

**Cedar Creek Electrical Safe Work Method Statement 011 – Revision 1 / Date: 01/12/2019**

SWMS 011

	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	
Description of Activity	Conduit Installation in the Ground	Work Site/Project Depot:			
Critical Steps in this Activity	Potential Hazards	Risk Levels	Safety Controls	Residual Risk Levels	Responsibilities
Check area for other services and confirm locations of any gas lines, power cables, telephone cables, water or sewer lines and tree roots.	Sun exposure  Tripping	2  3	Use skin protection Ensure area is clear Ensure location of other services is confirmed and appropriate access permits obtained.	3	Site Supervisor
Check layout and mark out	Tripping	3	Ensure area is clear. Wear safety footwear	3	Site Supervisor
Excavate trenches	Manual handling  Falling in trenches  Trench collapse  Services damage	2  3  3  3	Implement manual handling risk control procedures Ensure trenches are as even and flat as practical Barricade work area Provide shoring, benches or battering in accordance with WorkCover requirements Provide warning lights if necessary, overnight	3	Site Supervisor
Lay conduit	Fire and explosion  Personal injury  Electric shock  Confined spaces	3  3  1  2	Comply WorkCover requirements Implement risk management procedures Confirm any existing installations are dead. Follow Standard Working Procedures	3	Site Supervisor

Restore ground to client's specifications	Manual handling Tripping	2 3	Implement manual handling risk control procedures Ensure area is clear	3	Site Supervisor

Training Required to Complete	Personal Qualifications and Experience	List Codes of Practice, Legislation, Standards which apply to this Activity:
1. Supervisor to be trained in hazard identification, risk assessment and control.	1. Minimum of trades assistant or apprentice under the supervision of a qualified Supervisor	WHS Act 2011 WHS Regulations 2017 Regulation 2001 and Code of Practice, Electrical Practices for Construction Work.
2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.		
Personnel, Duties and Responsibilities	2. Appropriate industry induction	
1. Supervisor to carry out daily inspections of work site for hazards.	3. No previous experience required.	
2. All personnel to maintain a tidy work site.		
3. Barricades to be used as appropriate		
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>
Hand tools for trenching, barricades, warning lights.	Hand tools and ladders to be checked daily. Batteries for warning lights.	Engineering details to include depth of trenches in accordance with AS 3000 and client's specifications.

**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.**