

RISK ASSES	SMENT	Γ (<mark>RA</mark>) / JC	B SAFETY A	AND ENVI	RONME	NTAL ANA	LYSIS	(JSEA / JSA) /	SAFE	WORK N	METHOD STA	ATEME	NT (SWMS*)
Fe	orm to b	e used as ei	ither JSA / JSE	4/SWMS/	Risk Asses			*Sign-off page to b					
	S'	WMS ID	SWMS J	SEA - 003	30	Task / Act	tivity	Works on Elect	trical C	·		Dishwas	hers and Kitchen
(Completed by V	NH&S	Officer):				Descript	tion:			E	quipment		
Company:	Hoba	art Food E	quipment	ABN:	63 004	235 063	D	ocument Date:	15/08	3/2018	<u>Latest Rev. Date:</u> 10/01/2023		
Project Title:										Project D	ate (if appli	cable):	
Location: Job Description:													
Plant, Tools, and Equipment to be available when needed (enter more as required):													
1. Insulated Hand Tool	Insulated Hand Tools 2. Extension Leads			3. Trolle	ey and Doll	ly's	Therm	ometer, with	5. Mu	5. Multimeter, with insulation 6.		6.	
7.		8.		9.		10).		11.		12.		
			PPE	to be ava	ailable w	hen need	ed (e	nter more as re	quire	d):			
1 Footwoor with inco	ulating	aala aamn	lata laathar	2. Prote	ctive Clot	thing – Flam	ne Ret	ardant Clothing,	3. Work Gloves providing appropriate insulation for				te insulation for
1. Footwear with inst	_	•		covering	g arms an	nd legs (if wo	orks o	ver 100A, collar	the works being done. If works are over 500V, gloves				
upper, in good condi	tion (nc	Tibles of 0	iner derecis)	up, top l	button do	ne up, and	sleeve	s down)	mus	must be insulated compliant to AS/NZS 2225.			
4. Eyewear – Withou with AS/NZS 1336 /		uctive fram	es, compliant	5. Knee	Pads / Bo	oard			6. High Visibility Clothing				
7. Barricade Tape				8. Earpl	lugs				9. Ha	9. Hard hat			
10. Tape				11. Res	pirator/Ma	ask			12. H	land Sani	tiser		
13.				14.					15.				
		Supp	ort (Fire / Er	nergency	/ Enviro	onmental)	Equi	pment Require	d (ent	er as rec	quired):		
1. Site requirements	(note a	as appropri	ate)	2.					3.				
4.				5.					6.				



	Reference Materials								
Work Health and Safety Act NSW 2011, QLD 2011, VIC 2004, SA 2012, WA 2020	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 2022	Electrical Safety regulations QLD 2013, VIC 2009, SA 2012, WA 1991	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):	
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)	o. Seneral Manual Flanding Framing	o. Training in this document and relevant cor s							
7.	8.	9.							

	Prepared By:		Consulted With:	Approved By:			
Name:	Neeraj Shah	Name:	William Bond	Name:	Daniel Glasow		
Position:	WH&S Officer and HR Lead	Position:	Technical Services Manager	Position:	General Manager		
Signature:	Neeraj Shah	Signature:	William Bond	Signature:	Daniel Glasow		
Date:	10/01/2023	Date:	10/01/2023	Date:	10/01/2023		



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	 Electricity 	Electrocution	1	Remove conductive jewellery or personal items	Rubber sole	14	Review of
	area	• People	Physical		Wear long sleeved protective clothing	steel cap boots		current control
	• Inspect Area	Movement	Injury		Notify staff to keep clear, and cease 'wet' activities nearby	• Protective		measures by
	• Remove	• Stress	• Fatigue		Ensure machine is identified as not in use, i.e. through use of an 'Out of	Clothing (long		worker on site
	covers	• Manual	Chemical		Order' sign placed on the machine in a prominent location, or by use of	sleeved,		prior to
		Handling	burn		Barricade Tape	covering arms		commencing
		• Wet			 If energised exposed conductors become present (i.e. spade terminals, bus bars, etc.), identify appropriate risk treatments subject to site conditions, 	and legs)		the tasks.
		surfaces			and implement immediately (e.g. create an isolated zone using Barricade	Barricade Tape		
		• Jewellery /			Tape, to ideally 3m). No unauthorised persons are to come into any	• Knee pads /		Check to
		Personal			isolated work area. Remove conductive jewellery or personal items. Ensure	board		ensure all
		Items			appropriate shielding is placed over components where possible. Do not	Mask (where		controls are in
		• Vermin			contact any exposed electrical components.	needed)		place,
		• Infectious			Ensure surfaces and floor to be touched are dry	Hand sanitiser		appropriate,
		Disease			Remove unnecessary liquid from work area to ensure splashing does not	Any other PPE		and in working
					occur near potential energisation sources	as determined		condition.
		eg. Covid19			Check for potential vermin / droppings, and remove from area			
		Covid 19			Use knee pads / board if kneeling or sitting Complete on Oppits Birth Assessment and implement any passessment.	while on, or by,		Unless
					 Complete an Onsite Risk Assessment, and implement any necessary controls and PPE identified. This must be kept for 2 years minimum. 	Site		determined by
					Minimise contact with any conductive materials, such as metals, on or			the worker on
					around the machine			site, a safety
					Confirm machine connection to site electricity supply is OK. Confirm			observer is not
					earthing, polarity (and insulation resistance for plug-in items)			required.
					Follow Infectious Disease procedure and site's specific instruction. Wash			roquirou.
					hands frequently and clean hands with hand sanitiser			



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			/ fault finding	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	covering arms		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	covering arms		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
	Circuit is 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
		• Wet	Failure	Appropriate personner should be notified of machine being out of		the tasks.
			railure	operation, and rather methation relayed deathy to chedic safety		tiro taono:
		surfaces		Minimise contact with any conductive materials, such as metals, on or Barricade Tape		Check to
		Infectious		around the machine • Take time to complete the task SAFELY • Noard		
		Disease		- Follow Infactious Disease precedure and site's energific instruction. Week		ensure all
		eg.		Normalized Procedure and site's specific instruction, wash hands frequently and clean hands with hand sanitiser		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.:	2	3	4	5	6	7	8	9			
Name:	William Bond	William Bond	William Bond	William Bond	Neeraj Shah	Neeraj Shah	Neeraj Shah	Neeraj Shah			
Initial:	WE	WE	WE	WE	ns	ns	ns	ns			
Date:	09/11/18	17/06/19	19/08/19	14/02/20	27/08/20	16/06/21	02/03/22	10/01/2023			
Next Review Date:	09/11/19	17/06/20	19/08/20	14/02/21	27/08/21	16/06/22	02/03/23	10/01/2025			



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 Date Trainer Name Position Signature Date Worker Name Position Signature