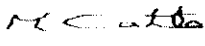




SAFE WORK METHOD STATEMENT

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Company Name:	MLC Property Solutions Pty Ltd	Project Name/No:	All Jobs
Work Activity / Task:	HOUSE CLEANER	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Michael Catto	Date:	18/9/14
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"> Slips, trips, falls and accessibility UV light / weather exposure. 	<ul style="list-style-type: none"> Site specific induction. All "workers" to register before entering the site; to read the General Construction Safety Plan signage; and to read the <i>Site Specific Risk Assessment</i> form. Tool box talk to highlight any WHS concerns relative to the site. Ensure that the site and work place access is unobstructed. Ensure all weather access to work areas. Provision of designated waste areas. Storage of materials in designated areas. 	 Michael Contractor  Contractor
2	Unloading equipment and materials	<ul style="list-style-type: none"> Manual task injuries Slips, trips and falls. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Unload and move the equipment to designated area to keep footpath / work place access clear. Team lifting and carrying. Training of "workers" in correct 	 Michael

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Position


Signature

10/09/2014

Date

SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			lifting and carrying methods.	"
3	Setting up equipment	<ul style="list-style-type: none"> Manual task injuries Slips, trips and falls. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Training of "workers" in setting up equipment. Ensure the proper use of all safety guards provided to equipment. Ensure that electrical equipment is attached to a residual current device [RCD]. 	Michael " " "
4	Internal Cleaning	<ul style="list-style-type: none"> Slips, trips, falls and accessibility Manual task injuries Exposure to dust / fumes. Exposure to noise. Hazardous materials. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions and conduct a <i>Site Specific Risk Assessment</i> before commencing. Training of "workers" in correct lifting and carrying methods Ensure that correct lifting and carrying techniques are used at all times. Rotate "workers" and vary tasks performed. Provide MSDS for hazardous substances – cleaning chemicals. Training of "workers" in the safe handling and use of cleaning chemicals Use appropriate PPE – safety glasses, footwear, noise / hearing protection, dust protection [disposable] and gloves. Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear. Check access ladder to upper floor or scaffold for damage / defects before use. Check that the access ladder is stable and is secured top and bottom before use. Training of "workers" in the safe 	Michael BLSR Contractor " " BLSR Contractor " " " " "

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On behalf of Cape Cod

Construction Manager
Position


Signature

10/09/2014

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SAFE WORK METHOD STATEMENT [cont.]

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> use of plant and equipment. • Ensure that all plant and equipment has working safety guards. • Training of "workers" in safe working and safe movement on site. • Training of "workers" in the safe use of electrical equipment and power tools. • Ensure all electrical equipment and tools have working safety guards. • Maintain a clean and tidy work area. 	 " " " " "
5	External cleaning	<ul style="list-style-type: none"> • Slips, trips, falls and accessibility • UV light / weather exposure. • Electrocutation • Fall from height. • Manual task injuries • Exposure to dust / fumes. • Exposure to noise. • Hazardous materials. • Proximity of other "workers". • Public access. 	<ul style="list-style-type: none"> • Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing installation work. • 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. • Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. • Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. • Ensure that the scaffolding is safe and erected by a qualified Scaffolder before commencing. • Ensure that perimeter protection is in place [scaffolding and edge 	Michael Budge " " Budge Contractor " "

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On behalf of Cape Cod

Construction Manager
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SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>protection / working platform / toe boards] before commencing cleaning of external surfaces.</p> <ul style="list-style-type: none"> • Ensure that the edge protection to the roof surface [roof rail] and level work platforms are in place before commencing cleaning of windows from roof surface. • Training of "workers" in safe working at heights. • Training of "workers" in correct lifting and carrying methods. • Ensure that correct lifting and carrying techniques are used at all times. • Rotate "workers" and vary tasks performed. • Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible. • Use appropriate PPE – safety glasses, footwear, noise / hearing protection, dust /fume protection [disposable], gloves and hard hats. • Provide MSDS for hazardous substances – cleaning chemicals. • Training of "workers" in the safe handling and use of cleaning chemicals • Check access ladder for damage / defects before use. • Check that the access ladder is stable and is secured top and bottom before use. • Limit the use of ladders as a work platform. • Training of "workers" in safe use of plant and equipment. 	<p>"</p> <p>BUDGET/CONTRACTOR</p> <p>CONTRACTOR</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>BUDGET</p> <p>CONTRACTOR</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p>

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Construction Manager
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SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> • Ensure that all plant and equipment has working safety guards. • Training of "workers" in safe working and safe movement on site. • Training of "workers" in correct lifting methods. • Ensure that correct lifting and carrying techniques are used at all times. • Team lifting and carrying - limiting weights to manageable sizes. • Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear. • Training of "workers" in safe use of power tools and equipment. • Ensure all power tools and equipment has working safety guards. • Maintain a clean and tidy work area. 	<p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p> <p>"</p>
6	Site clean up on completion of work	<ul style="list-style-type: none"> • Manual task injuries • Exposure to dust • Exposure to hazardous substances 	<ul style="list-style-type: none"> • 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 	<p>"</p> <p>"</p> <p>"</p>

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On behalf of Cape Cod

Construction Manager
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Signature

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Date