

Cedar Creek Electrical Safe Work Method Statement 022 – Revision 1 / Date: 01/12/2019

SWMS 022

	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 Switchboard Connections	Work Site/Project Depot:			
Critical Steps in this Activity	Potential Hazards	Risk Levels	Safety Controls	Residual Risk Levels	Responsibilities
Confirm switchboard meets and has been installed to specifications	N/A				
Confirm cables to be connected meet specifications and all cables have been installed. Check any specific requirements have been met.	N/A				
Group cables together as they enter switchboard and fix with cable ties.	Hand Injuries	3	Use suitable gloves	3	Site Supervisor
Separate cables into groups of like destination. Seal or plug any unused cable entries.	Electric shock	1	Confirm DEAD before commencing work	3	Site Supervisor
Mark each conductor prior to removing any secondary insulation.	N/A				
Group conductors of like destinations and fix into a loom system	Hand injuries	3	Use suitable gloves	3	Site Supervisor
Align and terminate each conductor into its correct location.	Electric shock	1	Confirm DEAD before commencing work	3	Site Supervisor
Check and tighten all terminations and connections.	Electric shock	1	Confirm DEAD before commencing work	3	Site Supervisor

Confirm installations meet specifications.	N/A	1		3	Site Supervisor
Install labels, signs or markings as required.	N/A				
Clean switchboard.	Hand injuries	3	Use suitable gloves	3	Site Supervisor
Confirm all circuits have been completed and DANGER TAG any incomplete circuits.	N/A				
Test and commission switchboard using relevant procedures. Confirm phase rotation of all 3-phase equipment.	Electric shock	1	Follow safe work practices	3	Site Supervisor
Complete records.	N/A				

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. 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 drill, leads and 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.				