

Cedar Creek Electrical Safe Work Method Statement 009 – Revision 1 / Date: 01/12/2019

SWMS 009

 <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>Installation of Underground Service Mains</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 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>Locate correct pillar / streetlight column / connection pit for connection.</p>	<p>Connection point not available for connection.</p>	<p>3</p>	<p>Identify correct pillar / streetlight column / pit.</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Locate proposed route of underground service mains and source if any other services are in vicinity of proposed route. If other service is in proposed route, alter proposed route or move other services.</p>	<p>Other services located in proposed route.</p>	<p>3</p>	<p>Locate all services.</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Carry out environmental assessment and gain permission from local council if digging is to proceed beyond boundary onto street.</p>	<p>N/A</p>				
<p>Install barricades, if required, to keep other people clear and to define work area.</p>	<p>Other people entering worksite.</p>	<p>2</p>	<p>Install adequate barricades and signage. People standing guard maybe required in severe cases.</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Ensure you are suitably dressed to carry out work, e.g. long-sleeved shirt and long pants or overalls, and suitable footwear, if required.</p>	<p>Exposure to moving machinery parts, exposure to sunshine, exposure to material being dug out, etc.</p>	<p>1</p>	<p>Ensure correct clothing is worn and maintained in a good condition. Be aware of all possible hazards.</p>	<p>3</p>	<p>Site Supervisor</p>

Dig trench to correct depth.	Moving machinery.	2	Ensure safe work distances from digging machinery.	3	Site Supervisor
Install cable(s) and conduit(s). Ensure all conduit joints are glued. Cable(s) and conduit(s) to be installed in accordance with the New South Wales Service and Installation Rules.	Muscle strain from installing cable(s) and conduit(s).	2	Ensure correct lifting procedures are used.	3	Site Supervisor
	Reaction to conduit adhesive.	2	Wear correct personal protective whilst using adhesive.		
Authorised person to install conduit and cable into pillar / streetlight column / pit.	Live parts and other hazards.	1	Follow connection of underground service mains safe work method statement.	3	Site Supervisor
Back fill trench.	Moving machinery.	2	Ensure safe work distances from machinery.	3	Site Supervisor
Pick up all equipment and leave area tidy.	Environmental issues.	3	Ensure the area left is as good a condition as found or better.	3	Site Supervisor
Complete appropriate paperwork.	N/A				
Have authorised person make connections are per connection of underground services safe work method statement.	N/A				

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.