

Scope of Work Activity Covered by this Work Method Statement

Site:

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

Working in Proximity to Low or High Voltage Assets

Contact:

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.

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	Y Work on or near energised electrical installations or services
Likely to involve disturbing asbestos	Work in or near a confined space	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	Work on or near chemical, fuel or refrigerant lines	Diving work

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Personal Protective Clothing & Equipment (PPE) Required



Safety Boots		Protective Gloves	
Safety Glasses		High Visibility Clothing / Vests	

Hearing Protection		Hard Hat	

Required Qualifications/Verifications

Qualification	Requirement	Qualification	Requirement
Openshore WHSQE Induction	All Personnel		
Construction Industry White Card	All Personnel		
Drivers License	All Personnel		
HLTAID001 / 002 / 003 - CPR & First Aid	2 x Qualified Staff Members On Site		
Asbestos Awareness	All Personnel		

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
Mobile Equipment	Safety check prior to use. 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
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:	Kelly Martin 0412 097 229	WHS Manager	
SWMS Consulted With:	Blake Pascoe 0402 638 852	Operations Manager	
SWMS Approved By:	Paul Martin 0431 510 767	Director	
Person Responsible for ensuring compliance with this SWMS	Blake Pascoe 0402 638 852	Operations Manager	

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

1. As part of the implementation of this Work Method Statement, all parties 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) No Injury most probable outcome; Losses in <\$500; Environmental impact small localised and contained;	Minor (C2) FAI most probable outcome; Losses in excess >\$500 <\$15,000; Environmental impact, contained impact requiring minor remedial action.	Moderate (C3) 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) LTI most probable outcome; Losses in excess >\$50,000 <\$100,000; Environmental contamination off-site, considerable remediation required	Critical (C5) A fatality(s) most probable outcome; Losses in excess >\$100,000; Irreversible/irreparable environmental contamination.
Likelihood ↓					
Rare (L1) A similar incident is unlikely to occur again	L2	L3	L4	M5	M6
Unlikely (L2) A similar incident could occur in the next 5 years	L3	L4	M5	M6	H7
Possible (L3) A similar incident could occur in the next 1 year	L4	M5	M6	H7	H8
Likely (L4) A similar incident could occur in the next 6 months	M5	M6	H7	H8	E9
Almost certain (L5) A similar incident could occur in the next 1 month	M6	H7	H8	E9	E10
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 -	Construction Work	August, 2019
NSW Code of Practice -	Demolition	August, 2019
NSW Code of Practice -	Excavation Work	January, 2020
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 Fatigue at Work	February, 2026
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 Risks of Respirable Crystalline Silica in the Workplace	February, 2026
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
NSW Code of Practice -	Work Near Overhead and Underground Electric Lines	May, 2026
NSW Code of Practice -	Working Safely When Cutting, Drilling and Grinding Concrete and Masonry Products	May, 2026

Rail Safety (Adoption of National Law) Act 2012 No 82

Rail Safety National Law National Regulations 2012

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

QLD Work Health & Safety Act November 2011

QLD Work Health & Safety Regulations November 2011

QLD Work Health & Safety Regulations Exemptions

QLD Code of Practice - Demolition	2021
QLD Code of Practice - Excavation	2021
QLD Code of Practice - First Aid in the Workplace	2021
QLD Code of Practice - Hazardous Manual Tasks	2021
QLD Code of Practice - How to Manage Work Health and Safety Risks	2021
QLD Electrical Safety Code of Practice - Managing Electrical Risks in the Workplace	2021
QLD Code of Practice - Managing Noise & Preventing Hearing Loss at Work	2021
QLD Code of Practice - Managing the Risk of Falls at Workplaces	2021
QLD Code of Practice - Managing Risks of Hazardous Chemicals in the Workplace	2021
QLD Code of Practice - Managing the Risks of Plant in the Workplace	2021
QLD Code of Practice - Managing the Work Environment and Facilities	2021
QLD Code of Practice - Work Health and Safety Consultation, Cooperation and Coordination	2021

Working in Proximity to Low or High Voltage Assets

Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk					Residual Risk		
Obtain Site Permits & Approvals. Power Authority compliance, Local Council, Other Regulatory approvals including Land Access Compliance	Trespassing, Unauthorised entry/access to public/private property, Legal, Environmental or Cultural practices breach	4	3	H7	1 - Land Access Manager shall ensure that all relevant searches are and have been conducted and Power Authority as well as Regulatory Approvals have been obtained for all properties/areas within the SC scope of works for the project being worked on. 2 - Land Access Manager & Supervisor shall be aware of all the requirements. 3 - Site Supervisor/Staff shall NOT conduct any field operations without having an approved copy of a LAC notice & other site specific approvals displaying effective start and end dates. 4 - Supervisor (Contractor) shall ensure that all works cease until an approved, current LAC notice is sought and available onsite. 5 - Site Staff NOT having a current LAC notice must advise their Site Supervisor/Manager immediately. All works MUST cease until a current LAC notice has been sought & provided	Supervisor / Work Team	2	3	M5
Conduct Site Specific Risk Assessment	Failure to complete a site specific risk assessment of the worksite, therefore potentially exposing staff & others to worksite hazards	3	3	M6	1 - Site Supervisor shall ensure that a Daily Site Inspection is conducted prior to commencing any works. 2 - Site Supervisor shall identify and document all found hazards by completing the appropriate Hazard Identification & form and identifying the controls for the hazards. 3 - Site Supervisor MUST advise all staff of the risks identified and controls to be applied at the worksite prior to commencing work. 4 - Site Supervisor shall ensure that all PPE and pre-start checks are completed. 5 - Site Staff MUST read, understand and sign-off on all risks & their controls identified at the worksite.	Supervisor / Work Team	2	3	M5
Identify Hazards	Contact with live electrical wires	3	4	H7	1 - Identify hazards - Live electrical services, EPR zones and other potential electrical hazards must be identified prior to commencing work, through visual inspections, the use of service locators and consultation with utilities, facility owners or end users. 2 - When work within an earth potential rise (EPR) zone cannot be avoided, appropriate controls must be in place to manage the electrical EPR zone risks	Supervisor / Work Team	2	3	M5

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Task	Hazard	Probability	Consequence	Ranking	Control	Person Responsible	Probability	Consequence	Ranking
		Inherent Risk						Residual Risk	
Conduct Site Induction	Failure to provide induction to staff/visitors to the worksite, therefore potentially exposing staff & others to worksite hazards	3	4	H7	1 - Site Supervisor/Team Leader shall ensure that all staff on worksite complete site specific induction prior to commencing work. 2 - Site Supervisor/Team Leader shall ensure that all visitors to the worksite are inducted and have signed the Induction Record Form prior to entering the worksite. 3 - Site Supervisor/Team Leader shall ensure that the worksite perimeter is defined, and that entry to the worksite is limited to ensure unauthorised entry is kept to a minimum. 4 - Site Supervisor/Team Leader shall set up an entry point to the site with all relevant Induction notifications being displayed at this point.	Supervisor / Work Team	2	4	M6
Working Near Electricity	Contact with live electrical wires	3	4	H7	1 - Job planning must eliminate, or otherwise minimise so far as reasonably practicable the risk of people interacting with electricity 2 - A licenced electrician is to be engaged to isolate and test any electrical circuit that may need to be isolated 3 - Identification of overhead & underground services by "Dial Before You Dig" 4 - Minimum clearances must be maintained 5 - Regular Test & tagging of all electrical equipment 6 - Portable equipment must be inspected prior to use to ensure it is in good working order.	Supervisor / Work Team	2	4	M6
Mobile Plant & Equipment	Contact with live electrical wires	3	5	H8	1 - Approach distances calculated for each piece of equipment prior to the commencement of work. 2 - Calculations conducted in accordance with NSW Code of Practice Work Near Overhead Power Lines 2006. Recommended distances as per Section 3, Table 1	Supervisor / Work Team	1	5	M6

Safe Work Method Statement



Sign Off

The representatives of Openshore 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