

Cedar Creek Electrical Safe Work Method Statement 032 – Revision 1 / Date: 01/12/2019

SWMS 032

	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 Electrical Equipment	Work Site/Project Depot:			
Critical Steps in this Activity	Potential Hazards	Risk Levels	Safety Controls	Residual Risk Levels	Responsibilities
Installation of lighting					
Check layout and mark out	Tripping and exposed nails	3	Ensure all areas as well as walkways are clear. Wear safety footwear.	3	Site Supervisor
Receive lights on site and confirm correct numbers and types	Struck by falling objects	2	Keep lifting area clear of people.	3	Site Supervisor
	Manual handling	2	Implement manual handling risk control procedures.		
Confirm cabling requirements	Electric Shock	1	Test and confirm cables before commencing work. Isolate and fit danger tags as appropriate	3	Site Supervisor
Install light fitting base or bracket and terminate cabling or plug into lighting socket	Electric shock	1	Ensure power tools and leads are tagged.	3	Site Supervisor
	Falling	2	Use ladders or platforms appropriately		
Complete the fitting of any other parts	Falling	2	Use ladders or platforms appropriately	3	Site Supervisor
Confirm fitting is secure and installed to specifications	Hand injuries	3	Use gloves	3	Site Supervisor

Installation of power points					
Check layout to drawings and specifications and confirm client.	N/A				
Check walls, cavities and ceilings for other services and confirm location of any water pipes, gas lines or power or telephone cables.	Falls	2	Ensure area is clear	3	Site Supervisor
	Hand injuries	3	Wear safety footwear. Use suitable gloves. Use ladders or platforms appropriately.		
Check equipment is tagged.	Electric shock	1	Use only correctly tagged equipment	3	Site Supervisor
Fit power point mounting brackets as required.	Debris and noise from drilling	3	Use minimum drilling speed consistent with effective work. Use appropriate respirators, eye and hearing protection	3	Site Supervisor
Tape or insulate ends of new cable to prevent electrical contact.	Electric shock	1	Keep drill bits sharp. Use ladder or platform appropriately. Use suitable insulating material.	3	Site Supervisor
Run cables.	Hand injuries	3	Use suitable gloves	3	Site Supervisor
Connect power points.	Electric shock	1	Confirm DEAD before commencing work.	3	Site Supervisor
	Electric shock	1	Confirm DEAD before commencing work.		
	Falling	2	Use ladder or platform appropriately		
Confirm fittings are secure and installed to specifications	N/A				
Clear area and remove Isolation or DANGER TAGS.	N/A				

Training Required to Complete	Personal Qualifications and Experience	List Codes of Practice, Legislation, Standards which apply to this Activity:		
1. Correct training prior to authorisation.	1. Category 1 authorisation by appropriate Supply Authority.	WHS Act 2011		
Personnel, Duties and Responsibilities	2. Electrician qualified	WHS Regulations 2017		
1. Use correct safety equipment.	3. Apprentice working under supervision of qualified electrician	Low voltage electrical work.		
2. Carry out hazard assessment checklist.		Electrical work code of practice.		
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>		
Ladders. Insulating gloves, safety helmet, safety glasses, long sleeves and long pants, suitable footwear, pole belt / harness. Low voltage rescue kit.	Check all equipment prior to use.	Supply Authority electrical safety rules.		
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.				