requests a review in line with the requirements of the legislation.**

Person/s responsible to implement and follow monitoring and review procedures and control measures:

DOCUMENT NO: 10391	VERSION NO: 2	ACTIVITY: Test and Tag – Residential Current Devices (RCD)'s	REVIEW NO:	DATE:
AUTHORISED BY:		SIGNATURE:		DATE:

SAFE WORK METHOD STATEMENT - Part 2		
Formal Training, Licences required for workers undertaking this task:	Duties of workers undertaking this task:	Details of Supervisory Arrangements for workers undertaking this task:
<p>Example:</p> <ul style="list-style-type: none"> - Licence to Perform High Risk Work (operating certain plant, equipment) - TAFE or other recognised training organisation - Construction Induction Card (or equivalent) 	<p>Example:</p> <p>(Name): Operator (Name): Clean-up crew (Name): Supervisor Etc.</p>	<p>Example:</p> <ul style="list-style-type: none"> - Suitably qualified supervisors for job - Direct on-site supervision - Remote site – communication systems/ schedule <ul style="list-style-type: none"> - Audits - Spot Checks, etc. - Reporting systems
<p>Details of: regulatory permits/licenses Engineering Details/Certificates/WorkCover Approvals:</p> <p>Example:</p> <ul style="list-style-type: none"> - Local council permits - Building Approvals - EPA approvals/permits - Certain plant to be registered with State Authority <p>PPE to comply with relevant Australian Standards</p>	<p>Relevant Legislation, Codes of Practice: Note: Retain only the legislation references applicable to your state of operation for this SWMS</p> <ul style="list-style-type: none"> • Commonwealth, NSW, QLD, ACT <ul style="list-style-type: none"> ○ Work Health and Safety Act 2011 ○ Work Health and Safety Regulations 2011 • Northern Territory <ul style="list-style-type: none"> ○ Work Health and Safety (National Uniform Legislation) Act 2011 ○ Work Health and Safety (National Uniform Legislation) Regulations • SA, Tasmania <ul style="list-style-type: none"> ○ Work Health and Safety Act 2012 ○ Work Health and Safety Regulations 2012 • Codes of Practice: Safe Work Australia (2011): <ul style="list-style-type: none"> ○ Construction Work ○ How to Manage Work Health and Safety Risks ○ Hazardous Manual Tasks ○ Managing Electrical Risks in the Workplace ○ WHS Consultation, Cooperation & Coordination 	
<p>Plant/Tools/Equipment: (List plant and equipment to be used on the job.)</p> <p>Portable Appliance Tester (PAT) (Make & Model)</p>	<ul style="list-style-type: none"> • Victoria <ul style="list-style-type: none"> ○ Occupational Health & Safety Act 2004 ○ Occupational Health & Safety Regulations 2007 ○ Codes of Practice: • Western Australia <ul style="list-style-type: none"> ○ Occupational Health & Safety Act 1984 ○ Occupational Health & Safety Regulations 1996 ○ Codes of Practice: • Australian Standards: AS/NZS3190 Approval & test specification – Residual Current Devices AS/NZS 3760:2010 In-Service safety inspection and testing of electrical equipment AS/NZS 3012:2010 Electrical installations - Construction and demolition sites AS/NZS 3017:2007 Electrical installations - Testing and inspection guidelines AS/NZS 3000:2007 Electrical Installations (known as the Australian/New Zealand Wiring Rules). 	
<p>Reference Documents</p> <p>Work Health & Safety Regulations (2011): Chapter 4 High Risk Work Part 4.7 General safety in workplaces and energised electrical work Safe Work Australia (2011): Code of Practice: Managing Electrical Risks in the Workplace</p> <p>Sai Global: Standard: IEC 61540 Electrical accessories—Portable residual current devices without integral overcurrent protection for household and similar use (PRCD's) Wavcom Instruments Portable Appliance Testers Instruction Manual</p>		

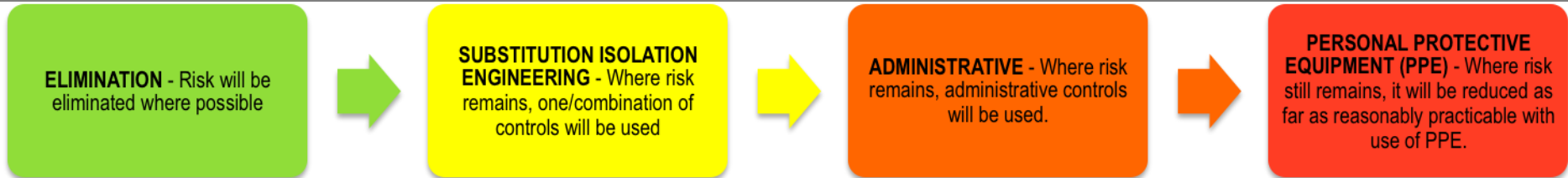
DOCUMENT NO: 10391	VERSION NO: 2	ACTIVITY: Test and Tag – Residential Current Devices (RCD)'s	REVIEW NO:	DATE:
AUTHORISED BY:		SIGNATURE:		DATE:

SAFE WORK METHOD STATEMENT - Part 3

This SWMS has been developed in consultation and cooperation with *employee/workers* and relevant *Employer/Persons Conducting Business or Undertaking (PCBU)*. I have read the above SWMS and I understand its contents. I confirm that I have the skills and training, including relevant certification to conduct the task as described. I agree to comply with safety requirements within this SWMS including risk control measures, safe work instructions and Personal Protective Equipment described.

Overall Risk Rating after Controls	1 Low		2 Moderate		3 High		4 Acute	
Employee/Worker Name	Job Role / Position			Signature		Date	Time	Employer/PCBU/ Supervisor
Review No.	1	2	3	4	5	6	7	8
Name								
Initial								
Date								

HIERARCHY OF CONTROLS



DOCUMENT NO: 10391	VERSION NO: 2	ACTIVITY: Test and Tag – Residential Current Devices (RCD)'s	REVIEW NO:	DATE:
AUTHORISED BY:		SIGNATURE:		DATE:

RISK ASSESSMENT MATRIX

HB 436:2004 Risk Management Guidelines Tables 6.3 – 6.8 reproduced with permission from SAI Global under licence 1210-c062. Standards may be purchased at <http://www.saiglobal.com>
References: Safe Work Australia (2011) - Code of Practice: How to Manage Work Health and Safety Risks, AS/NZS 31000 -2009 Risk Management Principles and Guidelines.

Step 1: Determine Likelihood		
What is the possibility that the effect will occur?		
	Criteria	Description
Almost certain	Expected in most circumstances.	Effect is a common result
Likely	Will probably occur in most circumstances.	Effect is known to have occurred at this site or it has happened
Possible	Might occur at some time	Effect could occur at the site or I've heard of it happening
Unlikely	Could occur at some time	Effect is not likely to occur at the site or I have not heard of it happening
Rare	May occur only in exceptional circumstances	Effect is practically impossible

Step 2: Determine Consequence	
What will be the expected effect?	
Level of Effect:	Example of each level:
Insignificant/Acceptable	No effect – or so minor that effect is acceptable
Minor	First aid treatment only; spillage contained at site.
Moderate	Medical treatment; spillage contained but with outside help.
Major	Extensive injuries; loss of production
Catastrophic	Death; toxic release of chemicals

Step 3 Determine the risk score					
	Consequence				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	3 High	3 High	4 Acute	4 Acute	4 Acute
Likely	2 Medium	3 High	3 High	4 Acute	4 Acute
Possible	1 Low	2 Medium	3 High	4 Acute	4 Acute
Unlikely	1 Low	1 Low	2 Medium	3 High	4 Acute
Rare	1 Low	1 Low	2 Medium	3 High	3 High

Step 4 Record risk score on worksheet (Note – Risk scores have no absolute value and should only be used for comparison and to engender discussion.)	
Score	Action
4 A: Acute	ACT NOW – Urgent - does something about the risks immediately. Requires immediate attention.
3 H: High	Highest management decision is required urgently.
2 M: Moderate	Follow management instructions.
1 L: Low	OK for now. Record and review regularly, and if any equipment/people/materials/work processes or procedures change.

DOCUMENT NO: 10391	VERSION NO: 2	ACTIVITY: Test and Tag – Residential Current Devices (RCD)'s	REVIEW NO:	DATE:
AUTHORISED BY:		SIGNATURE:		DATE: