

JOB SAFETY AND ENVIRONMENTAL ANALYSIS (JSEA / JSA) / SAFE WORK METHOD STATEMENT (SWMS*)													
F	orm to b	e used as e	ither JSA / JSE	A/SWMS/	/ Risk A	ssessment as	s required	l. *Sign-offpage to b	e used	where form	n is utilised as a	a SWMS.	
	S	WMS ID	SWMS J	SEA - 003	SEA - 0030		Activity	Works on Electrical Components for Hobart Dishwashers and				hers and Kitchen	
(Completed by \	WH&S	Officer):				Desc	ription:			Equipment			
Company:	Hobart Food Equipment			ABN:	BN: 63 004 235 063 Document Date: 1		15/08	3/2018	Latest Rev. Date:		27/08/2020		
Project Title:										Project [Date (if appli	cable):	
Location: Job Description:													
Plant, Tools, and Equipment to be available when needed (enter more as required):													
1. Insulated Hand Too	1. Insulated Hand Tools 2. Extension Leads			3. Troll	3. Trolley and Dolly's		4. Thern	nometer, with on	5. Multimeter, with insulation		6.		
7.		8.		9.	9.		10.		11.		12.		
			PPE	to be av	ailable	e when ne	eded (e	nter more as re	quire	d):			
1. Footwear with ins	sulatina	sole comp	lete leather	2. Prote	ective (Clothing – F	lame Ret	ardant Clothing,	3. W	ork Glove	s providing ap	opropriate	e insulation for
upper, in good cond	_	•		coverin	ig arms	s and legs <i>(ii</i>	f works c	ver 100A, collar	the v	the works being done. If works are over 500V, gloves			
upper, in good cond	ition (ne	Tibles of o	ther defects)	up, top	button	done up, ai	nd sleeve	es down)	mus	must be insulated compliant to AS/NZS 2225.			
4. Eyewear – Withowith AS/NZS 1336 /		uctive frame	es, compliant	5. Knee	e Pads	/ Board			6. Hi	6. High Visibility Clothing			
7. Barricade Tape				8. Earp	lugs				9. Ha	ard hat			
10. Tape				11. Res	spirator	/Mask			12. H	land Sani	tiser		
13.				14.					15.				
		Supp	ort (Fire / Er	nergency	y / Env	vironment	al) Equi	pment Require	d (ent	er as rec	quired):		
1. Site requirements	s (note	as appropria	ate)	2.					3.	3.			
4.				5.					6.	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								
Appropriate Controls training	2. Electrical / Workers Licence	Site specific inductions (if required by site)						
1. Appropriate Controls training	(where required for job task)	3. Site specific inductions (if required by site)						
4. General Construction Induction Card – White Card	5. General Manual Handling Training	6. Training in this document and relevant SOP's						
(if required by site)	3. General Manual Handing Hairing	o. Hairing in this document and relevant SOF'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:	William Bond	Signature:	Neeraj Shah	Signature:	Daniel Glasow	
Date:	27/08/2020	Date:	27/08/2020	Date:	27/08/2020	



RISK ASSESSMENT MATRIX

Think about: SEVERITY: How severely could it hurt or how ill could it make someone? LIKELIHOOD: Consider how likely it is to happen?	1. VERY LIKELY Could happen any time	2. LIKELY Could happen sometime soon	3. UNLIKELY May happen, but rarely	4. VERY UNLIKELY Could happen but probably never will
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	Set up work area Inspect Area Remove covers	 Electricity People Movement Stress Manual Handling Wet surfaces Jewellery/ Personal Items Vermin Infectious 	Electrocution Physical Injury Fatigue Chemical burn	1	 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 fromwork area to ensure splashing does not 	Rubber sole steel cap boots Protective Clothing (long sleeved, covering arms and legs) Barricade Tape Knee pads / board Mask (where needed) Hand sanitiser	14	Review of current control measures by worker on site prior to commencing the tasks. Check to ensure all controls are in place, appropriate,
		Disease eg. Covid19			 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 	Any other PPE as determined while on, or by, site		and in working condition. Unless determined by the worker on site, a safety observer is not required.



2	Voltage	Electricity	Electrocution	1	Ensure testing equipment is in good working condition, is	Rubber sole	14	Review of
	Testing / Fault	• People	Physical		calibrated, and has appropriate insulation	steel cap boots		current control
	Finding	Movement	Injury		Ensure work gloves are worn that provide appropriate insulation	• Protective		measures by
	(if required)	• Stress	• Fatigue		for the works being done	Clothing (long		worker on site
		• Manual	• Testing		Ensure appropriate non-conductive protective eyewear is worn	sleeved,		prior to
		Handling	Equipment		Use knee pads / board if kneeling or sitting	covering arms		commencing
		• Wet	Failure		Ensure only appropriate contact points are used for voltage testing	and legs)		the tasks.
		surfaces			/ faultfinding	• Knee pads /		
		• Vermin			Minimise contact with any conductive materials, such as metals,	board		Check to
		• Testing			on or around the machine	Work Gloves		ensure all
		Equipment			• Where possible, conducting voltage testing / fault finding on <250V	(with appropriate		controls are in
		• Infectious			plug in equipment (<20A) (3-pin Flat Pin Socket) should have RCD	insulation for the		place,
		Disease			protection (Type II (30mA) or Type I (10mA) complying with AS	works being		appropriate,
		eg.			3190, or compliant to AS/NZS 61008 or AS/NZS 61009) or	done)		and in working
		Covid19			Isolating Transformer (compliant to AS/NZS 61558) in place (site,	• Eyewear (non-		condition.
					or portable).	conductive)		
					If energised exposed conductors become present (i.e. spade	Mask (where		Unless
					terminals, bus bars, etc.), identify appropriate risk treatments	needed)		determined by
					subject to site conditions, and implement immediately (e.g. create	Hand sanitiser		the worker on
					an isolated zone using Barricade Tape, to ideally 3m). No	Any other PPE		site, a safety
					unauthorised persons are to come into any isolated work area.	as determined		observer is not
					Remove conductive jewellery or personal items. Ensure	while on, or by,		required.
					appropriate shielding is placed over components where possible.	site		
					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			



3	Machine	Electricity	Electrocution	1	• Ensure testing equipment is in good working condition, is	Rubber sole	14	Review of
	Isolation	• People	• Physical		calibrated, and has appropriate insulation	steel cap boots		current control
	(if required)	Movement	Injury		Ensure work gloves are worn that provide appropriate insulation	• Protective		measures by
		• Stress	• Fatigue		for the works being done	Clothing (long		worker on site
	Sub-Steps	• Manual	• Testing		Ensure appropriate non-conductive protective eyewear is worn	sleeved,		prior to
	1. Test for	Handling	Equipment		Use knee pads / board if kneeling or sitting	coveringarms		commencing
	'Live'	• Wet	Failure		Ensure only appropriate contact points are used for isolation	and legs)		the tasks.
	2. Isolate	surfaces			verification	• Knee pads /		
	machine	• Testing			Minimise contact with any conductive materials, such as metals,	board		Check to
	3. Lockout and	Equipment			on or around the machine	Work Gloves		ensure all
	Tag-out	• Infectious			If energised exposed conductors become present (i.e. spade	(with appropriate		controls are in
	machine	Disease			terminals, bus bars, etc.), identify appropriate risk treatments	insulation for the		place,
	4. Test for	eg.			subject to site conditions, and implement immediately (e.g. create	works being		appropriate,
	Dead (verify at	Covid19			an isolated zone using Barricade Tape, to ideally 3m). No	done)		and in working
	Known				unauthorised persons are to come into any isolated work area.	• Eyewear (non-		condition.
	Source)				Remove conductive jewellery or personal items. Ensure	conductive)		
					appropriate shielding is placed over components where possible.	Mask (where		Unless
					Do not contact any exposed electrical components.	needed)		determined by
					Take time to complete the task SAFELY	Hand sanitiser		the worker on
					• Follow Infectious Disease procedure and site's specific instruction.	Any other PPE		site, a safety
					Wash hands frequently and clean hands with hand sanitiser	as determined		observer is not
					Be observant for any existing and new hazards. Ensure to LOOK,	while on, or by,		required.
					LISTEN, and SMELL	site		



4	Modification	Electricity	Electrocution	1	Modification works on potentially energised components or	Rubber sole	14	Review of
	Works on	• People	Physical		electrical circuits must never be done. Complete Machine	steel cap boots		current control
	Electrical	Movement	Injury		Isolation must be completed as per step 3	• Protective		measures by
	Circuits	• Stress	• Fatigue		 Ensure testing equipment is in good working condition, is 	Clothing		worker on site
	• Removal of	• Manual	• Testing		calibrated, and has appropriate insulation	• Knee pads /		prior to
	components	Handling	Equipment		Use knee pads / board if kneeling or sitting	board		commencing
	Replacement	• Wet	Failure		Minimise contact with any conductive materials, such as metals,	Mask (where		the tasks.
	of	surfaces			on or around the machine	needed)		
	components	Testing			Take time to complete the task SAFELY	Hand sanitiser		Check to
		Equipment			Follow Infectious Disease procedure and site's specific instruction.	Any other PPE		ensure all
		• Infectious			Wash hands frequently and clean hands with hand sanitiser	as determined		controls are in
		Disease			Be observant for any existing and new hazards. Ensure to LOOK,	while on, or by,		place,
		eg.			LISTEN, and SMELL	site		appropriate,
		Covid19						and in working
								condition.
								Unless
								determined by
								the worker on
								site, a safety
								observer is not
								required.



5	Remove	Electricity	Electrocution	1	Ensure testing equipment is in good working condition, is	Rubber sole	14	Review of
	Isolation	• People	Physical		calibrated, and has appropriate insulation	steel cap boots		current control
	(if required)	Movement	Injury		Ensure work gloves are worn that provide appropriate insulation	• Protective		measures by
		• Stress	• Fatigue		for the works being done	Clothing (long		worker on site
	Sub-Steps	• Manual	• Testing		Ensure appropriate non-conductive protective eyewear is worn	sleeved,		prior to
	1. Notify	Handling	Equipment		Ensure only appropriate contact points are used for testing voltage	coveringarms		commencing
	Relevant	• Wet	Failure		Use knee pads / board if kneeling or sitting	and legs)		the tasks.
	persons	surfaces			Minimise contact with any conductive materials, such as metals,	• Knee pads /		
	2. Make area	Testing			on or around the machine	board		Check to
	safe	Equipment			If energised exposed conductors become present (i.e. spade	Work Gloves		ensure all
	3. Check	• Infectious			terminals, bus bars, etc.), identify appropriate risk treatments	(made of		controls are in
	Circuitis OK	Disease			subject to site conditions, and implement immediately (e.g. create	insulative		place,
	3. Remove	eg.			an isolated zone using Barricade Tape, to ideally 3m). No	material)		appropriate,
	Tag	Covid19			unauthorised persons are to come into any isolated work area.	• Eyewear (non-		and in working
	4. Remove				Remove conductive jewellery or personal items. Ensure	conductive)		condition.
	Lock				appropriate shielding is placed over components where possible.	Mask (where		
	5. Energise				Do not contact any exposed electrical components.	needed)		Unless
	Machine				Take time to complete the task SAFELY	Hand sanitiser		determined by
	6. Test for				Follow Infectious Disease procedure and site's specific instruction.	Any other PPE		the worker on
	Safety				Wash hands frequently and clean hands with hand sanitiser	as determined		site, a safety
	7. Replace all				Be observant for any existing and new hazards. Ensure to LOOK ,	while on, or by,		observer is not
	covers and				LISTEN, and SMELL	site		required.
	guards							



6	Finish Works	• Electricity	Electrocution	Return machine to an operable and safe state. Rubber sole	14	Review of
	on Electrical	• People	Physical	• <u>IF</u> machine is not operable: steel cap boots		current control
	Components	Movement	Injury	Machine must be left in a safe state Protective		measures by
		• Stress	• Fatigue	Ensure the machine is completely isolated appropriately, tagged out Clothing (long)		worker on site
		• Manual	• Testing	with a hazard tag, and tested for dead (verifying at a known source), sleeved,		prior to
		Handling	Equipment	as per task 3		commencing
			Failure	Appropriate personners nould be not med of machine being out of		the tasks.
		• Wet	railure	operation, and the metadoteneroray to one and early		are tacker
		surfaces		Minimise contact with any conductive materials, such as metals, on or around the machine Minimise contact with any conductive materials, such as metals, on or around the machine Minimise contact with any conductive materials, such as metals, on or around the machine.		Check to
		• Infectious		Tales lives to seems late the tests OAFFLY		ensure all
		Disease		- Follow Infectious Disease procedure and site's appetition wheels		
		eg.		hands frequently and clean hands with hand sanitiser • Work Gloves		controls are in
		Covid19		Be observant for any existing and new hazards. Ensure to LOOK, LISTEN, (made of		place,
				and SMELL insulative		appropriate,
				A certificate of Safety may be required, after the equipment passes the material)		and in working
				prescribed tests for Electrical Safety. This will be retained by Hobart, and a		condition.
				copy provided to the person/company for whom the works were completed. needed)		
				This varies per state: • Hand sanitiser		Unless
				QLD • Any other PPE		determined by
				If any modification was made to the Electrical Circuit (components as determined		the worker on
				replaced, removed, or circuit modification) of any equipment while on, or by,		site, a safety
				Note: The QLD CoS is included in the customer invoice		observer is not
				VIC		required.
				If installation, modification, repair or maintenance work was conducted on		
				electrical sections of hard-wired equipment		
				NSW, SA, WA		
				If installation or modification work was conducted on electrical sections of		
				hard-wired equipment (not including standard maintenance or like-for-like		
				replacement)		



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 <u>SWMS</u>, etc. If not needed (document used as a JSA, JSEA, etc.), please disregard this page.

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

Review History										
Review No.:	1	2	3	4	5	6	7			
Name:	William Bond	Neeraj Shah								
Initial:	WE	WE	WE	WE	WE	WE	ns			
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			



Training Sign Off Sheet – To be used when training in this document occurs ONLY (Internal) If not needed (document not being used for training purposes) please disregard this page. All participants have read, understood, and agree to follow all instructions in this document when conducting works Trainer Name Position Signature Date Worker Name Position Signature Date