

**Cedar Creek Electrical Safe Work Method Statement 017 – Revision 1 / Date: 01/12/2019**

SWMS 017

	Office Location: 269 Mulhollands Rd, Thirlmere NSW 2574	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 of Switchboards</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>Residual Risk Levels</b>	<b>Responsibilities</b>
Confirm installation specifications.	N/A				
Prepare installation area and confirm adequate space including door swing for maintenance.	Hand injuries, tripping and exposed nail	3	Ensure all areas and walkways are clear Wear safety footwear Use suitable gloves	3	Site Supervisor
Arrange for crane or other mechanical handling equipment if needed	N/A				
Receive switchboard on site including test certificates.	Falling objects Manual handling	2 2	Keep lifting area clear of people Implement manual handling risk control procedures	3	Site Supervisor
Transfer switchboards to installation location	Falling objects Manual Handling	2 2	Use mechanical handling equipment Implement manual handling risk control procedures	3	Site Supervisor
Mark out location ensuring coordination with other services.	N/A				
Install switchboard to manufacture's and client's specifications.	Manual handling	2	Implement manual handling risk control procedures	3	Site Supervisor
Commission switchboard	Electric shock, explosion	1	Carry out pre-commission test and isolation procedures	3	Site Supervisor

Clean area	Hand injuries	3	Use suitable gloves	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 working under a qualified Supervisor.		WHS Act 2011 WHS Regulations 2017 Regulation 2001 and Code of Practice, Electrical Practices for Construction Work.	
1. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.		1. Appropriate industry induction			
		2. No previous experience required			
Personnel, Duties and Responsibilities					
1. Supervisor to carry out daily inspections of work site for hazards.					
2. All personnel to maintain a tidy work site.					
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>	
Portable drills, ladders, appropriate mechanical handling equipment.		Mechanical handling equipment to be check in accordance with Statutory and manufacturer's requirements Hand tools and ladders to be checked daily		AS3000 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 <b>NB</b> 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
<b>Class 1 - High</b>		The hazard has the potential to kill or permanently disable you.			
<b>Class 2 - Medium</b>		The hazard has the potential to cause serious injury or illness, which would temporarily disable you.			
<b>Class 3 - Low</b>		The hazard has the potential to cause a minor injury which would not disable you			
<b>Controls considered to manage risks: Elimination, Substitution, Isolation, Engineering, Administration, Personal Protective Equipment.</b>					