

SAFE WORK METHOD STATEMENT

Authorised by: _____

Date: _____

Install new work in existing sb

| Activity <small>Break the job into steps what are you doing?</small> | Hazards <small>What can Harm you or others Hazards individually, do not group list</small> | Risk Ranking <small>before controls are implemented H,M, or L</small> | Controls <small>What are you going to do to carry out the work safely? (Apply the risk Hierarchy of control)</small> | Risk Ranking <small>After controls are implemented H, M or L</small> | Person Responsible <small>for implementation of the controls</small> |
|--|---|---|---|--|--|
| | | | | | |
| Induction | Electrocution, Falls, crushing, explosions, slips and trips | H | MUST be inducted to site. MUST check Pre-Start approval prior to commencing work. Confirm as to what is "live" on site / what other trades are doing within the area. Do Not use mobile phone whilst carrying out work Personnel are appropriate qualified, competent, confident and trained for the task | L | Site Supervisor/ Workers |
| Take 5 review working area for hazards | Tripping hazards | H | Review work area conditions each day to ensure no building materials or trip hazards in your working zone or pathway to your working zone i.e. protruding pipe work through ground slab. | L | Site Supervisor/ Workers |
| Identify ALL energy sources to be isolated | Electric shock | H | Use appropriate PPE designed specifically for electrical testing. Isolate section of switchboard, or complete switchboard | L | Site Supervisor/ Workers |
| Install insulating barriers | Electric shock | H | Ensure power sources where accidental contact could occur in the course of works to be conducted are also isolated | L | Site Supervisor/ Workers |

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| Attach DANGER TAGS to isolation devices | Electric Shock | H | Isolate, Lockout and tag required circuits | L | Site Supervisor/ Workers |
| Preparing equipment & work area | Electrocution | H | Prior to usage of any tool check the following: Ensure tools are in good working order. Ensure the power tools are tested & tagged. Use tools correctly i.e. Safe Guards are kept on at all times and in good condition. (should they not be in good condition do not use – report immediately to your Site Supervisor) | L | Site Supervisor/ Workers |
| | | H | Prove electrical testing equipment is working correctly before proving apparatus is de-energised. | L | Site Supervisor/ Workers |
| | | H | Clearly identify the work area has been safely isolated. Test & identify cables before commencing work. CONFIRM NOT LIVE before commencing work Isolate, Lockout & Tag and barricade /signage to prevent unauthorised entry. | L | Site Supervisor/ Workers |

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| Check & tighten all terminations and connectors | Electric shock | H | CONFIRM NOT LIVE before commencing work | L | Site Supervisor/ Workers |
| Test & commission switchboard . Confirm phase rotation of all 3 phase equipment | Electric Shock | H | follow energise & comm. installation. | L | Site Supervisor/ Workers |
| Housekeeping | Electric shock | H | DANGER TAGs to any complete works. Install labels, signs or markings as required | L | Site Supervisor/ Workers |
| | Tripping hazards | M | All material is cleaned up at the end of each day and stored/removed in the appropriate locations agreed upon by the Site Manager/Site Supervisor | L | Site Supervisor/ Workers |