



SAFE WORK METHOD STATEMENT – DELIVERY SUPPLY AND FIX OF INSULATION PRODUCTS – Version 2.5

Company Name: Con-Struct Ramsay Insulation	Builders Name: *
Work Activity/Task: Insulation and Sisalation	
Prepared By: Luke Reid	
	Work Health and Safety Act 2011 Work Health and Safety Regulation 2011 Codes of Practice (Safe Work on Roof) 2004 Residential Buildings AS/NZ 1892.5-2000 Portable Ladders Safe Use and Care

POTENTIAL CONSEQUENCES			LIKELIHOOD or FREQUENCY				
Keyword	An incident or risk event with the potential for.....		Very Rare or Very Unlikely	Rare or Unlikely	Infrequent or Possible	Occasional or Probable	Frequent or Almost Certain
	Safety & Health	Environment	E Consequence has not occurred and probably never will	D Consequence expected to occur on a three yearly basis but not less than annually	C Consequence expected to occur on an annual basis but less than four times per annum	B Consequence expected to occur on a three monthly basis but less than a weekly basis	A Consequence expected to occur on a weekly basis or more frequently
1 Minor	A minor injury or illness such as a first aid injury.	Onsite release, containable with minimal damage	1 LOW	2 LOW	4 LOW	7 MODERATE	11 MODERATE
2 Significant	A health or safety incident such as a Medical Treatment Injury.	Major onsite release with some damage, no offsite damage. Remediation in terms of days	3 LOW	5 LOW	8 MODERATE	12 MODERATE	16 MODERATE
3 Serious	Potential long term, non life threatening health issue or Lost Time Injury (LTI)	Offsite release with short term detrimental effect, no significant environmental damage. Remediation in terms of weeks.	6 LOW	9 MODERATE	13 MODERATE	17 MODERATE	20 HIGH
4 Critical	Potential critical health issue, permanent disability.	Major offsite release, short to medium term environmental damage. Remediation in terms of months.	10 MODERATE	14 MODERATE	18 MODERATE	21 HIGH	23 VERY HIGH
5 Catastrophic	An event with the potential for a single or multiple fatalities	Major offsite release, long term environmental damage. Remediation in terms of years.	15 MODERATE	19 MODERATE	22 HIGH	24 VERY HIGH	25 VERY HIGH

ITEM	JOB STEP (Break the job down into steps.)	POTENTIAL HAZARD (What can harm you?)	Risk Ranking	CONTROLS (What you are going to do to make the job as safe as possible.)	PERSON (Who will ensure this happens.)
1	UNLOAD MATERIAL, EQUIPMENT.	Traffic problems. Public interference. Trip hazards. Lifting incorrectly - back sprain.	13 Moderate (Possible)	<ul style="list-style-type: none"> • Unload from kerb side. • Provide "Warning Signs" if unloading from road. • Protect public while unloading. • Do not store material etc on public footpath. • Control lowering of insulation from truck. • Do not over exert or over reach. • Lift correctly. 	All members of install team
2	ESTABLISHMENT OF PERSONAL PROTECTIVE WEAR	Exposure to Ultra Violet Light. Glare. Skin cancer, sunburn, eye damage.	3 Low (Unlikely)	<ul style="list-style-type: none"> • Wear appropriate PPE. * • Use sunscreen as advised. • Drink water regularly. • Take regular rest breaks. 	All members of install team
3	WORKING IN AND AROUND HOUSE	Physical environment. Slipping/tripping hazards. Falling objects.	3 Low (Unlikely)	<ul style="list-style-type: none"> • Principal contractor to provide open clear level work area free of obstructions. 	All members of install team
4	CLIMBING AND WORKING FROM LADDERS	Working at heights. Falls. Eye injury. Puncture Wounds.	18 Moderate (Possible)	<ul style="list-style-type: none"> • Use 120kg industrial ladder over 1200m high. • Ensure ladder is secure and balanced. • Ladder slope 4:1. • Don't climb above 3rd rung from the top of extension ladder • Maintain 3 points of contact. • Wear slip resistant footwear. • Wear appropriate PPE. * 	All members of install team
5	WORKING ON ROOF	Working at heights. Falls.	23 Very High (Frequent)	<ul style="list-style-type: none"> • Wear slip resistant footwear. (AS/NZS2210) • Do not work on wet roofs. • Use scaffolding or edge protection or fall restraint system. 	All members of install team
6	LOADING MATERIAL INTO CEILING	Working at heights. Falls. Back strain. Heat Stress. Electrocution. Bio Hazards (Pest Bites).	13 Moderate (Possible)	<ul style="list-style-type: none"> • One installer to enter roof space and have material pushed through manhole by other installer. • Ensure ladder is secure and balanced. • Ladder slope 4:1. • Check for exposed electrical wires and advise site supervisor if present. • Don't climb above 3rd rung from the top of extension ladder. • Maintain 3 points of contact with ladder. • Wear slip resistant footwear. • Lift correctly. 	All members of install team
7	CUTTING PACKAGING	Sharp objects. Laceration or cuts.	3 Low (Unlikely)	<ul style="list-style-type: none"> • Wear appropriate PPE. * • Use retractable bladed knife. • Cut away from yourself and others. 	All members of install team
8	INSTALLING MATERIAL	Environment. Dust or Fibre exposure.	3 Low (Unlikely)	<ul style="list-style-type: none"> • Wear appropriate PPE. * 	All members of install team
9	CUTTING MATERIAL	Sharp objects. Laceration or cuts.	3 Low (Unlikely)	<ul style="list-style-type: none"> • Wear appropriate PPE. * • Use retractable bladed knife. • Cut away from yourself and others. 	All members of install team
10	WORKING IN CONFINED SPACE	Environment. Heat stress. Falls. Electrocution. Bio Hazards (pest bites).	21 High (Probable)	<ul style="list-style-type: none"> • Drink water regularly. • Take regular rest breaks. • Consider hours of work during summer. • Check for obvious defects in frame. • Ensure adequate lighting. • Turn off mains power and tag meter. • Check for exposed electrical wires and advise site supervisor if present. • Use non conductive fixing rod. • Remove roof tiles to reduce heat, increase air flow. 	All members of install team
11	USING POWER TOOLS (IF REQUIRED)	Electrocution. Mechanical Equipment. Lacerations.	19 Moderate (Unlikely)	<ul style="list-style-type: none"> • Equipment tested and tagged. • Leads clear of ground & water. • Use PCD protection and power boards. • Ensure guards in place. • Ensure clear workspace. • Wear appropriate PPE. * 	All members of install team
12	INSTALLING ECOPOWER VENT	Electrocution	19 Moderate (Unlikely)	<ul style="list-style-type: none"> • Ensure vent power is disconnected. 	All members of install team
13	CLEAN UP	Falling off ladder. Environment (waste management).	13 Moderate (Possible)	<ul style="list-style-type: none"> • Pass waste material through manhole • Ensure ladder is secure and balanced. • Ladder slope 4:1. • Don't climb above 3rd rung from the top of extension ladder • Maintain 3 points of contact with ladder. • Wear slip resistant footwear. • Lift correctly. • Place all waste material in bin. 	All members of install team

Items (1 to 13) have been

Reviewed By: _____

* **Personal Protective Equipment** - Contract Installers shall ensure they use personal protective equipment in accordance with the guidelines detailed on the MSDS for the product, the site SWMS findings, or in accordance with site specific requirements.

This shall include, but not be limited to:

- Respirators
- Gloves
- Knee pads
- Non-slip footwear
- Eye protection
- Protection from the sun
- Where they exist, all PPE shall comply with the relevant Australian Standard.

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