

# Fresh Start

## Safe Work Method Statement

version 1.0

Activity / Task: **Scaffold - Dismantle**

Project / Location: All Jobs

Company: **Fresh Start**

Signed by: Chris Moerman

Date: 09/11/2015

Principle Contractor: **Cape Cod**

Accepted by: Tara Antonioli

Date: 06/07/2016

Steps	Potential Hazards	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. <b>By: Fresh Start</b></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. <b>By: Principle Contractor &amp; Fresh Start</b></li><li>● Tool box talk to highlight any WHS concerns relative to the site. <b>By: Fresh Start</b></li><li>● Ensure that the site and work place access is unobstructed. <b>By: Principle Contractor</b></li><li>● Ensure all weather access to work areas. <b>By: Principle Contractor</b></li><li>● Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible. <b>By: Fresh Start</b></li><li>● Storage of materials /plant in designated areas. <b>By: Fresh Start</b></li><li>● Provide and maintain barricades to all materials stored on footpath and on site. <b>By: Fresh Start</b></li><li>● Regular site clean ups. <b>By: Principle Contractor</b></li></ul>
2. Handling of scaffold components	<ul style="list-style-type: none"><li>● Manual task injuries</li><li>● Slips, trips and falls.</li><li>● Proximity of other "workers".</li><li>● Public access.</li></ul>	<ul style="list-style-type: none"><li>● Team lifting and carrying <b>By: Fresh Start</b></li><li>● Training of "workers" in correct lifting and carrying methods. <b>By: Fresh Start</b></li><li>● Unload and move the tools and equipment to a designated area to keep footpath / work place access clear. <b>By: Fresh Start</b></li></ul>
3. Dismantling scaffold	<ul style="list-style-type: none"><li>● Slips, trips, falls and accessibility.</li><li>● Fall from heights.</li><li>● Falling objects.</li><li>● Manual task injuries</li><li>● Sprains and strains.</li><li>● Cuts and abrasions.</li><li>● Electrocution.</li><li>● Exposure to noise.</li><li>● Exposure to dust</li><li>● UV / weather exposure.</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 Site Specific Risk Assessment before commencing. <b>By: Fresh Start</b></li><li>● Set up in a clear area and maintain a clear travel path. <b>By: Fresh Start</b></li><li>● Identify the location of the electrical service. <b>By: Fresh Start</b></li><li>● 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. <b>By: Principle Contractor</b></li><li>● All scaffolding is to be dismantled by WorkCover NSW certified Scaffolders. <b>By: Principle Contractor</b></li><li>● Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. <b>By: Fresh Start</b></li><li>● Training of "workers" in the setting up of ladders, electrical equipment and use of fall arrest systems [harnesses]. <b>By: Fresh Start</b></li><li>● Ensure the proper use by "workers" of all safety guards and fall arrest systems provided. <b>By: Fresh Start</b></li><li>● Ensure Scaffolders ["worker"] is harnessed up to scaffold at all times when dismantling components <b>By: Fresh Start</b></li><li>● Ensure that all power tools and electrical leads have current tagging. <b>By: Fresh Start</b></li><li>● Ensure that power tools are attached to a residual current device [RCD]. <b>By: Fresh Start</b></li><li>● Provide "Restricted Access" warning signage. <b>By: Fresh Start</b></li><li>● Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. <b>By: Fresh Start</b></li><li>● Ensure working platforms [decks] are clean. <b>By: Fresh Start</b></li><li>● Dismantle shade cloth and mesh by undoing from bottom to top. <b>By: Fresh Start</b></li><li>● Pull shade cloth and mesh into scaffold and pass down to man ["worker"] on ground. <b>By: Fresh Start</b></li><li>● 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. <b>By: Fresh Start</b></li></ul>

- Clearly display "Scaffold incomplete" sign to incomplete scaffold if scaffold is left unattended. **By: Fresh Start**

4. Dismantling - Kickboards Handrails Dismantle deck or wait until access to lift below	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility.</li> <li>● Fall from heights.</li> <li>● Falling objects.</li> <li>● Manual task injuries</li> <li>● Sprains and strains.</li> <li>● Cuts and abrasions.</li> <li>● Electrocution.</li> <li>● Exposure to noise.</li> <li>● Exposure to dust.</li> <li>● UV / weather exposure.</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 Site Specific Risk Assessment before commencing. <b>By: Fresh Start</b></li> <li>● Set up in a clear area and maintain a clear travel path. <b>By: Fresh Start</b></li> <li>● Identify the location of the electrical services <b>By: Fresh Start</b></li> <li>● Identify that the electrical service has been isolated or safely recommissioned before commencing work. <b>By: Principle Contractor</b></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. <b>By: Principle Contractor</b></li> <li>● All scaffolding is to be dismantled by WorkCover NSW certified Scaffolders. <b>By: Fresh Start</b></li> <li>● Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves <b>By: Fresh Start</b></li> <li>● Training of "workers" in the setting up of ladders, electrical equipment and use of fall arrest systems [harnesses]. <b>By: Fresh Start</b></li> <li>● Ensure the proper use by "workers" of all safety guards and fall arrest systems provided. <b>By: Fresh Start</b></li> <li>● Ensure Scaffolders ["worker"] is harnessed up to scaffold at all times when dismantling components <b>By: Fresh Start</b></li> <li>● Ensure Scaffolders ["worker"] only disconnects when working on two [2] planks and protected by handrail. <b>By: Fresh Start</b></li> <li>● Ensure that all power tools and electrical leads have current tagging. <b>By: Fresh Start</b></li> <li>● Ensure that power tools are attached to a residual current device [RCD]. <b>By: Fresh Start</b></li> <li>● Provide "Restricted Access" warning signage. <b>By: Fresh Start</b></li> <li>● Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. <b>By: Fresh Start</b></li> <li>● Ensure working platforms [decks] are clean. <b>By: Fresh Start</b></li> <li>● Dismantle shade cloth and mesh by undoing from bottom to top <b>By: Fresh Start</b></li> <li>● Pull shade cloth and mesh into scaffold and pass down to man on ground. <b>By: Fresh Start</b></li> <li>● 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. <b>By: Principle Contractor</b></li> <li>● Clearly display "Scaffold incomplete" sign to incomplete scaffold if scaffold is left unattended. <b>By: Fresh Start</b></li> </ul>
5. Continue to dismantle scaffold. Scaffolder to work back towards scaffold access. Once access is disconnected then dismantle next lift.	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility.</li> <li>● Fall from heights.</li> <li>● Falling objects.</li> <li>● Manual task injuries</li> <li>● Sprains and strains.</li> <li>● Cuts and abrasions.</li> <li>● Electrocution.</li> <li>● Exposure to noise.</li> <li>● Exposure to dust</li> <li>● UV / weather exposure.</li> <li>● Public access.</li> <li>● Proximity of other "workers".</li> </ul>	<ul style="list-style-type: none"> <li>● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. <b>By: Fresh Start</b></li> <li>● Set up in a clear area and maintain a clear travel path. <b>By: Fresh Start</b></li> <li>● Identify the location of the electrical service <b>By: Principle Contractor</b></li> <li>● 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. <b>By: Principle Contractor</b></li> <li>● All scaffolding is to be dismantled by WorkCover NSW certified Scaffolders. <b>By: Fresh Start</b></li> <li>● Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. <b>By: Fresh Start</b></li> <li>● Training of "workers" in the setting up of ladders, electrical equipment and use of fall arrest systems [harnesses]. <b>By: Fresh Start</b></li> <li>● Ensure the proper use of all safety guards and fall arrest systems provided. <b>By: Fresh Start</b></li> <li>● Ensure that all power tools and electrical leads have current tagging. <b>By: Fresh Start</b></li> <li>● Ensure Scaffolders ["worker"] is harnessed up to scaffold at all times when dismantling components <b>By: Fresh Start</b></li> <li>● Ensure Scaffolders ["worker"] only disconnects when working on two [2] planks and protected by handrail. <b>By: Fresh Start</b></li> <li>● Ensure that power tools are attached to a residual current device [RCD]. <b>By: Fresh Start</b></li> <li>● Provide "Restricted Access" warning signage. <b>By: Fresh Start</b></li> <li>● Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. <b>By: Fresh Start</b></li> <li>● Ensure working platforms [decks] are clean. <b>By: Fresh Start</b></li> <li>● 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. <b>By: Principle Contractor</b></li> <li>● Clearly display "Scaffold incomplete" sign to incomplete scaffold if scaffold is left unattended. <b>By: Fresh Start</b></li> </ul>
6. Site clean up on completion of work	<ul style="list-style-type: none"> <li>● Manual task injuries</li> <li>● Exposure to dust</li> <li>● Exposure to</li> </ul>	<ul style="list-style-type: none"> <li>● Remove any temporary barricades if no longer required <b>By: Principle Contractor</b></li> <li>● Place all rubbish / debris in designated waste storage area <b>By: Fresh Start</b></li> <li>● Leave site / work area in a clean and tidy condition <b>By: Principle Contractor &amp; Fresh Start</b></li> </ul>

hazardous  
substances-

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Person responsible for ensuring compliance with SWMS:  
Person responsible for reviewing SWMS control measures:

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