



SAFE WORK METHOD STATEMENT

Contractor's Name	JR'S Property Services	Building	
Name	Joel Redford	Phone Number	03 9388 9004
Work Description	General Maintenance and Repairs	Mobile Number	0422 416 890

Task Category Description	JOBS/TASKS/PROCESSES	HAZARDS/RISKS	HAZARD/RISK CONTROLS
1. Make it safe	Ensure clear access around work area	Injury to pedestrians from tripping on equipment/supplies. Projectiles, dust, noise from power equipment (Drill, Saw, Sanders etc.)	Signs, safety cones to be erected notifying others that work is in progress. Turn off any power equipment when pedestrians are close by.
2. Equipment	Use of 240 volt power tools. Use of cordless battery power tools. Using non powered hand tools	When using 240 volt power tools operator is electrocuted. Body parts caught in moving parts (Blades, drill bits, sanding discs) on equipment. Noise/Vibration/Dust/Electrical hazards/Projectiles causing injury to operator and pedestrians	Wear appropriate Personal Protective Equipment. All 240 volt electrical equipment to be tested and tagged for electrical safety. Ensure all tools are appropriately guarded and electrical appliances are protected by means of a residual current device. Ensure all extension leads are in a safe condition with plugs and connections. Do not use equipment when pedestrians are close by.
3. Clean up/put away	Clean up and put away	Injury to pedestrians from tripping on equipment/supplies.	Signs, safety cones to be erected until all tools and equipment has been removed from area and packed away and areas has been cleaned.