

HIGH CLEAN PTY LTD

SAFE WORK METHOD STATEMENT FORM

Main tasks to be undertaken by **HIGH CLEAN PTY LTD** staff will be assessed using the hazard identification and risk assessment process below. All Category risks will be assessed according to the Preferred Order of Control Processes.

Work Group - Names:
Company: Secure Clean
Site: Bayside Shopping Centre

Main Task:
Facade Washing

Date of Works:
09-12-2014 - 10-12-2014

Site Address:
28 Beach St, Frankston , VIC 3199

Director's Signature:

COMMENTS:

POSSIBLE SEVERITY	HOW LIKELY IS IT TO HAPPEN			
	Very likely	Likely	Unlikely	Very Unlikely
Kill or cause permanent injury or ill health	HIGH	HIGH	HIGH	MEDIUM
Long term illness or serious injury	HIGH	HIGH	MEDIUM	MEDIUM
Medical attention and several days off work	HIGH	MEDIUM	MEDIUM	LOW
An injury requiring first aid	MEDIUM	MEDIUM	LOW	LOW

Preferred Order of Control Processes to be Applied

- 1st. Elimination e.g. Eliminate the hazard where possible.
- 2nd. Substitute the hazard for one with less risk e.g. Water based paint.
- 3rd. Engineering solution e.g. Reversing beepers on plant.
- 4th. Administrative solution e.g. job rotation, safety inspections
- 5th. Personal Protective Equipment e.g. safety glasses, hearing protection

	Specific Task/Activity	Potential Hazards/ Consequences	Class of Risk	Control Measures
Common	Team meeting “ <i>toolbox</i> ”. Discuss risks and work methods. Site induction/ orientation/ MSDS		LOW	<p>PPE, work setup, equipment and tooling discussed. This is the time to ensure all issues for site work are addressed. Walk through of project carried out to ensure all staff are fully aware of site conditions both visually and verbally. Ensure this safe work method statement is read out in full to all staff. Make staff fully aware of WMS/JSA/ emergency contact information. Ensure all details are readily locatable. Educate/ awareness of hazards/ risks/ chemicals. Sign off of all staff members required.</p> <p>Ensure MSDS is readily available on worksite or in work vehicle.</p>

	Specific Task/Activity	Potential Hazards/ Consequences	Class of Risk	Control Measures
Common	Setup work area	Hazards: Trip/ slip/ falling	LOW	<p>Place large orange cones around the work vehicle to highlight workers in general area and the access area required for the rear door of vans. Ensure client/ area manager/ occupant of building is aware of the particular cleaning process is about to commence.</p> <p>Create a work zone- use cones/ bollards/ safety tape and signage. Exclude pedestrians from the work area where possible. Ensure falling objects will not go outside the work zone. Ensure hoses are a bright yellow or orange colour.</p> <p>Clear rubbish and other trip hazards from work zone. Inform other trades or staff working in area of task being carried out and the hazards that relate.</p>
Common	Extreme Weather Conditions	<p>Hazards: Falling from heights, lightening, sunstroke and sunburn.</p> <p>Consequences: Head/back injuries, headaches, skin injury, headaches, dehydration.</p>	LOW	<p>Working at heights in an exterior environment is not to occur during wet weather. For hot days, work should be programmed to be carried out during the cooler hours and additional PPE such as sun screen maybe required. Rehydrate regularly during the summer. Carry water in work vehicles at all times. Fill water bottles at the end of the shift in the freezer at the workshop for the following day.</p> <p>Working at heights during high winds should not occur.</p>

	Specific Task/Activity	Potential Hazards/ Consequences	Class of Risk	Control Measures
Common	All Work Activities	<p>Hazards: Muscle stretching, strain, over extension.</p> <p>Consequences: Muscle injury (general)</p>	LOW	Warm up prior to work commencing. Stretch limbs in a safe manner and carry out basic warm up. If soreness is found, seek medical attention and do not carry on with work.

Ladders	Ladders usage	<p>Hazards: Falling from height</p> <p>Consequences: head/ back injuries</p>	HIGH	<p>Minimise use of ladders. Use all other means possible prior to considering the use of ladders. Inspect ladder for damage prior to use. Report damage and replace/ repair as necessary. Always ensure three points of contact when using ladder.</p> <p>Extension ladders: use only for accessing areas, not from working from. When using extension ladders: Level with adjustable feet, ensure properly footed with footing tool or other staff member, tie off at top when using to access roof areas and ensure recommended angle is followed. Use ladder access points where present.</p> <p>Step Ladders: ensure stable and on even ground prior to using. Level as necessary. Do not stand above the manufacturer's recommended maximum step.</p> <p>Enclosed Platform Ladder: ensure floor clean from debris and ladder sitting flat on stops. Close arm behind as supplied to prevent falls from ladder. To not over extend past hand rails to unbalance ladder.</p>
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WFP	<p>Water fed pole (Reach and Wash) Cleaning of various surfaces Including: solar panels, glass, painted surfaces</p>	<p>Hazards: Electrocution, trip/ slip/ falling poles & equipment/ improper use of equipment</p> <p>Consequences: burns/ death, head/ back injuries/ general muscle injury or RSI</p>	<p>HIGH</p>	<p>Overhead obstacles to be noted and avoided. Keep two meters away from power or telephone lines at all times unless it is confirmed they are insulated. Work around or through trees and bushes. Ensure work zone will cover pedestrians if the pole is dropped from its maximum extension used on site.</p> <p>High winds can be a hazard when operating WFP. Test in a safe area to see if winds are too strong. If pole is not fully controllable, cease work until winds drop or work on another area of job until conditions are suitable. If pole is not in 100% control of operator, do not use.</p> <p>Ensure correct usage of WFP as per training to prevent personal muscle injury or RSI. Take appropriate breaks to stretch and rest muscles. If soreness persists, inform manager.</p> <p>Ensure hoses are out of the way of the general public. Keep them close to the kerb/gutter, to the side of a footpath, in a garden bed or inside the work zone. If running hoses in a public place, ensure signs clearly indicate trip hazard or work zone at either side of work area.</p>
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Working at heights	Working At Heights (on a roof)	<p>Hazards: Falling from height</p> <p>Consequences: serious injury or death</p>	HIGH	<p>Only staff who have completed the working at heights safety course or are working with staff member with certificate under instruction may work on roof areas. If in doubt or have concerns with the site, do not work. Note issues and present to manager or client.</p> <p>Roof Anchor Points: Ensure anchor points have been tested within the required time frame. Request information or check stamping on test plate.</p> <p>When using Roof Harness Kits: Keep the rope as short and tight as possible Do not have slack in the rope. Use the closest possible roof anchor. Keep in mind where the anchor is placed and the potential for swinging. Test if necessary by walking to edge of roof line. If there is slack in the rope, use another anchor point.</p> <p>A sling can be used to attached to existing structure or vehicle if 1500kgs.</p> <p>A load rated harness with shock absorbing lanyard and attached to an anchor with appropriate rated rope. This rope is to be attached with a fall arrest device.</p>
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Working at heights	<p>Working At Heights (on a roof) <i>Continued</i></p>			<p>All employees must work within 120 degrees of their respective anchor points.</p> <p>Temporary anchor points: Follow the manufactures instructions. With the T-Bar, typically install on opposing side of a corrugated roof or use installed diverters on working side of roof.</p>
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Elevated Work Platform (EWP)	Elevated Work Platform- All work	<p>Hazards: Falling from height</p> <p>Consequences: head/ back injuries</p>	HIGH	<p>Only trained and license staff should use EWP equipment. This includes scissor lifts, man lifts and booms (cherry picker). Competent operator to conduct pre-start inspection & sign off EWP in logbook at the start of each and every day. If any issues found, mark on inspection book attached to machine and report to equipment supplier immediately.</p> <p>EWP operator in conjunction with equipment supplier is to ensure EWP is capable of operating on site as per manufacturer's specifications.</p> <p>Suspended floors: Ensure slab floor can support weight. Get authorisation from relevant person prior to arriving onsite.</p> <p>Power lines: observe distances as per AS2550.</p> <p>Wear a harness as supplied with boom at all times. Ensure it is in suitable condition.</p> <p>When natural lighting is fading, provide artificial lighting to aid in work and safety.</p> <p><i>DO NOT STAND ON HANDRAILS OR CLIMB FROM EWP AT ANY TIME.</i></p>
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EWP Cont'd	Elevated Work Platform <i>Continued</i>	<p>Hazards: equipment falling from height</p> <p>Consequences: passers-by head injuries</p>	HIGH	<p>In the event of EWP malfunction, worker collapse or restrained fall from height, call emergency services. Operate machine from ground controls to retrieve worker. Site emergency procedures must be followed. Call the (MFB) Melbourne Fire Brigade HIGH ANGLE RESCUE TEAM on PH 000.</p> <p>Ensure work with EWP is within a controlled work zone. As for all work, create a work zone with bollards, signage and safety tape where members of the public cannot enter. Ensure enough space around work zone exists so equipment falling will not enter the non- work zone.</p>
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Pressure Washing	Pressure Washing			<p>Never point or aim the gun/wand at yourself or anyone else.</p> <p>Never put your hand, fingers or body directly in front of the spray nozzle.</p> <p>Devote your individual attention to the work being performed.</p> <p>Do not overreach. Keep proper footing and balance at all times.</p> <p>If the pressure cleaner is not working properly shut off the power and notify your supervisor.</p> <p>Do not operate the pressure cleaner when under the influence of medications or other mind-altering substances.</p> <p>Avoid distractions such as ear phones.</p> <p>Do not spray directly at glass or fragile objects.</p>
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Pressure Washing (Cont.)	Pressure Washing <i>Continued</i>			<p>Do Not run power washer in an enclosed area. Exhaust fumes contain poisonous carbon monoxide gas. Breathing exhaust gases can cause serious illness or death.</p> <p>Do Not touch or come in contact with hot mufflers, cylinders, cooling fins or hot exhaust gases as this may result in severe burns.</p> <p>Never tamper with governor spring, governor links or other components which may increase the speed (RPM) of the engine.</p> <p>Do Not make adjustments to your equipment without first removing the spark plug.</p> <p>Know what chemicals you are using and read the MSDS.</p> <p>When transporting pressure cleaner, the fuel shut-off valves must be in the closed position, to prevent fuel from spilling out.</p> <p>Operate unit on level surface only. Otherwise fuel may spill on engine and/or pump.</p> <p>Lubrication may be insufficient if unit is not level.</p> <p>Do Not run the unit for longer than 1 minute with spray gun in the closed position</p>
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Additional Comments:

This document is not the limitation of OHS and safety while working on site. If you encounter safety concerns, add them to the reverse side and ensure staff/ manager is aware of issue.

Signature of Staff undertaking the task:

Name/ Position	Signature	Date: