



CHRISTMAS SAFE WORK PROCEDURE DECORATING WITH CHRISTMAS LIGHTS

Safe Work Procedure:	DECORATING WITH CHRISTMAS LIGHTS	Date:	25/12/2019
Created by:	RECOVERY PARTNERS		
Date SWP is to be reviewed:	25/12/2020	Date review conducted:	

Hazards:	SLIPS, TRIPS, FALLS AND ELECTRICAL HAZARDS		
Risk Before (R1):	4 – MODERATE RISK	Risk After (R2):	6 – VERY LOW RISK

Legend:

R1 = Risk Rating Before Controls, R2 = Risk Rating After Controls

1 = Extreme Risk; 2 = Very High Risk; 3 = High Risk; 4 = Moderate Risk; 5 = Low Risk; 6 = Very Low Risk;

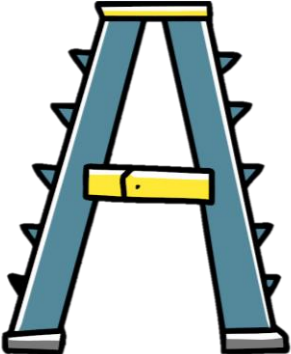

Personal Protective Equipment (PPE) Required:

 Gloves	 Face Masks	 Eye Protection	 Welding Mask	 Appropriate Footwear	 Hearing Protection	 Protective Clothing
 High Visibility	 Harness	 Respirator	 Hard hat	 Overalls	 Hair Net	 Breathing Apparatus

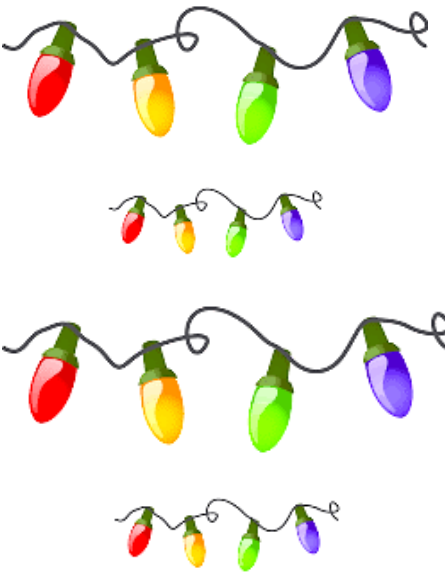
REMEMBER!

- Use caution during the Christmas season, and take the steps in this Safe Work Procedure to prevent injuries when decorating with Christmas lights
- DO NOT** let children under the age of 12 assist without supervision.
- ENSURE** someone near by is trained in first aid
- ENSURE** if you are using a ladder you have a spotter down below



STEPS	DESCRIPTION	RISK CONTROL MEASURES	IMAGES
<p>Use the Appropriate Tools:</p> <p>Ensure you're A frame loader is intact with good working order & no obvious damage E.g. cracks, missing bolts, missing rivets, rust.</p> <p><i>** If using an extendable ladder, ensure you are trained to use</i></p>	<ul style="list-style-type: none"> With the ladder make sure it is placed on a flat surface, this is your safe zone so make sure the Christmas lights are not laying across the floor. Ensure the A frame is spread apart at the appropriate width. Extended ladder, ensure it is placed on a clear stable ground and someone can foot the footings to ensure it is stable against surface In households with infants and young children, consider using extra-low-voltage (less than 50 Volts). 	<ul style="list-style-type: none"> Ladder & safe zone is a clear area. Working at heights can be dangerous, make sure you have a spotter down below! Don't leave children unsupervised. Keep a first aid kit close by. 	
<p>Clean Area & Tools:</p> <p>Make sure the area is clear with no cords lying around as trip hazards. Check all lighting is free from wear & tear damage.</p>	<ul style="list-style-type: none"> Any moisture on your tools, hands, or table can cause slipping that can lead to injuries. Any moisture on your tools, hands, ladder or footwear can cause slipping that can lead to injuries. Unwind all extension leads to avoid overheating. 	<ul style="list-style-type: none"> Apply lights on your home in a dry and well-lit area. Select the appropriate tools for the activity. Test Christmas lights before installing them. Don't leave children unsupervised. 	



<p>Applying the lights on to your Home or Christmas Tree</p>	<ul style="list-style-type: none"> ▪ Always keep both feet on the ladder so you are stable. ▪ Don't rush applying lights, take your time to keep safe! ▪ Check & communicate with your spotter below to pass along each Christmas light you wish to put up! ▪ When placing lights on the tree make sure they are not frayed or faulty, electrical equipment can cause sparks which create fire. ▪ Always have fun! 	<ul style="list-style-type: none"> ▪ Select the appropriate tools for the activity. ▪ Don't leave children unsupervised. ▪ Keep a first aid kit close by. ▪ Don't put Christmas lighting around or above swimming pools or have leads lying in water or wet areas. ▪ If lights are on your tree DO NOT leave on over night & have a 1kg ABE Extinguisher near. 	
<p>Clean up area & Enjoy!</p> <p>Most importantly ... ENJOY!</p>	<ul style="list-style-type: none"> ▪ Pack all your tools & ladder away in the appropriate area so they are not in harms way & away from children! ▪ Make sure you only have your lighting on overnight, so the electrical equipment does not overheat! 	<ul style="list-style-type: none"> ▪ Leaving tools or cords lying around creating trip hazards. ▪ Make sure you carry the ladder carefully to not cause an injury or muscular strain. 	