

SOP - Tradework – On Ground

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	Eye	Gloves	Hearing	Safety	Hi Viz	Boots

OTHER SIGNAGE

							
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POTENTIAL HAZARDS ASSOCIATED WITH RISKS

Recurring Hazards	Construction work
Asbestos in the workplace	Environment
Damage to Property	Outdoor work
Public areas	Wildlife in the work area
Wet weather	Tools

Training Required:

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

Licence or VOC Required: Yes

If contracting

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Machines serviced to specification
- ✓ Current electrical test & tag
- ✓ Check all electrical leads for damage
- ✓ Electrical leads positioned to prevent damage
- ✓ Use electrical earth leakage unit
- ✓ 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

- ✓ Selected trade tools

Operating Procedures / Methodology:

Planning & Preparation

- ✓ Obtain Manufacturer's instructions
- ✓ Conduct a task specific Risk Assessment
- ✓ I have all the tools and materials required
- ✓ I understand the instructions on the task
- ✓ Ensure adequate lighting

Doing

- ✓ Use in accordance with Manufacturer's Instructions
- ✓ All nominated control measures are used
- ✓ Follow SWMS, SOP and Risk Assessment
- ✓ Ensure clear pathway to exit
- ✓ Use Manual handling practices
- ✓ If using systems follow manufacturer's instructions
- ✓ Bend over any protruding nails
- ✓ Cap all protruding reinforcing

Ending Operations / Housekeeping:

- ✓ Return all tools and equipment
- ✓ Waste is recycled or disposed of
- ✓ 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!

- ✗ **Attempt this operation in wet conditions until Risk Assessment is reviewed**
- ✗ **Alter this SOP without Management approval**

Applicable Legislation / Standards:

- ✓ WH&S Act & Regulations

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

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](#)

[Hazardous manual tasks](#)

[Managing the work environment and facilities](#)

[Manual tasks involving the handling of people](#)

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

[Formwork](#)

[Electrical safety Working near overhead and underground electric lines](#)

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

[Traffic management for construction or maintenance work](#)

- ✓ Standards

AS 1319 Safety signs for the occupational environment

AS 1873.3 Powder-actuated hand-held fastening tools

AS 1892.2 Portable ladders – Timber

AS 1892.1 Portable ladders - Metal

AS 1892.5 Portable ladders - Selection, safe use a ladder

AS 2293 .2 emergency evacuation

AS 2397 Use of lasers

AS 3012 Electrical installations - Construction and demolition sites

AS 3017 Electrical installations - Testing and inspection

AS 4801 OH&S management systems

ISO 31000 Risk management