


SAFE WORK METHOD STATEMENT

Page 1 of 6

Company Name:	FAULKES CEMENT RENOVATION P/L	Project Name/No:	ALL SITES
Work Activity / Task:	SCAFFOLDER - DISMANTLE	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Paul Faulkes	Date:	03-02-14
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 Site Specific Risk Assessment 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. Storage of materials /plant in designated areas. Provide and maintain barricades to all materials stored on footpath and on site. Regular site clean ups. 	PF PF PF PF PF PF/CC CC

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Position

E-latham as per GR
Signature

18,2,14
Date

SAFE WORK METHOD STATEMENT [cont.]

Page 2 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
2	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 and equipment to a designated area to keep footpath / work place access clear. 	PF PF PF
3	Dismantling scaffold	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. Fall from heights. Falling objects. Manual task injuries Sprains and strains. Cuts and abrasions. Electrocution. Exposure to noise. Exposure to dust UV / weather exposure. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing. Set up in a clear area and maintain a clear travel path. Identify the location of the electrical service. Identify that electrical service has been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing. All scaffolding is to be dismantled by WorkCover NSW certified Scaffolders. Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. Training of "workers" in the setting up of ladders, electrical equipment and use of fall arrest systems [harnesses]. Ensure the proper use by "workers" of all safety guards and fall arrest systems provided. Ensure Scaffolder ["worker"] is harnessed up to scaffold at all times when dismantling components. 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 	PF PF PF PF/CC PF PF PF PF PF

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Position

Slatham as per BK
Signature

18, 2, 14
Date

SAFE WORK METHOD STATEMENT [cont.]

Page 3 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			signage. <ul style="list-style-type: none"> Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. Ensure working platforms [decks] are clean. Dismantle shade cloth and mesh by undoing from bottom to top. Pull shade cloth and mesh into scaffold and pass down to man ["worker"] on ground. Ensure that the dismantling of scaffold components is only undertaken once shade cloth and mesh has been removed to reduce wind loading on the scaffold. Clearly display "Scaffold incomplete" sign to incomplete scaffold if scaffold is left unattended. 	PF/CC PF/CC PF/CC PF PF PF PF
4	Dismantling - Kickboards Handrails Dismantle deck or wait until access to lift below	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. Fall from heights. Falling objects. Manual task injuries Sprains and strains. Cuts and abrasions. Electrocution. Exposure to noise. Exposure to dust. UV / weather exposure. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing. Set up in a clear area and maintain a clear travel path. Identify the location of the electrical services. Identify that the electrical service has been isolated or safely recommissioned before commencing work. 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. All scaffolding is to be dismantled by <u>WorkCover NSW certified Scaffolders</u>. Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard 	PF PF PF PF/CC PF/CC

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Position

E'latham as per GK
Signature

18/2/14
Date

SAFE WORK METHOD STATEMENT [cont.]

Page 4 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> hat and gloves. • Training of "workers" in the setting up of ladders, electrical equipment and use of fall arrest systems [harnesses]. • Ensure the proper use by "workers" of all safety guards and fall arrest systems provided. • Ensure Scaffolder ["worker"] is harnessed up to scaffold at all times when dismantling components • Ensure Scaffolder ["worker"] only disconnects when working on two [2] planks and protected by handrail. • 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. • Ensure working platforms [decks] are clean. • Dismantle shade cloth and mesh by undoing from bottom to top • Pull shade cloth and mesh into scaffold and pass down to man on ground. • Ensure scaffold ties are only removed when shade cloth and mesh has been dismantled and only once stripping has reached the level of the tie. • Clearly display "Scaffold incomplete" sign to incomplete scaffold if scaffold is left unattended. 	<p>PF</p> <p>PF</p> <p>PF</p> <p>PF</p> <p>PF</p> <p>PF</p> <p>PF/CC</p> <p>PF/CC</p> <p>PF/CC</p> <p>PF</p> <p>PF</p> <p>PF</p>
5	Continue to dismantle scaffold.	<ul style="list-style-type: none"> • Slips, trips, falls and accessibility. • Fall from heights. 	<ul style="list-style-type: none"> • Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before 	PF

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Position

E. Latham as per GK
Signature

18/2/14
Date

SAFE WORK METHOD STATEMENT [cont.]

Page 5 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
	<p>Scaffolder to work back towards scaffold access.</p> <p>Once access is disconnected then dismantle next lift.</p>	<ul style="list-style-type: none"> Falling objects. Manual task injuries Sprains and strains. Cuts and abrasions. Electrocution. Exposure to noise. Exposure to dust UV / weather exposure. Proximity of other "workers". Public access. 	<p>commencing.</p> <ul style="list-style-type: none"> Set up in a clear area and maintain a clear travel path. Identify the location of the electrical service. Identify that electrical services have been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing. All scaffolding is to be dismantled by WorkCover NSW certified Scaffolders. Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. Training of "workers" in the setting up of ladders, electrical equipment and use of fall arrest systems [harnesses]. Ensure the proper use of all safety guards and fall arrest systems provided. Ensure that all power tools and electrical leads have current tagging. Ensure Scaffolder ["worker"] is harnessed up to scaffold at all times when dismantling components Ensure Scaffolder ["worker"] only disconnects when working on two [2] planks and protected by handrail. 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. Ensure working platforms [decks] are clean. 	

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Position

Eliatham as per GK
Signature

18, 2, 14
Date

SAFE WORK METHOD STATEMENT [cont.]

Page 6 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> • Ensure scaffold ties are only removed when shade cloth and mesh has been dismantled and only once stripping has reached the level of the tie. • Clearly display "Scaffold incomplete" sign to incomplete scaffold if scaffold is left unattended. 	
6	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 	

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Position

E-latham as per GK
Signature

18, 2, 14
Date