

Safe Work Method Statement

version 1.1

Activity / Task: **Electrician**

Project / Location: All Jobs

Company: G & G Electrical P/L

Signed by: Graham McLaughlin

Date: 28/06/2017

Principal Contractor: Cape Cod

Accepted by: Tara Antonioli

Date: 09/08/2017

Steps	Potential Hazards	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. By: G & G Electrical P/L 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. By: G & G Electrical P/L Tool box talk to highlight any WHS concerns relative to the site. By: G & G Electrical P/L Ensure that the site and work place access is unobstructed. By: G & G Electrical P/L Ensure all weather access to work areas. By: G & G Electrical P/L Provision of designated waste areas. By: Principal Contractor Storage of materials in designated areas. By: G & G Electrical P/L
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. By: G & G Electrical P/L Team lifting and carrying. By: G & G Electrical P/L Training of "workers" in correct lifting and carrying methods particularly for heavy drums of cable. By: G & G Electrical P/L
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. By: G & G Electrical P/L Ensure that all safety guards provided to plant and equipment are properly maintained and used. By: G & G Electrical P/L Ensure that all electrical plant and equipment and leads have current tagging. By: G & G Electrical P/L Ensure that all electrical plant and equipment are attached to a residual current device [RCD]. By: G & G Electrical P/L
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 Site Specific Risk Assessment before commencing work. By: G & G Electrical P/L Identify any products or materials that may contain asbestos. By: G & G Electrical P/L Identify, isolate, disconnect and relocate the existing electrical service. By: G & G Electrical P/L Isolate the electrical mains and provide 'tiger tails' as protection from overhead wires and points of attachment before commencing work. By: G & G Electrical P/L Ensure that all exposed openings and voids in the floor are guard railed or covered. By: G & G Electrical P/L Training of "workers" in safe working and safe movement on site. By: G & G Electrical P/L Training of "workers" in correct lifting and carrying methods. By: G & G Electrical P/L Ensure that correct lifting and carrying techniques are used at all times. By: G & G Electrical P/L Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear. By: G & G Electrical P/L Use insulated ladders. By: G & G Electrical P/L Training of "workers" in safe working from step and extension ladders By: G & G Electrical P/L Check the ladder for damage / defect before use. By: G & G Electrical P/L Check that the ladder is stable and is secured at the base and top before use. By: G & G Electrical P/L Check that the step ladder is stable and on level footing before use. By: G & G Electrical P/L Limit the use of ladders as work platforms. By: G & G Electrical P/L Training of "workers" in the safe use of power tools. By: G & G Electrical P/L

		<ul style="list-style-type: none"> ● Ensure all power tools have working safety guards. By: G & G Electrical P/L ● Maintain a clean and tidy work area. By: G & G Electrical P/L
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 Site Specific Risk Assessment before commencing installation work. By: G & G Electrical P/L ● 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. By: G & G Electrical P/L ● Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. By: Principal Contractor ● Ensure that scaffolding is safe and erected by a qualified Scaffolder before commencing. By: Principal Contractor ● Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform] By: Principal Contractor ● Training of "workers" in safe working at heights. By: G & G Electrical P/L ● Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible. By: G & G Electrical P/L ● Training of "workers" in safe working from step and extension ladders. By: G & G Electrical P/L ● Use insulated ladders. By: G & G Electrical P/L ● Check the ladder for damage / defects before use. By: G & G Electrical P/L ● Check that the ladder is stable and is secured at the base and top before use. By: G & G Electrical P/L ● Check that the step ladder is stable and on level footing before use. By: G & G Electrical P/L ● Limit the use of ladders as work platforms. By: G & G Electrical P/L ● Training of employees in correct lifting and carrying methods. By: G & G Electrical P/L ● Ensure that correct lifting and carrying techniques are used at all times. By: G & G Electrical P/L ● Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear and gloves. By: G & G Electrical P/L ● Training of "workers" in the safe use of power tools. By: G & G Electrical P/L ● Ensure all power tools have working safety guards. By: G & G Electrical P/L ● Storage of materials in designated areas. By: G & G Electrical P/L ● Maintain a clean and tidy work area. By: G & G Electrical P/L
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. By: G & G Electrical P/L ● Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. By: G & G Electrical P/L ● Ensure that the perimeter protection [handrails] is in place before commencing. By: G & G Electrical P/L ● Training of "workers" in safe working at heights. By: G & G Electrical P/L ● Ensure that all exposed openings and voids in the floor are guard railed or covered. By: G & G Electrical P/L ● Training of "workers" in safe working from step and extension ladders. By: G & G Electrical P/L ● Use insulated ladders. By: G & G Electrical P/L ● Check the ladder for damage / defects before use. By: G & G Electrical P/L ● Check that the step ladder is stable and on level footing before use. By: G & G Electrical P/L ● Limit the use of ladders as work platforms. By: G & G Electrical P/L ● Training of "workers" in correct lifting and carrying methods. By: G & G Electrical P/L ● Ensure that correct lifting and carrying techniques are used at all times. By: G & G Electrical P/L ● Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear and gloves. By: G & G Electrical P/L ● Training of "workers" in the safe use of power tools. By: G & G Electrical P/L ● Ensure all power tools have working safety guards. By: G & G Electrical P/L ● Storage of materials in designated areas. By: G & G Electrical P/L ● Maintain a clean and tidy work area. By: G & G Electrical P/L
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 	<ul style="list-style-type: none"> ● Assess the site conditions and conduct a Site Specific Risk Assessment before commencing work. By: G & G Electrical P/L ● Identify, isolate, disconnect and relocate existing electrical service. By: Principal Contractor ● Identify any products or materials that may contain asbestos. By: Principal Contractor ● Identify any products or materials that may contain synthetic mineral fibre [insulation]. By: G & G Electrical P/L ● Training of "workers" in safe working and safe movement with a confined space. By: G & G Electrical P/L ● Ensure that adequate lighting and ventilation is available. By: Principal Contractor

- Sprains and strains
- Cuts and abrasions
- Fire ignition sources
- Proximity of other "workers".
- Ensure workers have safety glasses, noise protection, dust protection [disposable], protective footwear and gloves. **By: G & G Electrical P/L**
- Use insulated ladders. **By: G & G Electrical P/L**
- Training of "workers" in safe working from step and extension ladders **By: G & G Electrical P/L**
- Check the ladder for damage / defect before use. **By: G & G Electrical P/L**
- Check that the ladder is stable and is secured at the base and top before use. **By: G & G Electrical P/L**
- Check that the step ladder is stable and on level footing before use. **By: G & G Electrical P/L**
- Training of "workers" in the safe use of power tools. **By: G & G Electrical P/L**
- Ensure all power tools have working safety guards. **By: G & G Electrical P/L**
- Maintain a clean and tidy work area. **By:**

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| 8. Site clean up on completion of work | <ul style="list-style-type: none"> ● Manual task injuries ● Exposure to dust ● Exposure to hazardous substances | <ul style="list-style-type: none"> ● Remove any temporary barricades if no longer required By: Principal Contractor ● Place all rubbish / debris in designated waste storage area By: G & G Electrical P/L ● Leave site / work area in a clean and tidy condition By: |
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Person responsible for ensuring compliance with SWMS:	Graham McLachlan
Person responsible for reviewing SWMS control measures:	Graham McLachlan

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