

# NECA WEBINAR

## Understanding the NECA SWMS

Presented by Owen Leslie



national electrical and communications association

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Welcome!

## Webinar Agenda

1. About NECASafe
2. NECA's 3 HSEQ Management Systems
3. What is a SWMS
4. How does a SWMS template work?
5. Can I just print out my SWMS document and give it to the Principal contractor?
6. Where can I access NECA SWMS?

## Presenter:



Owen Leslie

## About NECASafe

NECASafe is a Health, Safety, Environmental and Quality (HSEQ) consultancy department within the NECA Group chapter. We operate on the East Coast of Australia including ACT, NSW, QLD & TAS. We provide assistance, advice, and resources to our members. We work with our clients to optimise the performance of their HSEQ compliance.

At NECASafe we specialise in electrical safety. We understand that each business is different and have contrasting challenges when it comes to HSEQ management. Our clients are both small domestic service style businesses and large, complex multi-state operations. Some of our clients want to meet minimum compliance and others want to set the standard.

NECASafe provide a range of products and services including:

- Consultation services
  - Document development
  - Workplace audits and site inspections
  - Electrical incident investigations
  - WHS Committee support
  - Electrical safety advice
  - Arc Flash risk assessments and programs
  - Toolbox talks
- Online Documents Sales
- HSEQ System sales and support



- Great for small businesses
- Free to NECA Group members
- Features a light version of NECASafe document library
- Instant download in MS word
- Fully editable templates
- Includes 10 policies, 46 SWPs, 12 SWMS and 50 Forms

Safety STAR is NECA's free safety management system for members which is available on our TKB platform. A light safety management system suitable for small contracting businesses, Safety Star provides up to date pre-written and executable plans and templates customised for the electrical industry.



- Great for commercial, industrial and construction trade businesses.
- Generates document packs in seconds for clients, audits, or pre-qualifications
- Saves hours of administration work
- Best value system in its class

Safety GEN generates safety documentation quickly for those commercial based contractors that have a greater need to share safety documentation with their clients. A time saving safety management system document pack, Safety Gen creates site specific forms and SWMS in seconds.

Safety GEN subscribers gain access to the full NECASafe library. The library consists of site-specific document packs which can be customised with your business details and branding.

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- For those who want a modern digital safety system
- Paperless system featuring mobile apps and software
- Clearest pathway to compliance and triple JAZ/ANZ certification

Safety ELITE is NECA's premium package for those who want a smart safety system. The combination of the Software, Documentation, and face-to-face support/training from NECA provides business with the clearest pathway to compliance and triple JAZ/ANZ certification.

Safety ELITE helps you track audit and workplace inspections with workflow processes to remind you when things need to get done. It puts the Safety manual into the pocket of all your workers. Onsite, it allows worker to access their safety documentation and complete workplace inspections and incident reports all from their mobile phone.

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### 3. What is a SWMS?

A SWMS must:

- identify the work that is high risk construction work
- specify hazards relating to the high risk construction work and the risks to health and safety
- describe the measures to be implemented to control the risks, and
- describe how the control measures are to be implemented, monitored and reviewed.

While there are other legislative requirements to ensure health and safety—for example to control exposure to noise and manual task hazards—these hazards and risk controls do not need to be included in a SWMS.

If the SWMS is based on a workplace-specific risk assessment, evidence of the risk assessment may be required by the regulator or for auditing purposes but does not need to be detailed in the SWMS.

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The primary purpose of a SWMS is to enable supervisors, workers and any other persons at the workplace to understand the requirements that have been established to carry out the high risk work in a safe and healthy manner. It sets out the work activities in a logical sequence and identifies hazards and describes control measures. There are 2 types of SWMS; Generic SWMS and Site Specific SWMS.

The risk management process requires all work activities to be considered as part of the risk assessment no matter the size of the task. The risk management process under WHS Regulations for electrical work is complex, even for simple electrical work in an existing office. Any new electrical installation or alterations are considered as construction work under WHS Regulations (chapter 6). Only minor repairs and maintenance are exempt. This means that there must be safe work method statements (SWMS) for any activity that could be described as high-risk construction work (HRCW). Examples include working with asbestos (sometimes found in old switchboards or overseas facilities), fall from heights greater than two metres, such as in foyers or when installing external lighting or if operating on or near energised electrical circuits. The main purpose of the SWMS for HRCW is to inform the

client project manager of the risk controls that they should look for when monitoring the contractor's work practices. Workers must follow the requirements in a SWMS or work must stop.



## 4. How does a SWMS template work?

Our SWMS templates are ready to use. They are not blank templates. Once you've downloaded your product, you just insert your company details and your company logo.

We have completed a lot of research into the WHS regulations, Codes of practice and standards to produce these SWMS to be best practice. In addition to this we have also investigated many incident, accidents and fatalities to ensure that this industry produced SWMS provide the best starting point for electrotechnology businesses.

SWMS should be simple and easy to understand. At NECA we also understand the Subcontractors must prepare their SWMS to suit head contractors' formats and wanted to make this easier for you guys, so our new SWMS format now comes in 2 styles:

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Contractors with the most manageable safety systems will often have a variety of generic SWMS covering different routine tasks that tie in compliance to multiple sections of the WHS Regulation in order to simplify a safety management system. But then they are criticised by principle contractors for having a SWMS that is too complicated.

I often hear whenever the topic of SWMS arises “SWMS are for high risk activities only” and “SWMS need to be simple and easy to understand” and also “SWMS need to be site specific”. A lot of criticism over SWMS is that they have become overcomplicated and cause confusion in the workplace.

My advice is for employers to have a safety management system with core generic SWMS that cover routine tasks. Review these SWMS annually and compare them against the industry SWMS. Induct and train your workers into these internal processes and provide onsite access to these core documents. Use Site specific SWMS when they are called for during non-routine tasks. This will help insulate your business from when accidents happen and regulators come for a closer look at how you manage safety.

By continually modifying your SWMS to meet third party requirements means that a One Team, One System approach loses value and goes against the spirit of any consultation process. By creating multiple versions of the same document causes the SWMS Process

to be no longer manageable.

**Style A** – Blue in colour, will be the simplest format that closely resembles the Safe Work Australia SWMS template. Everything not needed in a SWMS has been removed and stripped out. These are designed to be easier to read for your employees.

**SAFE WORK METHOD STATEMENT**

**General Trade Work SWMS**

Visitors involving: Site set up, across the work site, access the work site, assess hazards, activities involving personnel and their parties to and near work site, material handling, chemicals, working outdoors, working near activities, working on or near silica containing materials, working near heat containing materials, hand and power tools, plant & equipment, use of electrical equipment, waste disposal, clean up and leaving site.

Company Information	Company Name	Approval Date	Click on top to enter a date.
	Company Address	Next Review Date	Click on top to enter a date.
Personnel	Director / Manager Name	Contact Number	
	Type of SWMS	Generic (multiple projects, jobs, or work requests)	Site specific (complete section below)
Site Specific Details	Principal Contractor	NA	NA
	Site Manager or Supervisor Name	NA	NA
	Site Address	NA	NA
	Other PCBUs	NA	NA
Work Details	What high risk work activities are covered by this SWMS?	Work to be done: decontaminating electrical, Work in an area that may have a contaminated or flammable atmosphere, Work in areas with artificial sources of temperature.	
	What is the scope of the work?	Scope of work includes the physical work of installing, maintaining, repairing, altering, removing, or adding to an electrical installation.	
Sign-off	Who else was consulted/informed in preparing this SWMS?	Workers / employees	Principal Contractor
	Additional compliance measures:	Pre-start Hazard Risk Assessment	Toolbox Talk
	Person responsible for ensuring compliance with SWMS:		Workplace Safety Inspection
	Contact Number	Responsible persons signature:	
	Date:	Click on top to enter a date.	

Document Reference Number: SWMS-0-BA-GT-100  
Document Name: General Trade Work SWMS  
NECA Version: 0.001  
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The National Electrical and Communications Association. Its employees, officers, and agents do not accept any liability for the results of any action taken or inaction taken in reliance upon, based on or in connection with the SWMS. To the extent legally possible, the National Electrical and Communications Association, its employees, officers, and agents release themselves, jointly and severally, from any and all liability (including negligent misstatement) or on a result of any action or inaction taken in reliance upon this document or use of this document.

**Style B – Gold in Colour**, is a more complex format with additional information added to help members pass their principal contractors SWMS checklist

Style B includes additional elements such as:

- Training / Licensing Requirements
- Personal Protective Equipment
- Chemicals
- Multi-Jurisdictional Reference Material
- Hierarchy of Controls
- Risk Level Matrix

Our SWMS templates also come in 2 categories:

- **Primary SWMS (PRIM)** - These are focused High Risk Construction Work (HRCW) as defined in the WHS Regulation. The low risk stuff has been removed and they focus on the important stuff, the things that can kill.
- **Supplementary SWMS (SUPP)** - These SWMS are more task-based SWMS and be broader in their scope. They include some low risk activities as well. Supplementary are also split up into sub-categories General Trades, Electrical and Air Conditioning/Refrigeration SWMS.

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**Primary SWMS (PRIM)** - These are focused High Risk Construction Work (HRCW) as defined in the WHS Regulation. The low risk stuff has been removed and they focus on the important stuff, the things that can kill.

- Electrical SWMS (Free for NECA members on TKB)
- Work at heights SWMS (Free for NECA members)
- Asbestos SWMS (Free for NECA members)
- Overhead Powerlines SWMS (Free for NECA members)
- Mobile Plant SWMS
- Silica SWMS (New)
- Refrigerants SWMS
- Confined Spaces SWMS
- Excavations SWMS
- Traffic SWMS
- Extreme Temperature SWMS
- Flammable Atmosphere SWMS
- High Pressure Gas Lines SWMS
- Water SWMS

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•**Electrical SWMS (Free for NECA members)** - Safe working on or near (within 500mm of) low-voltage electrical installations including general electrical safety, isolation (LOTO), testing, fault finding, energised work, cutting and removing electrical equipment and arc flash controls.

•**Work at heights SWMS (Free for NECA members)** - Work involving a risk of a person falling more than 2 metres when utilising ladders, step ladders, platform ladders, trestles, EWP's, guard rails, scaffolding (mobile & fixed), fall arrest and work positioning systems and working near overhead powerlines.

•**Asbestos SWMS (Free for NECA members)** - For works likely to involve asbestos including work and site preparation, tools, equipment, PPE, equipment containing asbestos, drilling, site & personal decontamination, and clearance procedures.

•**Overhead Powerlines SWMS (Free for NECA members)** - Involves work near power lines including awareness, trafficable areas, safe work areas of work, illumination, tools, electrical equipment or plant with exposed conductive parts, PPE (and PPE Table), conductive items, emergency planning, de-energising, insulated mats, and tails, scaffolding near power lines, and arc hazard controls.

•**Mobile Plant SWMS** - Work involving the use of mobile plant including awareness, trafficable areas, identifying safe areas of work, illumination, working near overhead equipment, lifting plant, unauthorised access, proper use of plant and controls, guarding, extreme temperatures, emergency stops, warning

devices, maintenance and inspection and emergency planning.

•**Silica SWMS (New)** - This SWMS does not include engineered stone. This SWMS is for work involving the chasing, drilling, and grinding of concrete and tile products and surfaces involved in electrotechnological installation, maintenance service and decommissioning. Work involving worksite & equipment setup, identifying job tasks, pre-start risk assessment, hazard area inspection, tidy up, departing the site and use of power tools.

•**Refrigerants SWMS** - Work involving worksite & equipment setup, purchasing, transporting, use of refrigerant containing equipment, de-commissioning of equipment, and storage of refrigerant.

•**Confined Spaces SWMS** - Working in Confined Spaces involving worksite setup, tools & equipment, Entry Permits, inspect and identify hazards, atmospheric conditions, isolation of energy feeds, emergency procedures, entry and exit and completion.

•**Excavations SWMS** - Work involving worksite setup, tools & equipment, completing excavation and trenching permits, allocating maintenance personnel, defining work area, checking for existing services, assessing type of ground to be excavated, working in the vicinity of mobile plant, fall prevention, access & egress, confined spaces, and backfilling.

•**Traffic SWMS** - Work involving accessing and departing the site, set up and pack up traffic control, working adjacent to traffic, communication, and night work.

•**Extreme Temperature SWMS** - Work involving extreme temperatures, including assessing the hazard and risks, identifying work to be performed in conditions, source of conditions, time to be spent in conditions, working in extreme hot and cold conditions, fire, or explosion issues, preparing to undertake work, carryout work, and emergency procedures.

•**Flammable Atmosphere SWMS** - Work involving worksite & equipment setup, identifying job tasks, pre-start risk assessment, hazard area inspection, identification of hazards and risks associated with fire and explosion, review of worksite protocols, use of electrical equipment, review of work practices, prepare to undertake work and undertake work.

•**High Pressure Gas Lines SWMS** - Work involving worksite & equipment setup, identifying job tasks, pre-start risk assessment, hazard area inspection, where high pressure gas pipes are identified, asset owner protocol, default protocol underground, work near exposed high-pressure pipes, tidy up after exposing underground pipes, accessing, and departing the site and use of power tools.

•**Water SWMS** - Working Near Water & Boating operations, safe working on or near waters' edge, preparations for boating operations, loading/unloading equipment & passengers and vessel operations

**Supplementary SWMS (SUPP)** - These SWMS are more task-based SWMS and be broader in their scope. They include some low risk activities as well. Supplementary are also split up into sub-categories General Trades, Electrical and Air Conditioning/Refrigeration SWMS.

**General trades SWMS:**

- General Trade Work SWMS (Free for NECA members)
- Ladders SWMS (Free for NECA members)
- Scaffolds SWMS
- Elevated Work Platforms (EWP) SWMS
- Restraint and Fall Arrest Equipment SWMS
- Restricted Spaces SWMS
- Hot Works SWMS
- Directional Drilling SWMS
- Concrete Core Drilling SWMS
- Warehousing/Workshop SWMS
- Lead SWMS

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• **General Trades SWMS:**

- **General Trade Work SWMS (Free for NECA members)-** Works involving: Site set up, access the worksite, assess hazards, activities involving pedestrians and third parties to and near work site, manual handling, chemicals, working outdoors, working near asbestos, working on or near silica containing materials, working near lead containing materials, hand and power tools, plant & equipment, use of electrical equipment, waste disposal, clean up and leaving site.
- **Ladders SWMS (Free for NECA members)-** 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.
- **Scaffolds SWMS** - Works involving: Site set up, using tools and equipment, assessing which types of access equipment is right for the job, erecting, altering, and dismantling aluminium tower-frame scaffold under 4 metres, erecting, altering, and dismantling scaffold over 4 metres, and performing work using a scaffold.
- **Elevated Work Platforms (EWP) SWMS** - Works involving: Site set up, using tools and equipment, assessing which types of access



equipment is right for the job, complete EWP Pre-start risk assessment before work, EWP Daily Check list, Harness fitting, lanyard requirements, operating or completing task from an EWP, and stow EWP.

- **Restraint and Fall Arrest Equipment SWMS** - Works involving: Site set up, using tools and equipment, assessing which types of access equipment is right for the job, complete roof access Pre-start risk assessment before work, check structural integrity, ascending and descending to/from working area, working at heights rescue, working on low pitched areas, and working on steep pitched elevated areas.
- **Restricted Spaces SWMS** - Working in restricted and confined spaces involving worksite setup, tools & equipment, inspect proposed work area, establish rescue procedure, make safe entry, exit/finish works.
- **Hot Works SWMS** - Working involving Hot works including, worksite setup, using tools & equipment, preventing fire or explosion when transporting and storing cylinders, training, Permit-to-work, checking for leaks, managing fumes created during flame cutting, preventing fire from heat, sparks, molten metal, or direct contact flame, preventing fire/explosion caused by gas leaks, backfires and flashbacks.
- **Directional Drilling SWMS** - Works involving setup of worksite& using tools & equipment, completing an excavation & trench permit, allocating maintenance personnel for the job, defining work area, transport of directional drill equipment, travelling in directional drill equipment, working on inclines, checking for presence of existing services, assessing the type of ground to be excavated, working in the vicinity of mobile plant/slewing loads, horizontal directional drilling, tracking, and backfilling.
- **Concrete Core Drilling SWMS** - Works involving setup of worksite& using tools & equipment, steps before using a drilling machine, personal protective equipment, work area safety, electrical safety, dust extraction, survey area before drilling, personal safety, handheld and stand drilling.
- **Warehousing/Workshop SWMS** - Works associated with warehousing and workshops involving, access to the work area, assessing hazards, opening doors of shipping containers, trucks, trailers, and vehicles, activities involving manual handling, the moving of objects in and out of buildings, and use of plant and equipment.
- **Lead SWMS** - This SWMS is for work involving the presence of Lead. Work involving preparation, preparation of tools PPE and equipment, drilling, chasing, and cutting, decontaminating self, worksite, worksite & equipment, clearance procedure and health monitoring.

**Supplementary SWMS (SUPP)** - These SWMS are more task-based SWMS and be broader in their scope. They include some low risk activities as well. Supplementary are also split up into sub-categories General Trades, Electrical and Air Conditioning/Refrigeration SWMS.

**Electrical SWMS:**

- Electrical Isolation SWMS (Free for NECA members)
- Electrical Testing SWMS (Free for NECA members)
- Verification Testing SWMS (Free for NECA members)
- Cable Installation SWMS (Free for NECA members)
- Solar Installation SWMS
- Batteries SWMS
- Radio Frequency (RF) Transmitter SWMS
- Testing and Tagging SWMS
- Thermography SWMS

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•**Electrical Isolation SWMS (Free for NECA members)** - Electrical isolation processes including preparation for electrical work, site set and use of tools and equipment, working on or near asbestos, isolation principles, identification and assessment of energy sources and isolation points, risk assessment, planning, safety observer, confirming and recording phase rotation, (LOTO), proving de-energisation, working on de-energised equipment, leaving unfinished work, confirming on return, restoring power and records, and low voltage arc control. Includes PPE Table.

•**Electrical Testing SWMS (Free for NECA members)** - Electrical testing processes including: preparing for electrical work, general testing comments, site set up, and using tools and equipment, asbestos awareness, risk assessment, securing area, identify energy sources, conducting inspection of high current equipment, fault level assumptions, selecting and checking suitable testing equipment, locating reference earth potentials, identifying all possible relevant electrical conductors to be confirmed dead, testing that work has been isolated/de-energised, and confirming post-test that test device is operational.

•**Verification Testing SWMS (Free for NECA members)** - 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.

•**Cable Installation SWMS (Free for NECA members)** - Works involving setting up worksite, use of tools and equipment, installation of: conduit placed before concrete pour, in ground, in ceiling and walls, cable and ladder trays, cable supports, mains and sub-mains, power and light cabling, pyrotenax (mims), fibre optic, outlet, trunk, SELV, and communication cabling. Also involving heat shrink joints and lugs, entering restricted spaces such as roof spaces, voids, and subfloor areas, working with and/or in false ceilings, working in communication pits less than 1.5 metres deep and termination of fibre optic cables.

•**Solar Installation SWMS** - Works involving setting up worksite, use of tools and equipment, accessing and working on roof, lifting, installing brackets, rails, and solar modules, mount DC array isolator, connect rooftop DC isolator to PV panels, mount inverter, installation of AC power and DC cabling, enter restricted spaces, working with and/or in false ceilings, connection of cabling, installation and connection to energy storage systems (batteries) and replace metering equipment.

•**Batteries SWMS** - Works involving setting up worksite, use of tools and equipment, handling and working near batteries, making and breaking connections, and charging batteries (getting ready & charging)

•**Radio Frequency (RF) Transmitter SWMS** - Works involving setting up worksite, use of tools and equipment, working alone and remotely, identifying all potential sources of RF emissions, reading the RF Hazard drawings, considering additional precautions when other RF transmitters are on site, and working in a RF Hazard Zone. Please note this SWMS does not include works upon radio transmission towers.

•**Testing and Tagging SWMS** - This SWMS relates to the testing of portable electrical equipment where power is supplied through a socket. Works involving setting up worksite, use of tools and equipment, consultation, undertake/confirm worksite risk assessment, check operation of test equipment, ensuring isolation of equipment to be tested, undertaking visual and physical inspection of equipment to be tested, test earth continuity and insulation resistance, tagging, record keeping and dealing with faulty equipment.

•**Thermography SWMS** - Thermography work including setup of worksite & using tools and equipment, asbestos awareness, access to site, acquiring permits and approval to work, risk assessment, identifying all switchboards, cabinets, panels etc to be tested/imaged, selecting suitable equipment, check equipment's integrity and working, working around public and or other trades, opening and closing switchboard, cabinet, panel doors/covers, taking images and clean up and return site to site management.

**Supplementary SWMS (SUPP)** - These SWMS are more task-based SWMS and be broader in their scope. They include some low risk activities as well. Supplementary are also split up into sub-categories General Trades, Electrical and Air Conditioning/Refrigeration SWMS.

**Air Conditioning/Refrigeration SWMS:**

- Installation of Split System Air Conditioners SWMS
- Installation of Ducted Air Conditioners SWMS
- Installation of Refrigeration Equipment SWMS
- Maintenance of Air Conditioners SWMS

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**•Installation of Split System Air Conditioners SWMS** - Works including awareness, asbestos, silicas, lead, chemicals, transporting hazardous substances and dangerous goods, traffic areas, manual handling, working outdoors, hand and power tools, plant and equipment, electrical equipment, working at heights, set up, risk assessment, installing brackets, mounting split system, installing outdoor unit, cabling and piping, connection, use of vacuum pump, clean up and leaving site.

**•Installation of Ducted Air Conditioners SWMS** - Works including awareness, asbestos, silicas, lead, chemicals, transporting hazardous substances and dangerous goods, equipment containing refrigerants, traffic areas, manual handling, working outdoors, hand and power tools, plant and equipment, electrical equipment, working at heights, set up, risk assessment, accessing and working on roof, entering restricted spaces, working with false ceilings, installation placement, erection and bracing, cabling and piping, connection, use of vacuum pump, clean up and leaving site.

**•Installation of Refrigeration Equipment SWMS** - Works including awareness, asbestos, silicas, lead, chemicals, transporting hazardous substances and dangerous goods, traffic areas, manual handling, working outdoors, hand and power tools, plant and equipment, electrical equipment, working at heights, set up, risk assessment, accessing and working on roof, entering restricted spaces, working with false ceilings, installation of refrigeration unit, cabling, and piping,

connection, use of vacuum pump, clean up and leaving site.

•**Maintenance of Air Conditioners SWMS** - Works including awareness, asbestos, silicas, lead, chemicals, transporting hazardous substances and dangerous goods, equipment containing refrigerants, traffic areas, manual handling, working outdoors, hand and power tools, plant and equipment, electrical equipment, working at heights, set up, risk assessment, accessing and working on roof, entering restricted spaces, working with false ceilings, filter checking, cleaning replacement, checking for leaks, decommissioning, use of vacuum pump, clean up, leave site, and storage of refrigerant.

## 5. Can I just print out my SWMS document and give it to the Principal contractor?

No, you are required to complete the necessary fields such as business name, address and ABN along with workers' name etc. In addition to this the document can be tailored to the task and site.

The documents in this pack are not aimed to meet all of your legislative requirements but assist you in establishing an initial Safe Work Method Statement framework that can be built upon over time.

We wish to draw your attention to your responsibilities as a person conducting a business undertaking (PCBU), you are responsible for reviewing and implementing the NECA Generic SWMS into your own safety management system. As the PCBU, you must ensure that a safe work method statement (SWMS) is suitable or amended prepared prior to commencing any high-risk construction work, and that the work is done in accordance with the SWMS, which must be kept for the duration of the work.

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**Other responsibilities include:**

- A PCBU must also ensure that workers have received induction and consultation of the Generic SWMS before undertaking any construction work, and a site induction before commencing work on a specific site.
- A PCBU must ensure that Generic SWMS are to be reviewed, and revised if necessary, if the high-risk construction work changes or if there is any reason to believe that risk control measures are not adequate.
- NECA Does not guarantee that supplied Generic SWMS will pass all principal contractor or builders SWMS review process. Amendments may need to be made to suit principal contractor or builder requirements. \* Amendments can be made by NECA for the cost of \$250 per hour.

The National Electrical and Communications Association, its employees, officers, and agents do not accept any liability for the results of any action taken or omission made in reliance upon, based on or in connection with this SWMS. To the extent legally possible, the National Electrical and Communications Association, its employees, officers, and agents refuse all liability arising by any breach of any duty in tort (including negligent misstatement) or as a result of any errors or omissions contained in this document or use of this document.

NECA THOUGHT LEADERS WEBINAR: **NECASafe**

### Tips for submitting SWMS to your Clients

1. Select a style (blue or gold)
2. Only select relevant SWMS
3. Use the SWMS Cover Sheet / JSA
4. Fill out every field in all documents
5. Review the SWMS Content against the Scope of Works
6. PDF all documents and Merge into a single file

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**Job Safety Analysis (JSA)** – A documented on-the-job review of task specific hazards conducted by the workgroup at the worksite, immediately prior to commencing a task.

The JSA is a formal process intended to ensure that employees and workers pause before starting work to complete a brief final review and assessment of the task or activity they are about to perform. It is intended to identify any health, safety and environmental hazards present at the time and location where the work will be performed that were not identified and controlled by the planning process for that activity. Where any such additional hazards are identified then suitable controls (including methods, procedures, precautions, equipment or other means as appropriate) must be identified, recorded and implemented by the work group prior to work commencing in order to eliminate as far as practicable, the risk of these hazards that may cause harm to people or the environment.

**SWMS Cover Sheet** - NECA has designed this JSA to double as a SWMS cover sheet. Because our SWMS focus on risk rather than tasks it is sometimes easier to submit SWMS to builders with a cover sheet that describes the task or job description. When you combine the JSA/SWMS cover sheet with the relevant SWMS into a single file it is normally accepted by your builders more readily.



## 5. Where Can I access NECA SWMS?

A number of our SWMS are free to download for our Members from Safety STAR on TKB.



You can purchase additional SWMS or SWMS bundle packs from <https://safetyspecialists.com.au/>



You get full access to the NECASafe library and SWMS if you subscribe to either Safety GEN or Safety ELITE





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