



## Safe Work Method Statement

Pre-wire (Renovation Construction)

Routine	✓	Non-Routine	
New	✓	Revised	

<b>Job Description</b>	Install cabling and mounting boxes throughout building prior to walls being lined, works may include removal of building materials		
<b>Project/Site</b>	<Site Address>	<b>Date</b>	<date>
<b>PPE Required for task</b> (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)		
<b>Plant/Equipment Required</b> (edit list as required per site)	Power drill, battery drill, hand tools, cable roller. If using conduit/trunking will also require hacksaw, conduit cutters, conduit glue. If concrete block walls may require Hammer drill, Ladder/s or Scaffold, Torch		
<b>Signage Required</b>	Electrical Work in Progress sign		

SEQUENCE OF BASIC STEPS	POTENTIAL HAZARDS/RISKS	HAZARD/RISK CONTROL METHOD
<b>Carry out risk assessment (Job Safety Analysis) prior to commencing work</b>		
Plan out positions and 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
Fit flush boxes into position	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.
	Hand Tools	Use only the correct tool for the task, store safely in tool belt with any sharp edges pointing down.
Drill out cable pathway if timber framing	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.
	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
	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
Mount cable tray if required for site	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.
	Power Tools (for mountings)	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
	Sharp Edges	Wear gloves when handling cable tray. Ensure any sharp edges exposed after installation complete are safely shielded
	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.
Install Conduit if non-lined concrete/block walls	Power Tools (for mountings)	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.
	Solvent	Use gloves and face mask when applying conduit/duct glue and ensure area is well ventilated
	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.
	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

Run cabling and affix as necessary	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
	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 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
Run cabling inside finished walls or ceiling if necessary	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 <del>scaffold erection training prior to use. Follow checklist for erecting mobile scaffold</del>
	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 <del>cable tray are smooth or shielded (ie will not cut skin or damage cable)</del>
	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.
	Small and narrow spaces	Make sure you know your way out. Always have a good form of lighting with you. Make sure you have a communication method with you such as cellphone or walkie talkie.
	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
	Electric Shock	Ensure main switch is turned off prior to commencing cable run into switchboard. Check path of incoming mains from meter to switchboard to ensure you are not working in this area
	Cable Burn	If running cabling down existing holes inside finished walls lubricate cabling to ensure that TPS cables rubbing together does not cause "cable burn". Cable burn damages the insulation of the cable and can pose a future fire or electric shock risk
Label Cabling	Incorrect labelling could cause later shock risk	Ensure all cabling is clearly and accurately labelled as it is run. Use "knick" method to identify switch lines. Incorrect labelling may cause errors during Fit off that may cause electric shock risk. Use permanent marker for labelling
Mount/fix any necessary boards/boxes/fixings into place (for example switchboards, data cabinets, towel rail fixings)	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 <del>scaffold erection training prior to use. Follow checklist for erecting mobile scaffold</del>
	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 cabinet metal frames are smooth or shielded (ie will not cut skin or damage cable)
	Hand Tools	Use only the correct tool for the task, store safely in tool belt with any sharp edges pointing down.
	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
Ensure all cabling left safe and neatly coiled in correct position	Electric Shock	DO NOT connect any cabling into switchboard during prewire stage.
	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. Secure

Task Analysis Completed by	<Name>
Date	<date>