

SAFE WORK METHOD STATEMENT

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Company Name:	Kings Langley Electrical	Project Name/No:	All Jobs
Work Activity / Task:	ELECTRICIAN	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	John Norford	Date:	11/9/14
Signature:	Note: Sign off to be provided at Tool Box talk		

Note: Review of Control Measures - If there are any tasks that may be included by way of variation to the plans or an alternative approach to the set task, it is a requirement to carry out a "Specific Risk Assessment" for the tasks.

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
1	Access to site	<ul style="list-style-type: none"> Slips, trips, falls and accessibility UV light / weather exposure. 	<ul style="list-style-type: none"> Site specific induction. All "workers" to register before entering the site; to read the General Construction Safety Plan signage; and to read the Site Specific Risk Assessment form. Tool box talk to highlight any WHS concerns relative to the site. Ensure that the site and work place access is unobstructed. Ensure all weather access to work areas. Provision of designated waste areas. Storage of materials in designated areas. 	Site Supervisor All Workers.
2	Unloading plant, equipment and materials	<ul style="list-style-type: none"> Public access Manual task injuries Slips, trips and falls. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Unload and move equipment to designated area to keep footpath / work place access clear. Team lifting and carrying. Training of "workers" in correct lifting and carrying methods particularly for heavy drums of cable. 	Site Supervisor All Workers. CONTRACTOR
3	Setting up equipment	<ul style="list-style-type: none"> Manual task injuries Slips, trips and falls. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Training of "workers" in setting up of electrical equipment and leads. Ensure that all safety guards provided to plant and equipment are properly maintained and used. Ensure that all electrical plant and equipment and leads have current tagging. Ensure that all electrical plant and equipment are attached to a residual current device [RCD]. 	CONTRACTOR Workers.

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Position

Signature

19/9/14
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
4	Ground floor - internal	<ul style="list-style-type: none"> Slips, trips, falls and accessibility Electrocution Hazardous substances Exposure to dust Exposure to noise Manual task injuries Sprains and strains Cuts and abrasions Proximity of other "workers" Public access 	<ul style="list-style-type: none"> Assess the site conditions and conduct a <i>Site Specific Risk Assessment</i> before commencing work. Identify any products or materials that may contain asbestos. Identify, isolate, disconnect and relocate the existing electrical service. Isolate the electrical mains and provide 'tiger tails' as protection from overhead wires and points of attachment before commencing work. Ensure that all exposed openings and voids in the floor are guard railed or covered. Training of "workers" in safe working and safe movement on site. Training of "workers" in correct lifting and carrying methods. Ensure that correct lifting and carrying techniques are used at all times. Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear. Use insulated ladders. Training of "workers" in safe working from step and extension ladders Check the ladder for damage / defect before use. Check that the ladder is stable and is secured at the base and top before use. Check that the step ladder is stable and on level footing before use. Limit the use of ladders as work platforms. Training of "workers" in the safe 	<p>Site Supervisor</p> <p>All workers.</p>

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Gary Klomp

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			use of power tools. <ul style="list-style-type: none"> • Ensure all power tools have working safety guards. • Maintain a clean and tidy work area. 	
5	Carrying materials and equipment up ramp / scaffold - Upper floor level external	<ul style="list-style-type: none"> • Slips, trips, falls and accessibility • UV light / weather exposure • Electrocution • Fall from height • Manual task injuries • Exposure to dust • Exposure to noise • Proximity of other "workers". • Public access. 	<ul style="list-style-type: none"> • Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing installation work. • Identify that the electrical service has been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing. • Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. • Ensure that scaffolding is safe and erected by a qualified Scaffolder before commencing. • Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform] • Training of "workers" in safe working at heights. • Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible. • Training of "workers" in safe working from step and extension ladders. • Use insulated ladders. • Check the ladder for damage / defects before use. • Check that the ladder is stable and is secured at the base and top before use. • Check that the step ladder is stable and on level footing before use. • Limit the use of ladders as work 	Contractor All workers.

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>platforms.</p> <ul style="list-style-type: none"> • Training of employees in correct lifting and carrying methods. • Ensure that correct lifting and carrying techniques are used at all times. • Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear and gloves. • Training of "workers" in the safe use of power tools. • Ensure all power tools have working safety guards. • Storage of materials in designated areas. • Maintain a clean and tidy work area. 	

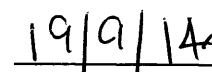
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
6	Carrying materials up ramp / scaffold - Upper floor level internal	<ul style="list-style-type: none"> • Slips, trips, falls and accessibility • Electrocution • Fall from height • Manual task injuries • Exposure to dust • Exposure to noise • Proximity of other "workers". • Public access. 	<ul style="list-style-type: none"> • Assess the site conditions including the weather and conduct a Risk Assessment before commencing installation work. • Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. • Ensure that the perimeter protection [handrails] is in place before commencing. • Training of "workers" in safe working at heights. • Ensure that all exposed openings and voids in the floor are guard railed or covered. • Training of "workers" in safe working from step and extension ladders. • Use insulated ladders. • Check the ladder for damage / defects before use. • Check that the step ladder is stable and on level footing before use. • Limit the use of ladders as work platforms. • Training of "workers" in correct lifting and carrying methods. • Ensure that correct lifting and carrying techniques are used at all times. • Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear and gloves. • Training of "workers" in the safe use of power tools. • Ensure all power tools have working safety guards. • Storage of materials in designated areas. • Maintain a clean and tidy work area. 	Contractor all workers

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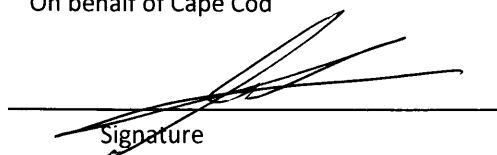
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
7	Work within existing roof structure	<ul style="list-style-type: none"> Slips, trips, falls and accessibility Electrocution Hazardous substances Exposure to dust Fall from height Exposure to noise Manual task injuries Sprains and strains Cuts and abrasions Fire ignition sources Proximity of other "workers". 	<ul style="list-style-type: none"> Assess the site conditions and conduct a <i>Site Specific Risk Assessment</i> before commencing work. Identify, isolate, disconnect and relocate existing electrical service. Identify any products or materials that may contain asbestos. Identify any products or materials that may contain synthetic mineral fibre [insulation]. Training of "workers" in safe working and safe movement with a confined space. Ensure that adequate lighting and ventilation is available. Ensure workers have safety glasses, noise protection, dust protection [disposable], protective footwear and gloves. Use insulated ladders. Training of "workers" in safe working from step and extension ladders Check the ladder for damage / defect before use. Check that the ladder is stable and is secured at the base and top before use. Check that the step ladder is stable and on level footing before use. Training of "workers" in the safe use of power tools. Ensure all power tools have working safety guards. Maintain a clean and tidy work area. 	Scaffolders Site supervisor Contractor all workers

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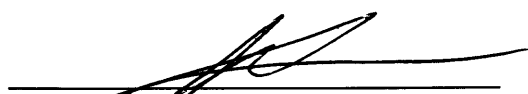
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
8	Site clean up on completion of work	<ul style="list-style-type: none">Manual task injuriesExposure to dustExposure to hazardous substances	<ul style="list-style-type: none">Remove any temporary barricades if no longer requiredPlace all rubbish / debris in designated waste storage areaLeave site / work area in a clean and tidy condition.	Supervisor Contractor all workers

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