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|-------|--|-----|---|---------|--|------|--|
| Date: |  | New | ✓ | Revised |  | Page |  |
|-------|--|-----|---|---------|--|------|--|

**TRADE: FIX OUT CARPENTER**

|                 |                                   |                    |                  |
|-----------------|-----------------------------------|--------------------|------------------|
| <b>Job No:</b>  | <b>7651/15</b>                    | <b>Client:</b>     | <b>ZIMMERMAN</b> |
| <b>Address:</b> | 1246 Botany Road, Botany NSW 2019 | <b>Supervisor:</b> | Jonathon Stewart |

|             |                |                 |                 |
|-------------|----------------|-----------------|-----------------|
| <b>Key:</b> | "1" action now | "2" action ASAP | "3" action ASAP |
|-------------|----------------|-----------------|-----------------|

**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 -<br>Slips, trips, falls and accessibility -<br><br>Access ways not clearly defined | Slips, trips and falls  |            | ✓        |          |        | ✓      |       | 3        | Assess travel path and distance to work area<br><br>Ensure unobstructed access to site and work areas.  | Site Supervisor / all 'workers' |      |
| Stored materials -<br><br>Slips, trips, falls and accessibility -<br><br>Access ways not clearly defined        | Slips, trips and falls  |            | ✓        |          |        | ✓      |       | 2        | Assess travel path and distance to work area<br><br>Ensure unobstructed access to work areas.<br><br>Provide and maintain barricades to isolate material and to restrict access.<br>Provide designated waste areas. | Site Supervisor / all 'workers' |      |
| Manual tasks  | Muscle strain - back injuries and cuts<br>Over exertion or repetitive movements |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the tasks in consultation with the 'workers'<br>Use task specific trained 'workers' and team lifting.<br>Rotate 'workers' and vary tasks.   | Contractor / all 'workers'      |      |
| Exposure to noise<br>Plant / equipment  | Hearing damage  |            | ✓        |          |        | ✓      |       | 2        | Isolate plant and equipment<br>Use appropriate PPE  | All 'workers'                   |      |
| Exposure to UV  | Skin cancer / sun   |            | ✓        |          |        | ✓      |       | 2        | Reduce exposure where   | Contractor / all                |      |

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|---|---|------------|----------|----------|--------|--------|-------|----------|--|--|------|
|   |   | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |  |  |      |
| light / weather -<br><br>UV light - glare<br><br>Extreme temperatures   | burn -<br><br>Dehydration - heat stroke or fatigue<br><br>Sight damage  |            |          |          |        |        |       |          | possible.<br><br>Monitor 'workers' condition<br><br>Adequate fluid intake<br><br>Use appropriate sun screen.<br>Wear appropriate PPE.  | 'workers'  |      |
| Exposure to dust/<br>chemical vapours<br>Hazardous chemical -<br>Biological -   | Dust and chemical vapour inhalation / skin and eye allergies/ irritations.<br><br>Respiratory problems            |            | ✓        |          |        | ✓      |       | 2        | Identify the risks / hazards and plan the tasks in consultation with the 'workers'<br><br>Use appropriate PPE - disposable dust / chemical vapour protection.  | Contractor / all 'workers'   |      |
| Exposure to lead based paints -<br><br>Hazardous chemicals -<br>Biological  | Dust inhalation - respiratory problems<br><br>Skin and eye allergies/ irritations.                                |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the tasks in consultation with the 'workers'<br>Apply appropriate procedures necessary to contain dust / flaking paint surfaces.<br><br>Use appropriate PPE - disposable contact / dust protection.<br><br>Regularly monitor for airborne dust | Contractor / all 'workers'   |      |
| Contact with o/head electrical services / point of attachment -<br>Power lines not isolated, covered or enclosed -<br>Working too close to electrical supply -<br>Strong winds causing power lines to swing close to work area -<br>Wet conditions making 'tiger tails' ineffective | Electric shock or electrocution   |            | ✓        |          |        | ✓      |       | 3        | Identify that the electrical service is isolated prior to work commencing.<br><br>Provide 'tiger tails' [insulation] - adequately boxed adjacent to scaffold - extended an appropriate distance past the boundary  | Licensed Electrical Contractor or Approved person<br><br>Site Supervisor<br><br>Contractor / all 'workers' |      |
| Carrying fix out materials, doors and tools to ground floor work area -<br>Slips, trips, falls and accessibility -<br><br>Access ways not   | Slips, trips and falls<br><br>Muscle strain - back injuries and cuts<br><br>Over exertion or repetitive movements |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the tasks in consultation with the 'workers'<br><br>Assess travel path and distance to work area<br><br>Ensure unobstructed access to work areas.<br>Ensure openings and voids   | Contractor / all 'workers'   |      |

| Job Step / Hazard  | Potential Harm   | Likelihood |          |          | Result |        |       | Priority | Possible Controls   | Responsible Person/s                         | Date |
|--|--|------------|----------|----------|--------|--------|-------|----------|---|--|------|
|  |  | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |   |  |      |
| clearly defined -<br><br>Manual tasks  |  |            |          |          |        |        |       |          | in floors are fully covered.<br><br>Use task specific trained 'workers'.<br>Rotate 'workers' and vary tasks.  |  |      |
| Carrying fix out materials, doors and tools up ramp or over roof and through window -<br><br>Slips, trips, falls and accessibility -<br><br>Inadequate fall prevention system -<br><br>Windy and or wet conditions -<br><br>Slope of ramp / pitch of roof - roofing material<br><br>Manual tasks | Slips, trips and falls from ramp or roof surface<br><br>Fractures, bruises lacerations and personal injuries<br><br>Muscle strain - back injuries and cuts |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the tasks in consultation with the 'workers'<br>Assess travel path and distance to work area<br><br>Ensure unobstructed access to work areas.<br><br>Guardrails to ramp are in place - ramp and roof surfaces clean and dry.<br><br>Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry.<br><br>Perimeter and edge protection / catch scaffold when access from roof surface.<br><br>Use task specific trained 'workers' and team lifting.<br><br>Rotate 'workers' and vary tasks.<br><br>SWMS | Contractor / all 'workers'                   |      |
| Carrying vanity unit and bath up ramp / scaffold or up stairs -<br><br>Slips, trips, falls and accessibility -<br><br>Slope of ramp -<br><br>Windy and or wet conditions -<br><br>Manual tasks   | Slips, trips, falls and accessibility.<br><br>Back injuries - strains and sprains  |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the task in consultation with the 'workers'<br><br>Assess travel path and distance to work area<br><br>Ensure unobstructed access to work area.<br><br>Guardrails to ramp are in place. Ramp surface clean and dry.<br><br>Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry.<br><br>Use task specific trained 'workers' and team lifting.   | Contractor<br><br>Contractor / all 'workers' |      |
| Stairwell opening  | Falls through open   |            | ✓        |          | ✓      |        |       | 1        | Identify the risks / hazards  | Contractor/ all                              |      |

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|---|--|------------|----------|----------|--------|--------|-------|----------|---|---------------------------|------|
|   |  | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |   |                           |      |
| - roughed-in stair no guardrail -<br><br>Slips, trips, falls and accessibility -<br>Inadequate fall prevention system-<br>Gravity -<br>overbalancing  | stairwell-<br><br>Fractures, bruises lacerations and personal injuries   |            |          |          |        |        |       |          | and plan the task in consultation with the 'workers'<br><br>Prevent access to opening.<br><br>Provide guardrail / edge protection.<br><br>Cover stairwell with temporary sheeting.  | 'workers'                 |      |
| Carrying fix out materials and tools up stairs -<br><br>Slips, trips, falls and accessibility -<br><br>Manual tasks   | Slips, trips and falls on stairs.<br><br>Back injuries- muscle strain / sprain                                     |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the task in consultation with the 'workers'<br><br>Assess travel path and distance to work area<br><br>Ensure unobstructed access to work areas.<br><br>Use task specific trained 'workers' and team lifting. Rotate 'workers' and vary tasks.<br><br>SWMS  | Contractor/ all 'workers' |      |
| Working at height - from roof surface to install skylight assembly -<br><br>Slips, trips, falls and accessibility -<br><br>Inadequate fall prevention system / work platform -<br><br>Pitch of roof and roofing material -<br><br>Gravity -<br>overbalancing -<br><br>Windy and or wet conditions | Slips, trips and falls from scaffold or roof surface -<br><br>Fractures, bruises lacerations and personal injuries |            | ✓        |          |        | ✓      |       | 3        | Identify the risks and plan the tasks in consultation with the 'workers'<br>Assess travel path and distance to work area<br><br>Ensure unobstructed access to work area.<br><br>Scaffold guard rails and work platform is complete - clean and dry<br><br>Perimeter and edge protection / catch scaffold in place when working from roof surface.<br><br>Use task specific trained 'workers' in safe working at heights.<br><br>Use safety harness when working from roof surface - use task specific trained 'workers'<br><br>Wear appropriate footwear. | Contractor/ all 'workers' |      |
| Work from ladder -  | Fall from ladder   |            | ✓        |          | ✓      |        |       | 3        | Identify the risks and plan the   | Contractor / all          |      |

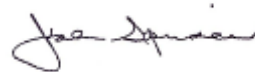
| Job Step / Hazard  | Potential Harm  | Likelihood |          |          | Result |        |       | Priority | Possible Controls   | Responsible Person/s       | Date |
|--|---|------------|----------|----------|--------|--------|-------|----------|---|----------------------------|------|
|  |   | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |   |                            |      |
| to install skylight assembly -<br><br>Slips, trips, falls and accessibility -<br><br>Inadequate work platform -<br><br>Gravity - overbalancing                                   |   |            |          |          |        |        |       |          | task in consultation with the 'workers'<br>Use scaffold as working platform.<br>Ensure ladders are at 4:1 slope.<br>Secure ladder at base and top.<br>Ensure 'workers' face the ladder when climbing up and down ladder.<br>Provide and maintain barricades to restrict access to work area.<br>Limit the use of ladders  | 'workers'                  |      |
| Use of electrical powered / battery operated tools -<br><br>Electricity -<br>Exposure to noise -<br>Exposure to dust -<br>Hazardous chemicals -<br>Biological -<br>Equipment     | Electrical shock or electrocution<br><br>Hearing loss<br><br>Inhalation of dust - respiratory problems.<br><br>Eye and skin irritations / allergies -<br><br>Sight damage |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the task in consultation with the 'workers'<br><br>RCD installed on mains supply / portable generator<br><br>Protect power lead from damage - power saw blade / sharp edges / vehicular traffic<br><br>Use stands and hooks for leads in trafficable areas<br><br>Guards to plant and equipment fully operational.<br><br>Adequate ventilation and lighting<br><br>Monitor for airborne dust/ fibres<br><br>Use task specific trained 'workers'.<br><br>Use of appropriate PPE. | Contractor/ all 'workers'  |      |
| Use of pneumatic operated tools and equipment -<br><br>Compressed air -<br>Exposure to noise -<br>Exposure to dust -<br>Hazardous chemicals<br>Biological -<br>Plant / equipment | Impact injury from projectiles<br><br>Hearing loss<br><br>Inhalation of dust - respiratory problems.<br><br>Eye and skin irritations / allergies -<br><br>Sight damage    |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the task in consultation with the 'workers'<br><br>Appropriate warning signage and barricades to restrict access into the work area<br><br>Ensure unobstructed access work areas<br><br>Regularly monitor that air hoses are securely engaged and not damaged   | Contractor / all 'workers' |      |

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|  |   | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |   |                            |      |
|  |   |            |          |          |        |        |       |          | Guards to tools fully operational<br><br>Protect air line from damage<br>- power saw blade / sharp edges / vehicular traffic<br><br>Use of appropriate PPE.<br><br>Use task specific trained 'workers'.   |                            |      |
| Working with chemically treated timber, pine or medium density fibre-board [MDF]-<br><br>Exposure to dust -<br>Hazardous chemicals -<br>Biological | Inhalation of dust - respiratory problems.<br><br>Eye and skin irritations / allergies -<br><br>Sight damage                          |            | ✓        |          |        | ✓      |       | 2        | Identify the risks / hazards and plan the task in consultation with the 'workers'<br><br>Train 'workers' in the safe handling and cutting of hazardous materials.<br><br>Adequate ventilation and lighting<br><br>Monitor for airborne dust/ fibres<br><br>Use of appropriate PPE<br><br>Provide SDS for product. | Contractor/ all 'workers'  |      |
| Site clean up on completion of work<br><br>Manual tasks<br><br>Exposure to dust -<br><br>Hazardous chemicals<br><br>Biological -                   | Inhalation of dust - respiratory problems.<br><br>Eye and skin irritations / allergies<br><br>Personal injuries - cuts and abrasions. |            | ✓        |          |        | ✓      |       | 3        | Place all associated building waste and rubbish in the designated waste area / skip bin<br><br>Leave site / work areas in a clean and tidy condition<br><br>Remove any temporary barricades if no longer required   | Contractor / all 'workers' |      |

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: