

# SAFE WORK METHOD STATEMENT

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Company [PCBU]:	TC Building Removal	Project Name/No:	All Jobs
Work Activity / Task:	CONCRETOR	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	Todd Catto	Date: 20.4.15	
Signature:	<i>T Catto</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.

Task/Problem	Hazard	Likelihood			Result			Priority	Possible Control	Action By	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
Variation to plan Change of Brief	Unknown								Tool Box Talk Work Method Statement	Contractor Supervisor	
		✓			✓			1			

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> </ul>	Cape Cod  Contractor  Contractor  Contractor  Cape Cod

Reviewed by: Gary Klomp  
On behalf of Cape Cod

Signature

Construction Manager

Position

Date

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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>Provision of designated waste areas.</li> <li>Regular site clean ups.</li> </ul>	Cape Cod  Contractor
2	Unloading of equipment 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>Assess Pedestrian / Traffic impact and develop traffic management plan, signage, barriers, witches hats.</li> <li>Team lifting and carrying.</li> <li>Training of "workers" in correct lifting and carrying methods.</li> <li>Unload and move the equipment and materials to a designated area to keep the footpath / work place access clear.</li> </ul>	Contractor  Contractor  Contractor  Contractor
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>Assess Pedestrian / Traffic impact and develop traffic management plan, signage, barriers, witches hats.</li> <li>Set up in a clear area and maintain a clear travel path.</li> <li>Training of "workers" in the setting up for concrete truck discharge, pump lines, plant and equipment.</li> <li>Ensure the safety guards are provided to plant and equipment and that all plant and equipment is regularly maintained.</li> <li>Ensure that all electrical equipment is current tagging.</li> <li>Ensure that electrical equipment is attached to a residual current device [RCD].</li> </ul>	Contractor  Contractor  Contractor  Contractor  Contractor
4	Preparing for concrete placement	<ul style="list-style-type: none"> <li>Slips, trips and falls.</li> <li>UV / weather</li> </ul>	<ul style="list-style-type: none"> <li>Assess the site conditions and conduct a Risk Assessment before commencing.</li> </ul>	Contractor

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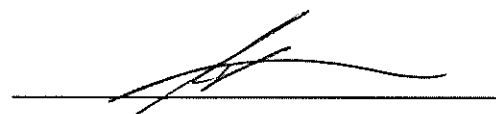
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## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		exposure. • Electrocution. • Hazardous substances. • Exposure to dust. • Exposure to noise. • Manual handling. • Sprains and strains. • Cuts and abrasions. • Proximity of other "workers". • Public access.	<ul style="list-style-type: none"> <li>Assess Pedestrian / Traffic impact and develop traffic management plan, signage, barriers, witches hats.</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>Ensure that there is all weather access to the work place and that the access is unobstructed.</li> <li>Ensure all exposed tops of reinforcement starter bars are capped.</li> <li>Establish a "No access area" round work areas by barricading to prevent access to the area of work.</li> <li>Training of "workers" in setting up and safe use of pump lines, wheel barrows, mechanical trowelling machines, vibrators and plant and equipment.</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, noise / hearing protection, dust protection [disposable], gloves and hard hat.</li> <li>Training of "workers" in correct lifting and carrying methods.</li> <li>Ensure correct lifting and carrying techniques are used at</li> </ul>	Contractor  Contractor  Contractor  Contractor  Contractor

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>all times.</p> <ul style="list-style-type: none"> <li>• Rotate “workers” and vary tasks performed.</li> <li>• Hazardous substances –concrete, sand and cement, concrete curing compounds and additives.</li> <li>• Training of “workers” in the safe handling and use of concrete, sand and cement, concrete curing compounds and additives</li> <li>• Storage of materials in designated areas.</li> <li>• Maintain a clean and tidy work area.</li> <li>• Regular site clean ups.</li> </ul>	
5	Pour concrete - ground floor	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• UV / weather exposure.</li> <li>• Electrocution.</li> <li>• Hazardous substances.</li> <li>• Exposure to dust.</li> <li>• Exposure to noise.</li> <li>• Manual handling.</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 Risk Assessment before commencing.</li> <li>• Ensure that all exposed trenches are guard railed or covered.</li> <li>• Ensure all exposed tops of reinforcement starter bars are capped.</li> <li>• Ensure that work place access is unobstructed.</li> <li>• Training of “workers” in safe use of plant and equipment.</li> <li>• Training of “workers” in safe working over the placed reinforcement steel.</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> </ul>	

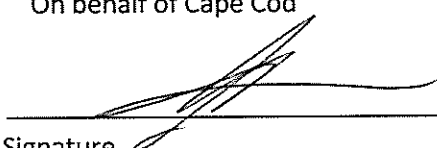
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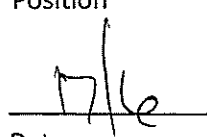
  
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> <li>• Systematic placement of concrete.</li> <li>• Rotate “workers” and vary tasks performed.</li> <li>• Provide MSDS for hazardous substances –cement, sand, concrete curing compounds and concrete mix additives.</li> <li>• Training of “workers” in the safe handling and use of concrete, sand and cement, concrete curing compounds and additives.</li> <li>• Use appropriate PPE – safety glasses, footwear, dust protection [disposable], gloves.</li> <li>• Storage of materials in designated areas.</li> <li>• Maintain a clean and tidy work area.</li> <li>• Ensure waste is correctly disposed of.</li> </ul>	

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