

# Safe Work Method Statement

Fit-off

Routine	✓	Non-Routine	
New	✓	Revised	

Job Description	Strip cabling and connect into switches, sockets, modules, breakers, fixtures & fittings through new construction. Includes connection into switchboard, screwing back outlets, fixtures & fittings, and testing electrical safety on completion		
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, (Hard Hat & Hi-Viz, Site dependent)		
Plant/Equipment Required (edit list as required per site)	Battery drill, hand tools, ladder/s or scaffold		
Signage Required	Electrical Work in Progress sign		

SEQUENCE OF BASIC STEPS	POTENTIAL HAZARDS/RISKS	HAZARD/RISK CONTROL METHOD
<b>Carry out risk assessment (Job Safety Analysis) prior to commencing work</b>		
Notify all trades on site and check for hazards	Trip Hazard	Stop and look where going prior to moving. Maintain tidy site and keep all tools and materials in the one place that is not in the main work area.
	People	Ensure other people working or in area are aware of your presence prior to walking through
Test and Check to ensure electricity isolated	Electric Shock	Check switchboard prior to commencing task to ensure <u>no cables</u> have been connected at switchboard, thereby eliminating electric shock risk. Because is a new build no cabling should have been connected yet. Ensure mains power is isolated at the street (ie plinth/pillar/pit)
	Electric Shock if switchboard is already fit off	Check switchboard to ensure main switch is turned off. Place lock out device on main switch. Test to ensure electricity is isolated "test, prove, test".
	Builders Temporary Power Supply	Test prior to commencing any fit off works to ensure that if Builders Temporary Power Supply (BTS) is to remain live that you will not be working on ANY circuits supplied by the BTS
Strip cabling	Hand Tools	Use only the correct tool for the task, store safely in tool belt with any sharp edges pointing down.
	Muscle Fatigue	When doing repetitive work, stop, take a few minutes, stretch the effected area
	Abrasive and/or sharp surfaces	Twist and fold copper as necessary. Be aware of sharp copper tips for cut/scratches. Do not flick cuttings. Keep work area tidy of copper strippings
	Working at Height	Ensure appropriate height equipment being used (ladders only for short duration work). Never work on top step of ladder. If extension ladder maintain 3 points of contact. Apply 1:4 rule. Use scaffold rather than ladders. Ensure you have mobile scaffold erection training prior to use. Follow checklist for erecting mobile scaffold. Check for approved safety tag for non-mobile scaffold.
	Debris	Keep area tidy of copper strippings
Connect cabling into fixtures and fittings	Working at Height	Ensure appropriate height equipment being used (ladders only for short duration work). Never work on top step of ladder. If extension ladder maintain 3 points of contact. Apply 1:4 rule. Use scaffold rather than ladders. Ensure you have mobile scaffold erection training prior to use. Follow checklist for erecting mobile scaffold. Check for approved safety tag for non-mobile scaffold.
	Battery Tools	Check tool in safe working condition prior to use. Ensure any safety guards are in correct position. Only operate if have been shown and understand safe operation guidelines. Select correct tool for task.
	Hand Tools	Use only the correct tool for the task, store safely in tool belt with any sharp edges pointing down.
	Fire (future risk)	Ensure sufficient force is applied to the terminal screws to ensure good connection, however do not over tighten to cause damage to cabling and potential for fire risk

	Trip Hazard	Stop and look where going prior to moving. Maintain tidy site and keep all tools and materials in the one place that is not in the main work area.
Mount/fix all necessary fixtures and fittings in place	Working at Height	Ensure appropriate height equipment being used (ladders only for short duration work). Never work on top step of ladder. If extension ladder maintain 3 points of contact. Apply 1:4 rule. Use scaffold rather than ladders. Ensure you have mobile scaffold erection training prior to use. Follow checklist for erecting mobile scaffold. Check for approved safety tag for non-mobile scaffold.
	Abrasive and/or sharp surfaces	Be aware of sharp tips on screws, can cut skin or damage cabling (file away any exposed screw tips). Be aware of rough edges on timber framing for splinters, remove splinters from edge of timber if possible. Ensure any exposed edges of cabinet metal frames are smooth or shielded(ie will not cut skin or damage cable)
	Hand Tools	Use only the correct tool for the task, store safely in tool belt with any sharp edges pointing down.
	Battery Tools	Check tool in safe working condition prior to use. Ensure any safety guards are in correct position. Only operate if have been shown and understand safe operation guidelines. Select correct tool for task.
	Power Tools	Only operate power tool if current test tag. Check lead and tool are in safe working condition prior to use. Ensure all safety guards are in correct position. Only operate if have been shown and understand safe operation guidelines. Select correct power tool for task.
	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
Fit off & Label Switchboard	Electric Shock	Ensure mains power is isolated at the street (ie plinth/pillar/pit). Test to ensure power is isolated "test, prove, test".
	Fire (future risk)	Ensure sufficient force is applied to the terminal screws on the MCBs, RCDs, and main switches to ensure good connection, however do not over tighten to cause damage to cabling and potential for fire risk
	Hand Tools	Use only the correct tool for the task, store safely in tool belt with any sharp edges pointing down.
Livening & Testing	Electric Shock	Ensure Electrical Inspection carried out prior to livening from pit/pillar/pole by lines company. Visually check to ensure all cabling is terminated at switchboard. Any cabling in switchboard that cannot yet be connected must be correctly and safely isolated. Check to ensure ALL CABLING throughout site is connected OR correctly and safely isolated as per electrical safety regulations
	Electric Shock	After livening carry out comprehensive tests throughout site as per AS/NZ3000. Record results

<b>Task Analysis Completed by</b>	<Name>
<b>Date</b>	<date>