



Safe Work Method Statement

Builders Temporary Supply installation (New Construction)

Routine	✓	Non-Routine	
New	✓	Revised	

Job Description	Installation of temporary electricity supply cabling (power or low voltage) from demarcation/pillar/pit/pole to Builders Temporary Supply point on site		
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, Overalls, Sunscreen, (Hard Hat & Hi-Viz, Site dependent)		
Plant/Equipment Required (edit list as required per site)	Conduit cutters, Conduit glue, Hacksaw, Cable Jacks, Cable Snake, Spade, Power drill, Hand Tools		
Signage Required	Electrical Work in Progress sign		

SEQUENCE OF BASIC STEPS	POTENTIAL HAZARDS/RISKS	HAZARD/RISK CONTROL METHOD
Carry out risk assessment (Job Safety Analysis) prior to commencing work		
Trench dug minimum of 600mm deep. Usually dug by digger on site. On occasion we need to extend trench by hand digging. From pit/pillar/plinth to BTS location on site	Heavy Machinery (Digger)	wear Hi-Viz, Hard Hat, Safety Boots, Always make eye contact with machinery operator prior to moving near machine. Do not walk within the slew radius of the digger bucket
	Open trench,	Use signage to warn people work in progress. Cover trench when not in use. Barricade trench or cover if at all possible. Watch footing.
	Digging tools	Never leave spades lying face up, keep tools out of the way when not in use where they cannot be tripped over (keep tidy site)
Duct layed into trench	Open trench	Use signage to warn people work in progress. Cover trench when not in use. Barricade trench or cover if at all possible. Watch footing . Note you cannot go into a trench over 1.5m deep without barricades on walls due to risk of wall collapse
	Trip Hazard	Maintain tidy site and keep all tools and materials in the one place that is not in the main work area.
	Solvent	Use gloves and face mask when applying conduit/duct glue and ensure area is well ventilated
Running the mains cabling inside the duct	Open trench	Use signage to warn people work in progress. Cover trench when not in use. Barricade trench or cover if at all possible. Watch footing .
	Trip Hazard	Maintain tidy site and keep all tools and materials in the one place that is not in the main work area
	Physical strain	Use two man lift. Always bend your knees (don't lift with your back). Communicate clearly and precisely with colleagues
	Cuts and Abrasions	Wear gloves to protect hands
Running mains cabling into pit/pillar and adding tails ready for lines company to connect	Electricity	Wear electrical safety gloves. Stop and look and take time to avoid live electricity
	Open Trench	Use signage to warn people work in progress. Cover trench when not in use. Barricade trench or cover if at all possible. Watch footing
	Trip Hazard	Maintain tidy site and keep all tools and materials in the one place that is not in the main work area
Run mains into Builders Temporary supply board location	Power Tools	Ensure power tool has current test tag. Check lead and power tool prior to use to ensure in safe working condition. Only operate power tool if you have been shown how to safely operate. Wear goggles and ear muffs. Ensure all safety guards are in
	Physical strain	Use two man lift. Always bend your knees (don't lift with your back). Communicate clearly and precisely with colleagues
	Dust/Debris	Wear goggles and dust mask
Install Earth Peg	Impact Force	Ensure all limbs clear before starting to hammer earth peg to required depth. Wear PPE necessary
	Physical strain	Take a break if necessary

	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 correctly terminated at BTS.
	Trip Hazard	Maintain tidy site and keep all tools and materials in the one place that is not in the main work area
	Electric Shock	After livening carry out comprehensive tests on outlets supplied by BTS as per AS/NZS 3000. Record results

Task Analysis Completed by	<Name>
Date	<date>