

SAFE WORK METHOD STATEMENT – SERVICE

Neil Hewitt Electrical & Air Conditioning
ABN: 41 111 344 515
LICENCE # 66942

DISCONNECTING AN EXISTING INSTALLATION

Date Created: ____ / ____ / ____

Approved by:

Review Date: ____ / ____ / ____

Step	Job step	Hazards	Risks	Risk rating	Controls	Hierarchy of control	Residual risk
01	Note: If you are not authorised to perform this work do not proceed under any circumstances.						
02	Inspect the work area and undertake Risk Assessment.	Involvement of other contractors	Failure to prevent access and personal injury to Contractors or the Public	MOD (C3)	Involve employees in preparation.	Isolate Administrative	LOW (E3)
		Public access			Ensure area is clear of unauthorized persons – use of appropriate signage and barriers.		
03	Notify tenants of potential power outages.	N/A	N/A	N/A	N/A	Administrative	N/A
04	Isolate the Work Area, Test, Tag and Lockout.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (B1)	Implement Isolate, Lockout & Test SWMS	Isolate Administrative PPE	MOD (E1)
					Work to relevant legislation. Compliance of legislation.		
05	Disconnect cabling at switchboard.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (B1)	Implement Isolate, Lockout & Test SWMS	Isolate Administrative PPE	MOD (E1)
06	Test for live cables in work area and identify with temporary tape.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (B1)	Follow relevant legislation.	Redesign Administrative PPE	MOD (E1)
					Prove electrical testing equipment is working correctly on a known alternative supply. Implement Isolate, Lockout & Test SWMS		
07	Trace individual cables back to source, confirm cable is dead and cut to remove.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (B1)	Implement Isolate, Lockout & Test SWMS		MOD (E1)
		Falling	Risk of falling from height		Implement Using Portable Ladders SWMS / Implement Working at Heights SWMS		
		Falling objects	Risk of objects falling from height		Barricade work areas, erect signs, tie on tools, and secure objects left at height. Wear a hard hat		

08	Clean work area.	Manual handling	Failure to prevent manual handling injuries	MOD (C3)	Implement Manual Handling SWMS	Redesign Administrative PPE	LOW (E3)
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