



# High Risk Occupations (Electricians) Self-Assessment Tool

Use this self-assessment tool to ensure your workplace complies with legislation related to the High-Risk Occupations. This checklist contains questions like the ones on the audit tool used by our Inspectors when conducting site audits as part of the Construction Priority Harms Campaign.


Before completing this tool, ensure you are aware of whether you are working on either non-energised or energised equipment.

## PART 1: WHEN WORKING ON NON-ENERGISED OR ISOLATED EQUIPMENT


<b>High Risk Construction Work - SWMS</b> 	Compliant	Comments	Legislative Reference
<b>Have you prepared a Safe Work Method Statement (SWMS) for any work being undertaken on or near energised electrical installations or services?</b>	Yes	No	Regs: 299
<b>Have you included the isolation control measures in the SWMS?</b> <i>e.g. the controls in place to ensure the circuits are not inadvertently re-energised.</i>	Yes	No	Regs: 299
<b>Are these control measures being followed appropriately?</b> » <i>Are all workers aware of the SWMS and the control measures listed?</i> » <i>Do you have a process in place to determine whether workers are following the controls</i>	Yes	No	Regs: 300
<b>Will any apprentices be working under the scope of this SWMS?</b> » <i>If so, are your control measures, training and supervision levels adequate to minimise injury to apprentices?</i>	Yes	No	Regs: 299

<b>Testing Equipment</b> 	<b>Compliant</b>		<b>Comments</b>	<b>Legislative Reference</b>
<b>Is your testing equipment calibrated and in good working order?</b>	Yes	No		Regs: 147, 150
<b>Insulated Tools (inc ladders)</b>	<b>Compliant</b>		<b>Comments</b>	<b>Legislative Reference</b>
<b>Are you using insulated tools?</b>	Yes	No		Regs: 147, 150
<b>Are these tools inspected regularly for damage and in good condition?</b>	Yes	No		Regs: 147, 150

## PART 2: WHEN WORKING ON ENERGISED EQUIPMENT

<b>High Risk Construction Work – SWMS and Risk Assessment</b> 	<b>Compliant</b>		<b>Comments</b>	<b>Legislative Reference</b>
<b>Have you conducted a risk assessment, before completing any work on energised electrical equipment?</b>	Yes	No		Regs: 158
<b>Have you prepared a Safe Work Method Statement (SWMS)?</b>	Yes	No		Regs: 161
<b>Are the control measures listed in the SWMS and/or risk assessment being followed appropriately?</b>	Yes	No		Regs: 158, 300
» <i>Are all workers aware of the SWMS and/or risk assessment, and the control measures listed?</i>	Yes	No		
» <i>Do you have a process in place to determine whether workers are following the controls?</i>	Yes	No		
<b>Will any apprentices be working under the scope of this SWMS?</b>	Yes	No		Regs: 299
» <i>If so, are your control measures, training and supervision levels adequate to minimise injury to apprentices?</i>	N/A			

<b>PPE</b> 	<b>Compliant</b>		<b>Comments</b>	<b>Legislative Reference</b>
<b>Have you determined the appropriate PPE to be worn, to complete the task?</b> » e.g. insulated gloves, eye protection/face shield, insulated mats.	Yes	No		Regs: 148, 299
<b>Is this PPE always being worn when completing work on energised electrical equipment?</b>	Yes	No		Regs: 161
<b>Training and Competency</b>	<b>Compliant</b>		<b>Comments</b>	<b>Legislative Reference</b>
<b>Have you ensured that only qualified and competent persons are performing work on energised electrical equipment?</b> » e.g an A Class electrician	Yes	No		Regs: 43, 44
<b>Testing Equipment</b> 	<b>Compliant</b>		<b>Comments</b>	<b>Legislative Reference</b>
<b>Is your testing equipment calibrated and in good working order?</b>	Yes	No		Regs: 161
<b>Insulated Tools (inc ladders)</b>	<b>Compliant</b>		<b>Comments</b>	<b>Legislative Reference</b>
<b>Are you using insulated tools?</b>	Yes	No		Regs: 147, 150
<b>Are these tools inspected regularly for damage and in good condition?</b>	Yes	No		Regs: 147, 150

<u>Safety Observer</u> 	Compliant		Comments	Legislative Reference
Do you have a safety observer in place?	Yes	No		Regs: 161
Have you trained the safety observer to implement control measures in an emergency?	Yes	No		Regs: 161
Has your safety observer been assessed in the previous 12 months as competent to rescue and resuscitate a person?	Yes	No		Regs: 161

### PART 3: GENERAL – FOR ALL ELECTRICAL WORK

<u>Training and Competency</u>	Compliant		Comments	Legislative Reference
<b>Are only suitably qualified and competent persons performing the electrical scope of work?</b> <small>» A Class – unrestricted; B Class – restricted</small>	Yes	No		Regs: 43, 44
<u>Emergency Procedures</u> 	Compliant		Comments	Legislative Reference
Do you have an emergency response plan in place for electrical incidents?	Yes	No		Regs: 43
<u>First Aid Training</u> 	Compliant		Comments	Legislative Reference
<b>Are only suitably qualified and competent persons performing the electrical scope of work?</b> <small>» A Class – unrestricted; B Class – restricted</small>	Yes	No		Regs: 42, 43

## Work Areas

	Compliant		Comments	Legislative Reference
<b>Are your work areas well lit?</b>	Yes	No		Regs: 40
<b>Have you determined that ladders are suitable for the task being undertaken?</b> » <i>What other, safer tools can be used instead? Are these practical? (scaffolds, elevated work platforms, fall prevention etc).</i>	Yes	No		Regs: 40,78, 161

## For more information:

- [Electrical Work – SafeWork SA](#)
- [Working on or near electrical installations or services – SafeWork SA](#)
- [Inspection and testing of electrical equipment – SafeWork SA](#)
- [Safe Work Method Statements \(SWMS\) – SafeWork SA](#)
- [Personal Protective Equipment \(PPE\) – SafeWork SA](#)
- [Emergency Response – SafeWork SA](#)
- [First Aid – SafeWork SA](#)
- [Work Environment – SafeWork SA](#)



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