

Work Method Statement

Activity: Changing light globes	Contractor: AB lighting
Person completing this statement: Peter Spirit	Tel: (02) 9585 5744
Date: 01/04/07	Contract number: IG 568754

Key steps	Equipment or plant required	Possible hazards	Safety controls including personal protective equipment (PPE)	Licences, qualifications or work permits
1. Turn off lighting circuit	Nil	EXAMPLE		
2. Set up ladder	Ladder			
3. Change light	Nil			
4. Dispose of damage light	Nil	Laceration from glass	Use gloves and dustpan & brush to take damaged globes to rubbish bin.	Nil
5. Clean up area	Dustpan & brush	Laceration from glass	Use gloves and dustpan & brush to take damaged globes to rubbish bin.	Nil
6. Re-energise lighting circuit	Nil	Electric Shock (other persons)	Remove Danger Tag on circuit	Electrical trade qualification

NSW Construction only: File the completed form in the *Contractors, Suppliers, Demonstrators & Visitors* folder after the 'Work Method Statements' tab.