

Cedar Creek Electrical Safe Work Method Statement 019 – Revision 1 / Date: 01/12/2019

SWMS 019

	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	
Description of Activity	Installation of Lighting Looms	Work Site/Project Depot:			
Critical Steps in this Activity	Potential Hazards	Risk Levels	Safety Controls	Residual Risk Levels	Responsibilities
Check drawings to confirm loom locations and specifications.	N/A				
Receive cable and sockets bases on site and confirm correct types, sizes and numbers.	Struck by falling object Manual handling	3	Keep lifting area clear of people Implement manual handling risk control procedures	3	Site Supervisor
Construct lighting looms to client's specifications.	Hand injuries	2	Use tool appropriately	3	Site Supervisor
Label each loom with distribution board and circuit number.	N/A				
Install looms to client's specifications.	Electric shock Falls	1 2	Use only correctly tagged equipment Use ladders in accordance with SWMS 015	3	Site Supervisor
Confirm socket locations and fixings to client's specification	Falls	2	Use ladders in accordance with SWMS 015	3	Site Supervisor
Install circuit feeds and switch wires to client's specifications.	Electric shock Falls	1 2	Use only correctly tagged equipment Use ladders in accordance with SWMS 015	3	Site Supervisor
Clean area.	Hand injuries	3	Wear 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.
2. Supervisor to be certified as a qualified Electrical Supervisor by the Department of Fair Trading.	2. Appropriate industry induction.	
	3. 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 tools, ladders	Hand tools and ladders to be checked daily.	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.