

SOP - Ceiling Tiles Access

This SOP may not cover all possible hazards and risks associated and should be referred to as a control measure in the risk assessment process. Site and task may change required PPE.

PERSONAL PROTECTIVE EQUIPMENT

You must wear this personal protective equipment when doing this task

					
Hardhat	Safety	Gloves	P2 Mask	Hi Viz	Boots

OTHER SIGNAGE



POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Asbestos in the workplace	Wildlife in the work area
Damage to Property	Heights
Electrical	Tools

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction

Licence or VOC Required: No

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Ceiling Services isolated
- ✓ Public is protected
- ✓ Property is protected
- ✓ Control measures have been implemented
- ✓ It is safe to proceed

Consultation

- ✓ SWMS has been reviewed
- ✓ Site induction completed
- ✓ Toolbox talk held
- ✓ Discussed with other PCBU
- ✓ Potential emergencies considered

Tools & equipment required

- ✓ Gloves

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting
- ✓ Place barricades as and when required
- ✓ Always use a fibreglass or wooden ladder in case of live wire(s) being exposed
- ✓ If cables are present, assume they are live and treat accordingly

Doing

- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ Take first step of pushing the tile upwards
- ✓ Ensure fluorescent light jacks do not become disconnected

- ✓ When access no longer required ensure the tiles sit back in a level position with the T-bar
- ✓ On completion ensure that no cables are exposed
- ✓ On completion all tiles returned to start position
- ✓ Upon completion remove barricades/signs

Ending Operations / Housekeeping:

- ✓ Clean up your mess
- ✓ Store non-disposable PPE to prevent damage
- ✓ Report to your Supervisor

Monitor & Review Process

- ✓ If unsafe STOP, review get approval
- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

DO NOT!

- ✗ **Alter this SOP without Management approval**

Applicable Legislation / Standards:

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

Refer to Worker's induction file for signed documents

✓ WH&S Act & Regulations

Codes of Practice –

[First aid in the workplace](#)

[Work health and safety consultation, co-operation and co-ordination](#)

[Managing noise and preventing hearing loss at work](#)

[How to manage and control asbestos in the workplace](#)

[How to manage work health and safety risks](#)

[Managing the work environment and facilities](#)

[Managing the risk of falls at workplaces](#)

[Electrical safety - Managing electrical risks in the workplace](#)

[Tilt-up and pre-cast construction](#)

✓ Standards

AS 1319 Safety signs for the occupational environment

AS 1892.1 Portable ladders - Metal

AS 1892.2 Portable ladders – Timber

AS 1892.5 Portable ladders - Selection, safe use a ladder

AS 2293 .2 emergency evacuation

ISO45001 OH&S management systems

ISO 31000 Risk management