

Activity Information			
High Risk Activity	Covid-19 Precautions and Business Continuity Plan	Project	
SWMS No	1	Revision No	1
Company Information			
Company Name	Driftwind Electrical	Company ABN	94 092 420 356
Company Address	PO Box 41, Archerfield QLD 4108	Company Contact	John Welch / Kylie Pratt
		Phone Number	07 3274 4365
Supervisor:		Personnel Consulted in Development	John Welch/ Kylie Pratt and MEA
Requirements			
Special Note			
Legislation/Standards		Plant/Equipment Required for this Activity	
<b>You will need to discuss with the customer prior to visiting the site:</b>		<b>Steps to minimise risk of infection and spread prior to attending the customers premises:</b>	
Identify if the customer has existing health issues, or is in self-isolation		Discuss with the customer and ascertain as to whether any special precautions above those noted below, will need to be implemented.	
How to minimise any close proximity or physical contact with your customer		<ol style="list-style-type: none"> <li>1. Avoid shaking hands and respectfully keep at least 1.5m distance from persons onsite where possible</li> <li>2. Avoid touching pets and any surfaces without PPE protection or sanitation.</li> </ol>	
To ensure the employee is insulated from the work area by appropriate PPE		<ol style="list-style-type: none"> <li>1. Correct sanitation practices, as per below</li> <li>2. Hand Washing, prior to and immediately after contact with customer, or surfaces and/or equipment that is likely to have been touched or exposed to contamination</li> <li>3. Hand sanitiser is an effective alternative to handwashing, if soap and water is not available</li> <li>4. Wearing disposable gloves whilst working and masks, (if available and required)</li> <li>5. Wiping any surfaces prior to touching with alcohol-based wipes</li> </ol>	
To ensure the work area will be left free from contamination by the employee		<ol style="list-style-type: none"> <li>1. Wipe down all surface areas possibly contaminated after performing works, with alcohol-based wipes and correct hand-washing practices, and/or hand sanitiser,</li> <li>2. Reusable PPE should be thoroughly cleaned after each use, in accordance with manufacturer's instructions</li> </ol>	

		3. Single use (not-reusable) PPE (gloves) and cleaning products (wipes) need to be handled as potentially infected material and should be safely bagged, tagged and disposed of, as rubbish.	
<b>Materials Used</b>	N/A	<b>Safety Data Sheets Required</b>	N/A
<b>Permits/Licenses</b>	N/A		

<b>PPE/Emergency Equipment Required</b>	PPE Equipment – Gloves, Hand sanitizer, masks (if required)			
<b>Potential Hazards to Consider (tick boxes) - These must have controls applied in the Risk Analysis section</b>				
<input type="checkbox"/> Contact with customer or other people onsite (social distancing 1.5m, avoid handshaking)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Contact with pets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Coughing or Sneezing, observing correct etiquette (cough into elbow, or tissue, dispose of tissue, wash hands)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Contaminated surfaces, in designated work areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Disposal of PPE equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SWMS Template - Date Created: 20/03/2020

<b>PROCEDURE</b> (break the job down into steps)	<b>POTENTIAL SAFETY AND ENVIRONMENTAL HAZARDS</b> (what can go wrong)	<b>INHERENT RISK SCORE</b>	<b>MANAGEMENT METHOD</b> (controls to be in place in order to manage potential hazards)	<b>RESIDUAL RISK SCORE</b>	<b>PERSON RESPONSIBLE</b> (to ensure implementation of controls)												
Discuss with customer existing health issues or self-isolation	Social Distancing or handshaking not observed	<table border="1"> <tr> <td>L</td> <td>C</td> <td>R</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	L	C	R				<p>Discuss with the customer and ascertain as to whether any special precautions above those noted below, will need to be implemented.</p> <ol style="list-style-type: none"> <li>Avoid shaking hands and respectfully keep at least 1.5m distance from persons onsite, where possible</li> <li>Avoid touching pets and any surfaces without PPE protection or sanitation</li> </ol>	<table border="1"> <tr> <td>L</td> <td>C</td> <td>R</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	L	C	R				Electrician onsite
L	C	R															
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Ensure all staff onsite have washed their hands/sanitized, are wearing PPE equipment, and wipe down any surface areas in designated work areas with alcohol-based wipes	Does not have correct PPE equipment, i.e. gloves	<table border="1"> <tr> <td>L</td> <td>C</td> <td>R</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	L	C	R				<ol style="list-style-type: none"> <li>Correct sanitation practices, as per below</li> <li>Hand Washing, prior to and immediately after contact with customer, or surfaces and/or equipment that is likely to have been touched or exposed to contamination, and after performing works</li> <li>Hand sanitiser is an effective alternative to handwashing, if soap and water is not available</li> </ol>	<table border="1"> <tr> <td>L</td> <td>C</td> <td>R</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> </table>	L	C	R				Electrician onsite
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prior to touching and after performing work			<ol style="list-style-type: none"> <li>4. Wearing disposable gloves whilst working and masks, (if available and required)</li> <li>5. Wiping any surfaces prior to touching with alcohol-based wipes and after performing work to reduce the risk of transmission</li> <li>6. Reusable PPE should be thoroughly cleaned after each use, in accordance with manufacturer's instructions</li> <li>7. Single use (not-reusable) PPE (gloves) and cleaning products (wipes) need to be handled as potentially infected material and should be safely bagged, tagged and disposed of, as rubbish.</li> </ol>														
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**Risk Matrix**

		CONSEQUENCE				
		Insignificant [1]	Minor [2]	Moderate [3]	Major [4]	Catastrophic [5]
LIKELIHOOD	Almost Certain [5]	Moderate (5)	High (10)	High (15)	Catastrophic (20)	Catastrophic (25)
	Likely [4]	Moderate (4)	Moderate (8)	High (12)	Catastrophic (16)	Catastrophic (20)
	Possible [3]	Low (3)	Moderate (6)	Moderate (9)	High (12)	High (15)
	Unlikely [2]	Low (2)	Moderate (4)	Moderate (6)	Moderate (8)	High (10)
	Rare [1]	Low (1)	Low (2)	Low (3)	Moderate (4)	Moderate (5)

If the residual risk	=	Catastrophic (16+)	then	Work unable to proceed seek other methods ( <b>Significant</b> )
	=	High (10 - 15)	then	Permission from <b>high level management</b> for work to proceed ( <b>Significant</b> )
	=	Moderate (4 - 9)	then	Permission from <b>worker in charge</b> for work to proceed ( <b>Insignificant</b> )
	=	Low (1 - 3)	then	Work able to proceed ( <b>Insignificant</b> )



C = Consequence	L = Likelihood
5 = Catastrophic = Fatality, permanent disability, long term widespread impacts, huge financial loss.	5 = <b>Almost Certain</b> = It is almost certain that the risk will occur in most circumstances.
4 = Major = Permanent disability or extensive injuries, medium to long term widespread impact, major financial loss.	4 = <b>Likely</b> = The risk is likely to occur in most circumstances.
3 = Moderate = Lost time injury, reversible medium term local impact, high financial loss.	3 = <b>Possible</b> = There is uncertainty that the risk could occur.
2 = Minor = Medical treatment, reversible short – medium term impact to local area, medium financial loss.	2 = <b>Unlikely</b> = The risk could occur at some time but there is confidence that it will not.
1 = Insignificant = First aid, limited impact to minimal area, low financial loss.	1 = <b>Rare</b> = The impact/risk may occur only in exceptional circumstances.

*We the undersigned, confirm that we have been consulted in the development of this SWMS. If a failure is identified within the SWMS work will stop, the SWMS amended and changes communicated to the workforce. We also clearly understand that the controls must be applied as documented, otherwise work is to cease immediately. We also confirm that we are qualified to carry out the works identified above; a copy of our required qualifications has been provided and where applicable all insurances and work cover policies to undertake this activity are current.*

Name	Signature	Date