

SAFE WORK METHOD STATEMENT

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Company [PCBU]:	Ikoma	Project Name/No:	All Jobs
Work Activity / Task:	FIXOUT CARPENTER	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	Bill Dowse	Date:	6-9-2014
Signature:	<i>William Dowse</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"> Slips, trips, falls and accessibility. 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 talk to highlight any WHS concerns relative to the site. Ensure that the site and work place access is unobstructed. Ensure all weather access to 	Cape Cod Contractor Contractor Cape Cod Cape Cod

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Principal Contractor's Representative

Construction Manager
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SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			work areas. • Provision of designated waste areas. • Storage of materials in designated areas. • Regular site clean ups.	Cape Cod Cape Cod Cape Cod
2	Unloading of tools and equipment	• Manual handling injuries. • Slips, trips and falls. • Proximity of other "workers". • Public access.	• Team lifting and carrying. • Training of "workers" in correct lifting and carrying methods. • Unload and move the equipment / tools to a designated area to keep footpath / work place access clear.	Contractor Contractor Contractor
3	Setting up equipment	• Manual handling injuries • Slips, trips and falls. • Proximity of other "workers". • Public access.	• Set up in a clear area and maintain a clear travel path. • Training of "workers" in the setting up of ladders / trestles, electrical leads and power tools. • Ensure the proper use of all safety guards provided. • Ensure that all power tools and electrical leads have current tagging. • Ensure that power tools are attached to a residual current device [RCD].	Contractor Contractor Contractor Contractor Contractor
4	Ground floor fixout	• Slips, trips, falls and accessibility. • Electrocution. • Fall from height. • Hazardous substances. • Exposure to dust. • Manual handling.	• Assess the site conditions and conduct a Risk Assessment before commencing. • Identify location of electrical, gas and water services • Identify that the electrical and gas service have been isolated or safely recommissioned before commencing work.	Contractor Contractor Contractor

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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"> Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Ensure that all exposed openings and voids in the floor are guard railed or covered. Training of "workers" in safe working from step ladders. Check the ladder / trestles for damage / defect before use. Check that the trestle work platform is stable before use. Limit the use of ladders as work platforms. Training of "workers" in correct lifting and carrying methods. Ensure that the correct lifting and carrying techniques are used at all times. Provide MSDS for hazardous substances – medium density fibre board [MDF] and chemically treated timber products. Training of "workers" in the safe handling and use of medium density fibre board [MDF] and chemically treated timber products. Use appropriate PPE – safety glasses, footwear, dust protection [disposable] and gloves. Storage of materials in designated areas. Maintain a clean and tidy work area. 	<p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p>
5	Upper floor fixout	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. Electrocution. 	<ul style="list-style-type: none"> Assess the site conditions and conduct a Risk Assessment before commencing. 	Contractor

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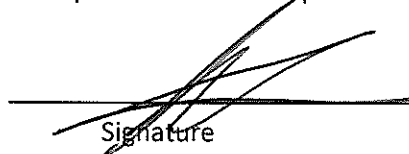
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> Fall from height. Hazardous substances. Exposure to dust. Manual handling. Proximity of other "workers". 	<ul style="list-style-type: none"> Ensure that the temporary guard rails or permanent handrails are in place to the internal stairwell and upper floor external balconies before commencing. Ensure that all exposed openings and voids in the floor are guard railed or covered. Training of "workers" in safe working at heights including over internal stairwells and from external balcony decks. Identify location of electrical service and that the service has been isolated or safely recommissioned before commencing work. Team lifting and carrying of solid core doors and vanity units. Training of "workers" in correct lifting and carrying methods. Ensure that the correct lifting and carrying techniques are used at all times. Training of "workers" in safe working from step ladders. Check the ladder or trestles for damage / defect before use. Check that the trestle work platform is stable before use. Limit the use of ladders as work platforms. Provide MSDS for hazardous substances – medium density fibre board [MDF] and chemically treated timber products. Training of "workers" in the safe 	<p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p>

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SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>handling and use of medium density fibre board [MDF] and chemically treated timber products.</p> <ul style="list-style-type: none"> • Use appropriate PPE – safety glasses, footwear, dust protection [disposable] and gloves. • Storage of materials in designated areas. • Maintain a clean and tidy work area. 	<p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p>
6	<p>Carry materials up ramp</p> <p>External access to upper floor</p>	<ul style="list-style-type: none"> • Slips, trips, falls and accessibility. • Fall from height. • Electrocution. • Manual handling. • Proximity of other "workers". 	<ul style="list-style-type: none"> • Assess the site conditions including the weather and conduct a Risk Assessment before commencing work. • 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. • Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. • Ensure that the perimeter protection is in place [scaffolding and edge protection] and level walk platforms are in place before accessing work from roof surface. • 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. 	<p>Contractor</p> <p>Cape Cod</p> <p>Contractor</p> <p>Cape Cod</p> <p>Cape Cod</p>

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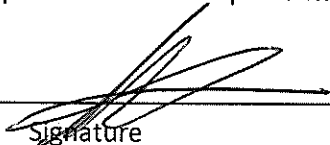
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			<ul style="list-style-type: none"> Ensure that the perimeter protection [temporary guard rail] is in place to balconies before commencing. Training of "workers" in safe working at heights. 	Contractor Contractor
7	Site Clean up on completion of work	<ul style="list-style-type: none"> Manual task injuries Exposure to dust Exposure to hazardous materials 	<ul style="list-style-type: none"> Remove any temporary barricades if no longer required Place all rubbish/ debris in designated waste storage area Leave site/ work area in a clean and tidy condition 	Contractor Contractor Contractor

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