

# SAFE WORK METHOD STATEMENT – SERVICE

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## INSTALLATION OF POWER POINTS

Date Created: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approved by:

Review Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Step	Job step	Hazards	Risks	Risk rating	Controls	Hierarchy of control	Residual risk
01	<b>Note: If you are not deemed competent, you are not permitted to perform any installation work whatsoever</b>						
02	Check layout to drawings and specifications and confirm with client.	N/A	N/A	N/A	Involve employees in preparation.	Administrative	N/A
03	Check walls, cavities and ceilings for other services and confirm location of any water pipes, gas lines, power and telephone cables.	Falling	Risk of falling from height	HIGH (C2)	Implement Using Portable Ladders SWMS	Design Administrative PPE	MOD (E2)
		Manual handling	Failure to prevent manual handling injuries Strains/sprains Cuts/abrasions		Implement Working at Heights SWMS Implement Manual Handling SWMS		
04	Check and confirm equipment is tagged.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (C1)	Ensure equipment is inspected and tagged.	Administrative	MOD (E1)
05	Install point mounting brackets as required.	Manual handling	Failure to prevent manual handling injuries Strains/sprains Cuts/abrasions	MOD (C3)	Implement Manual Handling SWMS	Administrative PPE	LOW (E3)
06	Tape or insulate ends of new cable to prevent electrical contact.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (B1)	Use suitable insulating means on cable ends.	Administrative PPE	MOD (E1)
07	Run and install cables.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (C1)	Check for auxiliary circuits and alternative sources of supply. Implement Isolate, Lockout & Test SWMS	Redesign Administration PPE	MOD (E1)
		Manual handling	Failure to prevent manual handling injuries Strains/sprains Cuts/abrasions	MOD (C3)	Implement Manual Handling SWMS		LOW (E3)

		Working at height	Risk of falling from height	HIGH (B1)	Implement Using Portable Ladders SWMS Implement Working at Heights SWMS		MOD (E1)
08	Terminate and install power points.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (B1)	Implement Isolate, Lockout & Test SWMS	Administrative PPE	MOD (E1)
09	Confirm fittings are secure and installed to specifications.	Working at height	Risk of falling from height	HIGH (B1)	Implement Using Portable Ladders SWMS Implement Working at Heights SWMS	Redesign Administration	MOD (E1)
10	Clear/clean area.	Manual handling	Failure to prevent manual handling injuries Strains/sprains Cuts/abrasions	MOD (C3)	Implement Manual Handling SWMS	Administrative PPE	LOW (E3)
11	Remove isolation and lockout devices.	Manual handling	Cuts and abrasions	MOD (C3)	Implement Manual Handling SWMS Work as per Part 3.4 of Electrical Safety Code of Practice.	Administrative PPE	LOW (E3)
12	Energize circuits.	Electrical contact Electrical explosion	Failure to prevent contact with live electrical components Failure to prevent electrical explosion	HIGH (B1)	Implement Isolate, Lockout & Test SWMS	Administrative PPE	MOD (E1)
13	Install signage or labels as required.	Manual handling	Cuts and abrasions	MOD (C3)	Implement Manual Handling SWMS	Administrative PPE	LOW (E3)