

Safe Work Method Statement

Mains Installation

Routine	✓	Non-Routine	
New	✓	Revised	

Job Description	Installation of mains supply cabling (power or low voltage) from demarcation/pillar/pit/pole to point of entry in building		
Project/Site	<Site Address>	Date	<date>
PPE Required for task (refer PPE for Site on SSSP as Hi-Viz and Hard Hat may be required)	Ear Muffs, Safety Glasses, Steel-toe Boots, Gloves, Dust Masks, Knee Pads, Overalls, Sunscreen, (Hard Hat & Hi-Viz, Site dependent)		
Plant/Equipment Required (edit list as required per site)	Conduit cutters, Conduit glue, Hacksaw, Cable Jacks, Cable Snake, Spade, Cable Winch, Power drill		
Signage Required	Electrical Work in Progress sign		

SEQUENCE OF BASIC STEPS	POTENTIAL HAZARDS/RISKS	HAZARD/RISK CONTROL METHOD
Carry out risk assessment (Job Safety Analysis) prior to commencing work		
Trench dug minimum of 600mm deep. Usually dug by digger on site. On occasion we need to extend trench by hand digging	Heavy Machinery (Digger)	Wear Hi-Viz, Hard Hat, Safety Boots, Always make eye contact with machinery operator prior to moving near machine. Do not walk within the slew radius of the digger bucket.
	Open trench,	Use signage to warn people work in progress. Cover trench when not in use. Barricade trench or cover if at all possible. Watch footing.
	Digging tools	Never leave spades lying face up, keep tools out of the way when not in use where they cannot be tripped over (keep tidy site)
Duct layed into trench	Open trench	Use signage to warn people work in progress. Cover trench when not in use. Barricade trench or cover if at all possible. Watch footing . Note you cannot go into a trench over 1.5m deep without barridades on walls due to risk of wall collapse
	Trip Hazard	Maintain tidy site and keep all tools and materials in the one place that is not in the main work area.
	Solvent	Use gloves and face mask when applying conduit/duct glue and ensure area is well ventilated
Running the mains cabling inside the duct	Open trench	Use signage to warn people work in progress. Cover trench when not in use. Barricade trench or cover if at all possible. Watch footing .
	Trip Hazard	Maintain tidy site and keep all tools and materials in the one place that is not in the main work area
	Physical strain	Use two man lift. Always bend your knees (don't lift with your back. Communicate clearly and precisely with colleagues
	Machinery (cable jacks and/or winch)	Always read and understand safe use instructions prior to commencing work. Use walkie talkies or cellphones in speaker for communication. Also can use Horn to communicate when to stop pulling if is a blind pull
	Cuts and Abrasions	Wear gloves to protect hands
Running mains cabling into pit/pillar and adding tails	Electricity	Wear electrical safety gloves. Stop and look and take time to avoid live electricity
	Open Trench	Use signage to warn people work in progress. Cover trench when not in use. Barricade trench or cover if at all possible. Watch footing
	Trip Hazard	Maintain tidy site and keep all tools and materials in the one place that is not in the main work area
	Machinery (cable jacks and/or winch)	Always read and understand safe use instructions prior to commencing work
Run mains into point of entry to building. Could be into meter box or into penetration if internal metering	Power Tools	Ensure power tool has current test tag. Check lead and power tool prior to use to ensure in safe working condition. Only operate power tool if you have been shown how to safely operate. Wear goggles and ear muffs. Ensure all safety guards are in place.
	Physical strain	Use two man lift. Always bend your knees (don't lift with your back). Communicate clearly and precisely with colleagues
	Dust/Debris	Wear goggles and dust mask. If dust coming from concrete,masonry,block work dampen area prior to doing abrasive work. Wear disposable overalls

Install Earth Peg	Impact Force	Ensure all limbs clear before starting to hammer earth peg to required depth. Wear PPE necessary
	Physical strain	Take a break if necessary
	Hand Tools	Use only the correct tool for the task, store safely in tool belt with any sharp edges pointing down.

Task Analysis Completed by	<Name>
Date	<date>