



SSSP - Safe Work Method Statement Cover Sheet

Form last updated 26/11/18

SSSP Completed by
Date
Site:

<Name>
<date>
<Site Address>

Main Contractor: <insert>
Main Contractor Site Foreman: <insert>
Grammar Electrical Project Manager: <Name>
Grammar Electrical Lead Site Electrician: <Name>

PPE Required on site: Ear Muffs, Safety Glasses, Steel-toe Boots, Gloves, Dust Masks, Knee Pads, Overalls, "Booties", Sunscreen

Notifiable Works

Is Grammar Electrical Responsible for completing any Notifiable Works?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If Yes to Notifiable Works:

Main Contractor has been advised?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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Work Safe has been advised?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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(See definition of Notifiable works and required process in Grammar Electrical H&S Manual)

Hazard & Risk Management

We have and maintain a workplace hazard register and controls?

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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We have written task analysis included with this SSSP

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Are there hazardous products/processes associated with our subcontract works?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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If yes, the appropriate Safety Data Sheets must be attached)

Employee Participation

The methods we use to communicate safety information to our employees are:

- 1) Monthly Health & Safety meetings (all staff attend)
- 2) Daily onsite Job Safety Analysis by all Grammar Electrical staff on site (Lead Electrician responsible for this)
- 3) Site Toolbox Talks. Our Lead Electrician will attend site toolbox talks run by lead contractor

Emergencies

Our First Aid kit is located: All our vehicle's have a First Aid kit in them

First Aid Training: Our Lead Electrician on site plus any other Registered Electrician's on site all have First Aid training as part of their Practicing Licence renewal every two years

Site Emergency: In the event of a site emergency our personnel will report to our Lead Electrician and ensure we assemble at the evacuation area as indicated by the Main Contractor

Accident/Incident Reporting:

We have an accident/incident reporting and investigation system in place and keep an Accident Register

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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We will immediately notify the Main Contractor site foreman of any accidents/incidents/near misses on site

Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
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Note: All accidents/incidents/near misses must be reported immediately to the person responsible for Health & Safety on the site for the lead contractor. They must also be reported to Grammar Electrical site foreman and to company H&S Manager

Subcontractors:

Will we have subcontractors working for you on this project?

Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
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(If yes, then attach a schedule of details for all subcontractors and agree to provide to the site management completed SSSPs from all your subcontractors for approval before they are allowed to work on the site)