


SAFE WORK METHOD STATEMENT - Job Specific: Switchboard Thermal Imaging

Framed in accordance with Work Health and Safety Regulation 2017



<https://www.legislation.nsw.gov.au/view/html/inforce/current/sl-2011-0674#ch.6-pt.6.3-div.2SECTION%20299%20-%20303>

Location:				Phone No: 02 9449 8000	Date: 14-01-2023		
Site/project details: Thermal Imaging of Electrical Boards				Short Description (if reqd): Thermal Imaging			Signed off: 
No. Of Workers involved: 1 or 2				1			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.	6	5	Colin Simon 0416 158 419 Corey Boyd 0491 661 094 Shane Watson 0423 849 244 Danny Chapman 0498432327 Michael Dilley 0438 455 531 David Twiss 0427 106 388
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.	6	5	
	Drop escutcheon on foot	4	5	Technician to assess at site on a case by case basis).	6	5	
	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.	5	4	
	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.	6	5	
	Cause short circuit by dropping escutcheon into cubicle	2	3	Work top to bottom to avoid dropping nuts and escutcheon into panel.	6	5	
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.	3	3	

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	Colin Simon 0416 158 419
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	Corey Boyd 0491 661 094
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	Shane Watson 0423 849 244
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	Danny Chapman 0498432327
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	Michael Dilley 0438 455 531
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	David Twiss 0427 106 388

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	
Exposure to Virus	Illness and Death	1	3	If you suspect exposure to virus, stay home	1	3	Colin Simon 0416 158 419 Corey Boyd 0491 661 094 Shane Watson 0423 849 244 Danny Chapman 0498432327 Michael Dilley 0438 455 531 David Twiss 0427 106 388
	Illness and Death	1	1	If you lose your sense of smell or taste and are experiencing flu like symptoms, self isolate and have yourself tested.	1	2	
	Illness and Death	1	2	Self Isolate for 2 weeks if you have been exposed.	1	2	
	Illness and Death	1	2	If you suspect contact with a person who is Covid positive, have yourself tested and self-isolate.	1	2	
	Illness and Death	1	3	Obey state legislation and recommendations such as:	1	2	
	Illness and Death	1	2	Wear a mask as required	1	2	
	Illness and Death	1	2	Wash hands thoroughly upon entering and leaving a premises	1	2	
	Illness and Death	1	2	Maintain social distancing at all times.	1	2	
	Illness and Death	1	2	Wear a mask wherever possible.	1	2	
	Illness and Death	1	3	Ensure that you always have hand sanitizer available to sanitize your hands	1	2	
Rescue Plan	Prevent death and Serious Injury after accident	6	5	1. All workers to be familiar with and adhere to site emergency procedures and emergency procedure. 2. In the event of an emergency Site Supervisor to be notified immediately. 3. 1 person to calm injured worker and maintain continuous verbal communication. 4. Emergency services contacted immediately – Dial 000 5. 1 person to await emergency services at front of site 6. 1 person to maintain continuous communication with injured worker.	6	6	
Rescue Plan	Remove Technician from Electrical Panel while suffering electric shock	1	4	Technician to carry low voltage rescue kit at all times. Technician to advise site supervisor of any live work on electrical switchboards. Site supervisor to provide trained low voltage rescue personnel.	1	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: Managing Electrical Hazards in the Workplace 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:
Corey Boyd	CGI1105959SEQ03	29-Nov-22	Electrician OR Suitably qualified Power Engineer	
Danny Chapman	59400S	29-Nov-22	Electrician OR Suitably qualified Power Engineer	
Colin Simon	CG1141626SEQ2	29-Nov-22	Electrician OR Suitably qualified Power Engineer	
Michael Dilley	CGI1235011SEQ02	29-Nov-22	Electrician OR Suitably qualified Power Engineer	
Shane Watson	CGI0235341SEQ01	29-Nov-22	Electrician OR Suitably qualified Power Engineer	
David Twiss		29-Nov-22	Electrician OR Suitably qualified Power Engineer	

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