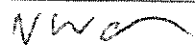


## SAFE WORK METHOD STATEMENT

Page 1 of 3 v1.13

Company Name:	NRW Carpentry	Project Name / No:	All Jobs
Work Activity / Task:	SITE CLEANER - MANUAL	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Neil Wanders	Date:	18/09/2014
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"> <li>Slips, trips, falls and accessibility</li> <li>UV light / weather exposure.</li> </ul>	<ul style="list-style-type: none"> <li>Site specific induction.</li> <li>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.</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 reduce exposure where possible.</li> <li>Provision of designated waste areas.</li> <li>Storage of materials in designated areas.</li> </ul>	Cape Cod NRW NRW NRW . NRW
2	Unloading plant, equipment and tools	<ul style="list-style-type: none"> <li>Public access</li> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> <li>Proximity of other "workers".</li> </ul>	<ul style="list-style-type: none"> <li>Identify traffic management requirements.</li> <li>Provide as a minimum, low level basic requirements signage and barriers / witches hats.</li> <li>Provide a spotter where necessary.</li> <li>Unload and move the equipment to designated area to keep footpath / work place access clear.</li> </ul>	NRW Cape Cod NRW

Reviewed by: Gary Klomp  
On behalf of Cape Cod

Construction Manager  
Position

Signature



Date

18/09/14


## SAFE WORK METHOD STATEMENT [cont.]

Page 2 of 3 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible • Person/s
			<ul style="list-style-type: none"> <li>Team lifting and carrying.</li> <li>Training of "workers" in correct lifting and carrying methods.</li> </ul>	
3	Setting up equipment	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> <li>Failure of mechanic plant.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Set up in a clear area and maintain a clear and barricaded travel path.</li> <li>Training of "workers" in setting up of safe work travel areas.</li> <li>Ensure the proper use of all safety guards provided to plant and equipment.</li> <li>Plant to be fully maintained and serviced.</li> </ul>	NRW  NRW
4	Site Clean	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>UV light / weather exposure.</li> <li>Electrocution.</li> <li>Fall from height.</li> <li>Manual task 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 <i>Site Specific Risk Assessment</i> before commencing installation work.</li> <li>Identify any products or materials that <i>may</i> contain asbestos {ACM} or {ACD}.</li> <li>Identify services and make sure all the electrical, gas, water and sewerage services have been isolated or safely relocated before commencing work.</li> <li>Use Licensed Electrician and Plumber to isolate, disconnect and relocate existing services.</li> <li>Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible</li> <li>Training of "workers" in safe working and safe movement on site.</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> </ul>	Cape Cod . NRW Cape Cod Cape Cod NRW NRW NRW

Reviewed by: Gary Klomp  
On behalf of Cape Cod

Construction Manager  
Position

  
Signature

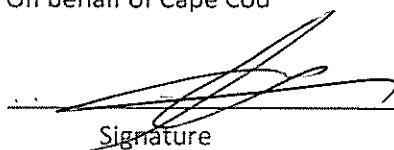
18/10/14  
Date

## SAFE WORK METHOD STATEMENT [cont.]

Page 3 of 3 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> <li>• Team lifting and carrying - limiting weights to manageable sizes.</li> <li>• Ensure workers have safety glasses, noise protection, dust protection [disposable], protective footwear.</li> <li>• Training of "workers" in safe use of power tools.</li> <li>• Ensure all power tools have working safety guards.</li> <li>• Maintain a clean and tidy work area.</li> </ul>	NRW NRW NRW
5	Site clean up on completion of work	<ul style="list-style-type: none"> <li>• Manual task injuries</li> <li>• Exposure to dust</li> <li>• Exposure to hazardous substances</li> </ul>	<ul style="list-style-type: none"> <li>• Remove any temporary barricades if no longer required</li> <li>• Place all rubbish / debris in designated waste storage area</li> <li>• Leave site / work area in a clean and tidy condition</li> </ul>	NRW NRW

Reviewed by: Gary Klomp  
On behalf of Cape Cod

  
Signature

Construction Manager  
Position

18/09/14  
Date

## SAFE WORK METHOD STATEMENT

Page 1 of 9 v1.13

Company Name:	NRW Carpentry	Project Name/No:	All Jobs
Work Activity / Task:	ASBESTOS OR [ACM] [ACD] REMOVAL - OVER 10.0m <sup>2</sup>	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Neil Wanders	Date:	18/09/2014
Signature:	NWC	Note: Sign off to be provided at Tool Box talk	


**Note 1:** Removal of materials that *may contain asbestos* [ACM] or [ACD] must meet the requirements of WHS Regulation 2011 - Chapter 8

**Note 2:** 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"> <li>Slips, trips, falls and accessibility</li> <li>UV light / weather exposure</li> </ul>	<ul style="list-style-type: none"> <li>Site specific induction.</li> <li>All "workers" to register before entering the site; to read the General Construction Safety Plan signage; and to read the <i>Site Specific Risk Assessment</i> form.</li> <li>Tool box talk to highlight any WHS concerns.</li> <li>Ensure site 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 reduce exposure where possible.</li> <li>Provision of designated waste areas.</li> <li>Storage of materials in designated areas.</li> <li>Regular site clean ups.</li> </ul>	<ul style="list-style-type: none"> <li>- NRW</li> <li>- Cape Cod</li> <li>- NRW</li> <li>- NRW</li> <li>- Cape Cod</li> <li>- NRW</li> <li>- NRW</li> <li>- Cape Cod</li> </ul>

Reviewed by: Gary Klomp  
On behalf of Cape Cod

Construction Manager  
Position

  
Signature

18/10/2014  
Date

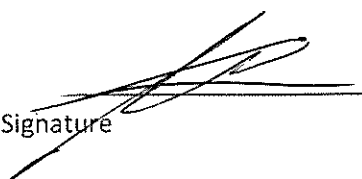
## SAFE WORK METHOD STATEMENT [cont.]

Page 2 of 9 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
2	Unloading plant and equipment	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> <li>Proximity of other "workers" and public.</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Team lifting and carrying.</li> <li>Training of "workers" in correct lifting methods.</li> <li>Unload and move the equipment to designated area to keep footpath / work place access clear.</li> </ul>	• NRW
3	Setting up equipment	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Set up in a clear area and maintain a clear travel path.</li> <li>Training of "workers" in setting up of electrical leads, power tools and nail guns.</li> <li>Ensure proper use of all safety guards provided to plant and equipment.</li> <li>Ensure all electrical leads, plant and equipment have current tagging.</li> <li>Ensure electrical equipment is attached to a residual current device [RCD].</li> </ul>	NRW
4	Removing asbestos or ACM sheet from ground level	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility</li> <li>Fall from height</li> <li>Hazardous materials</li> <li>Exposure to dust</li> <li>Identification of services</li> <li>Electrocution</li> <li>Exposure to noise</li> <li>Manual task injuries</li> <li>Cuts and abrasions.</li> <li>Proximity of other "workers" and public.</li> </ul>	<ul style="list-style-type: none"> <li>Assess site conditions including weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>Identify the location of the electrical service and that the electrical service has been isolated or safely relocated before commencing work.</li> <li>Provide "Restricted Access" warning signage and establish a "No access area" by barricading to prevent access of anyone not connected with the removal activity into the work area and to</li> </ul>	Cape Cod NRW  Cape Cod  Cape Cod

Reviewed by: Gary Klomp  
On behalf of Cape Cod

Construction Manager  
Position

  
Signature

18/09/14  
Date

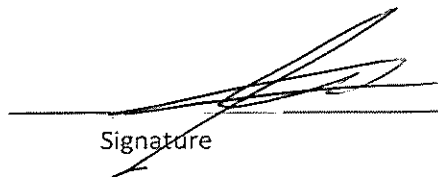
## SAFE WORK METHOD STATEMENT [cont.]

Page 3 of 9 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> <li>Public access.</li> </ul>	<p>control contamination.</p> <ul style="list-style-type: none"> <li>Position warning signage containing the words "DANGER ASBESTOS REMOVAL IN PROGRESS" in a prominent visible position at the front of the site. Signage to include the details of the licensed Contractor [PCBU].</li> <li>Seal all windows and doors to prevent dust entering the building during the removal and clean up process.</li> <li>All products and materials "<i>that may</i>" contain asbestos [ACM] or [ACD] are to be stored, transported and disposed of in accordance with the NSW Protection of the Environment Operations Act [1997] and NSW Protection of the Environment Operations [Waste] Regulation [2005]</li> <li>Prior to the removal process all products and materials "<i>that may</i>" contain asbestos [ACM] or [ACD] to be sealed with PVA sealant or kept damp. Prevent and or contain excess run off water.</li> <li>All products and materials "<i>that may</i>" contain asbestos [ACM] or [ACD] is to be either wrapped in recommended 200-micron thick plastic sheeting or placed in leak proof lined bins or vehicles and covered.</li> <li>All products and materials "<i>that may</i>" contain asbestos [ACM] or</li> </ul>	<p>Cape Cod</p> <p>NRW</p> <p>Cape Cod</p> <p>NRW Cape Cod</p> <p>•Cape Cod NRW</p>

Reviewed by: Gary Klomp  
On behalf of Cape Cod

Construction Manager  
Position

  
Signature

18/10/14  
Date


## SAFE WORK METHOD STATEMENT [cont.]

Page 4 of 9 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>[ACD] is to be stored in a secure area and removed from site as soon as practical in a covered leak proof vehicle.</p> <ul style="list-style-type: none"> <li>All products and materials "<i>that may</i>" contain asbestos [ACM] or [ACD] is to be disposed of in a manner, and at a site approved by the NSW Office of Environment and Heritage [OEH], appropriate disposal Authority or Local Council.</li> <li>Care in removing wall sheets and eave soffits to minimise breakage of sheets - where possible keep sheets intact.</li> <li>Ensure that adequate lighting and ventilation is available.</li> <li>Systematic safe removal of materials.</li> <li>Training of "<i>workers</i>" in safe working from step and extension ladders.</li> <li>Training of "<i>workers</i>" in the safe removal and handling of products and materials "<i>that may</i>" contain asbestos [ACM] or [ACD].</li> <li>Ensure "<i>workers</i>" wear safety glasses, noise protection, respiratory protection [disposable], protective footwear, disposable coveralls and gloves during the removal and clean up process.</li> <li>Regularly monitor for air borne dust when removal work is being undertaken.</li> <li>Pick up visible asbestos debris</li> </ul>	<p>•</p> <p>Cape Cod</p> <p>NRW</p> <p>NRW</p> <p>NRW</p> <p>NRW</p> <p>NRW</p> <p>NRW</p> <p>NRW</p> <p>NRW</p> <p>•</p>

Reviewed by: Gary Klomp  
On behalf of Cape Cod

Construction Manager  
Position

  
Signature

18/09/14  
Date

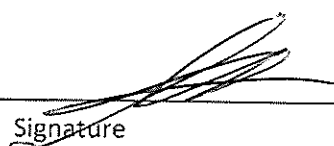
# SAFE WORK METHOD STATEMENT [cont.]

Page 5 of 9 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>around the removal area, then decontaminate using wet methods or suitable vacuum cleaner.</p> <ul style="list-style-type: none"> <li>Use approved vacuum cleaning equipment [HEPA] that complies with AS/NZS 60335.2.69 – <i>Industrial vacuum cleaners or its equivalent for particulates hazardous to health</i>, to prevent the release of lead containing dust while it is being removed. <b>Do not use</b> household vacuum cleaners.</li> <li>PVA seal residues of asbestos cement that cannot be removed from timber framed members.</li> <li>Plastic sheets used for drop sheets and debris is not be reused and is to be disposed of as asbestos waste.</li> <li>Training of "workers" in correct lifting and carrying methods.</li> <li>Ensure that the correct lifting and carrying techniques are used at all times.</li> <li>Rotate "workers" and vary tasks performed.</li> <li>Ensure running water is available</li> </ul>	<p>NRW</p> <p>Cape Cod</p> <p>.</p> <p>NRW</p> <p>Cape Cod</p> <p>NRW</p> <p>NRW</p> <p>NRW</p> <p>.</p>
5	Stripping of asbestos or ACM sheet roof covering	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>UV light / weather exposure.</li> <li>Fall from height.</li> <li>Hazardous materials.</li> <li>Identification of services.</li> </ul>	<ul style="list-style-type: none"> <li>Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>Provide "Demolition in Progress" and "Restricted Access" warning signage and establish a "No access area" by barricading to prevent access of anyone not</li> </ul>	<p>Cape Cod</p> <p>Cape Cod</p>

Reviewed by: Gary Klomp  
On behalf of Cape Cod

Construction Manager  
Position

  
Signature

18/10/14  
Date




# SAFE WORK METHOD STATEMENT [cont.]

Page 6 of 9 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> <li>• Electrocution.</li> <li>• Falling objects.</li> <li>• Exposure to dust.</li> <li>• Exposure to noise.</li> <li>• Manual task injuries</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>connected with the removal activity into the work area and to control contamination. Provide a spotter where necessary.</li> <li>• Position warning signage containing the words "DANGER ASBESTOS REMOVAL IN PROGRESS" in a prominent visible position at the front of the site. Signage is to include the details of the licensed Contractor [PCBU].</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.</li> <li>• Use Licensed Electrician to isolate, disconnect and relate existing services.</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] are in place before accessing work from roof surface.</li> <li>• Ensure that the edge protection to the roof surface [roof rail] is in place before accessing the roof surface.</li> <li>• Training of "workers" in safe working at heights and safe movement on scaffolding and on roof.</li> <li>• Training of "workers" in the safe</li> </ul>	<ul style="list-style-type: none"> <li>•</li> <li>NRW</li> <li>Cape Cod</li> <li>Cape Cod</li> <li>NRW</li> <li>Cape Cod</li> <li>NRW</li> <li>Cape Cod</li> <li>NRW</li> <li>NRW</li> <li>•</li> </ul>

Reviewed by: Gary Klomp  
On behalf of Cape Cod

Construction Manager  
Position

  
Signature

18/10/14  
Date

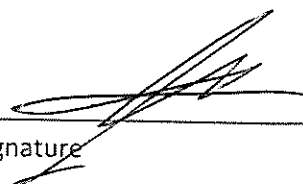
## SAFE WORK METHOD STATEMENT [cont.]

Page 7 of 9 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>removal and handling of products and materials "<i>that may</i>" contain asbestos.</p> <ul style="list-style-type: none"> <li>• Ensure that the scaffolding is safe and erected by a qualified Scaffolder.</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>• Ensure "<i>workers</i>" wear hats, safety glasses, noise protection, respiratory protection [disposable], protective footwear, disposable coveralls and gloves during the removal and clean up process.</li> <li>• Systematic safe removal of materials.</li> <li>• Training of "<i>workers</i>" in correct lifting and carrying methods.</li> <li>• Team lifting and carrying.</li> <li>• Rotate "<i>workers</i>" and vary tasks performed.</li> <li>• Ensure that materials are not stored on roof or scaffold.</li> <li>• Prior to the removal process asbestos seal the roofing sheets with PVA sealant or wet down.</li> <li>• Ensure dampening of the roofing sheets is done well before removal to allow the roof surface to dry sufficiently so "<i>workers</i>"</li> </ul>	<p>Cape Cod</p> <p>NRW</p> <p>NRW</p> <p>NRW</p> <p>NRW</p> <p>NRW</p> <p>NRW</p> <p>NRW</p> <p>NRW</p> <p>NRW</p> <p>NRW</p> <p>NRW</p>

Reviewed by: Gary Klomp  
On behalf of Cape Cod

Construction Manager  
Position

  
Signature

18/07/14  
Date

## SAFE WORK METHOD STATEMENT [cont.]

Page 8 of 9 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			do not slip. <ul style="list-style-type: none"> <li>Prevent and or contain excess run off water from the roof surface.</li> <li>Remove fixings and remove the asbestos cement sheets with minimal breakage. Lower whole sheets to the ground where possible and place in prepared designated waste area. Provide a spotter where necessary.</li> <li>Regularly monitor for air borne dust when removal work is being undertaken.</li> <li>Provide shade cloth around work area and wet down dust as required to prevent wind borne dust.</li> <li>Pick up visible asbestos debris in the roof space and around the removal area and then decontaminate using wet methods or suitable vacuum cleaner.</li> <li>PVA seal residues of asbestos cement that cannot be removed from timber framed members.</li> <li>Plastic sheets used for drop sheets and debris is not be reused and is to be disposed of as asbestos waste.</li> <li>Regular site clean ups.</li> <li>Ensure running water is available.</li> </ul>	NRW  NRW  Cape Cod  NRW  NRW  Cape Cod  Cape Cod  Cape Cod

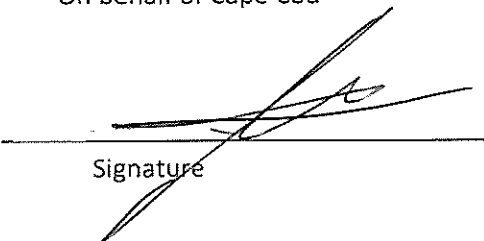
Reviewed by:

Gary Klomp

On behalf of Cape Cod

Construction Manager

Position

  
 Signature
18/10/14

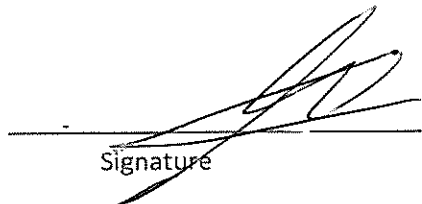
Date

## SAFE WORK METHOD STATEMENT [cont.]

Page 9 of 9 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
6	Site clean up on completion of work	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Exposure to dust</li> <li>Exposure to hazardous substances</li> </ul>	<ul style="list-style-type: none"> <li>Remove any temporary barricades if no longer required</li> <li>Place all rubbish / debris in designated waste storage area</li> <li>Leave site / work area in a clean and tidy condition</li> </ul>	Cape Cod NRW NRW .

Reviewed by: Gary Klomp  
On behalf of Cape Cod

  
Signature

Construction Manager  
Position

18/09/14  
Date