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| Date: |  | New | ✓ | Revised |  | Page |  |
|-------|--|-----|---|---------|--|------|--|

**TRADE: STAIRCASE INSTALLER**

|                 |  |                    |               |
|-----------------|--|--------------------|---------------|
| <b>Job No:</b>  | <b>7659/15</b>                         | <b>Client:</b>     | <b>WATSON</b> |
| <b>Address:</b> | 12 Union Street, Dulwich Hill NSW 2203 | <b>Supervisor:</b> | Matt Saunders |

|             |                |                 |                 |
|-------------|----------------|-----------------|-----------------|
| <b>Key:</b> | "1" action now | "2" action ASAP | "3" action ASAP |
|-------------|----------------|-----------------|-----------------|

**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* are 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 -<br>Slips, trips, falls and accessibility -<br><br>Access ways not clearly defined                             | Slips, trips and falls  |            | ✓        |          |        | ✓      |       | 3        | Assess travel path and distance to work area<br><br>Ensure unobstructed access to site and work areas.  | Site Supervisor / Staircase Installer / all workers' |      |
| Stored materials -<br><br>Slips, trips, falls and accessibility -<br><br>Access ways not clearly defined                                    | Slips, trips and falls  |            | ✓        |          |        | ✓      |       | 2        | Assess travel path and distance to work area<br><br>Ensure unobstructed access to work area.<br><br>Provide and maintain barricades to isolate material and to restrict access.<br><br>Provide designated waste areas | Site Supervisor / Staircase Installer / all workers' |      |
| Manual handling staircase components to work area -<br><br>Slips, trips, falls and accessibility -<br><br>Access ways not clearly defined - | Slips, trips and falls<br><br>Muscle strain - back injuries and cuts<br><br>Over exertion or repetitive movements |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the tasks in consultation with the 'workers'<br><br>Assess travel path and distance to work area<br><br>Ensure unobstructed access to the work area                                       | Staircase Installer / all workers'                   |      |

| Job Step / Hazard  | Potential Harm  | Likelihood |          |          | Result |        |       | Priority | Possible Controls  | Responsible Person/s                | Date |
|--|---|------------|----------|----------|--------|--------|-------|----------|--|-------------------------------------|------|
|  |   | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |  |                                     |      |
| Manual tasks   |   |            |          |          |        |        |       |          | Use task specific trained 'workers' and team lifting.<br><br>Face direction of travel<br><br>Rotate 'workers' and vary tasks.<br>Use lifting equipment, get assistance for loads which are heavy or are off awkward dimensions.  |                                     |      |
| Exposure to dust / chemical vapours -<br><br>Hazardous chemical -<br>Biological -  | Dust and chemical vapour inhalation / skin and eye allergies irritations.<br><br>Respiratory problems   |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the tasks in consultation with the 'workers'<br>Use appropriate PPE - disposable dust / chemical vapour protection.  | Contractor / all 'workers'          |      |
| Exposure to UV light / weather -<br><br>UV light - glare<br><br>Extreme temperatures   | Skin cancer / sun burn -<br><br>Dehydration - heat stroke or fatigue<br><br>Sight damage  |            | ✓        |          |        | ✓      |       | 2        | Reduce exposure where possible.<br><br>Monitor 'workers' condition<br>Adequate fluid intake<br>Use appropriate sun screen.<br><br>Wear appropriate PPE.  | Staircase Installer / all 'workers' |      |
| Use of electrical powered / battery operated tools -<br><br>Electricity -<br>Exposure to noise -<br>Exposure to dust -<br>Hazardous chemicals -<br>Biological -<br>Equipment | Electrical shock or electrocution<br><br>Hearing loss<br><br>Inhalation of dust - respiratory problems.<br><br>Eye and skin irritations / allergies -<br><br>Sight damage<br><br>Cuts |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the task in consultation with the 'workers'<br><br>RCD installed on mains supply / portable generator<br><br>Protect power lead from damage - power saw blade / sharp edges / vehicular traffic<br><br>Use stands and hooks for leads in trafficable areas<br>Guards to plant and equipment fully operational.<br><br>Use stands and hooks for leads in trafficable areas<br>Monitor for airborne dust<br><br>Adequate ventilation and lighting<br><br>Use task specific trained 'workers'.<br><br>Use of appropriate PPE. | Staircase Installer / all 'workers' |      |
| Use of pneumatic   | Impact injury   |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the  | Contractor / all                    |      |

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|--|---|------------|----------|----------|--------|--------|-------|----------|--|---|------|
|  |   | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |  |   |      |
| <p>operated tools and equipment -</p> <p>Compressed air -</p> <p>Exposure to noise -</p> <p>Exposure to dust -</p> <p>Hazardous chemicals</p> <p>Biological -</p> <p>Plant / equipment</p> | <p>from projectiles</p> <p>Hearing loss</p> <p>Inhalation of dust - respiratory problems.</p> <p>Eye and skin irritations / allergies -</p> <p>Sight damage</p> |            |          |          |        |        |       |          | <p>task in consultation with the 'workers'</p> <p>Appropriate warning signage and barricades to restrict access into the work area</p> <p>Ensure unobstructed access work areas</p> <p>Regularly monitor that air hoses are securely engaged and not damaged</p> <p>Guards to tools fully operational</p> <p>Protect air line from damage - power saw blade / sharp edges / vehicular traffic</p> <p>Use of appropriate PPE.</p> <p>Use task specific trained 'workers'.</p> | 'workers'   |      |
| <p>Working with maple and pine timber-</p> <p>Exposure to dust -</p> <p>Hazardous chemicals -</p> <p>Biological</p> <p>Tools and equipment</p>   | <p>Inhalation of dust / fibres - respiratory problems.</p> <p>Eye and skin irritations / allergies</p> <p>Stuck by flying chip - sight damage</p>               |            | ✓        |          |        | ✓      |       | 2        | <p>Identify the risks / hazards and plan the tasks in consultation with the 'workers'</p> <p>Monitor for airborne dust / fibres</p> <p>Use tools equipped with suitable guards and dust collection bags.</p> <p>Use appropriate PPE</p> <p>Make SDS available</p>  | Staircase Installer / all 'workers'                   |      |
| <p>Assemble staircase components in-situ and install -</p> <p>Manual tasks -</p> <p>Electricity -</p>  | <p>Slips, trips and falls</p> <p>Back injuries - muscle strain / sprain</p> <p>Electrical shock or electrocution</p>  |            | ✓        |          |        | ✓      |       | 2        | <p>Identify the risks and plan the tasks in consultation with the 'workers'</p> <p>Establish safe work area</p> <p>Use task specific trained 'workers' and team lifting.</p> <p>Rotate 'workers' and vary tasks.</p> <p>Provide and maintain barricades to restrict access to work area.</p> <p>Assemble staircase in small units and in position.</p> <p>Assess and locate concealed services.</p>  | Site Supervisor / Staircase Installer / all 'workers' |      |
| <p>Work within open stairwell - fitting rails, posts and balustrade,</p>   | <p>Slips, trips and falls from stairwell edge.</p>  |            | ✓        |          | ✓      |        |       | 1        | <p>Identify the risks / hazards and plan the tasks in consultation with the 'workers'</p>  | Staircase Installer / all 'workers'                   |      |


| Job Step / Hazard   | Potential Harm   | Likelihood |          |          | Result |        |       | Priority | Possible Controls   | Responsible Person/s                | Date |
|---|--|------------|----------|----------|--------|--------|-------|----------|---|-------------------------------------|------|
|   |  | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |   |                                     |      |
| nosings after installation of flight -<br><br>Slips, trips, falls and accessibility -<br><br>Inadequate fall prevention system / work platform -<br><br>Gravity - overbalancing | Fall from ladder<br><br>Fractures, bruises lacerations and personal injuries           |            |          |          |        |        |       |          | Use task specific trained 'workers'.<br>Secure ladder at base and top.<br>Ensure 'workers' face the ladder when climbing up and down.<br>Provide and maintain barricades to restrict access to work area.<br>Use safety signage.<br>Provide guardrail / edge protection.<br>Provide scaffolding.<br>Limit the use of ladders.   |                                     |      |
| Work from step / extension ladder-<br><br>Slips, trips, falls and accessibility -<br><br>Inadequate fall prevention system / work platform -<br><br>Gravity - overbalancing     | Fall from ladder   |            | ✓        |          | ✓      |        |       | 2        | Identify the risks and plan the task in consultation with the 'workers'<br><br>Assess travel path and distance to work area<br><br>Ensure unobstructed access to work areas.<br><br>Use scaffold as a working platform.<br>Ensure ladders are at 4:1 slope.<br>Secure ladder at base and top.<br>Ensure workers face the ladder when climbing up and down ladder.<br>Provide and maintain barricades to restrict access to work area.<br>Limit the use of ladders | Staircase Installer / all 'workers' |      |
| Use of gap filling flexible fillers/ sealants<br><br>Hazardous chemicals -<br><br>Biological  | Inhalation of fumes - respiratory problems.<br><br>Eye and skin irritations/ allergies | ✓          |          |          | ✓      |        | 3     | ✓        | Identify the risks / hazards and plan the task in consultation with the 'workers'<br><br>Avoid contact with skin and eyes.<br>Monitor air quality for chemical vapours<br><br>Use task specific trained 'workers'.<br><br>Use appropriate PPE.<br>Provide SDS.  | Contractor / all 'workers'          |      |
| Clean up and rubbish  | Slips, trips and   |            |          |          |        |        |       |          | Ensure safe movement  |                                     |      |

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|--|--|------------|----------|----------|--------|--------|-------|----------|---|----------------------|------|
|  |  | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |   |                      |      |
| removal -<br>Manual handling -<br>Exposure to dust -<br><br>Hazardous chemicals -<br>Biological<br><br>Access ways not clearly defined - | falls<br><br>Inhalation of dust / fibres - respiratory problems.<br><br>Eye and skin irritations / allergies |            |          |          |        |        |       |          | around work area.<br><br>Place all associated building waste and rubbish in the designated waste area / skip bin<br>Use trained 'workers' Rotate 'workers' and vary tasks.<br>Remove any temporary barricades if no longer required |                      |      |

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: