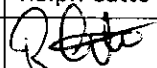
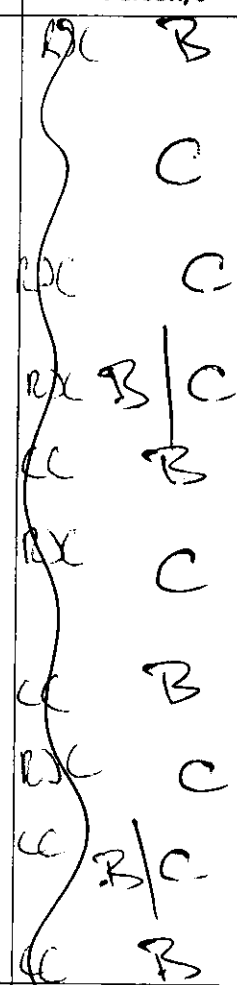
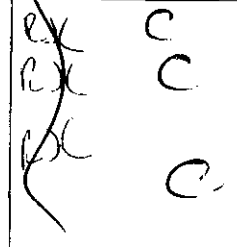


SAFE WORK METHOD STATEMENT

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Company Name:	RJC	Project Name/No:	All Jobs
Work Activity / Task:	CARPENTER	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Ralph Catto	Date:	21.9.14
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"> Slips, trips, falls and accessibility. UV light / weather exposure. 	<ul style="list-style-type: none"> Site specific induction. 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. 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. Provision of designated waste areas. Storage of materials in designated areas. Provide and maintain barricades to all materials stored on footpath and on site. Regular site clean ups. 	
2	Unloading plant, equipment and tools	<ul style="list-style-type: none"> Manual task 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 methods. Unload and move the plant and equipment to designated area to keep footpath / work place access clear. 	

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Position


Signature

17/10/2014
Date

SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
3	Setting up equipment	<ul style="list-style-type: none"> Manual task 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, power tools and nail guns. Ensure the 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]. 	RJC C RJC C RJC C RJC C RJC C
4	Setting up access ramp	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. Fall from height. Manual task injuries Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing. Team lifting and carrying. Training of "workers" in correct lifting and carrying methods. Ensure that workers have protective footwear and gloves. Check the ladder for damage / defects before use. Check that the ladder is stable and secured top and bottom before use. Install handrail and ensure adequate bracing to ramp. Provide a gate to the ramp with warning signage. 	RJC B RJC C RJC C RJC C RJC C RJC C RJC B RJC B
5	Stripping of existing roof frame and covering	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV light / weather exposure. Fall from height. Hazardous materials. Identification of services. Electrocution 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing. Identify any products or materials that may contain asbestos [ACM]. Identify services and make sure all electrical, gas, water and sewerage services have been 	RJC B RJC B B

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On behalf of Cape Cod

Construction Manager

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Date

17/10/2014

SAFE WORK METHOD STATEMENT [cont.]

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> Gas explosions Falling objects Exposure to dust Exposure to noise Manual task injuries Sprains and strains Cuts and abrasions Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> isolated or safely relocated before commencing. Use Licensed Electrician and Plumber to isolate, disconnect and relocate existing services. Training of "workers" in safe working at heights and safe movement on roof. 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 is safe and erected by a qualified Scaffolder. Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. Check the access ladder for damage / defects before use. Check that the ladder is stable and secured top and bottom before use. Correct use of access ladder. Limit use of ladders as working platforms. Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats. Systematic safe removal of materials. Team lifting and carrying. Ensure that the stairwell and openings / voids in floor are covered. 	<p>CC</p> <p>CC B</p> <p>RXC C</p> <p>CC B</p> <p>CC B/C</p> <p>CC B</p> <p>CC B/C</p> <p>RXC C</p> <p>RXC C</p> <p>RXC C</p> <p>RXC C</p> <p>BXC C</p> <p>RXC C</p> <p>RXC C</p> <p>RXC CC C</p>

Reviewed by:

Gary Klomp

On behalf of Cape Cod

On behalf of Cape Cod

Signature

Construction Manager

Position

17/10/2014
Date

SAFE WORK METHOD STATEMENT [cont.]

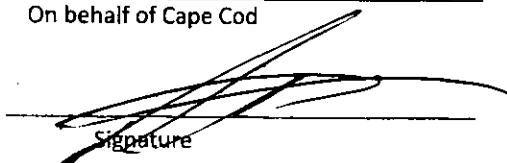
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> Ensure all roof tarps are tied down and not weighted with tiles. Ensure that materials are not stored on roof or scaffold. Provide a Shute for materials into designated waste area as required. Provide a 'spotter' where necessary. Provide shade cloth around work area and wet down dust as required to prevent wind borne dust. Storage of materials in designated waste area. Regular site clean ups. 	RX C RX C CC B CC B/C RX C CC B
6	Cut out existing roof structure	<ul style="list-style-type: none"> Slips, trips, falls and accessibility Fall from height Sharp and penetrating objects Manual task injuries Exposure to dust Exposure to noise Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing. 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. Training of "workers" in safe working at heights and safe movement on roof. 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 perimeter protection is in place [scaffolding and edge protection] before commencing. Check the access ladder for damage / defects before use. 	RX B RX B RX C CC B B/C RX B/C RX C

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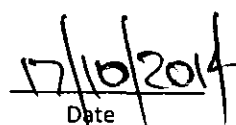
On behalf of Cape Cod



Signature

Construction Manager

Position



Date

SAFE WORK METHOD STATEMENT [cont.]

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> Check that the ladder is stable and secured top and bottom before use. Correct use of access ladder. Limit use of ladders as working platforms. Use appropriate PPE - safety glasses, footwear, noise / hearing protection [disposable], gloves, and hard hats. Training of "workers" in safe use of power tools, chain saws and reciprocating saws. Ensure all power tools have working safety guards. Systematic safe removal of materials. Ensure that correct lifting and carrying techniques are used. Ensure that the existing stairwell and openings in floor are covered and / or protected by guard rails. Ensure that materials are not stored on roof or scaffold. Ensure that all exposed nails are removed. Storage of materials in designated waste areas. Regular site clean ups. 	RX C EX C RXC C RX C RXC C LXC C RXC C RXC C RXC BXC C C RXC C RXC C RXC C CO B
7	Carry materials up ramp - Installation of floor platform members	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV light / weather exposure. Fall from height. Manual task injuries Exposure to dust. Exposure to noise. Proximity of other 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a Site Specific 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 before commencing the installation work. 	CX B LXC B

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On behalf of Cape Cod

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Construction Manager

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Date _____

SAFE WORK METHOD STATEMENT [cont.]

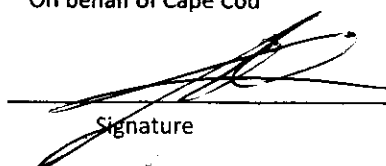
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<p>"workers".</p> <ul style="list-style-type: none"> Public access. 	<ul style="list-style-type: none"> Ensure that the guard rails to the ramp are in place and that the surface of ramp is clean before commencing. Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. Ensure that all openings and voids in the floor platform are covered or protected by a guard rail. Training of "workers" in correct lifting and carrying methods. Ensure correct lifting and carrying techniques are used at all times. Team lifting and carrying Ensure that "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear. Provide MSDS for chemically treated timber floor framing and sheet particleboard flooring. Training of "workers" in the safe handling and use of chemically treated timber products and sheet particleboard flooring. Training of "workers" in the safe use of power tools and nail guns. Ensure that all power tools have working safety guards. Storage of materials in designated areas Maintain a clean and tidy work area. 	<p>B/C</p> <p>B/C</p> <p>B/C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>B</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p> <p>C</p>
8	Carrying structural steel members up ramp -	<ul style="list-style-type: none"> Slips, trips and falls. UV light / weather exposure. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing. 	<p>B</p>

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Gary Klomp

On behalf of Cape Cod


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Construction Manager

Position

17/10/2014
Date

SAFE WORK METHOD STATEMENT [cont.]

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
	Installation of steel beams and posts.	<ul style="list-style-type: none"> Fall from height. Manual task injuries Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> 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. 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] before commencing. Training of "workers" in correct lifting and carrying methods Ensure that correct lifting and carrying techniques are used at all times Ensure that "workers" have protective footwear and gloves. Use of mechanical aids to lift and place steel beams and posts. Team lifting and carrying Use short beams where possible. Maintain a clean and tidy work area. 	<p>RX B</p> <p>RX B/C</p> <p>RX B/C</p> <p>RX C</p> <p>RX C</p> <p>RXC C</p> <p>RXC C</p> <p>RXC C</p> <p>RXC C</p> <p>RXC C</p>
9	<p>Carry frames and components up ramp</p> <p>Erection of timber wall frames</p>	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV light / weather exposure. Fall from height. Manual task injuries Sprains and strains. Exposure to noise. Hazardous materials. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> 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 before commencing the installation work. Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean 	<p>CC B</p> <p>RX B</p> <p>RX B/C</p> <p>RXC</p>

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Gary Klomp

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Construction Manager

Position

Signature

Date _____

SAFE WORK METHOD STATEMENT [cont.]

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			before commencing. <ul style="list-style-type: none"> Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. Provide MSDS for chemically treated timber framing. Training of "workers" in the safe handling and use of chemically treated timber products. Training of "workers" in correct lifting and carrying methods. Ensure correct lifting and carrying techniques are used at all times. Team lifting and carrying. Ensure "workers" have safety glasses, noise protection, protective footwear and gloves. Limit use of ladders as working platforms. Training of "workers" in safe use of power tools and nail guns. Ensure all power tools have working safety guards. Storage of materials in designated areas Maintain a clean and tidy work area. 	B/C B C C C C C C C C C C C C C
10	Carry up materials and components up ramp Installation of structural timber beams	<ul style="list-style-type: none"> Slips, trips, falls and accessibility UV light / weather exposure Fall from height Manual task injuries Exposure to noise Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> 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 before commencing the installation work. Ensure that the guard rails to the ramp are in place and that the 	B B B/C

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Construction Manager

Position

Date _____

SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			surface of the ramp is clean before commencing. <ul style="list-style-type: none"> Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. Training of "workers" in correct lifting and carrying methods. Ensure correct lifting and carrying techniques are used at all times. Ensure "workers" have protective footwear and gloves. Use of mechanical aids to lift and place hangers and beams. Limit use of ladders as working platforms. Team lifting and carrying Maintain a clean and tidy work area. 	EX DC RX C RX C EX C RX C RX C EX C RX C
11	Carry trusses up ramp Erection of timber roof trusses	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV light / weather exposure. Fall from height. Manual task injuries Exposure to noise. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> 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 before commencing the installation work. 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] before commencing. Training of "workers" in safe working at heights and safe movement on roof. 	CC B RX B EX B/C RX B/C EX C

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Gary Klomp

On behalf of Cape Cod

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Construction Manager

Position

17/10/2014

Date

SAFE WORK METHOD STATEMENT [cont.]

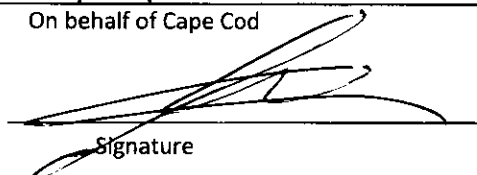
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> • Training of "workers" in correct lifting and carrying methods. • Ensure correct lifting and carrying techniques are used at all times. • Team lifting and carrying • Ensure "workers" have safety glasses, noise protection, protective footwear and gloves. • Limit use of ladders as working platforms. • Training of "workers" in the safe use of power tools and nail guns. • Ensure all power tools have working safety guards. • Storage of materials in designated areas • Maintain a clean and tidy work area. 	<p>RSC C</p> <p>RXC C</p> <p>RXC C</p> <p>RXC C</p> <p>RXC C</p> <p>RXC C</p> <p>RXC C</p> <p>RXC C</p> <p>RXC C</p>
12	Carrying materials up ramp. Installation of timber fascia, eaves and associated timber trims.	<ul style="list-style-type: none"> • Slips, trips, falls and accessibility. • UV light / weather exposure. • Fall from height. • Manual task injuries • Exposure to dust. • Exposure to noise. • Proximity of other "workers". • Public access. 	<ul style="list-style-type: none"> • Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> 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 before commencing the installation work. • Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform] • Team lifting and carrying • Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear. • Training of "workers" in the safe use of power tools and nail guns. 	<p>LC B</p> <p>RXC B</p> <p>RXC B/C</p> <p>RXC C</p> <p>RXC C</p> <p>RXC C</p>

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On behalf of Cape Cod



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Construction Manager

Position

17/10/2014

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SAFE WORK METHOD STATEMENT [cont.]

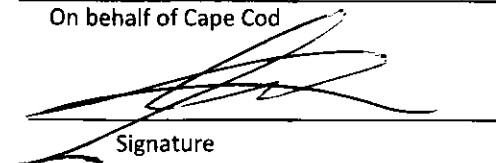
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> Ensure all power tools have working safety guards. Storage of materials in designated areas Maintain a clean and tidy work area. 	RJC C RJC C RJC C
13	Carrying materials up ramp. Installation of external wall cladding.	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV light / weather exposure. Fall from height. Manual task injuries Exposure to dust. Exposure to noise. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> 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 before commencing the installation work. Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform] Team lifting and carrying. Ensure workers have safety glasses, noise protection, dust protection [disposable], protective footwear. Limit use of ladders as working platforms. Training of "workers" in safe use of power tools and nail guns. Ensure all power tools have working safety guards. Storage of materials in designated areas. Maintain a clean and tidy work area. 	CC B RJC B RJC B/C RJC C RJC C RJC C RJC C RJC C RJC C RJC C RJC C
14	Carrying window and door assemblies up ramp. Installation of window and door	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV light / weather exposure. Fall from height. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing. Identify that the electrical service 	CC B RJC B

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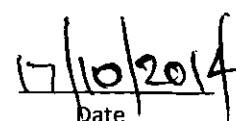
On behalf of Cape Cod



Signature

Construction Manager

Position



Date

SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
	assemblies.	<ul style="list-style-type: none"> Manual task injuries Exposure to noise. Proximity of other "workers". Public access. 	<p>has been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing the installation work.</p> <ul style="list-style-type: none"> Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform] Training of "workers" in correct lifting and carrying methods. Ensure that correct lifting and carrying techniques are used at all times. Team lifting and carrying Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear. Training of "workers" in the safe use of power tools and nail guns. Ensure all power tools have working safety guards. Maintain a clean and tidy work area. 	<p>RX B</p> <p>RX B/C</p> <p>RX C</p> <p>RX C</p> <p>RXC C</p> <p>RX C</p> <p>RX C</p> <p>RXC C</p> <p>RXC C</p>
15	Positioning of external timber stairs.	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV light / weather exposure. Fall from height. Manual task injuries Exposure to noise. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing. Training of "workers" in correct lifting and carrying methods. Ensure correct lifting and carrying techniques are used at all times. Ensure "workers" have protective footwear and gloves. Use of mechanical aids to lift and place stairs. Limit use of ladders as working platforms. 	<p>CC B</p> <p>RX C</p> <p>RXC C</p> <p>RXC C</p> <p>RXC C</p> <p>RXC C</p>

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SAFE WORK METHOD STATEMENT [cont.]

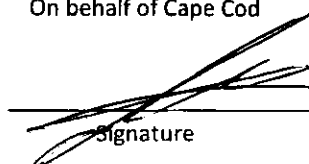
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> • Team lifting and carrying. • Provide MSDS for chemically treated timber framing. • Training of "workers" in the safe handling and use of chemically treated timber products. • Maintain a clean and tidy work area. 	RX C CC B RX C RX C
16	Site clean up on completion of work	<ul style="list-style-type: none"> • Manual task injuries • Exposure to dust • Exposure to hazardous substances 	<ul style="list-style-type: none"> • Remove any temporary barricades if no longer required • Place all rubbish / debris in designated waste storage area • Leave site / work area in a clean and tidy condition 	CC C RX C RX C

Reviewed by:

Gary Klomp

On behalf of Cape Cod



Signature

Construction Manager

Position

17/10/2014
Date