

Cedar Creek Electrical Safe Work Method Statement 024 – Revision 1 / Date: 01/12/2019

SWMS 024

	<p>Office Location: 269 Mulhollands Rd, Thirlmere NSW 2574</p>	<p>I approve the use of this Safe Work Method Statement: Name: Anthony Silm, Director Signature: </p>		<p>Date: 01/12/2019</p>	
<p>Description of Activity</p>	<p>Installation of Submains</p>	<p>Work Site/Project Depot:</p>			
<p>Critical Steps in this Activity</p>	<p>Potential Hazards</p>	<p>Risk Levels</p>	<p>Safety Controls</p>	<p>Residual Risk Levels</p>	<p>Responsibilities</p>
<p>Check location to drawings and specification layout and mark out</p>	<p>Tripping and exposed nails</p>	<p>3</p>	<p>Ensure area is clear Wear safety footwear</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Plan installation so as to work towards the main switchboard.</p>	<p>Electric shock</p>	<p>1</p>	<p>Connections to the main switchboard to be made ONLY when it is CONFIRMED DEAD</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Confirm cable specifications and condition.</p>	<p>N/A</p>				
<p>Install cable to client's specifications.</p>	<p>Falls Manual handling Electric shock</p>	<p>2 2 1</p>	<p>Use ladders in accordance with WMS 006 Use fall protection as appropriate Implement manual handling risk control procedures Ensure that no bare conductors can contact any live parts. Effectively insulate both ends of all cables near any live parts. Restrain the ends of all cables near any live parts</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Terminate sub mains to specifications</p>	<p>Electric shock</p>	<p>1</p>	<p>Isolate main switchboard and install DANGER TAGS. CONFIRMED DEAD before making any connections Use suitable gloves</p>	<p>3</p>	<p>Site Supervisor</p>

Clean area	Hand injuries	3	CONFIRMED DEAD and identify cables before commencing work	3	Site Supervisor
Test installation	Electric shock	1	Follow Standard Working Procedures	3	Site Supervisor
Remove DANGER TAGS	N/A				
Energise main switchboard.	Electric shock	1	Use tools appropriately	3	Site Supervisor
Install signs or labels are required.	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. EWP training if using EWP.	3. EWP Certificate.	
Personnel, Duties and Responsibilities	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.		
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 checked in accordance with Statutory and manufacturer's requirements. Hand tools and ladders to be checked daily. EWP in accordance with manufacture's 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, Personnel Protective Equipment.				