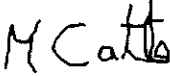


SAFE WORK METHOD STATEMENT

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Company Name:	MLC Property Solutions Pty Ltd	Project Name/No:	All Jobs
Work Activity / Task:	SITE CLEANER - MECHANICAL	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Michael Catto	Date:	18/9/14
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"> Slips, trips, falls and accessibility UV light / weather exposure. 	<ul style="list-style-type: none"> Site specific induction. All "workers" to register before entering the site; to read the General Construction Safety Plan signage; and to read the <i>Site Specific Risk Assessment</i> form. 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. Provision of designated waste areas. Storage of materials in designated areas. 	Builder Contractor " " " " Builder Contractor
2	Unloading plant, equipment and tools	<ul style="list-style-type: none"> Public access Manual task injuries Slips, trips and falls. 	<ul style="list-style-type: none"> Identify traffic management requirements. Provide as a minimum, low level 	Michael Builder

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Position


Signature

18/09/2014

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"> Proximity of other "workers" Public access. 	<ul style="list-style-type: none"> basic requirements signage and barriers / witches hats. Provide a spotter where necessary. Unload and move the equipment to designated area to keep footpath / work place access clear. Team lifting and carrying. Training of "workers" in correct lifting and carrying methods. 	<p><i>Contractor</i></p> <p>//</p> <p>//</p> <p>//</p> <p>//</p>
3	Setting up equipment	<ul style="list-style-type: none"> Manual task injuries Slips, trips and falls. Failure of mechanic to plant. Proximity of other "workers" Public access 	<ul style="list-style-type: none"> Set up in a clear area and maintain a clear and barricaded travel path. Training of "workers" in setting up of safe work travel areas. Ensure the proper use of all safety guards provided to plant and equipment. Plant to be fully maintained and serviced. 	<p>//</p> <p>// Michael</p> <p>//</p> <p>//</p>
4	Site Clean	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV light / weather exposure. Hazardous materials. Identification of Services. Electrocution. Manual task injuries Exposure to dust. Exposure to noise. Proximity of other "workers" Public access. 	<ul style="list-style-type: none"> Plant operator ["worker"] to be competent and licensed / certified. Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing work. Identify any products or materials that <i>may</i> contain asbestos [ACM] or [ACD]. Identify services and make sure all the electrical, gas, water and sewerage services have been isolated or safely relocated before commencing work. Use Licensed Electrician and Plumber to isolate, disconnect 	<p>Michael //</p> <p><i>BUILDER</i></p> <p>//</p> <p>//</p> <p>//</p>

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
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Date


SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			and relate existing services. • Provide "Restricted Access" warning signage to work areas and areas of travel. • Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. • Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible. • Training of "workers" in safe working and safe movement on site. • Training of "workers" in correct lifting and carrying methods. • Ensure that correct lifting and carrying techniques are used at all times. • Team lifting and carrying - limiting weights to manageable sizes. • Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear. • Training of "workers" in safe use of power tools. • Maintain a clean and tidy work area.	// // CONTRACTOR // // // // // // //
5	Site clean up on completion of work	• Manual task injuries • Exposure to dust • Exposure to hazardous substances	• 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	// // Michael //

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On behalf of Cape Cod

Construction Manager
Position


Signature

18/09/2014
Date