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SAFE WORK METHOD STATEMENT FOR INSTALLATION OF POWER AND LIGHT CABLING

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 power and light cabling		
List the qualifications and training requirements for this activity:	<ul style="list-style-type: none"> • Instruction in safe work methods and procedures. • Electrical safety training and competency for all electrical work. • Competent persons must be trained and competent in the use of the equipment they intend on using and/or the electrical work plan on project. 		
Details of inspections and maintenance checks required for this activity:	Pre-start inspections of the equipment.		
Are there any additional safety measures that may affect the work?	Personnel must follow 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 Regulations • Work Health and Safety Act and Work Health and Safety Regulations • 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		

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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"> Uncoordinated work plan. Unprepared personnel. Unqualified personnel. 	<ul style="list-style-type: none"> Risk of not understanding procedures. Suitable equipment not available. Personnel not having prepared a plan. Personnel not understanding the task. 				<ul style="list-style-type: none"> Ensure that consultation with the Principal Contractor, Client, Electrical Service Authority has been undertaken to identify all risks and hazards associated with the work. Personnel must possess the correct work on installation of power and light cabling and be on the necessary competency assessment. Complete a review of equipment, signs, tools, gear, electrical equipment, require all the necessary tools for the job. Ensure that planning and instruction is given to personnel whose job involves the installation of power and light cabling. <p>Note: Installation of power and light cabling 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.	Install power and light cabling.	<ul style="list-style-type: none"> Sharp edges. Manual handling. Pinch points. 	<ul style="list-style-type: none"> Failure to prevent contact with electrical components. 	3	3	9 High	<ul style="list-style-type: none"> Communicate activities, hazards and risks to other work crews that may be affected by your work. Inspect all tools to ensure they are in good condition. 	1	3	3 Low	Supervisor Workers