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# SAFE WORK METHOD STATEMENT FOR WORKING WITH SWITCHBOARDS AND CONNECTIONS

## 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>	Persons involved in the work scope
<b>SWMS Date:</b>	Insert date	<b>Review Date:</b>	12 months or as required
<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>	Working with switchboards and connections		
<b>List the qualifications and training requirements for this activity:</b>	<ul style="list-style-type: none"> <li>• Instruction in this safe work method statement</li> <li>• Electrical Licence and/or relevant electrical work experience</li> <li>• Person must be trained and competent in the equipment they intend on using and/or the work they plan to do</li> </ul>		
<b>Details of inspections and maintenance checks required for this activity:</b>	<ul style="list-style-type: none"> <li>• Pre-use inspection of the equipment</li> </ul>		
<b>Are there any additional safety measures that may affect this activity?</b>	Personnel must follow additional safe work procedures, plans, rules and instructions given by an authorised person in control of 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 Code of Practice</li> <li>• Electrical Safety Act 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> </ul>		

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>Personnel not having received necessary instruction.</li> </ul>		2		<ul style="list-style-type: none"> <li>Ensure that consultation with Principal Contractor, Client, Electricity Service Authority has been undertaken to identify all risks and hazards associated with the work.</li> <li>Personnel must receive and understand the necessary instruction and training.</li> <li>Confirm a review of the work area, including signs, barriers, and electrical PPE.</li> <li>Ensure that the resources are available.</li> <li>Ensure that personnel whose job involves working with switchboards and connections.</li> </ul> <p><b>Note:</b> Working with switchboards and connections 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.	Prepare for installation of switchboards.	<ul style="list-style-type: none"> <li>Failure to prevent contact with sensitive electrical components.</li> </ul>	<ul style="list-style-type: none"> <li>Failure to prevent contact with sensitive electrical components.</li> </ul>	3	3	9 High	<ul style="list-style-type: none"> <li>Communicate any hazards, risks and work activities to other work crews.</li> <li>Confirm the installation specifications. Refer to the manufacturer's specifications including special</li> </ul>	1	3	3 Low	Supervisor Workers