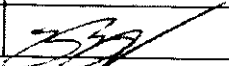


# SAFE WORK METHOD STATEMENT

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<b>Company [PCBU]:</b>	San Sing Enterprises	<b>Project Name/No:</b>	All Jobs
<b>Work Activity / Task:</b>	INSULATION INSTALLER	<b>Principal Contractor:</b>	Cape Cod Australia Pty Ltd
<b>Prepared by:</b>	Brian San Sing	<b>Date:</b>	8/9/14
<b>Signature:</b>		<b>Note:</b> 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 Variation to plan Change of Brief	Hazard Unknown	Likelihood			Result			Priority	Possible Control Tool Box Talk Work Method Statement	Action By Contractor Supervisor	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
		✓			✓			1			

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>Provision of designated waste</li> </ul>	Cape Cod SSE SSE Cape Cod Cape Cod Cape Cod

Reviewed by: Gary Klomp  
Principal Contractor's Representative

  
Signature

Construction Manager  
Position

10/10/2014  
Date

## SAFE WORK METHOD STATEMENT [cont.]


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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			areas. • Storage of materials in designated areas. • Regular site clean ups.	SSE Cape Cod
2	Unloading of equipment and materials	• Manual handling injuries. • Slips, trips and falls. • Proximity of other "workers". • Public access.	• Training of "workers" in correct lifting and carrying methods. • Unload and move the tools and materials to a designated area to keep footpath / work place access clear.	SSE SSE
3	Setting up equipment	• Manual handling injuries. • Slips, trips and falls. • Proximity of other "workers".	• Set up in a clear area and maintain a clear travel path. • Training of "workers" in the setting up of ladders / trestles.	SSE SSE
4	Ground floor installation	• Slips, trips, falls and accessibility. • Electrocution. • Fall from height. • Hazardous substances. • Exposure to noise • Exposure to dust. • Manual handling. • Sprains and strains. • Cuts and abrasions. • Proximity of other "workers". • Public access.	• Assess the site conditions and conduct a Risk Assessment before commencing. • Identify location of electrical and water services • Identify that the electrical service has been isolated or safely recommissioned before commencing work. • Ensure that all exposed openings and voids in the floor are guard railed or covered. • Training of "workers" in correct lifting and carrying methods. • Ensure that the correct lifting and carrying techniques are used at all times. • Rotate "workers" and vary tasks performed. • Training of "workers" in safe	SSE SSE Cape Cod Cape Cod SSE SSE SSE SSE

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Construction Manager

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## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			working from ladders. <ul style="list-style-type: none"> <li>• Check the ladder / trestles for damage / defect before use.</li> <li>• Check that the trestle work platform is stable before use.</li> <li>• Limit the use of ladders as work platforms.</li> <li>• Provide MSDS for hazardous substances – insulation product.</li> <li>• Training of “workers” in the safe handling and use of the insulation product.</li> <li>• Use appropriate PPE – safety glasses, footwear, noise and particulate dust protection [disposable] and gloves.</li> <li>• Ensure that adequate lighting and ventilation is available.</li> <li>• Monitor for air borne dust when installation is being undertaken.</li> <li>• Ensure that adequate lighting and ventilation is available.</li> <li>• Use scaffolding for void and raked ceilings.</li> <li>• Storage of materials in designated areas.</li> <li>• Maintain a clean and tidy work area by placing off cuts of insulation in the plastic packaging and tie off in manageable parcels for easy handling and disposal in the designated waste area.</li> </ul>	SSE SSE SSE SSE SSE SSE SSE SSE SSE / capex cad SSE / capex cad SSE SSE
5	Carry materials up ramp.  External access to upper floor	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• Electrocution.</li> <li>• Fall from height.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the site conditions including the weather and conduct a Risk Assessment before commencing work.</li> <li>• Identify that the electrical service</li> </ul>	SSE  SSE

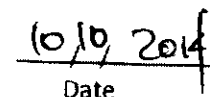
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Gary Klomp

Principal Contractor's Representative


  
Signature
Construction Manager

Position


  
Date

# SAFE WORK METHOD STATEMENT (cont.)

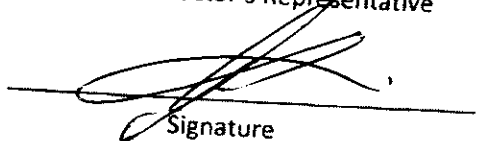
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> <li>Hazardous substances.</li> <li>Exposure to noise</li> <li>Exposure to dust.</li> <li>Manual handling.</li> <li>Sprains and strains.</li> <li>Cuts and abrasions.</li> <li>Proximity of other "workers".</li> </ul>	<p>has been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing the installation work.</p> <ul style="list-style-type: none"> <li>Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing.</li> <li>Ensure that the perimeter protection is in place [scaffolding and edge protection] and level walk platforms are in place before accessing work from roof surface.</li> <li>Ensure that the edge protection to the roof surface [roof rail] and level work platforms are in place before accessing the upper floor level from roof surface.</li> <li>Ensure that the perimeter protection [temporary guard rail] is in place to balconies before commencing.</li> <li>Training of "workers" in safe working at heights and movement on scaffolding and roof surfaces.</li> <li>Training of "workers" in safe working at heights including over internal stairwell voids.</li> <li>Ensure that all exposed openings and voids in the floor are guard railed or covered.</li> <li>Provide scaffolding or platform cover to the stairwell void.</li> <li>Ensure that temporary guard rails and scaffolding is in place over stairwell void before</li> </ul>	<p>Cape Cod</p> <p>Cape Cod</p> <p>Cape Cod</p> <p>Cape Cod</p> <p>SSE</p> <p>SSE</p> <p>Cape Cod</p> <p>Cape Cod</p> <p>Cape Cod</p>

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Principal Contractor's Representative

  
Signature

Construction Manager

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# SAFE WORK METHOD STATEMENT [cont.]

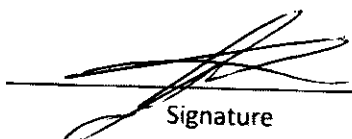
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>commencing work.</p> <ul style="list-style-type: none"> <li>Identify that the electrical service has been isolated or safely recommissioned before commencing work.</li> <li>Provide "Restricted Access" warning signage and establish a "No access area" by barricading to prevent access of anyone not connected with the installation into the work area.</li> <li>Training of "workers" in correct lifting and carrying methods.</li> <li>Ensure that the correct lifting and carrying techniques are used at all times.</li> <li>Rotate "workers" and vary tasks performed.</li> <li>Training of "workers" in safe working from ladders.</li> <li>Check the ladder for damage / defects before use.</li> <li>Check that the ladder is stable before use and is secured top and bottom.</li> <li>Limit the use of ladders as work platforms.</li> <li>Provide MSDS for hazardous substances i.e. insulation product.</li> <li>Training of "workers" in the safe handling and use of the insulation product.</li> <li>Use appropriate PPE – safety glasses, appropriate footwear in ceiling void, noise and particulate dust protection [disposable] and gloves.</li> </ul>	<p>Cape Cod</p> <p>Cape Cod</p> <p>SSE</p> <p>SSE</p> <p>SSE</p> <p>SSE</p> <p>SSE</p> <p>SSE</p> <p>SSE</p> <p>SSE</p> <p>SSE</p>

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Principal Contractor's Representative

  
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## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> <li>• Monitor for air borne dust when installation is being undertaken.</li> <li>• Ensure that adequate lighting and ventilation is available.</li> <li>• Use long stick where insulation is required in hard to reach sections so as to avoid overstretching.</li> <li>• Use scaffolding for void and raked ceilings.</li> <li>• Storage of materials in designated areas.</li> <li>• Maintain a clean and tidy work area by placing off cuts of insulation in the plastic packaging and tie of in manageable parcels for easy handling and disposal in the designated waste area.</li> </ul>	SSE SSE SSE SSE / Cape Cod SSE SSE

Reviewed by:

Gary Klomp

Principal Contractor's Representative

  
 Signature
Construction Manager

Position

10/10/2014  
 Date