

Cedar Creek Electrical Safe Work Method Statement 005 – Revision 1 / Date: 01/12/2019

SWMS 005

 <p>Cedar Creek Electrical</p>	<p>Office Location: 269 Mulhollands Rd, Thirlmere NSW 2572</p>	<p>I approve the use of this Safe Work Method Statement: Name: Anthony Silm, Director</p> <p>Signature: </p>		<p>Date: 01/12/2019</p>	
<p>Description of Activity:</p>	<p>Working in Switchboards</p>	<p>Work Site/Project Depot:</p>			
<p>Critical Steps in this Activity</p>	<p>Potential Hazards</p>	<p>Risk Levels</p>	<p>Safety Controls</p>	<p>Residual Risk Levels</p>	<p>Responsibilities</p>
<p>Confirm switchboard meets and has been installed to specifications.</p>	<p>N/A</p>				
<p>Confirm cables to be connected meet specifications and all cables have been installed. Check any specific requirements have been met.</p>	<p>N/A</p>				
<p>Group cables together as they enter switchboard and fix with cable ties.</p>	<p>Hand injuries</p>	<p>3</p>	<p>Use suitable gloves</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Separate cables into groups of like destination. Seal or plug any unused cable entries</p>	<p>Electric Shock</p>	<p>1</p>	<p>Confirm DEAD before commencing work</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Mark each conductor prior to removing any secondary insulation</p>	<p>N/A</p>				
<p>Group conductors of like destinations and fix into a loom system</p>	<p>Hand injuries</p>	<p>3</p>	<p>Use suitable gloves</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Align and terminate each conductor into its correct location</p>	<p>Electric Shock</p>	<p>1</p>	<p>Confirm DEAD before commencing work</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Check and tighten all terminations and connections</p>	<p>Electric Shock</p>	<p>N/A</p>			
<p>Confirm installations meet specifications</p>	<p>N/A</p>				
<p>Install labels, signs or markings as required</p>	<p>N/A</p>	<p>3</p>	<p>Use suitable gloves</p>	<p>3</p>	<p>Site Supervisor</p>

Clean switchboard	Hand injuries	N/A			
Confirm all circuits have been completed and DANGER TAG any incomplete circuits	N/A	1	Follow safe work practices	3	Site Supervisor
Test and commission switchboard using relevant procedures. Confirm phase rotation of all 3-phase equipment	Electrical Shock	1	Follow safe work practices	3	Site Supervisor

Training Required to Complete	Personnel, Duties & Responsibilities	List Codes of Practice, Legislation:
Correct training prior to authorisation	To ensure correct safety equipment is put into place and used correctly	WHS Act 2011 WHS Regulations 2017
	Carry out hazard assessment check list	Supply Authorities Electrical Safety Rules
Personal Qualifications & Experience		Low voltage electrical work
Category 2 authorisation by appropriate Supply Authority		Electrical work code of practice
		New South Wales Service and Installation Rules
List Plant/Equipment/Personal Protective Equipment required for this Activity:	List Equipment Maintenance Checks required for this Activity:	Engineering Certificates /Permits/Approvals required for this Activity <i>eg road closure, utility shutdown, WorkCover notification, demolition licence.</i>
Insulating gloves, safety helmet, safety glasses, long sleeves and long pants, suitable footwear Insulating Mat Low Voltage rescue kit All other safety equipment Ensure all machines are in good working order.	Check all equipment prior to use	Supply Authority Electrical Safety Rules

Person(s) Responsible for Supervising/Inspecting Services:

Person(s) responsible for supervising the Services, inspecting and approving work areas, work methods, protective measures, plant equipment and power tools

NB List of qualifications/experience is held on local files

Name: Anthony Silm

Position: Director

Signature:



For list of names and signatures of staff instructed in this SWMS see training records.

Frequency of Review: 3 Months or as required

Consequence	Probability			
	Very Likely	Likely	Unlikely	Very Unlikely
Killed or cause permanent disability	Class 1	Class 1	Class 1	Class 2
Long Term illness or serious injury	Class 1	Class 1	Class 2	Class 2
Medical attention and several days off work	Class 1	Class 2	Class 2	Class 3
First Aid treatment	Class 2	Class 2	Class 3	Class 3
Class 1 - High	The hazard has the potential to kill or permanently disable you.			
Class 2 - Medium	The hazard has the potential to cause serious injury or illness, which would temporarily disable you.			
Class 3 - Low	The hazard has the potential to cause a minor injury which would not disable you			

Controls considered to manage risks: Elimination, Substation, Isolation, Engineering, Administration, Personal Protective Equipment.