

Safe Work Method Statement

Company Name: 	Site Address:	Other Details:
Contractor:	Activity/Trade: Electrician	Date:

TASKS List the tasks required to perform the activity in sequence carried out.	HAZARDS & RISKS What can harm you - Hazards? What can happen – Risks?	RISK CONTROL MEASURES List the control measures required to eliminate or reduce the risk of injury and detail how the control measures will be put in place.	WHO IS RESPONSIBLE Individual/s responsible to implement the control measures identified.
Entry to Site.	Entry to unsafe areas. Movement of site personnel vehicles, plant & equipment.	Undertake NESSIS Developments site induction prior to arriving on site. Risk assessment of site conditions. Training of all employees.	All personnel associated with this task.
Unloading Equipment.	Manual handling injuries. Slips, trips & falls. Back strain.	Training employees in manual handling. Team lifting. Training employees in manual handling. Unload equipment on level clear area.	All personnel associated with this task.
Unloading Vehicle.	Back strain. Slips & trips.	Training employees in manual handling techniques. Team lifting whenever possible. Unload vehicle in clear level area.	All personnel associated with this task.
Setting Up.	Trips & falls. Manual handling injuries. Electrocution from overhead wires/cables.	Ensure site is clear of any debris & obstructions. Define & barricade work area & fall areas. Secure ramps or planks. Training employees in manual handling techniques. Check to the position & proximity of overhead cables to the work zone area. Make use of a qualified spotter to monitor proximity to overhead cables whilst works	All personnel associated with this task.

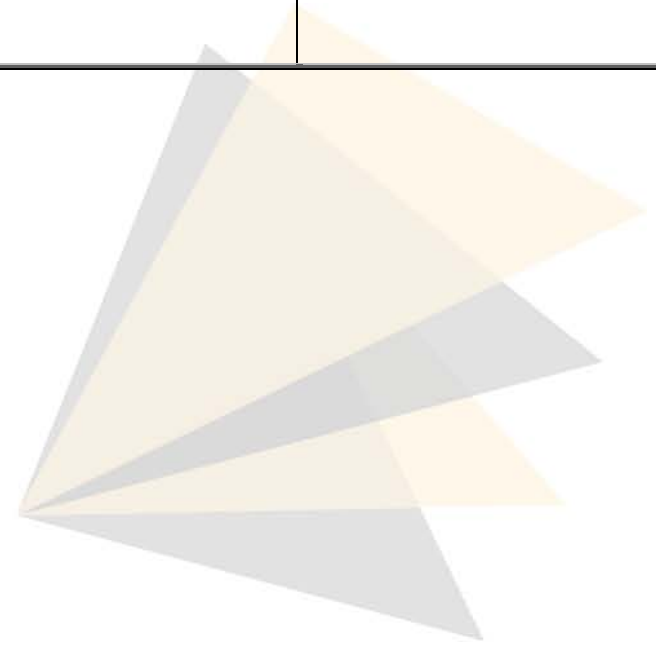
		carried out. Use fibreglass ladders at all times.	
Setting Up. (continued)	Tripping over extension leads. Fall from ladders.	Ensure leads are elevated off the ground whenever possible Training in the set up & use of ladders.	All personnel associated with this task.
Installation of Conduits to Slab Pre-Pour.	Trips & falls. Cuts & abrasions when feeding conduits. Sun burn. Vapour inhalation, irritation, & safety from conduit glue.	Care taken when walking on steel mesh. Training in the use of PPE equipment. Wear hats, sun cream, skin protection clothing. Use in well ventilated area. Avoid facial contact. Avoid sources of ignition. Training in the use of MSDS hazardous substances.	All personnel associated with this task.
Setting Out Pre-Wire.	Back strain. Splinters from timber walls. Strain to arm, wrist, shoulder or hand when installing wall plates. Eye & ear damage Back strain from moving generator. Electrocution from drilling & cutting timber. Falling from ladders.	Bend knees. Training employees in manual handling techniques. Care taken when marking out. Training in the use of PPE equipment. Wearing gloves. Training in the correct use of hammer techniques. Training in the use of PPE equipment such as safety glasses & ear protection. Training employees in manual handling techniques such as basic lifting & carrying. Current tested & tagged circuit breaker unit to be used at all times. Electrical test, tag & register of all power tools. Training in the use of power tools & running of leads. Ladders to always be set up on a flat, level, & stable surface. Training in the set up and use of portable ladders.	All personnel associated with this task.
Running in Cables.	Back & shoulder strain when carrying cables. Slips, trips & falls. Cuts, crushed, damage to hands. Eye damage.	Bend knees. Do not lift more than 20kg per person. Use cable roller apparatus. Training employees in manual handling techniques. Ensure work area is clean tidy of waste materials. Training in the use of PPE equipment where required.	All personnel associated with this task.
Installation of Earth Stake.	Slips, trips & falls. Muscle strain from hammering in stake. Eye damage when using spray can.	Ensure work area is clean & tidy of waste materials. Use correct hammer with training techniques. Training in the use of PPE equipment such as	All personnel associated with this task.

		safety glasses.	
Installation of Meter Box.	<p>Back strain from lifting box.</p> <p>Eye, hand damage when drilling.</p> <p>Electrocution.</p> <p>Trips & slips when installing conduits and cables.</p> <p>Back & shoulder strain when pulling cable.</p> <p>Sun burn.</p> <p>Irritation from the use of silicon.</p>	<p>Training employees in manual handling techniques.</p> <p>Training in the use of PPE equipment such as safety glasses and gloves.</p> <p>Competent and/or fully trained personnel and supervision to be used during installation.</p> <p>Ensure work area is clean & tidy of waste materials.</p> <p>Training employees in manual handling techniques. Use cable roller apparatus.</p> <p>Wear hats, sun cream, skin protection clothing.</p> <p>Training in the use of MSDS hazardous substances. Avoid contact with skin & use gloves.</p>	All personnel associated with this task.
Fit Off.	<p>Cuts, eye damage when cutting out plaster/gyros.</p> <p>Slips, trips & falls.</p> <p>Falling from ladders.</p> <p>Cuts & strains when twisting cable, securing cable.</p>	<p>Training in the use of PPE equipment such as safety glasses and gloves.</p> <p>Ensure work area is clean & tidy of waste materials.</p> <p>Ladders to always be set up on a flat, level, & stable surface. Training in the set up and use of portable ladders.</p> <p>Training in the use of all tools and techniques.</p> <p>Training in the use of PPE equipment such as safety glasses.</p>	All personnel associated with this task.
Packing Up, Cleaning Up.	<p>Falls, cuts, manual handling injuries from dismantling work platforms & extra bracing.</p> <p>Sunburn, eye & ear damage.</p> <p>Dust inhalation from sweeping up.</p> <p>Personnel hit by vehicle & plant movement around site.</p>	<p>Remove work platforms and extra bracing in the reverse order that they were erected.</p> <p>Work from adequately required ladders set up as per training techniques.</p> <p>Training in the use of PPE such as safety glasses, hearing protection and sunscreen and long sleeve clothing.</p> <p>Training in the use of PPE such as dust masks.</p> <p>Ensure driver is aware of personnel on site, use vehicle spotter to aid driver vision.</p>	All personnel associated with this task.

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- I have read and understood the content of this Safe Work Method Statement (SWMS), have inducted and trained my employees and contractors in its implementation, and all agree to work in accordance with it.

Approved by:	Company Position:	Signature:	Date:



Worker Name:	Worker Signature:	Worker Name:	Worker Signature:

NESIS

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