

# Palace Painting P/L

NSW

## Safe Work Method Statement

version 1.7

Activity / Task: **Painter & Decorator**

Project / Location: All Jobs

**Company:** Palace Painting P/L

Signed by: Kevin Lexuan

Date: 19/09/2017

**Principal Contractor:** Cape Cod

Accepted by: Tara Antonioli

Date: 05/10/2017

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>• Personal Protective Equipment - not issued and/or used</li><li>• UV light / exposure to weather - skin cancer, sun burn and eye damage</li><li>• Fatigue/Drugs and Alcohol</li><li>• Personnel - Project awareness</li><li>• Site Working Conditions - Housekeeping - Lighting -Security</li></ul>	<ul style="list-style-type: none"><li>• Site specific induction. <b>By:</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: Palace Painting P/L</b></li><li>• Tool box talk to highlight any WHS concerns relative to the site. <b>By: Palace Painting P/L</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: Principal Contractor</b></li><li>• Provision of designated waste areas. <b>By: Principal Contractor</b></li><li>• Storage of materials in designated areas. <b>By: Palace Painting P/L</b></li><li>• Regular site clean ups. <b>By: Principal Contractor</b></li><li>• All workers are to be issued with and use correct PPE. All workers must maintain PPE and report all faults/damages for replacement. E.g. Hard hats, safety boots, sunglasses, Hi-Vis vests. <b>By: Palace Painting P/L &amp; Worker</b></li><li>• Use Sunscreen, hard hat brim and stay hydrated at all times. Rotate working areas and times to reduce exposure to sun. <b>By: Palace Painting P/L &amp; Worker</b></li><li>• All Site Personnel to be free of the effects of Fatigue/Drugs &amp; Alcohol. 11hrs required between shifts. <b>By: Palace Painting P/L &amp; Worker</b></li><li>• All personnel to be site inducted prior to working on site with current White Card. All workers are to participate in conducting Risk Assessment prior to work. All workers are to be aware of work activities for the day. If unsure – PLEASE DO NOT HESITATE TO ASK FOR CLARIFICATION. <b>By: Principal Contractor &amp; Palace Painting P/L &amp; Worker</b></li><li>• Keep area clear of all trip /slip hazards Monitor light levels Keep emergency access gates clear at ALL times <b>By: Palace Painting P/L &amp; Worker</b></li></ul>
2. Unloading of equipment and materials	<ul style="list-style-type: none"><li>• Manual task injuries</li><li>• Slips, trips and falls</li><li>• Being injured by passing vehicles / traffic</li></ul>	<ul style="list-style-type: none"><li>• Team lifting and carrying - ask for assistance when unloading heavy items. <b>By: Palace Painting P/L &amp; Worker</b></li><li>• Training of employees in correct lifting and carrying methods. Manual Handling techniques: - Bend Knees - Keep back straight - Keep feet shoulder width apart - Lift item and keep item close to body at all times - Avoid twisting and overreaching <b>By: Palace Painting P/L &amp; Worker</b></li><li>• Unload and move the equipment and materials to a designated area. Always keep footpath / work place access clear. <b>By: Palace Painting P/L &amp; Worker</b></li><li>• Always load from kerb side and/or within a drive way where possible. Wear a Hi-Vis vest for visibility. Do not obstruct public footpath with tools. Stack trestles and Platform Ladders horizontally on level ground, not vertically. Ensure all Platform Ladders etc are securely fixed on vehicle. <b>By: Palace Painting P/L &amp; Worker</b></li></ul>
3. Setting up equipment, Tool usage	<ul style="list-style-type: none"><li>• Manual task injuries</li><li>• Slips, trips and falls</li><li>• Cuts, lacerations, entanglement</li></ul>	<ul style="list-style-type: none"><li>• Set up in a clear area and maintain a clear travel path. <b>By: Palace Painting P/L &amp; Worker</b></li><li>• Training of "workers" in the setting up of ladders / trestles, electrical leads and power tools. <b>By: Palace Painting P/L &amp; Worker</b></li><li>• Ensure the proper use of all safety guards provided. <b>By: Palace Painting P/L &amp; Worker</b></li><li>• Only use tools that you are competent to use. Let the tool do the work - do not use excessive force. <b>By: Worker</b></li><li>• Use the right tool for the job. Before operating the tool; read the operators manual. If still unsure on how to use the tool correctly, speak up and get assistance. <b>By: Worker</b></li><li>• Before performing any maintenance work on a tool, ensure the machine is switched off i.e. changing a guard, cutting wheel/blade, drill bit, general cleaning. <b>By: Worker</b></li></ul>
4. Electrical / Power	<ul style="list-style-type: none"><li>• Electrical safety -</li></ul>	<ul style="list-style-type: none"><li>• All workers should be aware of the general hazards associated with working with Electricity,</li></ul>

tools	possible electrical shock and/or fatality	<p>nearby Electricity and with Electrical equipment. <b>By: Palace Painting P/L &amp; Worker</b></p> <ul style="list-style-type: none"> <li>● Ensure that power tools are attached to a residual current device [RCD]. <b>By: Worker</b></li> <li>● Visually inspect tools before use to make sure they are in good working order. <b>By: Worker</b></li> <li>● Ensure that all power tools and leads have been tested and tagged by a qualified electrician. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● All equipment and leads are to be recorded on a electrical inspection &amp; testing register. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Arrange electrical leads so they will not be damaged - use lead stands or insulated cable hangers to keep leads off the ground. If leads have to run along the ground, they are to be kept close and parallel to walls, and not across walkways. <b>By: Worker</b></li> <li>● Do not use leads and tools in damp or wet conditions unless they are specifically designed for those conditions. <b>By: Worker</b></li> <li>● Only industrial rated leads are to be used. <b>By: Worker</b></li> <li>● All damaged equipment and leads are not to be used and tagged (DO NOT USE). <b>By: Palace Painting P/L &amp; Worker</b></li> </ul>
5. External/Internal works performed on a scaffold	● Slips, trips, falls, falling objects	<ul style="list-style-type: none"> <li>● Principal contractor to ensure previous trades leave a clean and clear area for painting. <b>By: Principal Contractor</b></li> <li>● Check scaffold to ensure it is safe to work on. Make sure scaffold platform area is clean and clear of obstacles and rubbish. <b>By: Worker</b></li> <li>● Do not adjust, move or remove any part of the scaffold unless you are a qualified (ticketed) scaffolder. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Do not work off scaffolding that is placed too close to overhead wires or other high voltage risk. <b>By: Worker</b></li> <li>● Always remain within the safety handrails of the scaffold. <b>By: Worker</b></li> <li>● Do not work on scaffold when wet conditions TIGER TAILS inoperative. <b>By: Worker</b></li> <li>● Do not climb or descend from different platform levels without a ladder. <b>By: Worker</b></li> <li>● Do not work on roof that has no scaffold or roof safety. <b>By: Worker</b></li> <li>● Do not work off a platform ladder, trestle or a ladder to gain extra height when working off scaffold. If scaffold height is the incorrect height, inform the PCBU. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Hard Hat is to be worn at all times when working on and around scaffolding. <b>By: Worker</b></li> </ul>
6. External/internal works performed on platform ladders, ladders & trestles/platforms/step platforms	● Slips, trips, falls, falling objects	<ul style="list-style-type: none"> <li>● Ensure platform ladder is set up on clear, flat ground. <b>By: Worker</b></li> <li>● Ladders must comply with Australian standards and be industrial rated, and clearly identified as such with a compliance sticker. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● The manufacturer's recommendations on safe use should be followed. <b>By: Worker</b></li> <li>● Do not set up platform ladders next to exposed voids such as stair voids and balconies. <b>By: Worker</b></li> <li>● If a platform is damaged it must be repaired by the manufacturer/supplier. If it can't be repaired, replace the platform with a new one. <b>By: Worker</b></li> <li>● <b>By:</b></li> <li>● Ladders should be used for access and egress only. <b>By: Worker</b></li> <li>● If work is performed off a ladder, it should be for a short duration or light works only. <b>By: Worker</b></li> <li>● Ladders must comply with Australian standards and be industrial rated, and clearly identified as such with a compliance sticker. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Workers must always maintain 3 points of contact at all times whilst on the ladder. <b>By: Worker</b></li> <li>● Do not use ladders over other workers. <b>By: Worker</b></li> <li>● If a ladder is damaged, It must be repaired by the manufacturer/supplier. If it can't be repaired, replace the ladder with a new one. <b>By: Worker</b></li> <li>● <b>By:</b></li> <li>● Trestles/platforms/step platforms must be set up on clear, flat ground. <b>By: Worker</b></li> <li>● Trestles/platforms/step platforms must comply with Australian standards and be industrial rated, and clearly identified as such with a compliance sticker. <b>By: Worker</b></li> <li>● Do not set up platform ladders next to exposed voids such as stair voids and balconies. <b>By: Worker</b></li> <li>● If a component is damaged, it must be repaired by the manufacturer/supplier. If it can't be repaired, replace with a new one. <b>By: Worker</b></li> <li>● Any trestle/platform should be 450mm wide. <b>By: Palace Painting P/L &amp; Worker</b></li> </ul>
7. Painting - external	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility</li> <li>● UV light / weather exposure</li> <li>● Electrocution.</li> <li>● Fall from height.</li> <li>● Hazardous</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. <b>By: Palace Painting P/L &amp; Worker</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: Principal Contractor</b></li> <li>● Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. <b>By: Palace Painting P/L</b></li> <li>● Ensure that guard rails to the ramp are in place and surface of the ramp is clean before</li> </ul>

	substances.	commencing. <b>By: Palace Painting P/L</b>
	<ul style="list-style-type: none"> <li>● Exposure to dust / fumes.</li> <li>● Manual task injuries</li> <li>● Proximity of other "workers".</li> <li>● Public access.</li> </ul>	<ul style="list-style-type: none"> <li>● Ensure that scaffolding is safe and erected by a qualified Scaffolder before commencing work. <b>By: Principal Contractor &amp; Palace Painting P/L</b></li> <li>● Ensure that perimeter protection is in place [scaffolding and edge protection / working platform / toe boards] before commencing. <b>By: Principal Contractor</b></li> <li>● Ensure that the edge protection to the roof surface [roof rail] and level work platforms are in place before commencing work from roof surface. <b>By: Principal Contractor</b></li> <li>● Training of "workers" in safe working at heights, from roof surfaces and balconies. <b>By: Palace Painting P/L</b></li> <li>● Training of "workers" in safe use of plant and equipment. <b>By: Palace Painting P/L</b></li> <li>● Training of "workers" in safe working from step and extension ladders including workers to face ladder when climbing up and down. <b>By: Palace Painting P/L</b></li> <li>● Check suitability of the ladder / trestle for purpose before use. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Check the ladder / trestle for damage / defect before use. <b>By: Palace Painting P/L</b></li> <li>● Check that the ladder / trestle is stable and is secured at the base and top before use. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Limit the use of ladders as work platforms. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Training of "workers" in correct lifting and carrying methods. <b>By: Palace Painting P/L</b></li> <li>● Ensure that the correct lifting and carrying techniques are used at all times. <b>By: Palace Painting P/L</b></li> <li>● Rotate "workers" and vary tasks performed. <b>By: Palace Painting P/L</b></li> <li>● Provide MSDS for hazardous substances – paint / thinners / solvents. <b>By: Palace Painting P/L</b></li> <li>● Training of "workers" in the safe handling / mixing and use of paints and stains. <b>By: Palace Painting P/L</b></li> <li>● Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Use appropriate PPE - safety glasses, footwear, dust / fume protection [disposable], gloves. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Storage of materials in designated areas. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Maintain a clean and tidy work area. <b>By: Palace Painting P/L &amp; Worker</b></li> </ul>
8. Painting - internal	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility</li> <li>● Fall from height</li> <li>● Hazardous substances</li> <li>● Exposure to dust / fumes</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 Risk Assessment before commencing. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Training of "workers" in safe working at heights including over internal stairwells <b>By: Palace Painting P/L</b></li> <li>● Training of "workers" in correct lifting and carrying methods. <b>By: Palace Painting P/L</b></li> <li>● Ensure that the correct lifting and carrying techniques are used at all times. <b>By: Palace Painting P/L</b></li> <li>● Rotate "workers" and vary tasks performed. <b>By: Palace Painting P/L</b></li> <li>● Provide MSDS for hazardous substances – paint / thinners / solvents. <b>By:</b></li> <li>● Training of "workers" in the safe handling / mixing and use of paints and stains <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Use appropriate PPE – safety glasses, footwear, dust / fume protection [disposable], gloves. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Ensure that adequate lighting and ventilation is available. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Training of "workers" in safe working from step and extension ladders including workers to face ladder when climbing up and down. <b>By: Palace Painting P/L</b></li> <li>● Check suitability of the ladder / trestle for purpose before use. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Check the ladder / trestle for damage / defects before use. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Check that the ladder / trestle is stable and secured at base and top before use. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Limit the use of ladders as work platforms. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Training of "workers" in the safe use of plant and equipment. <b>By: Palace Painting P/L</b></li> <li>● Storage of materials in designated and well ventilated areas. <b>By: Palace Painting P/L &amp; Worker</b></li> <li>● Maintain a clean and tidy work area. <b>By: Palace Painting P/L &amp; Worker</b></li> </ul>
9. 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: Palace Painting P/L</b></li> <li>● Leave site / work area in a clean and tidy condition <b>By: Worker</b></li> </ul>

