


Working with Electrical Equipment				PROBABILITY		CONSEQUENCE				
Contract:				Likelihood		Minor (1)	Moderate (2)	Serious (3)	Major (4)	Catastrophic (5)
Site/Project:				Common or repeating occurrence	Almost Certain (5)	Medium 11	High 16	Extreme 20	Extreme 23	Extreme 25
Work Area:				Known to occur, or, "it has happened"	Likely (4)	Low 7	Medium 12	High 17	Extreme 21	Extreme 24
Name:	Michelle Manzini	Signature		Could occur	Possible (3)	Low 4	Medium 9	Medium 13	High 18	Extreme 22
Position:	Safety and Compliance Manager	Date	01/09/2023	Not likely to occur	Unlikely (2)	Low 2	Low 5	Medium 10	Medium 14	High 19
Revision Details:	Rev No.:	8	Rev Date:	Sep 2023	Practically Impossible	Rare (1)	Low 1	Low 3	Low 6	Low 8

1. IDENTIFY THE JOB STEPS		2. ID THE HAZARDS	3. ASSESS RISK	4. ENGAGE RISK CONTROLS	5. RESIDUAL RISK	6. RESPONSIBILITY
STEP	JOB STEP	HAZARDS IDENTIFIED	RATING ABOVE	CONTROL MEASURES	RATING ABOVE	POSITION / TITLE
1	Pick up equipment/machinery to conduct cleaning activities	Muscle sprain and strain	3, 3 = 13	Training of staff on correct way to lift backpack vac.	3, 2 = 9	Cleaner
		Slip, trip and or fall	3, 3 = 13	Turn lights on as required. Remove any rubbish or loose items. Spot clean carpet using a cleaning agent as required. Report major stains to your Supervisor	3, 2 = 9	Cleaner
2	Use of electrical equipment/machinery	Hearing loss during starting operation (if applicable)	3, 3 = 13	Ensure to have correct PPE i.e. ear muffs when starting operation – if applicable	3, 2 = 9	Cleaner
		Muscle sprain and strain	3, 2 = 9	Training of staff on correct way to position themselves (posture) during starting operation, how to correctly place equipment on back and SWPs available for task.	3, 1 = 4	Cleaner
		Electrical shock from machine or extension cord	4, 4 = 21	Testing and tagging of extension electrical cord and machine in accordance with Australian Standards	4, 3 = 17	Cleaner










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				Inspect electrical test tag to ensure equipment test is not out of date (located on the electrical cord attached to the equipment). Visually inspect the equipment for signs of damage, particularly the cord. If inspection fails, do not proceed with the task report to Supervisor / Manager. Plug into nearest power outlet (power point) and turn on. Inspection of electrical cords for damage or deterioration by operator prior to day's use	3, 3 = 13	
3	Return of equipment/machinery to storage area	Muscle sprain and strain	3, 3 = 13	Training of staff on correct way to lift back pack vac and SWPs available for task	3, 2 = 9	Cleaner
		Slip, trip and or fall	3, 3 = 13	Always be vigilant of surroundings whilst returning equipment/machinery to storage area	3, 2 = 9	Cleaner
		Electrical	3, 3 = 13	Ensure the cables and equipment is not damaged Report any damages to Supervisor or CRM Tag out the equipment if any damages found.	3, 2 = 9	Cleaner
4	Return the equipment	Muscle sprain and strain	3, 3 = 12	Take care that the equipment does not fall any platform. Maintain correct posture	3, 3 = 13	Cleaner
		Electrical	3, 3 = 12	When complete, turn off switch on vacuum, turn off power outlet and unplug cord.	3, 3 = 13	Cleaner
		Slip, trip or fall on/from extension cord	4, 3 = 17	Training of staff on correct way to carry and use back pack vacuum cleaner. Maintain correct posture while performing the task	4, 2 = 12	Cleaner

## ADDITIONAL REQUIREMENTS

TRAINING REQUIRED	TOOLS/EQUIPMENT/PPE REQUIRED	LICENCES/PERMITS/APPROVALS REQUIRED	EQUIPMENT/MAINTENANCE CHECKS REQUIRED
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Correct posture during lifting and use of machinery & Correct positioning of machinery on body and or otherwise	Equipment/Machinery	Extension cord		
Vacuum training – using and checking	Residual Current Device (RCD)			Testing and tagging of electrical cords in accordance with Australian Standards – via RCD to be employed to machinery before use
Checking of all electrical cords for damage prior to use and power points				
Correct training on handling extension cord correctly and using warning signage at all times				

								
Gloves	Face mask	Eye protection	Hi-Vis Clothing	Appropriate footwear	Hearing protection	Protective clothing	Brim Hats	Sunscreen
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Injury &/or Emergency Response**  
 Injury - In the first instance, provide medical assistance to the injured worker & contact the ARA Supervisor / CRM.  
 Emergency - Follow the site Emergency Response procedure as directed by site operator.  
 The ARA Incident Response & Reporting Procedure will then be implemented

## 5. CONSULT

Person(s) responsible for supervising/inspecting work to sign. Cleaners to sign when they have read, understood, is competent to do this task safely and agrees with the SWMS

NAME	DATE	POSITION	SIGNATURE	NAME	DATE	POSITION	SIGNATURE
1.				5.			
2.				6.			
3.				7.			
4.				8.			

## 6. APPROVAL

To be signed by the FM or delegate once all fields of this form have been completed and all hazards have been eliminated or reduced as low as reasonably practicable.

NAME	DATE	POSITION	SIGNATURE

## 7. LEGISLATION / REGULATIONS REFERENCE

### ACT:

Work Health and Safety Act 2011  
Work Health and Safety Regulation 2011

### NT:

Work Health and Safety (National Uniform Legislation) Act 2011  
Work Health and Safety (National Uniform Legislation) Regulations 2011

### SA:

Work Health and Safety Act 2012  
Work Health and Safety Regulation 2012

### VIC:

Occupational Health and Safety Act 2004  
Occupational Health and safety Regulations 2017

### NSW:

Work Health and Safety Act 2011  
Work Health and Safety Regulation 2017

### QLD:

Work Health and Safety Act 2011  
Work Health and Safety Regulation 2011

### TAS:

Work Health and Safety Act 2012  
Work Health and Safety Regulations 2012

## 8. CHANGE REGISTER

Revision Number	Date	Change	Expiry
4	July 2016	Nil change	June 2018
5	July 2018	Minor amendments – Legislative/Regulatory reference, PPE images, the inclusion of 'Change Register'.	June 2020
6	July 2020	Nil change	June 2022
7	September 2021	Refreshing of SWMS in alignment with the new BMS	August 2023
8	September 2023	Nil change	August 2025