












Safe Work Method Statement – Marine Electrical

Complete the Safe Work Method Statement BEFORE work is started

Location:	Marinas and Vessels	Date Developed:	06/06/2016	Approved By:	John Tillott				
Task/Activity:	Marine Electrical Installation and Repair	Date of Last Review:	06/06/2016	Signature of Person Authorising SWMS:					
Legislation, Codes of Practice, Standards used in development of SWP (list below):									
Required PPE to carry out the activity	 Helmet	 Boots	 Eye	 Vest	 Gloves	 Hearing	 Respirator	 Harness	 Prevent Back Injury... Bend Knees to Lift...
WORK ACTIVITY (Steps in the activity/task)		HAZARDS PRESENT (What could cause injury)	RISK SCORE	RISK CONTROL MEASURES (What can be done to minimize the risk of injury)	RESIDUAL RISK SCORE				
1	Arrival on site/ Site Inspection	Moving vehicles and plant Access for staff and customers Client unaware of contractor on site Slips/trips/falls Hazard substances Noise Biological factors	Med	High visibility clothing, stay alert Park in appropriate areas Advise client/management of presence on site Sign in at reception and obtain site visitors tag Observe worksite for safe access, remove/isolate hazards Wear respirator and PPE if hazardous substances are in use Wear hearing protection Use PPE, gloves, mask, clothing where required	Low				
2	Testing and isolating power source	Electric shock or electrocution	High	Treat all power circuits as live Test for live circuits with volt meter and non-contact volt stick Disconnect or isolate 240V supply and tag before any work carried out Ensure other power sources (generator/inverters) are identified and disconnected or isolated Ensure Earth Leakage Switch is installed on each supply Isolate 12V supply when carrying out repairs, take care when connecting/disconnecting batteries as large currents can occur	Low				
3	Manual handling activities	Back strain Muscle strain Impact injuries	Med	Warm up briefly beforehand Keep back straight, eyes fixed straight ahead; lift with legs & not the back, do not twist Get help if load is too heavy or awkward Use trolley or mechanical mean if possible Wear safety boots and gloves if necessary	Low				

WORK ACTIVITY (Steps in the activity/task)		HAZARDS PRESENT (What could cause injury)	RISK SCORE	RISK CONTROL MEASURES (What can be done to minimize the risk of injury)	RESIDUAL RISK SCORE
4	Use of power tools	Electric shock Burns Skin irritations Excessive noise Cuts, abrasions, amputations Eye injury	Med	Test & tag tools and leads regularly Visually check before use to make sure all safety features and guards are in place and there is no damage Don't operate in wet conditions Ensure earth leakage protection is in place at the supply outlet If device trips, don't reset and start again until cause is found Switch tool off if any faults or abnormal actions become apparent Ensure tool action is stopped before setting down Utilize cordless tools where possible Wear appropriate PPE – safety glasses, ear protection, secure any loose hair and clothing	Low
5	Safe use of ladders	Falls, sprains and breaks Back injury Falling ladder if not secure Injury from poorly maintained ladder	Med	Inspect ladder prior to use – make sure is in sound condition, clean and undamaged Use two people to carry if required Secure ladder to structure before climbing onto steps Have another person near the ladder supervising the area to support the ladder Wear appropriate footwear when climbing ladders Have three limbs on the ladder at all times Wear a tool pouch to carry tools	Low
6	Safe use of manual tools – saws, hammers, screwdrivers	Cuts Abrasions Splinters Eye damage due to flying debris	Med	Concentrate on activity being carried out - don't be distracted by others and activities within the work area Wear appropriate PPE – eye protection if sawing and sanding; appropriate footwear	Low
7	Working at heights	Falls Injuries to people below from falling objects	Med	When working at heights above 2 meters ensure appropriate fall protection is in place – wear harness Locate power lines & stay at least 2 meters away Identify any other obstructions Ensure ladders are placed on a level surface Barricade area to remove any dangers to other people in the area – this will isolate hazards and control the risks	Low

WORK ACTIVITY (Steps in the activity/task)		HAZARDS PRESENT (What could cause injury)	RISK SCORE	RISK CONTROL MEASURES (What can be done to minimize the risk of injury)	RESIDUAL RISK SCORE
9	Energise Circuits	Electric Shock Eye Injuries	Med	Carry out tests including correct circuit connections, insulation resistance test Check for anyone working on or near circuit or equipment before re-energisation Advise client/management as required Ensure all circuits isolated before re-energisation, engage one circuit at a time	Low
10	Testing and Commissioning	Electrical Shock	High	Take extra precautions when testing live equipment Isolate/barricade area before work Always check for personnel working in the area before starting machinery Have someone observe assist with commissioning who is aware of emergency procedures	Low

This SWMS has been developed to reduce and manage the risks that are known to be on the above work site. All members of the team working on this site have read, understood and signed this

Risk Score Grid:				Signatures:		
Likelihood ↑ What is the chance it will happen? ↓	Very likely	Medium 2	High 3	Extreme 5	Name: _____	Signature: _____
	Likely	Low 1	Medium 2	High 3	Date: _____	
	Unlikely	Low 1	Low 1	Medium 2	Name: _____	Signature: _____
		Minor	Moderate	Major	Date: _____	
					Name: _____	Signature: _____
					Date: _____	

Impact →