

<b>SWMS Title:</b>	Isolation and Testing of Energy Sources	<b>Description of Task / Activity:</b>	Electrical Isolation and Testing of Energy Sources
<b>Partner Site:</b>	All Partner Sites		
<b>Qualifications Required</b>	<b>Training Required to Complete Work</b>	<b>Related WHS Legislation</b>	
Refer to <a href="#">HR-PO-13 Licenses &amp; Memberships Policy</a>	Completion of City Team Member Induction Refer to <a href="#">HR-MN-007 Safety and Compliance Training Catalogue</a> Refer to <a href="#">HR-MN-008 Technical Training Catalogue</a>	Refer to <a href="#">HSEQ-FM-020 Compliance Obligation Register</a>	
<b>Plant/Equipment Required—Mobile or Static</b>	<b>Plant/Equipment Maintenance Checks Required</b>	<b>In the event of an Emergency</b>	
Portable electrical tools and equipment. Portable hand tools. PPE including – LV insulated electrical gloves, LV insulating mat. Warning Barricades. LOTO Kit Hazard identification to be conducted for items of plant used if required to do so, e.g. EWP, Ladder.	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.	
<b>Developed / Reviewed by:</b>	George Covino	<b>Date</b>	30/07/2021
<b>Approved by:</b>	Paul Nichols	<b>Date:</b>	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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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"> <li>Sign in to site.</li> <li>Notify site/store management that work will be taking place in the area.</li> <li>Discussion to be carried out before work commences to ensure all team members have appropriate PPE in serviceable condition.</li> </ul>		City Team Member /s

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			<ul style="list-style-type: none"> <li>Review weather conditions prior to work commencing and determine if it is safe to proceed.</li> <li>Relevant Electrical and Gas Isolation Work Permit is to be completed in accordance with partner requirements prior to carrying out the isolation of Electrical and LPG/Natural Gas.</li> </ul>		
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"> <li>Ensure correct manual handling techniques are used e.g. lift with back straight and knees bent.</li> <li>Ensure distances to be travelled are minimised.</li> <li>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.</li> <li>When working with knives or sharp objects cut resistant gloves to be worn.</li> <li>Hi/Vis safety vests to be worn when working in loading dock and motor vehicle trafficable areas.</li> <li>Hi/Vis safety vests to be worn at all times in Coles Express sites.</li> <li>Hi/Vis safety vests to be worn at all times in Coles Distribution Centres.</li> </ul>	6 Low (B2)	City Team Member /s
3. Identify all energy sources to be isolated	Electric Shock	21 Ext (D4)	<ul style="list-style-type: none"> <li>Identify any/all alternate sources of supply.</li> <li>When removing ceiling tiles or entering above any ceiling space, an electrical test MUST be conducted on the ceiling grid to ensure no voltages are present. If any voltages are found exceeding extra low voltages (50 V AC), power MUST be isolated, and the source of the fault found and rectified before any works proceed.</li> </ul>	7 Low (D1)	City Team Member/s

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4. Confirm integrity of testing equipment and tools	Electric shock	21 Ext (D4)	<ul style="list-style-type: none"> <li>Inspect insulation on all hand tools and meter leads prior to use to ensure they are safe to use.</li> <li>Use approved test equipment and ensure that it is selected for the appropriate operating range.</li> <li>Follow standard safe work procedure as per <a href="#">HSEQ-PR-008 Electrical Safety Procedure</a>.</li> <li>Wear insulated LV gloves.</li> <li>Use insulated mat.</li> <li>Verify electrical testing equipment to a known power source prior to ensure testing equipment is working correctly.</li> </ul>	7 Low (D1)	City Team Member/s
5. Isolate all power sources associated with the works to be carried out and install insulating barriers	Electric Shock	21 Ext (D4)	<ul style="list-style-type: none"> <li>Ensure power sources where inadvertent contact could occur during works to be conducted are also isolated.</li> <li>Isolation to be carried out in accordance with <a href="#">HSEQ-PR-006 Electrical LOTO &amp; Restoration of Power Procedure</a>.</li> <li>Wear insulated LV electrical gloves.</li> <li>Use insulated LV mat.</li> </ul>	7 Low (D1)	City Team Member/s
6. Fit danger tags and locks to ALL isolation devices	Electric Shock	21 Ext (D4)	<ul style="list-style-type: none"> <li>Ensure name, contact details, date and description of isolation are clearly recorded on the Danger tag.</li> <li>Secure switchboard and plant room.</li> <li>If unable to secure switchboard, and it is not located in a lockable plant room:               <ul style="list-style-type: none"> <li>de-energise switchboard</li> <li>disconnect wires from the load side of the RCD or circuit breaker</li> <li>terminate wires and affix Danger tag</li> <li>re-energise the switchboard</li> </ul> </li> <li>If the escutcheon needs to be removed, refer to <a href="#">SWMS-226 Switchboard Escutcheon Removal - Non Hinged</a>.</li> </ul>	7 Low (D1)	City Team Member/s

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7. Test that work has been safely isolated	Electric shock	21 Ext (D4)	<ul style="list-style-type: none"> <li>• Confirm de-energisation before commencing work.</li> <li>• Wear insulated LV electrical gloves.</li> <li>• Use insulated LV mat.</li> <li>• Test for “LIVE” assume ALL NEUTRALS as “LIVE CONDUCTORS” before commencing any works.</li> <li>• Test between:               <ul style="list-style-type: none"> <li>○ Active and Neutral</li> <li>○ Active and Earth</li> </ul> </li> <li>• DISCONNECT AND SEPARATE ALL neutral conductor/s and test between all Neutrals conductors and Earth. This is to ensure no voltages are present due to crossed Neutrals being supplied by other circuits and switchboards.</li> </ul>	7 Low (D1)	City Team Member/s
8. Install prohibited area signage or barricade isolation points	Electric Shock	21 Ext (D4)	<ul style="list-style-type: none"> <li>• Close and lock switchboard.</li> <li>• Close and lock plant room (if switchboard is in plant room)</li> <li>• Refer to <a href="#">HSEQ-PR-006 Electrical LOTO &amp; Restoration of Power Procedure</a>. If unable to secure switchboard once LOTO hardware is affixed.</li> </ul>	7 Low (D1)	City Team Member/s
9. Complete works are required	Electric shock	21 Ext (D4)	<ul style="list-style-type: none"> <li>• Follow standard safe working procedures as per <a href="#">HSEQ-PR-008 Electrical Safety Procedure</a>.</li> </ul>	7 Low (D1)	City Team Member/s
10. Fit <i>Out of Service</i> tags to any incomplete work	Nil	21 Ext (D4)	<ul style="list-style-type: none"> <li>• Ensure all work is terminated, made safe and unable to cause damage or harm, should it be inadvertently re-energised.</li> <li>• If unable to make safe, leave circuit isolated with Danger tag and LOTO hardware (including lock) affixed – record details of remaining isolation on electrical isolation work permit and explain to site/store manager or their delegate.</li> </ul>	7 Low (D1)	City Team Member/s

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11. Reenergise equipment and apparatus and return to service	Electric shock	21 Ext (D4)	<ul style="list-style-type: none"> <li>Wear insulated LV electrical gloves.</li> <li>Use insulated LV mat.</li> <li>Follow standard safe work procedures as per <a href="#">HSEQ-PR-008 Electrical Safety Procedure</a>.</li> </ul>	7 Low (D1)	City Team Member/s
12. 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"> <li>Remove tools and equipment from the work area and use correct manual handling techniques.</li> <li>Dispose of waste at appropriate waste management and recycling centres or partner provided waste facilities.</li> <li>Clean up spills promptly and dispose of hazardous spill material at appropriate waste management facility.</li> <li>Ensure worksite is clean and tidy.</li> <li>Remove barricades.</li> <li>Ensure area is free from trip hazards.</li> <li>Sign out of site.</li> </ul>	4 Low (C1)	City Team Member /s

### Induction Statement

I the employee listed below: <ul style="list-style-type: none"> <li>• 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.</li> </ul>		
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		Risk Assessment Process													
			<b>RISK ASSESSMENT PROCESS</b>													
			<b>Step 1</b> Determine Probability	<b>Step 2</b>												
			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								
						<b>RISK ASSESSMENT PROCESS</b>										
						<b>Step 3</b> 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								