

**Cedar Creek Electrical Safe Work Method Statement 030 – Revision 1 / Date: 01/12/2019**

SWMS 030

	<p>Office Location: 269 Mulhollands Rd, Thirlmere NSW 2574</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><b>Description of Activity</b></p>	<p><b>Unloading Trucks On Site</b></p>	<p><b>Work Site/Project Depot:</b></p>			
<p><b>Critical Steps in this Activity</b></p>	<p><b>Potential Hazards</b></p>	<p><b>Risk Levels</b></p>	<p><b>Safety Controls</b></p>	<p><b>Residual Risk Levels</b></p>	<p><b>Responsibilities</b></p>
<p>Vehicle Entering Site</p>	<p>Personal injuries.</p>	<p>1</p>	<p>Driver must notify Site Office on arrival to the project Trained and ticketed Traffic Controllers to be used to ensure safety of workers and pedestrians A project representative will accompany driver to the drop off area When reversing is required the driver must have his hazard lights on and reversing alarm activated At the designated drop off point the driver must apply hand brake and turn off the vehicle</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Unloading</p>	<p>Personal injuries. Manual Handling</p>	<p>1 2</p>	<p>Before undoing chains or straps driver is to check that load has not shifted in transit and will not fall Unloading of the load must be done using appropriate lifting techniques (load shifting machinery is to be used if required e.g. forklift or crane) If hand unloading is required ensure correct lifting procedure is to be used</p>	<p>3</p>	<p>Site Supervisor</p>
<p>Exiting the site</p>			<p>When drop off is completed the driver must exit the site in a forward motion</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. Traffic Controllers Ticket	WHS Act 2011 WHS Regulations 2017 Regulation 2001 and Code of Practice, Electrical Practices for Construction Work.
2. RTA Accredited course	2. Appropriate industry induction.	
Personnel, Duties and Responsibilities		
1. Supervisor to carry out inspection of work area for hazards.		
2. All personnel to maintain a duty of care for them selves and others.		
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>
Visible Vests, Lollypop Sticks (Stop and Go)		

**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.**