

**Cedar Creek Electrical Safe Work Method Statement 021 – Revision 1 / Date: 01/12/2019**

SWMS 021

	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 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>Residual Risk Levels</b>	<b>Responsibilities</b>
Correspond with Supply Authority to coordinate to supply	N/A				
Obtain Supply Authority Certificates and check drawings.	N/A				
Coordinate shutdowns with client.	N/A				
Receive mains on site.	Falling objects  Manual handling	2  2	Keep lifting area clear of people Implement manual handling risk control procedures	3	Site Supervisor
Shut down and install DANGER Tags.	Electric shock	1	Confirm DEAD before commencing work	3	Site Supervisor
Remove existing mains terminations if applicable.	Electric shock	1	Confirm DEAD before commencing work	3	Site Supervisor
Install mains to specifications.	Electric shock	1	Confirm DEAD before commencing work	3	Site Supervisor
Terminate new mains to specifications.	Electric shock	1	Confirm DEAD before commencing work	3	Site Supervisor

Confirm installation to drawings and specifications and ensure connections are tight.	Electric shock	1		3	Site Supervisor
Clean area.	Hand injuries	3	Wear suitable gloves	3	Site Supervisor
Test installation.	Electric shock	1	Confirm DEAD before commencing work	3	Site Supervisor
Correspond with Supply Authority for inspection and test.	N/A				
Remove DANGER Tags	N/A				
Energise supply.	Electric shock	1	Follow Standard Working procedures.	3	Site Supervisor
Install signs or labels as required.	Hand injuries	3	Use tools appropriately	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. EWP training if using EWP.	3. EWP Certificate	
<b>Personnel, Duties and Responsibilities</b>	4. No previous experience required.	
1. Supervisor to carry out daily inspections of work site for hazards.		
2. All personnel to maintain a tidy work site.		
<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>
Portable tools, ladders, EWP	Hand tools and ladders to be checked daily. EWP in accordance with manufacturers recommendations.	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
<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			

**Controls considered to manage risks: Elimination, Substitution, Isolation, Engineering, Administration, Personal Protective Equipment.**