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|-------|--|-----|---|---------|--|------|--|
| Date: |  | New | ✓ | Revised |  | Page |  |
|-------|--|-----|---|---------|--|------|--|

**TRADE: STAIRCASE INSTALLER**

|                 |                                       |                    |               |
|-----------------|---------------------------------------|--------------------|---------------|
| <b>Job No:</b>  | <b>7678/15</b>                        | <b>Client:</b>     | <b>BHALLA</b> |
| <b>Address:</b> | 1A Holly Street, Castle Cove NSW 2069 | <b>Supervisor:</b> | Matt Saunders |

|             |                |                 |                 |
|-------------|----------------|-----------------|-----------------|
| <b>Key:</b> | "1" action now | "2" action ASAP | "3" action ASAP |
|-------------|----------------|-----------------|-----------------|

**Note 1:** Refer to the general Safety Plan and Safe Work Method Statement.

**Note 2:** Safe work procedures shall be implemented for the supply and use of a *hazardous chemical / substance/s* on site that complies with the *current material safety data sheet* recommendations and also complies with the requirements of WHS Regulation 2011 Chapter 3 - Part 3.2

**Note 3:** All *manual tasks* are to comply with the requirements of Safe Work Australia – National Code of Practice for Manual Handling 2009 [or as amended] and /or WorkCover NSW Code of Practice - Hazardous manual tasks

**Note 4:** Management of the risk of fall from one level to another must comply with Part 3.1 and the requirements of Part 4.4 Falls Clauses 78-80 of WHS Regulation 2011

**Note 5:** Review of Control Measures - *If there are any tasks that may be included by way of variation to the plans or an alternative approach to the set task, it is a requirement to carry out a "specific Risk Assessment" for the task or tasks.*

| Job Step / Hazard   | Potential Harm   | Likelihood |          |          | Result |        |       | Priority | Possible Controls   | Responsible Person/s                                 | Date |
|---|--|------------|----------|----------|--------|--------|-------|----------|---|--|------|
|   |  | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |   |  |      |
| Access to site / work areas -<br>Slips, trips, falls and accessibility -<br><br>Access ways not clearly defined | Slips, trips and falls   |            | ✓        |          |        | ✓      |       | 3        | Assess travel path and distance to work area<br><br>Ensure unobstructed access to site and work areas.  | Site Supervisor / Staircase Installer / all workers' |      |
| Stored materials -<br><br>Slips, trips, falls and accessibility -<br><br>Access ways not clearly defined        | Slips, trips and falls   |            | ✓        |          |        | ✓      |       | 2        | Assess travel path and distance to work area<br><br>Ensure unobstructed access to work area.<br><br>Provide and maintain barricades to isolate material and to restrict access.<br><br>Provide designated waste areas | Site Supervisor / Staircase Installer / all workers' |      |
| Manual handling staircase components to work area -<br><br>Slips, trips, falls and accessibility -              | Slips, trips and falls<br><br>Muscle strain - back injuries and cuts |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the tasks in consultation with the 'workers'<br><br>Assess travel path and distance to work area  | Staircase Installer / all 'workers'                  |      |

| Job Step / Hazard  | Potential Harm  | Likelihood |          |          | Result |        |       | Priority | Possible Controls   | Responsible Person/s                | Date |
|--|---|------------|----------|----------|--------|--------|-------|----------|---|-------------------------------------|------|
|  |   | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |   |                                     |      |
| Access ways not clearly defined -<br><br>Manual tasks  | Over exertion or repetitive movements   |            |          |          |        |        |       |          | Ensure unobstructed access to the work area<br><br>Use task specific trained 'workers' and team lifting.<br><br>Face direction of travel<br><br>Rotate 'workers' and vary tasks.<br>Use lifting equipment, get assistance for loads which are heavy or are off awkward dimensions.  |                                     |      |
| Exposure to dust / chemical vapours -<br><br>Hazardous chemical -<br>Biological -  | Dust and chemical vapour inhalation / skin and eye allergies/ irritations.<br><br>Respiratory problems  |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the tasks in consultation with the 'workers'<br>Use appropriate PPE - disposable dust / chemical vapour protection.   | Contractor / all 'workers'          |      |
| Exposure to UV light / weather -<br><br>UV light - glare<br><br>Extreme temperatures   | Skin cancer / sun burn -<br><br>Dehydration - heat stroke or fatigue<br><br>Sight damage  |            | ✓        |          |        | ✓      |       | 2        | Reduce exposure where possible.<br><br>Monitor 'workers' condition<br>Adequate fluid intake<br>Use appropriate sun screen.<br><br>Wear appropriate PPE.   | Staircase Installer / all 'workers' |      |
| Use of electrical powered / battery operated tools -<br><br>Electricity -<br>Exposure to noise -<br>Exposure to dust -<br>Hazardous chemicals -<br>Biological -<br>Equipment | Electrical shock or electrocution<br><br>Hearing loss<br><br>Inhalation of dust - respiratory problems.<br><br>Eye and skin irritations / allergies -<br><br>Sight damage<br><br>Cuts |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the task in consultation with the 'workers'<br><br>RCD installed on mains supply / portable generator<br><br>Protect power lead from damage - power saw blade / sharp edges / vehicular traffic<br><br>Use stands and hooks for leads in trafficable areas<br><br>Guards to plant and equipment fully operational.<br><br>Use stands and hooks for leads in trafficable areas<br><br>Monitor for airborne dust<br><br>Adequate ventilation and lighting | Staircase Installer / all 'workers' |      |

| Job Step / Hazard  | Potential Harm   | Likelihood |          |          | Result |        |       | Priority | Possible Controls   | Responsible Person/s                                  | Date |
|--|--|------------|----------|----------|--------|--------|-------|----------|---|---|------|
|  |  | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |   |   |      |
|  |  |            |          |          |        |        |       |          | Use task specific trained 'workers'.<br>Use of appropriate PPE.   |   |      |
| Use of pneumatic operated tools and equipment -<br><br>Compressed air -<br>Exposure to noise -<br>Exposure to dust -<br>Hazardous chemicals<br>Biological -<br>Plant / equipment | Impact injury from projectiles<br><br>Hearing loss<br><br>Inhalation of dust - respiratory problems.<br><br>Eye and skin irritations / allergies -<br><br>Sight damage |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the task in consultation with the 'workers'<br><br>Appropriate warning signage and barricades to restrict access into the work area<br><br>Ensure unobstructed access work areas<br><br>Regularly monitor that air hoses are securely engaged and not damaged<br><br>Guards to tools fully operational<br><br>Protect air line from damage - power saw blade / sharp edges / vehicular traffic<br><br>Use of appropriate PPE.<br><br>Use task specific trained 'workers'. | Contractor / all 'workers'                            |      |
| Working with maple and pine timber -<br><br>Exposure to dust -<br>Hazardous chemicals -<br>Biological<br>Tools and equipment   | Inhalation of dust / fibres - respiratory problems.<br><br>Eye and skin irritations / allergies<br><br>Stuck by flying chip - sight damage                             |            | ✓        |          |        | ✓      |       | 2        | Identify the risks / hazards and plan the tasks in consultation with the 'workers'<br><br>Monitor for airborne dust / fibres<br>Use tools equipped with suitable guards and dust collection bags.<br><br>Use appropriate PPE<br><br>Make SDS available  | Staircase Installer / all 'workers'                   |      |
| Assemble staircase components in-situ and install -<br><br>Manual tasks -<br>Electricity -   | Slips, trips and falls<br><br>Back injuries - muscle strain / sprain<br><br>Electrical shock or electrocution  |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the tasks in consultation with the 'workers'<br>Establish safe work area<br>Use task specific trained 'workers' and team lifting.<br>Rotate 'workers' and vary tasks.<br>Provide and maintain barricades to restrict access   | Site Supervisor / Staircase Installer / all 'workers' |      |

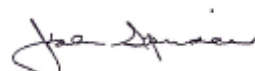
| Job Step / Hazard  | Potential Harm   | Likelihood |          |          | Result |        |       | Priority | Possible Controls  | Responsible Person/s                | Date |
|--|--|------------|----------|----------|--------|--------|-------|----------|--|-------------------------------------|------|
|  |  | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |  |                                     |      |
|  |  |            |          |          |        |        |       |          | to work area.<br>Assemble staircase in small units and in position.<br>Assess and locate concealed services.   |                                     |      |
| <p>Work within open stairwell - fitting rails, posts and balustrade, nosings after installation of flight -</p> <p>Slips, trips, falls and accessibility -</p> <p>Inadequate fall prevention system / work platform -</p> <p>Gravity - overbalancing</p> | <p>Slips, trips and falls from stairwell edge.</p> <p>Fall from ladder</p> <p>Fractures, bruises lacerations and personal injuries</p> |            | ✓        |          | ✓      |        |       | 1        | <p>Identify the risks / hazards and plan the tasks in consultation with the 'workers'</p> <p>Use task specific trained 'workers'.</p> <p>Secure ladder at base and top.</p> <p>Ensure 'workers' face the ladder when climbing up and down.</p> <p>Provide and maintain barricades to restrict access to work area.</p> <p>Use safety signage.</p> <p>Provide guardrail / edge protection.</p> <p>Provide scaffolding.</p> <p>Limit the use of ladders.</p>                                   | Staircase Installer / all 'workers' |      |
| <p>Work from step / extension ladder-</p> <p>Slips, trips, falls and accessibility -</p> <p>Inadequate fall prevention system / work platform -</p> <p>Gravity - overbalancing</p>   | <p>Fall from ladder</p>  |            | ✓        |          | ✓      |        |       | 2        | <p>Identify the risks and plan the task in consultation with the 'workers'</p> <p>Assess travel path and distance to work area</p> <p>Ensure unobstructed access to work areas.</p> <p>Use scaffold as a working platform.</p> <p>Ensure ladders are at 4:1 slope.</p> <p>Secure ladder at base and top.</p> <p>Ensure workers face the ladder when climbing up and down ladder.</p> <p>Provide and maintain barricades to restrict access to work area.</p> <p>Limit the use of ladders</p> | Staircase Installer / all 'workers' |      |
| <p>Use of gap filling flexible fillers/ sealants</p> <p>Hazardous chemicals -</p>  | <p>Inhalation of fumes - respiratory problems.</p> <p>Eye and skin irritations/</p>  | ✓          |          |          | ✓      |        | 3     | ✓        | <p>Identify the risks / hazards and plan the task in consultation with the 'workers'</p>   | Contractor / all 'workers'          |      |

| Job Step / Hazard   | Potential Harm  | Likelihood |          |          | Result |        |       | Priority | Possible Controls  | Responsible Person/s | Date |
|---|---|------------|----------|----------|--------|--------|-------|----------|--|----------------------|------|
|   |   | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |  |                      |      |
| Biological  | allergies   |            |          |          |        |        |       |          | Avoid contact with skin and eyes.<br><br>Monitor air quality for chemical vapours<br><br>Use task specific trained 'workers'.<br><br>Use appropriate PPE.<br>Provide SDS.  |                      |      |
| Clean up and rubbish removal -<br>Manual handling -<br>Exposure to dust -<br><br>Hazardous chemicals -<br>Biological<br><br>Access ways not clearly defined - | Slips, trips and falls<br><br>Inhalation of dust / fibres -<br>respiratory problems.<br><br>Eye and skin irritations /<br>allergies |            |          |          |        |        |       |          | Ensure safe movement around work area.<br><br>Place all associated building waste and rubbish in the designated waste area / skip bin<br><br>Use trained 'workers' Rotate 'workers' and vary tasks.<br><br>Remove any temporary barricades if no longer required |                      |      |

I / We have consulted with Cape Cod Australia Pty. Limited and have mutually agreed on the above procedures. This risk assessment provides details on how I / we will manage my / our work on this Cape Cod Australia Pty. Limited work site.

Company  
Name:

Signed by:



for and on behalf of: Cape Cod Australia Pty. Limited

Signed by:

ABN: 54 000 605 407

(Contractor PCBU)

Builder's Licence No.: 5519

ABN:

Address:

Phone:

Fax:

Email: