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Company [PCBU]:	MLC Property Solutions Pty Ltd	Project Name/No:	All Jobs
Work Activity / Task:	SITE CLEANER - MANUAL	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	Michael Catto	Date:	18/9/14
Signature:	MCatto	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. 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. 	<p>BDOZ</p> <p>Contractor</p> <p>I</p> <p>II</p> <p>II</p> <p>II</p> <p>B</p> <p>C</p>
2	Unloading plant, equipment and tools	<ul style="list-style-type: none"> Public access Manual handling injuries Slips, trips and falls. 	<ul style="list-style-type: none"> Identify traffic management requirements. Provide as a minimum, low level basic requirements signage and 	<p>B C</p> <p>C</p>

Reviewed by: Gary Klomp
Principal Contractor's Representative

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"> 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. 	C C C C C
3	Setting up equipment	<ul style="list-style-type: none"> Manual handling 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. 	C Michael C C C
4	Site Clean	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV / weather exposure. Electrocution. Fall from height. Manual handling injuries. Exposure to dust. 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 installation work. Identify any products or materials that <i>may</i> contain asbestos. 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 and relate existing services. 	B B B B

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SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> • 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. • Ensure all power tools have working safety guards. • Maintain a clean and tidy work area. 	C C C C C C C C

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