

# SAFE WORK METHOD STATEMENT

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Company [PCBU]:	Greg Briggs	Project Name/No:	All Jobs
Work Activity / Task:	SITE CLEANER - MANUAL	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	Greg Briggs	Date:	18/09/14
Signature:	Note: Sign off to be provided at Tool Box talk		

## Note: 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 tasks.

Task/Problem	Hazard	Likelihood			Result			Priority	Possible Control	Action By	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
1	Access to site	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility</li> <li>UV / weather exposure.</li> </ul>	<ul style="list-style-type: none"> <li>Site specific induction.</li> <li>All "workers" to read the General Construction Safety Plan signage and Risk Assessment form before entering site.</li> <li>Tool box talk to highlight any WHS concerns relative to the site.</li> <li>Ensure that the site and work place access is unobstructed.</li> <li>Ensure all weather access to work areas.</li> <li>Wear appropriated PPE - hat, long sleeves, sun screen,</li> </ul>	GB/CC GB.  GB/CC  GB/CC GB/CC GB.

Reviewed by: Gary Klomp  
Principal Contractor's Representative

Construction Manager  
Position

  
Signature

17/09/2014  
Date


## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			sunglasses and fluids and reduce exposure where possible. • Provision of designated waste areas. • Storage of materials in designated areas.	GB. CC GB/CC
2	Unloading plant, equipment and tools	• Public access • Manual handling injuries • Slips, trips and falls. • Proximity of other "workers". • Public access.	• Identify traffic management requirements. • Provide as a minimum, low level basic requirements signage and barriers / witches hats. • Provide a spotter where necessary. • Unload and move the equipment to designated area to keep footpath / work place access clear. • Team lifting and carrying. • Training of "workers" in correct lifting and carrying methods.	CC. CC CC GB/CC GB/CC CC
3	Setting up equipment	• Manual handling injuries. • Slips, trips and falls. • Failure of mechanic to plant. • Proximity of other "workers". • Public access.	• Set up in a clear area and maintain a clear and barricaded travel path. • Training of "workers" in setting up of safe work travel areas. • Ensure the proper use of all safety guards provided to plant and equipment. • Plant to be fully maintained and serviced.	GB/CC CC GB GB/CC
4	Site Clean	• Slips, trips, falls and accessibility. • UV / weather exposure. • Electrocution. • Fall from height.	• Assess the site conditions including the weather and conduct a Risk Assessment before commencing installation work. • Identify any products or materials that <i>may</i> contain	GB. GB/CC

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17/10/2024  
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## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> <li>Manual handling injuries.</li> <li>Exposure to dust.</li> <li>Exposure to noise.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	asbestos. <ul style="list-style-type: none"> <li>Identify services and make sure all the electrical, gas, water and sewerage services have been isolated or safely relocated before commencing work.</li> <li>Use Licensed Electrician and Plumber to isolate, disconnect and relate existing services.</li> <li>Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible</li> <li>Training of "workers" in safe working and safe movement on site.</li> <li>Training of "workers" in correct lifting and carrying methods.</li> <li>Ensure that correct lifting and carrying techniques are used at all times.</li> <li>Team lifting and carrying - limiting weights to manageable sizes.</li> <li>Ensure workers have safety glasses, noise protection, dust protection [disposable], protective footwear.</li> <li>Training of "workers" in safe use of power tools.</li> <li>Ensure all power tools have working safety guards.</li> <li>Maintain a clean and tidy work area.</li> </ul>	CC CC GB CC CC CC GB/CC GB/CC CC GB/CC GB/CC

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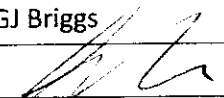
  
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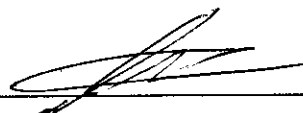
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Company Name:	GJ.CA Briggs	Project Name/No:	All Jobs
Work Activity / Task:	DEMOLITION by hand	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Date:	15-9-14	Note: Sign off to be provided at Tool Box talk	
Prepared by:	GJ Briggs		
Signature:			

**Note: 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 tasks.

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
1	Access to site	Slips, trips, falls and accessibility  UV light / weather exposure	<ul style="list-style-type: none"> <li>Site specific induction.</li> <li>All "workers" to register before entering the site; to read the General Construction Safety Plan signage; and to read the Site Specific Risk Assessment form.</li> <li>Tool box talk to highlight any WHS concerns.</li> <li>Ensure site access is unobstructed.</li> <li>Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses, and fluids and reduce exposure where possible.</li> <li>Regular site clean ups.</li> <li>Provision of designated waste areas.</li> <li>Storage of materials in designated areas.</li> <li>All weather access to work areas.</li> </ul>	GB/CC GB GB GB/CC GB GB/CC CC/ GB/CC CC/
2	Unloading plant, equipment and tools	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> </ul>	<ul style="list-style-type: none"> <li>Team lifting and carrying.</li> <li>Training of "workers" in correct lifting methods.</li> <li>Unload and move equipment to designated area to keep footpath / work place access clear.</li> </ul>	CC GB/CC
3	Setting up equipment	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> </ul>	<ul style="list-style-type: none"> <li>Set up in a clear area and maintain a clear travel path.</li> <li>Training of "workers" in the setting up of electrical leads, power tools and nail guns.</li> </ul>	GB/CC CC

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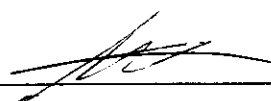
## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> <li>Ensure proper use of all safety guards provided.</li> <li>Ensure all power tools and electrical leads have current tagging.</li> <li>Ensure power tools are attached to an earth leakage protection device.</li> </ul>	GB / CC GB / CC CC
4	Setting up access ramp	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility</li> <li>Fall from height</li> <li>Manual task injuries</li> </ul>	<ul style="list-style-type: none"> <li>Assess site conditions including weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>Team lifting and carrying.</li> <li>Training of "workers" in correct lifting methods</li> <li>Ensure "workers" have protective footwear and gloves.</li> <li>Check ladder for damage before use.</li> <li>Check ladder is stable before use.</li> <li>Install handrail and ensure adequate bracing to ramp.</li> <li>Provide a gate to the ramp with warning signage.</li> </ul>	CC GB / CC CC GB / CC GB. GB GB / CC GB / CC
5	Stripping of existing roof frame and covering	<ul style="list-style-type: none"> <li>Slips, trips and falls</li> <li>UV / weather exposure</li> <li>Fall from height</li> <li>Hazardous materials</li> <li>Identification of services</li> <li>Electrocution</li> <li>Gas explosions</li> <li>Falling objects</li> <li>Exposure to dust</li> <li>Hearing / noise</li> <li>Manual task injuries</li> <li>Heavy lifting</li> <li>Cuts and abrasions.</li> <li>Proximity of other</li> </ul>	<ul style="list-style-type: none"> <li>Assess site conditions including weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>Training of "workers" in safe working at heights.</li> <li>Provide "Demolition in Progress" and "Restricted Access" warning signage.</li> <li>Establish a "No Go Zone" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter ["worker"] where necessary.</li> <li>Scaffolding and edge protection.</li> <li>Correct use of ladder</li> <li>Use appropriate PPE – safety glasses, footwear, noise / hearing protection, dust protection</li> </ul>	GB. CC CC CC CC GB. GB.

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## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		'workers' and the public	[disposable], gloves, and hard hats. • Training of "workers" in safe use of hand tools and power tools. • Systematic safe removal of materials. • Team lifting and carrying. • Storage of materials in designated waste areas • Regular site clean ups. • Ensure all roof tarps are tied down and not weighted with tiles. • Ensure materials are not stored on roof or scaffold. • Provide a chute for materials into designated waste area. Provide a spotter ["worker"] where necessary. • Provide shade cloth around work area and wet down dust as required to prevent wind borne dust.	GD. CC CC GB/CC GB/CC GB/CC CC GB/CC CC GB/CC
6	Site clean up on completion of work	• Manual task injuries • Exposure to dust • Exposure to hazardous substances	• Remove any temporary barricades if no longer required • Place all rubbish / debris in designated waste storage area • Leave site / work area in a clean and tidy condition	GB/CC GB GB/CC

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