


# SAFE WORK METHOD STATEMENT

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|                       |   |                       |  |
|-----------------------|---|-----------------------|--|
| Company [PCBU]:       |   | Project Name/No:      |  |
| Work Activity / Task: | INTERNAL LININGS<br>INSTALLER   | Principal Contractor: | Cape Cod Australia Pty Ltd               |
| Prepared by:          | ALEXANDER MORRIS<br>LVDHRELI STA  | Date:                 | 5/4/15                                   |
| Signature:            |  | 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

| Task/Problem                        | Hazard  | Likelihood |          |          | Result |        |       | Priority | Possible Control                       | Action By                | Date |
|-------------------------------------|---------|------------|----------|----------|--------|--------|-------|----------|--|--------------------------|------|
|                                     |         | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |  |                          |      |
| Variation to plan<br>Change of Roof | Unknown |            |          |          |        |        |       |          | Tool Box Talk<br>Work Method Statement | Contractor<br>Supervisor |      |
|                                     |         |            |          |          |        |        |       |          |  |                          |      |
|                                     |         |            |          |          |        |        |       |          |  |                          |      |
|                                     |         |            |          |          |        |        |       |          |  |                          |      |
|                                     |         |            |          |          |        |        |       |          |  |                          |      |
|                                     |         |            |          |          |        |        |       |          |  |                          |      |

| 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 / weather exposure</li> </ul> | <ul style="list-style-type: none"> <li>Site specific induction.</li> <li>All "workers" to read the General Construction Safety Plan signage and Risk Assessment form before entering site</li> <li>Tool box talk to highlight any OHS 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> </ul> | Foreman<br><br>Alex<br><br>Foreman & Alex<br>Foreman & Alex<br><br>Foreman & Alex<br>Alex<br>Alex |

Reviewed by: Cathy Klamp  
Principal Contractor's Representative

Construction Manager  
Position

  
Signature

20 April 15  
Date

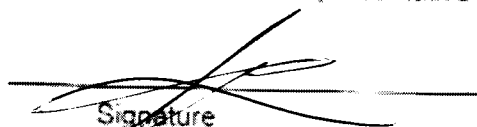
# SAFE WORK METHOD STATEMENT [cont.]

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| Item | Job Step                          | Potential Hazard   | Controls   | Responsible Person/s                    |
|------|-----------------------------------|--|--|---|
|      |                                   |  | <ul style="list-style-type: none"> <li>Storage of materials in designated areas.</li> <li>Regular site clean ups.</li> </ul>   | Foreman & Alex                          |
| 2    | Unloading of tools and materials. | <ul style="list-style-type: none"> <li>Manual handling 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.</li> <li>Training of "workers" in correct lifting and carrying methods.</li> <li>Unload and move the tools and materials to a designated area to keep footpath / work place access clear.</li> </ul>   | Alex<br>Alex<br>Alex                    |
| 3    | Setting up equipment              | <ul style="list-style-type: none"> <li>Manual handling 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>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> | Alex<br>Alex<br>Foreman<br>Alex<br>Alex |
| 4    | Ground floor installation         | <ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>Electrocution.</li> <li>Fall from height.</li> <li>Hazardous substances.</li> <li>Exposure to noise.</li> <li>Exposure to dust.</li> <li>Manual handling.</li> <li>Sprains and strains.</li> <li>Cuts and abrasions.</li> </ul> | <ul style="list-style-type: none"> <li>Assess the site conditions and conduct a Risk Assessment before commencing.</li> <li>Identify location of the electrical and water services.</li> <li>Identify that the electrical service has been isolated or safely recommissioned before commencing work.</li> <li>Ensure that all exposed openings and voids in the floor are guard railed or covered.</li> </ul>  | Alex<br>Alex<br>Alex<br>Foreman & Alex  |

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Principal Contractor's Representative

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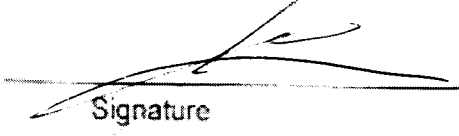
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## SAFE WORK METHOD STATEMENT [cont.]

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| Item | Job Step | Potential Hazard  | Controls   | Responsible Person/s  |
|------|----------|---|--|---|
|      |          | <ul style="list-style-type: none"> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul> | <ul style="list-style-type: none"> <li>Team lifting and carrying of large flat sheets of plasterboard.</li> <li>Reduce team lifting and positioning of ceiling sheets by use mechanical panel lifter.</li> <li>Training of employees 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>Training of "workers" in safe working from ladders.</li> <li>Check the ladder / trestles for damage / defect before use.</li> <li>Check that the trestle work platform is stable before use.</li> <li>Limit the use of ladders as work platforms.</li> <li>Provide MSDS for hazardous substances – plasterboard adhesives, insulation, and setting plaster.</li> <li>Training of "workers" in the safe handling and use of plasterboard adhesives, insulation, setting plaster.</li> <li>Use appropriate PPE – safety glasses, footwear, noise and dust protection [disposable] and gloves.</li> <li>Wear disposable dust protection when mixing powders, sanding or sweeping.</li> <li>Use disposable dust</li> </ul> | <p>Alex</p> <p>Alex</p> <p>Alex</p> <p>Alex</p> <p>Alex</p> <p>Alex</p> <p>Alex</p> <p>Alex</p> <p>Alex</p> <p>Alex</p> <p>Alex</p> <p>Alex</p> |

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## SAFE WORK METHOD STATEMENT [cont.]

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| Item | Job Step  | Potential Hazard   | Controls   | Responsible Person/s   |
|------|---|--|--|--|
|      |   |  | protection and power sander with vacuum attachment and dust bags to reduce air borne dust.<br>• Monitor dust when sanding is being undertaken<br>• Use scaffolding for void and raked ceilings<br>• Storage of materials in designated areas.<br>• Maintain a clean and tidy work area by removing off cuts of plaster to designated waste area.<br>• Provide "Restricted Access" warning signage and establish a "No access area" to designated waste area by barricading to prevent access to the area of work. Provide a spotter where necessary. | Alex<br><br>Alex<br><br>Alex<br><br>Alex<br><br>Alex<br><br>Foreman & Alex |
| 5    | Carry tools and materials up ramp<br><br>External access to upper floor | • Slips, trips, falls and accessibility.<br>• Electrocuting<br>• Fall from height.<br>• Hazardous substances.<br>• Exposure to noise.<br>• Exposure to dust.<br>• Manual handling.<br>• Sprains and strains.<br>• Cuts and abrasions.<br>• Proximity of other "workers". | • Assess the site conditions including the weather and conduct a Risk Assessment before commencing work.<br>• 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<br>• Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing.<br>• Ensure that the perimeter protection is in place [scaffolding and edge protection] and level walk platforms are in place before    | Alex<br><br>Foreman & Alex<br><br>Foreman & Alex<br><br>Foreman            |

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## SAFE WORK METHOD STATEMENT [cont.]

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| Item | Job Step | Potential Hazard | Controls  | Responsible Person/s |
|------|----------|------------------|---|----------------------|
|      |          |                  | accessing work from roof surface.   |                      |
|      |          |                  | <ul style="list-style-type: none"> <li>• Ensure that the edge protection to the roof surface [roof rail] and level work platforms are in place before accessing the upper floor level from roof surface</li> </ul>  | Foreman              |
|      |          |                  | <ul style="list-style-type: none"> <li>• Ensure that the perimeter protection [temporary guard rail] is in place to balconies before commencing.</li> </ul>   | Foreman              |
|      |          |                  | <ul style="list-style-type: none"> <li>• Training of "workers" in safe working at heights and movement on scaffolding and roof surfaces.</li> </ul>   | Foreman              |
|      |          |                  | <ul style="list-style-type: none"> <li>• Training of "workers" in safe working at heights including over internal stairwell voids and from external balcony decks.</li> </ul>   | Foreman              |
|      |          |                  | <ul style="list-style-type: none"> <li>• Ensure that all exposed openings and voids in the floor are guard railed or covered.</li> </ul>  | Foreman              |
|      |          |                  | <ul style="list-style-type: none"> <li>• Provide scaffolding or platform cover to the stairwell void.</li> </ul>  | Foreman & Alex       |
|      |          |                  | <ul style="list-style-type: none"> <li>• Use of ladder and plank over stairwell voids is not permitted.</li> </ul>  |                      |
|      |          |                  | <ul style="list-style-type: none"> <li>• Ensure that temporary guard rails and scaffolding is in place over stairwell void before commencing work and that the temporary guard rail is reinstalled when plastering is complete and scaffolding has been removed.</li> </ul> | Foreman & Alex       |
|      |          |                  | <ul style="list-style-type: none"> <li>• Identify location of electrical and water services.</li> </ul>   | Alex                 |
|      |          |                  |   | Foreman &            |

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| Item | Job Step | Potential Hazard | Controls   | Responsible Person/s |
|------|----------|------------------|--|----------------------|
|      |          |                  | <ul style="list-style-type: none"> <li>Identify that the electrical service has been isolated or safely recommissioned before commencing work.</li> </ul>    | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>Team lifting and carrying of large flat sheets of plasterboard.</li> </ul>  | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>Cut sheets at ground level before carrying to upper level.</li> </ul>   | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>Reduce team lifting and positioning of ceiling sheets by use mechanical panel lifter.</li> </ul>                      | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>Training of "workers" in correct lifting and carrying methods.</li> </ul>   | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>Ensure that the correct lifting and carrying techniques are used at all times.</li> </ul>                             | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>Rotate "workers" and vary tasks performed.</li> </ul>   | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>Training of "workers" in safe working from ladders.</li> </ul>  | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>Check the ladder or trestles for damage / defect before use.</li> </ul>   | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>Check that the trestle work platform is level and stable before use.</li> </ul>                                       | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>Limit the use of ladders as work platforms.</li> </ul>  | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>Provide MSDS for hazardous substances – plasterboard adhesives, insulation, and setting plaster.</li> </ul>           | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>Training of "workers" in the safe handling and use of plasterboard adhesives, insulation, setting plaster.</li> </ul> | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>Use appropriate PPE –</li> </ul>  | Alex                 |

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# SAFE WORK METHOD STATEMENT [cont.]

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| Item | Job Step | Potential Hazard | Controls   | Responsible Person/s |
|------|----------|------------------|--|----------------------|
|      |          |                  | safety glasses, footwear, noise and dust protection (disposable) and gloves.   | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>• Monitor dust when sanding is being undertaken</li> </ul>  | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>• Wear disposable dust protection when mixing powders, sanding or sweeping.</li> </ul>  | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>• Use disposable dust protection and power sander with vacuum attachment and dust bags to reduce air borne dust</li> </ul>  | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>• Use scaffolding for void and raked ceilings.</li> </ul>   | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>• Storage of materials in designated areas.</li> </ul>  | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>• Maintain a clean and tidy work area by removing off cuts of plaster to designated waste area.</li> </ul>  | Alex                 |
|      |          |                  | <ul style="list-style-type: none"> <li>• Provide "Restricted Access" warning signage and establish a "No access area" to designated waste area by barricading to prevent access to the area of work. Provide a spotter where necessary.</li> </ul> | Foreman & Alex       |

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