

# SAFE WORK METHOD STATEMENT

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Activity / Task:	C.Blair Painters	Project Name/No:	All Jobs
Prepared by:	PAINTER & DECORATOR	Principal Contractor:	Cape Cod Australia Pty Ltd
Signature:	Colin Blair	Date:	
		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.

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 WHS 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> <li>Storage of materials in designated areas.</li> <li>Regular site clean ups.</li> </ul>	Builder Contractor Contractor Builder + Contractor Builder Builder contractor Colin Blair Contractor
2	Unloading of equipment and materials	<ul style="list-style-type: none"> <li>Manual handling injuries</li> <li>Slips, trips and falls.</li> </ul>	<ul style="list-style-type: none"> <li>Team lifting and carrying.</li> <li>Training of employees in correct lifting and carrying methods.</li> <li>Unload and move the equipment and materials to a designated area to keep footpath / work place access clear.</li> </ul>	Contractor Contractor Contractor Colin Blair Contractor
3	Setting up equipment	<ul style="list-style-type: none"> <li>Manual handling injuries</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</li> </ul>	Colin Blair Contractor Colin Blair

Reviewed by:

Gary Klomp  
Principal Contractor's Representative

Signature

Construction Manager

Position

8 A/2015

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>Slips, trips and falls.</li> </ul>	<ul style="list-style-type: none"> <li>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>	Contractor Contractor Contractor Contractor Colin Price
4	Painting - external	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>UV / weather exposure.</li> <li>Electrocution.</li> <li>Fall from height.</li> <li>Hazardous substances.</li> <li>Exposure to dust / fumes.</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>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>Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work.</li> <li>Ensure that guard rails to the ramp are in place and surface of the ramp is clean before commencing.</li> <li>Ensure that scaffolding is safe and erected by a qualified Scaffolder before commencing.</li> <li>Ensure that perimeter protection is in place [scaffolding and edge protection / working platform / toe boards] before commencing.</li> <li>Ensure that the edge protection to the roof surface [roof rail] and</li> </ul>	Builder Builder Builder + Contractor Builder + Contractor Builder Builder Colin Price

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Principal Contractor's Representative

Construction Manager  
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8/4/2015  
Date

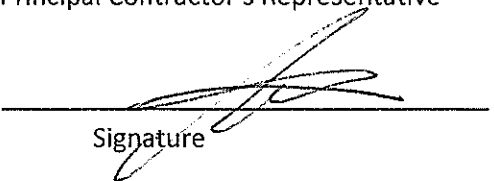
## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>level work platforms are in place before commencing work from roof surface.</p> <ul style="list-style-type: none"> <li>• Training of "workers" in safe working at heights, from roof surfaces and balconies.</li> <li>• Training of "workers" in safe use of plant and equipment.</li> <li>• Training of "workers" in safe working from step and extension ladders including workers to face ladder when climbing up and down.</li> <li>• Check suitability of the ladder / trestle for purpose before use.</li> <li>• Check the ladder / trestle for damage / defect before use.</li> <li>• Check that the ladder / trestle is stable and is secured at the base and top before use.</li> <li>• Limit the use of ladders as work platforms.</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> <li>• Rotate "workers" and vary tasks performed.</li> <li>• Provide MSDS for hazardous substances – paint / thinners / solvents.</li> <li>• Training of "workers" in the safe handling / mixing and use of paints and stains.</li> <li>• Wear appropriated PPE - hat, long sleeves, sun screen,</li> </ul>	<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>Builder</p> <p>Contractor</p> <p>Chris Biss</p>

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Principal Contractor's Representative

Construction Manager  
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## SAFE WORK METHOD STATEMENT [cont.]

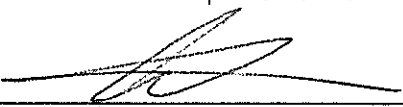
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			sunglasses and fluids and reduce exposure where possible. • Use appropriate PPE – safety glasses, footwear, dust / fume protection [disposable], gloves. • Storage of materials in designated areas. • Maintain a clean and tidy work area.	Contractor contractor Chris Bais
5	Painting - internal	• Slips, trips, falls and accessibility • Fall from height • Hazardous substances • Exposure to dust / fumes • Manual handling • Proximity of other "workers".	• Assess the site conditions and conduct a Risk Assessment before commencing. • Training of "workers" in safe working at heights including over internal stairwells. • Training of "workers" in correct lifting and carrying methods. • Ensure that the correct lifting and carrying techniques are used at all times. • Rotate "workers" and vary tasks performed. • Provide MSDS for hazardous substances – paint / thinners / solvents. • Training of "workers" in the safe handling / mixing and use of paints and stains • Use appropriate PPE – safety glasses, footwear, dust / fume protection [disposable], gloves. • Ensure that adequate lighting and ventilation is available. • Training of "workers" in safe working from step and extension ladders including workers to face	Builder contractor contractor contractor contractor Builder Contractor Contractor Builder + Contractor Chris Bais

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Gary Klomp

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Signature

Construction Manager

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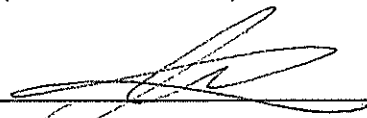
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			ladder when climbing up and down. • Check suitability of the ladder / trestle for purpose before use. • Check the ladder / trestle for damage / defects before use. • Check that the ladder / trestle is stable and secured at base and top before use. • Limit the use of ladders as work platforms. • Training of "workers" in the safe use of plant and equipment. • Storage of materials in designated and well ventilated areas. • Maintain a clean and tidy work area.	contractor contractor contractor contractor contractor contractor Colin Davis

Reviewed by:

Gary Klomp

Principal Contractor's Representative

  
 Signature
Construction Manager

Position

8 Apr 2015  
 Date