



Company Name:	JONSPIN Building Services Pty. Ltd	Project Name/No:	All sites / projects
Work Activity / Task:	SITE ASSESSMENTS	Principal Contractor:	Cape Cod Australia Pty Ltd
Date:	1 st July 2015		
Prepared by:	John Spindler		
Signature:			

Item	Job Step / Hazard	Potential Harm	Potential Controls	Responsible Person/s
1	Access to site and to ground floor work area - Slips, trips, falls and accessibility - Access ways not clearly defined	Slips, trips and falls	Site specific induction. Identify the risks and plan the task Assess the travel path and distance to work area Check that the access to work area is unobstructed and clearly defined. Check all openings in the floor are covered or appropriately barricaded off.	Cape Cod Representative of JONSPIN Building Services Pty. Ltd
2	Materials / building waste stored on site - Slips, trips, falls and accessibility - Access ways not clearly defined	Slips, trips and falls	Assess travel path and distance to work area Check that the access to work area is unobstructed and clearly defined. Check that barricades are maintained to isolate material and to restrict access Check that a designated waste area is provided.	Cape Cod Representative of JONSPIN Building Services Pty. Ltd
3	Manual tasks	Muscle strain -back injuries and cuts Over exertion or repetitive movements	Identify the risks and plan the task	Cape Cod Representative of JONSPIN Building Services Pty. Ltd
4	Exposure to dust / fibres / chemical vapours - Hazardous chemicals - Biological -	Dust / fibres inhalation - respiratory problems Skin and eye allergies/ irritations.	Apply appropriate procedures necessary to contain dust / fibres / chemical vapours. Use appropriate PPE - disposable dust / fibres / chemical vapour protection. Regularly monitor for airborne dust/ fibres	Cape Cod Representative of JONSPIN Building Services Pty. Ltd
5	Exposure to UV light / weather - UV light - glare Extreme temperatures	Skin cancer / sun burn - Dehydration - heat stroke or fatigue Sight damage	Reduce exposure where possible. Maintain adequate fluid intake Use appropriate sun screen. Wear appropriate PPE.	Cape Cod Representative of JONSPIN Building Services Pty. Ltd

Reviewed by: Gary Klomp
Cape Cod Australia Pty Ltd Representative

Signature

Construction Manager
Position

29/7/2015
Date

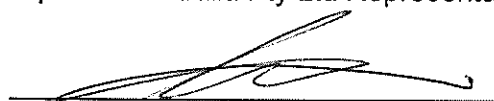
SAFE WORK METHOD STATEMENT [cont.]

Page 2 of 4

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6	Exposure to noise	Hearing damage	Wear appropriate PPE	Cape Cod Representative of JONSPIN Building Services Pty. Ltd
7	Contact with o/head electrical services / point of attachment - Power lines not isolated, covered or enclosed - Working to close to electrical supply -Strong winds causing power lines to swing close to work area - Wet conditions making 'tiger tails' ineffective	Electric shock or electrocution	Check that the electrical supply is isolated prior to the accessing the work areas Check that 'tiger tails' [insulation] is provided - adequately boxed adjacent to the scaffold and extended an appropriate distance past the boundary	Cape Cod Representative of JONSPIN Building Services Pty. Ltd
8	Access to and assessment within the under floor space Hazardous chemicals - Biological - Ergonomic	Dust and chemical exposure - respiratory problems Skin and eye irritations / allergies 'Worker' trapped in confined space Dehydration	Identify the risks / hazards and plan the task in consultation with the "Property Owner" Use of appropriate PPE Monitor the air quality for chemical vapours Maintain adequate fluid intake. Maintain adequate ventilation and lighting.	Cape Cod Representative of JONSPIN Building Services Pty. Ltd
9	Accessing first floor work area using ramp / scaffold Slips, trips, falls and accessibility - Slope of ramp - Windy and or wet conditions	Slips, trips and falls. Back injuries - strains and sprains	Identify the risks and plan the task in consultation with the 'workers' on site Assess the travel path and the distance to work area Check that the guardrails to the ramp are in place and that the ramp and work platform is clean and dry Check that the scaffold guardrails and work platform is complete Check that the access to work area is unobstructed and clearly defined. Check all openings in the floor platform are covered or appropriately barricaded off.	Cape Cod Representative of JONSPIN Building Services Pty. Ltd
10	Accessing first floor level using internal	Slips, trips and falls Back injuries - muscle strain	Identify the risks and plan the task and plan the task.	Cape Cod

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SAFE WORK METHOD STATEMENT [cont.]

Page 3 of 4

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	stairs - Slips, trips, falls and accessibility -	/ sprain	Assess travel path and distance to work area. Check that the access to work areas is unobstructed and clearly defined. Check all openings in the floor platform are covered or appropriately barricaded off.	Representative of JONSPIN Building Services Pty. Ltd
11	Access to first floor work area using internal access ladder- Slips, trips, falls and accessibility - Gravity - overbalancing	Fall from ladder	Identify the risks and plan the task Assess travel path and distance to work area Check that the access to the work area is unobstructed and clearly defined. Check all openings in the floor platform are covered or appropriately barricaded off. Before use, assess the slope of ladder, assess the ladder for damage and that the ladder is secured at base and top and is stable. Face the ladder when climbing up and down ladder. Limit the use of ladders	Cape Cod Representative of JONSPIN Building Services Pty. Ltd
12	Gain access to the existing roof space using step ladder - Slips, trips, falls and accessibility - Gravity - overbalancing	Fall from ladder	Identify the risks / hazards and plan the task in consultation with the "Property Owner" Use a suitable step ladder. Check the ladder for damage before use. Check that the ladder is stable / correctly footed before use. Face the ladder when climbing up and down.	Cape Cod Representative of JONSPIN Building Services Pty. Ltd
13	Assessment within the existing roof space - Insulation materials - Electricity - Insulation to old, wiring frayed or brittle [conduit] or easily damaged - water pipe electrified Gas - Slips, trips, falls and accessibility -	Insulation and ceiling dust/ fibres - respiratory problems Electric shock or electrocution Accessibility Fall through framing members Eye and skin irritations, allergies 'Worker' trapped in confined space Dehydration	Identify the risks / hazards and plan the task in consultation with the "Property Owner" Monitor for airborne dust/ fibres Use training in safe working in confined roof spaces Regularly assess your condition within the roof space Maintain adequate fluid intake	Cape Cod Representative of JONSPIN Building Services Pty. Ltd

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SAFE WORK METHOD STATEMENT [cont.]

Page 4 of 4

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	Gravity - overbalancing Hazardous chemicals- Biological - Ergonomic - Extreme temperatures Hazardous chemical Biological		Maintain adequate ventilation and lighting. Wear appropriate PPE.	

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