

**Cedar Creek Electrical Safe Work Method Statement 023 – Revision 1 / Date: 01/12/2019**

SWMS 023

	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 New Work in Existing 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>
Check drawings and specifications.	N/A				
Arrange isolation of section of, or complete switchboard with client.	N/A				
Isolate section of, or complete switchboard, install insulating barriers.	Electric shock	1	Confirm DEAD before commencing work Follow Standard Working Procedures	3	Site Supervisor
Fit DANGER TAGS to isolation devices.	N/A				
Test that work area has been safely isolated.	Electric shock	1	Confirm DEAD before commencing work Follow Standard Working Procedures	3	Site Supervisor
Complete installations to client's specification.	Electric shock	1	Test and identify cables before commencing work	3	Site Supervisor
Check and tighten all terminations and connections.	Electric shock	1	Confirm DEAD before commencing work Follow Standard Working Procedures	3	Site Supervisor
Confirm installation to client's specifications.	N/A				

Fit DANGER TAGS to any incomplete work.	N/A				
Install labels, signs or markings as required.	N/A				
Clean work area.	Hand injuries	3	Wear suitable gloves	3	Site Supervisor
Test and commission new installation following relevant procedures. Confirm phase rotation of all 3-phase equipment.	Electric shock	1	Follow Standard Working Procedures	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. 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 manufacturer 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

**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.**