

Cedar Creek Electrical Safe Work Method Statement 034 – Revision 1 / Date: 01/12/2019

SWMS 034

	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	Working with Excavator	Work Site/Project Depot:			
Critical Steps in this Activity	Potential Hazards	Risk Levels	Safety Controls	Residual Risk Levels	Responsibilities
Daily Pre-Start Check					
Undo all tie down straps & secure ramps	Personal injury	2	Ensure locking pins are securing ramps & all straps are removed	3	Site Supervisor
Check that machine is safe to use mechanically.	Machine failure, personal injury	2	Check logbook, hydraulics, tracks, locking pins and warning lights	3	Site Supervisor
Unload machine off trailer	Machine overturn, personal injury	2	Check ground conditions, ramps are secure & all personnel to stand clear	3	Site Supervisor
Excavation					
Dial Before You Dig paperwork to be onsite before excavation commences	Damage to underground services	1	Pre work Risk Assessment to be done before commencement of work	3	Site Supervisor
Secure working area.	Personal injuries	2	Barricade working area, erect signs. Keep workers outside plant radius	3	Site Supervisor
Locate all overhead & underground services in work area.	Personal injuries, damage to underground services	1	Isolate as required, pothole digging to locate services, observer to keep watch always	3	Site Supervisor
Reverse steps 1, 2 & 3 for loading of machine onto trailer	Personal injury, machine failure, machine overturn	1	Ensure locking pins are securing ramps, all personnel to stand clear, check ground conditions	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. Ensure all personnel to be ticketed before operation of machine	2. Operators to hold appropriate Certificates of Competency.	
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>
Hard hats, steel cap boots, HV vest/shirt, Ear plugs, Safety glasses, Gloves	Maintenance to be carried out in accordance with the manufacture's schedule.	AS 3000 and client's specifications NSW Service Rules

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.