

**Safe Work Method Statement – Works on or Near to Electrical Installation or Services**


This safe work method statement is generic in nature can be used as a guide in developing your SWMS All PCBU's when undertaking high risk construction work are to have in place a Safe Work Method Statement (SWMS). Where there are differences in the control measures to employed between your and this SWMS the higher of the two control measures are to be implemented – this or your own SWMS. This SWMS needs to be reviewed against site conditions upon commencing work. Where site conditions prevent works to be carried out in accordance with this SWMS than another is to be written and Site Supervisor notified.

<b>Name of PCBU/Principal Builder</b>		<b>Name of Principal Contractor</b>	Bay Building Services		
<b>Work Activity:</b>	Works near to electrical installation or service	<b>Work Location:</b>			
<b>High Risk Construction Work:</b>	• Electrocutation	<b>Site Supervisor:</b>			
	•				
	•	<b>Emergency Contact:</b>	1399 766 216	Contact No:	
<b>Date of SWMS</b>	02/04/2018	<b>Review Date</b>			
<b>Have workers been consulted about the SWMS?</b>	All workers are required to be consulted with regards to the SWMS and control measures contained in the SWMS.				
<b>Person Responsible</b> for ensuring compliance with SWMS	Different PCBU's/Employers and Contractors will encounter different High Risk activities. All PCBU's/Employers are responsible for reviewing this SWMS against site conditions and ensure work occurs in accordance with the SWMS.				
<b>Person(s) Responsible</b> (for reviewing the SWMS)	PCBU's/Employers should review this SWMS and apply the control measures outlined for the various High Risk activities that they may undertake. Where works cannot occur in accordance with this or your own SWMS contact is to be made with the Site Supervisor.				
<b>Work Step</b>	<b>Hazard for Works</b>	<b>Control Measures for the Hazards</b>			
<b>PCBU's Pre-Start Check at Site</b>	Site hazards may impair works	<ul style="list-style-type: none"> <li>• Undertake pre-site inspection verify conditions on site will enable works to be carried out in accordance with the SWMS.</li> <li>• Discuss site specific works with the Site Supervisor reviewing site signage, Safety Management Plan, for site specific hazards</li> <li>• Ensure all employees are made aware of any site specific hazards to works and this SWMS</li> <li>• If SWMS are to be changed copy is to be provided to site supervisor and approval obtained</li> <li>• Construction Inducted employees and contractors are only allowed to undertake construction works</li> </ul>			

		<ul style="list-style-type: none"> <li>• Inspect meter box RCD and activate tripping device verifying working condition if using power equipment</li> <li>• Ensure all leads tagging &amp; testing are up to date.</li> <li>• Only certified and/or licensed personnel are to operate mobile equipment</li> <li>• If undertaking excavation or digging works identify if underground power conduit is live and location (plan located in meter box, site office, via cable locating company).</li> <li>• Identify overhead power lines and follow SWMS if working in close proximity or design envelope may penetrate. If it is possible that the no-go zone can be penetrated contact is to be made with the Site Supervisor and a spotter used.</li> </ul>
<b>Pre-Start Check at Site Where Overhead Lines Are Present</b>	Site hazards may impair works	<ul style="list-style-type: none"> <li>• Know the design envelope of your vehicle (the height of the vehicle with the tray, boom, or attachment raised)</li> <li>• Prior to delivery review site signage and power authority permit if applicable (generally located on fence site office) to determine if overhead power lines exist and any restrictions placed by the power authority</li> <li>• Identify location of the overhead power lines and assess against delivery area to determine if delivery will remain outside the no-go zone.</li> </ul>
<b>Works where vehicle will not reach into the 3m No-Go Zone But Within Spotter Zone</b>	Contact with electrical cable -electrocution -fire	<ul style="list-style-type: none"> <li>➢ Where the design envelope (height of the vehicle and raised attachment) of the delivery vehicle will not reach into the 3m No Go Zone work may start in accordance with this SWMS and site specific assessment.</li> <li>➢ The mobile equipment and its attachment (design envelope) is positioned so that the vehicle and attachment (design envelope) is unable to penetrate the no-go zone of the overhead power line. E.g the mobile equipment and its attachment is not required during the work to swivel underneath or into the 3m 'No Go Zone'</li> <li>➢ The mobile vehicle and any attachment in relation to the mobile vehicle when disposing/unloading of a load is positioned so that it does not penetrate the no-go zone around the overhead power line.</li> <li>➢ A spotter is not mandatory solely for observing the proximity of the equipment to the overhead power lines</li> <li>•</li> </ul>
<b>Works in excess of 6.4m however design envelope could penetrate 3m "No-Go Zone"</b>	Contact with electrical cable -electrocution -fire	<ul style="list-style-type: none"> <li>➢ Where the works to be undertaken are more than 6.4 metres from the electrical asset however the design envelope of the vehicle and attachments (hiab, boom, tip tray, excavator arm) may still reach into the 3m No Go Zone, the use of a spotter maybe omitted where all the following apply: <ol style="list-style-type: none"> <li>1. The works are designed and set so that no part of the vehicle and attached equipment or its load is required to come within 6.4m of the electrical assets e.g working forward of the power lines or the vehicle is positioned where the attachment will not enter this zone</li> <li>2. The operator agrees to this SWMS and abides by it's requirements</li> <li>3. A person is assigned responsibility to ensure compliance with the above</li> </ol> </li> </ul>

<p><b>Works which may penetrate the 3m 'No Go Zone' around the power line</b></p>	<p>Contact with electrical cable -electrocution -fire</p>	<p>Where operations cannot comply with the permit, or, works will require the vehicle equipment or load to penetrate the no-go zone a spotter is to be engaged and contact made with the site supervisor prior to works commencing.</p> <p>No one is permitted to work within the *3 meter 'clearance' zone <b>i.e., any height above the cable or 3m either side</b> unless they:</p> <ul style="list-style-type: none"> <li>• are given 'permission' to work by the asset owner and permit issued</li> <li>• have first done a site-specific risk assessment, and</li> <li>• have a trained spotter at the site</li> </ul> <p><b>Permits to Work In Close Proximity to No Go Zones</b> A permit is issued by the relevant power authority when work may breach the no-go zone. This permit will be located either on the site sign, sites meter box, toilet, or fence. The site sign will give guidance to trades as to whether or not a permit exists. Trades should review this permit &amp; abide by the limitations placed by the power authority</p>
<p><b>Use of spotter when required by SWMS or where works may penetrate the 3m 'No Go Zone'</b></p>	<p>Contact with electrical cable -electrocution -fire</p>	<p><b>Use of Spotter When Plant or Cranes are In Close Proximity to Power Lines</b> A spotter must be used when works may penetrate the 3 metres red "No Go Zone". Such works require a Permit to Work from the local Power Supply Company.</p> <p>Spotters need to have:</p> <ol style="list-style-type: none"> <li>1. An approved Spotters Ticket;</li> <li>2. The same Certificate of Competency or Licence for the item of Plant that they will be spotting for as the person operating it (if one is required).</li> <li>3. Spotters may also be a Trained Dogman/Rigger as long as they have items 1, and 2 above</li> </ol>
<p><b>Installation of Scaffold</b></p>	<p>- Electrocution</p>	<p><b>Scaffolding Installed Near Power Lines (4.6 Metres – Vic/SA, 4m- Qld/NSW, ) Must Have A Permit</b></p> <p>When setting up scaffold a clearance zone around power lines on poles needs to be maintained – this is the <b>NO GO ZONE</b>. If this not possible the scaffold installer must contact the Supervisor and contact made with the power authority in order to undertake a risk assessment. The scaffolding installer <b>MUST NOT START</b> until permission is gained from the power company. The power authoprity's no go zone for scaffold must be maintained. In Victoria this is a 5 metre clearance from the top of the guard rail of the scaffolding to any overhead power lines.</p> <p>Trades should ensure that materials handled on the scaffold do not penetrate the 3 metre 'no go' zone around the power line.</p>

		Any hording installed on the scaffold should not be removed.
<b>High voltage underground cables and sub-stations</b>	- Electrocution	<p><b>Underground High Voltage Cables &amp; Sub-Stations</b></p> <p>Most 'green field' work sites will not have underground services located on them. However some sites which are located near electrical sub-stations or 'keys' do have areas which are covered by a 'No-Go Zone' which restrict excavation</p> <p>If on any site were a sub-station or 'kiosk' is located on the block or a neighbouring block a determination as to where the power cables from the sub-station are running. This can be achieved by contacting 'dial before you dig'.</p> <p>If excavation work is to occur within the 'no-go zone' then a permit needs to be obtained from the relevant power authority. This permit to work needs to be communicated with the relevant trades and all trades need to review and abide by the permit prior to commencing works. In some case's it maybe necessary to hand dig to identify the location of the cable and/or the protective covering.</p>
<b>Excavations and digging near underground power</b>	- Electrocution	<p><b>Trades to Inspect Site Plans Prior to the Commencement of Digging</b></p> <ul style="list-style-type: none"> <li>• Contact dial before you dig prior to undertaking excavation works on the nature strip and common areas of the site. Dial before you dig will only be able to identify power cables of the electrical distributor asset owner and are to be considered as a guide only.</li> <li>• Plans outlining the location of the underground power lines within residential construction site can be found in the meter box once installed.</li> <li>• Where underground power lines within a site cannot be identified the services of a cable locator will need to be engaged</li> <li>• Prior to the commencement of any digging examine these plans &amp; determine if the intended excavation will impact these underground lines. Work can occur in close proximity to live power lines as long as the powered mobile plant is 500mm from the underground power lines. Work in closer proximity should be undertaken via hand digging around the power lines if the cabling is live.</li> </ul>

		<p>The location of underground power cables also has warning tape installed mid-way between the cable and the surface. If discovered the trade should cease all operations &amp; contact is to be made with the site Supervisor.</p> 
<p><b>PCBU's installing electrical conduit</b></p>	<ul style="list-style-type: none"> <li>- Electrocution</li> </ul>	<p><b>Trades Installing Electrical Conduit to Post Plan, Install Warning Tape &amp; Ensure Cable Does Not Run Underneath the Proposed Slab</b></p> <p>Electrical companies engaged to install electrical conduit to new sites must post a plan showing the location of underground cabling in the meter box of the site &amp; identify distances to the underground conduit. These companies are also required to install warning tape at approximately mid way between the underground conduit and ground surface..</p> <p>It is a Henley requirement that the cable <b>does not</b> pass underneath the proposed location of the concrete slab. If site condition prevents this from occurring contact must be made with the Henley Supervisor.</p>
<p><b>Works undertaken for the installation of electrical wiring</b></p>	<ul style="list-style-type: none"> <li>- Electrocution</li> </ul>	<p>Installers authorising the completion of works are to be registered and/or licenced with the relevant electrical authority</p> <p>All electrical installations are to be completed, in accordance with the relevant standard including Australian Standard AS300 (SAA Wiring Rules) and be tested and connected in accordance with recognised procedures, using suitable, calibrated testing equipment.</p> <p>Installers of conduit are to ensure that cable ends are capped</p>
<p><b>Electrical works to install, repair, maintain electrical equipment where power conduit is live</b></p>	<ul style="list-style-type: none"> <li>- Electrocution</li> </ul>	<p>Workers undertaking this work are to competent, trained, and where required registered and/or licenced with the relevant electrical authority</p> <p>Workers are to ensure the equipment is de-energized prior to work commencing this can include:</p> <ul style="list-style-type: none"> <li>- Removal from the power source</li> </ul>

		<ul style="list-style-type: none"> <li>- Locking out of fuse or meter box to location where works is to be performed.</li> </ul>
<p><b>Accessing roof space to undertake works when power is live to the house</b></p>	<ul style="list-style-type: none"> <li>- Electrocutation</li> </ul>	<p><b>Prior to Accessing the Roof Space –</b></p> <p>Before starting any work, turn off all electricity to the property at the main switchboard and take steps to prevent the electricity from being turned back on while work is in progress (tag/lock-out).</p> <p><b>Accessing Roof Space</b></p> <ul style="list-style-type: none"> <li>• Be aware that heat and humidity may cause heat stress, so make sure fluid intake is sufficient to ensure you do not become dehydrated. Avoid accessing roof space in hot weather conditions (early morning starts better on high temperature days)</li> <li>• Take additional lighting (e.g. torch) with you as the lighting is generally poor in ceiling spaces</li> <li>• Take care accessing and traversing the work area, avoiding tripping over debris, material and the ceiling trusses</li> <li>• Step carefully on ceiling joists or other beams – not the ceiling material (i.e. Gyprock sheeting) – to avoid risk of falling or injury maintain three points of contact (foot on each truss and hand on girder)</li> <li>• Be aware of the location of electrical cables, fittings and equipment and avoiding contact with them. Solar hot water piping can be very hot if not covered by the insulation.</li> <li>• Wear trousers and long sleeved loose fitting clothing to avoid contact with insulation materials</li> <li>• If the roof space is dusty wear a P2 dust mask</li> </ul>