BLUEGUM
Electrical

Bluegum Electrical
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Safe Work Method Statement

Work must be carried out in accordance with this SWMS. If work is not being carried out in accordance with this SWMS, it must stop immediately, or as soon as it is safe to do so, and must not start again until it can be carried out in accordance with this SWMS (reviewed and revised first if needed). Keep this SWMS available until the high risk construction work is complete. If it is revised, keep every version. If a notifiable incident occurs, keep it for at least 2 years.

SWMS number / version	BE-YVR5-2026-0001 / v1 · issued 31 Oct 2026
Prepared by	Alex Morgan
Job / PO reference	Q-2087
Site	Example Ave switchboard upgrade 21 Example Ave, Penrith NSW 2750
Start date	31 Oct 2026
Work description	Replace the old fuse board and meter box on a brick house built in the 1960s. Rewire the main circuits to a new switchboard. Roof space access for cable runs.
Principal contractor	None
Person responsible for implementing, monitoring and compliance	Alex Morgan · 0400 000 123 · jobs@bluegum-electrical.example
Person responsible for reviewing control measures	Alex Morgan
Jurisdiction	New South Wales. Work Health and Safety Act 2011 (NSW) and Work Health and Safety Regulation 2025. Regulator: SafeWork NSW. Regulation version applied: Work Health and Safety Regulation 2025, version current from 3 July 2026 (checked 24 Oct 2026).

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High risk construction work

[X] Likely to involve disturbing asbestos

[X] Work on or near energised electrical installations or services

Considered, not applicable:

- [ ] Risk of a person falling more than 2 m
- [ ] Work on a telecommunication tower
- [ ] Demolition of a load-bearing element, or one related to the structure's physical integrity
- [ ] Structural alterations or repairs needing temporary support to prevent collapse
- [ ] Work in or near a confined space
- [ ] Work in or near a shaft or trench deeper than 1.5 m, or a tunnel
- [ ] Use of explosives
- [ ] Work on or near pressurised gas distribution mains or piping
- [ ] Work on or near chemical, fuel or refrigerant lines
- [ ] Work in an area that may have a contaminated or flammable atmosphere
- [ ] Work involving tilt-up or precast concrete
- [ ] Work on, in or next to a road, railway, shipping lane or other traffic corridor in use by traffic other than pedestrians
- [ ] Work at a workplace where powered mobile plant is moving
- [ ] Work in an area with artificial extremes of temperature
- [ ] Work in or near water or other liquid with a risk of drowning
- [ ] Diving work

Work steps

1. Check the old board for asbestos (common in older boards) before disturbing it
2. Arrange disconnection with the network if needed
3. Isolate, lock out, tag and test for dead before starting
4. Install the new board
5. Test, reconnect and certify

Hazards, risks and controls

Activity	Hazards and risks	Control measures
Work that may disturb asbestos-containing material	- Breathing in asbestos fibres - Spreading contamination to other areas or people	- Eliminate: Change the work method so suspected asbestos isn't disturbed, where possible - Admin: Asbestos register checked, or suspect material sampled and tested, before work starts - Admin: Asbestos removed by a licensed removalist (Class A for any friable asbestos (and the asbestos-contaminated dust from it); Class A or B for more than 10 m2 of non-friable; in the ACT, a licensed removalist for any amount) - Engineer: Wet methods and hand tools preferred; power tools only if fitted with dust suppression or an H-class vacuum; never high-pressure water or compressed air - Isolate: Work area sealed off and signed; plastic sheeting under the work - Admin: Asbestos waste double-bagged, labelled and disposed of at a licensed facility - PPE: P2 respirator (minimum) and disposable coveralls, removed and bagged before leaving the area Responsible: Alex Morgan
Work on or near energised electrical parts or services	- Electric shock or electrocution - Arc flash burns	- Eliminate: Power isolated at every source, including solar panels, batteries and any second supply, then locked out, tagged and tested dead before work ("test before you touch") - Admin: Live work only where permitted under the regulations, with a risk assessment and a safety observer - Admin: Electrical work by licensed electricians only - Engineer: Insulated tools and mats; barriers or covers on nearby exposed live parts - Admin: Overhead powerlines identified; plant, scaffold and ladders kept outside the network operator's approach distances - PPE: Arc-rated clothing and face shield where live work is permitted - Admin: Tape, cable ties or a switch left off are not a lockout: use a lock and a tag - Admin: Solar DC cables treated as live even when the building's power is off; DC isolation planned with steps to stop it being switched back on Responsible: Alex Morgan

Site plan and photos: see Appendices A and B.

Other hazards and controls

Everyday hazards on this job that aren't high risk construction work.

Hazard	Hazards and risks	Control measures
Sun (UV) and heat Guidance: Safe Work Australia guides: Managing the risks of working in heat; Exposure to solar ultraviolet radiation	- UV radiation: sunburn, skin cancer and eye damage - Heat illness: heat exhaustion and heat stroke - Dehydration and fatigue in hot conditions	- Isolate: Shade provided over fixed work areas, and a shaded rest area - Admin: Daily forecast and UV index checked; heavy work planned for cooler parts of the day - Admin: Cool drinking water available at the work area; workers drink regularly - Admin: Regular rest breaks in the shade, more often in extreme heat; new workers eased in gradually - Admin: Workers know the signs of heat illness and what to do, and check on each other - PPE: Sun protection: hat or hard-hat brim and neck flap, long-sleeved shirt, sunglasses or tinted safety glasses, and SPF 50+ sunscreen put on again every 2 hours, or more often if sweating
Working in roof or ceiling spaces Guidance: SafeWork NSW: Electrical hazards when working in ceiling spaces	- Stepping through a ceiling lining and falling - Heat in the roof space - Live electrical supply: overhead service lines and switchboard supply cables stay live with the main switch off, and solar DC cables can be live in daylight - Insulation covering downlights and other fittings - Asbestos - Wasps, spiders and vermin - Poor light and cramped, awkward postures - Insulation dust and fibres	- Isolate: Boards or a platform laid across the joists before walking; never step on the ceiling lining - Isolate: Power to the circuits in the space isolated before reaching or crawling near cables - Engineer: Torch or lighting set up; look for nests and animals before reaching in - Admin: Roof space checked for heat before going in. On hot days, work early in the morning, keep visits short, take breaks outside, and don't go in if it is too hot to work safely. - Admin: Cables treated as live until confirmed dead, including supply lines and solar DC cables - Admin: Insulation kept clear of downlights and other fittings, and checked again after the work - Admin: Look for asbestos before disturbing anything; stop and get it tested if unsure - Admin: A second person told where you are and checking in

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Hazard	Hazards and risks	Control measures
		- PPE: P2 respirator, safety glasses and long sleeves for insulation and dust

Licences and tickets

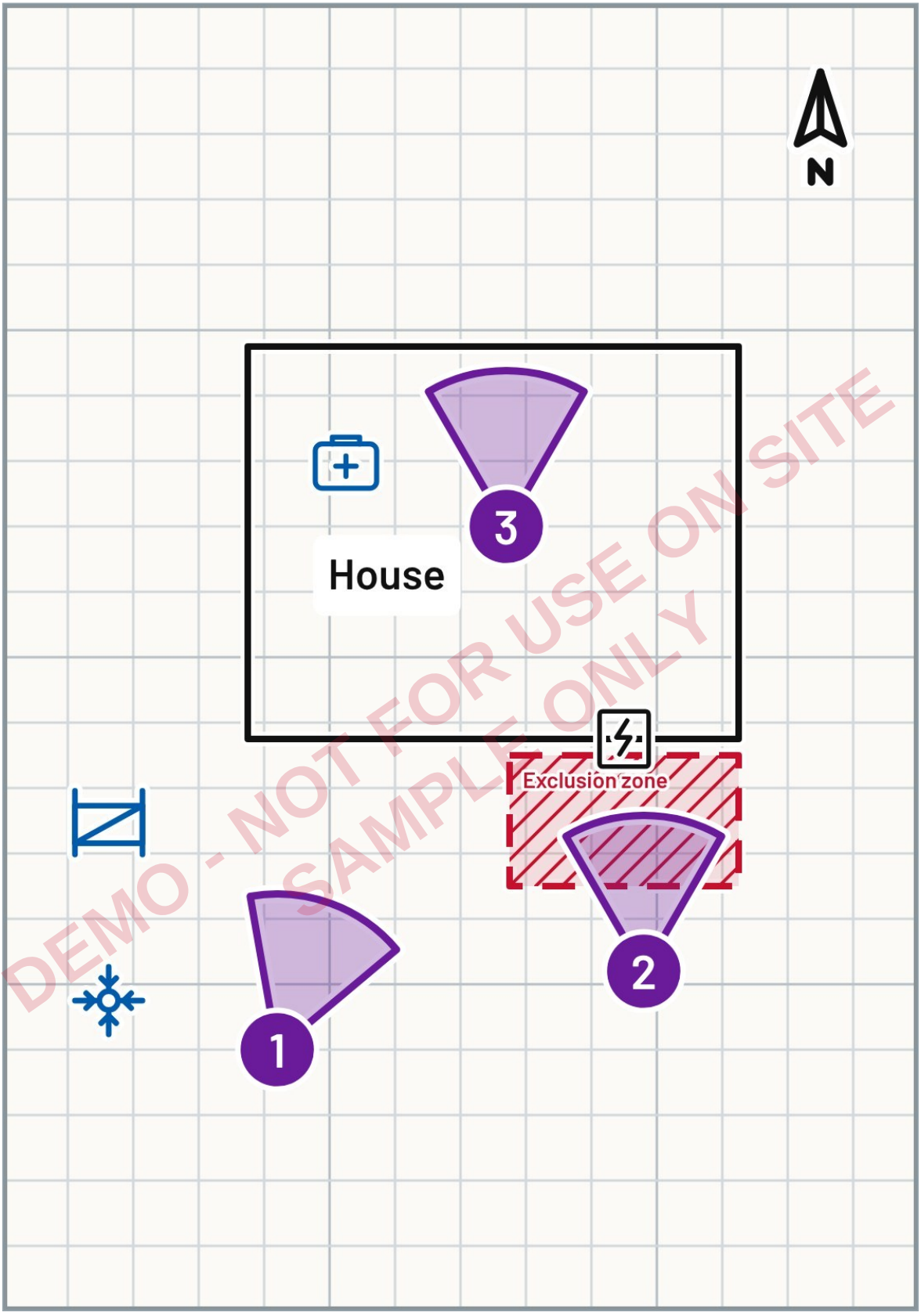
Held by	Licence or ticket	State	Number and dates
Bluegum Electrical	Electrical licence	NSW	Licence number EC 00123 · expires 31 Aug 2027
Alex Morgan	Low voltage rescue (LVR)		Statement of attainment number · refresh by 28 Feb 2027
Jordan Lee	Electrical licence	NSW	Licence number EC 00456 · expires 30 June 2027

PPE, emergency and review

PPE required	Hard hat, Hi-vis clothing, Safety boots, P2 respirator (fit-tested), Disposable coveralls (Type 5/6), Disposable gloves, Arc-rated clothing, Face shield, Insulated electrical gloves, Sun protection (hat, sunscreen), Long sleeves and long trousers, Safety glasses
First aider	Alex Morgan
Nearest hospital	Nepean Hospital, Derby St, Kingswood
Emergency number	000
Measures to make sure this SWMS is followed	Alex briefs the crew, checks each shift that this SWMS is followed, and stops work if it is not.
Monitoring and review	Alex checks the controls each shift. The SWMS is re-signed if the work, site or crew change.
Consultation	Workers carrying out the work, and any health and safety representative, were consulted about the hazards and controls in this SWMS.
Review date	31 Oct 2026
Reviewer's signature	Alex Morgan · 31 Oct 2026, 11:06 am 

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Appendix A: Site plan



Not to scale.

Exclusion zone · Switchboard · Site entry gate · Assembly point · First aid kit · North arrow · Photo location and direction

Plan notes: Switchboard on the front wall. Exclusion zone in front of it while the board is open. Assembly point at the front gate.

Appendix B: Site photos

Collection notes: Illustrative images, not a real site.

Photo 1 · Shown on the site plan



Switchboard Site entry gate

Front of the house. The meter box and old board are on the front wall, left of the window. Park on the driveway.

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Photo 2 · Shown on the site plan



Isolation / lock-out point Danger tag

Old porcelain fuses and a meter. Backing board may contain asbestos: do not drill or break it until tested. Arrange disconnection with the network. Lock out, tag and test dead before touching.

Photo 3 · Shown on the site plan



--> Walkway / travel path

Roof space. Old cables run across the ceiling joists. Lay boards to walk on and watch the head height. Treat all cables as live until tested.

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Worker sign-on

Name	Signature	Date and time
Alex Morgan		31 Oct 2026, 11:06 am
Jordan Lee		31 Oct 2026, 11:06 am
Mia Patel		31 Oct 2026, 11:06 am

Sign this SWMS on your device

Scan the QR code, or go to gateready.vision-and-beyond.com.au/sign to sign this document with PDF Partner or any PDF signing app. To find out about Gate Ready, visit the same page.

Important

Prepared by Bluegum Electrical using Gate Ready. Bluegum Electrical is responsible for the content of this SWMS and for making sure the work follows it.

The regulations used by this tool to help prepare this SWMS are listed at gateready.vision-and-beyond.com.au/rules.html They are subject to change.

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