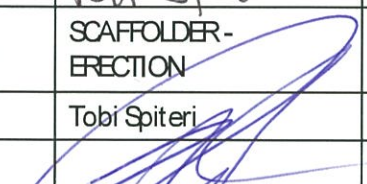


# SAFework METHOD STATEMENT

Page 1 of 6

Company [PCBU]:	Tobi Spiteri	Project Name/ No:	All Jobs
Work Activity / Task:	SCAFFOLDER-ERECTION	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	Tobi Spiteri	Date:	28/07/15
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.

Task/ Problem	Hazard	Likelihood	Result	Possible Control	Action By	Date
Variation to plan Change of Brief	Unknown			Tool Box Talk Work Method Statement	Contractor Supervisor	
		√	√			

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 / weather exposure.</li> </ul>	<ul style="list-style-type: none"> <li>Site specific induction.</li> <li>All "workers" to read the General Construction Safety Plan signage and Risk Assessment form before entering site.</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>Wear appropriated PPE- hat, long sleeves, sun screen, sunglasses, and fluids and reduce exposure where possible.</li> <li>Storage of materials / plant in designated areas.</li> <li>Provide and maintain barricades</li> </ul>	Cape Cod Contractor  Contractor  Cape Cod Contractor  Contractor  Contractor

Reviewed by: Gary Klomp  
Principal Contractor's Representative

Signature

Date

7/8/2015

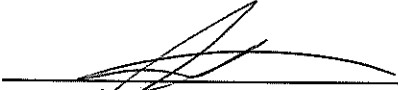
SAFework METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			to all materials stored on footpath and on site. <ul style="list-style-type: none"> <li>Regular site clean ups.</li> </ul>	Cape Cod  Cape Cod
2	Unloading tools, ladders and scaffold components	<ul style="list-style-type: none"> <li>Manual handling 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 tools, ladders and scaffold components to a designated area to keep footpath / work place access clear.</li> </ul>	Contractor  Contractor  Contractor
3	Setting up	<ul style="list-style-type: none"> <li>Manual handling injuries.</li> <li>Slips, trips and falls.</li> <li>Falls from height.</li> <li>Uneven site.</li> <li>UV / weather exposure.</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 Risk Assessment before commencing.</li> <li>Set up in a clear area and maintain a clear travel path.</li> <li>Identify the location of the electrical, sewer and stormwater services.</li> <li>Identify that the electrical service has been isolated or safely recommissioned before commencing work.</li> <li>All scaffolding is to be erected by WorkCover NSW certified Scaffolders.</li> <li>Training of "workers" in the setting up of ladders, electrical equipment and use of safety harnesses.</li> <li>Ensure the proper use of all safety guards and systems provided.</li> <li>Ensure that all power tools and electrical leads have current tagging.</li> <li>Ensure that power tools are attached to a residual current</li> </ul>	Contractor  Contractor  Cape Cod  Cape Cod  Cape Cod  Contractor  Contractor  Contractor  Contractor

Reviewed by: Gary Klomp  
Principal Contractor's Representative

Construction Manager  
Position

  
Signature

7/8  
Date

## SAFework METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			device [ROD]. <ul style="list-style-type: none"> <li>• Provide "Restricted Access" warning signage.</li> <li>• Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary.</li> </ul>	Contractor  Contractor
4	Erection of scaffold to 2.0m.  Passing scaffolding components from building level or ground.	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• Fall from heights.</li> <li>• Manual handling injuries.</li> <li>• Sprains and strains.</li> <li>• Cuts and abrasions.</li> <li>• Electrocution.</li> <li>• Exposure to noise.</li> <li>• Exposure to dust.</li> <li>• UV / weather exposure.</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 Risk Assessment before commencing.</li> <li>• Identify the location of the electrical, sewer and stormwater services.</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>• Provide "Restricted Access" warning signage.</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>• Training of "workers" in correct lifting and carrying methods.</li> <li>• Ensure correct lifting and carrying techniques are used at all times.</li> <li>• Rotate "workers" and vary tasks performed.</li> <li>• Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves.</li> <li>• Training of "workers" in the safe</li> </ul>	Contractor  Cape Cod  Cape Cod  Cape Cod  Contractor  Contractor  Contractor  Contractor  Contractor

Reviewed by: Gary Klomp  
Principal Contractor's Representative

Construction Manager  
Position

  
Signature

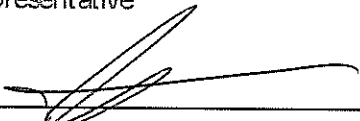
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Date

SAFework METHOD STATEMENT [cont.]

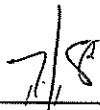
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			use of power tools and equipment. • Ensure that all power tools have working safety guards. • Storage of surplus scaffold components in designated areas so not to endanger the public or other "workers". • Maintain a clean and tidy work area. • Clearly display "Scaffold incomplete" sign to incomplete scaffold at all times prior to sign off of the scaffold.	Contractor  Cape Cod  Cape Cod Cape Cod
5	Continue to erect scaffold top out  Work from two [2] plank width working platform	• Slips, trips, falls and accessibility. • Fall from heights. • Manual handling injuries. • Sprains and strains. • Cuts and abrasions. • Electrocuting. • Exposure to noise. • Exposure to dust. • UV / weather exposure. • Proximity of other "workers". • Public access.	• Assess the site conditions and conduct a Risk Assessment before commencing. • 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. • Provide "Restricted Access" warning signage. • Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. • Training of "workers" in correct lifting and carrying methods. • Ensure correct lifting and carrying techniques are used at all times. • Rotate "workers" and vary tasks performed. • Training of "workers" in the setting up of ladders and use of safety harnesses. • Ensure workers have safety	Contractor  Contractor  Cape Cod  Contractor  Contractor  Contractor  Contractor

Reviewed by: Gary Klomp  
Principal Contractor's Representative

  
Signature

Construction Manager  
Position

  
Date

### SAFETY METHOD STATEMENT [cont.]

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves.</p> <ul style="list-style-type: none"> <li>• Training of "<i>workers</i>" in the safe use of power tools and equipment.</li> <li>• Ensure that all power tools have working safety guards.</li> <li>• Storage of surplus scaffold components in designated areas so not to endanger the public or other "<i>workers</i>".</li> <li>• Maintain a clean and tidy work area.</li> <li>• Clearly display "Scaffold incomplete" sign to incomplete scaffold at all times prior to sign off of the scaffold.</li> </ul>	<p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Cape Cod</p> <p>Cape Cod</p> <p>Cape Cod</p>
6	<p>Continue to erect scaffold top out.</p> <p>Access to be built up with scaffold.</p> <p>Access to scaffold by ladder, balcony deck internal stair or ladder.</p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• Fall from heights</li> <li>• Manual handling injuries.</li> <li>• Sprains and strains.</li> <li>• Cuts and abrasions</li> <li>• Electrocuting.</li> <li>• Exposure to noise.</li> <li>• Exposure to dust</li> <li>• UV / weather exposure.</li> <li>• Proximity of other "<i>workers</i>".</li> <li>• Public access.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the site conditions and conduct a Risk Assessment before commencing.</li> <li>• Identify that the electrical service has been isolated and that '<i>tiger tails</i>' are in place as protection from overhead wires and points of attachment before commencing.</li> <li>• Provide "Restricted Access" warning signage.</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>• Training of "<i>workers</i>" in correct lifting and carrying methods.</li> <li>• Ensure correct lifting and carrying techniques are used at all times.</li> <li>• Rotate "<i>workers</i>" and vary tasks</li> </ul>	<p>Contractor</p> <p>Contractor</p> <p>Cape Cod</p> <p>Cape Cod</p> <p>Contractor</p> <p>Contractor</p>

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Principal Contractor's Representative

Construction Manager

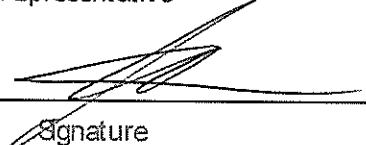
Position

Signature

7/8  
Date

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>performed.</p> <ul style="list-style-type: none"> <li>• Ensure "<i>workers</i>" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves.</li> <li>• Training of "<i>workers</i>" in the safe use of power tools and equipment.</li> <li>• Ensure that all power tools have working safety guards.</li> <li>• Storage of surplus scaffold components in designated areas so not to endanger the public or "<i>workers</i>".</li> <li>• Maintain a clean and tidy work area.</li> <li>• Clearly display "Scaffold incomplete" sign to incomplete scaffold at all times prior to sign off of the scaffold.</li> </ul>	<p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor Cape Cod</p> <p>Cape Cod</p> <p>Cape Cod</p>
7	Site clean up on completion of work	<ul style="list-style-type: none"> <li>• Manual task injuries</li> <li>• Exposure to dust</li> <li>• Exposure to hazardous substances</li> </ul>	<ul style="list-style-type: none"> <li>• Remove any temporary barricades if no longer required</li> <li>• Place all rubbish/ debris in designated waste storage area</li> <li>• Leave site/ work area in a clean and tidy condition</li> </ul>	<p>Cape Cod</p> <p>Contractor Contractor</p>

Reviewed by: Gary Klomp  
Principal Contractor's Representative

  
Signature

Construction Manager  
Position

7/18  
Date