

Safe Work Method Statement

version 1.1

Activity / Task: **Internal Linings Installer**

Project / Location: All Jobs

Company: Cape Cod

Signed by: Tara Antonioli

Date: 11/09/2017

Principal Contractor: Cape Cod

Accepted by: Tara Antonioli

Date: 11/09/2017

Steps	Potential Hazards	Controls / Responsible Person(s)
1. Access to site	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV light / weather exposure 	<ul style="list-style-type: none"> Site specific induction. By: Cape Cod 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. By: Cape Cod Tool box talk to highlight any WHS concerns relative to the site. By: Cape Cod Ensure that the site and work place access is unobstructed. By: Ensure all weather access to work areas. By: Cape Cod Provision of designated waste areas. By: Principal Contractor Storage of materials in designated areas. By: Cape Cod & Worker Regular site clean ups. By: Principal Contractor By:
2. Unloading of tools and materials.	<ul style="list-style-type: none"> Manual task injuries Slips, trips and falls. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Team lifting and carrying. By: Cape Cod Training of "workers" in correct lifting and carrying methods. By: Cape Cod Unload and move the tools and materials to a designated area to keep footpath / work place access clear. By: Cape Cod
3. Setting up equipment	<ul style="list-style-type: none"> Manual task injuries Slips, trips and falls. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Set up in a clear area and maintain a clear travel path. By: Cape Cod Training of "workers" in the setting up of ladders / trestles, electrical leads and power tools. By: Cape Cod Ensure the proper use of all safety guards provided. By: Cape Cod Ensure that all power tools and electrical leads have current tagging. By: Cape Cod Ensure that power tools are attached to a residual current device [RCD]. By: Cape Cod
4. Ground floor installation	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. Electrocution. Fall from height. Hazardous substances. Exposure to noise Exposure to dust. Manual task injuries Sprains and strains. Cuts and abrasions. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions and conduct a Site Specific Risk Assessment before commencing. By: Cape Cod Identify location of the electrical and water services. By: Cape Cod Identify that the electrical service has been isolated or safely recommissioned before commencing work. By: Principal Contractor Ensure that all exposed openings and voids in the floor are guard railed or covered. By: Principal Contractor Team lifting and carrying of large flat sheets of plasterboard. By: Cape Cod Reduce team lifting and positioning of ceiling sheets by use mechanical panel lifter. By: Cape Cod Training of employees in correct lifting and carrying methods. By: Cape Cod Ensure that the correct lifting and carrying techniques are used at all times. By: Cape Cod Rotate "workers" and vary tasks performed. By: Cape Cod Training of "workers" in safe working from ladders. By: Cape Cod Check the ladder / trestles for damage / defect before use. By: Cape Cod Check that the trestle work platform is stable before use. By: Cape Cod Limit the use of ladders as work platforms. By: Cape Cod Provide MSDS for hazardous substances - plasterboard adhesives, insulation, and setting plaster. By: Cape Cod Training of "workers" in the safe handling and use of plasterboard adhesives, insulation, setting plaster. By: Cape Cod

- Use appropriate PPE - safety glasses, footwear, noise and dust protection [disposable] and gloves. **By: Cape Cod**
- Wear disposable dust protection when mixing powders, sanding or sweeping. **By: Cape Cod**
- Use disposable dust protection and power sander with vacuum attachment and dust bags to reduce air borne dust. **By: Cape Cod**
- Monitor dust when sanding is being undertaken. **By: Cape Cod**
- Use scaffolding for void and raked ceilings. **By: Cape Cod**
- Storage of materials in designated areas. **By: Cape Cod**
- Maintain a clean and tidy work area by removing off cuts of plaster to designated waste area. **By: Cape Cod**
- Provide "Restricted Access" warning signage and establish a "No access area" to designated waste area by barricading to prevent access to the area of work. Provide a spotter where necessary. **By: Cape Cod**

5. Carry tools and materials up ramp/ scaffold or across roof surface. - External access to upper floor	<ul style="list-style-type: none"> ● UV light / weather exposure ● Slips, trips, falls and accessibility. ● Electrocution. ● Fall from height. ● Hazardous substances. ● Exposure to noise. ● Exposure to dust. ● Manual task injuries ● Sprains and strains. ● Cuts and abrasions. ● Proximity of other "workers". 	<ul style="list-style-type: none"> ● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing work. By: Cape Cod ● Identify that the electrical service has been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing. By: Cape Cod ● Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. By: Cape Cod ● Ensure that the perimeter protection is in place [scaffolding and edge protection] and level walk platforms are in place before accessing work from roof surface. By: Cape Cod ● Ensure that the edge protection to the roof surface [roof rail] and level work platforms are in place before accessing the upper floor level from roof surface. By: Cape Cod ● Ensure that the perimeter protection [temporary guard rail] is in place to balconies before commencing. By: Cape Cod ● Training of "workers" in safe working at heights and movement on scaffolding and roof surfaces. By: Cape Cod ● Training of "workers" in safe working at heights including over internal stairwell voids and from external balcony decks. By: Cape Cod ● Ensure that all exposed openings and voids in the floor are guard railed or covered. By: Cape Cod ● Provide scaffolding or platform cover to the stairwell void. By: Cape Cod ● Use of ladder and plank over stairwell voids is not permitted. By: Cape Cod ● Ensure that temporary guard rails and scaffolding is in place over stairwell void before commencing work and that the temporary guard rail is reinstalled when plastering is complete and scaffolding has been removed. By: Cape Cod ● Identify location of electrical and water services. By: Cape Cod ● Identify that the electrical service has been isolated or safely recommissioned before commencing work. By: Principal Contractor ● Team lifting and carrying of large flat sheets of plasterboard. By: Cape Cod ● Cut sheets at ground level before carrying to upper level. By: Cape Cod ● Reduce team lifting and positioning of ceiling sheets by use mechanical panel lifter. By: Cape Cod ● Training of "workers" in correct lifting and carrying methods. By: Cape Cod ● Ensure that the correct lifting and carrying techniques are used at all times. By: Cape Cod ● Rotate "workers" and vary tasks performed. By: Cape Cod ● Training of "workers" in safe working from ladders. By: Cape Cod ● Check the ladder or trestles for damage / defect before use. By: Cape Cod ● Check that the trestle work platform is level and stable before use. By: Cape Cod ● Limit the use of ladders as work platforms. By: Cape Cod ● Provide MSDS for hazardous substances - plasterboard adhesives, insulation, and setting plaster. By: Cape Cod ● Training of "workers" in the safe handling and use of plasterboard adhesives, insulation, setting plaster. By: Cape Cod ● Use appropriate PPE - safety glasses, footwear, noise and dust protection [disposable] and gloves. By: Cape Cod ● Monitor dust when sanding is being undertaken. By: Cape Cod ● Wear disposable dust protection when mixing powders, sanding or sweeping. By: Cape Cod ● Use disposable dust protection and power sander with vacuum attachment and dust bags to reduce air borne dust. By: Cape Cod ● Use scaffolding for void and raked ceilings. By: Cape Cod ● Storage of materials in designated areas. By: Cape Cod ● Maintain a clean and tidy work area by removing off cuts of plaster to designated waste area. By: Cape Cod ● Provide "Restricted Access" warning signage and establish a "No access area" to designated waste
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area by barricading to prevent access to the area of work. Provide a 'spotter' where necessary. **By: Cape Cod**

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| 6. Site clean up on completion of work | <ul style="list-style-type: none">● Manual task injuries● Exposure to dust● Exposure to hazardous substances | <ul style="list-style-type: none">● Remove any temporary barricades if no longer required By: Principal Contractor● Place all rubbish / debris in designated waste storage area By: Cape Cod● Leave site / work area in a clean and tidy condition By: |
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Person responsible for ensuring compliance with SWMS:	test
Person responsible for reviewing SWMS control measures:	test

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