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**TRADE: STAIRCASE INSTALLER**

<b>Job No:</b>	<b>7737/16</b>	<b>Client:</b>	<b>STEPHENS</b>
<b>Address:</b>	33 Wangara Street, Doonside NSW 2767	<b>Supervisor:</b>	Shane Denny

<b>Key:</b>	"1" action now	"2" action ASAP	"3" action ASAP
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**Note 1:** Refer to the general Safety Plan and your Safe Work Method Statement prepared in accordance with WHS Regulation 2011 s309-315 Part 6.4

**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 WHS Regulation 2011 - Hazardous manual tasks Part 4.2 or Safe Work Australia - National Code of Practice for Manual Handling 2009 [or as amended] or Safe Work 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 WHS Regulation 2011 - Falls s78-80 Part 4.4

**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 / Staircase Installer / 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 area.  Provide and maintain barricades to isolate material and to restrict access.  Provide designated waste areas	Site Supervisor / 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 handling staircase components to work area -  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	Identify the risks and plan the tasks in consultation with the 'workers'  Assess travel path and distance to work area  Ensure unobstructed access to the work area  Use task specific trained 'workers' and team lifting.  Face direction of travel  Rotate 'workers' and vary tasks. Use lifting equipment, get assistance for loads which are heavy or are off awkward dimensions.	Staircase Installer / 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 and plan the tasks in consultation with the 'workers' Use appropriate PPE - disposable dust / chemical vapour protection.	Contractor / 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.	Staircase Installer / 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  Cuts		✓			✓		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.  Use stands and hooks for leads in trafficable areas  Monitor for airborne dust	Staircase Installer / all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
									<p>Adequate ventilation and lighting</p> <p>Use task specific trained 'workers'.</p> <p>Use of appropriate PPE.</p>		
<p>Use of pneumatic 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>Impact injury 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>		✓			✓		2	<p>Identify the risks and plan the task in consultation with the 'workers'</p> <p>Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry into the work area by others</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>	Contractor / all 'workers'	
<p>Working with pine timber and medium density fibre-board [MDF] -</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</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>	Site Supervisor / Staircase Installer / all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
	or electrocution								<p>Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry into the work area by <i>others</i></p> <p>Assemble staircase in small units and in position. Assess and locate concealed services.</p>		
<p>Work within open stairwell - fitting rails, posts and balustrade, nosings after installation of flight -</p> <p>Slips, trips, falls and accessibility -</p> <p>Inadequate fall prevention system / work platform -</p> <p>Gravity - overbalancing</p>	<p>Slips, trips and falls from stairwell edge.</p> <p>Fall from ladder</p> <p>Fractures, bruises lacerations and personal injuries</p>		✓		✓			1	<p>Identify the risks / hazards and plan the tasks in consultation with the <i>'workers'</i></p> <p>Use task specific trained <i>'workers'</i>.</p> <p>Secure ladder at base and top.</p> <p>Ensure <i>'workers'</i> face the ladder when climbing up and down.</p> <p>Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry into the work area by <i>others</i></p> <p>Provide guardrail / edge protection.</p> <p>Provide scaffolding.</p> <p>Limit the use of ladders.</p>	Staircase Installer / all <i>'workers'</i>	
<p>Work from step / extension ladder-</p> <p>Slips, trips, falls and accessibility -</p> <p>Inadequate fall prevention system / work platform -</p> <p>Gravity - overbalancing</p>	Fall from ladder		✓		✓			2	<p>Identify the risks and plan the task in consultation with the <i>'workers'</i></p> <p>Assess travel path and distance to work area</p> <p>Ensure unobstructed access to work areas.</p> <p>Use scaffold as a working platform.</p> <p>Ensure ladders are at 4:1 slope.</p> <p>Secure ladder at base and top.</p> <p>Ensure <i>workers</i> face the ladder when climbing up and down ladder.</p> <p>Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry</p>	Staircase Installer / all <i>'workers'</i>	

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									into the work area by <i>others</i> Limit the use of ladders		
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'	
Clean up and rubbish removal - Manual handling - Exposure to dust -  Hazardous chemicals - Biological  Access ways not clearly defined -	Slips, trips and falls  Inhalation of dust / fibres - respiratory problems.  Eye and skin irritations / allergies								Ensure safe movement around work area.  Place all associated building waste and rubbish in the designated waste area / skip bin Use trained 'workers' Rotate 'workers' and vary tasks. 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:



Signed by:

(Contractor PCBU)

ABN:

Address:

Phone:

Email:

for and on behalf of:

Cape Cod Australia Pty. Limited

ABN: 54 000 605 407

Builder's Licence No. 5519