

SAFE WORK METHOD STATEMENT – SERVICE

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

INSTALLATION OF SWITCHBOARD CONNECTIONS

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 that switchboard meets, and has been installed to specifications.	N/A	N/A	N/A	N/A	Administrative	N/A
03	Confirm cables to be connected meet specifications, and all cables have been installed. Check that any specific requirements have been met.	N/A	N/A	N/A	N/A	Administrative	N/A
04	Group/arrange cables together as they enter the switchboard and fix with cable ties.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (B1)	SWMS Implement Isolate, Lockout & Test	Isolate Administrative PPE	MOD (E1)
		Manual handling	Failure to prevent manual handling injuries Strains/sprains Cuts/abrasions	MOD (C3)	Implement Manual Handling SWMS		LOW (E3)
05	Separate cables into groups of like destinations. Seal or plug any unused cable entry points.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (B1)	Implement Isolate, Lockout & Test SWMS	Isolate Administrative PPE	MOD (E1)
06	Mark each conductor prior to removing and secondary insulation/sheaths.	N/A	N/A	N/A	N/A	N/A	N/A
07	Group conductors of like destination and fix into a loom system.	Manual handling	Failure to prevent manual handling injuries Strains/sprains Cuts/abrasions	MOD (C3)	Implement Manual Handling SWMS	PPE	LOW (E3)

08	Align and terminate each conductor into its correct location.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (B1)	Implement Isolate, Lockout & Test SWMS	Redesign Administrative PPE	MOD (E1)
		Manual handling	Failure to prevent manual handling injuries Strains/sprains Cuts/abrasions	MOD (C3)	Implement Manual Handling SWMS		MOD (E2)
09	Check and tighten all terminations and connections.	Electrical contact	Failure to prevent contact with live electrical components	HIGH (B1)	Implement Isolate, Lockout & Test SWMS	Administrative PPE	MOD (E1)
		Manual handling	Failure to prevent manual handling injuries Strains/sprains Cuts/abrasions	MOD (C3)	Implement Manual Handling SWMS		LOW (E3)
10	Confirm installations meet specifications.	N/A	N/A	N/A	N/A	N/A	N/A
11	Install signage, labels or markings as required.	N/A	N/A	N/A	N/A	N/A	N/A
12	Clean switchboard of debris and off cuts.	Manual handling	Failure to prevent manual handling injuries Strains/sprains Cuts/abrasions	MOD (C3)	Implement Manual Handling SWMS	Administrative PPE	MOD (E2)
13	Confirm all circuits have been completed and Danger tag and lock out any incomplete circuits.	N/A	N/A	N/A	Implement Isolate, Lockout & Test SWMS	Isolate Administrative	N/A
14	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 (B2)	Implement Isolate, Lockout & Test SWMS	Administrative PPE	
		Electrical explosion	Failure to prevent risk of Electrical explosion				
15	Complete installation records.	N/A	N/A	N/A	N/A	Administrative	N/A