

Cedar Creek Electrical Safe Work Method Statement 016 – Revision 1 / Date: 01/12/2019

SWMS 016

	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	
Description of Activity	Install Light Fittings	Work Site/Project Depot:			
Critical Steps in this Activity	Potential Hazards	Risk Levels	Safety Controls	Residual Risk Levels	Responsibilities
Check layout and mark out.	Tripping and exposed nails	3	Ensure area and walkways are clear Wear safety footwear	3	Site Supervisor
Receive lights on site and confirm correct numbers and types	Struck by falling objects Manual handling	2 2	Keep lifting area clear of people. Implement manual handling risk control procedures	3	Site Supervisor
Confirm cabling requirements.	Electric shock	1	Test and confirm cables before commencing work. Isolate and fit danger tags as appropriate	3	Site Supervisor
Install light fitting base or bracket and terminate cabling or plug into lighting socket.	Electric shock Falling	2	Ensure power tools and leads are tagged Use ladders or platforms appropriately	3	Site Supervisor
Complete the fitting of any other parts.	Falling	2	Use ladder or platform appropriately	3	Site Supervisor
Confirm fitting is secure and installed to specifications.	Falling	2	Use ladder or platform appropriately	3	Site Supervisor
Clear area and remove isolation danger tags	Hand injuries	3	Use gloves	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. EWP Training if using EWP.	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>		
Portable drill, leads and ladders.	Hand tools and ladders 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.				