



JOB SAFETY AND ENVIRONMENTAL ANALYSIS (JSEA/ JSA) / SAFE WORK METHOD STATEMENT (SWMS*)

*Form to be used as either JSA / JSEA / SWMS / Risk Assessment as required. *Sign-off page to be used where form is utilised as a SWMS.*

SWMS ID (Completed by WH&S Officer):		SWMS JSEA - 0030		Task / Activity Description:		Works on Electrical Components for Hobart Dishwashers and Kitchen Equipment			
Company:	Hobart Food Equipment	ABN:	63 004 235 063	Document Date:	15/08/2018	Latest Rev. Date:	27/08/2020		
Project Title:						Project Date (if applicable):			
Location:			Job Description:						

Plant, Tools, and Equipment to be available when needed (enter more as required):

1. Insulated Hand Tools	2. Extension Leads	3. Trolley and Dolly's	4. Thermometer, with insulation	5. Multimeter, with insulation	6.
7.	8.	9.	10.	11.	12.

PPE to be available when needed (enter more as required):

1. Footwear with insulating sole, complete leather upper, in good condition (no holes or other defects)	2. Protective Clothing – Flame Retardant Clothing, covering arms and legs (<i>if works over 100A, collar up, top button done up, and sleeves down</i>)	3. Work Gloves providing appropriate insulation for the works being done. <i>If works are over 500V, gloves must be insulated compliant to AS/NZS 2225.</i>
4. Eyewear – Without conductive frames, compliant with AS/NZS 1336 / 1337	5. Knee Pads / Board	6. High Visibility Clothing
7. Barricade Tape	8. Earplugs	9. Hard hat
10. Tape	11. Respirator/Mask	12. Hand Sanitiser
13.	14.	15.

Support (Fire / Emergency / Environmental) Equipment Required (enter as required):

1. Site requirements (note as appropriate)	2.	3.
4.	5.	6.



Reference Materials		
Work Health and Safety Act NSW 2011, QLD 2011, VIC 2004, SA 2012, WA 1984	Electrical Safety Act QLD 2002, VIC 1998, SA 1996, WA 1945	Guidance Materials
Work Health and Safety Regulations NSW 2017, QLD 2011, VIC 2017, SA 2012, WA 1996	Electrical Safety regulations QLD 2013, VIC 2009, SA 2012, WA 1947	Hobart Food Equipment WHSMS
Codes of Practice (Current for Each State / Territory)	AS/NZS/ISO Standards 4836:2011, 4801:2001, 4804, 2001, ISO18001:2007, ISO45001:2018 3000:2018, 2225:1994, 3760:2010, 1336:2014, 1337:1992	Other:

Permits (enter as required):		
1. Site requirements (note as appropriate)	2.	3.

Training/Certification/Licences		
1. Appropriate Controls training	2. Electrical / Workers Licence (where required for job task)	3. Site specific inductions (if required by site)
4. General Construction Induction Card – White Card (if required by site)	5. General Manual Handling Training	6. Training in this document and relevant SOP's
7.	8.	9.

Prepared By:		Consulted With:		Approved By:	
Name:	William Bond	Name:	Neeraj Shah	Name:	Daniel Glasow
Position:	Technical Services Manager	Position:	WH&S Officer	Position:	General Manager
Signature:	<i>William Bond</i>	Signature:	<i>Neeraj Shah</i>	Signature:	<i>Daniel Glasow</i>
Date:	27/08/2020	Date:	27/08/2020	Date:	27/08/2020



RISK ASSESSMENT MATRIX

<p>Think about: SEVERITY: How severely could it hurt or how ill could it make someone? ↓ LIKELIHOOD: Consider how likely it is to happen? →</p>	<p>1. VERY LIKELY Could happen any time</p>	<p>2. LIKELY Could happen sometime soon</p>	<p>3. UNLIKELY May happen, but rarely</p>	<p>4. VERY UNLIKELY Could happen but probably never will</p>
1. Kill / cause permanent disability / ill health	1	2	4	7
2. Long term illness / serious injury	3	5	8	11
3. Medical attention and several days off work	6	9	12	14
4. First aid needed	10	13	15	16



Task No.	Job Task	Hazards	Risks	Task Risk Rating	Control Measures	PPE Required (Ensure in good, working condition)	New Risk Rating	Monitored by / Review
1	<ul style="list-style-type: none"> Set up work area Inspect Area Remove covers 	<ul style="list-style-type: none"> Electricity People Movement Stress Manual Handling Wet surfaces Jewellery / Personal Items Vermin Infectious Disease eg. Covid19 	<ul style="list-style-type: none"> Electrocution Physical Injury Fatigue Chemical burn 	1	<ul style="list-style-type: none"> Remove conductive jewellery or personal items Wear long sleeved protective clothing Notify staff to keep clear, and cease 'wet' activities nearby Ensure machine is identified as not in use, i.e. through use of an 'Out of Order' sign placed on the machine in a prominent location, or by use of Barricade Tape If energised exposed conductors become present (i.e. spade terminals, bus bars, etc.), identify appropriate risk treatments subject to site conditions, and implement immediately (e.g. create an isolated zone using Barricade Tape, to ideally 3m). No unauthorised persons are to come into any isolated work area. Remove conductive jewellery or personal items. Ensure appropriate shielding is placed over components where possible. Do not contact any exposed electrical components. Ensure surfaces and floor to be touched are dry Remove unnecessary liquid from work area to ensure splashing does not occur near potential energisation sources Check for potential vermin / droppings, and remove from area Use knee pads / board if kneeling or sitting Complete an Onsite Risk Assessment, and implement any necessary controls and PPE identified. This must be kept for 2 years minimum. Minimise contact with any conductive materials, such as metals, on or around the machine Confirm machine connection to site electricity supply is OK. Confirm earthing, polarity (and insulation resistance for plug-in items) Follow Infectious Disease procedure and site's specific instruction. Wash hands frequently and clean hands with hand sanitiser 	<ul style="list-style-type: none"> Rubber sole steel cap boots Protective Clothing (long sleeved, covering arms and legs) Barricade Tape Knee pads / board Mask (where needed) Hand sanitiser Any other PPE as determined while on, or by, site 	14	<p>Review of current control measures by worker on site prior to commencing the tasks.</p> <p>Check to ensure all controls are in place, appropriate, and in working condition.</p> <p>Unless determined by the worker on site, a safety observer is not required.</p>



2	<p>Voltage Testing / Fault Finding (if required)</p>	<ul style="list-style-type: none"> • Electricity • People Movement • Stress • Manual Handling • Wet surfaces • Vermin • Testing Equipment • Infectious Disease eg. Covid19 	<ul style="list-style-type: none"> • Electrocutation • Physical Injury • Fatigue • Testing Equipment Failure 	1	<ul style="list-style-type: none"> • Ensure testing equipment is in good working condition, is calibrated, and has appropriate insulation • Ensure work gloves are worn that provide appropriate insulation for the works being done • Ensure appropriate non-conductive protective eyewear is worn • Use knee pads / board if kneeling or sitting • Ensure only appropriate contact points are used for voltage testing / faultfinding • Minimise contact with any conductive materials, such as metals, on or around the machine • Where possible, conducting voltage testing / fault finding on <250V plug in equipment (<20A) (3-pin Flat Pin Socket) should have RCD protection (Type II (30mA) or Type I (10mA) complying with AS 3190, or compliant to AS/NZS 61008 or AS/NZS 61009) or Isolating Transformer (compliant to AS/NZS 61558) in place (site, or portable). • If energised exposed conductors become present (i.e. spade terminals, bus bars, etc.), identify appropriate risk treatments subject to site conditions, and implement immediately (e.g. create an isolated zone using Barricade Tape, to ideally 3m). No unauthorised persons are to come into any isolated work area. Remove conductive jewellery or personal items. Ensure appropriate shielding is placed over components where possible. Do not contact any exposed electrical components. • Follow Infectious Disease procedure and site's specific instruction. Wash hands frequently and clean hands with hand sanitiser • Be observant for any existing and new hazards. Ensure to LOOK, LISTEN, and SMELL 	<ul style="list-style-type: none"> • Rubber sole steel cap boots • Protective Clothing (long sleeved, covering arms and legs) • Knee pads / board • Work Gloves (with appropriate insulation for the works being done) • Eyewear (non-conductive) • Mask (where needed) • Hand sanitiser • Any other PPE as determined while on, or by, site 	14	<p>Review of current control measures by worker on site prior to commencing the tasks.</p> <p>Check to ensure all controls are in place, appropriate, and in working condition.</p> <p>Unless determined by the worker on site, a safety observer is not required.</p>
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3	<p>Machine Isolation (if required)</p> <p>Sub-Steps</p> <p>1. Test for 'Live'</p> <p>2. Isolate machine</p> <p>3. Lockout and Tag-out machine</p> <p>4. Test for Dead (verify at Known Source)</p>	<ul style="list-style-type: none"> • Electricity • People Movement • Stress • Manual Handling • Wet surfaces • Testing Equipment • Infectious Disease eg. Covid19 	<ul style="list-style-type: none"> • Electrocutation • Physical Injury • Fatigue • Testing Equipment Failure 	1	<ul style="list-style-type: none"> • Ensure testing equipment is in good working condition, is calibrated, and has appropriate insulation • Ensure work gloves are worn that provide appropriate insulation for the works being done • Ensure appropriate non-conductive protective eyewear is worn • Use knee pads / board if kneeling or sitting • Ensure only appropriate contact points are used for isolation verification • Minimise contact with any conductive materials, such as metals, on or around the machine • If energised exposed conductors become present (i.e. spade terminals, bus bars, etc.), identify appropriate risk treatments subject to site conditions, and implement immediately (e.g. create an isolated zone using Barricade Tape, to ideally 3m). No unauthorised persons are to come into any isolated work area. Remove conductive jewellery or personal items. Ensure appropriate shielding is placed over components where possible. Do not contact any exposed electrical components. • Take time to complete the task SAFELY • Follow Infectious Disease procedure and site's specific instruction. Wash hands frequently and clean hands with hand sanitiser • Be observant for any existing and new hazards. Ensure to LOOK, LISTEN, and SMELL 	<ul style="list-style-type: none"> • Rubber sole steel cap boots • Protective Clothing (long sleeved, covering arms and legs) • Knee pads / board • Work Gloves (with appropriate insulation for the works being done) • Eyewear (non-conductive) • Mask (where needed) • Hand sanitiser • Any other PPE as determined while on, or by, site 	14	<p>Review of current control measures by worker on site prior to commencing the tasks.</p> <p>Check to ensure all controls are in place, appropriate, and in working condition.</p> <p>Unless determined by the worker on site, a safety observer is not required.</p>
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4	<p>Modification Works on Electrical Circuits</p> <ul style="list-style-type: none"> • Removal of components • Replacement of components 	<ul style="list-style-type: none"> • Electricity • People Movement • Stress • Manual Handling • Wet surfaces • Testing Equipment • Infectious Disease eg. Covid19 	<ul style="list-style-type: none"> • Electrocution • Physical Injury • Fatigue • Testing Equipment Failure 	1	<ul style="list-style-type: none"> • Modification works on potentially energised components or electrical circuits must never be done. Complete Machine Isolation must be completed <u>as per step 3</u> • Ensure testing equipment is in good working condition, is calibrated, and has appropriate insulation • Use knee pads / board if kneeling or sitting • Minimise contact with any conductive materials, such as metals, on or around the machine • Take time to complete the task SAFELY • Follow Infectious Disease procedure and site's specific instruction. Wash hands frequently and clean hands with hand sanitiser • Be observant for any existing and new hazards. Ensure to LOOK, LISTEN, and SMELL 	<ul style="list-style-type: none"> • Rubber sole steel cap boots • Protective Clothing • Knee pads / board • Mask (where needed) • Hand sanitiser • Any other PPE as determined while on, or by, site 	14	<p>Review of current control measures by worker on site prior to commencing the tasks.</p> <p>Check to ensure all controls are in place, appropriate, and in working condition.</p> <p>Unless determined by the worker on site, a safety observer is not required.</p>
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5	<p>Remove Isolation (if required)</p> <p>Sub-Steps</p> <p><i>1. Notify Relevant persons</i></p> <p><i>2. Make area safe</i></p> <p><i>3. Check Circuit is OK</i></p> <p><i>3. Remove Tag</i></p> <p><i>4. Remove Lock</i></p> <p><i>5. Energise Machine</i></p> <p><i>6. Test for Safety</i></p> <p><i>7. Replace all covers and guards</i></p>	<ul style="list-style-type: none"> • Electricity • People Movement • Stress • Manual Handling • Wet surfaces • Testing Equipment • Infectious Disease eg. Covid19 	<ul style="list-style-type: none"> • Electrocution • Physical Injury • Fatigue • Testing Equipment Failure 	1	<ul style="list-style-type: none"> • Ensure testing equipment is in good working condition, is calibrated, and has appropriate insulation • Ensure work gloves are worn that provide appropriate insulation for the works being done • Ensure appropriate non-conductive protective eyewear is worn • Ensure only appropriate contact points are used for testing voltage • Use knee pads / board if kneeling or sitting • Minimise contact with any conductive materials, such as metals, on or around the machine • If energised exposed conductors become present (i.e. spade terminals, bus bars, etc.), identify appropriate risk treatments subject to site conditions, and implement immediately (e.g. create an isolated zone using Barricade Tape, to ideally 3m). No unauthorised persons are to come into any isolated work area. Remove conductive jewellery or personal items. Ensure appropriate shielding is placed over components where possible. Do not contact any exposed electrical components. • Take time to complete the task SAFELY • Follow Infectious Disease procedure and site's specific instruction. Wash hands frequently and clean hands with hand sanitiser • Be observant for any existing and new hazards. Ensure to LOOK, LISTEN, and SMELL 	<ul style="list-style-type: none"> • Rubber sole steel cap boots • Protective Clothing (long sleeved, covering arms and legs) • Knee pads / board • Work Gloves (made of insulative material) • Eyewear (non-conductive) • Mask (where needed) • Hand sanitiser • Any other PPE as determined while on, or by, site 	14	<p>Review of current control measures by worker on site prior to commencing the tasks.</p> <p>Check to ensure all controls are in place, appropriate, and in working condition.</p> <p>Unless determined by the worker on site, a safety observer is not required.</p>
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6	Finish Works on Electrical Components	<ul style="list-style-type: none"> • Electricity • People Movement • Stress • Manual Handling • Wet surfaces • Infectious Disease eg. Covid19 	<ul style="list-style-type: none"> • Electrocution • Physical Injury • Fatigue • Testing Equipment Failure 	1	<ul style="list-style-type: none"> • Return machine to an operable and safe state. • IF machine is not operable: <ul style="list-style-type: none"> ○ Machine must be left in a safe state ○ Ensure the machine is completely isolated appropriately, tagged out with a hazard tag, and tested for dead (verifying at a known source), as per task 3 ○ Appropriate personnel should be notified of machine being out of operation, and further instructions relayed clearly to ensure safety • Minimise contact with any conductive materials, such as metals, on or around the machine • Take time to complete the task SAFELY • Follow Infectious Disease procedure and site's specific instruction. Wash hands frequently and clean hands with hand sanitiser • Be observant for any existing and new hazards. Ensure to LOOK, LISTEN, and SMELL • A certificate of Safety may be required, after the equipment passes the prescribed tests for Electrical Safety. This will be retained by Hobart, and a copy provided to the person/company for whom the works were completed. This varies per state: <p>QLD <i>If any modification was made to the Electrical Circuit (components replaced, removed, or circuit modification) of any equipment</i> <i>Note: The QLD CoS is included in the customer invoice</i></p> <p>VIC <i>If installation, modification, repair or maintenance work was conducted on electrical sections of hard-wired equipment</i></p> <p>NSW, SA, WA <i>If installation or modification work was conducted on electrical sections of hard-wired equipment (not including standard maintenance or like-for-like replacement)</i></p> 	<ul style="list-style-type: none"> • Rubber sole steel cap boots • Protective Clothing (long sleeved, covering arms and legs) • Barricade Tape • Knee pads / board • Work Gloves (made of insulative material) • Mask (where needed) • Hand sanitiser • Any other PPE as determined while on, or by, site 	14	<p>Review of current control measures by worker on site prior to commencing the tasks.</p> <p>Check to ensure all controls are in place, appropriate, and in working condition.</p> <p>Unless determined by the worker on site, a safety observer is not required.</p>
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On-Site Sign Off Sheet –TO BE USED WHERE SIGN OFF IS REQUIRED
I.e. Where site requires, where on a construction site and document is used as a SWMS, etc.
If not needed (document used as a JSA, JSEA, etc.), please disregard this page.

Date	Worker Name	Position	<u>Before Starting Task</u> Signature	<u>Task Completed Safely</u> Supervisor / Worker Signature

Review History									
Review No.:	1	2	3	4	5	6	7		
Name:	William Bond	William Bond	William Bond	William Bond	William Bond	William Bond	William Bond	Neeraj Shah	
Initial:	<i>WB</i>	<i>WB</i>	<i>WB</i>	<i>WB</i>	<i>WB</i>	<i>WB</i>	<i>WB</i>	<i>NS</i>	
Date:	15/08/18	19/09/18	09/11/18	17/06/19	19/08/19	14/02/20	27/08/20		
Next Review Date:	15/08/19	19/09/19	09/11/19	17/06/20	19/08/20	14/02/21	27/08/21		

