

SAFE WORK METHOD STATEMENT – DE-ENERGISING THE ROOF SPACE

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| PCBU (Company) name | | ABN | Phone |
| Office address | | | Email |
| Work activity | Entering a roof space –for inspection and/or treatment (no electrical work). | Work location | Domestic buildings including houses, apartments, town houses, sheds, guest houses, small hostels and boarding houses. |
| Person responsible for ensuring compliance with SWMS | | Date SWMS commenced | |
| Person(s) responsible for reviewing the SWMS | | Last SWMS review date | |
| Date | | Signature | |
| PMT name | | Date received | |
| PMT signature | | | |
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| What are the tasks involved? | What are the hazards and risks? (What is the problem?) | What are the control measures? (Describe the control measures and how they will be used) |
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| Think about the workplace and each stage of the work, including preparation and clean-up. | | |
| | Identify the hazards and risks that may cause harm to workers or the public. | Describe what will be done to control the risk. What will you do to make the activity as safe as possible? |
| Refer customer response to information sheet – is customer responsible for turning off power or does PMT have permission to turn off power? Commence filling out Risk Assessment. | The PMT can only switch off power to the premises if the occupier has given permission. If the occupier is not present and permission has not been provided, or if the occupier refuses to turn off the power, the PMT cannot enter the roof space. | If the PMT is required to access the roof space to undertake an inspection and/or treatment, and if the occupier has not switched off the power or has not given the PMT written permission to switch off the power, an alternative appointment should be arranged when either the occupier has agreed for the power to be switched off by either by themselves or by the PMT. |
| Is the power to the premises from underground or overhead? | Switching power off at the meter/fuse box will not de-energise immediate area of the roof space where power enters from overhead cables. Power from an underground source does not enter the roof space. | The roof space where the overhead cables enter the premises should be noted and avoided (3m exclusion area). |
| Check power is on in premises by turning on several lights and appliances (including looking at stand-by lights). | Check status of power in the premises, check lights and appliances. This will confirm whether or not the occupier has turned off the power. | <p>If the occupier has turned the power off or if the power is on and the PMT has permission to turn it off continue the SWMS – otherwise the PMT cannot enter the roof space until the roof space has been de-energised.</p> <p>A worker cannot enter the roof space if the electrical installation in the roof space is not de-energised (even if that is acknowledged on the Risk Assessment unless):</p> <ul style="list-style-type: none"> • It is not reasonably practicable to carry out the work or enter the roof space while the relevant electrical installation is de-energised; or • It is necessary to test, service or commission a thing, other than electrical equipment, that is energised and located in, or accessible by, the roof space <p>If the relevant electrical installation has been de-energised, so far as reasonably practicable but mains cable, solar DC cables etc, are still energised, then a risk assessment must be conducted.</p> |

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| Are there solar panels? | The power in the solar cabling between the panels and the inverter is high voltage DC, the inverter converts it to AC. When the power is switched off, the inverter ceases converting the DC from the panels to AC feed to the meter/fuse box. Both the DC from the panels and the AC from the inverter must be avoided. | Check the position of the solar panels and the inverter. When in the roof space check for cabling from the panels to the inverter. The type of cable depends on year of installation. Date of installation of solar panels will help identify the cable to look for in the roof space: Pre- 2012 a light/power cable 2012– 2017 a cabled specifically labelled 2017 onward cable within conduit |
| Is there a back-up power source such as a solar-fed battery or generator? | Certain types of back-up power sources may still energise power cables in the premises and roof space even if the main power switch is turned off. | If lights and appliances still turn on after the main power switch is turned off (see next section), turn off all safety switches at the meter/fuse box and recheck the lights and appliances. |
| Roof spaced de-energised by switching off power at the meter/fuse box. Place sign or lock the switch(es) warning others not to restore power. | The roof space must be de-energised as much as 'reasonably practical' prior to entry to create a safe working environment. | A lock or notice on the main switch will remind others (eg if returning to the premises and see power is off) not to restore the power. |
| Check roof space is de-energised by turning lights and appliances inside the premises 'on' to ensure they are off. | If lights and appliances are still powered, the power in the roof space is still energised. | Checking power to lower to lights and appliances on several circuits are power 'off' confirms there are no other sources of power (eg solar battery or generator) to the premises. |
| On entry to roof space look for location of any wiring from overhead power source or solar cables and avoid these areas. Also check for foil insulation. | The cables powering the lights and appliances have been switched off but the cables from entry of overhead cables to the meter box and solar panels to inverter are still energised. | Avoid areas near main power entry and solar cables from panels to inverter. These do not have to be de-activated – simply recognition of location and avoidance. Entry to roof spaces with foil insulation – refer to PBCU policy |
| Undertake work in roof space. When finished restore power by turning switch(es) 'on' (if permission given by occupier), remove notice from switch, complete Risk Assessment. Return Risk Assessment to Office with other paperwork. | Mission safely accomplished! Turning the main switch 'on' does not pose a risk to the premises unless there was already an electrical fault in an item. It is the same as power being cut to an area including that premises and then restored. | Ensure all switches that were turned 'off' are now turned 'on' (if permission has been arranged with the occupier). |