

**Cedar Creek Electrical Safe Work Method Statement 012 – Revision 1 / Date: 01/12/2019**

SWMS 012

	Office Location: 269 Mulhollands Rd, Thirlmere NSW 2574	I approve the use of this Safe Work Method Statement: Name: Anthony Silm, Director  Signature: 		Date: 01/12/2019	
<b>Description of Activity</b>	<b>Conduit Installation in Walls and Ceilings</b>	<b>Work Site/Project Depot:</b>			
<b>Critical Steps in this Activity</b>	<b>Potential Hazards</b>	<b>Risk Levels</b>	<b>Safety Controls</b>	<b>Residual Risk Levels</b>	<b>Responsibilities</b>
Check layout and mark out	Tripping and exposed nails	3	Ensure all area is clear Wear safety footwear	3	Site Supervisor
Check equipment is tagged	Electric Shock	1	Use only correctly tagged equipment	3	Site Supervisor
Secure fixings and supports	Debris and noise from drilling  Struck by falling objects  Falling	3  2  2	Use minimum drilling speed consistent with effective work. Use goggles for eye protection, suitable respirator and hearing protection. Ensure drill bits are sharp Use ladders in accordance with SWMS 015 Use fall protection where appropriate Wear safety helmet Restrict traffic Mobile scaffolds locked EWP Certificate	3	Site Supervisor

Training Required to Complete		Personal Qualifications and Experience		List Codes of Practice, Legislation, Standards which apply to this Activity:	
1. Supervisor to be trained in hazard identification, risk assessment and control.		1. Minimum of trades assistant or apprentice working under a qualified Supervisor.		WHS Act 2011 WHS Regulations 2017 Regulation 2001 and Code of Practice, Electrical Practices for Construction Work.	
2. Supervisor to be certified as a qualified electrical Supervisor by the Department of Fair Trading.					
3. EWP training if using EWP.					
Personnel, Duties and Responsibilities		2. Appropriate industry induction.			
1. Supervisor to carry out daily inspections of work site for hazards.		3. EWP Certificate			
2. All personnel to maintain a tidy work site.					
List Plant/Equipment/Personal Protective Equipment required for this Activity:		List Equipment Maintenance Checks required for this Activity:		Engineering Certificates /Permits/Approvals required for this Activity <i>eg road closure, utility shutdown, WorkCover notification, demolition licence.</i>	
Portable tools, ladders, EWP		Hand tools and ladders to be checked daily. EWP in accordance with manufacturer's recommendations.		Installation to comply with AS 3000 and client's specifications.	
Person(s) Responsible for Supervising/Inspecting Services:					
Person(s) responsible for supervising the Services, inspecting and approving work areas, work methods, protective measures, plant equipment and power tools <b>NB</b> List of qualifications/experience is held on local files					
Name: Anthony Silm		Position: Director		Signature: 	
For list of names and signatures of staff instructed in this SWMS see training records.					
Frequency of Review: 3 Months or as required					
Consequence		Probability			
		Very Likely	Likely	Unlikely	Very Unlikely
Killed or cause permanent disability		Class 1	Class 1	Class 1	Class 2
Long Term illness or serious injury		Class 1	Class 1	Class 2	Class 2
Medical attention and several days off work		Class 1	Class 2	Class 2	Class 3
First Aid treatment		Class 2	Class 2	Class 3	Class 3
Class 1 - High		The hazard has the potential to kill or permanently disable you.			
Class 2 - Medium		The hazard has the potential to cause serious injury or illness, which would temporarily disable you.			
Class 3 - Low		The hazard has the potential to cause a minor injury which would not disable you			
Controls considered to manage risks: Elimination, Substitution, Isolation, Engineering, Administration, Personal Protective Equipment.					