


SAFE WORK METHOD STATEMENT

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Company [PCBU]:		Project Name/No:	
Work Activity / Task:	FIXOUT CARPENTER	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	LEN DUNN .	Date:	03.04.2015
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			Priority	Possible Control	Action By	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
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"> Slips, 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. Provision of designated waste areas. Storage of materials in designated areas. 	CAPE COD . L & B DUNN . L & B DUNN CAPE COD . CAPE COD . CAPE COD . L & B DUNN .

Reviewed by: Gary Klomp
Principal Contractor's Representative

Construction Manager
Position


Signature

13/4/15
Date

SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> Regular site clean ups. 	L&B DUNN
2	Unloading of tools and equipment	<ul style="list-style-type: none"> Manual handling injuries. Slips, trips and falls. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Team lifting and carrying. Training of "workers" in correct lifting and carrying methods. Unload and move the equipment / tools to a designated area to keep footpath / work place access clear. 	L&B DUNN. L&B DUNN L&B DUNN
3	Setting up equipment	<ul style="list-style-type: none"> Manual handling injuries Slips, trips and falls. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Set up in a clear area and maintain a clear travel path. Training of "workers" in the setting up of ladders / trestles, electrical leads and power tools. Ensure the proper use of all safety guards provided. Ensure that all power tools and electrical leads have current tagging. Ensure that power tools are attached to a residual current device [RCD]. 	L&B DUNN L&B DUNN L&B DUNN. L&B DUNN. L&B DUNN.
4	Ground floor fixout	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. Electrocution. Fall from height. Hazardous substances. Exposure to dust. Manual handling. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions and conduct a Risk Assessment before commencing. Identify location of electrical, gas and water services Identify that the electrical and gas service have been isolated or safely recommissioned before commencing work. Ensure that all exposed openings and voids in the floor are guard railed or covered. Training of "workers" in safe working from step ladders. Check the ladder / trestles for damage / defect before use. Check that the trestle work 	L&B DUNN. L&B DUNN. L&B DUNN. L&B DUNN. L&B DUNN. L&B DUNN. L&B DUNN

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>platform is stable before use.</p> <ul style="list-style-type: none"> Limit the use of ladders as work platforms. Training of "workers" in correct lifting and carrying methods. Ensure that the correct lifting and carrying techniques are used at all times. Provide MSDS for hazardous substances – medium density fibre board [MDF] and chemically treated timber products. Training of "workers" in the safe handling and use of medium density fibre board [MDF] and chemically treated timber products. Use appropriate PPE – safety glasses, footwear, dust protection [disposable] and gloves. Storage of materials in designated areas. Maintain a clean and tidy work area. 	<p>L & B DUNN.</p> <p>L & B DUNN</p> <p>L & B DUNN</p> <p>L & B DUNN.</p> <p>L & B DUNN.</p> <p>L & B DUNN.</p> <p>L & B DUNN.</p> <p>L & B DUNN.</p>
5	Upper floor fixout	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. Electrocution. Fall from height. Hazardous substances. Exposure to dust. Manual handling. Proximity of other "workers". 	<ul style="list-style-type: none"> Assess the site conditions and conduct a Risk Assessment before commencing. Ensure that the temporary guard rails or permanent handrails are in place to the internal stairwell and upper floor external balconies before commencing. Ensure that all exposed openings and voids in the floor are guard railed or covered. Training of "workers" in safe working at heights including over internal stairwells and from external balcony decks. 	<p>L & B DUNN</p> <p>L & B DUNN</p> <p>L & B DUNN.</p> <p>L & B DUNN.</p>

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> Identify location of electrical service and that the service has been isolated or safely recommissioned before commencing work. Team lifting and carrying of solid core doors and vanity units. Training of "workers" in correct lifting and carrying methods. Ensure that the correct lifting and carrying techniques are used at all times. Training of "workers" in safe working from step ladders. Check the ladder or trestles for damage / defect before use. Check that the trestle work platform is stable before use. Limit the use of ladders as work platforms. Provide MSDS for hazardous substances – medium density fibre board [MDF] and chemically treated timber products. Training of "workers" in the safe handling and use of medium density fibre board [MDF] and chemically treated timber products. Use appropriate PPE – safety glasses, footwear, dust protection [disposable] and gloves. Storage of materials in designated areas. Maintain a clean and tidy work area. 	<p>L&B DUNN</p> <p>L&B DUNN.</p> <p>L&B DUNN .</p> <p>L&B DUNN .</p> <p>L&B DUNN .</p> <p>L&B DUNN .</p> <p>L&B DUNN .</p> <p>L&B DUNN .</p> <p>L&B DUNN .</p> <p>L&B DUNN .</p> <p>L&B DUNN .</p> <p>L&B DUNN .</p> <p>L&B DUNN .</p> <p>L&B DUNN .</p> <p>L&B DUNN .</p>
6	Carry materials up ramp	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and 	L&B DUNN .

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Gary Klomp

Principal Contractor's Representative



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construction Manager

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
	External access to upper floor	<ul style="list-style-type: none"> Fall from height. Electrocution. Manual handling. Proximity of other "workers". 	<ul style="list-style-type: none"> conduct a Risk Assessment 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. Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. Ensure that the perimeter protection is in place [scaffolding and edge protection] and level walk platforms are in place before accessing work from roof surface. Ensure that the edge protection to the roof surface [roof rail] and level work platforms are in place before accessing the upper floor level from roof surface. Ensure that the perimeter protection [temporary guard rail] is in place to balconies before commencing. Training of "workers" in safe working at heights. 	<p>L & B DUNN .</p> <p>L & B DUNN .</p> <p>L & B DUNN .</p> <p>L & B DUNN .</p> <p>L & B DUNN</p> <p>L & B DUNN .</p>

Reviewed by: Gary Ebmp
Principal Contractor's Representative


Signature

Construction Manager
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Date