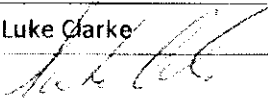


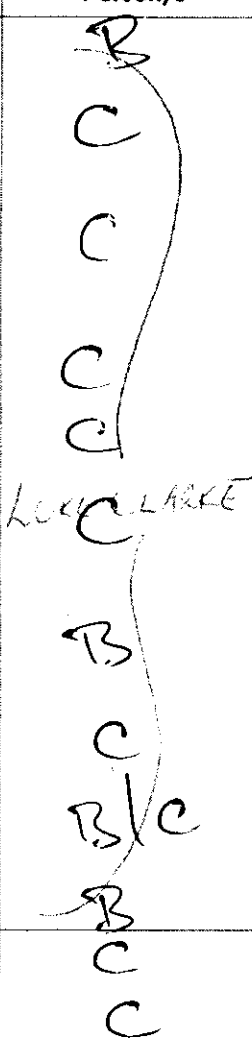
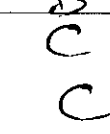
## SAFE WORK METHOD STATEMENT

Page 1 of 8

Company Name:	Clarke Contractors	Project Name/No:	All Jobs
Work Activity / Task:	PLUMBER / DRAINER / GAS FITTER	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	Luke Clarke	Date:	17.9.14
Signature:		Note:	Sign off to be provided at Tool Box talk

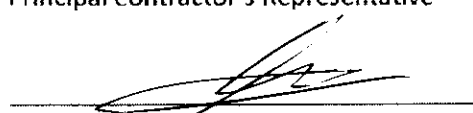
**Note: Review of Control Measures -**

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>Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses, and fluids and reduce exposure where possible.</li> <li>Provision of designated waste areas.</li> <li>Storage of materials in designated areas.</li> <li>Provide and maintain barricades to all materials stored on footpath and on site.</li> <li>Regular site clean ups.</li> </ul>	
2	Unloading plant, 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 "workers" in correct lifting and carrying methods.</li> </ul>	

Reviewed by: Gary Klomp  
Principal Contractor's Representative

Construction Manager  
Position

  
Signature

17/9/2014  
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>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Unload and move the equipment to designated area to keep footpath / work place access clear.</li> </ul>	LUKE CLARKE
3	Setting up equipment	<ul style="list-style-type: none"> <li>Manual handling 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.</li> <li>Training of employees in setting up of 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 all power tools are attached to a residual current device [RCD].</li> </ul>	B/c LUKE CLARKE C C
4	Excavation for sewer and stormwater	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>Manual handling.</li> <li>Sprains and strains.</li> <li>Cuts and abrasions.</li> <li>Exposure to dust / fumes.</li> <li>Exposure to noise.</li> <li>Hazardous substances.</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>Observe safe working processes when working around minor excavations.</li> <li>Training of "workers" in correct lifting and excavation methods.</li> <li>Rotate "workers" and monitor air quality when connecting sewer at manholes [mains] and when working in confined spaces.</li> <li>Systematic safe removal and storage of excavation materials.</li> <li>Establish barricading to the excavations to prevent access to the area of work. Provide a spotter where necessary.</li> <li>Provide "Restricted Access" warning signage to excavated</li> </ul>	B C C LUKE CLARKE C C B/c

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Construction Manager  
Position

  
Signature

17/10/2014  
Date

## SAFE WORK METHOD STATEMENT [cont.]

Page 3 of 8

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>trenches.</p> <ul style="list-style-type: none"> <li>• Ensure that the excavation is adequately shored, supported, battered or benched.</li> <li>• Ensure plant / equipment used and excess spoil from the excavation is positioned outside the zone of influence.</li> <li>• Provide MSDS for hazardous substances –adhesives for Pvc pipes.</li> <li>• Training of "workers" in the safe handling and use of adhesives.</li> <li>• Ensure that adequate lighting and ventilation is available in confined spaces.</li> <li>• Backfill or cover the excavation immediately after plumbing and inspection is complete.</li> <li>• Ensure that "workers" have safety glasses, noise protection, dust / fume protection [disposable], protective footwear and gloves.</li> <li>• Use appropriate PPE – safety glasses, footwear, noise / hearing protection, dust / fume protection [disposable] and protective footwear.</li> <li>• Reduce frequency of manual excavation work.</li> <li>• Team lifting and carrying.</li> <li>• Regular work area clean ups.</li> </ul>	<p>C</p> <p>C</p> <p>B</p> <p>C</p> <p>B/C</p> <p>LUKE CLARKE</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>B/C</p>
5	Ground floor	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility</li> <li>• Hazardous materials</li> <li>• Identification of</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the site conditions and conduct a Risk Assessment before commencing.</li> <li>• Identify any products or materials that <i>may</i> contain</li> </ul>	<p>LUKE B</p> <p>CLARKE B</p>

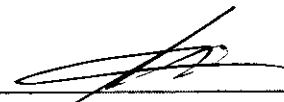
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Gary Klomp

Principal Contractor's Representative

Construction Manager

Position

  
 Signature
17/09/2014

Date

## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		services <ul style="list-style-type: none"> <li>• Electrocutation.</li> <li>• Gas explosions.</li> <li>• Falling objects.</li> <li>• Exposure to dust / fumes.</li> <li>• Exposure to noise.</li> <li>• Manual handling.</li> <li>• Sprains and strains.</li> <li>• Cuts and abrasions.</li> <li>• Proximity of other "workers".</li> <li>• Public access.</li> </ul>	asbestos. <ul style="list-style-type: none"> <li>• Identify services and make sure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing.</li> <li>• Use Licensed Electrician to isolate, disconnect and relate existing services.</li> <li>• Use appropriate PPE when chasing in pipes to brickwork or timber – safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats.</li> <li>• Training of "workers" in the safe use of power tools, gas welding and cutting equipment.</li> <li>• Ensure all gas cylinders and equipment is regularly check and maintained.</li> <li>• Ensure all power tools have working safety guards.</li> <li>• Provide MSDS for hazardous substances –adhesives for Pvc pipes.</li> <li>• Training of employees in the safe handling and use of adhesives.</li> <li>• Training of "workers" in correct lifting and carrying method.</li> <li>• Use team lifting and carrying when installing / building in spa or bath.</li> <li>• Ensure that openings / voids in wet area floors are covered.</li> <li>• Storage of materials in designated areas.</li> <li>• Regular work area clean ups.</li> </ul>	B B C C C LUKE CLARKE B C C C C C B/C

Reviewed by:

Gary Klomp

Principal Contractor's Representative

Construction Manager

Position

Signature

Date

17/9/2014

## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
6	Upper floor	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility</li> <li>UV / weather exposure</li> <li>Fall from height</li> <li>Manual handling injuries</li> <li>Exposure to dust / fumes</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 Risk Assessment before commencing.</li> <li>Ensure that the guard rails to the ramp are in place and that the surface of ramp is clean before commencing.</li> <li>Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing.</li> <li>Ensure that all openings and voids in the floor platform are covered or protected by a guard rail.</li> <li>Identify any products or materials in the existing roof void that <i>may</i> contain asbestos.</li> <li>Identify services and make sure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing.</li> <li>Use Licensed Electrician to isolate, disconnect and relate existing services.</li> <li>Use appropriate PPE– safety glasses, footwear, noise / hearing protection, dust / fume protection [disposable] and gloves.</li> <li>Ensure that "workers" have safety glasses, noise protection, dust / fume protection [disposable], protective footwear.</li> <li>Training of "workers" in the safe</li> </ul>	<p>B</p> <p>B</p> <p>B</p> <p>C</p> <p>B/C</p> <p>L. B. CLARKE</p> <p>B</p> <p>C</p> <p>C</p> <p>C</p>

Reviewed by:

Gary Klomp

Principal Contractor's Representative

Construction Manager

Position

Signature

17/10/2014

Date

### SAFE WORK METHOD STATEMENT [cont.]

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>use of power tools, gas welding and cutting equipment.</p> <ul style="list-style-type: none"> <li>• Ensure all gas cylinders and equipment are regularly check and maintained.</li> <li>• Ensure all power tools have working safety guards.</li> <li>• Provide MSDS for hazardous substances –adhesives for Pvc pipes.</li> <li>• Training of “workers” in the safe handling and use of adhesives.</li> <li>• Training of “workers” in correct lifting and carrying method.</li> <li>• Use team lifting and carrying when installing / building in spa or bath.</li> <li>• Ensure correct lifting and carrying techniques are used at all times.</li> <li>• Training of “workers” in the safe use of power tools.</li> <li>• Ensure that all power tools have working safety guards.</li> <li>• Check suitability of the access ladder for purpose before use.</li> <li>• Check the ladder for damage / defect before use.</li> <li>• Check that the ladder is stable and is secured at the base and top before use.</li> <li>• Storage of materials in designated areas</li> <li>• Maintain clean and tidy work area.</li> </ul>	<p>C C B C C C LUCY @ WARE C C C C B/C</p>

Reviewed by:

## Gary Klomp

Principal Contractor's Representative

Signature

## Construction Manager

Position

17/09/2014

Date \_\_\_\_\_

## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
7	Roof mount solar water heater installation	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>UV / weather exposure.</li> <li>Fall from height.</li> <li>Manual handling 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 Risk Assessment before commencing.</li> <li>Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing.</li> <li>Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing.</li> <li>Ensure that the edge protection to the roof surface [roof rail] and level work platforms are in place before commencing work from roof surface</li> <li>Training of "workers" in safe working at heights from roof surfaces.</li> <li>Training of "workers" in correct lifting methods.</li> <li>Team lifting and carrying</li> <li>Ensure that correct lifting and carrying techniques are used at all times.</li> <li>Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible</li> <li>Ensure that "workers" have safety glasses, noise protection, dust / fume protection [disposable], protective footwear and gloves.</li> <li>Use of mechanical aids to lift and place unit to roof surface.</li> </ul>	<p>B</p> <p>B</p> <p>B</p> <p>B/C</p> <p>LUKE CLARKE</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p>

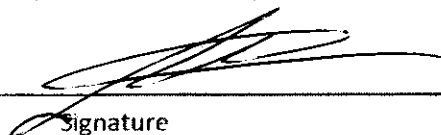
Reviewed by:

Gary Klomp

Principal Contractor's Representative

Construction Manager

Position


  
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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>• Check suitability of the access ladder for purpose before use.</li> <li>• Check the ladder for damage / defect before use.</li> <li>• Check that the ladder is stable and is secured at the base and top before use.</li> <li>• Maintain a clean and tidy work area.</li> </ul>	<p>LUKE C</p> <p>CLACK C</p> <p>C</p> <p>C</p>

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Principal Contractor's Representative

  
Signature

Construction Manager  
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