


NECA Member Electrical Contractor Flood Disaster Recovery Guide





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CERTIFICATE OF PERIODIC VERIFICATION
Inspected under
AS/NZS 3019:2007 Electrical Installation – Periodic Verification

Date of this inspection	
Installation details	
Client	
Address of installation	
Estimate age of installation	years
Evidence of alterations or additions since last inspection	Yes / No / Not apparent
Date of last inspection	Periodic interval

This certificate covers the following:	Performance Measure
AS/NZS Section 3	Verification to latest visual inspection
AS/NZS Section 4	Qualification by visual inspection and/or testing
AS/NZS Section 6	Insulation by visual inspection and/or testing

Limitations of inspection (detail any limitations of the periodic inspection)

Results of inspection:

Items requiring URGENT attention:

Other items requiring attention:

Insulation resistance (M-ohms)	Other benchmark full level (kV)
Insulation resistance (M-ohms) at 500V	Insulation resistance (M-ohms) at 500V

An electrician's guide to flood affected installations and testing

This fact sheet is a short guide, designed to assist electricians advising owners of flood affected installations on the tests required to be carried out prior to restoring supply.

Electrical testing of flood affected installations

All electricians should understand and conduct testing as per AS/NZS 3000 "Wiring Rules". The testing regime under this standard is primarily for new circuits and new installations, although it is the basis of testing regardless of the status of the installation. You will need to electrically test in accordance with Section 8 of the "Wiring Rules".

The testing will come under **AS/NZS 3019:2007 Electrical Installations – Periodic Verification**.

This standard outlines three methods of verification which are:

- Basic visual inspection
- Visual with limited testing
- Visual with full testing

This standard allows for a detailed inspection report to be completed and handed to your customer, the customer's electricity distributor, or your customer's insurer. This is important for your customer and for you if any unforeseen problems arise after you have tested. At the very least, you can prove what you did in writing.

The electricity distributor will not reconnect power to an installation without proof of testing. Depending on your supply authority region or State, the electricity distributor may request a regulated certificate of electrical testing. You should always attach the **Certificate of Periodic Verification** to this form.

NECA's recommendation for flood-affected installations is for a full visual and electrical test in accordance with AS/NZS 3019. The certificate of verification identifies what you have tested and any issues encountered that restrict the testing process, including major or minor defects. NECA has created an **Electrical Installation Testing Record Sheet**, available for free download in NECA Members TKB.

Keep in mind that the testing that you are doing is for an existing installation. If you have to do repair work, according to the "Wiring Rules" it is like for like replacement based on the installation date. If there is any additional or new work done, this work will have to be completed to the current "Wiring Rules." Refer to the "Wiring Rules," Clauses 1.9.3.1 and 1.9.3.2.

What you need to look at and test

It is important to determine which level of Testing you will carry out and detail this on the inspection checklist from AS/NZS3019. Refer to sections 3, 4 and 5 of AS/NZS 3019:2007. NECA Members can log into NECA Members Technical Knowledge Base to view this standard.

Checklist for testing

Below is a checklist of points that can be applied, depending on the site and inspection being carried out

- Look for **fallen or damaged overhead wires**. Check if overhead wires are connected from the street to the POA. Always treat as live.
- To protect against electric shock, always **wear insulating gloves** on each hand.
- If there are underground wires, **never assume that they are dead**. Always test.
- Complete a **close approach test** when going near a meter box.
- **Test the meter box** using a non-contact voltage detector such as a volt stick or an independent earth and multimeter or a set of test lamps in series with the multimeter to cancel any inductive voltage reading.
- When using an independent earth and a set of test lamps, if the lamps glow indicating voltage, the independent earth will also be **"LIVE."** Keep in mind that test lamps may not operate under a minimum voltage level.
- Check with **manufacturer's specifications**.
- The **independent earth** should be as far away as practicable from conductive underground services and at the very least no closer than two metres.
- Use the **independent earth test** with your meter set on volts and test if there is any voltage present at the main neutral connection or link.
- If there is a voltage greater than 5 volts with no load connected, this can indicate a faulty neutral mains connection. Contact your electricity distributor immediately.
- If you **experience any shock**, no matter how small, leave the area, if possible, make safe and contact the electricity distributor immediately. Barricade the area to keep other persons away from the affected area. For any shocks, you **must seek medical attention** straight away. Either go to a hospital straight away or dial 000 for an ambulance.
- Remember: **Testing is "LIVE" work until proven de-energised**. Never assume. Take all steps necessary such as using ground mats, do not stand in puddles, wear LV insulating gloves, arc rated clothing and other PPE.
- Check the switchboard for **water ingress**.
- Visually check (see **Section 3 AS/NZS 3019**) all power points, light switches, light fittings, fixed wired appliances such as stoves, hot water services, air conditioners, pool equipment for water damage and debris in any terminals or pins. You are looking for evidence of corrosion, overheating, and cracked or broken equipment.
- **Remove socket outlets and switches** from the walls and light fittings from the ceilings. This will allow the equipment to dry out.
- **Unplug any appliances**, allow to dry, and test either using a portable appliance tester or an insulation resistance tester.
- **Tag out** any defective appliance.
- **Switch off the DC isolators** on the roof if fitted. This isolates the DC cabling to the inverter.
- **Check for damage** to panels and DC wiring.
- Use caution as DC wiring can produce **large arc fault currents**.

Electrical Testing of the installation wiring

Earth Continuity Test

- Ensure all protective earth connections and that all of the earth readings are low enough to allow for the operation of the circuit protective device. (Generally speaking, no greater than two ohms, however, this is circuit breaker rating dependent based on EFLI).
- Test the main earthing conductor, water pipe and gas pipe bonds that they do not exceed 0.5 ohms.
- All fixed-wired Class 1 equipment is connected to earth, therefore you must test this equipment.
- When testing, remember to subtract the trailing earth lead resistance value.

Insulation Resistance Test

- Test that the insulation is adequate between all live parts and earth. Use your insulation resistance tester. The expectant result will be lower than infinity ohms but should be above the minimum of 1.0 megohm.
- Appliances can be tested to 0.01 meg ohm. Also, you must set your installation resistance tester to the correct voltage level.

Polarity and Correct Circuit Connections Test

- Check that all single pole switches operate only the active conductors.
- Check RCDs operate in the active conductor and, if required, the neutral conductor.
- Check for intermix of active and neutral conductors.
- Once all of the previous tests are complete and has passed the minimum requirements, then the live tests can be completed. At this point, your certificate needs to be finalised and given to the customer and the supply authority.
- **EFLI (Earth Fault Loop Impedance)** testing can be done with or without supply. For internal EFLI, ensure that it is tested without supply, while external EFLI requires to be energised.
- **RCD TEST:** This test will require supply for both earth leakage test and operation of an RCD test button.

GENERATORS

- If a customer wants a generator connected, do not connect to the main switchboard. Connect it as a standalone power supply only to supply individual appliances.
- Never put a generator inside a house. Always place them outside in well ventilated areas away from windows and doors.

SOLAR & BATTERY SYSTEMS

- Isolate the battery system and solar system as per the shut down procedure.
- Be aware that if it is daylight, solar PV array systems may still be generating electricity. Normally they shut down at the inverter when there is no power.
- However DC wiring and PV panels are always live with most systems.
- Check for DC voltages and currents and look for obvious signs of arcing.
- Switch off the DC isolators on the roof if fitted. This isolates the DC cabling to the inverter.
- Check for damage to panels and DC wiring.
- Use caution as DC wiring can produce large arc fault currents.

Your **SAFETY** is in your hands

STOP

Be cautious when entering floodwater. Do not rush. Step back and observe. Never assume that the installation is dead. Always test before touching in all cases.

THINK

Look at the area, look at the installation. Look after your safety and fellow workers.

IDENTIFY

Identify any obvious problems and potential hazards like debris, sewage, or live cables before entering a premise.

PLAN

Have a plan of attack formulated, including a genuine hazard assessment and apply SWMS relevant to the task.

PROCEED

Once you have done the above and have considered as far as is reasonably practicable all of the hazards and you are confident that you can perform the task, then you can start. Keep in mind of any changes that affect your safety.

STOP

Update your hazard assessment, and take the necessary steps to ensure the safety of you and your team.

The types of problems encountered will be varied and may not be evident immediately. Customers may not be insured and will not be able to afford repairs.

If the customer refuses to take advice that urgent repairs are needed, you cannot energise the installation or the affected part of the installation.

Ensure that you Lockout and Tagout, as well as take photographs. Attach this information to your certificate of verification and explain it to the customer. If in doubt, do not energise the installation or the affected circuit.

This is for the customers' and your safety.

Disclaimer: This information should be used as a guide only and may not be suitable to specific individual cases. Contact NECA for expert advice and further clarification on your individual circumstance.

More information

It is important to determine which level of testing you are going to carry out and detail this on the inspection checklist from AS/NZS3019. Some or all of the points below may be used depending on the site and inspection being carried out.

Refer to the end of this document for a copy of your:

- Certificate of Periodic Verification
- Electrical Installation Testing Record Sheet
- Ladder SWMS
- Verification Testing SWMS

What **employers** need to consider

Flooding can have had drastic impacts on the lives, health and safety and work of individuals and families. As an employer, there are certain actions that should be taken in times where the flooding has impacted the ability of your employees to work especially in circumstances where working could pose serious risks to employees health or safety.

Wherever possible and to enable a business to continue operating during a period of flooding, a business may:

1. wish to relocate their operations to areas that are not affected by floods; or
2. find alternative duties for their employees that can be safely carried out.

Unfortunately for the electrical industry, these alternatives are unlikely to be possible and employers may have to consider shutting down sites or sending employees home in order to ensure that employee work health and safety is maintained. Some options for employers are set out below:

Site shutdowns and stand down

In the case that sites have been shut down due to health and safety concerns as a result of the flooding, an employer may have grounds to stand employees down without pay under s 524 of the Fair Work Act 2009 (Cth) (the Act). Under the Act, where an employee cannot be usefully employed as a result of a stoppage of work for any cause that the employer cannot be held reasonably responsible for, i.e. floods affecting the locality of the business and its operations, the employee may be stood down. Note that although the employee will not be paid for this time, they still accrue their entitlements such as sick leave and annual leave as this period is deemed to constitute continuous service by the relevant employee/s.

Sending employees home and Inclement Weather

The Electrical, Electronic and Communications Contracting Award 2020 (the Award) defines inclement weather as “the existence of abnormal and climatic conditions by which it is neither reasonable nor safe for employees to continue working during such conditions”. The current flooding situation will likely fall within the definition of inclement weather.

Where an employer directs an employee to leave work and go home, the employee is entitled to payment for ordinary time lost whilst such inclement weather prevails in accordance with clause 15.4 of the Award. If employers have enterprise agreements that cover their employees, the inclement weather clause in the enterprise agreement must be followed.

Employee access to site due to inclement weather

In some cases, work may continue, and sites may remain open, however, employees have no safe way to get to work due to the severe weather conditions. In cases where an employee is cut off or flooded, they may take their accrued leave entitlements such as annual leave, unpaid leave or RDO's.

Note that if a site is to remain open during these severe weather condition, as a PCBU employers must manage the risks associated with travelling or working in inclement weather. Employers must ensure their workers understand the risk and can implement reasonable controls such as taking more care on the roads. Make sure they do not take unnecessary risks like driving through flood water to get to a job.

In the event of unexpected school and daycare closures, employees may be unable to attend work as there is a need to care for their children. During this time, the employee will likely be entitled to take their personal/carer's leave as the closure is an unexpected emergency affecting the member of the immediate household.

Other considerations for employers

Flood events also places a high demand on Electricians to carry out electrical safety testing. The procedure for testing for existing buildings should be done in alignment with the AS/NZS 3019 procedure for testing existing buildings that have been flood affected.

The Pre-Start Safety Risk Assessment will need to take into consideration hazards including but not limited to:

- waste water / sewerage,
- dying or dead animals in roof spaces / between walls etc,
- vermin,
- flash floods,
- sink holes appearing,
- dark areas,
- working in muddy conditions,
- working around wet areas,
- damaged powerlines,
- structures affected by water ingress / egress,
- disturbance of asbestos / lead paint etc,
- any reservoirs holding water,
- enclosed / confined spaces due to leakage of chemicals or emissions from chemicals or other in sheds / houses / storage spaces etc,
- Other site-specific hazards.

For any assistance or guidance on the floods and their impact on the workplace, connect with NECA's legal team on 1300 361 099 or email memberservices@neca.asn.au

All NECA members receive unlimited basic phone and email enquiries with our legal team.

NECAs Flood Relief Disaster Recovery Essentials

A Licenced Electrician's Flood Emergency Kit



Trafalgar Antibacterial Hand Sanitiser - 500ml
SKU: P-102713



P2CV Flat Fold Valved Carbon Respirator (10 pack)
SKU: I-RWRX352



Cut Resistant Sand Nitrile Glove (12 Pack)
SKU: E-GWORX301



Disposable Nitrile Powder Free Gloves (100 Pack)
SKU: E-MDNPF



Force 360 REPEL White Coverall Disposable
SKU: C-CFPR179



Bata Gum Black/Red PVC Safety Utility Boot
SKU: J-892-65190



**THORZT 99% Sugar Free Solo Shots
– Mixed Flavours**

Thortz is a great tasting, scientifically proven mix of cutting-edge vitamins, minerals, and amino's. All formulated for rapid re-hydration.



Iso Propyl Cleaning Wipes

Canister of 75

SKU: P-CW75



**Goggle 3700 Series
Anti-fog Clear**

SKU: G-3700



**Vadar Goggle Shield
Anti Fog Clear**

SKU: G-5000

More information

For more information and pricing on these products, scan the QR code to visit Safety Specialists.

For enquiries, contact NECA Trade Services on 1300 361 099 or email sales@neca.asn.au

**SCAN HERE
TO PURCHASE**



NECAGuard Flood Emergency Response Guide

NECAGuard has prepared a comprehensive Floods Emergency Response Guide. This guide provides advice on what to do before, during and after a flood. This guide also includes useful information to best document that damage for claim lodgement.

NECAGuard Tools of Trade or NECAGuard General Property policy

- Our NECAGuard Tools of Trade policy provides cover for Tools or Stock damaged by flood or storm damage that are securely stored:
 - in a business vehicle
 - at a private residence
 - at a job site
- This will include if your business premises is also a private residence.
- General Property cover is for any secure location Australia wide.
- The cover is subject to the limits for tools and stock specified on your Cover Summary.
- If you need to make a claim send an email to necaguard@willistowerswatson.com, and we will send you the required form.
- Providing Supporting evidence will help progress the claim in a timely manner and increase the chance of a successful outcome. This should include:
 - Purchase invoices and/or receipts showing value and age, brand names and model types of all goods claimed
 - Replacement quotes for ALL items
 - Photos of the damaged items
 - Ideally, this should include photos that show the flood or storm damage to the vehicle, residence, or job site.
 - the insurer may want to verify items stored at the specified location when the damage occurred Refer to our WTW Floods Emergency Response Guide for a more comprehensive list of ways to prepare for a claim.

TIP: Never drive through floodwaters even if you are in a four-wheel drive. Whilst there is no specific exclusion for this under most policies, in some circumstances, insurers could consider such an action to constitute wilful damage which is generally an excluded cover.

Property Business Packs (Contents & Stock at a business premises)

- Most Property Business Packs that cover stock and contents at a business location exclude Flood cover by default.
- Flood cover usually needs to be added in and generally at an additional cost and isn't always available depending on the location of your business premises.
- Check your policy schedule and wording.
- However, please note: Insurers have a specific definition of flood. So in some circumstances, you may still have a claim.
- Flood, from an insurance point of view, is defined as:
 - The covering of normally dry land by water that has escaped or been released from the normal confines of any of the following: a lake, river, creek, another natural watercourse (all whether or not it has been altered or modified); a reservoir; a canal; a dam.
 - The above is sometimes referred to as water from below.
 - If however, your stock or contents were damaged from the rain or storm, such as a roof collapse or leak, this is standard water or storm damage, and you may still have a claim.

TIP: If lodging a claim, only refer to “Water Damage” or “Storm Damage”. Please do not mention the word flood unless you know it was a flood as per insurer definition and you have flood cover.

Commercial Motor

Commercial motor policies will usually cover damage to your vehicle caused by flood.

If you have a NECAGuard Commercial Policy with Allianz, claims can be lodged online here: [Make Motor Claim](#).

Lodging online directly with the insurer will be the fastest method, particularly during major claim events.

When entering the policy number online, the first digit needs to be removed, i.e. 1320123456VSD would become 32 – 0123456 – VSD

If you have a NECAGuard policy and think you may have a claim, connect with the NECAGuard team on necaguard@willistowerswatson.com or 1800 335 014, and we will assist in how to lodge a claim.

Financial Assistance for Flood Affected Individuals and Communities

Support packages for flood-affected communities across Queensland and New South Wales are now available to support farmers, businesses and local councils to recover and rebuild.

Queensland

Queensland flood affected residents who are uninsured, or unable to claim insurance may be eligible for a Queensland Government grant to reconnect essential services damaged by a disaster.

There are two parts to the grant:

- 1. Inspection:** up to \$200 towards a safety inspection for each essential service needing reconnection (electricity, gas, water and sewerage or septic system)
- 2. Repair:** up to \$4200 towards repair work to enable essential services to be reconnected (for example, electrical rewiring).

To be eligible, you must meet all the following criteria and satisfy an income test:

- live in a disaster affected area where this grant is activated
- be the owner or mortgagee of the home
- be uninsured or unable to claim insurance to replace or repair your essential service/s
- qualify under the income test (below).

Apply online via the [Community Recovery Portal](#) or by phoning the Community Recovery Hotline on 1800 173 349 where a customer service officer will assist you to complete an online application.

For further information see the [Queensland Government Essential Services Safety and Reconnection Grant](#) webpage.

New South Wales

Grants of up to \$75,000 for primary producers and up to \$50,000 for small businesses and not for profit organisations devastated by flooding are now available through NSW Government agencies, with registration now open through Service NSW.

This initial package is in addition to the federally funded \$1,000 disaster relief payment and the 13-week income replacement for employees and small business.

Seventeen LGAs have been currently declared as disaster areas and are eligible for support through Disaster Recovery Funding Arrangements (DRFA): Armidale, Ballina, Bellingen, Byron, Clarence Valley, Coffs Harbour, Glen Innes Severn, Hornsby, Kempsey, Kyogle, Lismore, Nambucca, Port Macquarie/Hastings, Richmond, Tenterfield, The Hills and Tweed.

- People in NSW requiring assistance are urged to contact Service NSW on 13 77 88 or online at: www.service.nsw.gov.au/floods.
- People and businesses can register their interest for these grant programs through Service NSW, with funding soon available through NSW Government agencies at: www.service.nsw.gov.au/campaign/storm-and-flood-assistance-businesses
- More information can be found by contacting Service NSW on 13 77 88 or online at: <https://www.service.nsw.gov.au/floods/financial-assistance>

Electrical Safety in Flood Affected Areas

There are many safety considerations around electricity and electrical equipment following a flood. These can include but are not limited to switchboards; asbestos; generators; electrical appliances; solar panels and batteries

To check the electrical safety of your property a licensed electrical contractor is required to inspect and carry out verification tests on your switchboard, wiring, equipment and appliances. Ask for a certificate of test.

Queensland

For additional information regarding electrical safety after a flood see the attached NECA flood safety sheets, the Worksafe QLD Flood Safety fact sheet and the Worksafe QLD Storm and Flood Advice for Employers and Workers or contact the organisations listed below.

- Ergon Energy – 13 16 70
- Energex – 13 62 62
- Essential Energy – 13 23 91
- The Electrical Safety Office – 1300 362 128
- NECA – 1300 361 099

New South Wales

For additional information regarding electrical safety after a flood see the [Safe Work NSW 'Property hazards after storms and floods'](#) webpage and the [Safe Work NSW 'Floods and other natural disasters' webpage](#) for employers and worker or contact the organisations listed below.

- SES (State Emergency Service) – 132 500
- Essential Energy – 13 23 91
- Endeavour Energy – 133 718
- Ausgrid – 13 13 65
- NECA – 1300 361 099

The Australian Government

The Australian Government are also providing assistance to individuals under their Disaster Recovery Payment/ Allowance Scheme.

- **Disaster Recovery Payment** – \$1,000 per eligible adult and \$400 per eligible child if your home has been severely damaged or destroyed, or you've been seriously injured.
- **Disaster Recovery Allowance** – short-term income assistance (up to 13 weeks) if you've lost income as a direct result of the floods.



Need **Expert** Industry Advice?

All NECA members have access to phone and email support through NECA Member Services ensuring that you and your business receive specialist and expert advice.

The NECA team can assist your business with:

Technical, WHS, IR & HR issues - unlimited phone and email support

Legal issues - unlimited basic phone enquiries with our legal team

SafetyStar - free document-based management HSEQ system, designed to assist electrical contractors to meet minimum compliance

Training and skills developments

Workwear, Corporate Clothing and PPE targeted for the industry

Industry events, webinars and regular updates

Discounts, offers and deals on business essentials including fuel

Industry/Wiring Standards and WHS documents - unlimited access

Connect with **NECA Member Services**

T: 1300 361 099 - E: memberservices@neca.asn.au

CERTIFICATE OF PERIODIC VERIFICATION

Inspected under
AS/NZS 3019:2007 Electrical Installation – Periodic Verification

		Date of this inspection		
Installation details	Client			
	Address of installation			
Estimate age of installation			years	
Evidence of alternations or additions since last inspection		Yes / No / Not apparent	If yes, estimate when carried out	years ago
Date of last inspection			Records available	Yes / No

This certificate covers the following:

Tick one	Standard	Performance Measure
	AS3019, Section 3	Verification by basic visual inspection
	AS3019, Section 4	Verification by visual inspection and limited testing
	AS3019, Section 5	Verification by visual inspection and full testing

Limitations of inspection: (detail any limitations of the periodic inspection)

Results of inspection:

Items requiring URGENT attention:			
Other items requiring attention:			
Insulation resistance (M-ohms)		Main switchboard fault level (kVA)	
Recommended period for the next periodic verification (provided that any items detailed above 'requiring URGENT attention' are repaired without delay) is			years



national
electrical and
communications
association

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Having carried out a verification of the above installation in accordance with the requirements of AS3019,

I, _____, certify that, subject to the type of verification and limitations as detailed above, the installation satisfies the requirements of AS3019 for the issue of this Certificate.

Signature

Date

Electrical Contractor details	Business Name				
	Business Address				
Licence No		E-mail			
ABN		Fax		Phone	

NOTE: This certificate is a valuable document on the safety status of the electrical installation and should be retained for future reference. Placing in or near the main electrical switchboard is recommended. For safety reasons, the electrical installation should be re-inspected at the recommended period by a competent person and this copy given to the person carrying out the next verification.

NECA Members requiring assistance or further clarification, contact
NECA on 1300 361 099 or email memberservices@neca.asn.au

**All NECA Documents attached can be downloaded on
NECA Members Technical Knowledge Base.**

ELECTRICAL INSTALLATION TESTING RECORD SHEET

Client:	
Project:	Date of Test:
Address:	Tester:
Area:	Supervisor:

Test Point/ Circuit Number	Conductor Sizes (mm ²) Actives/Earths		MCB (Rating & Type)	Continuity			IR		CCC	Polarity	Fault Loop Impedance			RCD
				Active Conductor Ω (Rph)	Earth Conductor Ω (Re)	Pass/ Fail	Insulation Resistance (M Ω)	Pass/ Fail	Correct Circuit Connections Pass/Fail	Polarity Pass/ Fail	Measured Loop Value R (Ω)	Maximum Permitted Loop Value R (Ω)	Pass/ Fail	RCD Pass/ Fail
Main Earth														

To the requirements of AS3000

<Replace this space with the name of your company>

Insert logo here

SAFE WORK METHOD STATEMENT



national electrical and communications association

Verification Testing SWMS

Electrical testing processes including preparing for electrical work, site set up, and using tools and equipment, asbestos awareness, risk assessment, securing area, planning and ensuring coordination of activities, identifying all energy sources and confirming isolation, undertaking visual inspection to confirm installation work is complete to client's specification, completing installation connections to switchboard, removing bonding leads, checking device/equipment for integrity and good working order, testing new installation prior to energising, replacing removable switches and rack in, energise and test wiring and check equipment and apparatus as operational before return to service, tidy up, remove equipment from site, remove signage and barriers, and handover.

Organisational Details	Company Name:		Approval Date:	Click or tap to enter a date.				
	Company Address:		Next Review Date:	Click or tap to enter a date.				
	Director / Manager Name:		Contact Number:					
	Type of SWMS:	Generic (multiple projects, jobs, or work requests) <input type="checkbox"/>	Site specific (complete section below)		<input type="checkbox"/>			
Site Specific Details	Principle Contractor:	n/a <input type="checkbox"/>	Contact Number:		n/a <input type="checkbox"/>			
	Site Manager or Supervisor Name:	n/a <input type="checkbox"/>	Other PCBU's:		n/a <input type="checkbox"/>			
	Site Address:	n/a <input type="checkbox"/>			n/a <input type="checkbox"/>			
SWMS Details	What high risk work activities are covered by this SWMS?	Work on or near energised electrical installations or services.						
	What is the scope of the works?	Scope of work includes the physical work of installing, maintaining, repairing, altering, removing or adding to an electrical installation.						
	Who else was consulted/involved in preparing this SWMS?	Workers / employees <input type="checkbox"/>	Principle Contractor <input type="checkbox"/>	NECA <input type="checkbox"/>				
	Additional compliance measures:	Pre-start Hazard Risk Assessment <input type="checkbox"/>	Toolbox Talk <input type="checkbox"/>	Workplace Safety Inspection <input type="checkbox"/>				
Sign off	Person responsible for ensuring compliance with SWMS:	Responsible persons signature:						
	Contact Number:							
	Date:						Click or tap to enter a date.	

SAFE WORK METHOD STATEMENT



national electrical and communications association

Ladders SWMS

Works involving: Site set up, using tools and equipment, assessing which types of access equipment is right for the job, transport of ladders on vehicles, pre-check of ladders, carrying ladders, set up and use of ladders for access (extension ladder), completing a task using a step ladder under 2 metres, and completing a task using a platform ladder.

Organisational Details	Company Name:		Approval Date:	Click or tap to enter a date.		
	Company Address:		Next Review Date:	Click or tap to enter a date.		
	Director / Manager Name:		Contact Number:			
	Type of SWMS:	Generic (multiple projects, jobs, or work requests) <input type="checkbox"/>		Site specific (complete section below) <input type="checkbox"/>		
Site Specific Details	Principle Contractor:	n/a <input type="checkbox"/>	Contact Number:		n/a <input type="checkbox"/>	
	Site Manager or Supervisor Name:	n/a <input type="checkbox"/>	Other PCBU's:		n/a <input type="checkbox"/>	
	Site Address:	n/a <input type="checkbox"/>			n/a <input type="checkbox"/>	
SWMS Details	What high risk work activities are covered by this SWMS?	Work involving a risk of a person falling more than 2 metres.				
	What is the scope of the works?	Scope of work includes the physical work of installing, maintaining, repairing, altering, removing or adding to an electrical installation.				
	Who else was consulted/involved in preparing this SWMS?	Workers / employees <input type="checkbox"/>	Principle Contractor <input type="checkbox"/>	NECA <input type="checkbox"/>		
	Additional compliance measures:	Pre-start Hazard Risk Assessment <input type="checkbox"/>	Toolbox Talk <input type="checkbox"/>	Workplace Safety Inspection <input type="checkbox"/>		
Sign off	Person responsible for ensuring compliance with SWMS:	Responsible persons signature:				
	Contact Number:					
	Date:					Click or tap to enter a date.