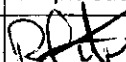


# SAFE WORK METHOD STATEMENT


Page 1 of 5 v1.13

Company Name:	RJC	Project Name/No:	All Jobs
Work Activity / Task:	BRICKLAYER	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Ralph Catto	Date:	21.4.14
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"> <li>Slips, trips, falls and accessibility.</li> <li>UV light / weather exposure</li> </ul>	<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 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>Provision of designated waste areas.</li> <li>Storage of materials in designated areas.</li> <li>Provide and maintain barricades to all materials stored on footpath and on site.</li> <li>Regular site clean ups.</li> </ul>	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"> <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.</li> <li>Training of "workers" in correct lifting and carrying methods.</li> <li>Unload and move the equipment to designated area to keep footpath / work place access clear.</li> </ul>	Contractor  Contractor  Contractor
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> </ul>	Contractor

Reviewed by: Gary Klomp  
On behalf of Cape Cod

  
Signature

Construction Manager  
Position

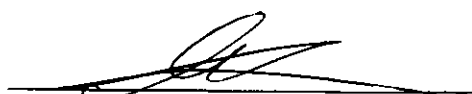
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Date

# SAFE WORK METHOD STATEMENT [cont.]

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

  
Signature

Construction Manager  
Position

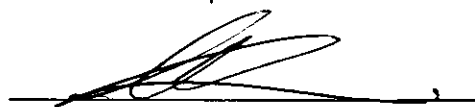
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Date

## SAFE WORK METHOD STATEMENT [cont.]

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

Reviewed by: Gary Klomp  
On behalf of Cape Cod

  
Signature

Construction Manager  
Position

23/9/2014  
Date

### SAFE WORK METHOD STATEMENT [cont.]

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

**Reviewed by:** Gary Klomp  
On behalf of Cape Cod

Signature

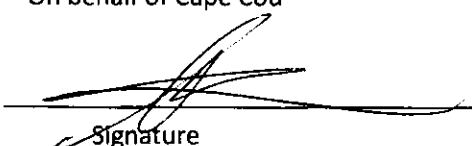
**Construction Manager**  
Position

28/9/2024  
Date

# SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			designated areas. • Maintain a clean and tidy work area. • Regular site clean ups.	Contractor Contractor Cape Cod
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	Cape Cod Contractor Contractor

Reviewed by: Gary Klomp  
 On behalf of Cape Cod  
  
 Signature

Construction Manager  
 Position  
28/9/2014  
 Date