

# SAFE WORK METHOD STATEMENT

Page 1 of 5 v1.13

Company Name:	Palace Painting	Project Name/No:	All JOBS
Work Activity / Task:	PAINTER & DECORATOR	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Simon Wang	Date:	5/2/14
Signature:	<i>[Signature]</i>	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"> <li>Slips, trips, falls and accessibility.</li> <li>UV light / weather exposure.</li> </ul>	<ul style="list-style-type: none"> <li>Site specific induction.</li> <li>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.</li> <li>Tool box talk to highlight any WHS concerns relative to the site.</li> <li>Ensure that the site and work place access is unobstructed.</li> <li>Ensure all weather access to work areas.</li> <li>Provision of designated waste areas.</li> <li>Storage of materials in designated areas.</li> <li>Regular site clean ups.</li> </ul>	PP SIMON CC
2	Unloading of equipment and materials	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> </ul>	<ul style="list-style-type: none"> <li>Team lifting and carrying.</li> <li>Training of employees in correct lifting and carrying methods.</li> </ul>	SIMON

Reviewed by: Gary Kiamp  
On behalf of Cape Cod

Construction Manager  
Position

Elatham as per GK  
Signature

11/2/14  
Date

# SAFE WORK METHOD STATEMENT [cont.]

Page 2 of 5 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> <li>• Unload and move the equipment and materials to a designated area to keep footpath / work place access clear.</li> </ul>	PP Simon
3	Setting up equipment	<ul style="list-style-type: none"> <li>• Manual task injuries</li> <li>• Slips, trips and falls.</li> </ul>	<ul style="list-style-type: none"> <li>• Set up in a clear area and maintain a clear travel path.</li> <li>• Training of "workers" in the setting up of ladders / trestles, electrical leads and power tools.</li> <li>• Ensure the proper use of all safety guards provided.</li> <li>• Ensure that all power tools and electrical leads have current tagging.</li> <li>• Ensure that power tools are attached to a residual current device [RCD].</li> </ul>	PP Simon
4	Painting - external	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• UV light / weather exposure.</li> <li>• Electrocution.</li> <li>• Fall from height.</li> <li>• Hazardous substances.</li> <li>• Exposure to dust / fumes.</li> <li>• Manual task injuries</li> <li>• Proximity of other "workers".</li> <li>• Public access.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>• 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.</li> <li>• Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work.</li> <li>• Ensure that guard rails to the ramp are in place and surface of the ramp is clean before commencing.</li> <li>• Ensure that scaffolding is safe and erected by a qualified Scaffolder before commencing.</li> <li>• Ensure that perimeter protection is in place [scaffolding and edge protection / working platform / toe boards] before commencing.</li> <li>• Ensure that the edge protection to the roof surface [roof rail] and level work platforms are in place before commencing work from roof surface.</li> <li>• Training of "workers" in safe working</li> </ul>	PP Simon

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E. Iatham as per GK  
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Page 3 of 5 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>at heights, from roof surfaces and balconies.</p> <ul style="list-style-type: none"> <li>• Training of "workers" in safe use of plant and equipment.</li> <li>• Training of "workers" in safe working from step and extension ladders including workers to face ladder when climbing up and down.</li> <li>• Check suitability of the ladder / trestle for purpose before use.</li> <li>• Check the ladder / trestle for damage / defect before use.</li> <li>• Check that the ladder / trestle is stable and is secured at the base and top before use.</li> <li>• Limit the use of ladders as work platforms.</li> <li>• Training of "workers" in correct lifting and carrying methods.</li> <li>• Ensure that the correct lifting and carrying techniques are used at all times.</li> <li>• Rotate "workers" and vary tasks performed.</li> <li>• Provide MSDS for hazardous substances – paint / thinners / solvents.</li> <li>• Training of "workers" in the safe handling / mixing and use of paints and stains.</li> <li>• Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible.</li> <li>• Use appropriate PPE - safety glasses, footwear, dust / fume protection [disposable], gloves.</li> <li>• Storage of materials in designated areas.</li> <li>• Maintain a clean and tidy work area.</li> </ul>	<p>PP</p> <p>Simon</p>
5	Painting - internal	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the site conditions and conduct a Risk Assessment before</li> </ul>	

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Page 4 of 5 v1.13

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		<ul style="list-style-type: none"> <li>Fall from height</li> <li>Hazardous substances</li> <li>Exposure to dust / fumes</li> <li>Manual task injuries</li> <li>Proximity of other "workers"</li> </ul>	<ul style="list-style-type: none"> <li>commencing.</li> <li>Training of "workers" in safe working at heights including over internal stairwells.</li> <li>Training of "workers" in correct lifting and carrying methods.</li> <li>Ensure that the correct lifting and carrying techniques are used at all times.</li> <li>Rotate "workers" and vary tasks performed.</li> <li>Provide MSDS for hazardous substances – paint / thinners / solvents.</li> <li>Training of "workers" in the safe handling / mixing and use of paints and stains</li> <li>Use appropriate PPE – safety glasses, footwear, dust / fume protection [disposable], gloves.</li> <li>Ensure that adequate lighting and ventilation is available.</li> <li>Training of "workers" in safe working from step and extension ladders including workers to face ladder when climbing up and down.</li> <li>Check suitability of the ladder / trestle for purpose before use.</li> <li>Check the ladder / trestle for damage / defects before use.</li> <li>Check that the ladder / trestle is stable and secured at base and top before use.</li> <li>Limit the use of ladders as work platforms.</li> <li>Training of "workers" in the safe use of plant and equipment.</li> <li>Storage of materials in designated and well ventilated areas.</li> <li>Maintain a clean and tidy work area.</li> </ul>	<p>PP</p> <p>SIMON</p>
6	Site clean up on completion of	<ul style="list-style-type: none"> <li>Manual task injuries</li> </ul>	<ul style="list-style-type: none"> <li>Remove any temporary barricades if</li> </ul>	

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Page 5 of 5 v1.13

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	work	<ul style="list-style-type: none"> <li>Exposure to dust</li> <li>Exposure to hazardous substances-</li> </ul>	<ul style="list-style-type: none"> <li>no longer required</li> <li>Place all rubbish / debris in designated waste storage area</li> <li>Leave site / work area in a clean and tidy condition</li> </ul>	PP SIMON

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