

## Safe Work Method Statement

version 1.1

Activity / Task: **Fixout Carpenter**

Project / Location: All Jobs

**Company:** Ikoma Pty Ltd

Signed by: Bill Dowse

Date: 26/06/2017

**Principal Contractor:** Cape Cod

Accepted by: Tara Antonioli

Date: 27/06/2017

Steps	Potential Hazards	Controls / Responsible Person(s)
1. Access to site	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>UV light / weather exposure.</li> </ul>	<ul style="list-style-type: none"> <li>Site specific induction. <b>By: Ikoma Pty Ltd</b></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. <b>By: Ikoma Pty Ltd</b></li> <li>Tool box talk to highlight any WHS concerns relative to the site. <b>By: Ikoma Pty Ltd</b></li> <li>Ensure that the site and work place access is unobstructed. <b>By: Principal Contractor</b></li> <li>Ensure all weather access to work areas. <b>By: Ikoma Pty Ltd</b></li> <li>Provision of designated waste areas. <b>By: Principal Contractor</b></li> <li>Storage of materials in designated areas. <b>By: Ikoma Pty Ltd</b></li> <li>Regular site clean ups. <b>By: Principal Contractor</b></li> </ul>
2. Unloading of tools and equipment	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Team lifting and carrying. <b>By: Ikoma Pty Ltd</b></li> <li>Training of "workers" in correct lifting and carrying methods. <b>By: Ikoma Pty Ltd</b></li> <li>Unload and move the equipment / tools to a designated area to keep footpath / work place access clear. <b>By: Ikoma Pty Ltd</b></li> </ul>
3. Setting up plant and equipment	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Set up in a clear area and maintain a clear travel path. <b>By: Ikoma Pty Ltd</b></li> <li>Training of "workers" in the setting up of ladders / trestles, electrical leads and power tools. <b>By: Ikoma Pty Ltd</b></li> <li>Ensure the proper use of all safety guards provided. <b>By: Ikoma Pty Ltd</b></li> <li>Ensure that all power tools and electrical leads have current tagging. <b>By: Ikoma Pty Ltd</b></li> <li>Ensure that power tools are attached to a residual current device [RCD]. <b>By: Ikoma Pty Ltd</b></li> </ul>
4. Ground floor - fixout	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>Electrocution.</li> <li>Fall from height.</li> <li>Hazardous substances.</li> <li>Exposure to dust.</li> <li>Manual task injuries</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Assess the site conditions and conduct a Site Specific Risk Assessment before commencing. <b>By: Ikoma Pty Ltd</b></li> <li>Identify location of electrical, gas and water services <b>By: Ikoma Pty Ltd</b></li> <li>Identify that the electrical and gas service have been isolated or safely recommissioned before commencing work. <b>By: Ikoma Pty Ltd</b></li> <li>Ensure that all exposed openings and voids in the floor are guard railed or covered. <b>By: Ikoma Pty Ltd</b></li> <li>Training of "workers" in safe working from step ladders. <b>By: Ikoma Pty Ltd</b></li> <li>Check the ladder / trestles for damage / defect before use. <b>By: Ikoma Pty Ltd</b></li> <li>Check that the trestle work platform is stable before use. <b>By: Principal Contractor</b></li> <li>Limit the use of ladders as work platforms. <b>By: Ikoma Pty Ltd</b></li> <li>Training of "workers" in correct lifting and carrying methods. <b>By: Ikoma Pty Ltd</b></li> <li>Ensure that the correct lifting and carrying techniques are used at all times. <b>By: Ikoma Pty Ltd</b></li> <li>Provide MSDS for hazardous substances – medium density fibre board [MDF] and chemically treated timber products. <b>By: Ikoma Pty Ltd</b></li> <li>Training of "workers" in the safe handling and use of medium density fibre board [MDF] and chemically treated timber products. <b>By: Ikoma Pty Ltd</b></li> <li>Use appropriate PPE - safety glasses, footwear, dust protection [disposable] and gloves. <b>By: Ikoma Pty Ltd</b></li> <li>Storage of materials in designated areas. <b>By: Ikoma Pty Ltd</b></li> <li>Maintain a clean and tidy work area. <b>By: Principal Contractor</b></li> </ul>

5. Upper floor - fixout	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility.</li> <li>● Electrocution.</li> <li>● Fall from height.</li> <li>● Hazardous substances.</li> <li>● Exposure to dust.</li> <li>● Manual task injuries</li> <li>● Proximity of other "workers"</li> </ul>	<ul style="list-style-type: none"> <li>● Assess the site conditions and conduct a Site Specific Risk Assessment before commencing. <b>By: Ikoma Pty Ltd</b></li> <li>● Ensure that the temporary guard rails or permanent handrails are in place to the internal stairwell and upper floor external balconies before commencing. <b>By: Ikoma Pty Ltd</b></li> <li>● Ensure that all exposed openings and voids in the floor are guard railed or covered. <b>By: Ikoma Pty Ltd</b></li> <li>● Training of "workers" in safe working at heights including over internal stairwells and from external balcony decks. <b>By: Ikoma Pty Ltd</b></li> <li>● Identify location of electrical service and that the service has been isolated or safely recommissioned before commencing work. <b>By:</b></li> <li>● Team lifting and carrying of solid core doors and vanity units. <b>By: Ikoma Pty Ltd</b></li> <li>● Training of "workers" in correct lifting and carrying methods. <b>By: Ikoma Pty Ltd</b></li> <li>● Ensure that the correct lifting and carrying techniques are used at all times. <b>By: Ikoma Pty Ltd</b></li> <li>● Training of "workers" in safe working from step ladders. <b>By: Ikoma Pty Ltd</b></li> <li>● Check the ladder or trestles for damage / defect before use. <b>By: Ikoma Pty Ltd</b></li> <li>● Check that the trestle work platform is stable before use. <b>By: Ikoma Pty Ltd</b></li> <li>● Limit the use of ladders as work platforms. <b>By: Ikoma Pty Ltd</b></li> <li>● Provide MSDS for hazardous substances - medium density fibre board [MDF] and chemically treated timber products. <b>By: Ikoma Pty Ltd</b></li> <li>● Training of "workers" in the safe handling and use of medium density fibre board [MDF] and chemically treated timber products. <b>By: Ikoma Pty Ltd</b></li> <li>● Use appropriate PPE – safety glasses, footwear, dust protection [disposable] and gloves. <b>By: Ikoma Pty Ltd</b></li> <li>● Storage of materials in designated areas. <b>By: Ikoma Pty Ltd</b></li> <li>● Maintain a clean and tidy work area. <b>By:</b></li> </ul>
6. Carry materials up ramp - External access to upper floor	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility.</li> <li>● Fall from height.</li> <li>● Electrocution.</li> <li>● Manual task injuries</li> <li>● Proximity of other "workers".</li> </ul>	<ul style="list-style-type: none"> <li>● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing work. <b>By: Ikoma Pty Ltd</b></li> <li>● 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. <b>By: Ikoma Pty Ltd</b></li> <li>● Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. <b>By: Ikoma Pty Ltd</b></li> <li>● 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. <b>By: Ikoma Pty Ltd</b></li> <li>● 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. <b>By: Ikoma Pty Ltd</b></li> <li>● Ensure that the perimeter protection [temporary guard rail] is in place to balconies before commencing. <b>By: Ikoma Pty Ltd</b></li> <li>● Training of "workers" in safe working at heights. <b>By: Ikoma Pty Ltd</b></li> </ul>
7. Site clean up on completion of work	<ul style="list-style-type: none"> <li>● Manual task injuries</li> <li>● Exposure to dust</li> <li>● Exposure to hazardous substances</li> </ul>	<ul style="list-style-type: none"> <li>● Remove any temporary barricades if no longer required <b>By: Principal Contractor</b></li> <li>● Place all rubbish / debris in designated waste storage area <b>By: Ikoma Pty Ltd</b></li> <li>● Leave site / work area in a clean and tidy condition <b>By:</b></li> </ul>

Person responsible for ensuring compliance with SWMS:	Bill Dowse
Person responsible for reviewing SWMS control measures:	Bill Dowse