

SAFE WORK METHOD STATEMENT

Switchboard Installation and Upgrade — Safe Work Method Statement

■ SWMS required under WHS Regulation 2011, s.299 for high-risk construction work as defined in s.291

Business Name:	[Your Business Name]	ABN:	[Your ABN]
Contact Person:	[Contact Name]	Phone:	[Phone Number]
Site Address:	[Site Address — ACT]	Date:	18 July 2026
Document No:	SWMS-SWITCHBOAR-001	Revision:	1.0

■ Your business details are automatically pre-filled into every document at purchase

1. SCOPE OF WORK

Safe work procedures for the installation, replacement, and upgrade of switchboards in residential and commercial settings, including main switch, circuit breaker, RCD, and surge protection device installation.

High Risk Construction Work (s.291): Electrical Work

Regulatory Reference: WHS Reg 2011, Reg 147 (electrical work) | WHS Reg 2011, Reg 164 (electrical licensing) | WHS Reg 2011, Reg 291 (SWMS for high risk)

■ Each SWMS identifies the specific high-risk construction work category under WHS Reg 2011 s.291 that triggers the legal requirement for this document

2. SITE-SPECIFIC CONSIDERATIONS

The PCBU must assess and document site-specific factors before commencing work. Considerations include but are not limited to:

- Site access and egress routes
- Underground services (gas, water, electrical, telecommunications)
- Overhead power lines and obstructions
- Adjacent activities and interface risks
- Weather conditions and environmental factors
- Emergency routes and assembly points

3. TASK STEPS, HAZARDS & CONTROL MEASURES

■ Control measures follow the Hierarchy of Controls per WHS Reg 2011, Reg 36: Elimination → Substitution → Engineering → Administrative → PPE. Risk ratings use a 5×5 matrix aligned with AS/NZS ISO 31000:2009

The full document contains task-by-task hazards, risk ratings, and prescribed control measures. To protect document IP, this sample shows the structural depth only. Summary of what the full document contains:

Document Structure	Count
Task steps documented	5
Hazards identified across all steps	6
Control measures specified	15
Hierarchy-of-control levels covered	Administrative, Elimination, Engineering, PPE
PPE items with AS/NZS standard references	5
Australian Standards referenced	6

■ Every hazard is mapped to its initial risk rating, control measures across the hierarchy, and a residual risk rating after controls are applied

4. PPE REQUIREMENTS

■ Every PPE item references the specific Australian Standard it must comply with — not just generic PPE categories

PPE Item	Australian Standard	Required
Insulated gloves (1000 V rated)	AS/NZS 2225	Yes
Safety glasses	AS/NZS 1337.1	Yes
Arc-rated face shield	AS/NZS 1337.1	Yes
Safety footwear	AS/NZS 2210.3	Yes
Cut-resistant gloves	AS/NZS 2161.3	Yes

5. REQUIRED LICENCES & COMPETENCIES

- Construction Induction Card (White Card) — required for all construction work under WHS Reg s.317; recognised in all states and territories
- Electrician's licence issued by your state or territory regulator (restricted electrical licence where the work is limited in scope)
- ARC Refrigerant Handling Licence (ARCTick) for any work that risks refrigerant emission from refrigeration or air-conditioning equipment
- Verify current licence and competency requirements with your state or territory WHS regulator before commencing work.

6. TOOLS, EQUIPMENT & PLANT

- Calibrated voltage tester
- Insulation resistance tester
- RCD tester
- Calibrated torque screwdriver
- Insulated tool set to AS/NZS 60900
- Lock-out/tag-out kit
- Insulated matting
- Circuit labelling system

All equipment must be inspected before use. Defective equipment must not be used.

7. LEGISLATIVE REFERENCES

■ This section auto-populates with your state's specific WHS/OHS legislation. ACT shown here — Victoria references OHS Act 2004 Reg 327, Western Australia references the WHS Act 2020. All 8 states and territories are supported.

Work Health and Safety Act 2011 (ACT)

Work Health and Safety Regulation 2011 (ACT)

SWMS required under: s.299

Regulator: WorkSafe ACT

- WHS Reg 2011, Reg 147 (electrical work)
- WHS Reg 2011, Reg 164 (electrical licensing)
- WHS Reg 2011, Reg 291 (SWMS for high risk)

Applicable Australian Standards:

- AS/NZS 3000 — Wiring Rules
- AS/NZS 3008 — Electrical installations – Selection of cables
- AS/NZS 60900 — Live working – Hand tools for use up to 1000 V AC and 1500 V DC
- AS/NZS 2225 — Insulating gloves for electrical purposes
- AS/NZS 3012 — Electrical installations – Construction and demolition sites
- AS/NZS 61439.3 — Low-voltage switchgear and controlgear assemblies – Distribution boards

8. EMERGENCY PROCEDURES

Emergency Services:	000
Site Supervisor:	[Enter name and phone]
First Aid Officer:	[Enter name and phone]

Nearest Hospital:	[Enter hospital name and address]
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In the event of an emergency: Stop work immediately. Secure the area. Call 000 if required. Administer first aid. Notify site supervisor. Do not resume work until authorised.

9. WORKER SIGN-OFF

■ Satisfies WHS Reg 2011 s.299(c) — workers must be able to access the SWMS and confirm understanding before high-risk construction work commences

I have read, understood, and agree to comply with this Safe Work Method Statement. I understand the hazards and control measures and will follow the procedures outlined.

Name (Print)	Signature	Date	Company

10. MONITORING & REVIEW PROCEDURES

Control measures outlined in this SWMS must be monitored to ensure they remain effective. The following monitoring arrangements apply:

Monitoring Responsibility:	Site Supervisor / PCBU representative
Monitoring Frequency:	Before each shift, during work activities, at completion
Review Triggers:	Incident, near-miss, change in conditions, new worker, change in scope
Worker Consultation:	Toolbox talk before commencing HRCW; workers to report issues immediately

11. REVIEW LOG

Review Date	Reviewed By	Changes Made	Approved By
18 July 2026	[Reviewer Name]	Initial issue	[Approver Name]

■ Record-keeping obligation under WHS Regulation s.303 — SWMS must be retained until work is completed, or 2 years after a notifiable incident

RECORD KEEPING: Under WHS Regulation s.303, this SWMS must be kept until the work is completed. If a notifiable incident occurs, the SWMS must be retained for at least 2 years from the date of the incident.

SAMPLE DOCUMENT — Get your own trade-specific, editable SWMS at getsiteready.com.au