

## Safe Work Method Statement

version 1.1

Activity / Task: **Carpenter**

Project / Location: All Jobs

Company: **High Performance**

Signed by: Warren Klomp

Date: 19/06/2017

Principal Contractor: **Cape Cod**

Accepted by: Tara Antonioli

Date: 20/06/2017

Steps	Potential Hazards	Controls / Responsible Person(s)
1. Access to site	<ul style="list-style-type: none"><li>● Slips, trips, falls and accessibility.</li><li>● UV light / weather exposure.</li><li>● traffic</li></ul>	<ul style="list-style-type: none"><li>● Site specific induction. <b>By: High Performance</b></li><li>● All "workers" to register before entering the site; to read the General Construction Safety Plan signage; and to read the Site Specific Risk Assessment form. <b>By: High Performance</b></li><li>● Tool box talk to highlight any WHS concerns relative to the site. <b>By: High Performance</b></li><li>● Ensure that the site and work place access is unobstructed. <b>By:</b></li><li>● Ensure all weather access to work areas. <b>By: High Performance</b></li><li>● Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses, and fluids and reduce exposure where possible. <b>By: High Performance</b></li><li>● Provision of designated waste areas. <b>By: High Performance</b></li><li>● Storage of materials in designated areas. <b>By: High Performance</b></li><li>● Provide and maintain barricades to all materials stored on footpath and on site. <b>By: Principal Contractor</b></li><li>● Regular site clean ups. <b>By:</b></li></ul>
2. Unloading plant, equipment and tools	<ul style="list-style-type: none"><li>● Manual task 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>● Team lifting and carrying. <b>By: High Performance</b></li><li>● Training of "workers" in correct lifting methods. <b>By: High Performance</b></li><li>● Unload and move the plant and equipment to designated area to keep footpath / work place access clear. <b>By: High Performance</b></li></ul>
3. Setting up equipment	<ul style="list-style-type: none"><li>● Manual task 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>● Set up in a clear area and maintain a clear travel path. <b>By: High Performance</b></li><li>● Training of "workers" in setting up of electrical leads, power tools and nail guns. <b>By: High Performance</b></li><li>● Ensure the proper use of all safety guards provided. <b>By: High Performance</b></li><li>● Ensure that all power tools and electrical leads have current tagging. <b>By: High Performance</b></li><li>● Ensure that all power tools are attached to a residual current device [RCD]. <b>By: High Performance</b></li></ul>
4. Setting up access ramp	<ul style="list-style-type: none"><li>● Slips, trips, falls and accessibility.</li><li>● Fall from height</li><li>● Manual task injuries</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 Site Specific Risk Assessment before commencing. <b>By: High Performance</b></li><li>● Team lifting and carrying. <b>By: High Performance</b></li><li>● Training of "workers" in correct lifting and carrying methods. <b>By: High Performance</b></li><li>● Ensure that workers have protective footwear and gloves. <b>By: High Performance</b></li><li>● Check the ladder for damage / defects before use. <b>By: High Performance</b></li><li>● Check that the ladder is stable and secured top and bottom before use. <b>By: High Performance</b></li><li>● Install handrail and ensure adequate bracing to ramp. <b>By: High Performance</b></li><li>● Provide a gate to the ramp with warning signage. <b>By: High Performance</b></li></ul>
5. Stripping of existing roof frame and covering	<ul style="list-style-type: none"><li>● Slips, trips, falls and accessibility.</li><li>● UV light / weather exposure</li><li>● Fall from height.</li><li>● Hazardous materials.</li><li>● Identification of</li></ul>	<ul style="list-style-type: none"><li>● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. <b>By: High Performance</b></li><li>● Identify any products or materials that may contain asbestos [ACM]. <b>By: Principal Contractor</b></li><li>● Identify services and make sure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing. <b>By: High Performance</b></li><li>● Use Licensed Electrician and Plumber to isolate, disconnect and relocate existing services. <b>By: Principal Contractor</b></li><li>● Training of "workers" in safe working at heights and safe movement on roof. <b>By: High Performance</b></li></ul>

	<ul style="list-style-type: none"> <li>services.</li> <li>● Electrocution</li> <li>● Gas explosions</li> <li>● Falling objects</li> <li>● Exposure to dust</li> <li>● Exposure to noise</li> <li>● Manual task injuries</li> <li>● Sprains and strains</li> <li>● Cuts and abrasions</li> <li>● Proximity of other “workers”.</li> <li>● Public access.</li> </ul>	<ul style="list-style-type: none"> <li>● Provide “Demolition in Progress” and “Restricted Access” warning signage. <b>By: Principal Contractor</b></li> <li>● Establish a “No access area” below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. <b>By: High Performance</b></li> <li>● Ensure that the scaffolding is safe and erected by a qualified Scaffolder. <b>By: Principal Contractor</b></li> <li>● Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing <b>By: High Performance</b></li> <li>● Check the access ladder for damage / defects before use. <b>By: High Performance</b></li> <li>● Check that the ladder is stable and secured top and bottom before use. <b>By: High Performance</b></li> <li>● Correct use of access ladder. <b>By: High Performance</b></li> <li>● Limit use of ladders as working platforms. <b>By: High Performance</b></li> <li>● Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats. <b>By: High Performance</b></li> <li>● Systematic safe removal of materials. <b>By: High Performance</b></li> <li>● Team lifting and carrying. <b>By: High Performance</b></li> <li>● Ensure that the stairwell and openings / voids in floor are covered. <b>By: High Performance</b></li> <li>● Ensure all roof tarps are tied down and not weighted with tiles. <b>By:</b></li> <li>● Ensure that materials are not stored on roof or scaffold. <b>By: High Performance</b></li> <li>● Provide a chute for materials into designated waste area as required. Provide a ‘spotter’ where necessary. <b>By: High Performance</b></li> <li>● Provide shade cloth around work area and wet down dust as required to prevent wind borne dust. <b>By: Principal Contractor</b></li> <li>● Storage of materials in designated waste area. <b>By: High Performance</b></li> <li>● Regular site clean ups. <b>By: Principal Contractor</b></li> <li>● Electrical mains protection with appropriate coverage <b>By: Principal Contractor</b></li> </ul>
6. Cut out existing roof structure	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility</li> <li>● Fall from height</li> <li>● Sharp and penetrating objects</li> <li>● Manual task injuries</li> <li>● Exposure to dust</li> <li>● Exposure to noise</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 Site Specific Risk Assessment before commencing. <b>By: High Performance</b></li> <li>● Identify that the electrical services have been isolated and that ‘tiger tails’ are in place as protection from overhead wires and points of attachment before commencing installation work. <b>By:</b></li> <li>● Training of “workers” in safe working at heights and safe movement on roof. <b>By: High Performance</b></li> <li>● Provide “Demolition in Progress” and “Restricted Access” warning signage. <b>By: Principal Contractor</b></li> <li>● Establish a “No access area” below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. <b>By: Principal Contractor</b></li> <li>● Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. <b>By: Principal Contractor</b></li> <li>● Check the access ladder for damage / defects before use <b>By: High Performance</b></li> <li>● Check that the ladder is stable and secured top and bottom before use. <b>By: High Performance</b></li> <li>● Correct use of access ladder. <b>By: High Performance</b></li> <li>● Limit use of ladders as working platforms. <b>By: High Performance</b></li> <li>● Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves, and hard hats. <b>By: High Performance</b></li> <li>● Training of “workers” in safe use of power tools, chain saws and reciprocating saws. <b>By: High Performance</b></li> <li>● Ensure all power tools have working safety guards. <b>By: High Performance</b></li> <li>● Systematic safe removal of materials. <b>By:</b></li> <li>● Ensure that correct lifting and carrying techniques are used. <b>By: High Performance</b></li> <li>● Ensure that the existing stairwell and openings in floor are covered and / or protected by guard rails. <b>By: Principal Contractor</b></li> <li>● Ensure that materials are not stored on roof or scaffold. <b>By: High Performance</b></li> <li>● Ensure that all exposed nails are removed. <b>By: High Performance</b></li> <li>● Storage of materials in designated waste areas. <b>By: High Performance</b></li> <li>● Regular site clean ups. <b>By: Principal Contractor</b></li> </ul>
7. Carry materials up ramp - Installation of floor platform members	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility.</li> <li>● UV light / weather exposure</li> <li>● Fall from height.</li> <li>● Manual task injuries</li> <li>● Exposure to dust.</li> <li>● Exposure to noise.</li> <li>● Proximity of other “workers”.</li> </ul>	<ul style="list-style-type: none"> <li>● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. <b>By: High Performance</b></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 the installation work. <b>By: High Performance</b></li> <li>● Ensure that the guard rails to the ramp are in place and that the surface of ramp is clean before commencing. <b>By:</b></li> <li>● Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. <b>By:</b></li> <li>● Ensure that all openings and voids in the floor platform are covered or protected by a guard rail.</li> </ul>

	<ul style="list-style-type: none"> <li>Public access</li> </ul>	<p><b>By:</b></p> <ul style="list-style-type: none"> <li>Training of “workers” in correct lifting and carrying methods. <b>By: High Performance</b></li> <li>Ensure correct lifting and carrying techniques are used at all times. <b>By: High Performance</b></li> <li>Team lifting and carrying <b>By: High Performance</b></li> <li>Ensure that “workers” have safety glasses, noise protection, dust protection [disposable], protective footwear. <b>By: High Performance</b></li> <li>Provide MSDS for chemically treated timber floor framing and sheet particleboard flooring. <b>By: High Performance</b></li> <li>Training of “workers” in the safe handling and use of chemically treated timber products and sheet particleboard flooring. <b>By: High Performance</b></li> <li>Training of “workers” in the safe use of power tools and nail guns. <b>By: High Performance</b></li> <li>Ensure that all power tools have working safety guards. <b>By: High Performance</b></li> <li>Storage of materials in designated areas <b>By: High Performance</b></li> <li>Maintain a clean and tidy work area. <b>By: High Performance</b></li> </ul>
8. Carrying structural steel members up ramp - Installation of steel beams and posts.	<ul style="list-style-type: none"> <li>Slips, trips and falls.</li> <li>UV light / weather exposure</li> <li>Fall from height</li> <li>Manual task injuries</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 Site Specific Risk Assessment before commencing. <b>By: High Performance</b></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 the installation work. <b>By:</b></li> <li>Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. <b>By:</b></li> <li>Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. <b>By:</b></li> <li>Training of “workers” in correct lifting and carrying methods <b>By: High Performance</b></li> <li>Ensure that correct lifting and carrying techniques are used at all times <b>By: High Performance</b></li> <li>Ensure that “workers” have protective footwear and gloves. <b>By: High Performance</b></li> <li>Use of mechanical aids to lift and place steel beams and posts. <b>By: High Performance</b></li> <li>Team lifting and carrying <b>By: High Performance</b></li> <li>Use short beams where possible. <b>By: High Performance</b></li> <li>Maintain a clean and tidy work area. <b>By: High Performance</b></li> </ul>
9. Carry frames and components up ramp - Erection of timber wall frames	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>UV light / weather exposure.</li> <li>Fall from height.</li> <li>Manual task injuries</li> <li>Sprains and strains.</li> <li>Exposure to noise.</li> <li>Hazardous materials.</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 Site Specific Risk Assessment before commencing. <b>By: High Performance</b></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 the installation work. <b>By: High Performance</b></li> <li>Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. <b>By: High Performance</b></li> <li>Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. <b>By: High Performance</b></li> <li>Provide MSDS for chemically treated timber framing. <b>By: High Performance</b></li> <li>Training of “workers” in the safe handling and use of chemically treated timber products. <b>By: High Performance</b></li> <li>Training of “workers” in correct lifting and carrying methods. <b>By: High Performance</b></li> <li>Ensure correct lifting and carrying techniques are used at all times. <b>By: High Performance</b></li> <li>Team lifting and carrying. <b>By: High Performance</b></li> <li>Ensure “workers” have safety glasses, noise protection, protective footwear and gloves. <b>By: High Performance</b></li> <li>Limit use of ladders as working platforms. <b>By: High Performance</b></li> <li>Training of “workers” in safe use of power tools and nail guns. <b>By: High Performance</b></li> <li>Ensure all power tools have working safety guards. <b>By: High Performance</b></li> <li>Storage of materials in designated areas <b>By: High Performance</b></li> <li>Maintain a clean and tidy work area. <b>By:</b></li> </ul>
10. Carry up materials and components up ramp - Installation of structural timber beams	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility</li> <li>UV light / weather exposure</li> <li>Fall from height</li> <li>Manual task injuries</li> <li>Exposure to noise</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 Site Specific Risk Assessment before commencing. <b>By: High Performance</b></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 the installation work. <b>By:</b></li> <li>Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. <b>By: High Performance</b></li> <li>Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. <b>By:</b></li> <li>Training of “workers” in correct lifting and carrying methods. <b>By: High Performance</b></li> <li>Ensure correct lifting and carrying techniques are used at all times. <b>By: High Performance</b></li> <li>Ensure “workers” have protective footwear and gloves. <b>By: High Performance</b></li> </ul>

		<ul style="list-style-type: none"> <li>● Use of mechanical aids to lift and place hangers and beams. <b>By: High Performance</b></li> <li>● Limit use of ladders as working platforms. <b>By: High Performance</b></li> <li>● Team lifting and carrying <b>By: High Performance</b></li> <li>● Maintain a clean and tidy work area. <b>By:</b></li> </ul>
11. Carry trusses up ramp - Erection of timber roof trusses	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility.</li> <li>● UV light / weather exposure</li> <li>● Fall from height</li> <li>● Manual task injuries</li> <li>● Exposure to noise.</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 Site Specific Risk Assessment before commencing. <b>By: High Performance</b></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 the installation work. <b>By:</b></li> <li>● Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. <b>By: High Performance</b></li> <li>● Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. <b>By: High Performance</b></li> <li>● Training of "workers" in safe working at heights and safe movement on roof. <b>By: High Performance</b></li> <li>● Training of "workers" in correct lifting and carrying methods. <b>By: High Performance</b></li> <li>● Ensure correct lifting and carrying techniques are used at all times. <b>By: High Performance</b></li> <li>● Team lifting and carrying <b>By: High Performance</b></li> <li>● Ensure "workers" have safety glasses, noise protection, protective footwear and gloves. <b>By: High Performance</b></li> <li>● Limit use of ladders as working platforms. <b>By: High Performance</b></li> <li>● Training of "workers" in the safe use of power tools and nail guns. <b>By: High Performance</b></li> <li>● Ensure all power tools have working safety guards. <b>By: High Performance</b></li> <li>● Storage of materials in designated areas <b>By: High Performance</b></li> <li>● Maintain a clean and tidy work area. <b>By:</b></li> </ul>
12. Carrying materials up ramp. - Installation of timber fascia, eaves and associated timber trims.	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility</li> <li>● UV light / weather exposure</li> <li>● Fall from height.</li> <li>● Manual task injuries</li> <li>● Exposure to dust.</li> <li>● Exposure to noise.</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 Site Specific Risk Assessment before commencing. <b>By: High Performance</b></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 the installation work. <b>By:</b></li> <li>● Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform] <b>By: High Performance</b></li> <li>● Team lifting and carrying <b>By: High Performance</b></li> <li>● Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear. <b>By: High Performance</b></li> <li>● Training of "workers" in the safe use of power tools and nail guns. <b>By: High Performance</b></li> <li>● Ensure all power tools have working safety guards. <b>By: High Performance</b></li> <li>● Storage of materials in designated areas <b>By: High Performance</b></li> <li>● Maintain a clean and tidy work area. <b>By: High Performance</b></li> </ul>
13. Carrying materials up ramp. - Installation of external wall cladding.	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility.</li> <li>● UV light / weather exposure</li> <li>● Fall from height.</li> <li>● Manual task injuries</li> <li>● Exposure to dust.</li> <li>● Exposure to noise.</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 Site Specific Risk Assessment before commencing. <b>By: High Performance</b></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 the installation work. <b>By: High Performance</b></li> <li>● Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform] <b>By: High Performance</b></li> <li>● Team lifting and carrying. <b>By: High Performance</b></li> <li>● Ensure workers have safety glasses, noise protection, dust protection [disposable], protective footwear. <b>By: High Performance</b></li> <li>● Limit use of ladders as working platforms. <b>By: High Performance</b></li> <li>● Training of "workers" in safe use of power tools and nail guns. <b>By: High Performance</b></li> <li>● Ensure all power tools have working safety guards. <b>By: High Performance</b></li> <li>● Storage of materials in designated areas. <b>By: High Performance</b></li> <li>● Maintain a clean and tidy work area. <b>By: High Performance</b></li> </ul>
14. Carrying window and door assemblies up ramp. - Installation of window and door assemblies.	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility.</li> <li>● UV light / weather exposure</li> <li>● Fall from height.</li> <li>● Manual task injuries</li> <li>● Exposure to noise.</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 Site Specific Risk Assessment before commencing. <b>By: High Performance</b></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 the installation work. <b>By: High Performance</b></li> <li>● Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform] <b>By: High Performance</b></li> <li>● Training of "workers" in correct lifting and carrying methods. <b>By: High Performance</b></li> <li>● Ensure that correct lifting and carrying techniques are used at all times. <b>By: High Performance</b></li> <li>● Team lifting and carrying <b>By: High Performance</b></li> </ul>

- Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear. **By: High Performance**
- Training of "workers" in the safe use of power tools and nail guns. **By: High Performance**
- Ensure all power tools have working safety guards. **By: High Performance**
- Maintain a clean and tidy work area. **By: High Performance**

15. Positioning of external timber stairs.	<ul style="list-style-type: none"> <li>● Slips, trips, falls and accessibility.</li> <li>● UV light / weather exposure</li> <li>● Fall from height.</li> <li>● Manual task injuries</li> <li>● Exposure to noise.</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 Site Specific Risk Assessment before commencing. <b>By: High Performance</b></li> <li>● Training of "workers" in correct lifting and carrying methods. <b>By: High Performance</b></li> <li>● Ensure correct lifting and carrying techniques are used at all times. <b>By: High Performance</b></li> <li>● Ensure "workers" have protective footwear and gloves. <b>By: High Performance</b></li> <li>● Use of mechanical aids to lift and place stairs. <b>By: High Performance</b></li> <li>● Limit use of ladders as working platforms. <b>By: High Performance</b></li> <li>● Team lifting and carrying. <b>By: High Performance</b></li> <li>● Provide MSDS for chemically treated timber framing. <b>By: High Performance</b></li> <li>● Training of "workers" in the safe handling and use of chemically treated timber products. <b>By: High Performance</b></li> <li>● Maintain a clean and tidy work area. <b>By: High Performance</b></li> </ul>
16. Site clean up on completion of work	<ul style="list-style-type: none"> <li>● Manual task injuries</li> <li>● Exposure to dust</li> <li>● Exposure to hazardous substances-</li> </ul>	<ul style="list-style-type: none"> <li>● Remove any temporary barricades if no longer required <b>By: Principal Contractor</b></li> <li>● Place all rubbish / debris in designated waste storage area <b>By: High Performance</b></li> <li>● Leave site / work area in a clean and tidy condition <b>By:</b></li> </ul>

Person responsible for ensuring compliance with SWMS:  
Person responsible for reviewing SWMS control measures:

Warren Klomp  
Warren Klomp