

Cedar Creek Electrical Safe Work Method Statement 013 – Revision 1 / Date: 01/12/2019

SWMS 013

 <p>Cedar Creek Electrical</p>	<p>Office Location: 269 Mulhollands Rd, Thirlmere NSW 2572</p>	<p>I approve the use of this Safe Work Method Statement: Name: Anthony Silm, Director</p> <p>Signature: </p>		<p>Date: 01/12/2019</p>	
<p>Description of Activity</p>	<p>Cable and Ladder Tray Installation</p>	<p>Work Site/Project Depot:</p>			
<p>Critical Steps in this Activity</p>	<p>Potential Hazards</p>	<p>Risk Levels</p>	<p>Safety Controls</p>	<p>Residual Risk Levels</p>	<p>Responsibilities</p>
<p>Check layout and mark out</p>	<p>Tripping and exposed nails</p>	<p>3</p>	<p>Ensure all area and walkways are clear Wear safety footwear</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Secure fixings and supports using correct size bolts and fixings</p>	<p>Debris and noise from drilling</p>	<p>2</p>	<p>Use minimum drilling speed consistent with effective work. Use P1 respirator if appropriate Use appropriate eye protection Ensure drill bits and sharp</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Cut ladders or trays to fit using drop saw or 100mm angle grinder</p>	<p>Noise, eye injuries, cuts and abrasions</p>	<p>2</p>	<p>Ensure workpiece is clamped. Use eye and hearing protection Use gloves</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Secure ladders or trays to support</p>	<p>Cuts and abrasion from sharp edges</p>	<p>2</p>	<p>Use ladders in accordance with SWMS 015 Use fall protection where appropriate, Use gloves</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Remove sharp edges and protruding fixings</p>	<p>Working at heights, falls Manual handling Burns and fires from cutting and welding</p>	<p>2 2 2</p>	<p>Use ladders in accordance with SWMS 015 Use fall protection where appropriate Follow manual handling risk control procedures Follow Hot Work procedures</p>	<p>3</p>	<p>Site Supervisor</p>

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. No previous experience required.	
2. All personnel to maintain a tidy work site.	4. EWP Certificate	
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 drill, welder, ladders, EWP, grinder, drop saw.	Hand tools to be checked daily.	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
NB 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.