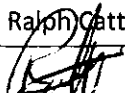


# SAFE WORK METHOD STATEMENT

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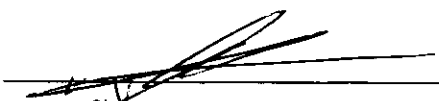
Company Name:	RJC	Project Name/No:	All Jobs
Work Activity / Task:	CEILING DUST REMOVAL	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Ralph Catto	Date:	21-09-14
Signature:		Note: Sign off to be provided at Tool Box talk	

**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.

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
1	Access to site	<ul style="list-style-type: none"> <li>Slips, trips and falls</li> <li>UV light / weather exposure</li> </ul>	<ul style="list-style-type: none"> <li>Site specific induction.</li> <li>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.</li> <li>Tool box talk to highlight any WHS concerns.</li> <li>Ensure site access is unobstructed.</li> <li>Ensure all weather access to work areas.</li> <li>Provision of designated waste areas.</li> <li>Storage of materials in designated areas.</li> <li>Regular site clean ups.</li> </ul>	CC RJC RJC CC CC CC RJC CC B C C B B B C B C
2	Unloading plant and equipment	<ul style="list-style-type: none"> <li>Manual task 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 methods.</li> <li>Unload and move the equipment to designated area to keep footpath / work place access clear.</li> </ul>	RJC CC CC C
3	Setting up	<ul style="list-style-type: none"> <li>Manual task injuries</li> </ul>	<ul style="list-style-type: none"> <li>Set up in a clear area and</li> </ul>	C

Reviewed by: Gary Klomp  
On behalf of Cape Cod

Construction Manager  
Position

  
Signature

20/11/2014  
Date


# SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
	equipment	<ul style="list-style-type: none"> <li>Slips, trips and falls.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>maintain a clear travel path.</li> <li>Training of "workers" in setting up of electrical leads and equipment.</li> <li>Ensure proper use of all safety guards provided to plant and equipment.</li> <li>Ensure all electrical leads, plant and equipment have current tagging.</li> <li>Ensure electrical equipment is attached to a residual current device [RCD].</li> </ul>	<p><del>AS</del> C</p> <p>DJC C</p> <p>RJC C</p> <p>RJC C</p> <p>RJC C</p>
4	Removal of ceiling dust	<ul style="list-style-type: none"> <li>Slips, trips and falls.</li> <li>Fall from height.</li> <li>Hazardous materials.</li> <li>Identification of services.</li> <li>Electrocution.</li> <li>Falling objects.</li> <li>Exposure to dust.</li> <li>Exposure to noise.</li> <li>Manual task injuries</li> <li>Cuts and abrasions.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Assess site conditions and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>Training of "workers" in safe working at heights and in confined roof spaces.</li> <li>Provide "Restricted Access" warning signage and establish a "No access area" by barricading to prevent access of anyone not connected with the removal activity into the work area.</li> <li>Training "workers" in the safe use of access ladders.</li> <li>Identify the location of the electrical service and that the electrical service has been isolated or safely recommissioned before commencing work.</li> <li>Ensure that adequate lighting and ventilation is available.</li> <li>All "workers" are to wear appropriate PPE including disposable coveralls and an</li> </ul>	<p>RJC B</p> <p>CC C</p> <p>CC B</p> <p>CC C</p> <p>RJC B</p> <p>CC B</p> <p>RJC C</p>

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## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>approved respirator in accordance with the requirements of AS/NZS1716 – <i>Respiratory Protection devices</i> and AS/NZS1715- <i>Selection, use and maintenance of respiratory protective devices</i>. Eye protection, complying with AS/NZS1336 and AS/NZS1337 whenever full face respirators are not used.</p> <ul style="list-style-type: none"> <li>The property Owner [Client] is to be advised to clear or cover personal effects in adjoining living spaces as much is practical.</li> <li>Any openings between living areas are to be sealed and the ceiling void prior to the commencement of any work to prevent dust entering the retained living area.</li> <li>Use approved vacuum cleaning equipment that complies with AS/NZS 3544 – <i>Industrial vacuum cleaners for particulates hazardous to health</i>, to prevent the release of lead containing dust while it is being removed. <b>Do not use</b> household vacuum cleaners.</li> <li>Dispose of collected dust in approved plastic bags which are clearly labelled.</li> <li>Regularly monitor for air borne dust when removal work is being undertaken.</li> <li>All ceiling dust containing lead or other contaminants is to be disposed of in a manner, and at</li> </ul>	<p>RSC</p> <p>C</p> <p>RSC B/C</p> <p>RSC C</p> <p>RSC C</p> <p>RSC C</p> <p>RSC C</p> <p>RSC B/C</p>

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## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>as site, approved by the NSW Office of Environment and Heritage [OEH] appropriate disposal Authority or Local Council.</p> <ul style="list-style-type: none"> <li>• Training of "workers" in safe removal, handling of and working with contaminated dust and hazardous fibres.</li> </ul>	<p>CC</p> <p>RSC</p> <p>C</p>
5	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>CC</p> <p>RSC</p> <p>RSC</p> <p>C</p> <p>C</p> <p>C</p>

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