

Safe Work Method Statement

Job Task Summary:

Electrical safety.

Electrical safety will be a major consideration at all work sites and when using, or working in proximity to, low voltage (defined as 50VAC¹ to 1000VAC or 75VDC² to 1500VDC) or high voltage (defined as greater than 1000VAC or 1500VDC) power supplies, tools and equipment or welding equipment of any operating voltage. This SWMS must be read in conjunction with task specific SWMS.

Can this involve High Risk Construction Work?

Where there is a risk of a person falling more than two metres?	Yes
At workplaces where there is any movement of powered mobile plant?	Yes
Involving demolition of an element of a structure that is load-bearing	No

Excludes: Any work undertaken which requires specialist training, licensing or equipment unless it is *electrical work* undertaken by an *authorised electrician* in the relevant state or territory jurisdiction and accredited by DRA. Appropriately licensed and accredited contractors may be engaged by DRA to undertake electrical work or works within the hazardous zones associated with power lines.

Applicable to the following worker type: employee, contractor, volunteer

SWMS completed by: Tony Griffiths. Review and updated by Marcus Punch September 2021. Read in conjunction with other relevant [SWMS](#).

Site: All sites

Date: 29th September 2021

PPC (Mandatory): DRA field clothing including DRA long sleeve shirt. non-synthetic trousers, safety boots or safety gumboots (AS 2210.1.2010 Operational Protective Footwear), non-synthetic layers or outer clothing for warmth (if required).

¹ VAC means volts alternating current. eg. as found in the 240VAC / 50 Hertz domestic mains power supply.

² VDC means volts direct current. eg. as found in a 12VDC or 24VDC motor vehicle battery.

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Other PPE as required by relevant SWMS / Safety 5 or special activities (eg. welding).

DRA Policies

1. DRA will provide induction, information, training and supervision of this SWMS.
2. DRA will utilise equipment powered by extra-low voltage, or ELV (defined as less than 50VAC or 75VDC) whenever reasonably practicable (eg. battery-powered power tools).
3. DRA will implement a program for inspection and tagging of relevant electrical equipment.
4. DRA will accredit members who hold licenses and registration as electricians.
5. DRA will not undertake works within the hazardous zones associated with overhead power lines unless conducted by an appropriately accredited contractor.
6. DRA will ensure that any person who receives an electric shock³ will be immediately taken for assessment by a qualified medical professional.

³ An electric shock occurs when a person comes into contact with an electrical energy source. Electrical current flows through a portion of the body causing a 'tingle' or shock (sudden muscle contraction) to be felt. Exposure to electrical current may result in no injury at all or may result in significant injury or death. Injury may not be immediately apparent. Even someone with minor injuries or no symptoms should be checked by a doctor for internal injuries.

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R1 Risk without controls

R2 Risk with controls

Procedural step(s)	Possible hazard(s)	R1	Safety control(s)	Person responsible	R2
Pre-operational preparation – preparation of equipment	<ul style="list-style-type: none"> • Portable electrical equipment has not been inspected and maintained (tested and tagged) • Residual current devices (RCDs) have not been inspected and tested at the required intervals 	H	<p>Utilise equipment powered by extra-low voltage (ELV) (less than 50VAC or 75VDC) whenever reasonably practicable (eg. battery-powered power tools).</p> <p>Check the equipment is fitted with a current electrical safety test tag (for mains or generator connected (eg. 240VAC or 415VAC) equipment)⁴.</p> <p>Power outlets and plugs should have ingress protection of at least IP56 (protection from dust and strong water jets).</p> <p>Ensure that the supply to any mains or generator connected equipment is protected by a Residual Current Device (RCD) and test the operation of the RCD prior to connecting the equipment to the supply.</p> <p>Before connection to the mains, a generator or the insertion of batteries, also conduct checks in accordance with the operator's manual. Generally, these will include:</p> <ul style="list-style-type: none"> • Inspect equipment, including the handle and body casing for cracks or other damage. • If the equipment has auxiliary or double handles, check to see that they installed securely. • Check for damaged or faulty switches and faulty trigger locks. • Check the power cord for cracking, fraying, burning and other signs of wear or defects. 	DRT managers/ NLM for centralised equipment	L

⁴ AS/NZS3760 (In-Service Safety Inspection and Testing of Electrical Equipment) indicates testing at twelve (12) month intervals as a minimum, but the requirement for testing may vary depending upon the duty / usage of the equipment and the environment in which it is used.

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			<ul style="list-style-type: none"> Inspect the electrical plug for cracks and missing, loose, burned or fatigued prongs. If defective cut the plug off the equipment (ensure it is disconnected from the supply before doing this). If the equipment is defective, remove it from service, and tag it clearly "Out of Service. Not safe to operate". Replace damaged equipment immediately – do not use defective tools "temporarily". Have equipment repaired by a qualified person – do not attempt field repairs. 		
During field operations – operation of equipment	<p>Portable electrical equipment and extension leads, particularly when they are frequently moved, as plugs, sockets, electrical connections and cables are particularly prone to damage</p> <p>Equipment in cramped spaces with earthed metalwork, such as inside a tank or bin, where it may be difficult to avoid electric shock if an electrical fault develops</p>	E	<p>Note: A hostile environment is one where heat, UV, moisture, vibration, sharp objects or edges, corrosive chemicals or dust are present.</p> <p><u>General</u></p> <ul style="list-style-type: none"> Provide fit for purpose electrical equipment. Utilise equipment powered by extra-low voltage (ELV) (less than 50VAC or 75VDC) whenever reasonably practicable (eg. battery-powered power tools). Power outlets and plugs should have ingress protection of at least IP56 (protection from dust and strong water jets). Check the equipment is fitted with a current electrical safety test tag (for mains or generator connected (eg. 240VAC or 415VAC) equipment)⁵. Ensure that the supply to any mains or generator connected equipment is protected by a Residual Current Device (RCD) and test the operation of the RCD prior to connecting the equipment to the supply. 	IMT/ Safety officer/ STL/ workers	L

⁵ AS/NZS3760 (In-Service Safety Inspection and Testing of Electrical Equipment) indicates testing at twelve (12) month intervals as a minimum, but the requirement for testing may vary depending upon the duty / usage of the equipment and the environment in which it is used.



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	<p>Equipment outdoors or in wet surroundings, for example construction sites and “hostile environments”.</p>		<ul style="list-style-type: none">• Periodically inspect and test all electrically-powered equipment.• Leads and equipment are to be regularly checked for wear, damage and faults through visual inspections before they are used.• Report damaged and/or faulty equipment and ensure it is promptly taken out of service to be replaced or repaired.• ‘Tag’ faulty equipment and have it repaired or removed from service.• Ensure only competent persons, such as appropriately licensed or registered electricians, carry out repairs to electrical equipment or installations.• Provide enough individual socket outlets for equipment• Do not use double-adaptors. Do not daisy-chain power boards. Avoid overloading socket outlets or power-boards.• Ensure power circuits are protected by the appropriate rated fuse or circuit breaker to prevent overloading (if a circuit overloads, do not increase the fuse rating as this creates a fire risk due to overheating).• Have a cardiac defibrillator present at the workplace whenever mains or generator powered equipment is used in the field.• Any person who receives an electric shock will be immediately taken for assessment by a qualified medical professional. Note: such an event may be a notifiable injury. <p><u>Extension Leads</u></p> <ul style="list-style-type: none">• Do not run extension leads across the floor or ground, through doorways or over sharp or metal edges or wet areas (including areas that could become wet).		
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			<ul style="list-style-type: none"> • Use lead stands or insulated cable hangers to keep leads off the ground or any wet areas (including areas that could become wet). • Use cable protection ramps or covers to protect cables and cords, where applicable. • Do not use an extension lead of greater than thirty (30) metres length. If two (2) or more extension leads are to be connected the total length must not exceed thirty (30) metres. • Do not use extension leads which are coloured green. • Provide tension relief and at sockets and connection points where appropriate. <p><u>Residual Current Devices (RCDs)</u></p> <ul style="list-style-type: none"> • RCDs are a reactive control, which only get called upon when a fault occurs or when a contact with live parts is made. They are the last line of defence. It is imperative that all other measures are put in place where reasonably practicable (eg. use of extra-low voltage equipment, inspection of equipment, protection of cables and connections, etc...), and that RCDs are not solely relied upon for protecting workers. • DRA will use Type 2 RCDs (ie. 30mA earth leakage current and 30ms tripping time) with any mains or generator connected equipment (eg. 240VAC or 415VAC) during operations. • Ensure that each RCD used in the workplace is fit for purpose and tested regularly (according to the workplace and environment it is used in) by a licensed electrician (ie. an injection test and a trip time test). • Conduct a daily push-button test of each RCD. <p><u>Generators</u></p> <ul style="list-style-type: none"> • Only use a generator with integrated (internal) RCD protection and socket outlets. If the generator does not have integrated RCD protection the use of an external RCD 		
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			<p>connected externally to the outlet will <u>not</u> contribute to safety and is not permitted (see AS/NZS 3000:2007 Fig 7.7 Note 4).</p> <ul style="list-style-type: none"> • It is preferable that the integrated RCD is rated to 10mA earth leakage current, but should be no more than 30mA. • Where powered equipment is to be used with an extension cord, an equipotential bond should be established between the generator and any unbonded metal associated with the use of the equipment (eg. if working on a metal roof or a car body etc...bond the metal mass back to the equipotential bond at the generator frame via a separate cable of with least 2.5mm² conductor cross-sectional area). • It is recommended that generators are <u>not</u> earthed (ie. an electrical connection between the generator frame connection point to the general mass of earth via a cable and conductive earth stake driven into the ground). See AS/NZS3010:2005 Clause 4.2.3. • Power outlets and plugs should have ingress protection of at least IP56 (protection from dust and strong water jets). <p><u>Welding</u></p> <ul style="list-style-type: none"> • Only trained and competent persons who are approved by DRA, are to operate welding equipment. • Welding equipment is to be fit for purpose. • Welding equipment is to incorporate voltage reduction devices (VRDs), isolating devices or other protective device to reduce or remove the open-circuit voltage between the terminals of the welder to a safe voltage. The open-circuit voltage occurs whenever the electrode is not in contact with the item being welded. • The welding equipment and cables, connections and electrode holder are to be inspected for faults and damage prior to connection to its supply in accordance with checks specified in the operating manual for the equipment. 		
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			<ul style="list-style-type: none"> • The welding equipment should be placed as near as possible to the supply connection point but also as close as possible to the worker (so it can be switched off quickly). • Protective devices such as VRDs are to be tested when the welding equipment is powered-up, and prior to welding. • Ground the item to be worked on to a good electrical ground. The worker must always be insulated from the work and the ground. Protective equipment such as insulating gloves and pads must be used. Wear rubber gloves under welding gloves. • The worker should avoid contact with the item being welded. If the worker must be positioned on the item being welded (eg. due to its size etc...) they must be insulated using an insulated mat. • Keep hands and the body dry when welding. If sweating excessively or if clothing becomes wet, stop work immediately. Do not weld in a wet environment or one that could become wet (eg. puddled water, dripping water, water mist, rain etc...) • Never attempt to disconnect or change welding cables with the welding equipment switched on. Always turn it off first. • Never change welding electrodes using bare hands. • Turn the welding equipment off during breaks and whenever it is not in use. • Never touch or hold the welding electrode holder and the return cable simultaneously (eg. when moving position). Turn the welding equipment off and where possible only making contact with one of these items at a time. • Workers who are operating welding equipment are not to work alone. Also, see the Remote and Isolated Workers SWMS. 		
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- In the event of electric shock and the person is in contact with the item being welded or the welding electrode, the power to the welding machine MUST be turned off before any attempt is made to remove the person from the work area.
- Have a cardiac defibrillator (AED) present at the workplace whenever welding is conducted.

Inspections, Testing and Tagging

- A visual inspection of leads and equipment should always be conducted before use to ensure there is no damage. Damage may include:
 - cuts, fraying, heavy scuffing,
 - damage to plug, bent pins, taped leads,
 - coloured wires are visible,
 - signs of overheating such as burn marks or staining on the plug

Note: Regular testing and tagging of electrical equipment is necessary to detect electrical faults and deterioration that cannot be found by visual inspection.

- The nature and frequency of inspection and testing depends on factors such as the type of electrical equipment, the operating environment and how it is used.
- **DRA will adopt a 12 monthly test cycle complemented by pre-deployment inspections and regular visual inspections during deployments.**

Be aware that

- A piece of electrical equipment that has a test tag does not necessarily mean that the equipment is in a safe state of repair. For example, it may have been damaged between testing and tagging intervals. Always ensure that equipment is inspected before use, that damaged equipment is not used, and is discarded or repaired by a competent person.

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<p>Work Near Powerlines or Other Power Sources</p>	<p>Intentional / planned work within the No Go Zone of an overhead power line.</p> <p>(eg. potential for contact with energised power lines by persons, vehicles or powered mobile plant)</p>	<p>E</p>	<p>For the purpose of DRA operations, these will only be approved to be conducted in the “ordinary person” zone where works may be undertaken by unauthorised/non-accredited persons. In some jurisdictions this area is known as Zone A, Open Area or the Ordinary Person Zone.</p> <p>Electric power lines should always be treated as energised unless you have:</p> <ul style="list-style-type: none"> • An access authority confirming the line/s have been de-energised, or • Another written document from the Electricity Supply Authority which allows people to work in the No Go Zone. <p>Carry out a pre-start site risk assessment (at least a Safety 5) to identify potential hazards and assess the risks.</p> <p>Determine what approach distances and work zones are required for safe operations. Approach distances and work zones in each state and territory vary for people, plant and vehicles depending on the voltage of the overhead electric line, whether the electric lines are insulated or bare, and in some states with or without consultation with the person in control of the energised overhead electric line or exposed part.</p> <p>Consulting workers and asset owners eg. the Electricity Supply Authority or the person with management or control of the electric line or premises, and</p> <p>A safety observer⁶ must be used whenever the work activity is in Zone A can enter other more dangerous zones. The safety observer should alert workers and crane or plant operators when approach distances are likely to be breached or other unsafe conditions arise. A safety observer must be able to communicate effectively at all times with crane and mobile plant operators and warn them about an approach to other Zones.</p> <p>For more information contact your state or territory Electricity Supply Authority or Electricity or WHS Regulator.</p>	<p>IMT/ Safety officer/ STL/ workers</p>	<p>L</p>
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⁶ These are a legal requirement in most jurisdictions and require training and registration of spotters.



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	<p>Live wiring or other electrical sources onsite not identified.</p>		<p>Consult the asset owners before commencing work to confirm the existence of buried services</p> <p>Confirm that the power been physically isolated or made safe? (you <u>will</u> need a qualified electrician to determine this).</p> <ul style="list-style-type: none">• Is the power physically dis-connected?• has the fuse box been isolated and locked out?• Is the building damaged?• Could there be other power sources eg illegal connections and solar panel systems and storage batteries? <p>Identify potential risks of contact with electrical sources, eg:</p> <ul style="list-style-type: none">• Digging holes with metal hand tools eg spades, shovels, picks or forks• Excavating trenches with earth moving machinery using a metal toothed bucket• Driving implements into the ground eg star pickets, and posts• Cutting metal water pipes which are carrying an electrical fault to earth (this may lead to touch potential at the cut end of the water pipe with the potential for electric shock to a person who touches it, or step potential in the ground surrounding the cut with the potential for electric shock to a person standing near the cut.		
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<p>Interaction with Overhead Power Lines</p>	<p>Unintentional breaching of the No Go Zone of overhead power lines or other hazardous parts of power lines.</p> <p>(eg. potential for contact with energised power lines by persons, vehicles or powered mobile plant)</p>	<p>H</p>	<p>DRA will not work within the “accredited” zone of high voltage power lines (defined as greater than 1000VAC or 1500VDC) and will only work within the “ordinary person” zone when approval is given by the supply authority and the person in control of the power line – see the previous section.</p> <p>All power lines in the vicinity of work sites are to be identified during risk assessment / Safety 5, and the existence or absence of high voltage power lines is to be confirmed.</p> <p>Transmission lines (from power stations to sub-stations etc...) typically operate at very high voltages (ie. up to 330,000VAC or greater). Distribution power lines (eg. roadside lines) and some power lines that enter properties may operate at high voltages (ie. usually 11,000VAC to 66,000VAC). Power lines to houses and outbuildings may typically operate at low voltages (eg. 415VAC) but can be operating at high voltage in some cases.</p> <p>Sometimes on rural properties Single Wire Earth Return (SWER) power lines are used. These typically operate at high voltages in excess of 10,000VAC. Some SWER power poles carry transformers that have cables that run down the poles to the earth. If these leads are damaged or cut the pole becomes very dangerous. Never approach or touch a pole whose earth leads show any sign of damage.</p> <p>It is not necessary to make direct physical contact with a high voltage power line to be electrocuted by it. It is possible for an electric arc to occur between the power line and a person or equipment (eg. the bucket of a skid-steer) when they come within a specified distance of the power line (determined by the operating voltage of the power line). Workers and their equipment must not approach a high voltage power line any closer than ten (10) metres – that is – no part of the person or equipment is to be brought closer than ten (10) metres to the power line conductor/s.</p> <p>Do not approach any fallen power line, power pole or any line or installation that is emitting smoke or sparks or making loud crackling noises.</p> <p>Do not approach any power pole that is emitting smoke or steam from the ground. Do not approach any power pole if there are dead livestock or animals near the pole or if the vegetation and ground is much dryer near the pole than elsewhere.</p>	<p>IMT/ Safety officer/ STL/ workers</p>	<p>L</p>
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In the event that a person makes contact (either directly or via equipment) with a high voltage power line no attempt is to be made to rescue the person from the line or the energised equipment until the power line is de-energised and confirmed as such.

The safe approach distances for low voltage power lines (eg. lines going into a house, from a house to a shed etc...) are as follows:

Approach distances for work near low voltage overhead service lines

Ordinary Persons (m)				
Hand held tools	Operation of crane or mobile plant	Handling of metal materials (Scaffolding, roofing, guttering, pipes, etc)	Handling of non-conductive materials (Timber, plywood, PVC pipes and guttering, etc)	Driving or operating vehicle
0.5	3.0	4.0	1.5	0.6

Source: Worksafe NSW - Code of Practice: Work Near Overhead Power Lines

Note: These distances may vary between jurisdictions. Consult your state / territory guidelines.

In the event that a person makes contact (either directly or via equipment) with a low voltage power line the power should be switched off before rescue is attempted. If it cannot, then the worker should be pushed or pulled away from the point of contact using a dry non-conducting material (such as a wooden pole). The person handling the pole (or similar object) should be further insulated by wearing dry rubber gloves and standing on an insulating material (eg. a rubber floor mat from a car).

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	<p>Hazards associated with the low voltage overhead service lines may include:</p> <ul style="list-style-type: none"> • bare exposed live conductors; • deteriorated or broken-down insulation; • damaged overhead service line mains connection box or damaged insulation around conductor clamps; • deterioration of earthing of exposed conductive parts that are required to be earthed; • voltage of the line is higher than the expected low voltage (240 / 415 volts a.c.); and • possibility of hand held tools and equipment coming into contact with exposed live parts • Operation of vehicles and plant 	H	<p>Conduct a risk assessment / Safety 5</p> <p>The following factors may be relevant to the risk assessment / Safety 5:</p> <ul style="list-style-type: none"> • The type of work activities being undertaken, including how safe access and egress will be made to the work area; • Tools or equipment being used, and the risk of mechanical damage to the low voltage overhead service lines if inadvertent contact is made with the conductors and electrical apparatus; Examples may include: • Handling a sheet of roofing material that inadvertently comes into contact with the service lines. • Use of cutting or grinding tools where the operator could lose control and come within the 0.5 metre approach distance. • Proximity of the work to the low voltage overhead service lines; • Environmental conditions, such as rain, wind or uneven terrain, which may bring a risk of unexpected movement of tools or equipment held by workers. <p>Controls include:</p> <ul style="list-style-type: none"> • Eliminating the hazard. This could involve de-energising the low voltage overhead service lines by arranging for the Network Operator or in the case of overhead service lines forming part of the consumer's electrical installation the controller of the premises to isolate the supply for the duration of the work or arranging for the re-routing of the low voltage overhead service lines away from the work area. • Separating the hazard. If work has to be carried out in close proximity to the point of attachment and the power cannot be isolated, arrange for the Network Operator to fit insulated matting and 'tiger tails' at the point of attachment and over the overhead service lines before the work commences. 	IMT/ Safety officer/ STL/ workers	L
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	<ul style="list-style-type: none"> • Movement of high loads 		<ul style="list-style-type: none"> • Minimising the risk by engineering means. This could mean substituting with a less hazardous material, process or equipment, for example, using an insulated fibreglass extension handle on a paint roller, instead of a conductive aluminium extension handle. Or carrying out sanding by hand near the point of attachment rather than using an electric disc sander. • Introduce administrative controls such as planning and documenting the work procedures before starting work. Another administrative control could be using another worker (to act as an observer) to warn people before they encroach into the relevant approach distance. • Use appropriate personal protective equipment. This includes the use of electrically tested insulating gloves by anyone who may be at risk of encroaching into the relevant approach distance. <p>A combination of the above control measures is required to be taken to minimise the risk to the lowest level reasonably practicable if no single measure is sufficient for that purpose.</p> <p>Further information is available here</p>		
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OTHER JOB REQUIREMENTS			
List staff skills/competencies and licences required for safe job performance:			
<input checked="" type="checkbox"/>	DRA accreditation in use of powered mobile plant and chainsaws		
<input checked="" type="checkbox"/>	On-site training or verification of competency in powered hand tools		
<input type="checkbox"/>	DRA accreditation of licensed electricians (if performing <i>electrical work</i> .)		
List items of plant/equipment/tools required:			
<input type="checkbox"/>			
Relevant codes of practice, legislation standards or critical risk controls that may be applicable:			
<input checked="" type="checkbox"/>	Relevant codes of practice, legislation standards or critical risk controls that may be applicable: as adopted by State and territory jurisdictions (less WA and Vic) ⁷		
<input checked="" type="checkbox"/>	Worksafe Australia - Model Code of Practice - Managing Electrical Risks in the Workplace		
<input checked="" type="checkbox"/>	Worksafe Australia - Working in the vicinity of overhead and underground electric lines guidance material (Extracts on G Drive)		
<input checked="" type="checkbox"/>	Worksafe NSW - Code of Practice: Work Near Overhead Power Lines Worksafe Victoria - Using powered mobile plant near overhead assets - Guidebook		
<input checked="" type="checkbox"/>	AS/NZS 3760: 2010 In-service safety inspection and testing of electrical equipment.		
Maintenance checks, site/workplace inspections required:			
<input checked="" type="checkbox"/>	Pre-start checks on powered mobile plant, vehicles and powered hand tools		
<input checked="" type="checkbox"/>	Current safety tags on mains or generator connected (eg. 240VAC and 415VAC) equipment		
<input checked="" type="checkbox"/>	Maintenance of equipment logbooks.		
Additional approvals, certificates, WorkCover approvals/permits required e.g. confined spaces, working at heights, hot works etc: N/A <input checked="" type="checkbox"/>			
Has a risk assessment been completed for any work involving confined spaces, electrical work or diving work			
	Yes	No	N/A <input checked="" type="checkbox"/>

⁷ A court may rely on the codes as evidence of whether you took reasonably practicable steps to ensure the health and safety of your workers. In Victoria, the codes (known as compliance codes) are legally binding. You should follow the codes at all times



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Approvals

This SWMS is approved by DRA National Director of Field Operations

Name	Signature	Date

Site SWMS Approval (Strike Team Leader/ Supervisor i.e. person responsible for ensuring compliance with SWMS)

I have read and understand this SWMS. I have completed a site risk assessment with team members and will ensure compliance with the SWMS.

Name:	Signature:	Date:
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Operator/team confirmation

I have read and understand this Safe Work Method Statement. I have no medical conditions that may affect my ability to operate the vehicle.

NAME	SIGNATURE	DATE

Safety Officer confirmation (or Operations Chief in lieu)

I confirm that the safety controls detailed above are in place or will be acted upon. I can confirm that proposed tasks are within the scope of operations and that plant operators (if applicable) are duly authorised by the National Training Manager.

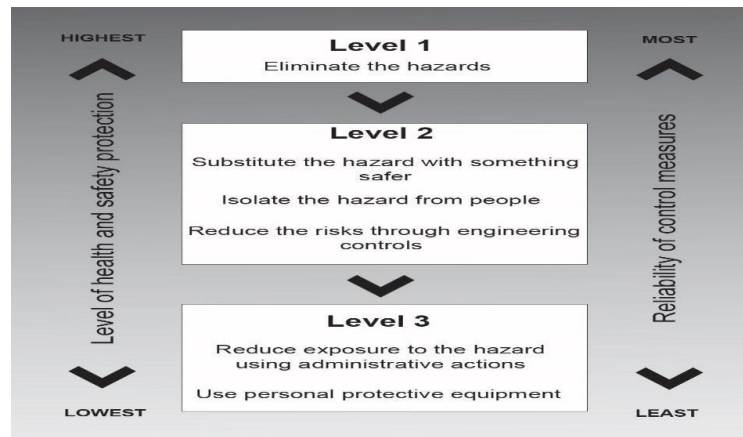
NAME	SIGNATURE	DATE

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WHS RISK MATRIX

	Minor	Moderate	Substantial	Major	Catastrophic
Almost Certain	Medium	High	High	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	High	High	Extreme
Unlikely	Low	Low	Medium	High	High
Very Unlikely	Low	Low	Medium	Medium	High

HIERARCHY OF CONTROLS



Acknowledgements:

NSW Government – Department of Industry
 NSW Government – Department of Primary Industries
 Health and Safety handbook - Portner Press