

Safe Work Method Statement

version 1.15

Activity / Task: **Site Assessments**

Project / Location: All Jobs

Company: Jonspin Building Services

Signed by: Mark Spindler

Date: 30/06/2017

Principal Contractor: Cape Cod

Accepted by: Tara Antonioli

Date: 09/08/2017

Steps	Potential Hazards	Controls / Responsible Person(s)
1. Access to site and to ground floor work areas.	<ul style="list-style-type: none">Slips, trips, falls and accessibility.Access ways not clearly defined.Vehicular trafficProximity of other "workers".	<ul style="list-style-type: none">Identify the risks and plan the task appropriately. By: Principal Contractor & Jonspin Building Services & WorkerSite specific induction. By: Principal Contractor & Jonspin Building ServicesAssess the travel path, weather conditions and distance to work area. By: Principal Contractor & Jonspin Building Services & WorkerEnsure the access to work area is unobstructed and clearly defined. By: Principal Contractor & Jonspin Building Services & WorkerEnsure all openings in the floor are covered or appropriately barricaded off. By: Principal Contractor & Jonspin Building Services & WorkerAll "workers" to register attendance via Cape Cod QR scanner before entering the site; to read the General Construction Safety Plan signage; and to read the Site Specific Risk Assessment. By: Principal Contractor & Jonspin Building Services & WorkerEnsure all "workers" have appropriate Safe Work NSW General Construction Induction Card (White Card). By: Principal Contractor & Jonspin Building Services & Worker
2. Building materials / waste stored on site.	<ul style="list-style-type: none">Slips, trips, falls and accessibility.Access ways not clearly defined.Exposure to hazardous substances.	<ul style="list-style-type: none">Assess the travel path, weather conditions and distance to work area. By: Principal Contractor & Jonspin Building Services & WorkerEnsure that the access to work area is unobstructed and clearly defined. By: Principal Contractor & Jonspin Building Services & WorkerEnsure that barricades are maintained to isolate material and to restrict access. By: Principal Contractor & Jonspin Building Services & WorkerEnsure that a designated waste area is provided. By: Principal Contractor & Jonspin Building Services & WorkerTraining of "workers" in the identification and potential risks associated with hazardous substances. By: Jonspin Building Services
3. Manual tasks.	<ul style="list-style-type: none">Muscle strain.Over exertion or repetitive movements.Cuts and abrasions.	<ul style="list-style-type: none">Identify the risks and plan the task accordingly. By: Jonspin Building Services & WorkerTraining of "workers" in safe manual handling techniques and postures. By: Jonspin Building Services & WorkerUse appropriate PPE as required. By: Jonspin Building Services & WorkerEnsure workers are competent for the specific task. By: Jonspin Building Services & Worker
4. Exposure to dust / fibres / chemical vapours.	<ul style="list-style-type: none">Dust / fibres inhalation - respiratory problems.Skin and eye allergies / irritations.	<ul style="list-style-type: none">Apply appropriate procedures necessary to contain dust / fibres / chemical vapours. By: Principal Contractor & Jonspin Building Services & WorkerUse appropriate PPE as required. By: Jonspin Building Services & WorkerRegularly monitor for airborne dust / fibres / chemical vapours. By: Principal Contractor & Jonspin Building Services & WorkerTraining of "workers" in the identification and potential risks associated with hazardous substances. By: Jonspin Building Services
5. Exposure to UV light / extreme weather conditions.	<ul style="list-style-type: none">Skin cancer / sun burn.Dehydration - heat stroke or fatigue.Sight damage.	<ul style="list-style-type: none">Reduce exposure where possible. By: Jonspin Building Services & WorkerMaintain adequate fluid intake. By: Jonspin Building Services & WorkerUse appropriate sun protection. By: Jonspin Building Services & WorkerUse appropriate PPE as required. By: Jonspin Building Services & WorkerTraining of "workers" in the hazards associated with exposure to UV light and the weather. By: Jonspin Building Services

		<ul style="list-style-type: none"> ● Wear appropriate clothing for the weather conditions. By: Jonspin Building Services & Worker
6. Exposure to noise.	<ul style="list-style-type: none"> ● Hearing damage. 	<ul style="list-style-type: none"> ● Use appropriate PPE as required. By: Jonspin Building Services & Worker ● Training of “workers” in the dangers of excessive noise exposure. By: Jonspin Building Services ● Training of “workers” in the correct use of hearing protection. By: Jonspin Building Services
7. Contact with electrical services / point of attachment.	<ul style="list-style-type: none"> ● Power lines not isolated, covered or enclosed. ● Working too close to electrical supply. ● Strong winds causing power lines to swing close to work area. ● Wet conditions making ‘tiger tails’ less effective. ● Electric shock or electrocution. 	<ul style="list-style-type: none"> ● Ensure that the electrical supply is isolated prior to the accessing the work areas. By: Jonspin Building Services & Worker ● Ensure that ‘tiger tails’ [insulation] are provided as necessary & electrical mains adequately boxed adjacent to the scaffold. By: Principal Contractor & Jonspin Building Services & Worker ● Ensure workers are competent for the specific task. By: Jonspin Building Services & Worker
8. Access to and assessment within the under-floor space.	<ul style="list-style-type: none"> ● Exposure to dust and hazardous substances. ● Skin and eye irritations / allergies. ● Worker trapped in confined space. ● Dehydration. ● Exposure to site services - Electricity, Gas, Water etc. 	<ul style="list-style-type: none"> ● Identify the risks / hazards and plan the task in consultation with the “Property Owner”. By: Jonspin Building Services & Worker ● Use appropriate PPE as required. By: Jonspin Building Services & Worker ● Monitor the air quality for chemical vapours and dust. By: Jonspin Building Services & Worker ● Maintain adequate fluid intake. By: Jonspin Building Services & Worker ● Maintain adequate ventilation and lighting. By: Jonspin Building Services & Worker ● Training of “workers” in the identification of site services and the risks involved with their presence. By: Jonspin Building Services ● Ensure access area is kept safe and providing unrestricted egress By: Jonspin Building Services & Worker ● Ensure workers are competent for the specific task. By: Principal Contractor & Jonspin Building Services & Worker ● Training of “workers” in safe working in confined spaces. By: Jonspin Building Services & Worker
9. Accessing first floor work area using ramp / scaffold.	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility. ● Slope of ramp. ● Windy and or wet conditions. ● Back injuries - strains and sprains. ● Proximity of other “workers”. 	<ul style="list-style-type: none"> ● Identify the risks and plan the task in consultation with the ‘workers’ on site. By: Jonspin Building Services & Worker ● Assess the travel path, weather conditions and distance to work area. By: Jonspin Building Services & Worker ● Ensure that the guardrails to the ramp are in place and that the ramp and work platform is clean and dry. By: Principal Contractor & Jonspin Building Services & Worker ● Ensure that the scaffold guardrails and work platform is complete. By: Principal Contractor & Jonspin Building Services & Worker ● Ensure that the access to work area is unobstructed and clearly defined. By: Principal Contractor & Jonspin Building Services & Worker ● Ensure all openings in the floor platform are covered or appropriately barricaded off. By: Principal Contractor & Jonspin Building Services & Worker ● Training of “workers” in safe working at heights. By: Jonspin Building Services & Worker ● Ensure workers are competent for the specific task. By: Principal Contractor & Jonspin Building Services & Worker
10. Accessing first floor level using internal stairs.	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility. ● Back injuries - muscle strain / sprain. 	<ul style="list-style-type: none"> ● Identify the risks and plan the task accordingly. By: Jonspin Building Services & Worker ● Assess the travel path and distance to work area. By: Principal Contractor & Jonspin Building Services & Worker ● Ensure that the access to work areas is unobstructed and clearly defined. By: Principal Contractor & Jonspin Building Services & Worker ● Ensure all openings in the floor platform are covered or appropriately barricaded off. By: Principal Contractor & Jonspin Building Services & Worker
11. Access to first floor work area using internal access ladder.	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility. ● Gravity - overbalancing. ● Fall from ladder. 	<ul style="list-style-type: none"> ● Identify the risks and plan the task accordingly. By: Jonspin Building Services & Worker ● Assess the travel path and distance to work area. By: Principal Contractor & Jonspin Building Services & Worker ● Ensure that the access to the work area is unobstructed and clearly defined. By: Principal Contractor & Jonspin Building Services & Worker ● Ensure all openings in the floor platform are covered or appropriately barricaded off. By: Principal Contractor & Jonspin Building Services & Worker ● Before use, assess the slope of ladder, assess the ladder for damage and that the ladder is secured in position & stable. By: Jonspin Building Services & Worker

- Face the ladder when climbing up and down ladder. **By: Jonspin Building Services & Worker**
- Limit the use of ladders. **By: Jonspin Building Services & Worker**
- Training of “workers” in the safe use of ladders. **By: Jonspin Building Services & Worker**
- Ensure “workers” are competent for the specific task. **By: Principal Contractor & Jonspin Building Services & Worker**

12. Gain access to the existing roof space using step ladder.	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility. ● Gravity - overbalancing. ● Fall from ladder. 	<ul style="list-style-type: none"> ● Identify the risks / hazards and plan the task in consultation with the “Property Owner”. By: Jonspin Building Services & Worker ● Use an appropriate step ladder for access. By: Jonspin Building Services & Worker ● Inspect the ladder for damage before use. By: Jonspin Building Services & Worker ● Ensure that the ladder is stable / correctly footed before use. By: Jonspin Building Services & Worker ● Face the ladder when climbing up and down. By: Worker ● Training of “workers” in the safe use of ladders. By: Jonspin Building Services & Worker ● Ensure workers are competent for the specific task. By: Jonspin Building Services & Worker
13. Assessment within the existing roof space.	<ul style="list-style-type: none"> ● Exposure to insulation, ceiling dust, vapours, fibres & hazardous substances. ● Accessibility. ● Fall through framing members. ● Eye and skin irritations / allergies. ● ‘Worker’ trapped in confined space. ● Dehydration. ● Exposure to site services - Electricity, Gas, Water etc. 	<ul style="list-style-type: none"> ● Identify the risks / hazards and plan the task in consultation with the “Property Owner”. By: Jonspin Building Services & Worker ● Monitor for airborne dust / fibres. By: Jonspin Building Services & Worker ● Training of “workers” in safe working in confined roof spaces. By: Jonspin Building Services ● Regularly assess your condition within the roof space. By: Worker ● Maintain adequate fluid intake. By: Worker ● Maintain adequate ventilation and lighting. By: Jonspin Building Services & Worker ● Use appropriate PPE as required. By: Jonspin Building Services & Worker ● Ensure workers are competent for the specific task. By: Principal Contractor & Jonspin Building Services & Worker ● Training of “workers” in the identification of site services / hazardous substances and the risks involved with their presence. By: Jonspin Building Services

Person responsible for ensuring compliance with SWMS:
Person responsible for reviewing SWMS control measures:

Mark Spindler
Mark Spindler / John Spindler