

Cedar Creek Electrical Safe Work Method Statement 006 – Revision 1 / Date: 01/12/2019

SWMS 006

 <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>Removal of Metering Equipment</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>Carry out hazard assessment checklist.</p>	<p>N/A</p>				
<p>Check, inspect and ensure correct functioning of all safety equipment and rescue equipment.</p>	<p>Possible damage to equipment. Equipment not operating.</p>	<p>1</p>	<p>Ensure all equipment is in good condition. Ensure safety equipment is functioning correctly.</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Ensure correct paperwork, if required, for the permission to remove metering equipment</p>	<p>N/A</p>				
<p>Check that switchboard in not “live” prior to opening.</p>	<p>Switchboard “live” due to damaged cables or incorrect connections.</p>	<p>1</p>	<p>Use temporary earth and PPE.</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Open switchboard and secure lid open or remove.</p>	<p>Lid falling onto head.</p>	<p>3</p>	<p>Secure lid or remove.</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Identify metering equipment to be removed.</p>	<p>N/A</p>				
<p>Take meter reading prior to disconnection especially for electronic meters.</p>	<p>Loss of usage data.</p>	<p>3</p>	<p>Read prior to de-energising</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Remove service fuse(s).</p>	<p>Electric Shock</p>	<p>1</p>	<p>Ensure no live parts prior to removing service fuses and wear correct safety equipment.</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Prove metering equipment is not energised.</p>	<p>Electric Shock</p>	<p>1</p>	<p>Use correct test procedure.</p>	<p>3</p>	<p>Site Supervisor</p>

Remove metering equipment.	N/A				
Leave electrical installation in a safe manner.	Electric Shock	1	Install warning tag(s) or disconnect supply as appropriate.	3	Site Supervisor
Complete necessary paperwork including registering correct reading of meter.	N/A				
Return metering equipment and paperwork to supply authority	N/A				

Training Required to Complete	Personnel, Duties & Responsibilities	List Codes of Practice, Legislation:
Correct training prior to authorisation	Use correct safety equipment	WHS Act 2011 WHS Regulations 2017
	Carry out hazard assessment check list	Low voltage electrical work
Personal Qualifications & Experience		Electrical work code of practice
Category 4 authorisation by appropriate Supply Authority		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>
Safety Equipment	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.				