

SAFE WORK METHOD STATEMENT – SERVICE

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ABN: 41 111 344 515
LICENCE # 66942

NEW WORK IN EXISTING SWITCHBOARDS

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 drawings and specifications.	N/A	N/A	N/A	Involve employees in preparation.	Administrative	N/A
03	Arrange isolation of section of, or complete switchboard with client.	N/A	N/A	N/A	N/A	Administrative	N/A
04	Isolate section of, or complete switchboard, install insulating barriers.	Electrical contact			Implement Isolate, Lockout & Test SWMS Work to relevant legislation. Compliance of legislation	Isolate Administrative PPE	MOD (E1)
05	Fit Danger tags to isolation devices.	N/A	N/A	N/A	N/A	N/A	N/A
06	Test that work area has been safely isolated.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (C1)	Implement Isolate, Lockout & Test SWMS	Administrative PPE	MOD (E1)
07	Complete installation to clients specification.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (B1)	Work to relevant legislation. Compliance of legislation Implement Isolate, Lockout & Test SWMS	Administrative PPE	MOD (E1)
08	Check and tighten all terminations and connections.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (B1)	Work to relevant legislation. Compliance of relevant legislation Implement Isolate, Lockout & Test SWMS	Redesign Administrative PPE	MOD (E1)
		Manual handling	Failure to prevent manual handling injuries	MOD (C3)	Implement Manual Handling SWMS		LOW (E3)

09	Confirm installation to clients specifications.	N/A	N/A	N/A	N/A	N/A	N/A
10	Fit Danger tags and lockouts to any incomplete work.	N/A	N/A	N/A	Implement Isolate, Lockout & Test SWMS	Isolate Administrative	N/A
11	Install signage, labels or markings as required.	N/A	N/A	N/A	N/A	Administrative	N/A
12	Clean work area.	Manual handling	Failure to prevent manual handling injuries	MOD (C3)	Implement Manual Handling SWMS	Administrative PPE	LOW (E4)
13	Test and commission switchboard using correct procedures. Confirm phase rotation where required, of all 3 phase equipment.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (B1)	Implement Isolate, Lockout & Test SWMS	Administrative PPE	MOD (E1)
		Electrical explosion	Failure to prevent Electrical explosion				
14	Complete installation records.	N/A	N/A	N/A	N/A	Administrative	N/A