

COMPANY NAME:

WORK METHOD STATEMENT FOR CONDUIT INSTALLATION, PLACED PRIOR TO POURING CONCRETE

WMS No. 001 Page 1 of 2

ISSUE DATE

REVISION DATE

REVISION No

PREPARED BY

PROJECT

SECTION

PROJECT MANAGER

CLIENT

DISTRIBUTION:

Client OHS

Company Personnel

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]		
1. Check layout and mark out	Tripping and exposed nails	4	Ensure area in particular walkways are clear [1.5]		
2. Install disposal lids for conduit boxes to timber	Cuts and abrasions	4	Use suitable gloves [3.4]		
3. Layout conduit and accessories	Chemical glues	4	Refer to MSDS to follow safe working practices set out therein		
4. Tie down conduit	Cuts and abrasions	4	Use suitable gloves [3.4]		
RISK SCORE	1. VERY HIGH	2. HIGH	3. MODERATE	4. SUBSTANTIAL	5. PERHAPS ACCEPTABLE

* To be read in conjunction with NECA Safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

WORK METHOD STATEMENT: CONDUIT INSTALLATION TO CONCRETE POUR WMS No.001 Page 2 of 2

Personal Qualifications and Experience:	Personal, Duties and Responsibilities:	Training Required to Complete Work:
1. Minimum of trades assistants or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site for hazards.	1. Supervisor to be trained in risk identification, assessment and control.
2. Appropriate industry induction.	2. All personnel contain a tidy worksite.	2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.
3. No previous experience required.		
Engineering Details/Certificates/Work cover Approvals:		Codes of Practice, Legislation:
AS 3000 and clients specifications		Occupational Health and Safety Act 1983, Construction Safety Regulations and Code of Practice, Electrical Practices for Construction Work
Plant/Equipment:		Maintenance Checks:
		Hand tools to be checked daily.
Read and signed by all employees on site:		

COMPANY NAME:

WORK METHOD STATEMENT FOR: **CONDUIT INSTALLATION, IN GROUND**

WMS No. 002

Page 1 of 2

ISSUE DATE REVISION DATE

REVISION No

PREPARED BY

PROJECT

SECTION

PROJECT MANAGER

CLIENT

DISTRIBUTION:

Client OHS

Company Personnel

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]
1. Check area for other services and conform locations of any gas lines, power cables, telephone cables, water or sewer lines and tree roots.	Sun exposure Tripping	3 4	Use skin protection [3.4] Ensure area is clear [1.5] Ensure location of other services is confirmed and appropriate access permits obtained.
2. Check layout and mark out	Tripping	4	Ensure area is clear [1.5] Wear safety footwear [3.4]
3. Excavate trenches	Manual handling Falling in trenches Trench collapse Services damage	3 3 3 3	Implement manual handling risk control procedures [1.7] Ensure trenches are as even and flat as practical [3.5] Barricade work area Provide shoring, benches or battering in accordance with Work cover requirements [5.2] Provide warning lights if necessary overnight
4. Lay conduit	Fire and explosion Personal injury Electric Shock Confined Spaces Manual handling Tripping	3 3 1 3 3	Comply with Work cover requirements [5.2] Implement risk management procedures [1.7] Confirm any existing installations are dead. Follow standard working procedures [3.6] Implement manual handling risk control procedures [1.7]
5. Restore ground to clients specifications		3	
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL
			4. MODERATE
			5. PERHAPS ACCEPTABLE

* To be read in conjunction with NECA Safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

Personal Qualifications and Experience:	Personnel, Duties and responsibilities:	Training required to Complete work:
1. Minimum of trades assistant or apprentice under the supervision of a qualified supervisor. 2. Appropriate industry induction. 3. No previous experience required.	1. Supervisor to carry out daily inspections of work site hazards. 2. All personnel to maintain a tidy work site. 3. Barricades to be used as appropriate.	1. Supervisor to be trained in risk identification, assessment and control. 2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.
Engineering Details/Certificates/Work cover Approvals:		Codes of Practice, Legislation:
Engineering details to include depth of trenches in accordance with AS 3000 and clients specifications.		Occupational Health and Safety Act 1983, Construction Safety Regulations and Code of Practice; Electrical Practices for Construction Work.
Plant/Equipment:	Maintenance Checks:	
Hand tools for trenching, barricades, and warning lights.	Hand tools and ladders to be checked daily. Batteries for warning lights.	
Read and signed by all employees on site:		

COMPANY NAME:

WORK METHOD STATEMENT FOR: CONDUIT INSTALLATION, WALLS AND CEILINGS WMS No. 003 Page 1 of 2

ISSUE DATE REVISION DATE REVISION No PREPARED BY

PROJECT SECTION PROJECT MANAGER

CLIENT DISTRIBUTION: Client OHS Company Personnel

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]		
1. Check layout and mark out	Tripping and exposed nails	4	Ensure area in particular walkways are clear [1.5] Wear safety footwear [3.4]		
2. Check equipment is tagged	Electric shock	1	Use only correctly tagged equipment [4.2]		
3. Secure fixings and supports	Debris and noise from drilling	4	Use minimum drilling speed consistent with effective work. Use goggles for eye protection, suitable respirator and hearing protection [3.4] Ensure drill bits are sharp Use ladders in accordance with WMS 006 [5.3] Use fall protection where appropriate [3.5]		
	Struck by falling objects	3	Wear safety helmet [3.4] Restrict traffic		
	Falling	3	Mobile scaffolds locked [5.4] Use ladders in accordance with WMS 006 [5.3] EWP Certificate [5.5]		
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCEPTABLE

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable

Personal Qualifications and Experience:	Personnel, Duties and Responsibilities:	Training Required to Complete Work:
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site hazards.	1. Supervisor to be trained in risk identification, assessment and control.
Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.
3. EWP Certificate		3. EWP training if using EWP.
Engineering Details/Certificates/Work cover Approvals:		Codes of Practice, Legislation:
Installation to comply with AS 3000 and clients specifications.		Occupational Health and Safety Act 1983, Construction Safety Regulations and Code of Practices for Construction Work.
Plant/Equipment:		Maintenance Checks:
Portable tools, ladders, EWP		Hand tools and ladders to be checked daily. EWP in accordance with manufacturers recommendations.
Read and signed by all employees on site:		

COMPANY NAME:

WORK METHOD STATEMENT FOR: **CABLE AND LADDER TRAY INSTALLATION** WMS No. 004 Page 1 of 2

ISSUE DATE

REVISION DATE

REVISION No

PREPARED BY

PROJECT

SECTION

PROJECT MANAGER

CLIENT

DISTRIBUTION:

Client OHS

Company Personnel

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]
1. Check layout and mark out	Tripping and exposed nails	4	Ensure area in particular walkways are clear [1.5] Wear safety footwear [3.4]
2. Secure fixings and supports using correct size bolts and fixings	Debris and noise from drilling	3	Use only correctly tagged equipment [4.2] Use minimum drilling speed consistent with effective work. Use P1 respirator if appropriate [3.4] Use appropriate eye protection [3.4] Use hearing protection [3.4] Ensure drill bits are sharp. Ensure work piece is clamped. Use eye and hearing protection [3.4] Use gloves [3.4]
3. Cut ladders or trays to fit using drop saw or 100mm angle grinder	Noise, eye injuries, cuts and abrasions	3	Use ladders in accordance with WMS 006 [5.3] Use fall protection where appropriate [5.3] Use gloves [3.4]
4. Secure ladders or trays to supports.	Cuts and abrasions from sharp edges.	3	Use ladders in accordance with WMS 006 [5.3] Use fall protection where appropriate [5.3] Use gloves [3.4]
5. Remove sharp edges and protruding fixings	Working at height, falls Manual handling	3	Use ladders in accordance with WMS 006 [5.3] Use fall protection where appropriate [5.3] Follow manual handling risk control procedures [1.7]
	Burns and fires from cutting and welding	3	Follow hot work procedures [4.6]
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL
			4. MODERATE
			5. PERHAPS ACCEPTABLE

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

Personal Qualifications and Experience:	Personnel, Duties and Responsibilities:	Training Required to Complete Work:
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site hazards.	1. Supervisor to be trained in risk identification, assessment and control.
Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.
3. EWP Certificate		3. EWP training if using EWP.
Engineering Details/Certificates/Work cover Approvals:		Codes of Practice, Legislation:
AS 3000 and clients specifications.		Occupational Health and Safety Act 1983, Construction Safety Regulations and Code of Practices for Construction Work.
Plant/Equipment:		Maintenance Checks:
Portable drill, welder, ladders, EWP, grinder, drop saw.		Hand tools and to be checked daily.
Read and signed by all employees on site:		

COMPANY NAME:

WORK METHOD STATEMENT FOR: **WORKING IN RISERS** WMS No. 005 Page 1 of 2

ISSUE DATE

REVISION DATE

REVISION No

PREPARED BY

PROJECT

SECTION

PROJECT MANAGER

CLIENT

DISTRIBUTION:

Client OHS

Company Personnel

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]		
1. Check location to drawing and reference to specification layout and mark out.	Tripping and-exposed nails	4	Ensure area in particular walkways are clear [1.5] Wear safety footwear [3.4]		
2. Check for access to riser and have clear working area	Falling, falling objects	3	Wear safety helmets with chin straps [3.4] Use fall protection as appropriate [3.5] Provide training and use entry permit when appropriate.		
3. Check for confined spaces	Restricted working space	3	Implement Confined Space Procedure if necessary		
4. Check for adequate lighting	Work restrictions	4	Use supplementary lighting if necessary		
5. Protect all openings and risers	Falling	3	Builder to provide protection		
6. Install warning signs	Objects falling	3	Use appropriate signs, eg, "DANGER MEN WORKING ABOVE"		
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCEPTABEL

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

COMPANY NAME:

WORK METHOD STATEMENT FOR: USING PORTABLE LADDERS WMS No. 006 Page 1 of 2

ISSUE DATE: _____ REVISION DATE: _____ REVISION No: _____ PREPARED BY: _____

PROJECT: _____ SECTION: _____ PROJECT MANAGER: _____

CLIENT: _____ DISTRIBUTION: Client OHS Company Personnel

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]
1. select appropriate ladder with regard to compliance with the relevant part AS 1892 and work to be done.	Electric Shock	1	Metal or wire reinforced ladders shall not be used for any electrical work. [5.3]
2. Inspect the ladder for condition	Falling	3	Position ladders a minimum of 1 metre from edges of slabs or floors. Increase this distance as working height increases. Straight or extension ladders to be secured at top and bottom. [5.3]
3. Position ladder to ensure stability	Falling	3	Ladders to extend 1 metre above landing level and be long enough to work at least 1 metre from the top. [5.3] Angle of ladder to be 1 metre in 4 [5.3] Always face the ladder and keep within the styles. Fall protection to be used when working above 1.8m [5.3]
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL
			4. MODERATE
			5. PERHAPS ACCEPTABEL

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

Personal Qualifications and Experience:	Personnel, Duties and Responsibilities:	Training Required to Complete Work:
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site hazards.	1. Supervisor to be trained in risk identification, assessment and control.
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.
3. Confined space training.		3. Confined space training if applicable
4. no previous experience required.		
Engineering Details/Certificates/Work cover Approvals:		Codes of Practice, Legislation:
AS 3000 and clients specifications.		Occupational Health and Safety Act 1983, Construction Safety Regulations and Code of Practices for Construction Work.
Plant/Equipment:		Maintenance Checks:
Portable tools.		Hand tools and to be checked daily.
Read and signed by all employees on site:		

COMPANY NAME:

WORK METHOD STATEMENT FOR: **INSTALLING LIGHT FITTINGS** WMS No. 007 Page 1 of 2

ISSUE DATE: _____ REVISION DATE: _____ REVISION No: _____ PREPARED BY: _____

PROJECT: _____ SECTION: _____ PROJECT MANAGER: _____

CLIENT: _____ DISTRIBUTION: Client OHS Company Personnel

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]
1. Check layout and mark out.	Tripping and exposed nails	4	Ensure area in particular walkways are clear [1.5] Wear safety footwear [3.4]
2. Receive lights on site and confirm correct numbers and types	Struck by falling objects	3	Keep lifting area clear of people [4.9]
3. Confirm cable requirements	Manual handling	3	Implement manual handling risk control procedures [4.9]
4. Install light fitting base or bracket and terminate cabling or plug into lighting socket	Electric shock	1	Test and confirm cables before commencing work.
5. Complete the fittings of any other parts	Electric shock	1	Isolate and fit danger tags as appropriate [3.1, 3.2]
6. Confirm fitting is secure and installed to specification	Falling	3	Ensure power tools and Leads are tagged [4.2]
7. Clear area and remove isolation and danger tags	Falling	3	Use ladder or platform appropriately [5.3]
	Hand injuries	4	User ladder or platform appropriately [5.3] Use gloves [3.4]
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL
			4. MODERATE
			5. PERHAPS ACCEPTABEL

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

Personal Qualifications and Experience:	Personnel, Duties and Responsibilities:	Training Required to Complete Work:
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site hazards.	1. Supervisor to be trained in risk identification, assessment and control.
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.
3. No previous experience required.		3. EWP training if using EWP.
Engineering Details/Certificates/Work cover Approvals:		Codes of Practice, Legislation:
AS 3000 and clients specifications.		Occupational Health and Safety Act 1983, Construction Safety Regulations and Code of Practices for Construction Work.
Plant/Equipment:		Maintenance Checks:
Portable drill, leads and ladders.		Hand tools and ladders to be checked daily.
Read and signed by all employees on site:		

COMPANY NAME:

WORK METHOD STATEMENT FOR: **INSTALLATION OF SWITHBOARDS** WMS No. 008 Page 1 of 2

ISSUE DATE: _____ REVISION DATE: _____ REVISION No: _____ PREPARED BY: _____

PROJECT		PROJECT MANAGER	
CLIENT		Company Personnel	
DISTRIBUTION:		SECTION	
Client OHS			

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]
1. Confirm installation specifications	N/A	N/A	N/A
2. Prepare installation area and confirm adequate space including door swing for maintenance	Hand injuries, tripping and exposed nail	4	Ensure area in particular walkways are clear [1.5] Wear safety footwear [3.4] Use suitable gloves [3.4]
3. Arrange for crane or other mechanical handling equipment if needed	N/A	N/A	N/A
4. Receive switchboard on site including test certificates	N/A	N/A	N/A
5. Transfer switchboard to installation location	Falling objects Manual handling	2 2	Keep lifting area clear of people [4.9] Implement manual handling risk control procedures [1.7] Use mechanical handling equipment [4.9]
6. Mark out location ensuring coordination with other services.]	Falling objects Manual handling	2	Implement manual handling risk control procedures [1.7] N/A
7. Install switchboard to manufacturers and clients specifications	N/A		
8. Commission switchboard	Manual handling	2	Implement manual handling risk control procedures [1.7]
9. Clean area	Electric shock, explosion	2	Carry out pre-commissioning tests and isolation procedures. Use suitable gloves [3.4]
	Hand injuries	3	

RISK SCORE	1. VERY HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERIAPS ACCEPTABEL
------------	--------------	----------------	-------------	-----------------------

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

Personal Qualifications and Experience:	Personnel, Duties and Responsibilities:	Training Required to Complete Work:
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site hazards.	1. Supervisor to be trained in risk identification, assessment and control.
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.
3. No previous experience required.		
Engineering Details/Certificates/Work cover Approvals:		Codes of Practice, Legislation:
AS 3000 and clients specifications.		Occupational Health and Safety Act 1983, Construction Safety Regulations and Code of Practices for Construction Work.
Plant/Equipment: Portable drills, ladders, appropriate mechanical handling equipment.	Maintenance Checks: Mechanical handling equipment to be checked in accordance with statutory and manufactures requirements.	Hand tools and ladders to be checked daily.
Read and signed by all employees on site:		

COMPANY NAME:

WORK METHOD STATEMENT FOR: **INSTALLATION OF PYROTENAX, (MIMS), CABLE** WMS No. 009 Page 1 of 2

ISSUE DATE: _____ REVISION DATE: _____ REVISION No: _____ PREPARED BY: _____

PROJECT: _____ SECTION: _____ PROJECT MANAGER: _____

CLIENT: _____ DISTRIBUTION: _____ Client OHS _____ Company Personnel _____

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]
1. Check location to drawing and specification layout and mark out.	Tripping and exposed nails	4	Ensure area is clear [1.5]
2. Confirm cable specification and condition	N/A	N/A	N/A
3. Confirm cable supports on conduits have been installed to specifications.	Falls	3	Refer to WMS 004, cable and ladder tray installation
4. Install rollers on other protection to client specifications.	Falls	3	User ladders in accordance with WMS 006 [5.3]
5. Install cable stands to client specifications	Manual handling	3	Use fall [protection as appropriate [3.5]
6. Install cable manually with rope or winch as appropriate to clients specifications	Manual handling	3	Implement manual handling risk control procedures [1.7]
7. Cut any excess cable and seal exposed ends to manufacturers recommendations	Hand injuries	3	Implement manual handling risk control procedures [1.7]
8. Locate/dress cable and fix in position to clients specifications	Falls	3	Use suitable gloves [3.4] Use tools in accordance with manufacturers instruction User ladders in accordance with WMS 006 [5.3] Use fall [protection as appropriate [3.5]
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL
		4. MODERATE	5. PERHAPS ACCEPTABLE

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

Personal Qualifications and Experience:	Personnel, Duties and Responsibilities:	Training Required to Complete Work:
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site hazards.	1. Supervisor to be trained in risk identification, assessment and control.
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.
3. No previous experience required.		
Engineering Details/Certificates/Work cover Approvals:		Codes of Practice, Legislation:
AS 3000 and clients specifications.		Occupational Health and Safety Act 1983, Construction Safety Regulations and Code of Practices for Construction Work.
Plant/Equipment: manufacturers recommended tools.		Maintenance Checks:
		Hand tools to be checked daily.
Read and signed by all employees on site:		

COMPANY NAME:

WORK METHOD STATEMENT FOR: **INSTALLATION OF LIGHTING LOOMS** WMS No. 010 Page 1 of 2

ISSUE DATE: _____ REVISION DATE: _____ REVISION No: _____ PREPARED BY: _____

PROJECT: _____ SECTION: _____ PROJECT MANAGER: _____

CLIENT: _____ DISTRIBUTION: Client OHS Company Personnel

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]		
1. Check drawing to confirm loom locations and specification	N/A	N/A	N/A		
2. Receive cable and socket bases on site and confirm correct type, sizes and numbers.	Struck by falling objects Manual handling	3 3	Keep lifting area clear of people [4.9] Implement manual handling risk control procedures [1.7]		
3. Construct lighting looms to clients specifications	Hand injuries	4	Use tools appropriately		
4. Label each loom with distribution board and circuit number	N/A	N/A	N/A		
5. Install looms to clients specification	Electric shock, falls	1 3	Use only correctly tagged equipment [4.2] Use ladders in accordance with WMS 006 [5.3]		
6. Confirm socket locations and fixings to clients specifications	Falls	3	Use ladders in accordance with WMS 006 [5.3]		
7. Install circuit feeds and switch wires to clients specifications	Electric shock, Falls	1 3	Use only correctly tagged equipment [4.2] Use ladders in accordance with WMS 006 [5.3]		
8. Clean area	Hand injuries	4	Wear suitable gloves [3.4]		
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCEPTABLE

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

Personal Qualifications and Experience:	Personnel, Duties and Responsibilities:	Training Required to Complete Work:
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site hazards.	1. Supervisor to be trained in risk identification, assessment and control.
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.
3. No previous experience required.		
Engineering Details/Certificates/Work cover Approvals:		Codes of Practice, Legislation:
AS 3000 and clients specifications.		Occupational Health and Safety Act 1983, Construction Safety Regulations and Code of Practices for Construction Work.
Plant/Equipment: Portable tools, ladders		Maintenance Checks:
		Hand tool and ladders to be checked daily.
Read and signed by all employees on site:		

COMPANY NAME:

WORK METHOD STATEMENT FOR: **INSTALLATION OF CABLE SUPPORTS** WMS No. 011 Page 1 of 2

ISSUE DATE _____ REVISION DATE _____ REVISION No _____ PREPARED BY _____

PROJECT _____ SECTION _____ PROJECT MANAGER _____

CLIENT _____ DISTRIBUTION: Client OHS Company Personnel

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]
1. Check location to drawings and specification	Tripping and exposed nails	4	Ensure area is clear [1.5] Wear safety footwear [3.4]
2. Receive cable supports on site confirming correct type, size and number	Struck by falling objects Manual handling	3 3	Keep lifting area clear of people [4.9] Implement manual handling risk control procedures [1.7]
3. Mark out route of cable supports to specifications confirming clearance of other services	Falling	3	Use ladders in accordance with WMS 006 [5.3] Use fall protection as appropriate [3.5]
4. Install supports to clients specifications supporting as necessary and using correct size bolts and fixings	Electric shock Falling	1 3	Ensure power tools and leads are tagged [4.2] Use ladders in accordance with WMS 006 [5.3]
5. Confirm tightness of fixings	Falling	3	Use ladders in accordance with WMS 006 [5.3] Keep lifting area clear of people [4.9]
6. Install cable supports	Falling	3	Use ladders in accordance with WMS 006 [5.3] Use fall protection as appropriate [3.5]
7. Clean area	Hand injuries	4	Use suitable gloves [3.4]

RISK SCORE 1. VERY HIGH 2. HIGH 3. SUBSTANTIAL 4. MODERATE 5. PERHAPS ACCEPTABEL

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

COMPANY NAME:

WORK METHOD STATEMENT FOR: **INSTALLATION OF MAINS** WMS No. 012 Page 1 of 3

ISSUE DATE: _____ REVISION DATE: _____ REVISION No: _____ PREPARED BY: _____

PROJECT: _____ SECTION: _____ PROJECT MANAGER: _____

CLIENT: _____ DISTRIBUTION: _____ Client OHS: _____ Company Personnel: _____

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]
1. Liaise with Supply Authority to coordinate changes to supply.	N/A	N/A	N/A
2. Obtain Supply Authority Certificates and check drawings.	N/A	N/A	N/A
3. Coordinate shutdowns with client.	N/A	N/A	N/A
4. Receive mains on site.	Falling objects Manual handling	3	Keep lifting area clear of people [4.7] Implement manual handling risk control procedures [1.7]
5. Shutdown supply and supply DANGER tags.	Electric shock	1	Confirm DEAD before commencing work [6.1]
6. Remove existing mains terminations if applicable.	Electric shock	1	Confirm DEAD before commencing work [6.1]
7. Install mains to specifications	Electric shock	1	Confirm DEAD before commencing work [6.1]
8. Terminate new mains to specifications	Electric shock	1	Confirm DEAD before commencing work [6.1]
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL
		4. MODERATE	5. PERHAPS ACCEPTABLE

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

COMPANY NAME:

WORK METHOD STATEMENT FOR: **INSTALLATION OF MAINS WMS No. 012** Page 2 of 3

ISSUE DATE REVISION DATE REVISION No PREPARED BY

PROJECT SECTION PROJECT MANAGER

CLIENT DISTRIBUTION: Client OHS Company Personnel

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]		
9. Confirm installation of drawings and specifications and ensure connections are tight	Electric shock	N1	Confirm DEAD and identify cables before commencing work [6.1]		
10. Clean area	Hand injuries	4	Wear suitable gloves [3.4]		
11. Test installation	Electric shock	1	Confirm DEAD and identify cables before commencing work [6.1]		
12. Liaise with Supply Authority for inspection and test	N/A	N/A	N/A		
13. Remove DANGER tags	N/A	N/A	N/A		
14. Energies supply	Electric shock	1	Follow standard working procedures [Chapter 6]		
15. Install signs and labels as required	Hand injuries	4	Use tools appropriately		
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCEPTABLE

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

Personal Qualifications and Experience:	Personnel, Duties and Responsibilities:	Training Required to Complete Work:
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site hazards.	1. Supervisor to be trained in risk identification, assessment and control.
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.
3. EWP Certificate		3. EWP Certificate if using EWP.
4. No previous experience required.		
Engineering Details/Certificates/Work cover Approvals:		Codes of Practice, Legislation:
Installation to comply with AS 3000 and clients specifications.		Occupational Health and Safety Act 1983, Construction Safety Regulations and Code of Practices for Construction Work.
Plant/Equipment:		Maintenance Checks:
Portable tools, ladders, EWP		Hand tools and ladders to be checked daily. EWP in accordance with manufacturers recommendations.
Read and signed by all employees on site:		

COMPANY NAME:

WORK METHOD STATEMENT FOR:

INSTALLATION OF SWITCHBOARD CONNECTION WMS No. 013 Page 1 of 3

ISSUE DATE

REVISION DATE

REVISION No

PREPARED BY

PROJECT

SECTION

PROJECT MANAGER

CLIENT

DISTRIBUTION:

Client OHS

Company Personnel

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]
1. Confirm switchboard meets and has been installed to specification	N/A	N/A	N/A
2. Confirm cables to be connected meet specifications and all cables have been installed. Check any specific requirements have been met.	N/A	N/A	N/A
3. Group cables together as they enter switchboard and fix with cable ties.	Hand injuries	4	Use suitable gloves [3.4]
4. Separate cables into groups of like destination. Seal or plug any unused cable entries.	Electric shock	1	Confirm DEAD before commencing work [6.1]
5. Mark each conductor prior to removing any secondary insulation.	N/A	N/A	N/A
6. Group conductors of like destinations and fix into a loom system.	Hand injuries	4	Use suitable gloves [3.4]
7. Align and terminate each conductor into its correct location.	Electric shock	1	Confirm DEAD before commencing work [6.1]
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL
		4. MODERATE	5. PERHAPS ACCEPTABEL

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

COMPANY NAME:

WORK METHOD STATEMENT FOR: **INSTALLATION OF SWITCHBOARD CONNECTION** WMS No. 013 Page 2 of 3

ISSUE DATE REVISION DATE REVISION No PREPARED BY

PROJECT SECTION PROJECT MANAGER

CLIENT DISTRIBUTION: Client OHS Company Personnel

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]
8. Check and tighten all terminations and connections	Electric shock	1	Confirm DEAD before commencing work [6.1]
9. Confirm installation meets specifications.	N/A	N/A	N/A
10. Install labels, signs or markings as required.	N/A	N/A	N/A
11. Clean switchboard	Hand injuries	4	Use suitable gloves [3.4]
12. Confirm all circuits have been completed and DANGER TAG any incomplete circuits.	N/A	N/A	N/A
13. Test and commission switchboard using relevant procedures. Confirm phase rotation of all 3-phase equipment.	Electric shock	1	Follow safe work practices [6.3]
14. Complete records	N/A	4	N/A
	N/A	N/A	N/A

RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCEPTABEL
------------	--------------	---------	----------------	-------------	-----------------------

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

Personal Qualifications and Experience:	Personnel, Duties and Responsibilities:	Training Required to Complete Work:
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site hazards.	1. Supervisor to be trained in risk identification, assessment and control.
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading
3. No previous experience required.		3. EWP Certificate if using EWP.
Engineering Details/Certificates/Work cover Approvals:		Codes of Practice, Legislation:
AS 3000 and clients specifications.		Occupational Health and Safety Act 1983, Construction Safety Regulations and Code of Practices for Construction Work.
Plant/Equipment:		Maintenance Checks:
Portable drill, leads and ladders.		Hand tools and ladders to be checked daily.
Read and signed by all employees on site:		

COMPANY NAME:

WORK METHOD STATEMENT FOR INSTALLATION of NEW WORK in EXISTING SWITCHBOARDS WMS No.014 PREPARED BY

ISSUE DATE REVISION DATE REVISION No PROJECT MANAGER

PROJECT SECTION Client OHS Company Personnel

CLIENT	DISTRIBUTION:	SECTION	Client OHS	Company Personnel	
WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]		
1) Check layout to drawings and specifications and confirm with clients.	N/A.	N/A	N/A	N/A	
2) Check walls, cravities and ceilings for other services and confirm location of any water pipes, gas lines or power or telephone cables. client	N/A	N/A	N/A	N/A	
3) Check walls, cravities and ceilings for other services and confirm location of any water pipes, gas lines or power or telephone cables. client	N/A	1	Confirm DEAD before commencing work [6.1] Follow Standard Working Procedures [Chapter 6]		
3) Isolate section of, or complete switchboard, or install insulating barriers.	N/A	N/A	N/A		
4) Fit DANGER TAGS to isolation devices	Electric shock	1	Confirm DEAD before commencing work [6.1] Follow Standard Working Procedures [Chapter 6]		
5) Test that work area has been safely isolated	Electric shock	1	Test and identify cables before commencing work [6.1]		
6) Complete installation to client's specifications	Electric shock	1	Confirm DEAD before commencing work [6.1] Follow Standard Working Procedures [Chapter 6]		
7) Check and tighten all terminations and connections					
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCEPTABLE

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

COMPANY NAME:

WORK METHOD STATEMENT FOR INSTALLATION of NEW WORK in EXISTING SWITCHBOARDS WMS No. 014 Page 2 of 3

ISSUE DATE REVISION DATE REVISION No PREPARED BY

PROJECT SECTION PROJECT MANAGER

CLIENT DISTRIBUTION: Client OHS Company Personnel

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]		
8) Confirm installation to client's specification	N/A	N/A	N/A N/A		
9) Fit DANGER TAGS to any incomplete work	N/A	N/A	N/A		
10) Install labels, signs or markings as required.	N/A	N/A	N/A		
11) Clean work area	Hand injuries	4	Use suitable gloves [3.4]		
12) Test and commission new following relevant procedures. Confirm phase rotation of all 3 phase equipment	Electric shock	1	Follow Standard Working Procedures [Chapter 6]		
13) Complete records	N/A	N/A	N/A		
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCEPTABLE

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

Personal Qualifications and Experience:	Personnel, Duties and Responsibilities:	Training Required to Complete Work:
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site hazards.	1. Supervisor to be trained in risk identification, assessment and control.
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.
3. No previous experience required.		3. EWP Certificate if using EWP.
Engineering Details/Certificates/Work cover Approvals:		Codes of Practice, Legislation:
Installation to comply AS 3000 and clients specifications.		Occupational Health and Safety Act 1983, Construction Safety Regulations and Code of Practices for Construction Work.
Plant/Equipment:		Maintenance Checks:
Portable tools, ladders, EWP		Hand tools and ladders to be checked daily. EWP in accordance with manufacture recommendations.
Read and signed by all employees on site:		

COMPANY NAME:

WORK METHOD STATEMENT FOR INSTALLATION OF POWER POINTS

WMS No.017 Page 1 of 2

ISSUE DATE	REVISION DATE	REVISION No	PREPARED BY
PROJECT		SECTION	PROJECT MANAGER
CLIENT		DISTRIBUTION:	Company Personnel
WORK METHOD DESCRIPTION		RISK ASSESSMENT	RISK SCORE
			RECOMMENDED ACTIONS * [Clause No.]
1) Check layout to drawings and specifications and confirm with clients.	N/A	N/A	N/A
2) Check walls, cavities and ceilings for other services and confirm location of any water pipes, gas lines or power or telephone cables.	Falls Hand Injuries	3	Ensure area is clear. [1.5] Wear safety footwear. [3.4] Use suitable gloves. [3.4] Use ladders in accordance with WMS 006. [5.3]
3) Check equipment is tagged.	Electric shock	1	Use fall protection as appropriate. [3.5] Use only correctly tagged equipment. [4.2]
4) Fit power point mounting brackets as required.	Debris and noise from drilling.	3	Use minimum drilling speed consistent with effective work. Use appropriate respirators, eye and hearing protection. [3.4] Keep drill bits sharp. Use ladder or platform appropriately. [5.3] Use suitable insulating material.
5) Tape or insulate ends of new cable to prevent electrical contact.	Electric shock	3	
6) Run cables.	Hand injuries	4	Use suitable gloves. [3.4]
7) Connect power points.	Electric shock Electric shock	1 1	Confirm DEAD before commencing work [6.1] Confirm DEAD before commencing work [6.1]
8) Confirm fittings are secure and installed to specifications.	Falling	3	Use ladder or platform appropriately [5.3]
9) Clear area and remove Isolation or Danger Tags.	Hand injuries	4	Use suitable gloves. [3.4]
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL
			4. MODERATE
			5. PERHAPS ACCEPTABLE

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

WORK METHOD STATEMENT:

INSTALLING POWER POINTS

WMS No. 017 Page 2 of 2

Personal Qualifications and Experience:	Personnel, Duties and Responsibilities:	Training Required to Complete Work:
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site hazards.	1. Supervisor to be trained in risk identification, assessment and control.
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.
3. No previous experience required.		3. EWP Certificate if using EWP.
Engineering Details/Certificates/Work cover Approvals: AS 3000 and clients specifications.		Codes of Practice, Legislation: Occupational Health and Safety Act 1983, Construction Safety Regulations and Code of Practices for Construction Work
Plant/Equipment: Portable drill, pipe detection equipment, leads and ladders.		Maintenance Checks: Hand tools and ladders to be checked daily.
Read and signed by all employees on site:		

COMPANY NAME:

WORK METHOD STATEMENT FOR: **MANUAL HANDLING** WMS No. 020 Page 1 of 3

NOTE: THIS GUIDELINE INTENDED TO BE APPLIED IN DIFFERENT SITUATIONS.

ISSUE DATE REVISION DATE REVISION No PREPARED BY

PROJECT SECTION PROJECT MANAGER

CLIENT DISTRIBUTION: Client OHS Company Personnel

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]
1. Identify characteristics of:			
(a) The object to be handled.	Sizes, shape, weight, bulk, stability, hot, cold, sharp edges, grip.	3	Complete risk identification as in Appendix 1.
(b) The task	Frequency, bending, reaching, twisting, balances, distances, forces.	3	Complete risk identification as in Appendix 1.
(c) The working environment.	Space, access, lighting, floor surface, hot/cold.	3	Complete risk identification as in Appendix 1.
(d) The individuals involved	New, ages, disabilities, PPE & C, training, hazard awareness. If team lifting, training and physically matched.	3	Complete risk identification as in Appendix 1.
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL
			4. MODERATE
			5. PERHAPS ACCEPTABLE

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

COMPANY NAME:

WORK METHOD STATEMENT FOR: **MANUAL HANDLING** WMS No. 020 Page 2 of 3

NOTE: THIS GUIDELINE INTENDED TO BE APPLIED IN DIFFERENT SITUATIONS.

ISSUE DATE	REVISION DATE	SECTION	REVISION No	PREPARED BY	
PROJECT				PROJECT MANAGER	
CLIENT	DISTRIBUTION:	Client OHS		Company Personnel	
WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]		
2. Access characteristics of:					
(a) The working area.	Heights, space, chairs, lighting, floors, access.	3	Complete risk identification as in Appendix 2.		
(b) The people.	Sufficient, new, ages, disabilities, PPE & C, training, hazard awareness. If team lifting, training and physically matched.	3	Complete risk identification as in Appendix 2.		
(c) The actions of people.	Posture, bending, stretching, reaching, twisting, and handling techniques.	3	Complete risk identification as in Appendix 2.		
(d) The object.	Sizes, shape, weight, bulk, stability, hot, cold, sharp edges, grip, accurate placement.	3	Complete risk identification as in Appendix 2.		
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCEPTABEL

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

COMPANY NAME:

WORK METHOD STATEMENT FOR: **MANUAL HANDLING** WMS No. 020 Page 3 of 3

NOTE: THIS GUIDELINE INTENDED TO BE APPLIED IN DIFFERENT SITUATIONS.

ISSUE DATE REVISION DATE REVISION No PREPARED BY

PROJECT SECTION PROJECT MANAGER

CLIENT DISTRIBUTION: Client OHS Company Personnel

WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]
3. Control hazards using measures developed from 1 and 2.	Personal injuries and property damage.	3	Formulate action plans to include <ul style="list-style-type: none"> • What is to be done • Who will be responsible for completion, and • When will the work be completed?
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL
			4. MODERATE
			5. PERHAPS ACCEPTABEL

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

ISSUE DATE	REVISION DATE	REVISION No	PREPARED BY
PROJECT	SECTION	PROJECT MANAGER	
CLIENT	DISTRIBUTION:	Client OHS	Company Personnel
WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]
1. Check that machine is safe to use mechanically.	Machine failure, personal injury.	2	Check logbook, hydraulics, tyres, audible alarm, and warning lights.
2. Check electrical equipment on machine.	Electric shock.	1	Check general-purpose outlet, residual current device and earth continuity between earth pin and machine frame. Trip test RCD.
3. Check surfaces on which the machine is to be used.	Machine stability.	2	Use machine only on stable, level surfaces in accordance with the manufacturers instructions.
4. Secure working area.]	Personal injuries.	2	Barricade working area, erect signs, tie tools on, and secure objects left at height.
5. Prevent falls.	Personal injuries.	2	Use parachute harness with lanyard and shock absorber. Ensure attachment point is appropriate. Stay wholly within the bucket at all times. Enter or exit bucket only while lowered.
6. Check services in work area.	Personal injuries.	2	Use the machine only in wind less than 12.5m/sec. Isolate as required.
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL
			4. MODERATE
			5. PERHAPS ACCEPTABEL

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

Personal Qualifications and Experience:	Personnel, Duties and Responsibilities:	Training Required to Complete Work:
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site hazards.	1. Supervisor to be trained in risk identification, assessment and control.
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.
3. EWP Certificate		
4. No previous experience required.		
Engineering Details/Certificates/Work cover Approvals:		Codes of Practice, Legislation:
		Occupational Health and Safety Act 1983, Construction Safety Regulations and Code of Practices for Construction Work.
Plant/Equipment: Boom hoists to be checked in accordance with the manufacturers instructions.		Maintenance Checks: Maintenance to be carried out in accordance with the manufacturers schedule.
Read and signed by all employees on site:		

COMPANY NAME:

WORK METHOD STATEMENT FOR: USING MOBILE SCAFFOLDS WMS No. 022 Page 1 of 2

NOTE: ONLY PEOPLE WITH APPROPRIATE CERTIFICATES OF COMPETENCY MAY ERECT SCAFFOLDS OVER 4 METRES HIGH.

ISSUE DATE	REVISION DATE	REVISION No	PREPARED BY		
PROJECT	SECTION	PROJECT MANAGER			
CLIENT	DISTRIBUTION:	Client OHS	Company Personnel		
WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]		
1. Erect scaffold in accordance with the manufacturers or suppliers instructions	Unstable ground. Overturning. Collapse. Falling. Electric shock.	2	Place appropriate sole boards under standards. Ensure handrails are fitted as erection proceeds. Use fall protection as appropriate. Ensure safe distances are maintained from conductors		
2. Check surfaces on which the scaffold is to be used.	Scaffold instability.	2	Use scaffolds only on stable, level surfaces in accordance with the manufacturers instructions.		
3. Secure working area.	Personal injuries.	2	Barricade working area, erect signs, tie tools on, and secure objects left at height. Wear appropriate personal protective equipment.		
4. Observe safe working procedures.	Personal injuries.	2	Stay wholly within the bucket at all times. Uses appropriate fall protection. Ensure SWL is observed and wheels are locked when in working position. Use the scaffold only in wind less than 12.5m/sec.		
5. Check services in work area.	Personal injuries.	2	Isolate as required.		
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCEPTABEL

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

Personal Qualifications and Experience:	Personnel, Duties and Responsibilities:	Training Required to Complete Work:
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site hazards.	1. Supervisor to be trained in risk identification, assessment and control.
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.
3. Erectors to hold appropriate Certificates of competency.		
4. No previous experience required.		
Engineering Details/Certificates/Work cover Approvals:		Codes of Practice, Legislation:
Plant/Equipment: Scaffolds to be checked in accordance with the manufacturers instructions.		Occupational Health and Safety Act 1983, Construction Safety Regulations and Code of Practices for Construction Work.
Read and signed by all employees on site:		Maintenance Checks: Maintenance to be carried out in accordance with the manufacturers schedule.

COMPANY NAME:

WORK METHOD STATEMENT FOR: **DISMANTLING MOBILE SCAFFOLDS** WMS No. 023 Page 1 of 2

NOTE: ONLY PEOPLE WITH APPROPRIATE CERTIFICATES OF COMPETENCY MAY ERECT SCAFFOLDS OVER 4 METRES HIGH.

ISSUE DATE	REVISION DATE	REVISION No	PREPARED BY		
PROJECT	SECTION	PROJECT MANAGER			
CLIENT	DISTRIBUTION:	Client OHS	Company Personnel		
WORK METHOD DESCRIPTION	RISK ASSESSMENT	RISK SCORE	RECOMMENDED ACTIONS * [Clause No.]		
1. Dismantle scaffold in accordance with the manufacturers or suppliers instructions.	Falling objects. Electric shock Overturning.	2 1 2	Ensure work platform is clean prior to dismantling. Ensure safe distances are maintained from conductors. Remove lower ties only when the scaffold is dismantled down that level.		
2. Secure working area.	Personal injuries. Personal injuries.	2 2	Wear appropriate personal protective equipment. Ensure ropes for lowering equipment are securely tied. Barricade working area and erect signs.		
RISK SCORE	1. VERY HIGH	2. HIGH	3. SUBSTANTIAL	4. MODERATE	5. PERHAPS ACCEPTABEL

* To be read in conjunction with NECA safety Guide for Electrical Industry Employees 1998 [Clause No.] where applicable.

Personal Qualifications and Experience:	Personnel, Duties and Responsibilities:	Training Required to Complete Work:
1. Minimum of trades assistant or apprentice working under a qualified supervisor.	1. Supervisor to carry out daily inspections of work site hazards.	1. Supervisor to be trained in risk identification, assessment and control.
2. Appropriate industry induction.	2. All personnel to maintain a tidy work site.	2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.
3. Erectors to hold appropriate Certificates of competency.		
4. No previous experience required.		
Engineering Details/Certificates/Work cover Approvals:	Codes of Practice, Legislation: Occupational Health and Safety Act 1983, Construction Safety Regulations and Code of Practices for Construction Work.	
Plant/Equipment:	Maintenance Checks:	
Read and signed by all employees on site:		