

Insert your company logo or company name here

SAFE WORK METHOD STATEMENT FOR INSTALLATION OF MAINS AND SUBMAINS

SAFE WORK METHOD STATEMENT INCORPORATES RISK ASSESSMENT

Client/Principal Contractor	Insert client and/or PC name	Project Address:	Insert the project's address
Company Address:	Insert your company address	Phone Number:	Insert your business number
SWMS Prepared By:	Insert person	In Consultation With:	Refer to Consultation and Sign-Off Record
SWMS Approved By:	Insert person	Distribution To:	Persons involved in the work scope
SWMS Date:	Insert date	Review Date:	12 months or as required
Person(s) responsible for implementing, monitoring and compliance to the SWMS:	Insert person(s)	Person(s) responsible for the SWMS:	Insert person(s) responsible
Work Scope Description:	Installation of Mains and Submains		
List the qualifications and training requirements for this activity:	<ul style="list-style-type: none"> • Instruction in safe work method statement. • Electrical safety training and competency for all electrical work. • Supervisors must be trained and competent in the electrical safety plan on project. • Equipment they intend on using and/or 		
Details of inspections and maintenance checks required for this activity:	Pre-start inspections of the work area.		
Are there any additional safety measures that may affect the work?	Personnel must follow all additional safe work procedures, plans, rules and instructions given by an authorised person in control of the workplace.		
Legislative Reference:	Work Health and Safety Act and Work Health and Safety Regulation • Work Health and Safety Act and Work Health and Safety Regulation • Work Health and Safety Act and Work Health and Safety Regulation • Electrical Safety Act and Electrical Safety Regulations • Electrical Safety Code of Practice - Managing Electrical Risks in the Workplace • Electrical Safety Code of Practice – Works • Australian Standard 3000 - Electrical Installations • Australian Standard 3012 - Electrical Installations – Construction and Demolition Sites • Australian Standard 3017 - Electrical installations – Verification Guidelines		

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"> Uncoordinated work plan. Unprepared personnel. Unqualified personnel. 	<ul style="list-style-type: none"> Risk of not understanding procedures. Suitable equipment not available. Risk of having unprepared and unqualified personnel undertake the work. 	1	2	2	<ul style="list-style-type: none"> Ensure that consultation with the Principal Contractor, Client, Electricity Service Authority has been undertaken to identify all risks and hazards associated with the work. Personnel must be assessed and competent to undertake the work and the necessary controls established. Carry out a review of the work plan, signs, barriers, electrical PPE, and the resources available. Ensure that instruction is given to personnel whose job involves the installation of mains and submains. <p>Note: Installation of mains and submains 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.	Mains/sub-mains installation.	<ul style="list-style-type: none"> Improper handling. Poor housekeeping. 	<ul style="list-style-type: none"> Failure to prevent contact with live electrical components. Cuts/abrasions. Strains/sprains. 	3	3	9 High	<ul style="list-style-type: none"> Ensure ongoing consultation with stakeholders and workgroups to manage lockout and installation and other hazards, if applicable. Ensure barricading is erected around the work area. 	1	3	3 Low	Supervisor Workers