



**Grammar**  
**ELECTRICAL**

COMMERCIAL AND INDUSTRIAL 24 HOURS INSTALLATION AND MAINTENANCE

## Safe Work Method Statement

Cut out

Routine	✓	Non-Routine	
New	✓	Revised	

<b>Job Description</b>	Cut out for all recessed lighting and electrical fittings through site		
<b>Project/Site</b>	<Site Address>	<b>Date</b>	<date>
<b>PPE Required for task</b> (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)		
<b>Plant/Equipment Required</b> (edit list as required per site)	Power drill, battery drill, hand tools, dust bowl catcher, ladder/s or scaffold		
<b>Signage Required</b>	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>		
Check all power points, wall lights, switches have been bought through gib. If not cut out and bring cabling through	People	Ensure other people working or in area are aware of your presence prior to walking through
	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.
	Working at Height	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.
	Hand Tools	Use only the correct tool for the task, store safely in tool belt with any sharp edges pointing down.
Mark out positions of recessed fittings as per plan	Working at Height	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
Cut out holes for recessed fittings	Electric Shock	Check switchboard prior to commencing task to ensure no cables have been connected at switchboard, thereby eliminating electric shock 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.
	People	Ensure other people working or in area are aware of your presence prior to walking through.
	Dust/Debris	Wear goggles and dust mask. Use Dust Bowl Catcher to minimise gib dust
	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.
	Asbestos	If you encounter any Asbestos containing materials stop work and refer to DNA Electrical Asbestos policy. Only continue works if within our Policy. If not advise DNA Electrical project manager. Site may need to be cleared by licenced removalist
	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
	Hand Tools	Use only the correct tool for the task, store safely in tool belt with any sharp edges pointing down.
Bring cabling through holes	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.
	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

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