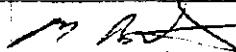














SAFE WORK METHOD STATEMENT

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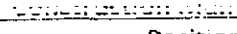
Company / Project:	Mark Bartley Roofing	Project Name / NO:	40 JOBS
Work Activity / Task:	ROOF TILER	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	Mark Bartley	Date:	17-9-14
Signature:		Author / Sign off for:	Principal Contractor

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	<ul style="list-style-type: none"> Slips, trips, falls and UV / weather exposure. 	<ul style="list-style-type: none"> Site specific induction. All "workers" to read the General Construction Safety Plan signage and Risk Assessment form before entering site. Tool box talks 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. Regular site clean ups. Provision of designated waste areas Storage of materials in designated areas. Provide and maintain barricades where necessary and on footpath and on site. 	Cape Cod  Mark Bartley  Mark Bartley  Mark Bartley  Mark Bartley  Cape Cod  Cape Cod  Cape Cod  Cape Cod 
2	Unloading plant, equipment and tools	<ul style="list-style-type: none"> Manual handling injuries Slips, trips and falls. Proximity of other "workers". Public access 	<ul style="list-style-type: none"> Team lifting and carrying. Training of "workers" in correct lifting and carrying methods. Unload and move the equipment to designated area to keep footpath / work place access clear. 	Mark Bartley  Mark Bartley  Mark Bartley 

Approved by: 
Principal Contractor's Representative

Worked on / Checked by: 
Position

17/9/2014

SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
3	Setting up equipment	<ul style="list-style-type: none"> Manual handling injuries Slipping, tripping and falling Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Set up in a clear area and maintain a clear travel path. Training of "workers" in setting up of hoist / elevator, electrical leads, power tools and nail guns. Ensure that all safety guards provided to plant and equipment are properly maintained and used. Ensure that all electrical plant and equipment and leads have correct tagging. Ensure that all electrical plant and equipment are attached to a residual current device [RCD]. 	Mark Bartley C Mark Bartley C Mark Bartley C Mark Bartley C Mark Bartley C
4	Stripping of existing roof covering	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV / weather exposure. Fall from height. Hazardous materials. Identification of materials. Electrocution. Gas explosions. Falling objects. Exposure to dust. Exposure to noise. Manual handling. Stretches and strains. Cuts and abrasions. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a Risk Assessment before commencing. Identify any products or materials that may contain asbestos. Identify services and make sure that the electrical service has been isolated or safely relocated before commencing. Use Licensed Electrician to isolate, disconnect and relate existing services. Training of "workers" in safe working at heights and safe movement on roof. Provide "DANGER - IN PROGRESS" and "Restricted Access" warning signage. Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. Ensure that the scaffolding is 	Mark Bartley B Mark Bartley B Mark Bartley B Cape Cod B Mark Bartley C Cape Cod B Mark Bartley B/C Cape Cod B

Reviewed by:

Mark Bartley

Principal Contractor's Representative

Reviewed by:

Position

Signature

Date

17/10/2014

SAFE WORK METHOD STATEMENT (SWMS)

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> safe and erected by a qualified Scaffolder. • Ensure that the perimeter protection is in place (scaffolding and edge protection) before commencing. • Check access ladder for damage / defects before commencing use. • Check that the access ladder is stable and secured top and bottom before use. • Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible. • Use appropriate PPE – safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats. • Systematic safe removal of materials. • Limit truss / rafter spacing to 600mm • Ensure that materials are not stored on roof or scaffold. • Provide a chute for materials into designated waste area. Provide a spotter where necessary. • Storage of materials in designated waste areas • Regular site clean ups. 	<p>B</p> <p>Cape Cod B/C</p> <p>Mark Bartley C</p> <p>Mark Bartley C</p> <p>Mark Bartley C</p> <p>Mark Bartley C</p> <p>Cape Cod C</p> <p>Cape Cod B</p> <p>Mark Bartley C</p> <p>Cape Cod B</p> <p>Mark Bartley C</p> <p>Cape Cod B</p>
5	<p>Set out and install roof battens.</p> <p>Cut and fix sarking.</p> <p>Load roof with truss.</p>	<ul style="list-style-type: none"> • Slips, trips, falls and accessibility. • UV / weather exposure. • Fall from height • Manual handling injuries. 	<ul style="list-style-type: none"> • Assess the site conditions including the weather and conduct a Risk Assessment before commencing. • Identify that the electrical service has been isolated and that 'finger tails' are in place as protection from overhead wires and points 	<p>Mark Bartley B</p> <p>Cape Cod B</p>

Reviewed by:

Mark Bartley

Principal Contractor's Representative

Construction Manager

Position

Signature

Date

SAFE WORK METHOD METHOD STATEMENT (cont.)

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> • Sprains and strains. • Cuts and abrasions. • Exposure to noise. • Proximity of other "workers". • Public access 	<ul style="list-style-type: none"> • of attachment before commencing. • Training of "workers" in the safe use and operation of hoist/ elevator. • Ensure operator ["worker"] on ground wears a hard hat. • Provide "restricted access" warning signage. • Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. • Ensure that the guard rails to the platform 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. • Ensure that all openings and voids in the floor platform below are covered. • Check access ladder for damage / defects before commencing use. • Check that the access ladder is stable and secure at top and bottom before use. • Training of "workers" in safe working at heights and safe movement on roof. • Limit truss / rafter spacing to 600mm. • Training of "workers" in correct lifting and carrying methods. • Ensure correct lifting and carrying techniques are used at all times. 	<p>Mark Bartley C</p> <p>Mark Bartley C</p> <p>Cape Cod B</p> <p>Mark Bartley B/C</p> <p>Mark Bartley B/C</p> <p>Mark Bartley B/C</p> <p>Cape Cod B/C</p> <p>Mark Bartley C</p> <p>Mark Bartley C</p> <p>Mark Bartley C</p> <p>Cape Cod B</p> <p>Mark Bartley C</p> <p>Mark Bartley C</p>

Reviewed by: Gary Klomp
Principal Contractor's Representative

Construction Manager
Position

Signature

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"> • Rotate "workers" and vary tasks to prevent 	Mark Bartley C
			<ul style="list-style-type: none"> • Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible. 	Mark Bartley C
			<ul style="list-style-type: none"> • Wear appropriate safety glasses, noise protection, appropriate protective footwear and gloves. 	Mark Bartley C
			<ul style="list-style-type: none"> • Maintain workers in close proximity of power tools and nail guns. 	Mark Bartley C
			<ul style="list-style-type: none"> • Ensure that all power tools have working safety guards. 	Mark Bartley C
			<ul style="list-style-type: none"> • Provide MSDS for hazardous substances – silica, lime, cement, sand and proprietary flexible pointing materials. 	Mark Bartley B
			<ul style="list-style-type: none"> • Training of "workers" in the safe handling and use of lime, cement, sand and proprietary flexible pointing materials. 	Mark Bartley C
			<ul style="list-style-type: none"> • Storage of materials in designated areas 	Mark Bartley C
			<ul style="list-style-type: none"> • Maintain a clean and tidy work area. 	Mark Bartley C
7	Site clean up on completion of work	<ul style="list-style-type: none"> • Manual task injuries • Exposure to rain • Exposure to hazardous substances 	<ul style="list-style-type: none"> • Remove any temporary handovered items/objects required • Place all rubbish/debris in designated storage area • Leave site/ work area in a clean and tidy condition 	Cape Cod 8/C Mark Bartley C Mark Bartley C

Reviewed by:

Mark Bartley

Principal Contractor's Representative

Construction Manager

Position

Signature

Date

17/10/2014