

Safe Work Method Statement

version 1.1

Activity / Task: **Carpenter**

Project / Location: All Jobs

Company: Cape Cod

Signed by: Tara Antonioli

Date: 19/06/2017

Principal Contractor: Cape Cod

Accepted by: Tara Antonioli

Date: 19/06/2017

Steps	Potential Hazards	Controls / Responsible Person(s)
1. Access to site	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV light / weather exposure. Traffic 	<ul style="list-style-type: none"> Site specific induction. By: Cape Cod All "workers" to register before entering the site; to read the General Construction Safety Plan signage; and to read the Site Specific Risk Assessment form. By: Cape Cod Tool box talk to highlight any WHS concerns relative to the site. By: Cape Cod Ensure that the site and work place access is unobstructed. By: Ensure all weather access to work areas. By: Cape Cod Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses, and fluids and reduce exposure where possible. By: Cape Cod Provision of designated waste areas. By: Cape Cod Storage of materials in designated areas. By: Cape Cod Provide and maintain barricades to all materials stored on footpath and on site. By: Principal Contractor Regular site clean ups. By: Spotter By: Worker
2. 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"> Set up in a clear area and maintain a clear travel path. By: Cape Cod Training of "workers" in setting up of electrical leads, power tools and nail guns. By: Cape Cod Ensure the proper use of all safety guards provided. By: Cape Cod Ensure that all power tools and electrical leads have current tagging. By: Cape Cod Ensure that all power tools are attached to a residual current device [RCD]. By: Cape Cod
3. Unloading plant, equipment and tools	<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"> Team lifting and carrying. By: Cape Cod Training of "workers" in correct lifting methods. By: Cape Cod Unload and move the plant and equipment to designated area to keep footpath / work place access clear. By: Cape Cod
4.		
5.		
6. Setting up access ramp	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. Fall from height Manual task injuries Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. By: Cape Cod Team lifting and carrying. By: Cape Cod Training of "workers" in correct lifting and carrying methods. By: Cape Cod Ensure that workers have protective footwear and gloves. By: Cape Cod Check the ladder for damage / defects before use. By: Cape Cod Check that the ladder is stable and secured top and bottom before use. By: Cape Cod Install handrail and ensure adequate bracing to ramp. By: Cape Cod Provide a gate to the ramp with warning signage. By: Cape Cod
7. Stripping of existing roof frame and covering	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV light / weather exposure Fall from height. Hazardous 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. By: Cape Cod Identify any products or materials that may contain asbestos [ACM]. By: Principal Contractor Identify services and make sure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing. By: Cape Cod Use Licensed Electrician and Plumber to isolate, disconnect and relocate existing services. By:

	<p>materials.</p> <ul style="list-style-type: none"> ● Identification of services. ● Electrocution ● Gas explosions ● Falling objects ● Exposure to dust ● Exposure to noise ● Manual task injuries ● Sprains and strains ● Cuts and abrasions ● Proximity of other "workers". ● Public access. 	<p>Principal Contractor</p> <ul style="list-style-type: none"> ● Training of "workers" in safe working at heights and safe movement on roof. By: Cape Cod ● Provide "Demolition in Progress" and "Restricted Access" warning signage. By: Principal Contractor ● Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. By: Cape Cod ● Ensure that the scaffolding is safe and erected by a qualified Scaffolder. By: Principal Contractor ● Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing By: Cape Cod ● Check the access ladder for damage / defects before use. By: Cape Cod ● Check that the ladder is stable and secured top and bottom before use. By: Cape Cod ● Correct use of access ladder. By: Cape Cod ● Limit use of ladders as working platforms. By: Cape Cod ● Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats. By: Cape Cod ● Systematic safe removal of materials. By: Cape Cod ● Team lifting and carrying. By: Cape Cod ● Ensure that the stairwell and openings / voids in floor are covered. By: Cape Cod ● Ensure all roof tarps are tied down and not weighted with tiles. By: ● Ensure that materials are not stored on roof or scaffold. By: Cape Cod ● Provide a chute for materials into designated waste area as required. Provide a 'spotter' where necessary. By: Cape Cod ● Provide shade cloth around work area and wet down dust as required to prevent wind borne dust. By: Principal Contractor ● Storage of materials in designated waste area. By: Cape Cod ● Regular site clean ups. By: Principal Contractor
8. Cut out existing roof structure	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility ● Fall from height ● Sharp and penetrating objects ● Manual task injuries ● Exposure to dust ● Exposure to noise ● Proximity of other "workers". ● Public access. 	<ul style="list-style-type: none"> ● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. By: Cape Cod ● Identify that the electrical services have been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing installation work. By: ● Training of "workers" in safe working at heights and safe movement on roof. By: Cape Cod ● Provide "Demolition in Progress" and "Restricted Access" warning signage. By: Principal Contractor ● Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. By: Principal Contractor ● Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. By: Principal Contractor ● Check the access ladder for damage / defects before use By: Cape Cod ● Check that the ladder is stable and secured top and bottom before use. By: Cape Cod ● Correct use of access ladder. By: Cape Cod ● Limit use of ladders as working platforms. By: Cape Cod ● Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves, and hard hats. By: Cape Cod ● Training of "workers" in safe use of power tools, chain saws and reciprocating saws. By: Cape Cod ● Ensure all power tools have working safety guards. By: Cape Cod ● Systematic safe removal of materials. By: ● Ensure that correct lifting and carrying techniques are used. By: Cape Cod ● Ensure that the existing stairwell and openings in floor are covered and / or protected by guard rails. By: Principal Contractor ● Ensure that materials are not stored on roof or scaffold. By: Cape Cod ● Ensure that all exposed nails are removed. By: Cape Cod ● Storage of materials in designated waste areas. By: Cape Cod ● Regular site clean ups. By: Principal Contractor
9. Carry materials up ramp - Installation of floor platform members	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility. ● UV light / weather exposure ● Fall from height. ● Manual task injuries ● Exposure to dust. ● Exposure to noise. ● Proximity of other 	<ul style="list-style-type: none"> ● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. By: Cape Cod ● 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 the installation work. By: Cape Cod ● Ensure that the guard rails to the ramp are in place and that the surface of ramp is clean before commencing. By: ● Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. By: ● Ensure that all openings and voids in the floor platform are covered or protected by a guard rail.

	<p>“workers”.</p> <ul style="list-style-type: none"> ● Public access 	<p>By:</p> <ul style="list-style-type: none"> ● Training of “workers” in correct lifting and carrying methods. By: Cape Cod ● Ensure correct lifting and carrying techniques are used at all times. By: Cape Cod ● Team lifting and carrying By: Cape Cod ● Ensure that “workers” have safety glasses, noise protection, dust protection [disposable], protective footwear. By: Cape Cod ● Provide MSDS for chemically treated timber floor framing and sheet particleboard flooring. By: Cape Cod ● Training of “workers” in the safe handling and use of chemically treated timber products and sheet particleboard flooring. By: Cape Cod ● Training of “workers” in the safe use of power tools and nail guns. By: Cape Cod ● Ensure that all power tools have working safety guards. By: Cape Cod ● Storage of materials in designated areas By: Cape Cod ● Maintain a clean and tidy work area. By: Cape Cod
10. Carrying structural steel members up ramp - Installation of steel beams and posts.	<ul style="list-style-type: none"> ● Slips, trips and falls. ● UV light / weather exposure ● Fall from height ● Manual task injuries ● Proximity of other “workers”. ● Public access. 	<ul style="list-style-type: none"> ● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. By: Cape Cod ● 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 the installation work. By: ● Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. By: ● Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. By: ● Training of “workers” in correct lifting and carrying methods By: Cape Cod ● Ensure that correct lifting and carrying techniques are used at all times By: Cape Cod ● Ensure that “workers” have protective footwear and gloves. By: Cape Cod ● Use of mechanical aids to lift and place steel beams and posts. By: Cape Cod ● Team lifting and carrying By: Cape Cod ● Use short beams where possible. By: Cape Cod ● Maintain a clean and tidy work area. By: Cape Cod
11. Carry frames and components up ramp - Erection of timber wall frames	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility. ● UV light / weather exposure. ● Fall from height. ● Manual task injuries ● Sprains and strains. ● 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 Site Specific Risk Assessment before commencing. By: Cape Cod ● 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 the installation work. By: Cape Cod ● Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. By: Cape Cod ● Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. By: Cape Cod ● Provide MSDS for chemically treated timber framing. By: Cape Cod ● Training of “workers” in the safe handling and use of chemically treated timber products. By: Cape Cod ● Training of “workers” in correct lifting and carrying methods. By: Cape Cod ● Ensure correct lifting and carrying techniques are used at all times. By: Cape Cod ● Team lifting and carrying. By: Cape Cod ● Ensure “workers” have safety glasses, noise protection, protective footwear and gloves. By: Cape Cod ● Limit use of ladders as working platforms. By: Cape Cod ● Training of “workers” in safe use of power tools and nail guns. By: Cape Cod ● Ensure all power tools have working safety guards. By: Cape Cod ● Storage of materials in designated areas By: Cape Cod ● Maintain a clean and tidy work area. By:
12. Carry up materials and components up ramp - Installation of structural timber beams	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility ● UV light / weather exposure ● Fall from height ● Manual task injuries ● Exposure to noise ● Proximity of other “workers”. ● Public access. 	<ul style="list-style-type: none"> ● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. By: Cape Cod ● 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 the installation work. By: ● Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. By: Cape Cod ● Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. By: ● Training of “workers” in correct lifting and carrying methods. By: Cape Cod ● Ensure correct lifting and carrying techniques are used at all times. By: Cape Cod ● Ensure “workers” have protective footwear and gloves. By: Cape Cod

		<ul style="list-style-type: none"> ● Use of mechanical aids to lift and place hangers and beams. By: Cape Cod ● Limit use of ladders as working platforms. By: Cape Cod ● Team lifting and carrying By: Cape Cod ● Maintain a clean and tidy work area. By:
13. Carry trusses up ramp - Erection of timber roof trusses	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility. ● UV light / weather exposure ● Fall from height ● Manual task injuries ● Exposure to noise. ● Proximity of other "workers". ● Public access. 	<ul style="list-style-type: none"> ● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. By: Cape Cod ● 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 the installation work. By: ● Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. By: Cape Cod ● Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. By: Cape Cod ● Training of "workers" in safe working at heights and safe movement on roof. By: Cape Cod ● Training of "workers" in correct lifting and carrying methods. By: Cape Cod ● Ensure correct lifting and carrying techniques are used at all times. By: Cape Cod ● Team lifting and carrying By: Cape Cod ● Ensure "workers" have safety glasses, noise protection, protective footwear and gloves. By: Cape Cod ● Limit use of ladders as working platforms. By: Cape Cod ● Training of "workers" in the safe use of power tools and nail guns. By: Cape Cod ● Ensure all power tools have working safety guards. By: Cape Cod ● Storage of materials in designated areas By: Cape Cod ● Maintain a clean and tidy work area. By:
14. Carrying materials up ramp. - Installation of timber fascia, eaves and associated timber trims.	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility ● UV light / weather exposure ● Fall from height. ● Manual task injuries ● Exposure to dust. ● Exposure to noise. ● Proximity of other "workers". ● Public access. 	<ul style="list-style-type: none"> ● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. By: Cape Cod ● 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 the installation work. By: ● Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform] By: Cape Cod ● Team lifting and carrying By: Cape Cod ● Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear. By: Cape Cod ● Training of "workers" in the safe use of power tools and nail guns. By: Cape Cod ● Ensure all power tools have working safety guards. By: Cape Cod ● Storage of materials in designated areas By: Cape Cod ● Maintain a clean and tidy work area. By: Cape Cod
15. Carrying materials up ramp. - Installation of external wall cladding.	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility. ● UV light / weather exposure ● Fall from height. ● Manual task injuries ● Exposure to dust. ● Exposure to noise. ● Proximity of other "workers". ● Public access. 	<ul style="list-style-type: none"> ● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. By: Cape Cod ● 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 the installation work. By: Cape Cod ● Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform] By: Cape Cod ● Team lifting and carrying. By: Cape Cod ● Ensure workers have safety glasses, noise protection, dust protection [disposable], protective footwear. By: Cape Cod ● Limit use of ladders as working platforms. By: Cape Cod ● Training of "workers" in safe use of power tools and nail guns. By: Cape Cod ● Ensure all power tools have working safety guards. By: Cape Cod ● Storage of materials in designated areas. By: Cape Cod ● Maintain a clean and tidy work area. By: Cape Cod
16. Carrying window and door assemblies up ramp. - Installation of window and door assemblies.	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility. ● UV light / weather exposure ● Fall from height. ● Manual task injuries ● Exposure to noise. ● Proximity of other "workers". ● Public access. 	<ul style="list-style-type: none"> ● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. By: Cape Cod ● 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 the installation work. By: Cape Cod ● Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform] By: Cape Cod ● Training of "workers" in correct lifting and carrying methods. By: Cape Cod ● Ensure that correct lifting and carrying techniques are used at all times. By: Cape Cod ● Team lifting and carrying By: Cape Cod

- Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear. **By: Cape Cod**
- Training of "workers" in the safe use of power tools and nail guns. **By: Cape Cod**
- Ensure all power tools have working safety guards. **By: Cape Cod**
- Maintain a clean and tidy work area. **By: Cape Cod**

17. Positioning of external timber stairs.	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility. ● UV light / weather exposure ● Fall from height. ● Manual task injuries ● Exposure to noise. ● Proximity of other "workers". ● Public access. 	<ul style="list-style-type: none"> ● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. By: Cape Cod ● Training of "workers" in correct lifting and carrying methods. By: Cape Cod ● Ensure correct lifting and carrying techniques are used at all times. By: Cape Cod ● Ensure "workers" have protective footwear and gloves. By: Cape Cod ● Use of mechanical aids to lift and place stairs. By: Cape Cod ● Limit use of ladders as working platforms. By: Cape Cod ● Team lifting and carrying. By: Cape Cod ● Provide MSDS for chemically treated timber framing. By: Cape Cod ● Training of "workers" in the safe handling and use of chemically treated timber products. By: Cape Cod ● Maintain a clean and tidy work area. By: Cape Cod
18. 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 By: Principal Contractor ● Place all rubbish / debris in designated waste storage area By: Cape Cod ● Leave site / work area in a clean and tidy condition By:

Person responsible for ensuring compliance with SWMS:
 Person responsible for reviewing SWMS control measures:

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