

Date:		New	✓	Revised		Page	
-------	--	-----	---	---------	--	------	--

TRADE: INTERNAL LINING / CORNICE FIXER

Job No:	7599/14	Client:	ALEXANDER
Address:	8 Weston Road, Hurstville NSW 2220	Supervisor:	TONY GRUBESIC

Key:	"1" action now	"2" action ASAP	"3" action ASAP
------	----------------	-----------------	-----------------

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 material data sheet recommendations and also complies with the requirements of WHS Regulation 2011 Chapter 3 - Part 3.2

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

Note 4: 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 / 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 areas. Provide and maintain barricades to isolate material and to restrict access. Provide designated waste areas	Site Supervisor / all 'workers'	
Manual tasks	Muscle strain - back injuries and cuts Over exertion or repetitive movements		✓			✓		2	Assess travel path and distance to work area Use mechanical assistance to lift where practicable - provide training in the use of the equipment Identify the risks and plan the tasks in consultation with the	Contractor / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
									<p><i>'workers'</i></p> <p>Ensure one [1] person is appointed to plan and take charge of the task</p> <p>Plan the task in stages - e.g. ensure grip is secure on sheets; lift to waist height; place support under load; team <i>'workers'</i> to re-group then lift sheet to carrying position or into position</p> <p>Use trained <i>'workers'</i> and team lifting - rotate <i>'workers'</i> and vary tasks.</p> <p>Ensure enough space is available to safely manoeuvre sheet</p> <p>Where possible, use <i>'workers'</i> of a similar height and capability to carry or position the sheets</p> <p>Provide additional team <i>'workers'</i> to assist that are proportional to the weight and difficulty of the task</p> <p>Ensure load is shared evenly</p> <p>Ensure team <i>'workers'</i> know their responsibility during the lift</p> <p>On sloping work surfaces ensure safe footing is provided.</p>		
Exposure to noise Plant / equipment	Hearing damage		✓			✓		2	Isolate plant and equipment. Use appropriate PPE	All <i>'workers'</i>	
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 <i>'workers'</i> condition Adequate fluid intake Use appropriate sun screen. Wear appropriate PPE.	Contractor / all <i>'workers'</i>	
Exposure to dust/ chemical vapours- Hazardous chemical - Biological -	Dust and chemical vapour inhalation / skin and eye allergies/ irritations. Respiratory		✓			✓		2	Use appropriate PPE - disposable dust / chemical vapour protection.	Contractor / all <i>'workers'</i>	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
	problems										
Contact with o/head electrical services / point of attachment - Power lines not isolated, covered or enclosed - Working too close to electrical supply - Strong winds causing power lines to swing close to work area - Wet conditions making 'tiger tails' ineffective	Electric shock or electrocution		✓			✓		3	Identify that the electrical service is isolated prior to work commencing. Provide 'tiger tails' [insulation] - adequately boxed adjacent to scaffold - extended an appropriate distance past the boundary	Licensed Electrical Contractor or Approved person Site Supervisor Contractor / all 'workers'	
Use of electrical power tools and equipment - 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		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers' RCD installed on mains supply / portable generator Guards to plant and equipment fully operational. Adequate ventilation and lighting Use trained 'workers'. Use of appropriate PPE.	Contractor/ all 'workers'	
Carry plasterboard sheet, wet area board, cornices and tools to ground floor work area - Slips, trips, falls and accessibility - Access ways not clearly defined- Manual tasks	Slips, trips and falls Muscle strain - back injuries and cuts Over exertion or repetitive movements		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers' Assess travel path and distance to work area Ensure unobstructed access to work areas. Use trained 'workers'. Rotate 'workers' and vary tasks.	Contractor / all 'workers'	
Carrying plasterboard sheet wet area board and cornices up ramp or over roof and	Slips, trips and falls from ramp / or roof surface Muscle strain - back injuries		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers' Guardrails to ramp are in	Contractor / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
through window - Slips, trips, falls and accessibility - Slope of ramp - Pitch of roof and roofing material - Windy and or wet conditions - Gravity - overbalancing Manual tasks									place. Ramp and roof surfaces clean and dry. Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry. Perimeter and edge protection / catch scaffold when access from roof surface. Use trained ' <i>workers</i> ' and team lifting. Rotate ' <i>workers</i> ' and vary tasks. Cut sheet to size at ground level. Place sheets on upper floor prior to all external cladding being fixed. SWMS		
Fixing plasterboard sheets and cornices to ceiling/ stairwell - Slips, trips, falls and accessibility - Inadequate work platform - Gravity - overbalancing Manual tasks	Slips, trips and falls from scaffold or work platform Fractures, bruises lacerations and personal injuries Back injuries - muscular strains		✓			✓		2	Identify the risks and plan the tasks in consultation with the ' <i>workers</i> ' Assess travel path and distance to work area Ensure unobstructed access to work areas. Use of mechanical assistance where practicable Use trained ' <i>workers</i> ' and team lifting. Rotate ' <i>workers</i> ' and vary tasks. Use of scaffold over stairwell or high ceilings SWMS	Contractor / all ' <i>workers</i> '	
Open stairwell - fixing and finishing plasterboard and	Slips, trips and falls from scaffold or work platform		✓		✓			1	Identify the risks / hazards and plan the tasks in consultation with the	Site Supervisor Contractor / all	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
cornices - Slips, trips, falls and accessibility - Inadequate work platform - Gravity - overbalancing Manual tasks	Fractures, bruises lacerations and personal injuries Back injuries - muscular strains								'workers' Prevent access to opening - use safety signage. Provide guardrail / edge protection to stairwell. Cover stairwell with temporary sheeting [work platform].	'workers'	
Sanding joints to plasterboard - Exposure to dust - Hazardous chemicals - Biological	Dust inhalation - respiratory problems. Eye irritations.		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers' Use of power sander with vacuum attached. RCD installed on mains supply / portable generator Guards to equipment fully operational. Adequate ventilation and lighting Training of 'workers' in safe use of sanding machine. Use appropriate PPE.	Contractor / all 'workers'	
Clean up of work area after fixing internal linings - Slips, trips, falls and accessibility - Struck by falling objects - Hazardous chemicals - Biological - Manual tasks	Slips, trips and falls Struck by falling off- cuts Dust inhalation - respiratory problems - eye irritations. Back injuries - muscular strains		✓		✓			1	Use debris chute. Provide barricade to restrict access to the waste area/bin. Don't store materials on roof or on scaffold. Use trained 'workers'. Use of appropriate PPE Other trades to use PPE e.g. hardhat Place all associated building waste and rubbish in the designated waste area	Contractor / all 'workers' Site Supervisor	

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: