Last updated 14/08/2017

Safe Work Method Statement

Fault Finding and Testing

Routine	✓	**Non-Routine**	
New	✓	**Revised**	

Job Description	Investigate using visual, replication and elimination, and testing methods to identify cause of an electrical fault/issue		
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 (if required), Safety Glasses, Steel-toe Boots, Gloves, Dust Masks (if needed), Long Sleeve buttoned up shirt with sleeves down (if required - refer AS/NZS 4836:2011)		
Plant/Equipment Required *(edit list as required per site)*	Hand tools, test equipment, Electrical work in progress sign		
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		
Gather description of the fault/problem from the client	People on site	Use Electrical Work in Progress sign. Ensure occupants are notified of your prescence on site and communicate prior to commencing work
STOP..... To complete the fault finding/testing accurately do you need to work where you could contact un-insulated energized conductors? IF YES..... you must complete the Live Work Risk Assessment and put all proper PPE on as per AS/NZS 4836:2011 prior to continuing work		
Carry out visual inspection of installation where fault occuring to see if any issues that may be causing/contributing to fault	People on site	Use Electrical Work in Progress sign. Ensure occupants are notified of your prescence on site and communicate prior to commencing work
	Trip and/or Impact Hazard	Ensure you light the area where working so can see any objects that may cause impact harm or you to trip. Look around you prior to pulling to minimise risk of impact injury
Activate electrical installation as necessary to replicate fault	People on site	Use Electrical Work in Progress sign. Ensure occupants are notified of your prescence on site and communicate prior to commencing work
	Arc Flash	Wear appropriate PPE according to guidelines from AS/NZS 4836:2011 as available in DNA Electrical PPE Safe Use Policy
Carry out testing using appropriate test equipment	Tester unit (incorrect test results)	Ensure tester is calibrated annually and batteries are not too low
	Live components / Electric Shock	Ensure live components are properly shielded. Use PPE as appropriate for the current rating if there are exposed live components. Refer AS/NZS 4836:2011 table for PPE selection as availab ein DNA Electrical PPE Safe Use Policy
	People on site	Use Electrical Work in Progress sign. Ensure occupants are notified of your prescence on site and communicate prior to commencing work
Once fault has been identified follow appropriate Task Analysis for the replacement/repair		

Task Analysis Completed by	<Name>
Date	<date>