

Electrical Contractor Method Statement

Complete one method statement per task or work package. Submit for approval before work begins.

Document control

Method statement ref #:	<input type="text"/>	Version:	<input type="text"/>
Date prepared:	<input type="text"/>	Review / revision date:	<input type="text"/>
Prepared by (name):	<input type="text"/>	Job title:	<input type="text"/>
Reviewed by (name):	<input type="text"/>	Job title:	<input type="text"/>

Project and site information

Project name:	<input type="text"/>		
Project / contract number:	<input type="text"/>	Purchase order #:	<input type="text"/>
Site address:	<input type="text"/>		
Client / owner:	<input type="text"/>	Client contact:	<input type="text"/>
General contractor:	<input type="text"/>	GC site manager:	<input type="text"/>
GC phone / email:	<input type="text"/>	Site permit number:	<input type="text"/>

Work description and scope

Task / activity title:

Detailed description of work:

Describe the specific electrical task: equipment type, system voltage, installation method, extent of work.

Work location on site:

Equipment / system being worked on:

Planned start date:	<input type="text"/>	Planned completion date:	<input type="text"/>
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Estimated duration:	<input type="text"/>	Planned working hours:	<input type="text"/>
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System voltage (nominal):

Work classification:

Work classification: De-energized / Energized (requires Energized Work Permit) / New installation (not yet energized)

Workforce and competence

Site supervisor / foreman:

Supervisor license #:

Number of electricians on task:

Apprentices (if any):

Licenses and certifications required for this task:

e.g., Journeyman Electrician license, EPA 608, OSHA 10/30, NFPA 70E training, forklift, aerial lift.

Subcontractors involved (name / trade):

Competency confirmation

- All workers assigned to this task hold the required licenses and certifications
- All workers have received site induction and applicable safety briefings
- Supervisor has verified worker competence for the specific task type and voltage class

Tools, test equipment, and materials

Tools and equipment

List all tools, lifting equipment, access equipment, and plant required.

Test and measurement equipment

Include instrument type, model, and current calibration certificate date.

Key materials

List primary materials, cable types, conduit sizes, switchgear, and panels involved.

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Sequence of operations

Describe each step in the order it will be performed. Include isolation, LOTO, verification, installation, testing, and restoration. Add or continue steps on the next page if ne

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Electrical isolation and lockout / tagout

Isolation points

List every energy isolation point that must be locked out before work begins.

LOTO procedure reference

Company LOTO procedure document:

Isolation certificate / permit number (if required):

Verification method

Zero-energy verified by: Visual inspection Voltage tester Multimeter Other:

Other verification method:

Test-before-touch protocol confirmed: tester verified on known live source before and after use

All isolation points are labeled with approved lockout tags and individual worker locks

Hazard identification and risk controls

Identify each hazard, assign a risk level (H = High, M = Medium, L = Low after controls), and describe the control measures. Reference your site risk assessment if applicable.

Hazard identified	Risk level (H/M/L)	Control measure(s)

Site risk assessment reference number:

PPE requirements for this task

Check all PPE required. For arc flash PPE, specify the NFPA 70E category or minimum arc rating.

- Safety glasses (ANSI Z87.1)
- Rubber insulating gloves + leather protectors
- Arc flash suit
- Hearing protection
- Hi-vis vest
- Hard hat Class E
- Arc-rated / FR shirt and pants
- Arc-rated face shield
- Dielectric footwear
- Fall arrest harness

Rubber insulating glove class:

Arc flash PPE category / min arc rating:

Environmental and site controls

- Work area barricaded or access controlled to prevent entry by unqualified persons
- Relevant arc flash boundaries marked or communicated in pre-task briefing
- Overhead line clearances confirmed (if working near overhead power lines)
- Underground cable / buried service locations confirmed before any excavation
- Hot work permit obtained (if applicable: welding, cutting, grinding near electrical gear)

Additional environmental controls:

Permits and notifications required

Check all that apply. Confirm each permit is obtained before work starts.

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|---|--|
| <input type="checkbox"/> Permit to Work (PTW) | <input type="checkbox"/> Energized Electrical Work Permit |
| <input type="checkbox"/> Electrical Isolation Certificate | <input type="checkbox"/> Hot Work Permit |
| <input type="checkbox"/> Confined Space Entry Permit | <input type="checkbox"/> Elevated Work / Aerial Lift Permit |
| <input type="checkbox"/> Excavation / Ground Disturbance Permit | <input type="checkbox"/> Utility Notification / 811 Dig Safe |

Permit numbers and issue dates:

Emergency procedures

Site emergency assembly point:	<input type="text"/>	Emergency muster confirmed:	<input type="text"/>
Site emergency contact / phone:	<input type="text"/>	Company emergency line:	<input type="text"/>
Nearest hospital / trauma center:	<input type="text"/>		
Nearest first aid station on site:	<input type="text"/>		

Electrical contact / shock response

If electrical contact occurs: (1) Do NOT touch the victim -- isolate the source first. (2) Call 911. (3) Disconnect power if safely possible. (4) Begin CPR only after power is confirmed off and if trained. (5) All contact incidents require immediate medical evaluation regardless of apparent injury.

Arc flash injury response

For arc flash burns: (1) Call 911. (2) Do not remove clothing adhered to skin. (3) Cool minor burns with cool water only. (4) Secure the scene and preserve evidence. (5) Complete incident report same shift.

Pre-work inspection and quality checkpoints

Check each item before starting work. Sign and date when each milestone is verified.

- Method statement reviewed and approved by site manager / client
- All required permits issued and available on site
- LOTO applied and zero-energy state verified on all isolation points
- All workers wearing required PPE; gloves inspected and in-date
- Insulated tools inspected; test equipment calibrated and tested

- Work area secured; barriers in place; arc flash boundary communicated
- Pre-task safety briefing conducted with all assigned workers
- First aid kit location confirmed by all workers

Mid-work and completion quality checkpoints

Quality hold points / inspection milestones (describe each and who signs off):
e.g., Rough-in inspection before cover-up, torque verification on terminations, IR scan after energization.

Method statement approval signatures

By signing, each approver confirms they have read this method statement, are satisfied it describes a safe system of work, and authorize work to proceed in accordance with the contents of this document.

Prepared by (author):

Date:

Technical review (supervisor):

Date:

Safety review (safety officer):

Date:

Site manager approval:

Date:

Client / GC approval:

Date: