



SWMS No 014	<div>SJD Electrical</div> <div>Job Safety Analysis / Safe Work Method Statement</div>	Page 2 of 6
Safe Work Method Statement Title: SWMS: 014 WORKING WITH ELEVATED WORK PLATFORMS		

Job Task #	Job Step	Potential Health, Safety and Environmental Hazards	PROBABILITY	CONSEQUENCE	RATING	Control Measures	PROBABILITY	CONSEQUENCE	RATING	PERSON(S) RESPONSIBLE
1	Planning and preparation	Non-compliance with current legislative requirements and company processes.	D	4	H	<p>All personnel to complete site specific induction.</p> <p>All personnel to have completed company specific induction.</p> <p>Personnel are to hold the required licenses and certificates for the work, and be assessed as competent to use or operate equipment and plant.</p> <p>All personnel must read, understand and sign off on this SWMS. All personnel are given the opportunity to provide input into the content of this SWMS.</p> <p>Daily pre-starts will be held at the beginning of each shift.</p> <p>Any changes throughout the shift will be communicated prior to the commencement of the next task.</p> <p>A JSA is to be completed for any changes to the task.</p> <p>Ensure permit requirements are understood.</p>	B	4	M	<p>Work crew</p> <p>Supervisor</p> <p>Permit Holder</p>
		<p>Working outdoors with exposure to;</p> <ul style="list-style-type: none"> UV / high temperatures causing heat stress / dehydration / sunburn Fauna and insects causing bites and stings 	D	3	H	<p>'Check ins' during extreme weather conditions.</p> <p>Comply with the Queensland Worksafe heat stress procedure.</p> <p>Ensure there is an area in the shade for rest (preferably Crib Facilities).</p> <p>Work Breaks are compulsory at nominated times (preferably during the hotter parts of the day)</p> <p>Drink adequate water amount of water.</p> <p>Use sun block for protection from sun.</p> <p>Use insect repellent (if applicable).</p>	B	3	M	Work crew
		<p>Interactions with other trades working in the vicinity;</p> <ul style="list-style-type: none"> Inadvertently cause hazardous situation including trips, slips, falls 	D	3	H	<p>Ensure other workers are informed and aware of all other trades working in the area</p> <p>Communicate potential interactions during prestart</p>	B	3	M	<p>Supervisor</p> <p>Work Crew</p>

Job Task #	Job Step	Potential Health, Safety and Environmental Hazards	PROBABILITY	CONSEQUENCE	RATING	Control Measures	PROBABILITY	CONSEQUENCE	RATING	PERSON(S) RESPONSIBLE
		Unauthorized access to work area by other authorized personnel without correct PPE.	D	3	H	<p>Follow all site rules and procedures.</p> <p>Wear all mandatory PPE and task specific PPE.</p> <p>If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform your supervisor immediately.</p> <p>Site wide barricading to be installed to restrict access to unauthorized personnel.</p> <p>Signage to be visible around all site and at all access points.</p> <p>All visitors must report to site office before entering site.</p> <p>All visitors to be escorted by a site inducted personnel member.</p>	B	3	M	Supervisor Work crew
		<p>Poor ground conditions</p> <p>Uneven, loose, wet or soft ground at the work site.</p>	C	2	H	<p>Inspect path of travel for any obstructions and remove them.</p> <p>Daily site inspections prior to commencement of work activities and at the conclusion of each work day.</p> <p>Regular housekeeping inspections including regular walk rounds to be conducted to ensure a clean and tidy work area.</p>	B	2	M	Work crew
2	Work area preparation	<p>Personal injury -</p> <ul style="list-style-type: none"> - Cuts, strains, abrasions, burns - Possible eye injury - Dust inhalation (depends on surrounds – these tasks should not cause dust or fumes) 	C	3	H	<p>Authority and empowerment to Stop the Job.</p> <p>Follow all site rules and procedures.</p> <p>Ensure correct manual handling techniques are followed.</p> <p>Wear all mandatory PPE and task specific PPE.</p> <p>Communicate task clearly with all work crew members. Ensure a thorough understanding of expectations.</p> <p>If a hazard is identified in the work area – fix it immediately or if unable to do so, isolate the hazard and inform you supervisor.</p> <p>Work on flat surface where practicable</p> <p>Secure all tools and/or equipment by lanyard or store in a toolbox/basket when on the work platform.</p>	B	3	M	Work crew Supervisor

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		Personal injury during activity from – <ul style="list-style-type: none"> - Unsecured objects falling from height - Insufficient barricading - SWL being exceeded 	C	3	H	Ensure all unnecessary items are removed from the EWP basket Provide suitable containment for small items/fixings in the EWP basket Establish a hard barricading Drop Zone, adequate to accommodate potential fall, drift and deflection of the lid, taking into account the height from which the lid may fall and the prevailing weather conditions Determine the weight of the load including personnel, materials and toolage. Observe the SWL of the basket and ensure it is not exceeded	B	3	M	Work crew Supervisor
3	Check elevated work platform and equipment prior to use	Personal injury from insufficient inspection of equipment	D	3	H	At the start of each shift all plant is to be inspected & recorded in log book All safety equipment harnesses, lanyards etc. are to be checked daily & have current inspection tag attached EWP basket to be switched off when in position or control lever panel cover closed to prevent inadvertent operation	B	3	M	Work crew
4	Completion of task	Slips, trips, and falls	C	4	H	Leave work area tidy. Store equipment in authorised access area (e.g. locked storage facility) Report any damage/defect to supervision and tag out any faulty equipment.	B	4	M	Work crew

SWMS No 014	SJD Electrical Job Safety Analysis / Safe Work Method Statement	Page 5 of 6
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Personnel Qualifications and Experience Required	Personnel Duties and Responsibilities		Training Required to Complete Work
	Supervisor	All Personnel	
Personnel will need to be trained and confident at working at heights.	Empower all personnel to STOP the JOB if required to do so.	All personnel to maintain tidy work area on site at all times. Personal Protective Equipment (PPE) to be worn at all times on site.	Supervisor to be trained in risk identification, assessment and control e.g. Job Safety Analysis (JSA).
Appropriate industry and site specific induction.	Supervisor to carry out daily inspections of work site for hazards.	Ensure housekeeping is maintained throughout the task to avoid the risk of injury.	Training on specific scaffolding type and basics to be conducted for erection and use under 4.0 m high.
Appropriate Certificates of Competency will be required by personnel for particular operations working at height, e.g. scaffolding, lifting equipment (when applicable)	Ensure appropriate permits are in place for the task (if applicable).	Barricading to be used as appropriate to protect others from working below elevated work.	Training in the use of specific plant. Inspection and maintenance of equipment to be conducted (where applicable) for the type of equipment / plant to be used.

Engineering Details / Certificates / Australian Standards	Referenced – Codes of Practice / Regulations / Legislation
<ul style="list-style-type: none"> Floor capacity sufficiently engineered to carry weight of elevated work platform/s AS 1576 Scaffolding - General requirements AS 1891 Industrial fall arrest systems and devices AS 2626 Industrial Safety Belts and Harnesses AS/NZS 4836 Safe working on or near low voltage electrical installations and equipment AS/NZS 3012:2010 Electrical Installations – Construction and Demolition Sites 	<ul style="list-style-type: none"> Work Health and Safety Act and Regulations 2011 Electrical Safety Act 2002 and Electrical Safety Regulations 2013 Electrical Safety Code of Practice 2013 - Managing Electrical Risks in the Workplace Hazardous Manual Tasks Code of Practice 2011 Managing risks of Plant in the workplace Code of Practice 2013 Scaffolding Code of Practice 2009 <p>(remove any of the above that are not applicable for the task being undertaken)</p>
Plant / Equipment Required (Mobile or Static)	Maintenance Checks / Calibration Intervals
<ul style="list-style-type: none"> Hazard Identification to be conducted for plant used e.g. Scissor lift, boom lift, cherry picker, cranes, swing-stages, crane work box. Ensure compatibility of components particularly for fall protection / restraint / arrest equipment. 	<ul style="list-style-type: none"> Cranes, Elevated Work Platform/s, Scaffolding in accordance with manufacturers recommendations Fall arrest / protection equipment must be checked prior to every use by a competent, trained person.

