

SOP - Trade work overhead

DO NOT use this plant unless you have been inducted in its safe use and operation by an Authorised Experienced Operator and have been given permission.

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	Hazardous Chemicals
Heights	Utilities & Services
Wet weather	Plant & equipment
Electrical	Tools

Training Required:

- ✓ Construction Industry General Induction
- ✓ Site Induction
- ✓ Task induction
- ✓ Trade
- ✓ Machine operation
- ✓ Work at heights
- ✓ Use of Access equipment

Licence or VOC Required: Yes

If contracting

Pre-Operational Safety Checks:

- ✓ Complete site-specific risk assessment
- ✓ Workers trained & Competent
- ✓ Complete visual Machine pre-start checklist
- ✓ Be familiar with plant operations and controls
- ✓ 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
- ✓ Keep electrical cords away from wet areas
- ✓ Provide Access equipment
- ✓ Provide exclusion zones

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
- ✓ Do not leave sharp edges exposed
- ✓ Keep your all parts or your body behind cutting edges
- ✓ Check cords are away from Hot work
- ✓ Props used to secure when standing steel posts
- ✓ Mechanical lifter being used to lift all steel beams in place
- ✓ Ensure tools do not fall onto others below

Ending Operations / Housekeeping:

- ✓ Report plant defects found during use
- ✓ Conduct Basic clean of machine
- ✓ 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

Safe work procedure approved by:

Refer to Company Implementation Folder for signed documents

Worker sign-off

- ✓ Supervisor to check all activities
- ✓ Task MUST be completed as per SOP
- ✓ Report to your Supervisor if unsure

DO NOT!

- ✗ Use if plant is faulty. Tag-out and report fault to your supervisor
- ✗ Attempt this operation in wet conditions until Risk Assessment is reviewed
- ✗ Alter this SOP without Management approval

Applicable Legislation / Standards:

- ✓ 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 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](#)

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

[Electrical safety - Works](#)

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

[Managing risks of plant in the workplace](#)

[Welding processes](#)

[Steel construction](#)

- ✓ Standards

AS 1319 Safety signs for the occupational environment

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 2444 fire extinguishers

AS 3012 Electrical installations - Construction and demolition sites

AS 3017 Electrical installations - Testing and inspection

ISO45001 OH&S management systems

ISO 31000 Risk management

Refer to Worker's induction file for signed documents