

Cedar Creek Electrical Safe Work Method Statement 015 – Revision 1 / Date: 01/12/2019

SWMS 015

 <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>Using Portable Ladders</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>Select appropriate ladder regarding compliance with the relevant part of AS 1892 and the work to be done.</p>	<p>Electric Shock</p>		<p>Metal or wire reinforced ladders shall not be used for any electrical work</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Inspect the ladder for condition</p>	<p>Falling</p>		<p>Inspect ladders. Do not use damaged ladders.</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Position ladder to ensure stability.</p>	<p>Falling</p>		<p>Position ladders a minimum of 1 metre from edges of slabs or floors. Increase this distance as working heights increases. Straight or extension ladders to be secured at top and bottom. Ladders needs to extend 1 meter above landing level and to be long enough to work at least 1 meter from the top Angle of ladder should be nominally 1in 4 Always face the ladder. When ascending or descending a ladder keep two hands and one foot on the ladder. Fall protection to be used when working above 1.8m</p>	<p>3</p>	<p>Site Supervisor</p>

4. Ascending or descending a ladder	Falling		Maintain three points of contact on the ladder Never tread on the top rung	3	Site Supervisor
5. Working from ladder	Falling		Always retain 3 points of contact Always face the ladder Never tread on the top rung	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.	2. Appropriate industry induction.			
	3. No previous experience required.			
Personnel, Duties and Responsibilities				
1. Supervisor to carry out daily inspections of work site for hazards.				
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>		
Ladders complying with the relevant part of AS 1892.	Ladders to be checked daily.			
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.				