















SAFE WORK METHOD STATEMENT

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Company Name:	Dean Taylor Bricklaying	Project Name/No:	All Jobs
Work Activity / Task:	SCAFFOLDER - ERECTION	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Dean Taylor	Date:	9/9/2014
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"> Slips, trips, falls and accessibility. UV light / weather exposure. 	<ul style="list-style-type: none"> Site specific induction. All "workers" to read the General Construction Safety Plan signage and Risk Assessment form before entering site. Tool box talk to highlight any WHS concerns relative to the site. Ensure that the site and work place access is unobstructed. Ensure all weather access to work areas. Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses, and fluids and reduce exposure where possible. Storage of materials /plant in designated areas. Provide and maintain barricades to all materials stored on footpath and on site. Regular site clean ups. 	Cape Cod  DTB  DTB  DTB  DTB  DTB  DTB  Cape Cod and DTB  Cape Cod 
2	Unloading tools, ladders and handling of scaffold components	<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. Training of "workers" in correct lifting and carrying methods. Unload and move the tools, ladders and scaffold components to a designated storage and stacking area to keep footpath / work place access clear. 	DTB  DTB  DTB 
3	Setting up	<ul style="list-style-type: none"> Manual task injuries Slips, trips and falls. Falls from height. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. 	DTB 

Reviewed by: Gary Klomp
On behalf of Cape Cod



Construction Manager
Position

17/10/2014

SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> • Uneven site. • UV / weather exposure. • Proximity of other "workers". • Public access. 	<ul style="list-style-type: none"> • Set up in a clear area and maintain a clear travel path. • Identify the location of the electrical, sewer and stormwater services. • Identify that the electrical service has been isolated or safely recommissioned before commencing work. • All scaffolding is to be erected by WorkCover NSW certified Scaffolders. • Training of "workers" in the setting up of ladders, electrical equipment and use of safety harnesses. • Ensure the proper use of all safety guards and systems provided. • Ensure that all power tools and electrical leads have current tagging. • Ensure that power tools are attached to a residual current device [RCD]. • Provide "Restricted Access" warning signage. • Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. 	<p>Cape Cod and DTB</p> <p>Cape Cod</p> <p>Cape Cod</p> <p>Cape Cod</p> <p>Cape Cod</p> <p>Cape Cod and DTB</p> <p>DTB</p> <p>DTB</p> <p>Cape Cod</p> <p>Cape Cod</p>
4	<p>Erection of scaffold to 2.0m.</p> <p>Passing scaffolding components from building level or ground.</p>	<ul style="list-style-type: none"> • Slips, trips, falls and accessibility. • Fall from heights. • Manual task injuries • Sprains and strains. • Cuts and abrasions. • Electrocution. • Exposure to noise. • Exposure to dust. 	<ul style="list-style-type: none"> • Assess the site conditions and conduct a <i>Site Specific Risk Assessment</i> before commencing. • Identify the location of the electrical, sewer and stormwater services. • Identify that the electrical service has been isolated and that 'tiger tails' are in place as protection from overhead wires and points 	<p>DTB</p> <p>Cape Cod and DTB</p> <p>Cape Cod and DTB</p>

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SAFE WORK METHOD STATEMENT [cont.]

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		<ul style="list-style-type: none"> UV / weather exposure. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> of attachment before commencing. Provide "Restricted Access" warning signage. Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. Training of "workers" in correct lifting and carrying methods. Ensure correct lifting and carrying techniques are used at all times. Rotate "workers" and vary tasks performed. Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. Training of "workers" in the safe use of power tools and equipment. Ensure that all power tools have working safety guards. Storage of surplus scaffold components in designated areas so not to endanger the public or other "workers". Maintain a clean and tidy work area. Clearly display "Scaffold incomplete" sign to incomplete scaffold at all times prior to sign off of the scaffold. 	Cape Cod B DTB B/c DTB C DTB C DTB C DTB C DTB C DTB C DTB C DTB C
5	Continue to erect scaffold top out Work from two [2] plank width working platform	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. Fall from heights. Manual task injuries Sprains and strains. 	<ul style="list-style-type: none"> Assess the site conditions and conduct a <i>Site Specific Risk Assessment</i> before commencing. Identify that the electrical service has been isolated and that 'tiger tails' are in place as protection 	DTB B Cape Cod B


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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> Cuts and abrasions. Electrocution. Exposure to noise. Exposure to dust. UV / weather exposure. Proximity of other "workers". Public access. 	<p>from overhead wires and points of attachment before commencing.</p> <ul style="list-style-type: none"> Provide "Restricted Access" warning signage. Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. Training of "workers" in correct lifting and carrying methods. Ensure correct lifting and carrying techniques are used at all times. Rotate "workers" and vary tasks performed. Training of "workers" in the setting up of ladders and use of safety harnesses. Ensure workers have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. Training of "workers" in the safe use of power tools and equipment. Ensure that all power tools have working safety guards. Storage of surplus scaffold components in designated areas so not to endanger the public or other "workers" Maintain a clean and tidy work area. Clearly display "Scaffold incomplete" sign to incomplete scaffold at all times prior to sign off of the scaffold. 	<p>B</p> <p>B/C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p>
6	Continue to erect scaffold top out.	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. 	<ul style="list-style-type: none"> Assess the site conditions and conduct a <i>Site Specific Risk</i> 	DTB 

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








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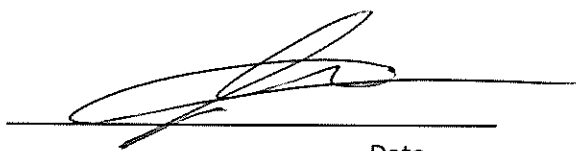
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
	Access to be built up with scaffold.	<ul style="list-style-type: none"> Fall from heights Manual task injuries Sprains and strains. Cuts and abrasions. 	<p><i>Assessment</i> before commencing.</p> <ul style="list-style-type: none"> 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. 	Cape Cod 
	Access to scaffold by ladder, balcony deck internal stair or ladder.	<ul style="list-style-type: none"> Electrocution. Exposure to noise. Exposure to dust UV / weather exposure. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Provide "Restricted Access" warning signage. Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. Training of "workers" in correct lifting and carrying methods. Ensure correct lifting and carrying techniques are used at all times. Rotate "workers" and vary tasks performed. Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. Training of "workers" in the safe use of power tools and equipment. Ensure that all power tools have working safety guards. Storage of surplus scaffold components in designated areas so not to endanger the public or "workers". Maintain a clean and tidy work area. Clearly display "Scaffold incomplete" sign to incomplete scaffold at all times prior to sign off of the scaffold. 	Cape Cod  DTB  DTB  DTB  DTB  DTB  DTB  DTB  DTB  DTB  DTB 

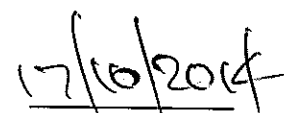
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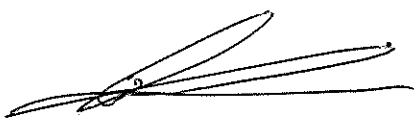


Item	Job Step	Potential Hazard	Controls	Responsible Person/s
7	Site clean up on completion of work	<ul style="list-style-type: none"> Manual task injuries Exposure to dust Exposure to hazardous substances 	<ul style="list-style-type: none"> Remove any temporary barricades if no longer required Place all rubbish / debris in designated waste storage area Leave site / work area in a clean and tidy condition 	DTB DTB DTB

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17/06/2014