

Date:		New	✓	Revised		Page	
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**TRADE: INSULATION INSTALLER**

<b>Job No:</b>	<b>7675/15</b>	<b>Client:</b>	<b>STEVENS</b>
<b>Address:</b>	15 Currawong Avenue, Lane Cove West	<b>Supervisor:</b>	Matt Saunders

<b>Key:</b>	"1" action now	"2" action ASAP	"3" action ASAP
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**Note 1:** Refer to the general Safety Plan and Safe Work Method Statement.

**Note 2:** Safe work procedures shall be implemented for the supply and use of a *hazardous chemical / substance/s* on site that complies with the *current material safety data sheet* recommendations and also complies with the requirements of WHS Regulation 2011 Chapter 3 - Part 3.2

**Note 3:** All *manual tasks* are to comply with the requirements of Safe Work Australia – National Code of Practice for Manual Handling 2009 [or as amended] and /or WorkCover NSW Code of Practice - Hazardous manual tasks

**Note 4:** Management of the risk of fall from one level to another must comply with Part 3.1 and the requirements of Part 4.4 Falls Clauses 78-80 of WHS Regulation 2011

**Note 5: 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 task or tasks.*

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
Access to site / work areas - Slips, trips, falls and accessibility -  Access ways not clearly defined	Slips, trips and falls.		✓			✓		3	Assess travel path and distance to work area  Ensure unobstructed access to site and work areas.	Site Supervisor /all 'workers'	
Stored materials -  Slips, trips, falls and accessibility -  Access ways not clearly defined	Slips, trips and falls		✓			✓		2	Assess travel path and distance to work area  Ensure unobstructed access to work areas.  Provide and maintain barricades to isolate material and to restrict access. Provide designated waste storage areas	Site Supervisor / all 'workers'	
Manual tasks	Muscle strain - back injuries and cuts Over exertion or repetitive movements		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers' Use task specific trained 'workers' and team lifting. Rotate 'workers' and vary tasks.	Contractor / all 'workers'	
Exposure to noise Plant / equipment	Hearing damage		✓			✓		1	Isolate plant and equipment.	All 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
									Use appropriate PPE		
Exposure to dust / fibres  Hazardous chemical - Biological -	Dust [fibre] inhalation / skin and eye allergies/ irritations.  Respiratory problems		✓			✓		2	Use appropriate PPE - disposable dust protection. Regularly monitor for airborne dust/ fibres	Contractor / all 'workers'	
Carry insulation packs and equipment to ground floor -  Slips, trips, falls and accessibility -  Manual tasks	Slips, trips and falls  Back injury - muscle strain / sprain		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers'  Assess travel path and distance to work area  Ensure unobstructed access to work areas.  Use task specific trained 'workers', team lifting and rotate 'workers'.  SWMS	Contractor / all 'workers'	
Carrying insulation packs up ramp or over roof and through window -  Slips, trips, falls and accessibility -  Slope of ramp -  Pitch of roof and roofing material -  Windy and or wet conditions -  Gravity - overbalancing  Manual tasks	Slips, trips and falls from ramp / or roof surface  Muscle strain - back injuries		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers' Assess travel path and distance to work area  Ensure unobstructed access to work areas. Guardrails to ramp are in place - ramp surface- clean and dry.  Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry.  Perimeter and edge protection / catch scaffold when access from roof surface.  Use task specific trained 'workers' and team lifting. Rotate 'workers' and vary tasks. SWMS	Contractor / all 'workers'	
Carry insulation packs and equipment up stairs -  Slips, trips, falls	Slips, trips and falls on stairs  Back injury - muscle strain / sprain		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers' Assess travel path and distance to work area  Ensure unobstructed access	Contractor / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
and accessibility - Manual tasks									to work areas.  Use task specific trained 'workers', team lifting and rotate 'workers'.  SWMS		
Gain access to roof space using step ladder -  Slips, trips, falls and accessibility -  Gravity - overbalancing	Fall from ladder		✓		✓			2	Identify the risks and plan the task in consultation with the 'workers' Use task specific trained 'workers'. Use suitable step ladder, correctly footed. Ensure 'workers' face the ladder when climbing up and down. SWMS	Contractor / all 'workers'	
Installation of wall / ceiling insulation - Hazardous chemicals - Biological	Inhalation of dust / fibres - respiratory problems. Eye and skin irritations/ allergies		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers' Use task specific trained 'workers'. Substitute material Use of appropriate PPE Provide SDS	Contractor / all 'workers'	
Work within roof space - Electricity - insulation to old wiring frayed or brittle [conduit] or easily damaged - water / gas pipe electrified Spacing of ceiling joists - Gravity - overbalancing  Slips, trips, falls and accessibility  Ergonomic - Extreme temperatures	Electrical shock or electrocution  Accessibility  Fall through framing members		✓		✓			1	Identify that the electrical service is isolated prior to the work commencing.  Regularly monitor the condition of the 'workers' within the roof space and rotate 'workers'.  Use moveable working platform in roof space.  Electrical equipment currently tagged.  Adequate ventilation and lighting.  Adequate fluid intake Use of appropriate PPE.	Contractor / all 'workers'	
Work in confined space to fit insulation -  Slips, trips, falls and accessibility -	Accessibility  Fall through framing members  'Worker' trapped in confined space		✓			✓		3	Identify the risks and plan the task in consultation with the 'workers' Use task specific trained, experienced 'workers' in confined roof spaces	Contractor / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
Gravity - overbalancing  Ergonomic - Extreme temperatures	Dehydration								Regularly monitor the condition of the 'workers' within the roof space and rotate 'workers'.  Adequate fluid intake  Adequate ventilation and lighting.  Use of appropriate PPE.		
Site clean up on completion of work  Manual tasks  Exposure to dust -  Hazardous chemicals  Biological -	Inhalation of dust - respiratory problems.  Eye and skin irritations / allergies  Personal injuries - cuts and abrasions.		✓			✓		3	Place all waste material in heavy duty plastic bag and seal  Place all waste and associated rubbish in the designated waste area / skip bin  Leave site / work area in a clean and tidy condition  Remove any temporary barricades if no longer required	Contractor / all 'workers'	

I / We have consulted with Cape Cod Australia Pty. Limited and have mutually agreed on the above procedures. This risk assessment provides details on how I / we will manage my / our work on this Cape Cod Australia Pty. Limited work site.

Company  
Name:

Signed by:



for and on behalf of:

Cape Cod Australia Pty. Limited

Signed by:

ABN: 54 000 605 407

(Contractor PCBU)

Builder's Licence No.: 5519

ABN:

Address:

Phone:

Fax:

Email: