

SAFE WORK METHOD STATEMENT – SERVICE

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

INSTALLING LIGHT FITTINGS

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 deemed competent, you are not permitted to perform any installation work whatsoever						
02	Check layout and mark out.	Trip hazards, exposed nails	Failure to prevent trip hazards and piercing hazards	MOD (C3)	Ensure areas in particular walkways are clear Safety footwear to be worn.	Eliminate Administrative PPE	LOW (E3)
03	Receive lights on site and confirm correct numbers and types.	Manual Handling	Failure to prevent manual handling injuries	MOD (C3)	Implement Manual Handling SWMS	Redesign Administrative	LOW (E3)
04	Isolate and test for isolation of circuit.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (B2)	Implement Isolate, Lockout & Test SWMS	Isolate Administrative	MOD (E2)
05	Install light fitting base/bracket and terminate cabling or plug into lighting socket.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (B2)	Ensure power tools are tagged and up to date. Retest for live conductors.	Isolate Administrative	MOD (E2)
		Falling	Risk of falling from height		Implement Working at Heights SWMS		
					Implement Using Portable Ladders SWMS		
06	Complete the fitting of any other parts.	Falling	Risk of falling from height	HIGH (C2)	Implement Working at Heights SWMS Implement Using Portable Ladders SWMS	Isolate Administrative	MOD (E2)
07	Confirm fitting is secure and installed to specifications.	Falling	Risk of falling from height	MOD (C3)	Implement Using Portable Ladders SWMS Implement Working at Heights SWMS Implement Using Portable Ladders SWMS	Isolate Administrative	LOW (E3)
08	Clear/clean area and remove isolation danger tags.	Manual handling	Failure to prevent manual handling injuries Strains/sprains Cuts/abrasions	MOD (C3)	Implement Manual Handling SWMS	Redesign Administrative PPE	LOW (E3)