

**Work Activity :** Installation of Christmas lighting

**Dept.: Highways / Street Lighting** (Environmental Care)

**Reference :** SL / 01 / 2019

**The following safety points should be observed by the appointed contractor and employees completing maintenance and installation of Christmas Lighting:**

1. Personal protective equipment must always be worn whilst at work. High visibility clothing, overalls, safety footwear, hard hats, gloves, and a safety harness whilst working at height.
2. Always consider weather conditions and their effect on your health and safety and take the appropriate measures. For example, wear additional protective warm clothing.
3. Only suitably trained personnel must carry out maintenance work on Christmas lighting. Insulated tools will be used in the appropriate circumstances. Most of the maintenance works will be carried out before the initial installation in a dry warm workshop. This will prevent causing traffic hazards on site and time delays in restricted working zones.
4. All persons must be adequately trained in the use of (MEWP) mobile elevated work platforms and hold a minimum of a G39 level 1 qualification or equivalent to carry out the installation works on the highway.
5. Before commencement of works on the highway all traffic management regulations will be observed and signs and cones will be installed in accordance with chapter 8 of the (NRSWA). New roads and street works act.
6. Care should be taken when installing the Christmas lighting in high pedestrian areas, these works will generally be performed in the early hours of the morning, before shops open.
7. Because of the low light working conditions upon installation, head torches will be provided to fit onto hard hats. Safety is paramount during the installation works because of the working restrictions , darkness, manual handling and the fact we are working at height on all occasions.
8. Vehicle maintenance checks will be observed on all occasions, especially during these working conditions. Lifting equipment must be checked every day for correct operation. Any fault will be reported immediately to the transport manager.
9. Each phase of the installation will be checked upon completion by connecting electrical supplies and any faults rectified whilst on site.
10. Eye bolts will be tested on a regular two year rolling program as requested by the client, test results will be forwarded to the client officer. These tests are carried out by an independent outside contractor.
11. Should you encounter any specific difficulties not covered by this safe system of work seek the advice and assistance of your supervision team.
12. Employees must comply with all Council policies relevant to this work activity.

13. All accidents, incidents and near misses must be reported to supervision.

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