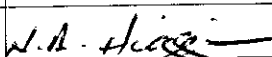


SAFE WORK METHOD STATEMENT

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Company Name:	Neil Higgins Bricklaying	Project Name/No:	All Jobs
Work Activity / Task:	BRICKLAYER	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Neil Higgins	Date:	12-9-14
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.

Item	Job Step	Potential Hazard	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. 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. Tool box talk to highlight any WHS concerns relative to the site. Ensure that the site and work place access is unobstructed. Ensure all weather access to work areas. Provision of designated waste areas. Storage of materials in designated areas. Provide and maintain barricades to all materials stored on footpath and on site. Regular site clean ups. 	Contractor Contractor Contractor Contractor Cape Cod Cape Cod Contractor Cape Cod Cape Cod
2	Unloading plant, equipment and tools	<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. Training of "workers" in correct lifting and carrying methods. Unload and move the equipment to designated area to keep footpath / work place access clear. 	Contractor Contractor Contractor
3	Setting up equipment	<ul style="list-style-type: none"> Manual task injuries Slips, trips and falls. 	<ul style="list-style-type: none"> Set up in a clear area and maintain a clear travel path. 	Contractor

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Position


Signature

16/9/14
Date


SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Training of "workers" in setting up of plant and equipment and electrical leads. Ensure that all safety guards provided to plant and equipment are properly maintained and used. Ensure that all electrical plant and equipment and electrical leads have current tagging. Ensure that all electrical plant and equipment are attached to a residual current device [RCD]. 	Contractor Contractor Contractor Contractor
4	Cutting bricks and preparing mortar	<ul style="list-style-type: none"> Slips, trips and falls. UV / weather exposure. Electrocution. Hazardous substances. Exposure to dust. Exposure to noise. 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 <i>Site Specific Risk Assessment</i> before commencing. Ensure that work place access is unobstructed. Establish a "No access area" round work areas by barricading to prevent access to the area of work. Ensure that the electrical mixer and 'wet' saw are attached to an earth leakage protection device. Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible. Training of "workers" in setting up and safe use of mixer and brick saw. Use appropriate PPE – safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats. Training of "workers" in correct lifting and carrying methods. Ensure correct lifting and carrying techniques are used at all times. 	Contractor Cape Cod & Contractor Cape Cod Contractor Contractor Contractor Contractor Contractor

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On behalf of Cape Cod

Construction Manager
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16/9/14
Date


SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> ♦ Rotate "workers" and vary tasks performed. ♦ Provide MSDS for hazardous substances – silica, lime, cement and sand. ♦ Training of "workers" in the safe handling and use of lime, cement and sand. ♦ Storage of materials in designated areas. ♦ Maintain a clean and tidy work area. ♦ Regular site clean ups. 	Contractor Cape Cod Contractor Contractor Contractor Cape Cod
5	Bricklaying from scaffold	<ul style="list-style-type: none"> ♦ Slips, trips, falls and accessibility ♦ UV light / weather exposure ♦ Fall from height ♦ Hazardous substances ♦ Falling objects ♦ Exposure to dust ♦ Exposure to noise ♦ 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 including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing. ♦ Ensure that work place access is unobstructed. ♦ Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. ♦ 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. ♦ Ensure that guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. ♦ Ensure that the scaffolding is safe and erected by a qualified Scaffolder before commencing. ♦ Ensure that perimeter protection is in place [scaffolding and edge protection / working platform / toe boards / brick guards] before 	Cape Cod Contractor Cape Cod Cape Cod Cape Cod & Contractor Cape Cod Cape Cod

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Position


Signature

16/9/14
Date

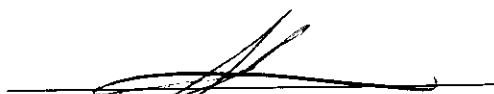
SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>commencing.</p> <ul style="list-style-type: none"> ♦ Training of "workers" in safe working at heights. ♦ Training of "workers" in correct lifting and carrying methods. ♦ Ensure that correct lifting and carrying techniques are used at all times. ♦ Rotate "workers" and vary tasks performed. ♦ Provide MSDS for hazardous substances - lime, cement and sand. ♦ Training of "workers" in the safe handling and use of lime, cement and sand. ♦ Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats. ♦ Check access ladder for damage / defects before use. ♦ Check that the access ladder is stable and secured top and bottom before use. ♦ Training of "workers" in safe use of plant and equipment. ♦ Ensure that all plant and equipment has working safety guards. ♦ Use of a brick hoist / elevator to load upper scaffold decks. ♦ Hoist / elevator to be operated by qualified competent operator ["worker"]. ♦ Ensure that a hard hat is worn by hoist / elevator operator ["worker"]. ♦ Storage of materials in designated areas. ♦ Maintain a clean and tidy work 	<p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Cape Cod</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p>

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Position


Signature


16/9/14
Date

SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			area. ♦ Regular site clean ups.	Contractor Contractor Cape Cod
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 ♦ Place all rubbish / debris in designated waste storage area ♦ Leave site / work area in a clean and tidy condition 	Cape Cod Contractor Contractor

Reviewed by: Gary Klomp
On behalf of Cape Cod


Signature

Construction Manager

Position

16/9/14
Date