


SAFE WORK METHOD STATEMENT

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Company Name:	NRW Carpentry	Project Name / No:	All Jobs
Work Activity / Task:	SITE CLEANER - MANUAL	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Neil Wanders	Date:	18/09/2014
Signature:		Note:	Sign off to be provided at Tool Box talk

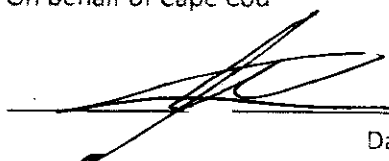
Note: Review of Control Measures - If there are any tasks that may be included by way of variation to the plans or an alternative approach to the set task, it is a requirement to carry out a "Specific Risk Assessment" for the tasks.

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
1	Access to site	<ul style="list-style-type: none"> Slips, trips, falls and accessibility UV light / weather exposure. 	<ul style="list-style-type: none"> Site specific induction. 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. Tool box talk to highlight any WHS concerns relative to the site. Ensure that the site and work place access is unobstructed. Ensure all weather access to work areas. Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible. Provision of designated waste areas. Storage of materials in designated areas. 	Cape Cod NRW NRW NRW NRW NRW
2	Unloading plant, equipment and tools	<ul style="list-style-type: none"> Public access Manual task injuries Slips, trips and falls. Proximity of other "workers". 	<ul style="list-style-type: none"> Identify traffic management requirements. Provide as a minimum, low level basic requirements signage and barriers / witches hats. Provide a spotter where necessary. Unload and move the equipment to designated area to keep footpath / work place access clear. 	NRW Cape Cod NRW

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Position

Signature


Date

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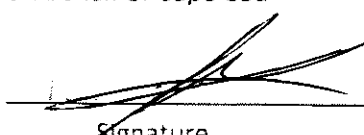
SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> Team lifting and carrying. Training of "workers" in correct lifting and carrying methods. 	
3	Setting up equipment	<ul style="list-style-type: none"> Manual task injuries Slips, trips and falls. Failure of mechanic plant. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Set up in a clear area and maintain a clear and barricaded travel path. Training of "workers" in setting up of safe work travel areas. Ensure the proper use of all safety guards provided to plant and equipment. Plant to be fully maintained and serviced. 	NRW NRW
4	Site Clean	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV light / weather exposure. Electrocution. Fall from height. Manual task injuries Exposure to dust. Exposure to noise. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing installation work. Identify any products or materials that may contain asbestos (ACM) or (ACD). Identify services and make sure all the electrical, gas, water and sewerage services have been isolated or safely relocated before commencing work. Use Licensed Electrician and Plumber to isolate, disconnect and relocate existing services. Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible Training of "workers" in safe working and safe movement on site. Training of "workers" in correct lifting and carrying methods. Ensure that correct lifting and carrying techniques are used at all times. 	Cape Cod NRW Cape Cod Cape Cod NRW NRW NRW

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SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> Team lifting and carrying - limiting weights to manageable sizes. Ensure workers have safety glasses, noise protection, dust protection [disposable], protective footwear. Training of "workers" in safe use of power tools. Ensure all power tools have working safety guards. Maintain a clean and tidy work area. 	NRW NRW NRW
5	Site clean up on completion of work	<ul style="list-style-type: none"> Manual task injuries Exposure to dust Exposure to hazardous substances 	<ul style="list-style-type: none"> Remove any temporary barricades if no longer required Place all rubbish / debris in designated waste storage area Leave site / work area in a clean and tidy condition 	NRW NRW

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