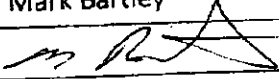
















SAFE WORK METHOD STATEMENT

Page 1 of 3

Company [PCBU]:	Mark Bartley Roofing	Project Name/No:	All Jobs
Work Activity / Task:	METAL ROOFER	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	Mark Bartley	Date:	17-9-14
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 / 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. Provision of designated waste areas. Storage of materials in designated areas. Provide and maintain barricades to all materials stored on footpath and on site. Regular site clean ups. 	Cape Cod  Mark Bartley  Mark Bartley  Mark Bartley  Mark Bartley  Cape Cod  Cape Cod  Cape Cod  Cape Cod 
2	Unloading plant, equipment and tools	<ul style="list-style-type: none"> Manual handling 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 equipment to designated area to keep footpath / work place access clear. 	Mark Bartley  Mark Bartley  Mark Bartley 
3	Setting up equipment	<ul style="list-style-type: none"> Manual handling injuries Slips, trips and falls. 	<ul style="list-style-type: none"> Set up in a clear area and maintain a clear travel path. Training of "workers" in setting 	Mark Bartley  Mark Bartley. 

Reviewed by:

Gary Klomp

Principal Contractor's Representative


 Signature

Construction Manager

Position

 17/9/2014
 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"> up of electrical leads, power tools and nail guns. Ensure the proper use of all safety guards provided. Ensure that all electrical equipment and electrical leads have current tagging. 	Mark Bartley C Mark Bartley C Mark Bartley C
4	Set out and install roof battens. Cut and fix foil backed insulation. Install metal sheet roofing	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV / weather exposure. Fall from height. Manual handling injuries. Sprains and strains. Cuts and abrasions. Electrocution. 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 Risk Assessment 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. 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 installation work. Ensure that the guard rails to the ramp are in place and that the surface of ramp is clean before commencing. Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. Ensure that all openings and voids in the floor platform below are covered. Check access ladder for damage / defects before commencing use. Ensure that the access ladder is stable and secured top and bottom before use. Training of "workers" in safe working at heights and safe 	Mark Bartley B Cape Cod B Mark Bartley B/C Cape Cod B/C Mark Bartley B/C Mark Bartley B/C Mark Bartley B/C Mark Bartley C Mark Bartley C Mark Bartley C

Reviewed by:

Gary Klomp

Principal Contractor's Representative

Construction Manager

Position



Signature

 17/09/2014
 Date

SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			movement on roof. • Limit truss / rafter spacing to 600mm. • Training of "workers" in correct lifting and carrying methods. • Team lifting and carrying. • Ensure correct lifting and carrying techniques are used at all times. • Rotate "workers" and vary tasks performed. • Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible. • Ensure "workers" have safety glasses, noise protection, appropriate protective footwear and gloves. • Training of "workers" in the safe use of power tools and nail guns. • Ensure that all power tools have working safety guards. • Provide MSDS for hazardous substances – insulation fibres. • Provide appropriate containment and disposal of waste insulation. • Training of "workers" in the safe handling and use of insulation. • Storage of materials in designated areas. • Maintain a clean and tidy work area.	Cape Cod B Mark Bartley C Mark Bartley C Mark Bartley C Mark Bartley C Mark Bartley C Mark Bartley C Mark Bartley C Mark Bartley C Cape Cod B Cape Cod B Mark Bartley C Cape Cod C Mark Bartley C

Reviewed by:

Gary Klomp

Principal Contractor's Representative

Construction Manager

Position


 Signature


 Date