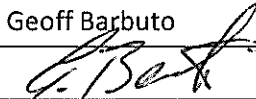


## SAFE WORK METHOD STATEMENT

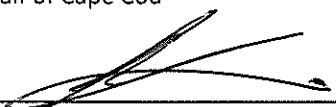
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Company Name:	GBT Carpentry Services	Project Name/No:	All Jobs
Work Activity / Task:	CARPENTER	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Geoff Barbuto	Date:	11-9-14
Signature:		Note:	Sign off to be provided at Tool Box talk

**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"> <li>Slips, trips, falls and accessibility.</li> <li>UV light / weather exposure.</li> </ul>	<ul style="list-style-type: none"> <li>Site specific induction.</li> <li>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.</li> <li>Tool box talk to highlight any WHS concerns relative to the site.</li> <li>Ensure that the site and work place access is unobstructed.</li> <li>Ensure all weather access to work areas.</li> <li>Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses, and fluids and reduce exposure where possible.</li> <li>Provision of designated waste areas.</li> <li>Storage of materials in designated areas.</li> <li>Provide and maintain barricades to all materials stored on footpath and on site.</li> <li>Regular site clean ups.</li> </ul>	<p>Cape Cod GBT</p> <p>Cape Cod &amp; GBT GBT</p> <p>Cape Cod</p> <p>GBT</p> <p>Cape Cod</p> <p>GBT</p> <p>Cape Cod</p> <p>Cape Cod</p>
2	Unloading plant, equipment and tools	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Team lifting and carrying.</li> <li>Training of "workers" in correct lifting methods.</li> <li>Unload and move the plant and equipment to designated area to keep footpath / work place access clear.</li> </ul>	<p>GBT</p> <p>GBT</p> <p>GBT</p>

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## SAFE WORK METHOD STATEMENT [cont.]

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3	Setting up equipment	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Set up in a clear area and maintain a clear travel path.</li> <li>Training of "workers" in setting up of electrical leads, power tools and nail guns.</li> <li>Ensure the proper use of all safety guards provided.</li> <li>Ensure that all power tools and electrical leads have current tagging.</li> <li>Ensure that all power tools are attached to a residual current device [RCD].</li> </ul>	GBT  GBT  GBT  GBT  GBT
4	Setting up access ramp	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>Fall from height.</li> <li>Manual task injuries</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>Team lifting and carrying.</li> <li>Training of "workers" in correct lifting and carrying methods.</li> <li>Ensure that workers have protective footwear and gloves.</li> <li>Check the ladder for damage / defects before use.</li> <li>Check that the ladder is stable and secured top and bottom before use.</li> <li>Install handrail and ensure adequate bracing to ramp.</li> <li>Provide a gate to the ramp with warning signage.</li> </ul>	GBT  GBT GBT GBT  GBT GBT  GBT
5	Stripping of existing roof frame and covering	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>UV light / weather exposure.</li> <li>Fall from height.</li> <li>Hazardous materials.</li> <li>Identification of services.</li> <li>Electrocution</li> <li>Gas explosions</li> <li>Falling objects</li> <li>Exposure to dust</li> <li>Exposure to noise</li> </ul>	<ul style="list-style-type: none"> <li>Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>Identify any products or materials that <i>may</i> contain asbestos [ACM].</li> <li>Identify services and make sure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing.</li> <li>Use Licensed Electrician and Plumber to isolate, disconnect and relocate existing services.</li> </ul>	GBT  GBT  Cape Cod  GBT & Cape Cod  GBT

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## SAFE WORK METHOD STATEMENT [cont.]

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	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Sprains and strains</li> <li>Cuts and abrasions</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Training of "workers" in safe working at heights and safe movement on roof.</li> <li>Provide "Demolition in Progress" and "Restricted Access" warning signage.</li> <li>Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary.</li> <li>Ensure that the scaffolding is safe and erected by a qualified Scaffolder.</li> <li>Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing.</li> <li>Check the access ladder for damage / defects before use.</li> <li>Check that the ladder is stable and secured top and bottom before use.</li> <li>Correct use of access ladder.</li> <li>Limit use of ladders as working platforms.</li> <li>Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats.</li> <li>Systematic safe removal of materials.</li> <li>Team lifting and carrying.</li> <li>Ensure that the stairwell and openings / voids in floor are covered.</li> <li>Ensure all roof tarps are tied down and not weighted with tiles.</li> <li>Ensure that materials are not stored on roof or scaffold.</li> <li>Provide a Shute for materials into designated waste area as</li> </ul>	<p>GBT</p> <p>GBT</p> <p>Cape Cod &amp; GBT</p> <p>GBT</p> <p>GBT</p> <p>GBT</p> <p>GBT</p> <p>GBT</p> <p>Cape Cod</p> <p>GBT</p> <p>GBT</p> <p>GBT</p> <p>Cape Cod &amp; GBT</p> <p>Cape Cod</p>
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## SAFE WORK METHOD STATEMENT [cont.]

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			<p>required. Provide a 'spotter' where necessary.</p> <ul style="list-style-type: none"> <li>• Provide shade cloth around work area and wet down dust as required to prevent wind borne dust.</li> <li>• Storage of materials in designated waste area.</li> <li>• Regular site clean ups.</li> </ul>	<p>GBT Cape Cod</p>
6	Cut out existing roof structure	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility</li> <li>• Fall from height</li> <li>• Sharp and penetrating objects</li> <li>• Manual task injuries</li> <li>• Exposure to dust</li> <li>• Exposure to noise</li> <li>• Proximity of other "workers".</li> <li>• Public access.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>• Identify that the electrical services have been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing installation work.</li> <li>• Training of "workers" in safe working at heights and safe movement on roof.</li> <li>• Provide "Demolition in Progress" and "Restricted Access" warning signage.</li> <li>• Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary.</li> <li>• Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing.</li> <li>• Check the access ladder for damage / defects before use.</li> <li>• Check that the ladder is stable and secured top and bottom before use.</li> <li>• Correct use of access ladder.</li> <li>• Limit use of ladders as working platforms.</li> <li>• Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust protection</li> </ul>	<p>GBT  Cape Cod &amp; GBT  GBT  Cape Cod  GBT  GBT  GBT  GBT  GBT  GBT  GBT  GBT</p>

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			[disposable], gloves, and hard hats. <ul style="list-style-type: none"> <li>• Training of “workers” in safe use of power tools, chain saws and reciprocating saws.</li> <li>• Ensure all power tools have working safety guards.</li> <li>• Systematic safe removal of materials.</li> <li>• Ensure that correct lifting and carrying techniques are used.</li> <li>• Ensure that the existing stairwell and openings in floor are covered and / or protected by guard rails.</li> <li>• Ensure that materials are not stored on roof or scaffold.</li> <li>• Ensure that all exposed nails are removed.</li> <li>• Storage of materials in designated waste areas.</li> <li>• Regular site clean ups.</li> </ul>	GBT  GBT  GBT GBT  GBT  GBT GBT
7	Carry materials up ramp - Installation of floor platform members	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• UV light / weather exposure.</li> <li>• Fall from height.</li> <li>• Manual task injuries</li> <li>• Exposure to dust.</li> <li>• Exposure to noise.</li> <li>• Proximity of other “workers”.</li> <li>• Public access.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>• Identify that the electrical service has been isolated and that ‘tiger tails’ are in place as protection from overhead wires and points of attachment before commencing the installation work.</li> <li>• Ensure that the guard rails to the ramp are in place and that the surface of ramp is clean before commencing.</li> <li>• Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing.</li> <li>• Ensure that all openings and voids in the floor platform are covered or protected by a guard</li> </ul>	GBT  GBT  GBT  GBT

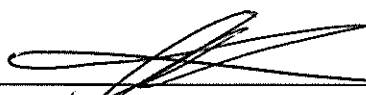
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## SAFE WORK METHOD STATEMENT [cont.]

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			<ul style="list-style-type: none"> <li>• rail.</li> <li>• Training of "workers" in correct lifting and carrying methods.</li> <li>• Ensure correct lifting and carrying techniques are used at all times.</li> <li>• Team lifting and carrying</li> <li>• Ensure that "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear.</li> <li>• Provide MSDS for chemically treated timber floor framing and sheet particleboard flooring.</li> <li>• Training of "workers" in the safe handling and use of chemically treated timber products and sheet particleboard flooring.</li> <li>• Training of "workers" in the safe use of power tools and nail guns.</li> <li>• Ensure that all power tools have working safety guards.</li> <li>• Storage of materials in designated areas</li> <li>• Maintain a clean and tidy work area.</li> </ul>	<p>GBT</p> <p>GBT</p> <p>GBT</p> <p>GBT</p> <p>Cape Cod &amp; GBT</p> <p>GBT</p> <p>GBT</p> <p>GBT</p> <p>GBT</p> <p>GBT</p>
8	<p>Carrying structural steel members up ramp -</p> <p>Installation of steel beams and posts.</p>	<ul style="list-style-type: none"> <li>• Slips, trips and falls.</li> <li>• UV light / weather exposure.</li> <li>• Fall from height.</li> <li>• Manual task injuries</li> <li>• Proximity of other "workers".</li> <li>• Public access.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>• Identify that the electrical service has been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing the installation work.</li> <li>• Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing.</li> <li>• Ensure that the perimeter protection is in place [scaffolding</li> </ul>	<p>GBT</p> <p>Cape Cod &amp; GBT</p> <p>GBT</p> <p>Cape Cod &amp; GBT</p>

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## SAFE WORK METHOD STATEMENT [cont.]


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			<p>and edge protection] before commencing.</p> <ul style="list-style-type: none"> <li>• Training of "workers" in correct lifting and carrying methods</li> <li>• Ensure that correct lifting and carrying techniques are used at all times</li> <li>• Ensure that "workers" have protective footwear and gloves.</li> <li>• Use of mechanical aids to lift and place steel beams and posts.</li> <li>• Team lifting and carrying</li> <li>• Use short beams where possible.</li> <li>• Maintain a clean and tidy work area.</li> </ul>	<p>GBT</p> <p>GBT</p> <p>GBT</p> <p>GBT</p> <p>GBT</p> <p>GBT</p> <p>GBT</p>
9	<p>Carry frames and components up ramp</p> <p>Erection of timber wall frames</p>	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• UV light / weather exposure.</li> <li>• Fall from height.</li> <li>• Manual task injuries</li> <li>• Sprains and strains.</li> <li>• Exposure to noise.</li> <li>• Hazardous materials.</li> <li>• Proximity of other "workers".</li> <li>• Public access.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>• Identify that the electrical service has been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing the installation work.</li> <li>• Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing.</li> <li>• Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing.</li> <li>• Provide MSDS for chemically treated timber framing.</li> <li>• Training of "workers" in the safe handling and use of chemically treated timber products.</li> <li>• Training of "workers" in correct lifting and carrying methods.</li> <li>• Ensure correct lifting and carrying techniques are used at all times.</li> </ul>	<p>GBT</p> <p>Cape Cod &amp; GBT</p> <p>GBT</p> <p>GBT</p> <p>GBT</p> <p>GBT</p> <p>GBT</p> <p>GBT</p>

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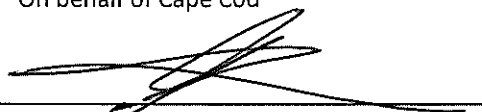
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			<ul style="list-style-type: none"> <li>• Team lifting and carrying.</li> <li>• Ensure “workers” have safety glasses, noise protection, protective footwear and gloves.</li> <li>• Limit use of ladders as working platforms.</li> <li>• Training of “workers” in safe use of power tools and nail guns.</li> <li>• Ensure all power tools have working safety guards.</li> <li>• Storage of materials in designated areas</li> <li>• Maintain a clean and tidy work area.</li> </ul>	GBT  GBT  GBT  GBT GBT  GBT
10	Carry up materials and components up ramp  Installation of structural timber beams	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility</li> <li>• UV light / weather exposure</li> <li>• Fall from height</li> <li>• Manual task injuries</li> <li>• Exposure to noise</li> <li>• Proximity of other “workers”.</li> <li>• Public access.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>• Identify that the electrical service has been isolated and that ‘tiger tails’ are in place as protection from overhead wires and points of attachment before commencing the installation work.</li> <li>• Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing.</li> <li>• Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing.</li> <li>• Training of “workers” in correct lifting and carrying methods.</li> <li>• Ensure correct lifting and carrying techniques are used at all times.</li> <li>• Ensure “workers” have protective footwear and gloves.</li> <li>• Use of mechanical aids to lift and place hangers and beams.</li> <li>• Limit use of ladders as working platforms.</li> </ul>	GBT  Cape Cod & GBT  GBT  GBT  GBT  GBT  GBT GBT

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### SAFE WORK METHOD STATEMENT [cont.]

			<ul style="list-style-type: none"> <li>• Team lifting and carrying</li> <li>• Maintain a clean and tidy work area.</li> </ul>	GBT GBT
11	Carry trusses up ramp  Erection of timber roof trusses	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• UV light / weather exposure.</li> <li>• Fall from height.</li> <li>• Manual task injuries</li> <li>• Exposure to noise.</li> <li>• Proximity of other "workers".</li> <li>• Public access.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>• Identify that the electrical service has been isolated and that '<i>tiger tails</i>' are in place as protection from overhead wires and points of attachment before commencing the installation work.</li> <li>• Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing.</li> <li>• Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing.</li> <li>• Training of "<i>workers</i>" in safe working at heights and safe movement on roof.</li> <li>• Training of "<i>workers</i>" in correct lifting and carrying methods.</li> <li>• Ensure correct lifting and carrying techniques are used at all times.</li> <li>• Team lifting and carrying</li> <li>• Ensure "<i>workers</i>" have safety glasses, noise protection, protective footwear and gloves.</li> <li>• Limit use of ladders as working platforms.</li> <li>• Training of "<i>workers</i>" in the safe use of power tools and nail guns.</li> <li>• Ensure all power tools have working safety guards.</li> <li>• Storage of materials in designated areas</li> <li>• Maintain a clean and tidy work area.</li> </ul>	GBT  Cape Cod & GBT  GBT  GBT  GBT  GBT GBT  GBT GBT  GBT  GBT

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## SAFE WORK METHOD STATEMENT [cont.]


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12	Carrying materials up ramp. Installation of timber fascia, eaves and associated timber trims.	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• UV light / weather exposure.</li> <li>• Fall from height.</li> <li>• Manual task injuries</li> <li>• Exposure to dust.</li> <li>• Exposure to noise.</li> <li>• Proximity of other "workers".</li> <li>• Public access.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>• Identify that the electrical service has been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing the installation work.</li> <li>• Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform]</li> <li>• Team lifting and carrying</li> <li>• Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear.</li> <li>• Training of "workers" in the safe use of power tools and nail guns.</li> <li>• Ensure all power tools have working safety guards.</li> <li>• Storage of materials in designated areas</li> <li>• Maintain a clean and tidy work area.</li> </ul>	GBT  Cape Cod & GBT  Cape Cod & GBT  GBT GBT  GBT GBT  GBT GBT
13	Carrying materials up ramp. Installation of external wall cladding.	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• UV light / weather exposure.</li> <li>• Fall from height.</li> <li>• Manual task injuries</li> <li>• Exposure to dust.</li> <li>• Exposure to noise.</li> <li>• Proximity of other "workers".</li> <li>• Public access.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>• Identify that the electrical service has been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing the installation work.</li> <li>• Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform]</li> <li>• Team lifting and carrying.</li> </ul>	GBT  Cape Cod & GBT  GBT  GBT GBT

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			<ul style="list-style-type: none"> <li>• Ensure workers have safety glasses, noise protection, dust protection [disposable], protective footwear.</li> <li>• Limit use of ladders as working platforms.</li> <li>• Training of "workers" in safe use of power tools and nail guns.</li> <li>• Ensure all power tools have working safety guards.</li> <li>• Storage of materials in designated areas.</li> <li>• Maintain a clean and tidy work area.</li> </ul>	GBT  GBT  GBT  GBT GBT
14	Carrying window and door assemblies up ramp.  Installation of window and door assemblies.	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• UV light / weather exposure.</li> <li>• Fall from height.</li> <li>• Manual task injuries</li> <li>• Exposure to noise.</li> <li>• Proximity of other "workers".</li> <li>• Public access.</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>• Identify that the electrical service has been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing the installation work.</li> <li>• Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform]</li> <li>• Training of "workers" in correct lifting and carrying methods.</li> <li>• Ensure that correct lifting and carrying techniques are used at all times.</li> <li>• Team lifting and carrying</li> <li>• Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear.</li> <li>• Training of "workers" in the safe use of power tools and nail guns.</li> <li>• Ensure all power tools have working safety guards.</li> <li>• Maintain a clean and tidy work</li> </ul>	GBT   Cape Cod & GBT   GBT  GBT  GBT GBT  GBT

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## SAFE WORK METHOD STATEMENT [cont.]


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			area.	
15	Positioning of external timber stairs.	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>UV light / weather exposure.</li> <li>Fall from height.</li> <li>Manual task injuries</li> <li>Exposure to noise.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>Training of "workers" in correct lifting and carrying methods.</li> <li>Ensure correct lifting and carrying techniques are used at all times.</li> <li>Ensure "workers" have protective footwear and gloves.</li> <li>Use of mechanical aids to lift and place stairs.</li> <li>Limit use of ladders as working platforms.</li> <li>Team lifting and carrying.</li> <li>Provide MSDS for chemically treated timber framing.</li> <li>Training of "workers" in the safe handling and use of chemically treated timber products.</li> <li>Maintain a clean and tidy work area.</li> </ul>	GBT  GBT  GBT  GBT  GBT  GBT  GBT  GBT
16	Site clean up on completion of work	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Exposure to dust</li> <li>Exposure to hazardous substances</li> </ul>	<ul style="list-style-type: none"> <li>Remove any temporary barricades if no longer required</li> <li>Place all rubbish / debris in designated waste storage area</li> <li>Leave site / work area in a clean and tidy condition</li> </ul>	GBT  GBT  GBT

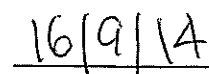
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