



All Seasons Gutter Guard NSW Pty Ltd

ACN 134 269 480 ABN 12 134 269 480 Builders Lic. No. 150092C

36 Macquarie Drive, Macquarie Links NSW 2565

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Work Method Statement (Part 1)			Signed Off:	
Contractor: Paul Wild			Date: 23.12.14 No:	
All Season Gutter Guard Pty Ltd: 36 Macquarie Drive, Macquarie Links NSW 2565			Accepted: Yes / No	
Project: Multi Site / Domestic Houses Cape Cod			Area:	
Job: Installation of gutter protection systems.				
Procedure (in steps):	Possible Hazards:	Initial Risk Rating	Safety Controls:	Residual Risk Rating
Access to roof.	Manual lifting. Ladder falling. Electrical hazards	Medium 4	Use of lightweight aluminium or fibre glass ladders. Use of Scaffold Tying of ladder to roof. Minimum clearance of 3m from power lines.	Low 5
Anchorage point installation	Falling from roof	Low 4	Assessing appropriate area for anchor point installation prior to accessing roof.	Low 5
Attaching to fixed anchorage points	Falling from roof	Medium 4	After accessing roof always remain attached to anchor point	Low 5
Movement around roof.	Slipping on roof. Falling from roof. Sun exposure.	Medium 3	No working on wet/slippery roofs. Use of fall arrest system. Sun cream, shirts, hats.	Low 6
Cleaning gutters.	Worker falling from roof. Debris falling from roof.	Medium 3	Use of fall arrest system. Removal of persons and/or objects immediately under roofline.	Low 5
Fixing mesh to gutter.	Worker falling from roof. Tools falling from roof.	Medium 5	Use of fall arrest system. Use of tool belt.	Low 6
Attaching mesh to roof.	Worker falling from roof.	Medium 4	Use of fall arrest system.	Low 5
Removal of equipment.	Equipment falling.	Medium 4	Secure equipment before exiting roof.	Low 6

Codes of Practice, Legislation:	Plant/Equipment:
OHS Act 2000	Ladders, cordless drills, tin snips, petrol blower, fall arrest system, other basic hand tools.
OHS Regulations 2001	
National COP for Prevention Of Musculoskeletal Disorders From Performing Manual Tasks At Work	
Codes of practice – Safe work on roofs (applicable sections attached).	
Codes of practice Portable Ladders (attached)	
Maintenance Checks:	
Battery charger tag tested.	Visual Inspection of fall arrest equipment prior to use
Safety equipment inspections prior to each use	

Work Method Statement (Part 2)

Contractor: All Season Gutter Guard Pty Ltd

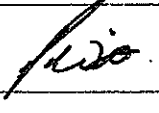
Personal Qualifications and Experience:	Personal, Duties and Responsibilities:	Training Required to Complete Work:
All workers to have OH&S Green card.	Inform supervisor when arriving & departing site.	All workers obtain Workcover "safe working at heights" certificate.
Minimum 1000 hours experience.	Informing supervisor before using fall arrest system so he and other workers on site can be immediately aware of any fall and can call 000 to enable speedy retrieval.	All workers complete All Season Gutter Guard Pty Ltd sub-contractor induction.
Authorization from wholesaler to install mesh.	Perform site analysis prior to starting work, advise of possible hazards, approve work area, work and safety measures, plant, equipment and power tools	Shown competency using fall arrest systems
All workers have Workcover "Safe Working At Heights" certificates	Adhering to safety guidelines/codes of practice	
	Toolbox talk to be held to discuss recovery procedure. Emergency phone numbers to be provided to workers including onsite supervisors phone numbers.	

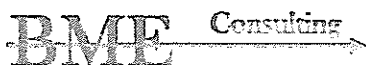
Maintenance Checks:

Battery charger tag tested.	Visual Inspection of fall arrest equipment prior to use
Safety equipment inspections prior to each use	

Principal Contractor	All Season Gutter Guard Pty Ltd	I certify that the attached SWMS; has been reviewed by me; has been developed in consultation with workers; workers have the relevant competencies; is endorsed for compliance with Workcover Guidelines for the preparation of SWMS; and is approved for use.
Name:	Paul Wild	
Position:	Director	
Signature:		

Senior Sub-Contractor (On Site)	On-site supervisor and OH&S Representative.
Name:	I certify that I am responsible for training staff in accordance with the work activities described in the SWMS
Signature:	I certify that the attached SWMS; has been reviewed by me; has been developed in consultation with workers; workers have the relevant competencies; is endorsed for compliance with Workcover Guidelines for the preparation of SWMS; and is approved for use.

Additional On-site installers	Installers have shown competency in all areas of work required, have completed All Season Gutter Guard Pty Ltd induction; are adequately insured and have appropriate OH&S training (Certification to be provided to project supervisor)
Name: Paul Wild.	Signature: 
Name	Signature
Name	Signature



ABN 94 983 817 811

"Moving Forward with Safety"

OHS Training Specialists in; Scaffolding ~ EWP ~ Ladders ~ Working at Heights ~ Confined Spaces ~ Forklifts

Statement of Training

(Work Activity OHS Training - Level 2)

This is to certify that:

Paul Wild

Has completed the training course in:

Safe Working at Heights

National Training Code - MNMG237A

On: 7 June 2007

Trainer details: **Brett Jackson**

Trainer Qualifications: **Cert IV Assessment & Workplace Training
Cert IV Workplace Safety (OHS)**

Trainers Signature: _____

COURSE LEARNING OUTCOMES:

- OHS Responsibilities in the workplace
- Risk Management for Working at Heights
- Ladder Safety & General Requirements
- EWP Safety & General Requirements
- Scaffold Safety & General Regulations
- Fall Restriction Devices & General Regulations
- OHS Act 2000 & OHS Regulation 2001
- WorkCover NSW Safe Work at Heights Guide 2004
- Emergency planning for working at heights