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# SAFE WORK METHOD STATEMENT FOR CONDUIT INSTALLATION IN WALLS AND CEILINGS

## SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

<b>Client/Principal Contractor</b>	Insert client and/or PC name	<b>Project Address:</b>	Insert the project's address
<b>Company Address:</b>	Insert your company address	<b>Phone Number:</b>	Insert your business number
<b>SWMS Prepared By:</b>	Insert person	<b>In Consultation With:</b>	Refer to Consultation and Sign-Off Record
<b>SWMS Approved By:</b>	Insert person	<b>Distribution To:</b>	All persons involved in the work scope
<b>SWMS Date:</b>	Insert date	<b>Review Date:</b>	12 months unless noted
<b>Person(s) responsible for implementing, monitoring and compliance to the SWMS:</b>	Insert person(s)	<b>Responsible Person's Phone Number:</b>	Insert person(s) phone number
<b>Work Scope Description:</b>	Conduit installation in walls and ceilings		
<b>List the qualifications and training requirements for this activity:</b>	<ul style="list-style-type: none"> <li>• Instruction on this safe work method statement</li> <li>• Electrical license to undertake electrical work.</li> <li>• All persons must be trained and competent in the task they intend on using and/or performing.</li> </ul>		
<b>Details of inspections and maintenance checks required for this activity:</b>	Inspect in accordance with the manufacturer's instructions and safety rules.		
<b>Are there any additional circumstances that may affect this activity?</b>	Personnel must comply with all safe work procedures, plans, rules and instructions given by the authority having jurisdiction for the workplace.		
<b>Legislative Reference</b>	<ul style="list-style-type: none"> <li>• Work Health and Safety Act and Work Health and Safety Regulations</li> <li>• Work Health and Safety Risk Management Code of Practice</li> <li>• Work Health and Safety Act 2002 and Electrical Safety Regulations</li> <li>• Electrical Safety Code of Practice - Managing Electrical Risks in the Workplace</li> <li>• Electrical Safety Code of Practice – Works</li> <li>• Australian Standard 3000 - Electrical Installations</li> <li>• Australian Standard 3012 - Electrical Installations – Construction and Demolition Sites</li> <li>• Australian Standard 3017 - Electrical installations – Verification Guidelines</li> <li>• Australian Standard 3760 - In-service Safety Inspection and Testing of Electrical Equipment</li> <li>• Australian Standard 4836 - Safe Working on Low-Voltage Electrical Installations and Equipment</li> </ul>		

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JOB STEP		POTENTIAL HAZARDS Identify the hazards relating to health and safety with each step	RISKS Identify the risks to health and safety related to each step	LIKELIHOOD	CONSEQUENCE	INITIAL RISK SCORE	CONTROL MEASURES, CHECKS AND MONITORING Decide on what actions are necessary to eliminate, or minimise risk to a reasonably practical level	LIKELIHOOD	CONSEQUENCE	REVISED RISK SCORE	PERSON(S) RESPONSIBLE
1.	Planning and preparation.	<ul style="list-style-type: none"> <li>Uncoordinated work plan.</li> <li>Unprepared personnel.</li> <li>Unqualified personnel.</li> </ul>	<ul style="list-style-type: none"> <li>Risk of not understanding procedures.</li> <li>Suitable equipment not available.</li> <li>Unqualified and unprepared personnel undertaking the task.</li> </ul>			6 Med	<ul style="list-style-type: none"> <li>Ensure that consultation with the Principal Contractor, Client, Electrician and Service Authority has been undertaken to identify all risks and hazards associated with the work.</li> <li>Personnel must be assessed and competent to work on conduit installation and ceiling and walls on the necessary competences.</li> <li>Implement a review of the work plan, signs, barricades, safety gear, electrical equipment and require all of the personnel to be competent for the job.</li> <li>Ensure that the necessary training and instruction is provided to personnel whose job involves conduit installation in walls and ceilings.</li> </ul> <p><b>Note:</b> Conduit installation in walls and ceilings must only be undertaken by personnel who have received the necessary instruction and training and are deemed competent.</p>	1	2	2 Low	Manager Supervisor Workers
2.	Access and egress.	<ul style="list-style-type: none"> <li>Unqualified personnel entering work areas.</li> </ul>	<ul style="list-style-type: none"> <li>Personal injury, sprain or strain.</li> <li>Slip, trip, and fall injury.</li> </ul>	3	3	9 High	<ul style="list-style-type: none"> <li>Assess and implement a signage plan, indicating directions.</li> <li>Use barricades to prevent pedestrian access into the work area and to protect workers from traffic movements.</li> </ul>	1	3	3 Low	Supervisor Workers



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