

Date:		New	✓	Revised		Page	
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TRADE: CARPENTER

Job No:	7613/14	Client:	REID
Address:	3 Marguerite Crescent, West Pennant Hills	Supervisor:	JOHN WALTON

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 material 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 WorkCover NSW Code of Practice - Hazardous manual tasks

Note 4: 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.*

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	Assess travel path and distance to work area Ensure unobstructed access to site and work areas.	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	Assess travel path and distance to work area Use mechanical assistance where practicable; provide training in the use of the equipment Identify the risks and plan the task in consultation with the	Contractor / all 'workers'	

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									<p><i>'workers'</i></p> <p>Ensure one [1] person is appointed to plan and take charge of the task</p> <p>Plan the task in stages - e.g. ensure grip is secure; lift to waist height; place support under load; team <i>'workers'</i> to re-group then lift load into position</p> <p>Use trained <i>'workers'</i> and team lifting - rotate <i>'workers'</i> and vary tasks.</p> <p>Ensure enough space is available for the team <i>'workers'</i> to safely manoeuvre as a group.</p> <p>Where possible, use team <i>'workers'</i> of a similar height and capability</p> <p>Provide additional team <i>'workers'</i> to assist that are proportional to the weight and difficulty of the task</p> <p>Ensure load is shared evenly</p> <p>Ensure team <i>'workers'</i> know their responsibility during the lift</p> <p>On sloping sites, ensure safe footing is provided</p>		
Exposure to noise Plant / equipment	Hearing damage		✓			✓		2	<p>Isolate plant and equipment</p> <p>Use appropriate PPE</p>	All <i>'workers'</i>	
Exposure to dust / fibres / chemical vapours - Hazardous chemicals - Biological -	<p>Dust / fibres inhalation - respiratory problems</p> <p>Skin and eye allergies/ irritations.</p>		✓			✓		2	<p>Apply appropriate procedures necessary to contain dust / fibres / chemical vapours.</p> <p>Use appropriate PPE - disposable dust / fibres / chemical vapour protection.</p>	Contractor / all <i>'workers'</i>	
Exposure to UV light / weather - UV light - glare Extreme temperatures	<p>Skin cancer / sun burn -</p> <p>Dehydration - heat stroke or fatigue</p> <p>Sight damage</p>		✓			✓		2	<p>Reduce exposure where possible.</p> <p>Monitor <i>'workers'</i> condition</p> <p>Adequate fluid intake</p> <p>Use appropriate sun screen.</p> <p>Wear appropriate PPE.</p>	Contractor / all <i>'workers'</i>	

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<p>Contact with o/head electrical services / point of attachment -</p> <p>Power lines not isolated, covered or enclosed -</p> <p>Working too close to electrical supply -</p> <p>Strong winds causing power lines to swing close to work area -</p> <p>Wet conditions making 'tiger tails' ineffective</p>	Electric shock or electrocution		✓			✓		3	<p>Identify that the electrical supply is isolated prior to work commencing.</p> <p>Provide 'tiger tails' [insulation] - adequately boxed adjacent to scaffold - extended an appropriate distance past the boundary</p>	<p>Licensed Electrical Contractor or Approved person</p> <p>Site Supervisor</p> <p>Contractor / all 'workers'</p>	
<p>Protection of other 'workers' and the public -</p> <p>Slips, trips, falls and accessibility -</p> <p>Access ways not clearly defined -</p> <p>Hazardous chemicals - Biological</p>	<p>Slips, trips and falls</p> <p>Wind- borne dust / fibres</p> <p>Struck by falling objects</p>		✓			✓		2	<p>Provide barricades to materials stored on footpath</p> <p>Provide and maintain barricades to isolate and to restrict access to work areas.</p> <p>Use of shade cloth around work area.</p> <p>Wet down dust.</p> <p>Provide "Spotter" to stop others entering work area</p>	<p>Site Supervisor</p> <p>Contractor / all 'workers'</p>	
<p>Location of services -</p> <p>Electricity - insulation to old wiring frayed or brittle [conduit] or easily damaged -</p> <p>water pipe electrified</p> <p>Gas -</p> <p>Hazardous chemical</p> <p>Biological</p>	<p>Electric shock or electrocution</p> <p>Gas service - explosion</p> <p>Inhalation and exposure to hazardous chemicals.</p>		✓		✓			3	<p>Isolate / relocate electrical supply / wiring.</p> <p>RCD installed on mains supply / portable generator</p> <p>Isolate / relocate gas supply</p>	Site Supervisor / all 'workers'	
<p>Working at height - [over 3m]</p> <p>Slips, trips, falls and accessibility -</p> <p>Inadequate fall prevention system / work platform -</p>	<p>Fall from roof edge/ work platform/ through roof or roof framing</p> <p>Fractures, bruises lacerations and personal injuries</p>		✓		✓			1	<p>Assess travel path to work area</p> <p>Ensure unobstructed access to work areas.</p> <p>Provide guardrails, perimeter edge protection / catch scaffold.</p> <p>Scaffold / work platform to</p>	<p>Site Supervisor</p> <p>Contractor / all 'workers'</p>	

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<p>Old roofing material or skylight/s - brittle</p> <p>Increased traffic on roof surface - walking in the middle of battens -</p> <p>Gravity - overbalancing</p> <p>Windy and or wet conditions</p>									<p>outer perimeter.</p> <p>Use trained / experienced <i>'workers'</i>.</p> <p>SWMS</p>		
<p>Stripping existing roof covering and frame -</p> <p>Slips, trips, falls and accessibility -</p> <p>Inadequate fall prevention system / work platform -</p> <p>Old roofing material - brittle</p> <p>Increased traffic on roof surface - walking in the middle of battens -</p> <p>Windy and or wet conditions -</p> <p>Gravity - overbalancing -</p> <p>Hazardous chemicals -</p> <p>Biological -</p> <p>Manual tasks -</p> <p>Electricity</p>	<p>Slips, trips and falls from work platform.</p> <p>Fractures, bruises lacerations and personal injuries / cuts and abrasions.</p> <p>Struck by falling object.</p> <p>Exposure to ceiling dust and insulation fibres - respiratory problems.</p> <p>Electric shock or electrocution</p>		✓			✓		2	<p>Conduct hazardous chemical assessment prior to work commencement of works.</p> <p>Adequate consultation with relevant <i>"workers"</i></p> <p>Appropriate removal procedures to contain dust / fibres.</p> <p>Provide debris chute.</p> <p>Controlled lowering of roofing tiles</p> <p>Provide barricade to restrict access to the work area.</p> <p>Provide "Spotter" to stop <i>others</i> entering work area</p> <p>Don't stack materials on roof or on scaffold.</p> <p>Use trained <i>'workers'</i>.- ensure <i>'workers'</i> know their responsibility during the work process</p> <p>Don't remove roof tiles on windy days.</p> <p>Use of appropriate PPE</p>	Contractor / all <i>'workers'</i>	
<p>Removal of asbestos cement [ACM] gable end cladding and eave soffits -</p> <p>Slips, trips, falls and accessibility -</p> <p>Inadequate fall</p>	<p>Inhalation and exposure to ACM fibres / dust - respiratory problems</p> <p>Slips, trips and falls from work platform / through frame</p>		✓			✓		3	<p>Assess travel path and distance to work area</p> <p>Ensure unobstructed access to work areas.</p> <p>Conduct hazardous chemical assessment prior to work commencement of works.</p> <p>Adequate consultation with</p>	<p>Site Supervisor</p> <p>Contractor / all <i>'workers'</i></p>	

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prevention system / work platform - Windy and or wet conditions - Gravity - overbalancing - Hazardous chemicals - Biological - Manual tasks - Proximity to other 'workers' and public	Fractures, bruises lacerations and personal injuries Exposure to ceiling dust - eye and skin irritations - respiratory problems.								relevant "workers" Appropriate removal procedures to contain dust / fibres. Use trained experienced 'workers'. Appropriate warning signage and barricades to restrict access into the work area. Remove sheets with minimal breakage Wet down to minimise dust / fibre release. Seal residues of ACM that cannot be removed from timber framed members Wrap all material in heavy duty plastic sheeting and seal. Regularly monitor airborne dust/ fibres Use appropriate PPE SWMS		
Carry and install tarpaulins to exposed roof space - Slips, trips, falls and accessibility - Inadequate fall prevention system / work platform - Windy and or wet conditions - Gravity - overbalancing - Manual tasks	Slips, trips and falls Back injuries - strains and sprains Struck by flying object		✓		✓			1	Assess travel path and distance to work area Ensure unobstructed access work area. Use trained 'workers' and team lifting to position tarp. Additional 'workers' to assist where required Ensure team 'workers' know their responsibility during the positioning of the tarp Ensure all tarps are securely tied down and not weighted with tiles.	Contractor / all 'workers'	
Removal of disused ceiling mount hot water unit - Slips, trips, falls and accessibility -	Slips, trips and falls from work platform / through ceiling frame Fractures, bruises lacerations and		✓			✓		2	Assess travel path and distance to work area Ensure unobstructed access to work areas. Conduct hazardous chemical assessment prior to work commencement of	Site Supervisor Contractor / all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
Inadequate fall prevention system / work platform - Windy conditions - Gravity - overbalancing Hazardous chemicals - Biological -	personal injuries Inhalation and exposure to dust / fibres - respiratory problems								works. Adequate consultation with relevant "workers" Appropriate removal procedures to contain dust / fibres. Use planks as temporary work platform. Use trained experienced 'workers'. Appropriate warning signage and barricades to restrict access into the work area. Regularly monitor airborne dust/ fibres Vacuum residual dust / fibres from ceiling area Use appropriate PPE		
Carry materials and tools to ground floor work areas - Slips, trips, falls and accessibility - Access ways not clearly defined Manual tasks	Slips, trips and falls Muscle strain - back injuries and cuts Over exertion or repetitive movements		✓			✓		2	Assess travel path and distance to work area Ensure unobstructed access to site and work areas. Use trained 'workers.- ensure 'workers' know their responsibility during the work process Rotate 'workers' and vary tasks.	Contractor / all 'workers'	
Removal of asbestos cement [ACM] internal wall / ceiling linings - Slips, trips, falls and accessibility - Hazardous chemicals - Biological - Manual tasks - Proximity to other 'workers' and public	Inhalation and exposure to ACM fibres / dust - respiratory problems Slips, trips and falls through frame Fractures, bruises lacerations and personal injuries Exposure to ceiling dust - eye and skin irritations - respiratory problems.		✓			✓		3	Assess travel path and distance to work area Ensure unobstructed access to work areas. Conduct hazardous chemical assessment prior to work commencement of works. Adequate consultation with relevant "workers" Appropriate removal procedures to contain dust / fibres. Use trained experienced	Site Supervisor Contractor / all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
									<i>'workers'</i> . Appropriate warning signage and barricades to restrict access into the work area. Remove sheets with minimal breakage Wet down to minimise dust / fibre release. Seal residues of ACM that cannot be removed from timber framed members Wrap all material in heavy duty plastic sheeting and seal. Regularly monitor airborne dust/ fibres Use appropriate PPE SWMS		
Demolish internal framed walls at ground level - Slips, trips, falls and accessibility - Access ways not clearly defined - Electricity - Exposure to dust - Manual tasks - Hazardous chemicals - Biological - Gravity - stability of the structure - Proximity to other <i>'workers'</i>	Slips, trips and falls Electric shock or electrocution Muscle strain - back injuries and cuts Over exertion or repetitive movements. Inhalation and exposure to dust - skin and eye irritations and allergies. Injuries due to collapse		✓		✓			2	Assess travel path and distance to work area Ensure unobstructed access to work areas. Use trained <i>'workers'</i> .- ensure <i>'workers'</i> know their responsibility during the work process Rotate <i>'workers'</i> and vary tasks Guards to plant and equipment fully operational Appropriate warning signage and barricades to restrict access into the work area. Wet down to minimise dust release. Regularly monitor airborne dust Use appropriate PPE SWMS	Supervisor Contractor / all <i>'workers'</i>	
Carrying materials, floor timbers /joists up ramp / scaffold - Slips, trips, falls	Slips, trips and falls Back injuries - strains and sprains		✓			✓		2	Assess travel path and distance to work area Ensure unobstructed access to site and work areas. Guardrails to ramp are in	Site Supervisor Contractor / all <i>'workers'</i>	

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and accessibility - Slope of ramp Windy and or wet conditions - Manual tasks									place - ramp surface clean and dry. Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry. Use trained 'workers' and team lifting.- ensure team 'workers' know their responsibility during the work process Order timber in short lengths. SWMS		
Positioning floor timbers / joists on existing wall frames - Slips, trips, falls and accessibility – Inadequate fall arrest system / work platform – Windy and or wet conditions - Gravity - overbalancing Manual tasks	Slips, trips and falls Back injuries - strains and sprains		✓			✓		2	Assess travel path and distance to work area Use trained 'workers' and team lifting.- ensure team 'workers' know their responsibility during the work process Use planks as temporary work platform. SWMS	Contractor / all 'workers'	
Carrying and placing structural steel beams and posts Slips, trips, falls and accessibility - Access ways not clearly defined - Windy and or wet conditions - Manual tasks	Slips, trips and falls Back injuries - strains and sprains		✓			✓		2	Assess travel path and distance to work area Ensure unobstructed access to site and work areas. Where practicable use mechanical means to lift and position beams and posts Use trained 'workers' and team lifting - additional 'workers' to assist Use short beams where possible. SWMS	Contractor / all 'workers'	
Carrying and placing floor sheets	Slips, trips and falls through open floor joists		✓			✓		2	Assess travel path and distance to work area	Contractor / all 'workers'	

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Slips, trips, falls and accessibility - Manual tasks	Back injuries - strains and sprains								<p>Ensure unobstructed access to site and work areas.</p> <p>Use planks as temporary work platform.</p> <p>Use trained 'workers' and team lifting.</p> <p>Ensure 'workers' know their responsibility during the carrying and positioning of the sheets upon the open floor joists</p>		
<p>Carry rolls of poly-fabric and install to cover to first floor platform -</p> <p>Slips, trips, falls and accessibility -</p> <p>Windy and or wet conditions -</p> <p>Gravity - overbalancing-</p> <p>Manual tasks</p>	<p>Slips, trips and falls</p> <p>Back injuries - strains and sprains</p>		✓		✓			1	<p>Assess travel path and distance to work area</p> <p>Ensure unobstructed access work area.</p> <p>Use trained 'workers' and team lifting to position and to roll out poly-fabric.</p>	Contractor / all 'workers'	
<p>Carrying frames up ramp / scaffold</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 and falls.</p> <p>Back injuries - strains and sprains</p>		✓			✓		2	<p>Assess travel path and distance 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 trained 'workers' and team lifting.- ensure team 'workers' know their responsibility during the work process</p> <p>Remove guardrail from ramp to allow easy carrying.</p> <p>Have large prefab frames delivered with loose lintels.</p> <p>Use site cut frames on first floor.</p> <p>Have frames made in smaller lengths.</p>	<p>Contractor</p> <p>Contractor / all 'workers'</p>	

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									Use mechanical assistance where practicable - provide training in the use of the equipment		
Cutting timber frame with power saw - Electricity - Exposure to noise - Exposure to dust - Hazardous chemicals - Biological - Tools and equipment Struck by flying objects	Electric shock or electrocution Hearing loss - Inhalation of dust - respiratory problems - Sight damage		✓			✓		2	RCD installed on mains supply / portable generator Guards to equipment fully operational Use trained 'workers'. Use appropriate PPE.	Contractor / all 'workers'	
Lifting / placement of roof trusses - Slips, trips, falls and accessibility - Inadequate fall prevention system / work platform - Windy and or wet conditions - Manual tasks	Slips, trips, falls Back injuries - muscle strain / sprain		✓			✓		2	Use planks as temporary work platform Use mechanical assistance to position trusses on top of wall plates Use trained 'workers' and team lifting.- ensure team 'workers' know their responsibility during the lifting and positioning of the roof trusses Replace truss with cut roof. Have girder trusses made in two [2] sections i.e.: not nailed together	Contractor / all 'workers'	
Fixing of barge, fascia, eaves and windows - Slips, trips, falls and accessibility - Inadequate fall prevention system / work platform - Pitch of roof - roofing material - Windy and or wet conditions - Gravity - overbalancing -	Slips, trips and falls from work platform and accessibility. Fractures, bruises lacerations and personal injuries Back injuries - strains and sprains.		✓			✓		1	Use trained 'workers' and team lifting. Guardrails to scaffold, work platform complete, clean and dry. Perimeter guardrail / catch scaffold to roof surfaces when working from roof surface Use safety harness when working from roof surface. Use of appropriate PPE.	Contractor / all 'workers' Site Supervisor	

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Manual tasks											
Carry rolls of 'polastic' insulation up ramp /scaffold - fixing of the insulation and battens - Slips, trips, falls and accessibility - Inadequate fall protection system / work platform - Slope of ramp - Windy and or wet conditions - Manual tasks Exposure to dust - Hazardous chemicals - Biological	Slips, trips and falls from ramp or work platform Muscle strain - back injuries and cuts Dust inhalation - respiratory problems Eye and skin irritations / allergies		✓			✓		3	Assess travel path and distance to work area Ensure unobstructed access to work areas. Guardrails to ramp are in place - ramp and work platform clean and dry. Scaffold guardrails and work platform is complete - use of toe boards /dust screening. Provide barricades to restrict access to around / under work areas. Team lifting and carrying. Rotate 'workers' and vary tasks. Limit weights to manageable sizes. Appropriate procedures to contain dust resulting from cutting of the foil backed polystyrene insulation rolls Use appropriate PPE - disposable dust protection. SWMS	Contractor / all 'workers'	
Exposure to polystyrene dust	Dust inhalation - respiratory problems Eye and skin irritations / allergies		✓			✓		2	Appropriate procedures to contain dust. Use appropriate PPE - disposable dust protection. Provide Safety Data Sheet.	Contractor / all 'workers'	
Fixing external cladding - Slips, trips, falls and accessibility - Inadequate fall prevention system / work platform - Pitch of roof - roofing material -	Slips, trips and falls from work platform Fractures, bruises lacerations and personal injuries Back injuries - strains and sprains.		✓			✓		2	Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry. Perimeter guardrail / catch scaffold to roof surfaces when working from roof surface Use trained 'workers'. Use of appropriate PPE.	Contractor / all 'workers'	

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Windy and or wet conditions - Gravity - overbalancing - Manual tasks											
Stairwell opening - roughed-in stair no guardrail - Slips, trips, falls and accessibility - Gravity - overbalancing	Falls through open stairwell Fractures, bruises lacerations and personal injuries		✓		✓			1	Prevent access to opening. Provide guardrail / edge protection to stairwell void Cover stairwell with temporary sheeting / scaffold.	Contractor / all 'workers' Staircase Installer	
Carrying fix out material and tools up stairs - Slips, trips, falls and accessibility - Manual tasks	Slips, trips and falls Back injuries - sprains and strains		✓			✓		2	Assess travel path and distance to work area Ensure unobstructed access work areas. Use trained 'workers' and team lifting. SWMS	Contractor / all 'workers'	
Use of power tools in confined space Electricity - Exposure to noise - Exposure to dust - Hazardous chemicals - Biological Tools and equipment	Electric shock or electrocution Hearing loss Inhalation of dust - respiratory problems Sight damage		✓			✓		2	RCD installed on mains supply / portable generator Guards to plant and equipment fully operational Use trained 'workers' and rotate tasks Adequate light and ventilation Use of appropriate PPE.	Contractor / all 'workers'	
Carrying vanity unit and bath up ramp / scaffold or up stairs - Slips, trips, falls and accessibility - Slope of ramp - Windy and or wet conditions - Manual tasks	Slips, trips, falls and accessibility. Back injuries - sprains and strains		✓			✓		2	Assess travel path and distance to work area Ensure unobstructed access work areas. Guardrails to ramp are in place. Ramp surface clean and dry. Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry. Use trained 'workers' and team lifting.	Contractor Contractor / all 'workers'	
Building in bath - Manual tasks	Back injuries - sprains and strains		✓			✓		2	Use trained and experienced 'workers' and team lifting	Carpenter / Plumber	
Cutting chemically treated timber, pine and particleboard /	Hearing loss		✓			✓		2	RCD installed on mains supply / portable generator	Contractor / all 'workers'	

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MDF sheets - Exposure to noise - Exposure to dust - Hazardous chemicals - Biological Equipment	Inhalation of dust – respiratory problems Sight damage								Guards to plant and equipment fully operational. Train 'workers' in the safe handling and cutting of hazardous materials. Adequate ventilation Use of appropriate PPE Provide SDS for product.		
Site clean up on completion of work Manual tasks Exposure to dust - Hazardous chemicals Biological -	Exposure to dust - Hazardous chemicals - Biological – Personal injuries - cuts and abrasions.		✓			✓		3	Remove any temporary barricades if no longer required Place all building waste and rubbish in the designated waste area Leave site / work area in a clean and tidy condition	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:

Fax:

Email: