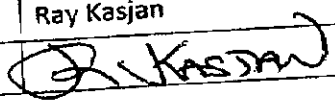


SAFE WORK METHOD STATEMENT

Page 1 of 3


Company [PCBU]:	Hydroflo Guttering Systems	Project Name/No:	All Jobs
Work Activity / Task:	METAL FASCIA & GUTTER FIXER	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	Ray Kasjan	Date:	19.9.14
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 / weather exposure.</li></ul>	<ul style="list-style-type: none"><li>Site specific induction.</li><li>All "workers" to read the General Construction Safety Plan signage and Risk Assessment form before entering site.</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>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>	Contractor B
				Contractor C
				Contractor C
				Cape Cod B
				Cape Cod B
				Cape Cod B
				Contractor C
				Cape Cod B/C
2	Unloading plant, equipment and tools	<ul style="list-style-type: none"><li>Manual handling 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 and carrying methods.</li><li>Unload and move the equipment to designated area to keep footpath / work place access clear.</li></ul>	Contractor C
				Contractor C
				Contractor C

Reviewed by: Gary Klomp  
Principal Contractor's Representative

Construction Manager  
Position

  
Signature

19 10 14  
Date

SAFE WORK METHOD STATEMENT [cont.]

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
3	Setting up equipment	<ul style="list-style-type: none"><li>Manual handling 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 and power tools.</li><li>Ensure the proper use of all safety guards provided.</li><li>Ensure that all electrical equipment and electrical leads have current tagging.</li></ul>	Contractor C Contractor C Contractor C Contractor C
4	Carry materials up ramp. Cut and fix metal fascia, barge boards and guttering.	<ul style="list-style-type: none"><li>Slips, trips, falls and accessibility.</li><li>UV / weather exposure.</li><li>Electrocution.</li><li>Fall from height.</li><li>Manual handling injuries.</li><li>Sprains and strains.</li><li>Cuts and abrasions.</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 Risk Assessment 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.</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 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>Check access ladder for damage / defects before commencing use.</li><li>Ensure that the access ladder is stable and secured top and bottom before use.</li><li>Limit the use of ladders for single</li></ul>	Contractor B Contractor B Contractor & Cape Cod B Contractor & Cape Cod B/C Contractor & Cape Cod B/C Contractor C Contractor C

Reviewed by:

Gary Klomp  
Principal Contractor's Representative

  
Signature

Construction Manager  
Position

19/10/14  
Date

# SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			storey work.	Contractor C
			<ul style="list-style-type: none"> <li>• Training of "workers" in safe working at heights and safe movement on scaffolding.</li> </ul>	Contractor C
			<ul style="list-style-type: none"> <li>• Training of "workers" in correct lifting and carrying methods.</li> </ul>	Contractor C
			<ul style="list-style-type: none"> <li>• Team lifting and carrying.</li> </ul>	C
			<ul style="list-style-type: none"> <li>• Ensure correct lifting and carrying techniques are used at all times.</li> </ul>	Contractor C
			<ul style="list-style-type: none"> <li>• Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible.</li> </ul>	Contractor C
			<ul style="list-style-type: none"> <li>• Ensure "workers" have safety glasses, noise protection, appropriate protective footwear and gloves.</li> </ul>	Contractor C
			<ul style="list-style-type: none"> <li>• Training of "workers" in the safe use of power tools.</li> </ul>	Contractor C
			<ul style="list-style-type: none"> <li>• Ensure that all power tools have working safety guards.</li> </ul>	Contractor C
			<ul style="list-style-type: none"> <li>• Use bucket to retain off cuts and tools on work platform.</li> </ul>	Contractor C
			<ul style="list-style-type: none"> <li>• Storage of materials in designated areas.</li> </ul>	Contractor C
			<ul style="list-style-type: none"> <li>• Maintain a clean and tidy work area.</li> </ul>	Contractor C

Reviewed by:

Gary Klomp

Principal Contractor's Representative

Signature

Construction Manager

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Date