

Date:		New	✓	Revised		Page	
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TRADE: STAIRCASE INSTALLER

Job No:	7626/14	Client:	MERCHANT
Address:	9 Burringbar Street, North Balgowlah NSW	Supervisor:	MATT SAUNDERS

Key:	"1" action now	"2" action ASAP	"3" action ASAP
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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 / Staircase Installer / 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 area. Provide and maintain barricades to isolate material and to restrict access. Provide designated waste areas	Site Supervisor / Staircase Installer / all workers'	
Manual handling staircase components to work area - Slips, trips, falls and accessibility - Access ways not	Slips, trips and falls Muscle strain - back injuries and cuts Over exertion or repetitive		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers' Assess travel path and distance to work area Ensure unobstructed access	Staircase Installer / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
clearly defined - Manual tasks	movements								to the work area Use task specific trained 'workers' and team lifting. Face direction of travel Rotate 'workers' and vary tasks Use lifting equipment, get assistance for loads which are heavy or are off awkward dimensions		
Exposure to dust/ chemical vapours - Hazardous chemical - Biological -	Dust and chemical vapour inhalation / skin and eye allergies/ irritations. Respiratory problems		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers' Use appropriate PPE - disposable dust / chemical vapour protection	Contractor / all 'workers'	
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 'workers' condition Adequate fluid intake Use appropriate sun screen Wear appropriate PPE	Staircase Installer / all 'workers'	
Use of electrical powered / battery operated tools - 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 Cuts		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers' RCD installed on mains supply / portable generator Protect power lead from damage - power saw blade / sharp edges / vehicular traffic Use stands and hooks for leads in trafficable areas Guards to plant and equipment fully operational. Use stands and hooks for leads in trafficable areas Monitor for airborne dust Adequate ventilation and	Staircase Installer / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
									lighting Use task specific trained 'workers'. Use of appropriate PPE.		
Working with pine timber and medium density fibre-board [MDF] - Exposure to dust - Hazardous chemicals - Biological Tools and equipment	Inhalation of dust / fibres - respiratory problems. Eye and skin irritations / allergies Stuck by flying chip - sight damage		✓			✓		2	Identify the risks / hazards and plan the tasks in consultation with the 'workers' Monitor for airborne dust / fibres Use tools equipped with suitable guards and dust collection bags Use appropriate PPE Make SDS available	Staircase Installer / all 'workers'	
Assemble staircase components in-situ and install - Manual tasks - Electricity -	Slips, trips and falls Back injuries - muscle strain / sprain Electrical shock or electrocution		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers' Establish safe work area Use task specific trained 'workers' and team lifting. Rotate 'workers' and vary tasks. Provide and maintain barricades to restrict access to work area. Assemble staircase in small units and in position. Assess and locate concealed services.	Site Supervisor / Staircase Installer / all 'workers'	
Work within open stairwell - fitting rails, posts and balustrade, nosings after installation of flight - Slips, trips, falls and accessibility - Inadequate fall prevention system / work platform - Gravity - overbalancing	Slips, trips and falls from stairwell edge. Fall from ladder Fractures, bruises lacerations and personal injuries		✓			✓		1	Identify the risks / hazards and plan the tasks in consultation with the 'workers' Use task specific trained 'workers'. Secure ladder at base and top. Ensure 'workers' face the ladder when climbing up and down. Provide and maintain barricades to restrict access to work area. Use safety signage. Provide guardrail / edge	Staircase Installer / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
									protection. Provide scaffolding. Limit the use of ladders.		
<p>Work from step / extension ladder-</p> <p>Slips, trips, falls and accessibility -</p> <p>Inadequate fall prevention system / work platform -</p> <p>Gravity - overbalancing</p>	Fall from ladder		✓		✓			2	<p>Identify the risks and plan the task in consultation with the 'workers'</p> <p>Assess travel path and distance to work area</p> <p>Ensure unobstructed access to work areas.</p> <p>Use scaffold as a working platform.</p> <p>Ensure ladders are at 4:1 slope.</p> <p>Secure ladder at base and top.</p> <p>Ensure <i>workers</i> face the ladder when climbing up and down ladder.</p> <p>Provide and maintain barricades to restrict access to work area.</p> <p>Limit the use of ladders</p>	Staircase Installer / all 'workers'	
<p>Clean up and rubbish removal -</p> <p>Manual handling -</p> <p>Exposure to dust -</p> <p>Hazardous chemicals - Biological</p> <p>Access ways not clearly defined -</p>	<p>Slips, trips and falls</p> <p>Inhalation of dust / fibres - respiratory problems.</p> <p>Eye and skin irritations / allergies</p>								<p>Ensure safe movement around work area.</p> <p>Place all associated building waste and rubbish in the designated waste area / skip bin</p> <p>Use trained 'workers' Rotate 'workers' and vary tasks.</p> <p>Remove any temporary barricades if no longer required</p>		

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: