SAFE WORK METHOD STATEMENT

Page 1 of 13 v1.13

Company Name:	Fresh Start Constructions	Project Name/No:	All Jobs
Work Activity / Task:	CARPENTER	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Christian Moerman	Date: 17/9/14	
Signature:	consumer	Note: Sign off to be pro	ovided 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	 Slips, trips, falls and accessibility. UV light / weather exposure. 	 Site specific induction. 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. 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. Provide and maintain barricades to all materials stored on footpath and on site. 	The Buller + Fresh STUT The buller + Fresh STUT The buller Fresh STUT The buller Fresh STUT The buller Fresh STUT The buller Fresh STUT The buller
2	Unloading plant,	Manual task injuries	Regular site clean ups. Team lifting and carrying.	The builder
	equipment and tools	 Slips, trips and falls. Proximity of other "workers". Public access. 	 Training of "workers" in correct lifting methods. Unload and move the plant and equipment to designated area to keep footpath / work place access clear. 	Fresh Start Fresh Start

Reviewed by:	Gary Klomp
	On behalf of Cape Cod
	Signature

Construction Manager
Position

19 19 14 Date

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
3	Setting up equipment	Manual task injuriesSlips, trips and falls.	Set up in a clear area and maintain a clear travel path.	Fresh Sturt
		Proximity of other "workers".Public access.	Training of "workers" in setting up of electrical leads, power tools and nail guns.	Frest Start
			 Ensure the proper use of all safety guards provided. 	Fresh Start
			 Ensure that all power tools and electrical leads have current tagging. 	Fresh STErT
			 Ensure that all power tools are attached to a residual current device [RCD]. 	Fress 574-7
4	Setting up access ramp	Slips, trips, falls and accessibility.	 Assess the site conditions including the weather and conduct a Site Specific Risk 	Fress sturt
		Fall from height.Manual task injuriesProximity of other	Assessment before commencing. • Team lifting and carrying.	F-ess 574-7
		"workers". • Public access.	 Training of "workers" in correct lifting and carrying methods. 	F-055 576-7
			 Ensure that workers have protective footwear and gloves. 	Frest 570-7
			 Check the ladder for damage / defects before use. 	Fress 572-7
			 Check that the ladder is stable and secured top and bottom before use. 	Frest Sterl
			 Install handrail and ensure adequate bracing to ramp. 	Erest Start Bulder To
			 Provide a gate to the ramp with warning signage. 	Supply Fross STA-1 TO FIT
5	Stripping of existing roof	Slips, trips, falls and accessibility.	 Assess the site conditions including the weather and 	F-851 STar7
	frame and covering	 UV light / weather exposure. 	conduct a Site Specific Risk Assessment before commencing.	The Buller
		Fall from height.Hazardous materials.	 Identify any products or materials that may contain asbestos [ACM]. 	The Buller Fresh start The Buller
		Identification of services.	 Identify services and make sure all electrical, gas, water and 	The Buller
		 Electrocution Gas explosions	sewerage services have been isolated or safely relocated	

Reviewed by:	Gary Klomp	
	On behalf of Cape Cod	

Construction Manager Position

ltem	Job Step	Potential Hazard	Controls	Responsible Person/s
		 Falling objects Exposure to dust Exposure to noise Manual task injuries 	 before commencing. Use Licensed Electrician and Plumber to isolate, disconnect and relocate existing services. 	The Buller
		Sprains and strainsCuts and abrasions	Training of "workers" in safe working at heights and safe movement on roof.	Frest 572-7
		Proximity of other "workers".Public access.	Provide "Demolition in Progress" and "Restricted Access" warning signage.	The Builder
			Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary.	The Builder Fresh stur7
			Ensure that the scaffolding is safe and erected by a qualified Scaffolder.	F-894 570-7
			Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing.	Fress stee7
			Check the access ladder for damage / defects before use.	Fress 574-7
			Check that the ladder is stable and secured top and bottom	Fresh 574-7 Fresh 574-7 Fresh 574-7
			before use.Correct use of access ladder.	Fress 572-7
			 Limit use of ladders as working platforms. 	Fress 572-7
			Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats.	
			Systematic safe removal of materials.	Frest Stert
			Team lifting and carrying.	Fres1 57847
			Ensure that the stairwell and openings / voids in floor are covered.	Fresh Start Fresh Start Fresh Start Builter Fresh Start
			Ensure all roof tarps are tied	Fross Stur7

Reviewed by:	Gary Klomp
	On behalf of Cape Cod
	Signature

19/9/14 bate

ltem	Job Step	Potential Hazard	Controls	Responsible Person/s
			down and not weighted with tiles. • Ensure that materials are not stored on roof or scaffold.	Fresh Str-7 The Builde
			 Provide a Shute for materials into designated waste area as required. Provide a 'spotter' where necessary. 	The Builde Fresh Start
			Provide shade cloth around work area and wet down dust as required to prevent wind borne dust.	The Bullen
			Storage of materials in designated waste area.	The Builder
			Regular site clean ups.	The Builder
6	Cut out existing roof structure	Slips, trips, falls and accessibilityFall from height	 Assess the site conditions including the weather and conduct a Site Specific Risk 	F-654 572-7
		 Sharp and penetrating objects Manual task injuries Exposure to dust Exposure to noise Proximity of other 	 Assessment before commencing. Identify that the electrical services have been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing installation work. 	F-651 571-7
		"workers". • Public access.	 Training of "workers" in safe working at heights and safe movement on roof. 	Fress 574-7
			 Provide "Demolition in Progress" and "Restricted Access" warning signage. 	The Builder
			 Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. 	The Builder Frost 574-7
			 Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. 	F-054 570-7
			 Check the access ladder for damage / defects before use. Check that the ladder is stable 	Fress STENT

Reviewed by:	Gary Klomp
	On behalf of Cape Cod
	Signature

19191A

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			and secured top and bottom before use. • Correct use of access ladder.	Frest 574-7
			Limit use of ladders as working platforms.	Frest 574-7
			Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves, and hard hats.	F-051 570-7
			 Training of "workers" in safe use of power tools, chain saws and reciprocating saws. 	Fress start
			Ensure all power tools have working safety guards.	Fress 571-7 Fress 571-7
			Systematic safe removal of materials.	Frest 570-7
			Ensure that correct lifting and carrying techniques are used.	Frost 5727
			Ensure that the existing stairwell and openings in floor are covered and / or protected by guard rails.	Boilder
			Ensure that materials are not stored on roof or scaffold.	F-155 572-7
			Ensure that all exposed nails are removed.	F-055 572-7
			Storage of materials in designated waste areas.	F-051 STUT
			Regular site clean ups.	The Bulle-
7	Carry materials up ramp - Installation of floor platform	 Slips, trips, falls and accessibility. UV light / weather exposure. 	Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing.	The Bulle- Fresh Start
	members	 Fall from height. Manual task injuries Exposure to dust. Exposure to noise. Proximity of other "workers". Public access. 	 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 the installation work. Ensure that the guard rails to the 	Fress 574-7

Reviewed by:

Gary Klomp
On behalf of Cape Cod

Signature

Construction Manager

Position

ltem	Job Step	Potential Hazard	Controls	Responsible Person/s
			ramp are in place and that the surface of ramp is clean before commencing.	
			 Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. 	Frest Start
			Ensure that all openings and voids in the floor platform are covered or protected by a guard rail.	Fresh 57a-7
			Training of "workers" in correct lifting and carrying methods.	F-055 570-1
			Ensure correct lifting and carrying techniques are used at all times.	Fress 570-7 Fress 570-7
			Team lifting and carrying	F-053 57007
			 Ensure that "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear. 	Fress 574-7
			Provide MSDS for chemically treated timber floor framing and sheet particleboard flooring.	Fress Stert
			Training of "workers" in the safe handling and use of chemically treated timber products and sheet particleboard flooring.	Fresh 574-7
			Training of "workers" in the safe use of power tools and nail guns.	Fresh 572-7 Fresh 572-7 Fresh 572-7
			Ensure that all power tools have working safety guards.	Fresh 57a-7
			Storage of materials in designated areas	F-191 5717
			Maintain a clean and tidy work area.	Fresh 572-7
8	Carrying structural steel members up ramp -	 Slips, trips and falls. UV light / weather exposure. Fall from height. 	Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing.	F-255 571-7
	Installation of		Identify that the electrical service	Frest STart

Reviewed by:	Gary Klomp
	On behalf of Cape Cod

Construction Manager
Position

19 | 9 | 14 Date

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
	steel beams and posts.	 Manual task injuries Proximity of other "workers". Public access. 	has been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing the installation work. Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. Training of "workers" in correct lifting and carrying methods Ensure that correct lifting and carrying techniques are used at all times Ensure that "workers" have protective footwear and gloves. Use of mechanical aids to lift and place steel beams and posts. Team lifting and carrying Use short beams where possible. Maintain a clean and tidy work area.	Fresh Start The Bullder Fresh Start Fresh Start Builder Fresh Start Builder Fresh Start Builder
9	Carry frames and components up ramp Erection of timber wall frames	 Slips, trips, falls and accessibility. UV light / weather exposure. Fall from height. Manual task injuries Sprains and strains. Exposure to noise. Hazardous materials. Proximity of other "workers". Public access. 	 Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. 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 the installation work. Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. 	Fresh Start

Reviewed by:	Gary Klomp
	On behalf of Cape Cod

Construction Manager
Position

19 19/14 Date

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			protection is in place [scaffolding and edge protection] before commencing. • Provide MSDS for chemically treated timber framing.	Frest 5747
			Training of "workers" in the safe handling and use of chemically treated timber products.	
			Training of "workers" in correct lifting and carrying methods.	Fresh 574-7
			carrying techniques are used at	
			Team lifting and carrying.	F-856 570-7
			Ensure "workers" have safety glasses, noise protection, protective footwear and gloves.	
			Limit use of ladders as working platforms.	Fresh STULT
			 Training of "workers" in safe use of power tools and nail guns. 	Fresh 5747 Fresh 5747 Fresh 5747 Fresh 5747 Fresh 5747
			Ensure all power tools have working safety guards.	Frest Stort
			Storage of materials in designated areas	E-155 57201
			Maintain a clean and tidy work area.	Fr196 57007
10	Carry up materials and components up ramp	Slips, trips, falls and accessibility UV light / weather exposure	Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing.	F-e54 578-7
	Installation of structural timber beams	 Fall from height Manual task injuries Exposure to noise Proximity of other "workers". Public access. 	 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 the installation work. 	F-ess 572-7
		i uniic decess.	Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing.	Fresh STULT

Reviewed by:	Gary Klomp	Construction Manager
	On behalf of Cape Cod	Position
		1919/14
	Signature	Date

ltem	Job Step	Potential Hazard	Controls	Responsible Person/s
			Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing.	Fress 5707
			Training of "workers" in correct lifting and carrying methods.	Fresh START
			Ensure correct lifting and carrying techniques are used at all times.	
			Ensure "workers" have protective footwear and gloves.	Fresh 574-7 Fresh 574-7
			Use of mechanical aids to lift and place hangers and beams.	Fresh 574-7
			Limit use of ladders as working platforms.	Fresh 5747 F-esh 5747
			 Team lifting and carrying Maintain a clean and tidy work area. 	F-ess 5700-7
11	Carry trusses up ramp	Slips, trips, falls and accessibility.UV light / weather	Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing.	Fresh STELT
	Erection of timber roof trusses	 exposure. Fall from height. Manual task injuries Exposure to noise. Proximity of other "workers". Public access. 	 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 the installation work. 	Fresh Start
			Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing.	Fresh Sturt
			Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing.	Fresh Sturt
			Training of "workers" in safe working at heights and safe movement on roof.	Fresh 57007 Fresh 57007
			Training of "workers" in correct lifting and carrying methods.	F-051 57a-7

Reviewed by:	Gary Klomp
	On behalf of Cape Cod
	Signature

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			 Ensure correct lifting and carrying techniques are used at all times. Team lifting and carrying Ensure "workers" have safety glasses, noise protection, protective footwear and gloves. Limit use of ladders as working platforms. Training of "workers" in the safe use of power tools and nail guns. Ensure all power tools have working safety guards. Storage of materials in designated areas Maintain a clean and tidy work 	Fresh 5747 Fresh 5747
12	Carrying materials up ramp. Installation of timber fascia, eaves and associated timber trims.	 Slips, trips, falls and accessibility. UV light / weather exposure. Fall from height. Manual task injuries Exposure to dust. Exposure to noise. Proximity of other "workers". 	 Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. 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 the installation work. 	Fresh Start
		Public access.	 Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform] Team lifting and carrying 	Fresh 574-7
			Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear.	F-655 574-7 F-655 574-7
			Training of "workers" in the safe use of power tools and nail guns.	F-esh 570-7 Fresh 5700-7 F-056 5700-7
			 Ensure all power tools have working safety guards. Storage of materials in 	F-056 5781-7

Reviewed by:	Gary Klomp
	On behalf of Cape Cod

Construction Manager

Position

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			designated areasMaintain a clean and tidy work area.	
13	Carrying materials up ramp. Installation of external wall cladding.	 Slips, trips, falls and accessibility. UV light / weather exposure. Fall from height. Manual task injuries Exposure to dust. Exposure to noise. Proximity of other "workers". 	 Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. 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 the installation work. 	Fresh 5747
		Public access.	Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform]	Fresh 5747
			Team lifting and carrying.	Fresh 574-7
			 Ensure workers have safety glasses, noise protection, dust protection [disposable], protective footwear. 	
			Limit use of ladders as working platforms.	Fresh 572-7
			Training of "workers" in safe use of power tools and nail guns.	F-054 578-7
			Ensure all power tools have working safety guards.	Fresh Start Fresh Start
			Storage of materials in designated areas.	Fresh STUPT
			Maintain a clean and tidy work area.	Fresh Sturt
14	Carrying window and door assemblies up ramp.	 Slips, trips, falls and accessibility. UV light / weather exposure. 	Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing.	Fresh Sturi
	Installation of window and door assemblies.	 Fall from height. Manual task injuries Exposure to noise. Proximity of other 	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	Fre54 574A)

Reviewed by:	Gary Klomp	
	On behalf of Cape Cod	
	//	
	Signature	

ltem	Job Step	Potential Hazard	Controls	Responsible Person/s
		"workers". • Public access.	commencing the installation work. Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform] 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 Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear. Training of "workers" in the safe use of power tools and nail guns. Ensure all power tools have working safety guards. Maintain a clean and tidy work area.	Fresh Start
15	Positioning of external timber stairs.	 Slips, trips, falls and accessibility. UV light / weather exposure. Fall from height. Manual task injuries Exposure to noise. Proximity of other 	 Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. Training of "workers" in correct lifting and carrying methods. Ensure correct lifting and carrying techniques are used at all times. 	Fresh Start Fresh Start
	"workers". • Public access.		Fresh Start Fresh Start Fresh Start	
			 place stairs. Limit use of ladders as working platforms. Team lifting and carrying. Provide MSDS for chemically treated timber framing. 	Fresh 574-7 Fresh 574-7 Fresh 574-7 Fresh 574-7
			Training of "workers" in the safe handling and use of chemically	Frest Stury

Reviewe	d	by:
---------	---	-----

Gary Klomp
On behalf of Cape Cod

Signature

Construction Manager

Position