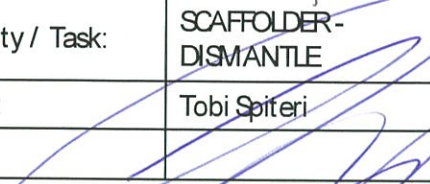


SAFE WORK METHOD STATEMENT


Page 1 of 9

Company [PCBU]:	Tobi Spiteri	Project Name/No:	All Jobs
Work Activity / Task:	SCAFFOLDER-DISMANTLE	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	Tobi Spiteri	Date:	28/07/15
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.

Task/ Problem	Hazard	Likelihood	Result	Possible Control	Action By	Date
Variation to plan Change of Brief	Unknown			Tool Box Talk Work Method Statement	Contractor Supervisor	
		√	√			1

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
1	Access to site.	<ul style="list-style-type: none"> Sips, trips, falls and accessibility. UV / weather exposure. 	<ul style="list-style-type: none"> Site specific induction. All "workers" to read the General Construction Safety Plan signage and Risk Assessment form before entering site. 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. Storage of materials / plant in designated areas. Provide and maintain barricades to all materials stored on 	Builder Contractor Contractor Contractor Contractor Contractor Site / Plant / Induction Manager
Reviewed by:		Gary Klomp	Principal Contractor's Representative	
			Date 27/8/2015	

Signature

Date


SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			footpath and on site. • Regular site clean ups.	Contractor Builder & Contractor Builder
2	Unloading tools and equipment	• Manual handling injuries. • Slips, trips and falls. • Proximity of other "workers". • Public access.	• Team lifting and carrying. • Training of "workers" in correct lifting and carrying methods. • Unload and move the tools and equipment to a designated area to keep footpath / work place access clear.	Contractor Contractor Contractor
3	Dismantling	• Slips, trips, falls and accessibility. • Fall from heights. • Falling objects. • Manual handling injuries. • Sprains and strains. • Cuts and abrasions. • Electrocution. • Exposure to noise. • Exposure to dust • UV / weather exposure. • Proximity of other "workers". • Public access.	• Assess the site conditions including the weather and conduct a Risk Assessment before commencing. • Set up in a clear area and maintain a clear travel path. • Identify the location of the electrical service. • Identify that electrical service has been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing. • All scaffolding is to be dismantled by WorkCover NSW certified Scaffolders. • Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. • Training of "workers" in the setting up of ladders, electrical equipment and use of fall arrest systems [harnesses]. • Ensure the proper use by "workers" of all safety guards	Builder Builder & Contractor Builder Builder Contractor Contractor

Reviewed by: Gary Klomp
 Principal Contractor's Representative

Construction Manager
 Position


 Signature

7/8
 Date

SAFE WORK METHOD STATEMENT [cont.]

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>and fall arrest systems provided.</p> <ul style="list-style-type: none"> • Ensure Scaffolder ["<i>worker</i>"] is harnessed up to scaffold at all times when dismantling components • Ensure that all power tools and electrical leads have current tagging. • Ensure that power tools are attached to a residual current device [RCD]. • Provide "Restricted Access" warning signage. • Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. • Ensure working platforms [decks] are clean. • Dismantle shade cloth and mesh by undoing from bottom to top. • Pull shade cloth and mesh into scaffold and pass down to man ["<i>worker</i>"] on ground. • Ensure that the dismantling of scaffold components is only undertaken once shade cloth and mesh has been removed to reduce wind loading on the scaffold. • Clearly display "Scaffold incomplete" sign to incomplete scaffold if scaffold is left unattended. 	<p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Builder & Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p>
4	Dismantling	<ul style="list-style-type: none"> • Sips, trips, falls and 	<ul style="list-style-type: none"> • Assess the site conditions including the weather and 	

Reviewed by: Gary Klomp
Principal Contractor's Representative

Position Construction Manager

Signature

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Date


SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
	Kickboards Handrails Dismantle deck or wait until access to lift below	<p>accessibility.</p> <ul style="list-style-type: none"> Fall from heights. Falling objects. Manual handling injuries. Sprains and strains. Cuts and abrasions Electrocution. Exposure to noise. Exposure to dust. UV / weather exposure. Proximity of other "workers". Public access. 	<p>conduct a Risk Assessment before commencing.</p> <ul style="list-style-type: none"> Set up in a clear area and maintain a clear travel path. Identify the location of the electrical services. Identify that the electrical service has been isolated or safely recommissioned before commencing work. 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. All scaffolding is to be dismantled by WorkCover NSW certified Scaffolders. Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. Training of "workers" in the setting up of ladders, electrical equipment and use of fall arrest systems [harnesses]. Ensure the proper use by "workers" of all safety guards and fall arrest systems provided. Ensure Scaffolder ["worker"] is harnessed up to scaffold at all times when dismantling components Ensure Scaffolder ["worker"] only disconnects when working on two [2] planks and protected by handrail. Ensure that all power tools and electrical leads have current 	<p>Builder</p> <p>Builder & Contractor Builder</p> <p>Builder</p> <p>Builder</p> <p>Builder</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p>

Reviewed by: Gary Klomp
Principal Contractor's Representative

Construction Manager
Position


Signature

17/8
Date


SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			tagging. <ul style="list-style-type: none"> • Ensure that power tools are attached to a residual current device [RCD]. • Provide "Restricted Access" warning signage. • Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. • Ensure working platforms [decks] are clean. • Dismantle shade cloth and mesh by undoing from bottom to top • Pull shade cloth and mesh into scaffold and pass down to man on ground. • Ensure scaffold ties are only removed when shade cloth and mesh has been dismantled and only once stripping has reached the level of the tie. • Clearly display "Scaffold incomplete" sign to incomplete scaffold if scaffold is left unattended. 	Contractor Contractor Builder Builder & Contractor Contractor Contractor Contractor Contractor Contractor
5	Continue to dismantle scaffold. Scaffolder to work back towards scaffold access. Once access is disconnected	<ul style="list-style-type: none"> • Slips, trips, falls and accessibility. • Fall from heights. • Falling objects. • Manual handling injuries. • Sprains and strains. • Cuts and abrasions. • Electrocutation. • Exposure to noise. 	<ul style="list-style-type: none"> • Assess the site conditions including the weather and conduct a Risk Assessment before commencing. • Set up in a clear area and maintain a clear travel path. • Identify the location of the electrical service. • Identify that electrical services have been isolated and that 'tiger tails' are in place as 	Builder Contractor Builder Builder

Reviewed by: Gary Klomp
Principal Contractor's Representative

Construction Manager
Position


Signature

7/8
Date


SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
	then dismantle next lift.	<ul style="list-style-type: none"> Exposure to dust UV / weather exposure. Proximity of other "workers". Public access. 	<p>protection from overhead wires and points of attachment before commencing.</p> <ul style="list-style-type: none"> All scaffolding is to be dismantled by WorkCover NSW certified Scaffolders. Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. Training of "workers" in the setting up of ladders, electrical equipment and use of fall arrest systems [harnesses]. Ensure the proper use of all safety guards and fall arrest systems provided. Ensure that all power tools and electrical leads have current tagging. Ensure Scaffolder ["worker"] is harnessed up to scaffold at all times when dismantling components Ensure Scaffolder ["worker"] only disconnects when working on two [2] planks and protected by handrail. Ensure that power tools are attached to a residual current device [RCD]. Provide "Restricted Access" warning signage. Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. Ensure working platforms [decks] 	<p>Builder</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Builder</p> <p>Builder & Contractor</p>

Reviewed by: Gary Klomp
Principal Contractor's Representative

Construction Manager
Position


Signature

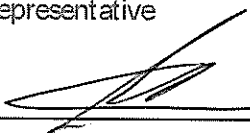
7/8
Date

SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			are clean. <ul style="list-style-type: none">• Ensure scaffold ties are only removed when shade cloth and mesh has been dismantled and only once stripping has reached the level of the tie.• Clearly display "Scaffold incomplete" sign to incomplete scaffold if scaffold is left unattended.	Contractor Contractor Contractor

Reviewed by: Gary Klomp
Principal Contractor's Representative



Signature

Construction Manager
Position



Date