

Safe Work Method Statement

Work Location	
Work Activity	Maintenance &/or Repair of Smoke Alarms
Works Manager	Operations Manager
High Risk Work Involves	Work With Electricity

Person responsible for ensuring compliance with SWMS	
Person(s) Responsible for reviewing SWMS	Robert Bell - WHS Officer
Date SWMS reviewed	22/12/2016
Workers Name	
Date Received	

What are the risks involved?	What are the hazards and risks?	What are the control measures?
Access to work area and weather conditions	Slips, trips, falls, unsecured/unstable ladders	Secure ladders wear appropriate footwear and do not work in hazardous weather conditions
Access to switch board	Insect bites	Check area for nesting insects before opening switch cupboard.
	Electrocution	Check for wet areas, Check switch cupboard is not conductive before opening. Wear appropriate P.P.E. Use only insulated tools supplied.
Circuit still Live	Electrocution	Make sure circuits are labelled correctly, test circuits with voltage stick before removing electrical wiring. Check indicator lights on alarms. Turn of mains power if in doubt. Wear appropriate P.P.E. Use only insulated tools supplied.
Someone resets circuit before work is complete.	Electrocution	When isolating a circuit be sure to lock off the circuit breaker put a tag on it and advise any household occupants. Wear appropriate P.P.E. Use only insulated tools supplied.
Resetting the circuit	Electrocution	Only remove the lock off the circuit breaker once all electrical work has been completed. The person who installed the lock must be responsible for the removal. Retest all installations before leaving the premises.