



Safe Work Method Statement

Disconnections (Renovation)

Routine	✓	Non-Routine	
New	✓	Revised	

Job Description	Disconnecting and removal of existing fittings, cabling, lights, power outlets and other electrical fittings as required.		
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, (Hard Hat & Hi-Viz, Site dependent)		
Plant/Equipment Required (edit list as required per site)	Power drill, battery drill, hand tools, . If concrete block walls may require Hammer drill. Ladder/s or Scaffold. Torch		
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		
Investigating existing cable routes	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
Isolate power to applicable circuits	Electric Shock	Test all cabling to ensure there is no electricity supply to that cable. If there is ensure the cable is safely and correctly protected as per regulations. Ensure that switchboard lockoff devices are in place to ensure circuits cannot be livened before
Removal of lights, power outlets, electrical fittings	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.
	Abrasive and/or sharp surfaces	Be aware of sharp tips on screws, ensure kept on you and not left lying around. Be aware of rough edges on timber framing for splinters, remove splinters from edge of timber if possible
	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.
	Dust/Debris	Wear goggles and dust mask. If dust coming from concrete,masonry,block work dampen area prior to doing abrasive work. Wear disposable overalls
	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
	Hand Tools	Use only the correct tool for the task, store safely in tool belt with any sharp edges pointing down.
Removal of minor existing building materials	Existing live works	Isolate existing live works, use minum category 3 testing equipment that has been calibrated and certified. Use the prove test prove method when isolating equipmnet. Isolate or lock off equipment using lock off mechanisms to distribution devices supplying electricity to the electrical fitting
	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
	Dust/Debris	Wear goggles and dust mask. If dust coming from concrete,masonry,block work dampen area prior to doing abrasive work. Wear disposable overalls
	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 scaffold erection training prior to use. Follow checklist for erecting mobile scaffold. Check for approved safety tag for non-mobile scaffold.
Removal of redundant cables	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 scaffold erection training prior to use. Follow checklist for erecting mobile scaffold. Check for approved safety tag for non-mobile scaffold.
	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. Ensure any exposed edges of cable
	Cable Drums	Ensure cable drums are properly in cable roller prior to pulling cable. Cable pulled off a drum not in a cable roller could cause injury to other people or damage to property
	Hand Tools	Use only the correct tool for the task, store safely in tool belt with any sharp edges pointing down.
	Physical strain	Brace yourself prior to pulling cabling. Bend with your knees not your back. Be aware of your surroundings prior to applying pull force so no impact injury when pulling
Terminate and Label remaining Cabling	Potential livening of existing works to be re-used	Terminate cable to remain where necessary. Terminate via connectors and Junction box as per electrical regulations, identify distribution equipment supplying existing cabling, label circuit on junction box or cable.
Ensure all cabling left safe and neatly coiled in correct position	Electric Shock	Test all cabling to ensure there is no electricity supply to that cable. If there is ensure the cable is safely and correctly protected as per regulations. Ensure that switchboard lockoff devices are in place to ensure circuits cannot be livened before safe to do so
	Trip and/or Impact Hazard	Ensure cables are neatly coiled up. For ceiling cabling ensure it is coiled up above typical head height so ensure other people on site cannot injure themselves on the cabling. For wall cabling ensure all cabling is neatly coiled up off the ground Barrier

Task Analysis Completed by	<Name>
Date	<date>