

SWMS Title:	Use of Safety Switches and Extension Cords (RCD)	Description of Task / Activity:	Use of Safety Switches and Extension Cords (RCD)
Partner Site:	All Partner Sites		
Qualifications Required	Training Required to Complete Work	Related WHS Legislation	
Refer to HR-PO-13 Licenses & Memberships Policy	Completion of City Team Member Induction Refer to HR-MN-007 Safety and Compliance Training Catalogue Refer to HR-MN-008 Technical Training Catalogue	Refer to HSEQ-FM-020 Compliance Obligation Register	
Plant/Equipment Required—Mobile or Static	Plant/Equipment Maintenance Checks Required	In the event of an Emergency	
Portable electrical tools and equipment. Portable hand tools. Ladder. PPE. Warning Barricades.	Portable electrical tools and safety equipment to display current test tag. Conduct visual inspection on all portable plant and equipment items prior to use and confirm in serviceable condition.	Refer to site emergency response plan. Call 000 for Police, Fire or Ambulance.	
Developed / Reviewed by:	George Covino	Date	30/07/2021
Approved by:	Paul Nichols	Date:	30/07/2021

Minimum Required PPE (Personal Protective Equipment)

														
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SEQUENCE/TASK DESCRIPTION List the tasks required to perform the activity in the sequence they are carried out.	HAZARDS/RISKS What can harm you—Hazards? What can happen—Risks?	RISK LEVEL	RISK CONTROL MEASURES List the control measures required to eliminate or minimise the risk of injury and detail how the control measures will be put in place.	NEW RISK LEVEL	ACTION BY: Person Responsible
1. General Working Requirements	Nil		<ul style="list-style-type: none"> Sign in to site. Notify site/store management that work will be taking place in the area. Discussion to be carried out before work commences to ensure all team members have appropriate PPE in serviceable condition. Review weather conditions prior to work commencing and determine if it is safe to proceed. 		City Team Member /s

SEQUENCE/TASK DESCRIPTION List the tasks required to perform the activity in the sequence they are carried out.	HAZARDS/RISKS What can harm you—Hazards? What can happen—Risks?	RISK LEVEL	RISK CONTROL MEASURES List the control measures required to eliminate or minimise the risk of injury and detail how the control measures will be put in place.	NEW RISK LEVEL	ACTION BY: Person Responsible
			<ul style="list-style-type: none"> If required complete Hot Work Permit or Electrical and Gas Isolation Permit. 		
2. Set up work area Move tools and equipment to site	Manual Handling Strain / Crush Injury Lacerations Material Weight and size of object Pedestrian and motorised traffic	13 Med (C3)	<ul style="list-style-type: none"> Ensure correct manual handling techniques are used e.g. lift with back straight and knees bent. Ensure distances to be travelled are minimised. Barricade and isolate work area to prevent unauthorised access. Special consideration is to be given to appropriately protecting work areas when work is to be performed on sites where children are present. When working with knives or sharp objects cut resistant gloves to be worn. Hi/Vis safety vests to be worn when working in loading dock and motor vehicle trafficable areas. Hi/Vis safety vests to be worn at all times in Coles Express sites. Hi/Vis safety vests to be worn at all times in Coles Distribution Centres. 	6 Low (B2)	City Team Member /s
3. Preparation	Electricity Burns Water	13 Med (C3)	<ul style="list-style-type: none"> Do not operate electrical equipment/leads in wet areas. Ensure adequate lighting is provided at all times. Inspect SAFETY SWITCH/RCD and associated cord i.e. exposed inner wiring or insulation, damage to plug, damage to plastic box and associated switches and sockets. Connect device to appropriate mains outlet and check operation by activating test switch on SAFETY SWITCH/RCD. Minimise the risk of lead damage and trip hazards by elevating the lead from the ground or covering the lead with a device that highlights the trip hazard and protects the lead from vehicle damage. Ensure current Inspection Tag is on equipment. If any damage or faults DANGER tag equipment and report immediately. 	6 Low (B2)	City Team Member /s

SEQUENCE/TASK DESCRIPTION List the tasks required to perform the activity in the sequence they are carried out.	HAZARDS/RISKS What can harm you—Hazards? What can happen—Risks?	RISK LEVEL	RISK CONTROL MEASURES List the control measures required to eliminate or minimise the risk of injury and detail how the control measures will be put in place.	NEW RISK LEVEL	ACTION BY: Person Responsible
4. Operation	Electricity Burns Water	17 High (D3)	<ul style="list-style-type: none"> Flexible extension cords must be used in conjunction with a portable SAFETY SWITCH/RCD. The SAFETY SWITCH/RCD must be placed between the outlet and flexible extension cord NOT between the cord and appliance. Should a SAFETY SWITCH/RCD trip during equipment operation the SAFETY SWITCH/RCD should not be reset until the cause of the trip has been ascertained and the cause either rectified or removed. 	6 Low (B2)	City Team Member /s
5. Completing the task – exiting the work area	Strains and sprains Slips, trips or falls In the event of an emergency, Store awareness of who is on site	13 Med (C3)	<ul style="list-style-type: none"> Remove tools and equipment from the work area and use correct manual handling techniques. Dispose of waste at appropriate waste management and recycling centres or partner provided waste facilities. Clean up spills promptly and dispose of hazardous spill material at appropriate waste management facility. Ensure worksite is clean and tidy. Remove barricades. Ensure area is free from trip hazards. Sign out of site. 	4 Low (C1)	City Team Member /s

Induction Statement

I the employee listed below:

- Have been consulted and understand the requirements of this developed / amended Safe Work Method Statement relevant to the activities/tasks for which I have been engaged on the site and understand that I am responsible to work in accordance with this Safe Work Method Statement.

Name	Signature	Date

Site Manager or Delegate	Signature	Date

Instructions on How to Complete a SWMS:

1. Break the job/task down into steps.
2. Identify the 'Safety Hazards' associated with each step.
3. Use the 'Risk Matrix' to determine the risk of each hazard occurring with no controls in place and record the risk score.
4. Consider and document 'Control Measures' used to control the risk, use the 'Hierarchy of Control' to ensure all possible controls have been reviewed, document and record new risk score.
5. SWMS developed or reviewed onsite must be approved and signed by the Store Manager or Delegate prior to any works commencing.

Hierarchy of Control			Risk Matrix																																																																				
			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="background-color: #ffff00;">RISK ASSESSMENT PROCESS</th> </tr> <tr> <th colspan="2" style="background-color: #ffff00;">Step 1 Determine Probability</th> <th colspan="5" style="background-color: #ffff00;">Step 2</th> </tr> <tr> <th colspan="2" rowspan="2" style="background-color: #6699ff; color: white;">LIKELIHOOD</th> <th colspan="5" style="background-color: #0070c0; color: white;">CONSEQUENCE</th> </tr> <tr> <th style="background-color: #0070c0; color: white;">PERSON</th> <th colspan="2" style="background-color: #0070c0; color: white;">ASSETS</th> <th colspan="2" style="background-color: #0070c0; color: white;">ENVIRONMENT</th> </tr> </thead> <tbody> <tr> <td style="background-color: #6699ff; color: white;">A</td> <td style="background-color: #6699ff; color: white;">Practically impossible</td> <td style="background-color: #0070c0; color: white;">1</td> <td style="background-color: #0070c0; color: white;">Minor Near Miss</td> <td colspan="2" style="background-color: #0070c0; color: white;">Under \$500 Damage and Minimal Productivity Disruption.</td> <td style="background-color: #0070c0; color: white;">No Damage</td> </tr> <tr> <td style="background-color: #6699ff; color: white;">B</td> <td style="background-color: #6699ff; color: white;">Not Likely to Occur</td> <td style="background-color: #0070c0; color: white;">2</td> <td style="background-color: #0070c0; color: white;">First Aid Treatment Injury</td> <td colspan="2" style="background-color: #0070c0; color: white;">\$500-1000 Damage and/or Slight Production Disruption.</td> <td style="background-color: #0070c0; color: white;">Minor Damage</td> </tr> <tr> <td style="background-color: #6699ff; color: white;">C</td> <td style="background-color: #6699ff; color: white;">Unusual but Possible</td> <td style="background-color: #0070c0; color: white;">3</td> <td style="background-color: #0070c0; color: white;">MTI or Short Term LTI</td> <td colspan="2" style="background-color: #0070c0; color: white;">\$1000-5000 Damage and/or Production Disruption.</td> <td style="background-color: #0070c0; color: white;">Reversible Damage</td> </tr> <tr> <td style="background-color: #6699ff; color: white;">D</td> <td style="background-color: #6699ff; color: white;">Quite Possible</td> <td style="background-color: #0070c0; color: white;">4</td> <td style="background-color: #0070c0; color: white;">Long Term LTI</td> <td colspan="2" style="background-color: #0070c0; color: white;">\$5000-10,000 Damage and/or Project Contingency Plan Required.</td> <td style="background-color: #0070c0; color: white;">Serious Damage</td> </tr> <tr> <td style="background-color: #6699ff; color: white;">E</td> <td style="background-color: #6699ff; color: white;">Almost Certain</td> <td style="background-color: #0070c0; color: white;">5</td> <td style="background-color: #0070c0; color: white;">Fatality, Permanent Disability</td> <td colspan="2" style="background-color: #0070c0; color: white;">More than \$10,000 Damage and/or Large Reorganisation of Project.</td> <td style="background-color: #0070c0; color: white;">Major Damage</td> </tr> </tbody> </table>						RISK ASSESSMENT PROCESS							Step 1 Determine Probability		Step 2					LIKELIHOOD		CONSEQUENCE					PERSON	ASSETS		ENVIRONMENT		A	Practically impossible	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.		No Damage	B	Not Likely to Occur	2	First Aid Treatment Injury	\$500-1000 Damage and/or Slight Production Disruption.		Minor Damage	C	Unusual but Possible	3	MTI or Short Term LTI	\$1000-5000 Damage and/or Production Disruption.		Reversible Damage	D	Quite Possible	4	Long Term LTI	\$5000-10,000 Damage and/or Project Contingency Plan Required.		Serious Damage	E	Almost Certain	5	Fatality, Permanent Disability	More than \$10,000 Damage and/or Large Reorganisation of Project.		Major Damage		
RISK ASSESSMENT PROCESS																																																																							
Step 1 Determine Probability		Step 2																																																																					
LIKELIHOOD		CONSEQUENCE																																																																					
		PERSON	ASSETS		ENVIRONMENT																																																																		
A	Practically impossible	1	Minor Near Miss	Under \$500 Damage and Minimal Productivity Disruption.		No Damage																																																																	
B	Not Likely to Occur	2	First Aid Treatment Injury	\$500-1000 Damage and/or Slight Production Disruption.		Minor Damage																																																																	
C	Unusual but Possible	3	MTI or Short Term LTI	\$1000-5000 Damage and/or Production Disruption.		Reversible Damage																																																																	
D	Quite Possible	4	Long Term LTI	\$5000-10,000 Damage and/or Project Contingency Plan Required.		Serious Damage																																																																	
E	Almost Certain	5	Fatality, Permanent Disability	More than \$10,000 Damage and/or Large Reorganisation of Project.		Major Damage																																																																	
			<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="7" style="background-color: #ffff00;">RISK ASSESSMENT PROCESS</th> </tr> <tr> <th colspan="7" style="background-color: #ffff00;">Step 3 Calculate Risk</th> </tr> <tr> <th colspan="7" style="background-color: #ffff00;">Consequence</th> </tr> <tr> <th style="background-color: #6699ff; color: white;">Likelihood</th> <th style="background-color: #6699ff; color: white;">1</th> <th style="background-color: #6699ff; color: white;">2</th> <th style="background-color: #6699ff; color: white;">3</th> <th style="background-color: #6699ff; color: white;">4</th> <th style="background-color: #6699ff; color: white;">5</th> <th></th> </tr> </thead> <tbody> <tr> <td style="background-color: #6699ff; color: white;">A</td> <td style="background-color: #008000; color: white; text-align: center;">1 Low</td> <td style="background-color: #008000; color: white; text-align: center;">3 Low</td> <td style="background-color: #008000; color: white; text-align: center;">6 Low</td> <td style="background-color: #ffff00; color: white; text-align: center;">10 Medium</td> <td style="background-color: #ff0000; color: white; text-align: center;">15 High</td> <td></td> </tr> <tr> <td style="background-color: #6699ff; color: white;">B</td> <td style="background-color: #008000; color: white; text-align: center;">2 Low</td> <td style="background-color: #008000; color: white; text-align: center;">5 Low</td> <td style="background-color: #ffff00; color: white; text-align: center;">9 Medium</td> <td style="background-color: #ff0000; color: white; text-align: center;">14 High</td> <td style="background-color: #ff0000; color: white; text-align: center;">19 Extreme</td> <td></td> </tr> <tr> <td style="background-color: #6699ff; color: white;">C</td> <td style="background-color: #008000; color: white; text-align: center;">4 Low</td> <td style="background-color: #ffff00; color: white; text-align: center;">8 Medium</td> <td style="background-color: #ffff00; color: white; text-align: center;">13 Medium</td> <td style="background-color: #ff0000; color: white; text-align: center;">18 High</td> <td style="background-color: #ff0000; color: white; text-align: center;">22 Extreme</td> <td></td> </tr> <tr> <td style="background-color: #6699ff; color: white;">D</td> <td style="background-color: #008000; color: white; text-align: center;">7 Low</td> <td style="background-color: #ffff00; color: white; text-align: center;">12 Medium</td> <td style="background-color: #ff0000; color: white; text-align: center;">17 High</td> <td style="background-color: #ff0000; color: white; text-align: center;">21 Extreme</td> <td style="background-color: #ff0000; color: white; text-align: center;">24 Extreme</td> <td></td> </tr> <tr> <td style="background-color: #6699ff; color: white;">E</td> <td style="background-color: #ffff00; color: white; text-align: center;">11 Medium</td> <td style="background-color: #ff0000; color: white; text-align: center;">16 High</td> <td style="background-color: #ff0000; color: white; text-align: center;">20 Extreme</td> <td style="background-color: #ff0000; color: white; text-align: center;">23 Extreme</td> <td style="background-color: #ff0000; color: white; text-align: center;">25 Extreme</td> <td></td> </tr> </tbody> </table>						RISK ASSESSMENT PROCESS							Step 3 Calculate Risk							Consequence							Likelihood	1	2	3	4	5		A	1 Low	3 Low	6 Low	10 Medium	15 High		B	2 Low	5 Low	9 Medium	14 High	19 Extreme		C	4 Low	8 Medium	13 Medium	18 High	22 Extreme		D	7 Low	12 Medium	17 High	21 Extreme	24 Extreme		E	11 Medium	16 High	20 Extreme	23 Extreme	25 Extreme	
RISK ASSESSMENT PROCESS																																																																							
Step 3 Calculate Risk																																																																							
Consequence																																																																							
Likelihood	1	2	3	4	5																																																																		
A	1 Low	3 Low	6 Low	10 Medium	15 High																																																																		
B	2 Low	5 Low	9 Medium	14 High	19 Extreme																																																																		
C	4 Low	8 Medium	13 Medium	18 High	22 Extreme																																																																		
D	7 Low	12 Medium	17 High	21 Extreme	24 Extreme																																																																		
E	11 Medium	16 High	20 Extreme	23 Extreme	25 Extreme																																																																		