

Safe Work Method Statement

Work Location	
Work Activity	Maintenance &/or Repair of Smoke Alarms
Works Manager	Operations Manager
High Risk Work Involves	Contact 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?
Inspect the extension lead for damage and suitability	Contact with electricity	Ensure the extension lead is periodically tested and tagged by a competent person. Records of inspections must be kept. 3-pin flexible extension cords and portable power tools sockets must be shrouded and be either non-re-wirable (moulded) type or transparent type. Joined extension leads must not exceed above length and current capacities.
Run the extension cord fully out	Contact with electricity	Where flexible cords are more than 4 meters from the electrical equipment they are connected to or not in view of user, the cords must be protected from mechanical damage, liquid or high temperature or supported off the floor or ground on insulated stands or hangers.
	Trip or entanglement	Locate flexible extension cords above any work area or passageway so that clear access is provided beneath them.
	Heat generated damage	The maximum length of a power tool lead from an extension cord/portable power board is 5 metres
	Overload	Ensure the portable power board is fitted with overload protection where 3 or more power points are fitted to the device. Double adaptors must not be used