

Date:		New	✓	Revised		Page	
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TRADE: FIX OUT CARPENTER

Job No:	7722/15	Client:	LE & DIEP
Address:	95 Dawn Street, Greystanes NSW 2145	Supervisor:	Shane Denny

Key:	"1" action now	"2" action ASAP	"3" action ASAP
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Note 1: Refer to the general Safety Plan and Safe Work Method Statement.

Note 2: Safe work procedures shall be implemented for the supply and use of a *hazardous chemical / substance/s* on site that complies with the *current material safety data sheet* recommendations and also complies with the requirements of WHS Regulation 2011 Chapter 3 - Part 3.2

Note 3: all *manual tasks* to comply with the requirements of Safe Work Australia – National Code of Practice for Manual Handling 2009 [or as amended] and /or WorkCover NSW Code of Practice - Hazardous manual tasks

Note 4: Management of the risk of fall from one level to another must comply with Part 3.1 and the requirements of Part 4.4 Falls Clauses 78-80 of WHS Regulation 2011

Note 5: 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 task or tasks.*

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
Access to site / work areas - Slips, trips, falls and accessibility - Access ways not clearly defined	Slips, trips and falls		✓			✓		3	Identify the risks and plan the tasks in consultation with the 'workers' Assess travel path and distance to work area Ensure unobstructed all weather access to site and work areas. Unload and move equipment and materials to designated area to keep footpath / work place access clear	Site Supervisor / all 'workers'	
Stored materials - Slips, trips, falls and accessibility - Access ways not clearly defined	Slips, trips and falls		✓			✓		2	Assess travel path and distance to work area Ensure unobstructed access to work areas. Provide and maintain barricades to isolate material and to restrict access. Provide designated waste areas.	Site Supervisor / all 'workers'	
Manual tasks	Muscle strain - back injuries and cuts Over exertion or repetitive movements		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers' Use task specific trained 'workers' and team lifting. Rotate 'workers' and vary	Contractor / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
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									tasks.		
Exposure to noise Plant / equipment	Hearing damage		✓			✓		2	Isolate plant and equipment Use appropriate PPE	All 'workers'	
Exposure to UV light / weather - UV light - glare Extreme temperatures	Skin cancer / sun burn - Dehydration - heat stroke or fatigue Sight damage		✓			✓		2	Reduce exposure where possible. Monitor 'workers' condition Adequate fluid intake Use appropriate sun screen. Wear appropriate PPE.	Contractor / all 'workers'	
Exposure to dust/ chemical vapours Hazardous chemical - Biological -	Dust and chemical vapour inhalation / skin and eye allergies/ irritations. Respiratory problems		✓			✓		2	Identify the risks / hazards and plan the tasks in consultation with the 'workers' Use appropriate PPE - disposable dust / chemical vapour protection.	Contractor / all 'workers'	
Exposure to lead based paints - Hazardous chemicals - Biological	Dust inhalation - respiratory problems Skin and eye allergies/ irritations.		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers' Apply appropriate procedures necessary to contain dust / flaking paint surfaces. Use appropriate PPE - disposable contact / dust protection. Regularly monitor for airborne dust	Contractor / all 'workers'	
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		✓			✓		3	Identify that the electrical service is isolated prior to work commencing. Provide 'tiger tails' [insulation] - adequately boxed adjacent to scaffold - extended an appropriate distance past the boundary	Licensed Electrical Contractor or Approved person Site Supervisor Contractor / all 'workers'	
Carrying fix out materials, and tools to ground floor work area - Slips, trips, falls and accessibility - Access ways not clearly defined -	Slips, trips and falls Muscle strain - back injuries and cuts Over exertion or repetitive movements		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers' Assess travel path and distance to work area Ensure unobstructed access to work areas. Ensure openings and voids	Contractor / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
Manual tasks									<p>in floors are fully covered.</p> <p>Use task specific trained 'workers'.</p> <p>Rotate 'workers' and vary tasks.</p>		
<p>Carrying fix out materials, doors and tools up ramp or over roof and through window -</p> <p>Slips, trips, falls and accessibility -</p> <p>Inadequate fall prevention system -</p> <p>Windy and or wet conditions -</p> <p>Slope of ramp / pitch of roof - roofing material</p> <p>Manual tasks</p>	<p>Slips, trips and falls from ramp or roof surface</p> <p>Fractures, bruises lacerations and personal injuries</p> <p>Muscle strain - back injuries and cuts</p>		✓			✓		2	<p>Identify the risks and plan the tasks in consultation with the 'workers'</p> <p>Assess travel path and distance to work area</p> <p>Ensure unobstructed access to work areas.</p> <p>Guardrails to ramp are in place - ramp and roof surfaces clean and dry.</p> <p>Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry.</p> <p>Perimeter and edge protection / catch scaffold when access from roof surface.</p> <p>Use task specific trained 'workers' and team lifting.</p> <p>Rotate 'workers' and vary tasks.</p> <p>SWMS</p>	Contractor / all 'workers'	
<p>Carrying vanity unit and bath up ramp / scaffold or up stairs -</p> <p>Slips, trips, falls and accessibility -</p> <p>Slope of ramp -</p> <p>Windy and or wet conditions -</p> <p>Manual tasks</p>	<p>Slips, trips, falls and accessibility.</p> <p>Back injuries - strains and sprains</p>		✓			✓		2	<p>Identify the risks and plan the task in consultation with the 'workers'</p> <p>Assess travel path and distance to work area</p> <p>Ensure unobstructed access to work area.</p> <p>Guardrails to ramp are in place. Ramp surface clean and dry.</p> <p>Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry.</p> <p>Use task specific trained 'workers' and team lifting.</p>	<p>Contractor</p> <p>Contractor / all 'workers'</p>	
<p>Stairwell opening - roughed-in stair no guardrail -</p> <p>Slips, trips, falls</p>	<p>Falls through open stairwell-</p> <p>Fractures, bruises lacerations and personal injuries</p>		✓		✓			1	<p>Identify the risks / hazards and plan the task in consultation with the 'workers'</p> <p>Prevent access to opening.</p>	Contractor/ all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
and accessibility - Inadequate fall prevention system- Gravity - overbalancing									Provide guardrail / edge protection. Cover stairwell with temporary sheeting.		
Carrying fix out materials and tools upstairs- Slips, trips, falls and accessibility - Manual tasks	Slips, trips and falls on stairs. Back injuries- muscle strain / sprain		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers' Assess travel path and distance to work area Ensure unobstructed access to work areas. Use task specific trained 'workers' and team lifting. Rotate 'workers' and vary tasks. SWMS	Contractor/ all 'workers'	
Working at height - balcony / deck Slips, trips, falls and accessibility - Inadequate fall prevention system / work platform - Gravity - overbalancing Windy and or wet conditions	Fall from balcony / deck edge / work platform Fall through balcony / deck framing Fractures, bruises lacerations and personal injuries		✓		✓			1	Identify the risks and plan the task in consultation with the 'workers' Assess travel path and distance to work area Ensure unobstructed access work areas Provide guardrails, perimeter edge protection / catch scaffold Scaffold / work platform to balcony / deck area Use task specific trained / experienced 'workers' SWMS	Site Supervisor Contractor / all 'workers'	
Use of electrical powered / battery operated tools - Electricity - Exposure to noise - Exposure to dust - Hazardous chemicals - Biological - Equipment	Electrical shock or electrocution Hearing loss Inhalation of dust - respiratory problems. Eye and skin irritations / allergies - Sight damage		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers' RCD installed on mains supply / portable generator Protect power lead from damage - power saw blade / sharp edges / vehicular traffic Use stands and hooks for leads in trafficable areas Guards to plant and equipment fully operational. Adequate ventilation and lighting	Contractor/ all 'workers'	


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		Likely	Possible	Unlikely	Major	Severe	Minor				
									Monitor for airborne dust/ fibres Use task specific trained 'workers'. Use of appropriate PPE.		
Use of pneumatic operated tools and equipment - Compressed air - Exposure to noise - Exposure to dust - Hazardous chemicals Biological - Plant / equipment	Impact injury from projectiles Hearing loss Inhalation of dust - respiratory problems. Eye and skin irritations / allergies - Sight damage		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers' Appropriate warning signage and barricades to restrict access into the work area Ensure unobstructed access work areas Regularly monitor that air hoses are securely engaged and not damaged Guards to tools fully operational Protect air line from damage - power saw blade / sharp edges / vehicular traffic Use of appropriate PPE. Use task specific trained 'workers'.	Contractor / all 'workers'	
Use of gap filling flexible fillers/ sealants - Hazardous chemicals - Biological	Inhalation of fumes - respiratory problems. Eye and skin irritations/ allergies	✓			✓			3	Identify the risks / hazards and plan the task in consultation with the 'workers' Avoid contact with skin and eyes. Monitor air quality for chemical vapours Use task specific trained 'workers'. Use appropriate PPE. Provide SDS.	Contractor / all 'workers'	
Working with chemically treated timber, pine or medium density fibre-board [MDF]- Exposure to dust - Hazardous chemicals - Biological	Inhalation of dust - respiratory problems. Eye and skin irritations / allergies - Sight damage		✓			✓		2	Identify the risks / hazards and plan the task in consultation with the 'workers' Train 'workers' in the safe handling and cutting of hazardous materials. Adequate ventilation and lighting	Contractor/ all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
									Monitor for airborne dust/fibres Use of appropriate PPE Provide SDS for product.		
Site clean up on completion of work Manual tasks Exposure to dust - Hazardous chemicals Biological -	Inhalation of dust - respiratory problems. Eye and skin irritations / allergies Personal injuries - cuts and abrasions.		✓			✓		3	Place all associated building waste and rubbish in the designated waste area / skip bin Leave site / work areas in a clean and tidy condition Remove any temporary barricades if no longer required	Contractor / all 'workers'	

I / We have consulted with Cape Cod Australia Pty. Limited and have mutually agreed on the above procedures. This risk assessment provides details on how I / we will manage my / our work on this Cape Cod Australia Pty. Limited work site.

Company Name:

Signed by:



for and on behalf of:

Cape Cod Australia Pty. Limited

Signed by:

ABN: 54 000 605 407

(Contractor PCBU)

Builder's Licence No.: 5519

ABN:

Address:

Phone:

Email: