

## Scope of Work Activity Covered by this Work Method Statement

Site: Grant Transformers & Star Delta

This Work Method Statement outlines the main hazards and risks associated with the included activities.

### Instructions for Safe Work Method Statements

A Safe Work Method Statement (SWMS) is a document that sets out the work activities to be carried out at a workplace, the hazards arising from these activities and the measures to be put in place to control the risks. All work must be carried out in accordance with this SWMS. This SWMS must be kept and be available for inspection. All persons must read, understand and sign off this Work Method Statement.

### Applicable High Risk Construction Work Activities (highlighted). A SWMS is required for all high risk work activities.

|  |                                                                                     |  |                                                                                                                              |   |                                                                      |
|--|-------------------------------------------------------------------------------------|--|------------------------------------------------------------------------------------------------------------------------------|---|----------------------------------------------------------------------|
|  | A risk of a person falling more than 2 M                                            |  | Demolition of a load-bearing structure.                                                                                      |   | Work on a tele-communications tower                                  |
|  | Work in or near a shaft or thrench with an excavated depth over 1.5m or in a tunnel |  | Temporary load-bearing support structures for structural installations or repairs                                            |   | Work on or near a pressurised gas distribution mains or piping       |
|  | Work on or near chemical, fuel or refrigerant lines                                 |  | Work on, in or adjacent to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians |   | Work on or near energised electrical installations or services       |
|  | Likely to involve disturbing asbestos                                               |  | Work in or near a confined space                                                                                             | Y | Work in an area with movement of powered mobile plant                |
|  | Work in areas with artificial extremes of temperature                               |  | Work in or near water or other liquid that involves a risk of drowning                                                       |   | Work in an area that may have a contaminated or flammable atmosphere |
|  | Use of explosives                                                                   |  | Tilt-up or precast concrete elements                                                                                         |   | Diving work                                                          |

### Personal Protective Clothing & Equipment (PPE) Required

|   |                     |                                                                                     |   |                          |                                                                                       |  |                         |                                                                                       |
|---|---------------------|-------------------------------------------------------------------------------------|---|--------------------------|---------------------------------------------------------------------------------------|--|-------------------------|---------------------------------------------------------------------------------------|
| Y | Protective Footwear |  | Y | Gloves                   |  |  | Hard Hat                |  |
| Y | Protective Eyewear  |  |   | High Visibility Clothing |  |  | Long Sleeves & Trousers |  |
|   | Hearing Protection  |  |   | Face Shield              |  |  | Sun Protection          |  |

## Required Qualifications/Verifications

| Qualification   | Requirement   | Qualification                          | Requirement        |
|-----------------|---------------|----------------------------------------|--------------------|
| WHSQE Induction | All Personnel | High Risk Licence - Forklift Operation | Forklift Operators |
|                 |               |                                        |                    |
|                 |               |                                        |                    |
|                 |               |                                        |                    |
|                 |               |                                        |                    |

## Required Inspections & Maintenance Checks

Plant and equipment used on site includes, but is not limited to:

| Plant and/or Equipment | Inspection and maintenance checks required                                                                | Plant and/or Equipment | Inspection and maintenance checks required                                                                         |
|------------------------|-----------------------------------------------------------------------------------------------------------|------------------------|--------------------------------------------------------------------------------------------------------------------|
| Forklift               | Safety check prior to use.<br>Maintenance & Safety Checks in accordance with Manufacturers Specifications | Electrical Equipment   | Tag & Test. Safety check prior to use. Maintenance & Safety Checks in accordance with Manufacturers Specifications |
| Hoists                 | Hoist inspections in accordance with Manufacturer's instructions Safety check prior to use.               | Impact Drivers         |                                                                                                                    |
| Ladders                | Safety check prior to use                                                                                 | Extension Leads        | Tag & Test Safety check prior to use                                                                               |

**Inspections of plant to be carried out before commencement of work, as per listed hazard controls for pre-start checks.**

SWMS Develop By: Mark Veenendaal Person Responsible for Ensuring Compliance: Supervision  
 SWMS Consulted With: Factory/Manufacturing Managers Person Responsible for Monitoring: Supervision  
 SWMS Approved By: Factory/Manufacturing Managers

Formal communication of Site Safety Rules will occur primarily in three ways:

1. As part of the implementation of this WMS, all parties that in the workgroup to be present for a brief meeting.
2. As new person(s) (employees, subcontractors, etc.) enter the site for the first time they will be briefed on the Site Safety Rules that they must comply with and sign induction form stating that they are aware of the site specific hazards.
3. At regular 'toolbox' meetings – employees will be reminded of the safety site rules, new and existing potential hazards and also constantly reminded of the importance of striving for a hazard free work place.

#### RISK RATING MATRIX

| Consequence →                                                                    | Low (C1)<br>No Injury most probable outcome; Losses in <\$500; Environmental impact small localised and contained; | Minor (C2)<br>FAI most probable outcome; Losses in excess >\$500 <\$15,000; Environmental impact, contained impact requiring minor remedial action.         | Moderate (C3)<br>MTI or LTI most probable outcome; Losses in excess >\$15,000 <\$50,000; Environmental impact, medium term contained impact requiring considerable remedial action. | Major (C4)<br>LTI most probable outcome; Losses in excess >\$50,000 <\$100,000; Environmental contamination off-site, considerable remediation required | Critical (C5)<br>A fatality(s) most probable outcome; Losses in excess >\$100,000; Irreversible/irreparable environmental contamination. |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Likelihood ↓                                                                     |                                                                                                                    |                                                                                                                                                             |                                                                                                                                                                                     |                                                                                                                                                         |                                                                                                                                          |
| <b>Rare (L1)</b><br>A similar incident is unlikely to occur again                | <b>L2</b>                                                                                                          | <b>L3</b>                                                                                                                                                   | <b>L4</b>                                                                                                                                                                           | <b>M5</b>                                                                                                                                               | <b>M6</b>                                                                                                                                |
| <b>Unlikely (L2)</b><br>A similar incident could occur in the next 5 years       | <b>L3</b>                                                                                                          | <b>L4</b>                                                                                                                                                   | <b>M5</b>                                                                                                                                                                           | <b>M6</b>                                                                                                                                               | <b>H7</b>                                                                                                                                |
| <b>Possible (L3)</b><br>A similar incident could occur in the next 1 year        | <b>L4</b>                                                                                                          | <b>M5</b>                                                                                                                                                   | <b>M6</b>                                                                                                                                                                           | <b>H7</b>                                                                                                                                               | <b>H8</b>                                                                                                                                |
| <b>Likely (L4)</b><br>A similar incident could occur in the next 6 months        | <b>M5</b>                                                                                                          | <b>M6</b>                                                                                                                                                   | <b>H7</b>                                                                                                                                                                           | <b>H8</b>                                                                                                                                               | <b>E9</b>                                                                                                                                |
| <b>Almost certain (L5)</b><br>A similar incident could occur in the next 1 month | <b>M6</b>                                                                                                          | <b>H7</b>                                                                                                                                                   | <b>H8</b>                                                                                                                                                                           | <b>E9</b>                                                                                                                                               | <b>E10</b>                                                                                                                               |
| Risk Score                                                                       | Risk Rating                                                                                                        | Required Action                                                                                                                                             |                                                                                                                                                                                     | Hierarchy of Controls                                                                                                                                   |                                                                                                                                          |
| 2-4                                                                              | Low risk                                                                                                           | Manage and Monitor by routine internal procedures.                                                                                                          |                                                                                                                                                                                     | 1. Elimination                                                                                                                                          | Complete elimination of risk                                                                                                             |
| 5-6                                                                              | Moderate risk                                                                                                      | Specific monitoring or procedures to be implemented. Management responsibility to be specified and strategies implemented as part of day-to-day activities. |                                                                                                                                                                                     | 2. Substitution                                                                                                                                         | Replacement of material, process, substance, etc.                                                                                        |
| 7-8                                                                              | High risk                                                                                                          | Immediate action to be implemented by Operations Manager and HSEQ Manager. GM to be notified                                                                |                                                                                                                                                                                     | 3. Engineering                                                                                                                                          | Designing risks out or isolation of risks                                                                                                |
| 9-10                                                                             | Extreme risk                                                                                                       | Immediate action to be implemented; this level of risk needs detailed research and planning by Operations Manager and HSE Q manager. GM must be notified.   |                                                                                                                                                                                     | 4. Administrative                                                                                                                                       | Adjusting the time or conditions of risk exposure, including training options                                                            |
|                                                                                  |                                                                                                                    |                                                                                                                                                             |                                                                                                                                                                                     | 5. Personal protective equipment                                                                                                                        | Provision of PPE where other options are not practicable                                                                                 |

## Relevant Legislation, Standards & Codes of Practice relating to the work:

**NSW Work Health & Safety Act November 2011**

**NSW Work Health & Safety Regulations September 2025**

|                        |                                                                   |                |
|------------------------|-------------------------------------------------------------------|----------------|
| NSW Code of Practice - | First Aid in the Workplace                                        | January, 2020  |
| NSW Code of Practice - | Hazardous Manual Tasks                                            | August, 2019   |
| NSW Code of Practice - | How to Manage Work Health and Safety Risks                        | August, 2019   |
| NSW Code of Practice - | Managing Electrical Risks in the Workplace                        | August, 2019   |
| NSW Code of Practice - | Managing Noise & Preventing Hearing Loss at Work                  | December, 2022 |
| NSW Code of Practice - | Managing the Risk of Falls at Workplaces                          | August, 2019   |
| NSW Code of Practice - | Managing the Risks of Hazardous Chemicals in the Workplace        | December, 2022 |
| NSW Code of Practice - | Managing the Risks of Plant in the Workplace                      | December, 2022 |
| NSW Code of Practice - | Managing the Work Environment and Facilities                      | August, 2019   |
| NSW Code of Practice - | Work Health and Safety Consultation, Cooperation and Coordination | December, 2022 |

## Relevant Legislation, Standards & Codes of Practice relating to the work:

**WA Work Health & Safety Act November 2020**

**WA Work Health & Safety Regulations (General) March 2022**

|                       |                                                                   |                 |
|-----------------------|-------------------------------------------------------------------|-----------------|
| WA Code of Practice - | First Aid in the Workplace                                        | July, 2022      |
| WA Code of Practice - | Hazardous Manual Tasks                                            | July, 2022      |
| WA Code of Practice - | How to Manage Work Health and Safety Risks                        | July, 2022      |
| WA Code of Practice - | Managing Noise and Preventing Hearing Loss at Work                | September, 2023 |
| WA Code of Practice - | Managing Risks of Hazardous Chemicals in the Workplace            | July, 2022      |
| WA Code of Practice - | Managing Risks of Plant in the Workplace                          | July, 2022      |
| WA Code of Practice - | Managing the Risk of Falls at Workplaces                          | May, 2023       |
| WA Code of Practice - | Managing the Work Environment and Facilities                      | January, 2023   |
| WA Code of Practice - | Work Health and Safety Consultation, Cooperation and Coordination | September, 2022 |

## Hazardous Chemicals

| Task                  | Hazard                                                                 | Probability   | Consequence | Ranking   | Control                                                                                                                                                                                                                                                                                                       | Person Responsible                       | Probability | Consequence   | Ranking   |
|-----------------------|------------------------------------------------------------------------|---------------|-------------|-----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-------------|---------------|-----------|
|                       |                                                                        | Inherent Risk |             |           |                                                                                                                                                                                                                                                                                                               |                                          |             | Residual Risk |           |
| <b>Elimination</b>    | Eliminate the use of the substances.                                   | 4             | 3           | <b>H7</b> | Using a physical process instead of a chemical process e.g. using an ultrasound to clean equipment instead of a process involving chemicals; using clips/bolts or nails instead of adhesive.                                                                                                                  | Management                               | 2           | 2             | <b>L4</b> |
| <b>Identification</b> | Incorrect use or handling                                              | 3             | 3           | <b>M6</b> | Reference the appropriate SDS before proceeding with handling any chemical found or used.                                                                                                                                                                                                                     | All Workers                              | 2           | 2             | <b>L4</b> |
| <b>Substitution</b>   | Use a safer substance or a safer form of the substance.                | 4             | 4           | <b>H8</b> | Safe Substance<br>1 - Use detergent instead of chlorinated solvent for cleaning.<br>2 - Use water-based chemicals instead of solvent – based.<br>3 - Chemicals where compatible.<br><br>Safer Form or Process<br>1 - Paint with a brush instead of spraying.<br>2 - Purchase a substance in a safer form.     | Management<br>Supervision<br>All Workers | 2           | 2             | <b>L4</b> |
| <b>Isolation</b>      | Separate people or property from the substance by distance or barriers | 3             | 3           | <b>M6</b> | 1 - Used closed systems.<br>2 - Isolate the process in a room with restricted access use appropriate barriers to separate substances.<br>3 - Distance workers from substances/processes through the use of remote controls.<br>4 - Distance property, incompatible chemicals and ignition sources from goods. | Management<br>Supervision<br>All Workers | 2           | 2             | <b>L4</b> |

## Hazardous Chemicals

| Task                  | Hazard                                                                                                                                                                                                      | Probability          | Consequence | Ranking   | Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Person Responsible                    | Probability | Consequence          | Ranking   |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-------------|-----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------|----------------------|-----------|
|                       |                                                                                                                                                                                                             | <b>Inherent Risk</b> |             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                       |             | <b>Residual Risk</b> |           |
| <b>Engineering</b>    | Use physical controls (such as plant/equipment) that eliminate or reduce the generation of substances; suppress or contain substances; or limit the area of contamination in the event of spills and leaks. | 3                    | 3           | <b>M6</b> | 1 - Use fully or partially enclosed ventilation booths.<br>2 - Fully or partially enclose the process with exhaust extraction.<br>3 - Use local exhaust or natural ventilation systems<br>4 - Design buildings that are: compatible with the intended goods; made of non-combustible construction as far as is practicable; designed to reduce contamination.<br>5 - Use Bunding to contain spillage.<br>6 - Install drains, tanks or sumps to cope with spilled material.<br>7 - Install automatic fire protection and chemical suppression systems                                                                                                                                                                                                                                                                  | Management Supervision<br>All Workers | 2           | 2                    | <b>L4</b> |
| <b>Administration</b> | Use safe work practices including good housekeeping.                                                                                                                                                        | 4                    | 3           | <b>H7</b> | 1 - Reduce the amount of property or the number of employees exposed.<br>2 - Reduce the duration and/or frequency of exposure e.g. through job rotation.<br>3 - Reduce the amount of goods/products stored and used.<br>4 - Ensure safe interim storage of wastes/products (e.g. labelled properly in suitable containers stored away from people, the environment, incompatible chemicals,<br>5 - Vacuum or wet sweep to suppress dust being generated.<br>6 - Cover containers and make sure lids are attached.<br>7 - Clean up spills immediately (includes provision of suitable aids and equipment).<br>8 - Ensure there is no eating, drinking or smoking in areas where substances are used.<br>9 - Provide suitable washing facilities.<br>10 - Instruct employees on how to use substances/equipment safety. | Management Supervision<br>All Workers | 2           | 2                    | <b>L4</b> |



Hazardous Chemicals

| Task                                | Hazard                                                                                                                                              | Probability   | Consequence | Ranking | Control                                                                                                                                                                                                                                                    | Person Responsible                    | Probability | Consequence | Ranking       |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|---------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-------------|-------------|---------------|
|                                     |                                                                                                                                                     | Inherent Risk |             |         |                                                                                                                                                                                                                                                            |                                       |             |             | Residual Risk |
| Personal Protective Equipment (PPE) | Provide protective clothing and equipment for employees, supervisors and visitors. NB: Items must be compatible with chemical(s) being used/stored. | 4             | 3           | H7      | 1 - Overalls, aprons, gowns, chemical resistant suits.<br>2 - Footwear (enclosed shoes, safety boots).<br>3 - Gloves.<br>4 - Chemical resistance glasses (safety glasses).<br>5 - Face shield/masks, respirators (full or partial).<br>6 - Head protection | Management Supervision<br>All Workers | 2           | 2           | L4            |



## Hot Work

| Task     | Hazard                | Probability   | Consequence | Ranking | Control                                                                                                                                                                                                                                                                                                                                                                                                     | Person Responsible         | Probability | Consequence   | Ranking |
|----------|-----------------------|---------------|-------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|---------------|---------|
|          |                       | Inherent Risk |             |         |                                                                                                                                                                                                                                                                                                                                                                                                             |                            |             | Residual Risk |         |
| Hot Work | Fire Burns Explosions | 4             | 5           | E9      | 1 - Hot work Permit approved prior to commencement of work.<br>2 - Operator is qualified and competent to perform this task.<br>3 - Have a fire extinguisher readily available for all hot work.<br>4 - Use fire resistant blanket when cutting or welding near combustible materials.<br>6 - Use Fire Watch as required by assessed risks.                                                                 | Supervision<br>All Workers | 3           | 3             | M6      |
| Hot Work | Asphyxiation          | 4             | 5           | E9      | 1 - Flash back arrestors fitted to both handpiece and bottles of oxy/acetylene/LPG equipment. Ensure gas supply is turned off & hoses disconnected if the equipment is left unattended and when a Confined Space is vacated.<br>2 - Removal of hand piece when not in Confined Space.<br>3 - Natural ventilation or mechanical ventilation using fans.<br>6 - Use Fire Watch as required by assessed risks. | Supervision<br>All Workers | 3           | 3             | M6      |
| Hot Work | Foreign Bodies in Eye | 3             | 4           | H7      | 1 - Double Eye protection to be worn for all grinding activities – clear safety foam back safety glasses under a face shield is the minimum standard due to the confined nature of the work.<br>2 - Upgrade safety glasses to mono goggles in dusty conditions.<br>3 - Alternately an ad flow helmet can be worn                                                                                            | Supervision<br>All Workers | 3           | 3             | M6      |

## Manual Handling

| Task                    | Hazard                                                                                              | Probability   | Consequence | Ranking | Control                                                                                                                                                                                                                                                                                                                                                                 | Person Responsible              | Probability | Consequence   | Ranking |
|-------------------------|-----------------------------------------------------------------------------------------------------|---------------|-------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|-------------|---------------|---------|
|                         |                                                                                                     | Inherent Risk |             |         |                                                                                                                                                                                                                                                                                                                                                                         |                                 |             | Residual Risk |         |
| Site Environment        | All workers unaware of site issues.<br>Slips trips and falls<br>Manual Handling<br>Noise<br>Fatigue | 3             | 4           | H7      | 1 - Site office or muster point to be established with all required information including induction and sign in to be available to all staff attending site.<br>2 - Toolbox talks<br>3 - Ensure site rules are adhered to at all times.<br>4 - Ensure site traffic management is adhered to<br>5 - Correct PPE to be worn - Site Safety Rules<br>6 - Site Working Hours | All Workers<br>Site Supervision | 2           | 2             | L4      |
| General Manual Handling | Impact<br>Injuries,<br>Sprains &                                                                    | 4             | 3           | H7      | 1 - All manual handling activities in accordance with the COP - Hazardous Manual Tasks                                                                                                                                                                                                                                                                                  | All Workers                     | 2           | 2             | L4      |
| General Manual Handling | Impact<br>Injuries,<br>Sprains &<br>Strains                                                         | 4             | 3           | H7      | 1 - Warm up briefly beforehand.<br>2 - Keep back straight, eyes fixed straight ahead; lift with legs & not the back.<br>3 - Get help if load is too heavy or awkward.<br>4 - Don't twist.                                                                                                                                                                               | All Workers                     | 2           | 2             | L4      |
| General Manual Handling | Slips, Trips &<br>Falls                                                                             | 4             | 4           | H8      | 1 - House keeping<br>2 - Site induction<br>3 - Toolbox talks<br>4 - Ensure site rules are adhered to at all times.<br>5 - Site Inspections<br>6 - Reference - COP Managing the Workplace and Facilities                                                                                                                                                                 | All Workers                     | 2           | 2             | L4      |

## Manual Handling

| Task                         | Hazard                                                                                 | Probability          | Consequence | Ranking   | Control                                                                                                                                                                                                                                                                                                                                                | Person Responsible | Probability | Consequence          | Ranking   |
|------------------------------|----------------------------------------------------------------------------------------|----------------------|-------------|-----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|----------------------|-----------|
|                              |                                                                                        | <b>Inherent Risk</b> |             |           |                                                                                                                                                                                                                                                                                                                                                        |                    |             | <b>Residual Risk</b> |           |
| <b>Working at Heights</b>    | Slips, trips and falls, cuts and abrasions, sprains and back injuries, impact injuries | 4                    | 4           | <b>H8</b> | 1 - Height Work must be in accordance with SafeWork requirements.<br>2 - Specific requirements include:<br>3 - Fall prevention in accordance with the Code of Practice - Managing the Risk of Falls at Workplaces<br>4 - Fall protection systems in accordance with AS1891:2007<br>5 - Isolate work areas below<br>6 - <u>Mandatory Safety Helmets</u> | Project Management | 3           | 2                    | <b>M5</b> |
| <b>Movement of Materials</b> | Back strain<br>Muscle Strain<br>Impact Injuries                                        | 4                    | 3           | <b>H7</b> | 1 - Warm up briefly beforehand<br>2 - Keep back straight, eyes fixed straight ahead; lift with legs & not the back<br>3 - Get help if load is too heavy or awkward<br>4 - Don't twist<br>5 - Use correct manual handling technique                                                                                                                     | All Workers        | 3           | 2                    | <b>M5</b> |
| <b>Unloading Equipment</b>   | Fall from vehicle<br>Manual Handling injury<br>Sprains Strains and Falls               | 3                    | 3           | <b>M6</b> | 1 - Manual handling The use of PPE equipment such as gloves are needed.<br>2 - Team lifting where required and manual handling aids when possible.<br>3 - Use of correct lifting technique when carrying out work.<br>4 - Ensure stretching and warm up prior to work being carried out.                                                               | All Workers        | 2           | 2                    | <b>L4</b> |

## Portable Electrical Tools

| Task                     | Hazard                                                                                                                                                                                                                                                                                                                   | Probability   | Consequence | Ranking | Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Person Responsible    | Probability | Consequence   | Ranking |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------------|---------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|-------------|---------------|---------|
|                          |                                                                                                                                                                                                                                                                                                                          | Inherent Risk |             |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                       |             | Residual Risk |         |
| Inspect Tool & Work Area | Electric shock to operator.<br>Operator may receive electric shock.<br>Eye and hearing damage can result from flying debris.<br>Exposure to live power through electrical leads with no earth leakage protection.<br>Exposure to live power through electrical leads on ground.<br>Exposure to live power form sub-panel | 4             | 4           | H8      | 1 - Then tool must not be used in wet conditions. All leads must be positioned off the ground and have current inspection tag.<br>2 -Tool must be fitted with a protective residual current device which must be in operational condition.<br>3 - Eye protection i.e. Safety glasses, goggles must be worn. Hearing protection i.e. ear muffs, ear plugs must be worn.<br>4 - Earth leakage protection on all temporary power boards must be provided.<br>5 - Portable earth leakage units to be used in all other cases.<br>6 - Keep all electrical leads elevated and clear of work areas.<br>7 - Lockout and tag sub panel during electrical work. | Supervisor / Operator | 3           | 3             | M6      |
| Inspect Leads            | Leads may be damaged or not have current tag.<br>Electric shock to operator.                                                                                                                                                                                                                                             | 4             | 4           | H8      | 1 - Inspect leads for damage and current inspection tag. If defect found, tag tool out.<br>2 - Test & Tag in accordance with the requirements of AS3760:2010                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | Supervisor / Operator | 3           | 3             | M6      |

## Portable Electrical Tools

| Task                                                              | Hazard                                                | Probability          | Consequence | Ranking   | Control                                                                                                                             | Person Responsible    | Probability          | Consequence | Ranking   |
|-------------------------------------------------------------------|-------------------------------------------------------|----------------------|-------------|-----------|-------------------------------------------------------------------------------------------------------------------------------------|-----------------------|----------------------|-------------|-----------|
|                                                                   |                                                       | <b>Inherent Risk</b> |             |           |                                                                                                                                     |                       | <b>Residual Risk</b> |             |           |
| <b>Check for Services - Gas, power, etc</b>                       | Hidden services may come in contact with tool causing | 3                    | 4           | <b>H7</b> | 1 - Ensure that positions of all services are known and marked.<br>2 - Tool must not be allowed to come into contact with services. | Supervisor / Operator | 2                    | 3           | <b>M5</b> |
| <b>Fitting the Accessory to the Tool</b>                          | Accessory may dislodge and injure operator            | 3                    | 2           | <b>M5</b> | 1 - Ensure that retainer latch on stirrup is in closed position and that recess in the accessory faces the latch pins.              | Supervisor / Operator | 2                    | 2           | <b>L4</b> |
| <b>Test the Tool and Begin Work</b>                               | Stop Control May Not Operate                          | 3                    | 4           | <b>H7</b> | 1 - Check operation of stop switch. If defective tag machine out. Work tool to open end of work to avoid jamming                    | Supervisor / Operator | 2                    | 2           | <b>L4</b> |
| <b>Operating the Tool Accessories</b>                             | Tool may jam and injure operator                      | 3                    | 3           | <b>M6</b> | 1 - Operate tool to open edge of work. Clear hole periodically to avoid jamming.                                                    | Supervisor / Operator | 2                    | 2           | <b>L4</b> |
| <b>Release the Trigger, Isolate the Tool and Remove Accessory</b> | Accidental start up may injure hands and fingers      | 3                    | 3           | <b>M6</b> | 1 - Stop the tool at trigger. Isolate the power at source before removing the accessory.                                            | Supervisor / Operator | 2                    | 2           | <b>L4</b> |
| <b>Clean Drills and Store in Container</b>                        | Clean tool may allow operator to see defect.          | 3                    | 3           | <b>M6</b> | 1 - Examine drills for defects, tag tool out if any found. Store in secure place.                                                   | Supervisor / Operator | 2                    | 2           | <b>L4</b> |

## Working with Portable Ladders Up To 2 Metres

| Task                                     | Hazard                                                                               | Probability          | Consequence | Ranking   | Control                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Person Responsible | Probability | Consequence          | Ranking   |
|------------------------------------------|--------------------------------------------------------------------------------------|----------------------|-------------|-----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|----------------------|-----------|
|                                          |                                                                                      | <b>Inherent Risk</b> |             |           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                    |             | <b>Residual Risk</b> |           |
| <b>Preparation for Use</b>               | Injury from incorrect or faulty ladder<br>Manual handling<br>Slips and Falls         | 3                    | 3           | <b>M6</b> | 1 - Use correct ladder for the job<br>2 - Only use an industrial ladder 120kgs and fitted with rubber or similar non slip material feet.<br>3 - Metal ladders or wire reinforced ladders not to used where electrical hazards exist<br>4 - Examine ladder for any defects or damage before use<br>5 - Long and heavy ladders (greater than 20kgs) should be handled by at least two people<br>6 - <del>Wear slip resistant footwear when using ladders</del>                                                                                                                                                                                                                       | All Workers        | 2           | 2                    | <b>L4</b> |
| <b>Set Up Ladder</b>                     | Ladder slipping, falling or collapsing causing personal injury or damage to property | 3                    | 3           | <b>M6</b> | 1 - Do not place ladders in vehicle or pedestrian thoroughfare<br>2 - Use a second person or physical barrier to ensure the ladder is not knocked by passing traffic or pedestrians<br>3 - Ladder to be adequately supported at the base to ensure it is level and won't sink into or slide on surface<br>4 - Set ladder at a slope of 4 in 1 – angled one out and four up<br>5 - Ladder should extend one metre above access level<br>6 - Ladder to be firmly secured or tied off or held firmly by another person<br>7 - The ties should be attached to the stiles of the ladder and not the rungs<br>8 - <del>Step ladders should only be used in the fully open position</del> | All Workers        | 2           | 2                    | <b>L4</b> |
| <b>Ascending &amp; Descending Ladder</b> | Fall from Heights                                                                    | 3                    | 4           | <b>H7</b> | 1 - Climb and descend facing the ladder maintaining three points of contact with the hands gripping the stiles or each rung<br>2 - Do not carry anything in your hands while climbing or descending<br>3 - Do not climb higher than the third rung from the top of the ladder<br>4 - Face the ladder when working from it<br>5 - Clean off footwear and ladder rungs before using the ladder each time<br>6 - Three body limbs on the ladder at all times three points of attachment                                                                                                                                                                                               | All Workers        | 2           | 2                    | <b>L4</b> |

## Working with Portable Ladders Up To 2 Metres

| Task                 | Hazard                                                                                          | Probability   | Consequence | Ranking | Control                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Person Responsible | Probability | Consequence   | Ranking |
|----------------------|-------------------------------------------------------------------------------------------------|---------------|-------------|---------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-------------|---------------|---------|
|                      |                                                                                                 | Inherent Risk |             |         |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                    |             | Residual Risk |         |
| Working from Ladders | Ladder falling or collapsing<br>Slips and falls causing personal injury<br>Falling from heights | 3             | 4           | H7      | 1 - One person at a time on the ladder<br>2 - Three body limbs on the ladder at all times three points of attachment<br>3 - Only work on a job within easy arm's reach<br>4 - Do not over reach.<br>5 - Do not straddle the ladder<br>6 - Do not use equipment or tools that are primarily designed to be used with 2 hands.<br>7 - Make sure that no one works under the ladder<br>8 - Ladder is not to be walked by the person standing on the ladder | All Workers        | 2           | 2             | L4      |



Sign Off

The representatives of Grant Transformers/Star Delta listed below have been involved in the creation and implementation of this Safe Work Method Statement (SWMS) and will make sure all work is carried out in accordance with this document. All workers listed below have the appropriate licence/qualifications and/or experience required to perform each job task:

| Workers Name | Role | Signature | Date |
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