

Date:		New	✓	Revised		Page	
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TRADE: INTERNAL LINING / CORNICE FIXER

Job No:	7737/16	Client:	STEPHENS
Address:	33 Wangara Street, Doonside NSW 2767	Supervisor:	Shane Denny

Key:	"1" action now	"2" action ASAP	"3" action ASAP
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Note 1: Refer to the general Safety Plan and your Safe Work Method Statement prepared in accordance with WHS Regulation 2011 s309-315 Part 6.4

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 *current material safety data sheet* recommendations and also complies with the requirements of WHS Regulation 2011 Chapter 3 - Part 3.2

Note 3: All *manual tasks* are to comply with the requirements of WHS Regulation 2011 - Hazardous manual tasks Part 4.2 or Safe Work Australia - National Code of Practice for Manual Handling 2009 [or as amended] or Safe Work NSW Code of Practice - Hazardous manual tasks

Note 4: Management of the risk of fall from one level to another must comply with Part 3.1 and the requirements of WHS Regulation 2011 - Falls s78-80 Part 4.4

Note 5: 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	Identify the risks and plan the tasks in consultation with the 'workers' Assess travel path and distance to work area Ensure unobstructed all weather access to site and work areas. Unload and move equipment and materials to designated area to keep footpath / work place access clear	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 -		✓			✓		2	Assess travel path and	Contractor / all	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
	back injuries and cuts Over exertion or repetitive movements								<p>distance to work area</p> <p>Use mechanical assistance to lift where practicable - provide training in the use of the equipment</p> <p>Identify the risks and plan the tasks in consultation with the 'workers'</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 on sheets; lift to waist height; place support under load; team 'workers' to re-group then lift sheet to carrying position or into position</p> <p>Use task specific trained 'workers' and team lifting - rotate 'workers' and vary tasks.</p> <p>Ensure enough space is available to safely manoeuvre the sheet</p> <p>Where possible, use 'workers' of a similar height and capability to carry or position the sheets</p> <p>Provide additional team 'workers' to assist that are proportional to the weight and difficulty of the task</p> <p>Ensure load is shared evenly</p> <p>Ensure team 'workers' know their responsibility during the lift</p> <p>On sloping work surfaces ensure safe footing is provided.</p>	'workers'	
Exposure to noise Plant / equipment	Hearing damage		✓			✓		2	<p>Isolate plant and equipment.</p> <p>Use appropriate PPE</p>	All 'workers'	
Exposure to UV light / weather - UV light - glare Extreme temperatures	<p>Skin cancer / sun burn -</p> <p>Dehydration - heat stroke or fatigue</p> <p>Sight damage</p>		✓			✓		2	<p>Reduce exposure where possible.</p> <p>Monitor 'workers' condition</p> <p>Adequate fluid intake</p> <p>Use appropriate sun screen.</p> <p>Wear appropriate PPE.</p>	Contractor / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
Exposure to dust/ chemical vapours- Hazardous chemical - Biological -	Dust and chemical vapour inhalation / skin and eye allergies/ irritations. Respiratory problems		✓			✓		2	Use appropriate PPE - disposable dust / chemical vapour protection.	Contractor / all 'workers'	
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 service is isolated prior to 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'	
Use of electrical / battery powered tools and equipment - Electricity - Exposure to noise - Exposure to dust - Hazardous chemicals - Biological - Equipment	Electrical shock or electrocution 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' RCD installed on mains supply / portable generator Protect power lead from damage - sharp edges / vehicular traffic Use stands and hooks for leads in trafficable areas Guards to plant and equipment fully operational. Adequate ventilation and lighting Use task specific trained 'workers'. Use of appropriate PPE.	Contractor/ all 'workers'	
Carry plasterboard sheet, cornices and tools to ground floor work area - Slips, trips, falls and accessibility -	Slips, trips and falls Muscle strain - back injuries and cuts Over exertion or repetitive movements		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers' Assess travel path and distance to work area Ensure unobstructed access to work areas.	Contractor / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
Access ways not clearly defined- Manual tasks									Ensure openings and voids in floors are fully covered. Use task specific trained 'workers'. Rotate 'workers' and vary tasks.		
Carrying plasterboard sheet wet area board and cornices up ramp or over roof and through window - Slips, trips, falls and accessibility - Slope of ramp - Pitch of roof and roofing material - Windy and or wet conditions - Gravity - overbalancing Manual tasks	Slips, trips and falls from ramp / or roof surface Muscle strain - back injuries		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers' Guardrails to ramp are in place - ramp and roof surfaces clean and dry. Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry. Perimeter and edge protection / catch scaffold when access from roof surface. Use task specific trained 'workers' and team lifting - rotate 'workers' and vary tasks. Cut sheet to size at ground level. Place sheets on upper floor prior to all external cladding being fixed. SWMS	Contractor / all 'workers'	
Fixing plasterboard sheets and cornices to ceiling/ stairwell - Slips, trips, falls and accessibility - Inadequate work platform - Gravity - overbalancing Manual tasks	Slips, trips and falls from scaffold or work platform Fractures, bruises lacerations and personal injuries Back injuries - muscular strains		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers' Assess travel path and distance to work area Ensure unobstructed access to work areas. Use of mechanical assistance where practicable Use task specific trained 'workers' and team lifting. Rotate 'workers' and vary tasks. Use of scaffold over stairwell or high ceilings	Contractor / all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
									SWMS		
Open stairwell - fixing and finishing plasterboard and cornices - Slips, trips, falls and accessibility - Inadequate work platform - Gravity - overbalancing Manual tasks	Slips, trips and falls from scaffold or work platform Fractures, bruises lacerations and personal injuries Back injuries - muscular strains		✓		✓			1	Identify the risks / hazards and plan the tasks in consultation with the 'workers' Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry into the work area by others Provide guardrail / edge protection to stairwell. Cover stairwell with temporary sheeting [work platform].	Site Supervisor Contractor / all 'workers'	
Work in confined space - under staircase - Slips, trips, falls and accessibility - Gravity - overbalancing Ergonomic - Extreme temperatures	Accessibility Fall through framing members 'Worker' trapped in confined space Dehydration		✓		✓			3	Identify the risks and plan the task in consultation with the 'workers' Use task specific trained, experienced 'workers' in confined roof spaces Regularly monitor the condition of the 'workers' within the space and rotate 'workers'. Adequate fluid intake Adequate ventilation and lighting. Use of appropriate PPE.	Contractor / all 'workers'	
Use of adhesive to fix internal linings - Hazardous chemicals - Biological	Inhalation of fumes respiratory problems. Eye and skin irritations / allergies - sight damage		✓		✓			3	Identify the risks / hazards and plan the task in consultation with the 'workers' Use task specific trained and experienced 'workers' Regularly monitor air quality for chemical vapours Provide adequate ventilation Use appropriate PPE Make SDS available	Contractor / all 'workers'	
Sanding joints to plasterboard - Exposure to dust - Hazardous chemicals -	Dust inhalation - respiratory problems. Eye irritations.		✓		✓			2	Identify the risks and plan the task in consultation with the 'workers' Use of power sander with vacuum attached.	Contractor / all 'workers'	

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Biological									RCD installed on mains supply / portable generator Guards to equipment fully operational. Adequate ventilation and lighting Use task specific trained 'workers' in the safe use of sanding machine. Use appropriate PPE.		
Clean up of work area after fixing internal linings - Slips, trips, falls and accessibility - Struck by falling objects - Hazardous chemicals - Biological - Manual tasks	Slips, trips and falls Struck by falling off- cuts Dust inhalation - respiratory problems - eye irritations. Back injuries - muscular strains		✓		✓			1	Provide barricade to restrict access to the waste area/bin. Place all associated building waste and rubbish in the designated waste area / skip bin Don't store materials on roof or on scaffold. Use task specific trained 'workers'. Use of appropriate PPE Remove any temporary barricades if no longer required	Contractor / all 'workers' Site Supervisor	

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:



Signed by:

(Contractor PCBU)

for and on behalf of: Cape Cod Australia Pty. Limited

ABN: 54 000 605 407

Builder's Licence No. 5519

ABN:

Address:

Phone:

Email: