

Date:		New	✓	Revised		Page	
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## TRADE: CARPENTER

Job No:	7591/14	Client:	HENMAN
Address:	24 Gammell Street, Rydalmere NSW 2116	Supervisor:	JONATHAN STEWART

Key:	"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 material data sheet recommendations and also complies with the requirements of WHS Regulation 2011 Chapter 3 - Part 3.2

**Note 3:** all *manual tasks* to comply with the requirements of Safe Work Australia – National Code of Practice for Manual Handling 2009 or WorkCover NSW Code of Practice - Hazardous manual tasks

**Note 4:** 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.*

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 areas.	Site Supervisor / all 'workers'	
Manual tasks	Muscle strain - back injuries and cuts  Over exertion or repetitive movements		✓			✓		2	Assess travel path and distance to work area  Use mechanical assistance where practicable; provide training in the use of the equipment  Identify the risks and plan the	Contractor / all 'workers'	

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									<p>task in consultation with the <i>'workers'</i></p> <p>Ensure one [1] person is appointed to plan and take charge of the task</p> <p>Plan the task in stages - e.g. ensure grip is secure; lift to waist height; place support under load; team <i>'workers'</i> to re-group then lift load into position</p> <p>Use trained <i>'workers'</i> and team lifting - rotate <i>'workers'</i> and vary tasks.</p> <p>Ensure enough space is available for the team <i>'workers'</i> to safely manoeuvre as a group.</p> <p>Where possible, use team <i>'workers'</i> of a similar height and capability</p> <p>Provide additional team <i>'workers'</i> to assist that are proportional to the weight and difficulty of the task</p> <p>Ensure load is shared evenly</p> <p>Ensure team <i>'workers'</i> know their responsibility during the lift</p> <p>On sloping sites, ensure safe footing is provided</p>		
Exposure to noise Plant / equipment	Hearing damage		✓			✓		2	<p>Isolate plant and equipment</p> <p>Use appropriate PPE</p>	All <i>'workers'</i>	
Exposure to dust / fibres / chemical vapours -  Hazardous chemicals - Biological -	<p>Dust / fibres inhalation - respiratory problems</p> <p>Skin and eye allergies/ irritations.</p>		✓			✓		2	<p>Apply appropriate procedures necessary to contain dust / fibres / chemical vapours.</p> <p>Use appropriate PPE - disposable dust / fibres / chemical vapour protection.</p>	Contractor / all <i>'workers'</i>	
Exposure to UV light / weather -  UV light - glare  Extreme temperatures	<p>Skin cancer / sun burn -</p> <p>Dehydration - heat stroke or fatigue</p> <p>Sight damage</p>		✓			✓		2	<p>Reduce exposure where possible.</p> <p>Monitor <i>'workers'</i> condition</p> <p>Adequate fluid intake</p> <p>Use appropriate sun screen.</p>	Contractor / all <i>'workers'</i>	

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									Wear appropriate PPE.		
Contact with o/head electrical services / point of attachment - Power lines not isolated, covered or enclosed - Working too close to electrical supply - Strong winds causing power lines to swing close to work area - Wet conditions making 'tiger tails' ineffective	Electric shock or electrocution		✓			✓		3	Identify that the electrical supply is isolated prior to work commencing.  Provide 'tiger tails' [insulation] - adequately boxed adjacent to scaffold - extended an appropriate distance past the boundary	Licensed Electrical Contractor or Approved person  Site Supervisor  Contractor / all 'workers'	
Protection of other 'workers' and the public -  Slips, trips, falls and accessibility -  Access ways not clearly defined -  Hazardous chemicals - Biological	Slips, trips and falls  Wind- borne dust / fibres  Struck by falling objects		✓			✓		2	Provide barricades to materials stored on footpath  Provide and maintain barricades to isolate and to restrict access to work areas.  Use of shade cloth around work area.  Wet down dust.  Provide "Spotter" to stop others entering work area	Site Supervisor  Contractor / all 'workers'	
Location of services - Electricity - insulation to old wiring frayed or brittle [conduit] or easily damaged - water pipe electrified Gas - Hazardous chemical Biological	Electric shock or electrocution  Gas service - explosion  Inhalation and exposure to hazardous chemicals.		✓		✓			3	Isolate / relocate electrical supply / wiring.  RCD installed on mains supply / portable generator  Isolate / relocate gas supply	Site Supervisor / all 'workers'	
Working at height - [over 3m]  Slips, trips, falls and accessibility -  Inadequate fall prevention system /	Fall from roof edge/ work platform/ through roof or roof framing  Fractures, bruises lacerations and		✓		✓			1	Assess travel path to work area  Ensure unobstructed access to work areas.  Provide guardrails, perimeter edge protection / catch scaffold.	Site Supervisor  Contractor / all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
work platform -  Old roofing material or skylight/s - brittle  Increased traffic on roof surface - walking in the middle of battens -  Gravity - overbalancing  Windy and or wet conditions	personal injuries								Scaffold / work platform to outer perimeter.  Use trained / experienced 'workers'.  SWMS		
Stripping existing roof covering and frame -  Slips, trips, falls and accessibility -  Inadequate fall prevention system / work platform -  Old roofing material - brittle  Increased traffic on roof surface - walking in the middle of battens -  Windy and or wet conditions -  Gravity - overbalancing -  Hazardous chemicals -  Biological -  Manual tasks -  Electricity	Slips, trips and falls from work platform.  Fractures, bruises lacerations and personal injuries / cuts and abrasions.  Struck by falling object.  Exposure to ceiling dust and insulation fibres - respiratory problems.  Electric shock or electrocution		✓			✓		2	Conduct hazardous chemical assessment prior to work commencement of works.  Adequate consultation with relevant "workers"  Appropriate removal procedures to contain dust / fibres.  Provide debris chute.  Controlled lowering of tiles  Provide barricade to restrict access to the work area.  Provide "Spotter" to stop others entering work area  Don't stack materials on roof or on scaffold.  Use trained 'workers' - ensure 'workers' know their responsibility during the work process  Don't remove metal roof sheeting on windy days.  Use of appropriate PPE	Contractor / all 'workers'	
Carry and install tarpaulins to exposed roof space -  Slips, trips, falls and accessibility -  Inadequate fall	Slips, trips and falls  Back injuries - strains and sprains  Struck by flying object		✓		✓			1	Assess travel path and distance to work area  Ensure unobstructed access work area.  Use trained 'workers' and team lifting to position tarp.  Additional 'workers' to assist	Contractor / all 'workers'	

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prevention system / work platform -  Windy and or wet conditions - Gravity - overbalancing - Manual tasks									where required  Ensure team ' <i>workers</i> ' know their responsibility during the positioning of the tarp  Ensure all tarps are securely tied down and not weighted with tiles.		
Removal of disused ceiling mount hot water unit -  Slips, trips, falls and accessibility -  Inadequate fall prevention system / work platform -  Windy conditions -  Gravity - overbalancing  Hazardous chemicals -  Biological -	Slips, trips and falls from work platform / through ceiling frame  Fractures, bruises lacerations and personal injuries  Inhalation and exposure to dust / fibres - respiratory problems		✓			✓		2	Assess travel path and distance to work area  Ensure unobstructed access to work areas.  Conduct hazardous chemical assessment prior to work commencement of works.  Adequate consultation with relevant " <i>workers</i> "  Appropriate removal procedures to contain dust / fibres.  Use planks as temporary work platform.  Use trained experienced ' <i>workers</i> '.  Appropriate warning signage and barricades to restrict access into the work area.  Regularly monitor airborne dust/ fibres  Vacuum residual dust / fibres from ceiling area  Use appropriate PPE	Site Supervisor  Contractor / all ' <i>workers</i> '	
Carry materials and tools to ground floor work areas -  Slips, trips, falls and accessibility -  Access ways not clearly defined  Manual tasks	Slips, trips and falls Muscle strain - back injuries and cuts  Over exertion or repetitive movements		✓			✓		2	Assess travel path and distance to work area  Ensure unobstructed access to site and work areas.  Use trained ' <i>workers</i> .- ensure ' <i>workers</i> ' know their responsibility during the work process  Rotate ' <i>workers</i> ' and vary tasks.	Contractor / all ' <i>workers</i> '	
Demolish internal	Slips, trips and		✓		✓			2	Assess travel path and	Supervisor	

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framed walls at ground level - Slips, trips, falls and accessibility - Access ways not clearly defined - Electricity - Exposure to dust - Manual tasks - Hazardous chemicals - Biological - Gravity - stability of the structure - Proximity to other 'workers'	falls Electric shock or electrocution Muscle strain - back injuries and cuts Over exertion or repetitive movements. Inhalation and exposure to dust - skin and eye irritations and allergies. Injuries due to collapse								distance to work area Ensure unobstructed access to work areas. Use trained 'workers' - ensure 'workers' know their responsibility during the work process Rotate 'workers' and vary tasks Guards to plant and equipment fully operational Appropriate warning signage and barricades to restrict access into the work area. Wet down to minimise dust release. Regularly monitor airborne dust Use appropriate PPE SWMS	Contractor / all 'workers'	
Carrying materials, floor timbers /joists up ramp / scaffold - Slips, trips, falls and accessibility - Slope of ramp Windy and or wet conditions - Manual tasks	Slips, trips and falls Back injuries - strains and sprains		✓			✓		2	Assess travel path and distance to work area Ensure unobstructed access to site and 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. Use trained 'workers' and team lifting - ensure team 'workers' know their responsibility during the work process Order timber in short lengths. SWMS	Site Supervisor Contractor / all 'workers'	
Positioning floor timbers / joists on existing wall frames - Slips, trips, falls and accessibility -	Slips, trips and falls Back injuries - strains and sprains		✓			✓		2	Assess travel path and distance to work area Use trained 'workers' and team lifting - ensure team 'workers' know their responsibility during the work process	Contractor / all 'workers'	

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<p>Inadequate fall arrest system / work platform –</p> <p>Windy and or wet conditions -</p> <p>Gravity - overbalancing</p> <p>Manual tasks</p>									<p>Use planks as temporary work platform.</p> <p>SWMS</p>		
<p>Carrying and placing floor sheets</p> <p>Slips, trips, falls and accessibility -</p> <p>Manual tasks</p>	<p>Slips, trips and falls through open floor joists</p> <p>Back injuries - strains and sprains</p>		✓			✓		2	<p>Assess travel path and distance to work area</p> <p>Ensure unobstructed access to site and work areas.</p> <p>Use planks as temporary work platform.</p> <p>Use trained 'workers' and team lifting.</p> <p>Ensure 'workers' know their responsibility during the carrying and positioning of the sheets upon the open floor joists</p>	Contractor / all 'workers'	
<p>Carry rolls of poly-fabric and install to cover to first floor platform -</p> <p>Slips, trips, falls and accessibility -</p> <p>Windy and or wet conditions -</p> <p>Gravity - overbalancing-</p> <p>Manual tasks</p>	<p>Slips, trips and falls</p> <p>Back injuries - strains and sprains</p>		✓		✓			1	<p>Assess travel path and distance to work area</p> <p>Ensure unobstructed access work area.</p> <p>Use trained 'workers' and team lifting to position and to roll out poly-fabric.</p>	Contractor / all 'workers'	
<p>Carrying frames up ramp / scaffold</p> <p>Slips, trips, falls and accessibility -</p> <p>Slope of ramp -</p> <p>Windy and or wet conditions -</p> <p>Manual tasks</p>	<p>Slips, trips and falls.</p> <p>Back injuries - strains and sprains</p>		✓			✓		2	<p>Assess travel path and distance to work area</p> <p>Guardrails to ramp are in place - ramp surface clean and dry.</p> <p>Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry.</p> <p>Use trained 'workers' and</p>	<p>Contractor</p> <p>Contractor / all 'workers'</p>	

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									<p>team lifting.- ensure team 'workers' know their responsibility during the work process</p> <p>Remove guardrail from ramp to allow easy carrying.</p> <p>Have large prefab frames delivered with loose lintels.</p> <p>Use site cut frames on first floor.</p> <p>Have frames made in smaller lengths.</p> <p>Use mechanical assistance where practicable - provide training in the use of the equipment</p>		
<p>Cutting timber frame with power saw -</p> <p>Electricity -</p> <p>Exposure to noise -</p> <p>Exposure to dust -</p> <p>Hazardous chemicals -</p> <p>Biological -</p> <p>Tools and equipment</p> <p>Struck by flying objects</p>	<p>Electric shock or electrocution</p> <p>Hearing loss -</p> <p>Inhalation of dust - respiratory problems -</p> <p>Sight damage</p>		✓			✓		2	<p>RCD installed on mains supply / portable generator</p> <p>Guards to equipment fully operational</p> <p>Use trained 'workers'.</p> <p>Use appropriate PPE.</p>	Contractor / all 'workers'	
<p>Lifting / placement of roof trusses -</p> <p>Slips, trips, falls and accessibility -</p> <p>Inadequate fall prevention system / work platform -</p> <p>Windy and or wet conditions -</p> <p>Manual tasks</p>	<p>Slips, trips, falls</p> <p>Back injuries - muscle strain / sprain</p>		✓			✓		2	<p>Use planks as temporary work platform</p> <p>Use mechanical assistance to position trusses on top of wall plates</p> <p>Use trained 'workers' and team lifting.- ensure team 'workers' know their responsibility during the lifting and positioning of the roof trusses</p> <p>Replace truss with cut roof.</p> <p>Have girder trusses made in two [2] sections i.e.: not nailed together</p>	Contractor / all 'workers'	
<p>Fixing of eaves and windows -</p> <p>Slips, trips, falls and</p>	<p>Slips, trips and falls from work platform and accessibility.</p> <p>Fractures, bruises</p>		✓		✓			1	<p>Use trained 'workers' and team lifting.</p> <p>Guardrails to scaffold, work platform complete, clean and</p>	<p>Contractor / all 'workers'</p> <p>Site Supervisor</p>	



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accessibility -  Inadequate fall prevention system / work platform -  Pitch of roof - roofing material -  Windy and or wet conditions - Gravity - overbalancing - Manual tasks	lacerations and personal injuries  Back injuries - strains and sprains.								dry.  Perimeter guardrail / catch scaffold to roof surfaces when working from roof surface  Use safety harness when working from roof surface.  Use of appropriate PPE.		
Carry and install rolls of aluminium breather foil to wrap first floor frame -  Slips, trips, falls and accessibility -  Windy and or wet conditions -  Gravity - overbalancing-  Manual tasks	Slips, trips and falls  Back injuries - strains and sprains		✓		✓			1	Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry.  Use trained 'workers' and team lifting to position and to roll out and fix breather foil.  Additional 'workers' to assist where required	Contractor / all 'workers'	
Stairwell opening - roughed-in stair no guardrail - Slips, trips, falls and accessibility -  Gravity - overbalancing	Falls through open stairwell  Fractures, bruises lacerations and personal injuries		✓		✓			1	Prevent access to opening.  Provide guardrail / edge protection to stairwell void  Cover stairwell with temporary sheeting / scaffold.	Contractor / all 'workers'  Staircase Installer	
Carrying fix out material and tools up stairs -  Slips, trips, falls and accessibility -  Manual tasks	Slips, trips and falls  Back injuries - strains and sprains		✓			✓		2	Assess travel path and distance to work area  Ensure unobstructed access work areas.  Use trained 'workers' and team lifting.  SWMS	Contractor / all 'workers'	
Use of power tools in confined space  Electricity - Exposure to noise - Exposure to dust -	Electric shock or electrocution  Hearing loss  Inhalation of dust		✓			✓		2	RCD installed on mains supply / portable generator  Guards to plant and equipment fully operational  Use trained 'workers' and	Contractor / all 'workers'	

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Hazardous chemicals - Biological Tools and equipment	- respiratory problems  Sight damage								rotate tasks  Adequate light and ventilation  Use of appropriate PPE.		
Carrying vanity unit up ramp / scaffold or up stairs -  Slips, trips, falls and accessibility -  Slope of ramp -  Windy and or wet conditions -  Manual tasks	  Slips, trips, falls and accessibility.  Back injuries - strains and sprains		✓			✓		2	Assess travel path and distance to work area  Ensure unobstructed access 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.  Use trained 'workers' and team lifting.	Contractor  Contractor / all 'workers'	
Cutting chemically treated timber, pine and particleboard / MDF sheets - Exposure to noise - Exposure to dust - Hazardous chemicals - Biological Equipment	Hearing loss  Inhalation of dust – respiratory problems  Sight damage		✓			✓		2	RCD installed on mains supply / portable generator  Guards to plant and equipment fully operational.  Train 'workers' in the safe handling and cutting of hazardous materials.  Adequate ventilation  Use of appropriate PPE  Provide SDS for product.	Contractor / all 'workers'	
Site clean up on completion of work  Manual tasks Exposure to dust - Hazardous chemicals - Biological -	Exposure to dust - Hazardous chemicals - Biological –  Personal injuries - cuts and abrasions.		✓			✓		3	Remove any temporary barricades if no longer required  Place all building waste and rubbish in the designated waste area  Leave site / work area in a clean and tidy condition	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: