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**TRADE: STAIRCASE INSTALLER**

<b>Job No:</b>	<b>7700/15</b>	<b>Client:</b>	<b>KING &amp; LYONS</b>
<b>Address:</b>	13 Fourth Avenue, Lane Cove NSW 2066	<b>Supervisor:</b>	Matt Saunders

<b>Key:</b>	"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 *current material safety data sheet* recommendations and also complies with the requirements of WHS Regulation 2011 Chapter 3 - Part 3.2

**Note 3:** All *manual tasks* are to comply with the requirements of Safe Work Australia – National Code of Practice for Manual Handling 2009 [or as amended] and /or WorkCover NSW Code of Practice - Hazardous manual tasks

**Note 4:** Management of the risk of fall from one level to another must comply with Part 3.1 and the requirements of Part 4.4 Falls Clauses 78-80 of WHS Regulation 2011

**Note 5:** 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 task or 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 / Staircase Installer / 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 area.  Provide and maintain barricades to isolate material and to restrict access.  Provide designated waste areas	Site Supervisor / Staircase Installer / all workers'	
Manual handling staircase components to work area -  Slips, trips, falls and accessibility -	Slips, trips and falls  Muscle strain - back injuries and cuts		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers'  Assess travel path and distance to work area	Staircase Installer / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
Access ways not clearly defined -  Manual tasks	Over exertion or repetitive movements								Ensure unobstructed access to the work area  Use task specific trained 'workers' and team lifting.  Face direction of travel  Rotate 'workers' and vary tasks. Use lifting equipment, get assistance for loads which are heavy or are off awkward dimensions.		
Exposure to dust / chemical vapours -  Hazardous chemical - Biological -	Dust and chemical vapour inhalation / skin and eye allergies irritations.  Respiratory problems		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers' Use appropriate PPE - disposable dust / chemical vapour protection.	Contractor / all 'workers'	
Exposure to UV light / weather -  UV light - glare  Extreme temperatures	Skin cancer / sun burn -  Dehydration - heat stroke or fatigue  Sight damage		✓			✓		2	Reduce exposure where possible.  Monitor 'workers' condition Adequate fluid intake Use appropriate sun screen.  Wear appropriate PPE.	Staircase Installer / all 'workers'	
Use of electrical powered / battery operated tools -  Electricity - Exposure to noise - Exposure to dust - Hazardous chemicals - Biological - Equipment	Electrical shock or electrocution  Hearing loss  Inhalation of dust - respiratory problems.  Eye and skin irritations / allergies -  Sight damage  Cuts		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers'  RCD installed on mains supply / portable generator  Protect power lead from damage - power saw blade / sharp edges / vehicular traffic  Use stands and hooks for leads in trafficable areas  Guards to plant and equipment fully operational.  Use stands and hooks for leads in trafficable areas  Monitor for airborne dust  Adequate ventilation and	Staircase Installer / all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
									lighting  Use task specific trained 'workers'.  Use of appropriate PPE.		
Use of pneumatic operated tools and equipment -  Compressed air - Exposure to noise - Exposure to dust - Hazardous chemicals Biological - Plant / equipment	Impact injury from projectiles  Hearing loss  Inhalation of dust - respiratory problems.  Eye and skin irritations / allergies -  Sight damage		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers'  Appropriate warning signage and barricades to restrict access into the work area  Ensure unobstructed access work areas  Regularly monitor that air hoses are securely engaged and not damaged  Guards to tools fully operational  Protect air line from damage - power saw blade / sharp edges / vehicular traffic  Use of appropriate PPE.  Use task specific trained 'workers'.	Contractor / all 'workers'	
Working with maple and pine timber-  Exposure to dust - Hazardous chemicals - Biological Tools and equipment	Inhalation of dust / fibres - respiratory problems.  Eye and skin irritations / allergies  Stuck by flying chip - sight damage		✓			✓		2	Identify the risks / hazards and plan the tasks in consultation with the 'workers'  Monitor for airborne dust / fibres Use tools equipped with suitable guards and dust collection bags.  Use appropriate PPE  Make SDS available	Staircase Installer / all 'workers'	
Assemble staircase components in-situ and install -  Manual tasks - Electricity -	Slips, trips and falls  Back injuries - muscle strain / sprain  Electrical shock		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers' Establish safe work area Use task specific trained 'workers' and team lifting. Rotate 'workers' and vary tasks.	Site Supervisor / Staircase Installer / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
	or electrocution								Provide and maintain barricades to restrict access to work area. Assemble staircase in small units and in position. Assess and locate concealed services.		
<p>Work within open stairwell - fitting rails, posts and balustrade, nosings after installation of flight -</p> <p>Slips, trips, falls and accessibility -</p> <p>Inadequate fall prevention system / work platform -</p> <p>Gravity - overbalancing</p>	<p>Slips, trips and falls from stairwell edge.</p> <p>Fall from ladder</p> <p>Fractures, bruises lacerations and personal injuries</p>		✓		✓			1	<p>Identify the risks / hazards and plan the tasks in consultation with the 'workers'</p> <p>Use task specific trained 'workers'.</p> <p>Secure ladder at base and top.</p> <p>Ensure 'workers' face the ladder when climbing up and down.</p> <p>Provide and maintain barricades to restrict access to work area.</p> <p>Use safety signage.</p> <p>Provide guardrail / edge protection.</p> <p>Provide scaffolding.</p> <p>Limit the use of ladders.</p>	Staircase Installer / all 'workers'	
<p>Work from step / extension ladder-</p> <p>Slips, trips, falls and accessibility -</p> <p>Inadequate fall prevention system / work platform -</p> <p>Gravity - overbalancing</p>	Fall from ladder		✓		✓			2	<p>Identify the risks and plan the task in consultation with the 'workers'</p> <p>Assess travel path and distance to work area</p> <p>Ensure unobstructed access to work areas.</p> <p>Use scaffold as a working platform.</p> <p>Ensure ladders are at 4:1 slope.</p> <p>Secure ladder at base and top.</p> <p>Ensure workers face the ladder when climbing up and down ladder.</p> <p>Provide and maintain barricades to restrict access to work area.</p> <p>Limit the use of ladders</p>	Staircase Installer / all 'workers'	
Use of gap filling flexible fillers/ sealants	Inhalation of fumes -	✓			✓			3	✓ Identify the risks / hazards and plan the task in	Contractor / all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
Hazardous chemicals -  Biological	respiratory problems.  Eye and skin irritations/ allergies								consultation with the 'workers'  Avoid contact with skin and eyes.  Monitor air quality for chemical vapours  Use task specific trained 'workers'.  Use appropriate PPE. Provide SDS.		
Clean up and rubbish removal - Manual handling - Exposure to dust -  Hazardous chemicals - Biological  Access ways not clearly defined -	Slips, trips and falls  Inhalation of dust / fibres - respiratory problems.  Eye and skin irritations / allergies								Ensure safe movement around work area.  Place all associated building waste and rubbish in the designated waste area / skip bin Use trained 'workers' Rotate 'workers' and vary tasks. Remove any temporary barricades if no longer required		

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:

