

## Safe Work Method Statement

version 1.1

Activity / Task: **Electrician**

Project / Location: All Jobs

**Company:** Cape Cod

Signed by: Tara Antonioli

Date: 27/06/2017

**Principal Contractor:** Cape Cod

Accepted by: Tara Antonioli

Date: 27/06/2017

Steps	Potential Hazards	Controls / Responsible Person(s)
1. Access to site	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility</li> <li>UV light / weather exposure.</li> <li></li> </ul>	<ul style="list-style-type: none"> <li>Site specific induction. <b>By: Principal Contractor &amp; Cape Cod</b></li> <li>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. <b>By: Cape Cod</b></li> <li>Tool box talk to highlight any WHS concerns relative to the site. <b>By: Cape Cod</b></li> <li>Ensure that the site and work place access is unobstructed. <b>By: Cape Cod</b></li> <li>Ensure all weather access to work areas. <b>By: Cape Cod</b></li> <li>Provision of designated waste areas. <b>By: Principal Contractor</b></li> <li>Storage of materials in designated areas. <b>By: Cape Cod</b></li> </ul>
2. Unloading plant, equipment and materials	<ul style="list-style-type: none"> <li>Public access</li> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Unload and move equipment to designated area to keep footpath / work place access clear. <b>By: Cape Cod</b></li> <li>Team lifting and carrying. <b>By: Cape Cod</b></li> <li>Training of "workers" in correct lifting and carrying methods particularly for heavy drums of cable. <b>By: Cape Cod</b></li> </ul>
3. Setting up equipment	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Training of "workers" in setting up of electrical equipment and leads. <b>By: Cape Cod</b></li> <li>Ensure that all safety guards provided to plant and equipment are properly maintained and used. <b>By: Cape Cod</b></li> <li>Ensure that all electrical plant and equipment and leads have current tagging. <b>By: Cape Cod</b></li> <li>Ensure that all electrical plant and equipment are attached to a residual current device [RCD]. <b>By: Cape Cod</b></li> </ul>
4. Ground floor - internal	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility</li> <li>Electrocution</li> <li>Hazardous substances</li> <li>Exposure to dust</li> <li>Exposure to noise</li> <li>Manual task injuries</li> <li>Sprains and strains</li> <li>Cuts and abrasions</li> <li>Proximity of other "workers"</li> <li>Public access</li> </ul>	<ul style="list-style-type: none"> <li>Assess the site conditions and conduct a Site Specific Risk Assessment before commencing work. <b>By: Cape Cod</b></li> <li>Identify any products or materials that may contain asbestos. <b>By: Cape Cod</b></li> <li>Identify, isolate, disconnect and relocate the existing electrical service. <b>By: Cape Cod</b></li> <li>Isolate the electrical mains and provide 'tiger tails' as protection from overhead wires and points of attachment before commencing work. <b>By: Cape Cod</b></li> <li>Ensure that all exposed openings and voids in the floor are guard railed or covered. <b>By: Cape Cod</b></li> <li>Training of "workers" in safe working and safe movement on site. <b>By: Cape Cod</b></li> <li>Training of "workers" in correct lifting and carrying methods. <b>By: Cape Cod</b></li> <li>Ensure that correct lifting and carrying techniques are used at all times. <b>By: Cape Cod</b></li> <li>Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear. <b>By: Cape Cod</b></li> <li>Use insulated ladders. <b>By: Cape Cod</b></li> <li>Training of "workers" in safe working from step and extension ladders <b>By: Cape Cod</b></li> <li>Check the ladder for damage / defect before use. <b>By: Cape Cod</b></li> <li>Check that the ladder is stable and is secured at the base and top before use. <b>By: Cape Cod</b></li> <li>Check that the step ladder is stable and on level footing before use. <b>By: Cape Cod</b></li> <li>Limit the use of ladders as work platforms. <b>By: Cape Cod</b></li> <li>Training of "workers" in the safe use of power tools. <b>By: Cape Cod</b></li> <li>Ensure all power tools have working safety guards. <b>By: Cape Cod</b></li> <li>Maintain a clean and tidy work area. <b>By: Cape Cod</b></li> </ul>

5. Carrying materials and equipment up ramp / scaffold - Upper floor level external	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility</li> <li>● UV light / weather exposure</li> <li>● Electrocution</li> <li>● Fall from height</li> <li>● Manual task injuries</li> <li>● Exposure to dust</li> <li>● Exposure to noise</li> <li>● Proximity of other "workers".</li> <li>● Public access.</li> </ul>	<ul style="list-style-type: none"> <li>● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing installation work. <b>By: Cape Cod</b></li> <li>● 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. <b>By: Cape Cod</b></li> <li>● Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. <b>By: Principal Contractor</b></li> <li>● Ensure that scaffolding is safe and erected by a qualified Scaffolder before commencing. <b>By: Principal Contractor</b></li> <li>● Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform] <b>By: Principal Contractor</b></li> <li>● Training of "workers" in safe working at heights. <b>By: Cape Cod</b></li> <li>● Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible. <b>By: Cape Cod</b></li> <li>● Training of "workers" in safe working from step and extension ladders. <b>By: Cape Cod</b></li> <li>● Use insulated ladders. <b>By: Cape Cod</b></li> <li>● Check the ladder for damage / defects before use. <b>By: Cape Cod</b></li> <li>● Check that the ladder is stable and is secured at the base and top before use. <b>By: Cape Cod</b></li> <li>● Check that the step ladder is stable and on level footing before use. <b>By: Cape Cod</b></li> <li>● Limit the use of ladders as work platforms. <b>By: Cape Cod</b></li> <li>● Training of employees in correct lifting and carrying methods. <b>By: Cape Cod</b></li> <li>● Ensure that correct lifting and carrying techniques are used at all times. <b>By: Cape Cod</b></li> <li>● Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear and gloves. <b>By: Cape Cod</b></li> <li>● Training of "workers" in the safe use of power tools. <b>By: Cape Cod</b></li> <li>● Ensure all power tools have working safety guards. <b>By: Cape Cod</b></li> <li>● Storage of materials in designated areas. <b>By: Cape Cod</b></li> <li>● Maintain a clean and tidy work area. <b>By: Cape Cod</b></li> </ul>
6. Carrying materials up ramp / scaffold - Upper floor level internal	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility</li> <li>● Electrocution</li> <li>● Fall from height</li> <li>● Manual task injuries</li> <li>● Exposure to dust</li> <li>● Exposure to noise</li> <li>● Proximity of other "workers".</li> <li>● Public access.</li> </ul>	<ul style="list-style-type: none"> <li>● Assess the site conditions including the weather and conduct a Risk Assessment before commencing installation work. <b>By: Cape Cod</b></li> <li>● Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. <b>By: Cape Cod</b></li> <li>● Ensure that the perimeter protection [handrails] is in place before commencing. <b>By: Cape Cod</b></li> <li>● Training of "workers" in safe working at heights. <b>By: Cape Cod</b></li> <li>● Ensure that all exposed openings and voids in the floor are guard railed or covered. <b>By: Cape Cod</b></li> <li>● Training of "workers" in safe working from step and extension ladders. <b>By: Cape Cod</b></li> <li>● Use insulated ladders. <b>By: Cape Cod</b></li> <li>● Check the ladder for damage / defects before use. <b>By: Cape Cod</b></li> <li>● Check that the step ladder is stable and on level footing before use. <b>By: Cape Cod</b></li> <li>● Limit the use of ladders as work platforms. <b>By: Cape Cod</b></li> <li>● Training of "workers" in correct lifting and carrying methods. <b>By: Cape Cod</b></li> <li>● Ensure that correct lifting and carrying techniques are used at all times. <b>By: Cape Cod</b></li> <li>● Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear and gloves. <b>By: Cape Cod</b></li> <li>● Training of "workers" in the safe use of power tools. <b>By: Cape Cod</b></li> <li>● Ensure all power tools have working safety guards. <b>By: Cape Cod</b></li> <li>● Storage of materials in designated areas. <b>By: Cape Cod</b></li> <li>● Maintain a clean and tidy work area. <b>By: Cape Cod</b></li> </ul>
7. Work within existing roof structure	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility</li> <li>● Electrocution</li> <li>● Hazardous substances</li> <li>● Exposure to dust</li> <li>● Fall from height</li> <li>● Exposure to noise</li> <li>● Manual task injuries</li> <li>● Sprains and strains</li> <li>● Cuts and abrasions</li> <li>● Fire ignition sources</li> <li>● Proximity of other</li> </ul>	<ul style="list-style-type: none"> <li>● Assess the site conditions and conduct a Site Specific Risk Assessment before commencing work. <b>By: Cape Cod</b></li> <li>● Identify, isolate, disconnect and relocate existing electrical service. <b>By: Principal Contractor</b></li> <li>● Identify any products or materials that may contain asbestos. <b>By: Principal Contractor</b></li> <li>● Identify any products or materials that may contain synthetic mineral fibre [insulation]. <b>By: Cape Cod</b></li> <li>● Training of "workers" in safe working and safe movement with a confined space. <b>By: Cape Cod</b></li> <li>● Ensure that adequate lighting and ventilation is available. <b>By: Principal Contractor</b></li> <li>● Ensure workers have safety glasses, noise protection, dust protection [disposable], protective footwear and gloves. <b>By: Cape Cod</b></li> <li>● Use insulated ladders. <b>By: Cape Cod</b></li> <li>● Training of "workers" in safe working from step and extension ladders <b>By: Cape Cod</b></li> <li>● Check the ladder for damage / defect before use. <b>By: Cape Cod</b></li> <li>● Check that the ladder is stable and is secured at the base and top before use. <b>By: Cape Cod</b></li> </ul>

“workers”.

- Check that the step ladder is stable and on level footing before use. **By: Cape Cod**
- Training of “workers” in the safe use of power tools. **By: Cape Cod**
- Ensure all power tools have working safety guards. **By: Cape Cod**
- Maintain a clean and tidy work area. **By:**

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8. Site clean up on completion of work

- Manual task injuries
- Exposure to dust
- Exposure to hazardous substances

- Remove any temporary barricades if no longer required **By: Principal Contractor**
- Place all rubbish / debris in designated waste storage area **By: Cape Cod**
- Leave site / work area in a clean and tidy condition **By:**

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Person responsible for ensuring compliance with SWMS: a  
Person responsible for reviewing SWMS control measures: a

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