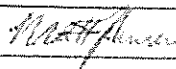


SAFE WORK METHOD STATEMENT

Page 1 of 7

Company [PCBU]:	Sapper Constructions PTY Ltd	Project Name/No:	All Jobs
Work Activity / Task:	Demolition and removal of materials by hand	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	Matthew Johnson	Date: 28/04/2015	
Signature:		Note: Sign off to be provided at Tool Box talk	

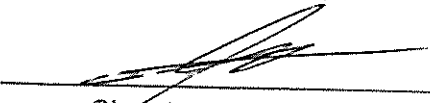
Note: Review of Control Measures -

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 site and work place access is unobstructed. Ensure all weather access to work areas. 	Builder Contractor Contractor Builder Builder

Reviewed by: Gary Klomp
Principal Contractor's Representative


Signature

Construction Manager
Position

17/6
Date

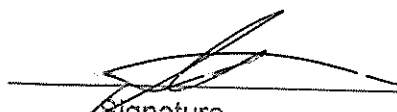
SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible. Provision of designated waste areas. Storage of materials in designated areas. Regular site clean ups. 	Contractor Builder Contractor Builder
2	Unloading plant, equipment and tools	<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 to designated area to keep footpath / work place access clear. 	Contractor Contractor Contractor
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 setting up of electrical leads and power tools and pneumatic tools. Ensure proper use of all safety guards provided. Ensure that all power tools and electrical leads have current tagging. Ensure that all power tools are attached to a residual current device [RCD]. 	Contractor Contractor Contractor Contractor Contractor
4	Stripping of external cladding	<ul style="list-style-type: none"> Slips, trips, falls and accessibility UV / weather exposure Electrocution Hazardous materials 	<ul style="list-style-type: none"> Assess the site conditions and conduct a Risk Assessment before commencing. Identify that the electrical service has been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment 	Builder Builder

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Principal Contractor's Representative

Construction Manager
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SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> Exposure to dust Exposure to noise Manual handling Cuts and abrasions. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> before commencing installation work. Provide "Demolition in Progress" and "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. Identify any products or materials that <i>may</i> contain asbestos. Ensure that the scaffolding is safe and erected by a qualified Scaffolder before commencing. Ensure that the scaffolding and edge protection is in place before commencing. Correct use of ladder. Use appropriate PPE – safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats. Training of "workers" in the safe use of hand tools and power tools. Systematic safe removal of materials. Team lifting and carrying. Storage of materials in designated waste areas Regular site clean ups. Ensure materials are not stored on roof surface or scaffold. 	<p>Builder</p> <p>Builder</p> <p>Builder</p> <p>Builder</p> <p>Builder</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor Contractor</p> <p>Contractor Builder</p> <p>Builder</p>
5	Demolishing of ground floor by hand	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. 	<ul style="list-style-type: none"> Assess the site conditions and conduct a Risk Assessment before commencing. 	Builder

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Principal Contractor's Representative


Signature

Construction Manager
Position


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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"> • UV / weather exposure. • Hazardous materials. • Identification of services. • Electrocution. • Gas explosions. • Falling objects. • Exposure to dust. • Exposure to noise. • Manual handling. • Heavy lifting. • Cuts and abrasions. • Proximity of other "workers". • Public access. 	<ul style="list-style-type: none"> • Identify any products or materials that <i>may</i> contain asbestos. • Identify services and make sure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing. • Use Licensed Electrician and Plumber to isolate, disconnect and relate existing services. • Provide "Demolition in Progress" and "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. • Monitor air quality. • Ensure that all exposed openings and voids in the floor are guard railed or covered. • Use appropriate PPE – safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves, and hard hats. • Training of "workers" in the safe use of pneumatic and electrical power tools. • Systematic safe removal of materials. • Team lifting and carrying. • Provide shade cloth around work area and wet down dust as required to prevent wind borne dust. • Storage of materials in designated waste areas • Regular site clean ups. 	<p>Builder</p> <p>Builder</p> <p>Builder</p> <p>Builder</p> <p>Builder</p> <p>Builder</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Builder</p> <p>Contractor</p> <p>Builder</p>

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Principal Contractor's Representative


Signature

Construction Manager
Position


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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"> Ensure all exposed nails are removed. 	Builder
6	Demolishing brickwork by hand	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. Hazardous materials. Identification of services. Electrocution. Gas explosions. Falling objects. Exposure to dust. Exposure to noise. Manual handling. Heavy lifting. Cuts and abrasions. Proximity of other trades. 	<ul style="list-style-type: none"> Assess the site conditions and conduct a Risk Assessment before commencing. Provide "Demolition in Progress" and "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. Identify any products or materials that <i>may</i> contain asbestos. Identify services and ensure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing. Use Licensed Electrician and Plumber to isolate, disconnect and relate existing services. Use appropriate PPE – safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves, and hard hats. Training of "workers" in safe use of pneumatic and electrical power tools. Systematic safe removal of materials. Team lifting and carrying. To upper floor areas provide a chute for materials into designated waste area as required. Provide a spotter where necessary. Monitor air quality. Provide 	Builder Builder Builder Builder Builder Contractor Contractor Contractor Contractor Builder

Reviewed by: Gary Klomp
Principal Contractor's Representative


Signature

Construction Manager
Position

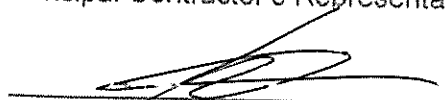
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Date

SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			shade cloth around work area and wet down dust as required to prevent wind borne dust. • Storage of materials in designated waste areas • Regular site clean ups.	Builder Contractor Builder
7	Stripping of existing roof frame and covering	• Slips, trips, falls and accessibility. • UV / weather exposure. • Fall from height. • Hazardous materials. • Identification of services. • Electrocution. • Gas explosions. • Falling objects. • Exposure to dust. • Exposure to noise. • Manual handling. • Heavy lifting. • Cuts and abrasions. • Proximity of other trades	• Assess the site conditions including the weather and conduct a Risk Assessment before commencing. • Identify any products or materials that <i>may</i> contain asbestos. • Identify services and ensure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing. • Use Licensed Electrician and Plumber to isolate, disconnect and relate existing services. • Training of "workers" in safe working at heights. • Provide "Demolition in Progress" and "Restricted Access" warning signage. • Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. • Ensure that the scaffolding and edge protection is in place before commencing. • Correct use of ladder • Use appropriate PPE – safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats. • Training of "workers" in the	Builder Builder Builder Builder Contractor Builder Builder Contractor Contractor

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Principal Contractor's Representative


Signature

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Position

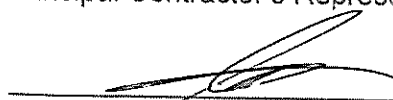
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Date

SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> safe use of hand tools and power tools. • Systematic safe removal of materials. • Team lifting and carrying. • Provide a chute for materials into designated waste area as required. Provide a spotter where necessary. • Provide shade cloth / mesh around work area and wet down dust as required to prevent wind borne dust. • Storage of materials in designated waste areas • Regular site clean ups. • Ensure all roof tarps are tied down and not weighted with tiles. • Ensure materials are not stored on the roof or scaffold. 	Contractor Contractor Contractor Builder Builder Contractor Builder Builder Builder

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Principal Contractor's Representative


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