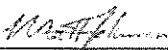


# SAFE WORK METHOD STATEMENT

Page 1 of 15

Company PCBU:	Sapper Constructions PTY Ltd	Project Name/No:	All Jobs
Work Activity / Task:	CARPENTER	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	
		V			V			1			

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>Wear appropriated PPE hat, long sleeves, sun screen, sunglasses, and fluids and</li> </ul>	Builder  Contractor  Contractor  Builder & Contractor  Contractor

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**SAFE WORK METHOD STATEMENT [cont.]**

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			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.	Builder  Contractor  Builder & Contractor Builder
2	Unloading plant, equipment and tools	• Manual handling injuries • Slips, trips and falls. • Proximity of other "workers". • Public access.	• 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.	Contractor  Contractor  Contractor
3	Setting up equipment	• Manual handling injuries. • Slips, trips and falls. • Proximity of other "workers". • Public access.	• 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].	Contractor  Contractor  Contractor  Contractor  Contractor
4	Setting up access ramp	• Slips, trips, falls and accessibility. • Fall from height. • Manual handling. • Proximity of other "workers".	• Assess the site conditions including the weather and conduct a Risk Assessment before commencing. • Team lifting and carrying. • Training of "workers" in correct	Builder  Contractor

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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"> <li>Public access.</li> </ul>	lifting and carrying methods. <ul style="list-style-type: none"> <li>Ensure that workers have protective footwear and gloves.</li> <li>Check the ladder for damage / defects before use.</li> <li>Check that the ladder is stable and secured top and bottom before use.</li> <li>Install handrail and ensure adequate bracing to ramp.</li> <li>Provide a gate to the ramp with warning signage.</li> </ul>	Contractor  Contractor  Contractor  Contractor  Builder  Contractor
5	Stripping of existing roof frame and covering	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>UV / weather exposure.</li> <li>Fall from height.</li> <li>Hazardous materials.</li> <li>Identification of services.</li> <li>Electrocution</li> <li>Gas explosions</li> <li>Falling objects</li> <li>Exposure to dust</li> <li>Exposure to noise</li> <li>Manual handling</li> <li>Sprains and strains</li> <li>Cuts and abrasions</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 any products or materials that <i>may</i> contain asbestos.</li> <li>Identify services and make sure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing.</li> <li>Use Licensed Electrician and Plumber to isolate, disconnect and relate existing services.</li> <li>Training of "workers" in safe working at heights and safe movement on roof.</li> <li>Provide "Demolition in Progress" and "Restricted Access" warning signage.</li> <li>Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a</li> </ul>	Builder   Builder  Builder  Builder  Contractor  Builder  Builder & Contractor

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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"> <li>spotter where necessary.</li> <li>Ensure that the scaffolding is safe and erected by a qualified Scaffolder.</li> <li>Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing.</li> <li>Check the access ladder for damage / defects before use.</li> <li>Check that the ladder is stable and secured top and bottom before use.</li> <li>Correct use of access ladder.</li> <li>Limit use of ladders as working platforms.</li> <li>Use appropriate PPE – safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats.</li> <li>Systematic safe removal of materials.</li> <li>Team lifting and carrying.</li> <li>Ensure that the stairwell and openings / voids in floor are covered.</li> <li>Ensure all roof tarps are tied down and not weighted with tiles.</li> <li>Ensure that materials are not stored on roof or scaffold.</li> <li>Provide a chute for materials into designated waste area as required. Provide a spotter where necessary.</li> <li>Provide shade cloth around</li> </ul>	<p>Builder</p> <p>Builder &amp; Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Builders</p>

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## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			work area and wet down dust as required to prevent wind borne dust. <ul style="list-style-type: none"> <li>Storage of materials in designated waste area.</li> <li>Regular site clean ups.</li> </ul>	Builder & Contractor  Contractor  Builder
6	Cut out existing roof structure	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility</li> <li>Fall from height</li> <li>Sharp and penetrating objects</li> <li>Exposure to dust</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 services have been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing installation work.</li> <li>Training of "workers" in safe working at heights and safe movement on roof.</li> <li>Provide "Demolition in Progress" and "Restricted Access" warning signage.</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 perimeter protection is in place [scaffolding and edge protection] before commencing.</li> <li>Check the access ladder for damage / defects before use.</li> <li>Check that the ladder is stable and secured top and bottom before use.</li> </ul>	Builder   Builder  Contractor  Builder  Builder & Contractor  Builder & Contractor  Contractor  Contractor

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> <li>• Correct use of access ladder.</li> <li>• Limit use of ladders as working platforms.</li> <li>• Use appropriate PPE – safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves, and hard hats.</li> <li>• Training of “workers” in safe use of power tools, chain saws and reciprocating saws.</li> <li>• Ensure all power tools have working safety guards.</li> <li>• Systematic safe removal of materials.</li> <li>• Ensure that correct lifting and carrying techniques are used.</li> <li>• Ensure that the existing stairwell and openings in floor are covered and / or protected by guard rails.</li> <li>• Ensure that materials are not stored on roof or scaffold.</li> <li>• Ensure that all exposed nails are removed.</li> <li>• Storage of materials in designated waste areas.</li> <li>• Regular site clean ups.</li> </ul>	Contractor Contractor  Contractor  Contractor  Contractor Contractor  Contractor  Contractor  Contractor Builder
7	Carry materials up ramp. Installation of floor platform members	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• UV / weather exposure.</li> <li>• Fall from height.</li> <li>• Manual handling injuries.</li> <li>• Exposure to dust.</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 the</li> </ul>	Builder   Builder

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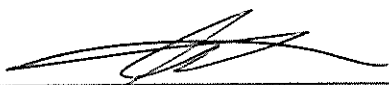
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# SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> <li>• Exposure to noise.</li> <li>• Proximity of other "workers".</li> <li>• Public access.</li> </ul>	<p>installation work.</p> <ul style="list-style-type: none"> <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>• Ensure that all openings and voids in the floor platform are covered or protected by a guard rail.</li> <li>• Training of "workers" in correct lifting and carrying methods.</li> <li>• Ensure correct lifting and carrying techniques are used at all times.</li> <li>• Team lifting and carrying</li> <li>• Ensure that "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear.</li> <li>• Provide MSDS for chemically treated timber floor framing and sheet particleboard flooring.</li> <li>• Training of "workers" in the safe handling and use of chemically treated timber products and sheet particleboard flooring.</li> <li>• Training of "workers" in the safe use of power tools and nail guns.</li> <li>• Ensure that all power tools</li> </ul>	<p>Builder &amp; Contractor</p> <p>Builder &amp; Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Builder</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p>

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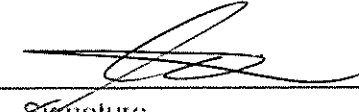
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**SAFE WORK METHOD STATEMENT [cont.]**

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			have working safety guards. • Storage of materials in designated areas • Maintain a clean and tidy work area.	Contractor  Contractor
8	Carrying structural steel members up ramp. Installation of steel beams and posts.	• Slips, trips and falls. • UV / weather exposure. • Fall from height. • Manual handling injuries. • Proximity of other "workers". • Public access.	• Assess the site conditions including the weather 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 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	Builder  Builder  Builder & Contractor  Builder & Contractor  Contractor  Contractor  Contractor  Contractor  Contractor

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## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			possible. • Maintain a clean and tidy work area.	Contractor Contractor
9	Carry frames and components up ramp  Erection of timber wall frames	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• UV / weather exposure.</li> <li>• Fall from height.</li> <li>• Manual handling injuries.</li> <li>• Sprains and strains.</li> <li>• Exposure to noise.</li> <li>• Hazardous materials.</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 the installation work.</li> <li>• Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing.</li> <li>• Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing.</li> <li>• Provide MSDS for chemically treated timber framing.</li> <li>• Training of "workers" in the safe handling and use of chemically treated timber products.</li> <li>• Training of "workers" in correct lifting and carrying methods.</li> <li>• Ensure correct lifting and carrying techniques are used at all times.</li> <li>• Team lifting and carrying.</li> <li>• Ensure "workers" have safety glasses, noise protection, protective footwear and</li> </ul>	Builder  Builder  Builder & Contractor  Builder & Contractor  Builder  Contractor  Contractor  Contractor  Contractor  Contractor Contractor

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SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			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.	Contractor  Contractor  Contractor  Contractor Contractor
10	Carry up materials and components up ramp  Installation of structural timber beams	• Slips, trips, falls and accessibility • UV / weather exposure • Fall from height • Manual handling injuries • Exposure to noise • Proximity of other "workers". • Public access.	• Assess the site conditions including the weather 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 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 correct lifting and carrying techniques are used at all times. • Ensure "workers" have	Builder  Builder  Builder & Contractor  Builder & Contractor  Contractor  Contractor  Contractor

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## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			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.	Contractor  Contractor  Contractor Contractor
11	Carry trusses up ramp  Erection of timber roof trusses	• Slips, trips, falls and accessibility. • UV / weather exposure. • Fall from height. • Manual handling injuries. • Exposure to noise. • Proximity of other "workers". • Public access.	• Assess the site conditions including the weather 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 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. • Training of "workers" in correct lifting and carrying methods. • Ensure correct lifting and carrying techniques are used at all times.	Builder  Builder  Builder & Contractor  Builder & Contractor  Contractor  Contractor  Contractor

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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"> <li>• Team lifting and carrying</li> <li>• Ensure "workers" have safety glasses, noise protection, protective footwear and gloves.</li> <li>• Limit use of ladders as working platforms.</li> <li>• Training of "workers" in the safe use of power tools and nail guns.</li> <li>• Ensure all power tools have working safety guards.</li> <li>• Storage of materials in designated areas</li> <li>• Maintain a clean and tidy work area.</li> </ul>	Contractor  Contractor  Contractor  Contractor  Contractor  Contractor
12	Carrying materials up ramp. Installation of timber fascia, eaves and associated timber trims.	<ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• UV / weather exposure.</li> <li>• Fall from height.</li> <li>• Manual handling injuries.</li> <li>• Exposure to dust.</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 the installation work.</li> <li>• Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform]</li> <li>• Team lifting and carrying</li> <li>• Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear.</li> <li>• Training of "workers" in the safe use of power tools and</li> </ul>	Builder  Builder  Builder & Contractor  Contractor  Contractor  Contractor

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## SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			nail guns. • Ensure all power tools have working safety guards. • Storage of materials in designated areas • Maintain a clean and tidy work area.	Contractor  Contractor  Contractor
13	Carrying materials up ramp. Installation of external wall cladding.	• Slips, trips, falls and accessibility. • UV / weather exposure. • Fall from height. • Manual handling injuries. • Exposure to dust. • Exposure to noise. • Proximity of other "workers". • Public access.	• Assess the site conditions including the weather 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 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	Builder  Builder  Builder & Contractor  Contractor  Contractor  Contractor  Contractor  Contractor  Contractor

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			area.	
14	Carrying window and door assemblies up ramp. Installation of window and door assemblies.	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>UV / weather exposure.</li> <li>Fall from height.</li> <li>Manual handling injuries.</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 the installation work.</li> <li>Ensure that the perimeter protection is in place before commencing. [Scaffold as working platform]</li> <li>Training of "workers" in correct lifting and carrying methods.</li> <li>Ensure that correct lifting and carrying techniques are used at all times.</li> <li>Team lifting and carrying</li> <li>Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear.</li> <li>Training of "workers" in the safe use of power tools and nail guns.</li> <li>Ensure all power tools have working safety guards.</li> <li>Maintain a clean and tidy work area.</li> </ul>	<p>Builder</p> <p>Builder</p> <p>Builder &amp; Contractor</p> <p>Contractor\</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p>
15	Positioning of external timber stairs.	<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>Assess the site conditions including the weather and conduct a Risk Assessment before commencing.</li> </ul>	Builder

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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"> <li>Fall from height.</li> <li>Manual handling injuries.</li> <li>Exposure to noise.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Training of "workers" in correct lifting and carrying methods.</li> <li>Ensure correct lifting and carrying techniques are used at all times.</li> <li>Ensure "workers" have protective footwear and gloves.</li> <li>Use of mechanical aids to lift and place stairs.</li> <li>Limit use of ladders as working platforms.</li> <li>Team lifting and carrying.</li> <li>Provide MSDS for chemically treated timber framing.</li> <li>Training of "workers" in the safe handling and use of chemically treated timber products.</li> <li>Maintain a clean and tidy work area.</li> </ul>	<p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p>

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