

**Cedar Creek Electrical Safe Work Method Statement 008 – Revision 1 / Date: 01/12/2019**

SWMS 008

	Office Location: 269 Mulhollands Rd, Thirlmere NSW 2572	I approve the use of this Safe Work Method Statement: Name: Anthony Silm, Director  Signature: 		Date: 01/12/2019	
<b>Description of Activity</b>	<b>Installation and Connection of Overhead Service Mains</b>	<b>Work Site/Project Depot</b>			
<b>Critical Steps in this Activity</b>	<b>Potential Hazards</b>	<b>Risk Levels</b>	<b>Safety Controls</b>	<b>Risk Residual Levels</b>	<b>Responsibilities</b>
Carry out hazard assessment checklist.	N/A				
Check, inspect and ensure correct functioning of all safety equipment and rescue equipment.	Possible damage to equipment.  Equipment not operating.	1	Ensure all equipment is in good condition.  Ensure safety equipment is functioning correctly.	3	Site Supervisor
Ensure installation is ready to be reconnected.	Cables not installed correctly.	2	Possible damage to cables and installation.	3	Site Supervisor
Ensure no alternate electrical supply has been connected.	Electric shock.	1	Test for electrical supply at main switchboard.	3	Site Supervisor
Remove main earthing conductor from neutral link and prove continuity of main earthing conductor.	High resistance earth.	2	Ensure continuity meets the requirements of the Wiring Rules.	3	Site Supervisor
Check all main switch(es) are switched off and service fuse cartridges(s) are withdrawn.	Premature energising of installation prior to final testing carried out.	1	Ensure step is carried out.	3	Site Supervisor
Remove consumers mains neutral conductor from neutral link. Using an insulation resistance tester (megger) test insulation resistance of all consumer mains conductors.	Capacitance of conductors.	3	Short conductors to earth after tests have been completed.	3	Site Supervisor
Ensure no encroachment of a neighboring property will occur when overhead service line is installed.	Defect issued against.	2	If encroachment likely to occur relocate the point of attachment.	3	Site Supervisor
Erect ladder at point of attachment. Using correct safety equipment and wearing correct clothing ensure ladder is safe to	Ladder moving whilst climbing or working aloft.	2	Ensure ladder is secured in position.	3	Site Supervisor

climb and climb ladder.					
Erect service line, in accordance with network standards, at support provided at point of attachment.	Fall from ladder.	2	Wear pole belt / harness and attach in position.	3	Site Supervisor
Insulate the bare ends of each service conductor. Insulation may be provided via installation of appropriate HSC connector.	N/A				
Erect ladder at the distribution pole. Using correct safety equipment and wearing correct clothing ensure ladder is safe to climb and climb ladder using correct climbing procedure.	Electric shock. Fall from ladder	1 2	Wear correct safety equipment including insulated gloves and identify live conductors. Wear pole belt / harness and attach in position.	3	Site Supervisor
Install temporary insulation mats to cover all overhead conductors, including streetlight conductors and broadband communication cables, which will come within 500mm of the body.	Electric shock	1	Wear correct safety equipment including insulated gloves.	3	Site Supervisor
Erect service line at the pole in accordance with network standards.	Fall from ladder Strain from pulling tension on service line.	2 2	Ensure pole belt / harness is correctly attached in position. Use service line tensioner to help tension the service line.	3	Site Supervisor
Identify distribution main neutral using standard lamp test.	Electric shock. Test lamps inoperative.	1 2	Wear correct safety equipment including insulated gloves. Test operation of test lamps.	3	Site Supervisor
Clean distribution mains and apply joining compound to the jointing area.	Electric shock	1	Wear correct safety equipment including insulated gloves.	3	Site Supervisor
Select neutral conductor of service line and connect to distribution main neutral using approved type connector.	Electric shock.	1	Wear correct safety equipment including insulated gloves.	3	Site Supervisor
Connect the remaining service mains tail(s) to the distribution main phase(s), using approved type connectors.	Electric shock.	1	Wear correct safety equipment including insulated gloves.	3	Site Supervisor
Remove temporary insulation mats and descend pole using correct climbing procedure.	Fall from ladder.	2	Use extreme caution when descending pole.	3	Site Supervisor
Lower ladder from pole.	Injury whilst moving ladder.	3	Use correct technique to lower ladder and have assistance with moving ladder, if required.	3	Site Supervisor

Move to point of attachment.	N/A				
Using correct safety equipment and wearing correct clothing ensure ladder is safe to climb and climb ladder using correct climbing procedure.	Fall from ladder.	2	Wear pole belt / harness and attach in position.	3	Site Supervisor
Connect test lamps between known service main active conductor and identify consumers mains neutral conductor.	Electric shock.	1	Wear correct safety equipment including insulated gloves.	3	Site Supervisor
Connect service main neutral conductor to consumers mains neutral conductor using approved connector and connect metallic supports to neutral.	Electric shock. Slippage of tool on connector.	1 3	Wear correct safety equipment including insulating gloves. Use correct ratchet tool for connector.	3	Site Supervisor
Connect service mains active conductor(s) to consumers mains active conductor(s) using approved connectors.	Electric shock. Slippage of tool on connector.	1 3	Use correct safety equipment including insulating gloves. Use correct ratchet tool for connector.	3	Site Supervisor
Descend ladder using correct climbing procedure.	Fall from ladder.	3	Descend with caution.	3	Site Supervisor
Test at switchboard to ensure metallic surround is not live.	Electric shock.	1	Carry out correct test.	3	Site Supervisor
Remove consumers main neutral and main earth from neutral link. Carry out standard lamp test to prove polarity.	Electric shock.	1	Use correct safety equipment including insulating gloves.	3	Site Supervisor
If required, carry out phase rotation testing and make corrections if required.	Electric shock.	1	Use phase rotation meter with insulated terminals. Use correct safety equipment including insulating gloves. Use caution whilst carrying out test.	3	Site Supervisor
Carry out short circuit test across each service fuse and insert service fuse wedges.	Electric shock. Phase to phase short across service fuse.	1 1	Use correct safety equipment including insulating gloves. Carry out short circuit on each individual service fuse immediately prior inserting fuse wedge.	3	Site Supervisor
Switch on all main switches.	Starting of machinery.	2	Inform personnel of possible starting of machinery.	3	Site Supervisor
Seal service fuses and complete paperwork.	N/A				

<b>Training Required to Complete</b>	<b>Personal Qualifications and Experience</b>	<b>List Codes of Practice, Legislation, Standards which apply to this Activity:</b>
1. Correct training prior to authorisation.	1. Category 3 authorisation by appropriate Supply Authority.	WHS Act 2011
<b>Personnel, Duties and Responsibilities</b>		WHS Regulations 2017
1. Use correct safety equipment.		Low voltage electrical work.
2. Carry out hazard assessment checklist.		Electrical work code of practice.
<b>List Plant/Equipment/Personal Protective Equipment required for this Activity:</b>	<b>List Equipment Maintenance Checks required for this Activity:</b>	<b>Engineering Certificates /Permits/Approvals required for this Activity</b> <i>eg road closure, utility shutdown, WorkCover notification, demolition licence.</i>
Ladders and safety equipment. Insulating gloves, safety helmet, safety glasses, long sleeves and long pants, suitable footwear. Low voltage rescue kit.	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, Substitution, Isolation, Engineering, Administration, Personal Protective Equipment.**