# Atherton

## SAFE WORK METHOD STATEMENT

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|---|---|---|---|
| **SWMS Title:** | **INSTALLATION OF HOSPITAL EQUIPMENT** | | |
| **Project:** | | **Company/Organization carrying out the work:** | |
| **Work Activity/Task:** | **ELECTRICAL RECONNECTION OF EQUIPMENT** | | |
| **Work Location:** | | | |

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|---|---|---|
| **Resources** | **Trades involved:** | Qualified Electrician |
| | **Equipment Used:** | General hand tools & Miltimeter |
| | **Maintenance Checks:** | Calibrate multimeter annually. Check meter prior to use again known power source. |
| | **Material Used:** | |

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| **List Relevant OHS Act and Regulations:** | OH&S ACT 1986. OH&S Regulations 2001. OH&S Regs. 1995(Hearing Protection) |
| **List Relevant Codes of Practice applicable to your work:** | N.C.O.P Manual handling. Electrical COP for construction work. |
| **Add Additional references as required:** | Inclusion into all MSDS, Working in hot & cold enviroments |

| Consequence Level | Description of Consequence or Impact | Likelihood / Probability | | |
|---|---|---|---|---|
| | | Likely | Moderate | Unlikely |
| **H** (High level of harm) | Potential death, permanent disability or major structural failure/damage. Long term or serious enviromental damage and/or impact on operations. | 1 | 1 | 2 |
| **M** (Medium level of harm) | Potential temporary disability requiring medical intervention or minor structural failure/damage. Moderate enviromental harm and/or some impact on operations. | 1 | 2 | 3 |
| **L** Low level of harm) | Incident that has the potential to cause persons to require first aid. Little or no enviromental harm and/or impact on operations. | 2 | 3 | 3 |

| Likelihood Level | Description of Likelihood Level | Class/Ranking | Requirements |
|---|---|---|---|
| **Likely** | Could happen frequently | 1 | **STOP** proceed after detailed planning and controls implemented. |
| **Moderate** | Could happen occasionally | 2 | **PROCEED** with stated controls |
| **Unlikely** | May occur only in exceptional circumstances | 3 | **PROCEED** and monitor. |

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## SAFETY AND ENVIRINMENTAL PLANNING

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| Legislation / codes / standards that must be complied with: AS 3000 Electrical Standards<br>OH&S Act. 1986. OH&S Regulations 2001. N.C.O.P Manual Handling. Electrical C.O.P for construction work.<br>OH&S Regulations 1995 Hearing Protection. |
| Permits/Licences/Approvals/Certificates/Engineering details that must be complied with and their locatic |
| Qualifications, Licences, Certificates of Competency, required to complete the work:<br>Qualified Trades Person. |
| Plant & Equipment to be used:<br>Miltimeter. General Hand Tools |
| Hazardous Materials to be used in this work (MSDS's must be attached) |
| Relevant interfaces with other trades undertaking this work (identify communication method(s) for the timely informing of other trades of this activity): |

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|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Mandatory PPE & clothing that must be worn. (Circle)** | **1** | **2** | **3** | **4** | **5** | **6** | **7** | | | | | |

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## SWMS - PROCEDURES

| Step No | Process Steps<br>List the steps needed to do the job in the sequence to be done. Specify plant, equipment and materials to be used. | Potential hazards/Risks<br>Against each step list potential hazards that could cause injury, health impacts and/or enviromental harm. | Risk<br>Probability | Hazard Control Measures<br>For each hazard identify control measures to eliminate or control the risk of injury, health impacts and/or enviromental harm. | Risk<br>Class Ranking | Action By<br>(Print name of person) |
|---|---|---|---|---|---|---|
| 1 | INSPECT WORK AREA | ACCESS - TRIPS & FALLS | 2 | INSPECT WORK AREA THOROUGHLY | | TRADESPERSON |
| | | | | FOR ANY OBSTACLES PRIOR TO START WORK. | 3 | |
| 2 | CHECK IF ELECTRICAL SUPPLY TO | ELECTROCUTION | 1 | BEFORE CHECKING FOR POWER. | | TRADESPERSON |
| | ISOLATOR PROVIDED IS | | | TEST MULTIMETER AT KNOWN POWER SOURCE. | | |
| | TURNED OFF | | | CHECK FOR POWER, ISOLATE IF REQUIRED. | | |
| 3 | ISOLATE POWER AT SWITCHBOARD. | ELECTROCUTION | | ACCESS ELECTRICAL SWITCHBOARD & ISOLATE | | |
| | | | | ATTACH ELECTRICAL SAFETY TAG. | | |
| | | | | CLOSE AND SECURE/LOCK SWITCHBOARD. | 2 | |
| 4 | CONNECT POWER CABLE TO | ELECTROCUTION | 1 | BEFORE CONNECTING CABLE. CHECK | | TRADESPERSON |
| | ISOLATOR | | | POWER IS TURNED OFF. | | |
| | | | | TEST MULTIMETER AT KNOWN POWER SOURCE. | | |
| | | | | CONNECT CABLE TO ISOLATION SWITCH. | | |
| | | | | ALWAYS CONNECTING PHASES LAST | | |
| | | | | NEUTRAL SECOND & EARTH FIRST. | | |
| | | | | CHECK TERMINAL CONNECTIONS ARE TIGHT. | | |
| | | | | REPLACE COVER ON SWITCH. | 2 | |
| 5 | TURN ON POWER AT | ELECTROCUTION | 1 | ACCESS ELECTRICAL SWITCHBOARD & | | TRADESPERSON |
| | SWITCHBOARD. | | | HAVE PERSON WHO ATTACHED ELECTRICAL | | |
| | | | | SAFETY TAG REMOVE & TURN ON CIRCUIT BREAKER | | |
| | | | | CLOSE AND SECURE/LOCK SWITCHBOARD. | 2 | |
| 6 | TURN ON ISOLATOR AT | ELECTROCUTION/EXPLOSION | 1 | ALWAYS STAND CLEAR OF EQUIPMENT WHEN | | TRADESPERSON |
| | EQUIPMENT | | | TURNING ON THE ISOLATOR. | | |
| | | | | PROCEED WITH RE-COMMISSIONING OF | | |
| | | | | EQUIPMENT. | | |
| | | | | | 2 | |
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| 7 | GENERAL | ELECTROCUTION | 1 | ALWAYS TREAT CABLES AS LIVE. | | TRADESPERSON |
| | | | | REPLACE CABLE IF REQUIRED. | | |
| | | | | DUE TO INCORRECT LENGTH / DAMAGED. | | |
| | | | | ONLY THE PERSON WHO ATTACHED THE | | |
| | | | | ELECTRICAL SAFETY TAG CAN REMOVE IT, OR | | |
| | | | | AUTHORISE ANOTHER PERSON TO REMOVE IT. | | |
| | | | | ALWAYS REMOVE RUBBISH TO NEAREST BIN. | 2 | |

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## SAFE WORK METHOD STATEMENT

### SWMS - SIGN OFF SHEET

| Ref. # | First Name/Surname | | Job Description (Trade/Class/Licences) | Employed By | SWMS Rev. | Signature | Date of Induction |
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