

SAFE WORK METHOD STATEMENT – SERVICE

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

INSTALLATION OF SWITCHBOARD

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	Confirm installation specifications.	N/A	N/A	N/A	Refer to manufacturers specs. Note special requirements for temporary construction wiring. Compliance to relevant standards.	Administrative	N/A
03	Prepare installation and confirm adequate space including door swing for maintenance.	Manual handling	Failure to prevent manual handling injuries Strains/sprains Cuts/abrasions	MOD (C3)	Implement Manual Handling SWMS	Eliminate Isolate Administrative PPE	LOW (E3)
		Trip hazards, Exposed nails	Failure to prevent trip hazards and piercing hazards	MOD (C3)	Ensure work areas and walkways are clear.		LOW (E3)
		Electrical contact	Failure to prevent contact with live electrical components	HIGH (C1)	Implement Isolate, Lockout & Test SWMS Check for auxiliary circuits and alternative sources of supply.		MOD (E1)
04	Arrange for crane or other mechanical handling equipment if required.	Traffic	Failure to prevent 3rd party damage/injuries and vehicle related injuries	HIGH (C2)	Traffic control as per requirements.	Isolate Administrative	MOD (E2)
05	Receive switchboard on site including test certificates.	Manual handling	Failure to prevent manual handling injuries Strains/sprains Cuts/abrasions	MOD (C3)	Implement Manual Handling SWMS		LOW (E3)
		Falling objects	Risk of objects falling from height.	HIGH (C1)	Barriers and control of lift area. Certified person/s using lift equipment.		MOD (E1)

06	Transfer switchboard/s to installation location.	Manual handling	Failure to prevent manual handling injuries Strains/sprains Cuts/abrasions	MOD (C3)	Use mechanical handling equipment.	Redesign Administrative PPE	LOW (E3)
					Implement Manual Handling SWMS		
07	Mark out location ensuring coordination with other services.	N/A	N/A	N/A	N/A	N/A	N/A
08	Install switchboard to manufacturers and clients specifications.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (C1)	Implement Isolate, Lockout & Test SWMS	Isolate Administrative PPE	MOD (E1)
		Manual handling.	Failure to prevent manual handling injuries Strains/sprains Cuts/abrasions	HIGH (C1)	Implement Manual Handling SWMS		LOW (E3)
09	Commission switchboard.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (B2)	Implement Isolate, Lockout & Test SWMS	Isolate Administrative PPE	MOD (E2)
		Electrical explosion	Failure to prevent risk of Electrical explosion				
10	Clean area.	Manual handling.	Failure to prevent manual handling injuries Strains/sprains Cuts/abrasions	MOD (C3)	Implement Manual Handling SWMS	Redesign Administrative PPE	LOW (E3)