

Date:		New	✓	Revised		Page	
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TRADE: CARPENTER

Job No:	7616/14	Client:	ANDREWS
Address:	44 St Albans Road, Schofields NSW 2762	Supervisor:	CRAIG BENNETT

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 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 / 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 areas. Provide and maintain barricades to isolate material and to restrict access Provide designated waste areas.	Site Supervisor / all 'workers'	
Manual tasks	Muscle strain - back injuries and cuts Over exertion or repetitive movements		✓			✓		2	Assess travel path and distance to work area Use mechanical assistance where practicable; provide training in the use of the equipment Identify the risks and plan the	Contractor / all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
									<p>task in consultation with the <i>'workers'</i></p> <p>Ensure one [1] person is appointed to plan and take charge of the task</p> <p>Plan the task in stages - e.g. ensure grip is secure; lift to waist height; place support under load; team <i>'workers'</i> to re-group then lift load into position</p> <p>Use trained <i>'workers'</i> and team lifting - rotate <i>'workers'</i> and vary tasks</p> <p>Ensure enough space is available for the team <i>'workers'</i> to safely manoeuvre as a group</p> <p>Where possible, use team <i>'workers'</i> of a similar height and capability</p> <p>Provide additional team <i>'workers'</i> to assist that are proportional to the weight and difficulty of the task</p> <p>Ensure load is shared evenly</p> <p>Ensure team <i>'workers'</i> know their responsibility during the lift</p> <p>On sloping sites, ensure safe footing is provided</p>		
Exposure to noise Plant / equipment	Hearing damage		✓			✓		2	<p>Isolate plant and equipment</p> <p>Use appropriate PPE</p>	All <i>'workers'</i>	
Exposure to dust / fibres / chemical vapours - Hazardous chemicals - Biological -	<p>Dust / fibres inhalation - respiratory problems</p> <p>Skin and eye allergies/ irritations.</p>		✓			✓		2	<p>Apply appropriate procedures necessary to contain dust / fibres / chemical vapours.</p> <p>Use appropriate PPE - disposable dust / fibres / chemical vapour protection.</p> <p>Regularly monitor for airborne dust/ fibres</p>	Contractor / all <i>'workers'</i>	
Exposure to UV light / weather - UV light - glare	<p>Skin cancer / sun burn -</p> <p>Dehydration - heat stroke or</p>		✓			✓		2	<p>Reduce exposure where possible.</p> <p>Monitor <i>'workers'</i> condition</p>	Contractor / all <i>'workers'</i>	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
Extreme temperatures	fatigue Sight damage								Adequate fluid intake Use appropriate sun screen. Wear appropriate PPE.		
Contact with o/head electrical services / point of attachment - Power lines not isolated, covered or enclosed - Working to close to electrical supply - Strong winds causing power lines to swing close to work area - Wet conditions making 'tiger tails' ineffective	Electric shock or electrocution		✓			✓		3	Identify that the electrical supply is isolated prior to the work commencing Provide 'tiger tails' [insulation] - adequately boxed adjacent to scaffold - extended an appropriate distance past the boundary	Licensed Electrical Contractor or Approved person Site Supervisor Contractor / all 'workers'	
Protection of other 'workers' and the public - Slips, trips, falls and accessibility - Access ways not clearly defined - Hazardous chemicals - Biological	Slips, trips and falls Wind- borne dust / fibres Struck by falling objects		✓			✓		2	Provide and maintain barricades to materials stored on footpath Provide and maintain barricades to isolate and to restrict access to work areas Use of shade cloth around the work area Wet down dust Provide "Spotter" to stop others entering work area	Site Supervisor Contractor / all 'workers'	
Location of services - Electricity - insulation to old wiring frayed or brittle [conduit] or easily damaged - water pipe electrified Gas - Hazardous chemical Biological	Electric shock or electrocution Gas service - explosion Inhalation and exposure to hazardous chemicals.		✓		✓			3	Isolate / relocate electrical supply / wiring. RCD installed on mains supply / portable generator Isolate / relocate gas supply	Site Supervisor / all 'workers'	
General working at height - [over 3m] Slips, trips, falls and accessibility -	Fall from roof edge/ work platform/ through roof or roof framing		✓		✓			1	Identify the risks and plan the tasks in consultation with the 'workers' Assess travel path to work area	Site Supervisor Contractor / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
<p>Inadequate fall prevention system / work platform -</p> <p>Old roofing material or skylight/s - brittle</p> <p>Increased traffic on roof surface - walking in the middle of battens -</p> <p>Gravity - overbalancing</p> <p>Windy and or wet conditions</p>	<p>Fractures, bruises lacerations and personal injuries</p>								<p>Ensure unobstructed access to work areas</p> <p>Provide guardrails, perimeter edge protection / catch scaffold.</p> <p>Scaffold / work platform to outer perimeter.</p> <p>Use trained / experienced 'workers' in safe working at heights - ensure 'workers' know their responsibility during the work process</p> <p>SWMS</p>		
<p>Working at height-stripping existing tiled roof covering and frame -</p> <p>Slips, trips, falls and accessibility -</p> <p>Inadequate fall prevention system / work platform -</p> <p>Old / brittle roofing tiles</p> <p>Increased traffic on roof surface - walking in the middle of battens -</p> <p>Windy and or wet conditions -</p> <p>Gravity - overbalancing -</p> <p>Hazardous chemicals -</p> <p>Biological -</p> <p>Manual tasks -</p> <p>Electricity</p>	<p>Slips, trips and falls from work platform.</p> <p>Fractures, bruises lacerations and personal injuries / cuts and abrasions.</p> <p>Struck by falling object.</p> <p>Exposure to ceiling dust and insulation fibres - respiratory problems.</p> <p>Electric shock or electrocution</p>		✓			✓		2	<p>Identify the risks and plan the task in consultation with the 'workers'</p> <p>Conduct hazardous chemical assessment prior to commencement of the works</p> <p>Appropriate removal procedures to contain dust</p> <p>Provide perimeter guardrail / scaffold / work platform to outer perimeter.</p> <p>Use trained / experienced 'workers' in safe working at heights - ensure 'workers' know their responsibility during the removal process</p> <p>Use safety harness</p> <p>Regularly monitor for airborne dust/ fibres</p> <p>Controlled removal / disposal of the roofing tiles - provide debris chute</p> <p>Regularly monitor stability of the roof structure / ceiling frame</p> <p>Provide barricade to restrict access to the work area.</p> <p>Provide "Spotter" to stop others entering work area</p> <p>Don't stack materials on roof</p>	Contractor / all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
									<p>or on scaffold.</p> <p>Don't remove roofing tiles on wet or windy days.</p> <p>Use of appropriate PPE plan the tasks in consultation with the 'workers'</p> <p>Assess travel path and distance to work area</p> <p>Ensure unobstructed access work areas.</p> <p>Use designated drop areas to restrict traffic across the roof surface</p>		
<p>Carry and install tarpaulins to exposed roof space -</p> <p>Slips, trips, falls and accessibility -</p> <p>Inadequate fall prevention system / work platform -</p> <p>Windy and or wet conditions -</p> <p>Gravity - overbalancing -</p> <p>Manual tasks</p>	<p>Slips, trips and falls</p> <p>Back injuries - strains and sprains</p> <p>Struck by flying object</p>		✓		✓			1	<p>Identify the risks and plan the task in consultation with the relevant 'workers'</p> <p>Assess travel path and distance to work area</p> <p>Ensure unobstructed access work area</p> <p>Use trained 'workers' and team lifting to position tarp.</p> <p>Additional 'workers' to assist where required</p> <p>Ensure team 'workers' know their responsibility during the positioning of the tarp</p> <p>Ensure all tarps are securely tied down and not weighted with tiles</p>	Contractor / all 'workers'	
<p>Carry materials and tools to ground floor work areas -</p> <p>Slips, trips, falls and accessibility -</p> <p>Access ways not clearly defined</p> <p>Manual tasks</p>	<p>Slips, trips and falls</p> <p>Muscle strain - back injuries and cuts</p> <p>Over exertion or repetitive movements</p>		✓			✓		2	<p>Identify the risks and plan the task in consultation with the relevant 'workers'</p> <p>Assess travel path and distance to work area</p> <p>Ensure unobstructed access to site and work areas</p> <p>Use trained 'workers' - ensure 'workers' know their responsibility during the work process</p> <p>Rotate 'workers' and vary tasks.</p>	Contractor / all 'workers'	
Carrying	Slips, trips and		✓			✓		2	Identify the risks and plan the	Site Supervisor	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
materials, floor timbers /joists up ramp / scaffold - Slips, trips, falls and accessibility - Slope of ramp Windy and or wet conditions - Manual tasks	falls Back injuries - strains and sprains								task in consultation with the relevant 'workers' Assess travel path and distance to work area Ensure unobstructed access to site and work areas Guardrails to ramp are in place - ramp surface clean and dry. Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry. Use trained 'workers' and team lifting.- ensure team 'workers' know their responsibility during the work process Order timber in short lengths. SWMS	Contractor / all 'workers'	
Positioning floor timbers / joists on existing wall frames - Slips, trips, falls and accessibility - Inadequate fall arrest system / work platform – Windy and or wet conditions – Gravity - overbalancing Manual tasks	Slips, trips and falls Back injuries - strains and sprains		✓			✓		2	Identify the risks and plan the task in consultation with the relevant 'workers' Assess travel path and distance to work area Use trained 'workers' and team lifting.- ensure team 'workers' know their responsibility during the work process Use planks as temporary work platform. SWMS	Contractor / all 'workers'	
Carrying and placing floor sheets Slips, trips, falls and accessibility - Manual tasks	Slips, trips and falls through open floor joists Back injuries - strains and sprains		✓			✓		2	Identify the risks and plan the task in consultation with the relevant 'workers' Assess travel path and distance to work area Ensure unobstructed access to site and work areas Use planks as temporary work platform	Contractor / all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
									Use trained 'workers' and team lifting Ensure 'workers' know their responsibility during the carrying and positioning of the sheets upon the open floor joists		
Carry rolls of poly-fabric up ramp /scaffold and install to cover to first floor platform - Slips, trips, falls and accessibility - Windy and or wet conditions - Gravity - overbalancing- Manual tasks	Slips, trips and falls Back injuries - strains and sprains		✓		✓			1	Assess travel path and distance to work area Ensure unobstructed access work area Use trained 'workers' and team lifting to position and to roll out the poly-fabric	Contractor / all 'workers'	
Carrying frames up ramp / scaffold Slips, trips, falls and accessibility - Slope of ramp - Windy and or wet conditions - Manual tasks	Slips, trips and falls. Back injuries - strains and sprains		✓		✓			2	Identify the risks and plan the task in consultation with the relevant 'workers' Assess travel path and distance to work area Guardrails to ramp are in place - ramp surface clean and dry. Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry Use trained 'workers' and team lifting.- ensure team 'workers' know their responsibility during the work process Remove guardrail from ramp to allow easy carrying Have large prefab frames delivered with loose lintels. Use site cut frames on first floor Have frames made in smaller lengths. Use mechanical assistance	Contractor Contractor / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
									where practicable - provide training in the use of the equipment		
Lifting external walls from floor that have been clad - Slips, trips, falls and accessibility - Windy and or wet conditions - Manual tasks	Slips, trips and falls. Back injuries - muscle strain / sprain		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers' Assess travel path and distance to work area Use mechanical assistance where practicable - provide training in the use of the equipment Ensure one person is appointed to plan and take charge of the lift Plan the lift in stages - e.g. lift to waist height; place saw stools under frame; team 'workers' to re-group then lift frame into position Ensure enough space is available for the team 'workers' [handlers] to safely manoeuvre as a group Use trained 'workers' and team lifting Where possible, use team 'workers' of a similar height and capability Provide additional team 'workers' to assist that are proportional to the weight and difficulty of the lift Rehearse the lift including what to do in case of an emergency Ensure load is shared evenly Ensure team 'workers' know their responsibility during the lift Fabricate frame in approximately final position.	Contractor / all 'workers'	
Cutting timber frame with power saw -	Electric shock or electrocution Hearing loss -		✓			✓		2	Identify the risks and plan the task in consultation with the relevant 'workers'	Contractor / all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
Electricity - Exposure to noise - Exposure to dust - Hazardous chemicals - Biological - Tools and equipment Struck by flying objects	Inhalation of dust - respiratory problems - Sight damage								RCD installed on mains supply / portable generator Guards to equipment fully operational Monitor for airborne dust Use trained 'workers'. Use appropriate PPE.		
Lifting / placement of roof trusses - Slips, trips, falls and accessibility - Inadequate fall prevention system / work platform - Windy and or wet conditions - Manual tasks	Slips, trips, falls Back injuries - muscle strain / sprain		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers' Use planks as temporary work platform Use mechanical assistance to position trusses on top of wall plates Use trained 'workers' and team lifting.- ensure team 'workers' know their responsibility during the lifting and positioning of the roof trusses Replace truss with cut roof. Have girder trusses made in two [2] sections i.e.: not nailed together	Contractor / all 'workers'	
Lifting large strutting and hanging beams onto top wall plate Slips, trips, falls and accessibility - Inadequate work platform - Windy and or wet conditions - Manual tasks	Slips, trips and falls Back injuries - strains and sprains		✓			✓		2	Identify the risks and plan the task in consultation with the relevant 'workers' Assess travel path and distance to work area Ensure unobstructed access work area. Use planks as temporary work platform Use mechanical assistance where practical to lift and position Use trained 'workers' and team lifting - additional 'workers' to assist.- ensure team 'workers' know their responsibility during the work task	Contractor / all 'workers' Site Supervisor	
Fixing of eaves and windows -	Slips, trips and falls from work platform		✓		✓			1	Identify the risks and plan the task in consultation with the	Contractor / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
Slips, trips, falls and accessibility - Inadequate fall prevention system / work platform - Pitch of roof - roofing material - Windy and or wet conditions - Gravity - overbalancing - Manual tasks	and accessibility. Fractures, bruises lacerations and personal injuries Back injuries - strains and sprains.								relevant 'workers' Use trained 'workers' and team lifting Guardrails to scaffold, work platform complete, clean and dry Perimeter guardrail / catch scaffold to roof surfaces when working from roof surface Use safety harness when working from roof surface Use of appropriate PPE	Site Supervisor	
Carry rolls of aluminium breather foil up ramp /scaffold to wrap first floor frame - Slips, trips, falls and accessibility - Windy and or wet conditions - Gravity - overbalancing- Manual tasks	Slips, trips and falls Back injuries - strains and sprains		✓		✓			1	Identify the risks and plan the task in consultation with the relevant 'workers' Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry Use trained 'workers' and team lifting to position and to roll out and fix breather foil Additional 'workers' to assist where required	Contractor / all 'workers'	
Carry rolls of 'polastic' insulation up ramp /scaffold - fixing of battens and insulation - Slips, trips, falls and accessibility - Inadequate fall protection system / work platform - Slope of ramp - Windy and or wet conditions - Manual tasks Exposure to dust - Hazardous	Slips, trips and falls from ramp or work platform Muscle strain - back injuries and cuts Dust inhalation - respiratory problems Eye and skin irritations / allergies		✓			✓		3	Identify the risks and plan the task in consultation with the relevant 'workers' Assess travel path and distance to work area Ensure unobstructed access to work areas Guardrails to ramp are in place - ramp and work platform clean and dry Scaffold guardrails and work platform is complete - use of toe boards /dust screening Provide barricades to restrict access to around / under work areas Team lifting and carrying.	Contractor / all 'workers'	

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chemicals - Biological									Rotate 'workers' and vary tasks Appropriate procedures to contain dust resulting from cutting of the foil backed polystyrene insulation rolls Use appropriate PPE - disposable dust protection. SWMS		
Exposure to polystyrene dust	Eye and skin irritations / allergies		✓			✓		2	Appropriate procedures to contain dust Regularly monitor for airborne dust/ fibres Use appropriate PPE - disposable dust protection Provide Safety Data Sheet.	Contractor / all 'workers'	
Stairwell opening - roughed-in stair no guardrail - Slips, trips, falls and accessibility - Gravity - overbalancing	Falls through open stairwell Fractures, bruises lacerations and personal injuries		✓		✓			1	Identify the risks and plan the task in consultation with the 'workers' Prevent access to opening Provide guardrail / edge protection to stairwell void Cover stairwell with temporary sheeting / scaffold	Contractor / all 'workers' Staircase Installer	
Ladder access to work areas - Slips, trips, falls and accessibility - Gravity - overbalancing	Fall from ladder Fractures, bruises lacerations and personal injuries		✓		✓			1	Identify the risks and plan the task in consultation with the 'workers' Use trained 'workers'. Use approved ladder. Limit the use of ladders.	Contractor / all 'workers'	
Work from extension ladder - Slips, trips, falls and accessibility - Inadequate work platform - Windy and or wet conditions - Gravity - overbalancing	Fall from ladder Fractures, bruises lacerations and personal injuries		✓		✓			3	Identify the risks and plan the tasks in consultation with the 'workers' Use scaffold as working platform. Ensure ladder is at 4:1 slope. Secure ladder at base and top. Ensure 'workers' face the ladder when climbing up and down ladder. Provide and maintain barricades to restrict access to work area. Limit the use of ladders	Contractor / all 'workers'	

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Use of electrical powered / battery operated tools in confined space- Electricity - Exposure to noise - Exposure to dust - Hazardous chemicals - Biological Tools and equipment	Electric shock or electrocution Hearing loss Inhalation of dust - respiratory problems Sight damage		✓			✓		2	Identify the risks and plan the task in consultation with the relevant 'workers' RCD installed on mains supply / portable generator Guards to equipment fully operational Protect power lead from damage - power saw blade / sharp edges / vehicular traffic Use stands and hooks for leads in trafficable areas Use trained 'workers' and rotate tasks Adequate light and ventilation Regularly monitor for airborne dust/ fibres Use of appropriate PPE.	Contractor / all 'workers'	
Use of pneumatic operated tools and equipment - Compressed air - Exposure to noise - Exposure to dust - Hazardous chemicals Biological - Plant / equipment	Impact injury from projectiles Hearing loss Inhalation of dust - respiratory problems. Eye and skin irritations / allergies - Sight damage		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers' Appropriate warning signage and barricades to restrict access into the work area Ensure unobstructed access work areas Regularly monitor that air hoses are securely engaged and not damaged Guards to tools fully operational Protect air line from damage - power saw blade / sharp edges / vehicular traffic Use of appropriate PPE. Use trained 'workers'.	Contractor / all 'workers'	
Carrying vanity units and bath up ramp / scaffold or up stairs -	Slips, trips, falls and accessibility. Back injuries - strains and sprains		✓			✓		2	Identify the risks and plan the task in consultation with the relevant 'workers' Assess travel path and distance to work area	Contractor Contractor / all 'workers'	

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Slips, trips, falls and accessibility - Slope of ramp - Windy and or wet conditions - Manual tasks									Ensure unobstructed access work areas Guardrails to ramp are in place. Ramp surface clean and dry. Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry Use trained 'workers' and team lifting.		
Building in bath - Manual tasks	Back injuries - strains and sprains		✓			✓		2	Identify the risks and plan the task in consultation with the relevant 'workers' Use trained and experienced 'workers' and team lifting	Carpenter / Plumber	
Cutting chemically treated timber, pine and particleboard / MDF sheets - Exposure to noise - Exposure to dust - Hazardous chemicals - Biological Equipment	Hearing loss Inhalation of dust – respiratory problems Sight damage		✓			✓		2	Identify the risks and plan the task in consultation with the relevant 'workers' RCD installed on mains supply / portable generator Guards to plant and equipment fully operational. Regularly monitor for airborne dust/ fibres Train 'workers' in the safe handling and cutting of hazardous materials Monitor for airborne dust/ fibres Adequate ventilation Use of appropriate PPE Provide SDS for product.	Contractor / all 'workers'	
Site clean up on completion of work Manual tasks Exposure to dust - Hazardous chemicals - Biological -	Exposure to dust - Hazardous chemicals - Biological - Personal injuries - cuts and abrasions.		✓			✓		3	Remove any temporary barricades if no longer required Place all building waste and rubbish in the designated waste area Leave site / work area in a clean and tidy condition	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: