


SAFE WORK METHOD STATEMENT - Job Specific: Switchboard Thermal Imaging

Framed in accordance with Work Health and Safety Regulation 2011

<https://www.legislation.nsw.gov.au/#/view/regulation/2011/674/chap6/part6.3/div2Section 299 - 303>

Location:			Phone No: 02 9449 8000		Date:		
Site/project details:			Short Description (if reqd):			Signed off: 	
No. Of Workers involved: 1 or 2			Prepared by: Colin Simon				
Procedure & equipment used (Step by step description of tasks)	Possible Hazards	Risk Score-Initial		Safety Controls	Risk Score - Residual		Person Responsible & Contact Details
		How Severe	How Likely		How Severe	How Likely	
Walk to panel / switchboard	Trip or slip	5	6	Use safety boots Training / Toolbox Talk.			Mario Severino 0415808281 Robert Atkinson 0434741171 Colin Simon 0416158419 Danny Chapman 0498432327
Remove escutcheon panel from Switchboard or open cover to switchboard	Cut hand on metal	4	5	Take care when removing escutcheon (PPE mostly not useful).			
	Drop escutcheon on foot	4	5	Technician to assess at site on a case by case basis).			
	Hurt back	3	3	Take care when removing escutcheon. (PPE mostly not useful. Technician to assess at site on a case by case basis). Place weight under handles and pull cover off evenly.			
	Cause short circuit by dropping escutcheon into cubicle	2	3	Take care when removing escutcheon (PPE mostly not useful. Technician to assess at site on a case by case basis). Remove screws in a clockwise routine per toolbox talks. Place weight under handles and pull cover off evenly.			
	Cause short circuit by dropping escutcheon into cubicle	2	3	Work top to bottom to avoid dropping nuts and escutcheon into panel.			
Stand <u>well away</u> from Switchboard.	Trip or slip Electrocution	3	2	Stay away from live parts – Maintain a distance of 600 mm, unless an anomaly is observed. In all cases – keep hands away from the cubicle - unless an anomaly is observed.			

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Procedure & equipment used (Step by step description of tasks)	Possible Hazards	Risk Score		Safety Controls	Risk Score - Residual		Person Responsible & Contact Details
		How Severe	How Likely		How Severe	How Likely	
Look for hot spots through camera.	Drop camera	6	6	Damage to equipment only.	6	6	Mario Severino 0415808281 Robert Atkinson 0434741171 Colin Simon 0416158419 Danny Chapman 0498432327
Take thermal Image - Capture image.	Drop camera	6	6	Damage to equipment only.	6	6	
Take current readings using tong tester in live switchboard	Short circuit switch board. Electrical shock	2	3	PPE - Use rubber gloves. Take readings only around insulated cables. Carefully avoid live parts.	2	3	
Place escutcheon panel on to switchboard or close cover to switchboard	Drop screws into panel. Drop escutcheon into panel	3	5	Work in anti-clockwise fashion per toolbox talks. Take care when replacing escutcheon (PPE mostly not useful. Technician to assess at site on a case by case basis).	3	5	
Place escutcheon panel on to switchboard or close cover to switchboard	Cut hand on metal	6	5	Work in anti-clockwise fashion per toolbox talks. Take care when replacing escutcheon (PPE mostly not useful. Technician to assess at site on a case by case basis).	6	5	
Replace escutcheon panel on to switchboard or close cover to switchboard	Hurt back	3	4	Take care when replacing escutcheon (PPE mostly not useful. Technician to assess at site on a case by case basis).	3	4	
Replace escutcheon panel on to switchboard or close cover to switchboard	Cause short circuit by dropping escutcheon into cubicle	2	3	Take care when replacing escutcheon (PPE Not useful).	2	3	

Requirements to complete work		Codes of Practice and Legislation
Permit to work:	Nil	WHS ACT 2011 AND WHS REGULATION 2017
Training/Certificates:		WHS ACT 2011 AND WHS REGULATION 2017
Australian Standards:	AS 3760 AS 3768 AS 2467 AS 3019 AS3439.1	Code of Practice: Nothing codified in law. Refer Australian Thermographers association. http://thermalimaging.asn.au/thermography-codes-of-practice/

All Employees have read and understand SWMS Name:	OHS Induction Training (WorkCover White Card No.)	Signature Dated	Training and Qualification(s) required for the task	Signature:
			Electrician OR Suitably qualified Power Engineer	
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Risk Matrix

Find the highest Priorities
 For each hazard, think about:

1. How severely could it hurt someone or how ill it could make someone
2. How likely is it to be that bad?

	++ very likely could happen any time	+ very likely could happen sometime	- unlikely could happen but very rarely	-- very unlikely could happen sometime, but probably never will
☹ Kill or cause permanent disability or ill health	1	1	2	3
!!! Long term illness or serious injury	1	2	3	4
!! Medical attention or several days off work	2	3	4	5
! First Aid Needed	3	4	5	6