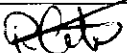



SAFE WORK METHOD STATEMENT

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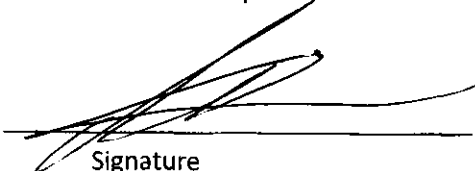
Company Name:	RJC	Project Name/No:	All Jobs
Work Activity / Task:	ASBESTOS OR [ACM] [ACD] REMOVAL - OVER 10.0m ²	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Ralph Catto	Date:	21.9.14
Signature:		Note:	Sign off to be provided at Tool Box talk

Note 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"> 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 <i>Site Specific Risk Assessment</i> form. Tool box talk to highlight any WHS concerns. Ensure site 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. Regular site clean ups. 	<p>Contractor </p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Cape Cod</p> <p>Contractor</p> <p>Cape Cod</p> <p>Contractor</p> <p>Cape Cod</p>

Reviewed by: Gary Klomp
On behalf of Cape Cod


Signature

Construction Manager
Position

20/11/2014
Date

SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
2	Unloading plant and equipment	<ul style="list-style-type: none"> Manual task injuries Slips, trips and falls. Proximity of other "workers" and public. Public access. 	<ul style="list-style-type: none"> Team lifting and carrying. Training of "workers" in correct lifting 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 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 proper use of all safety guards provided to plant and equipment. Ensure all electrical leads, plant and equipment have current tagging. Ensure electrical equipment is attached to a residual current device [RCD]. 	Contractor Contractor Contractor Contractor Contractor
4	Removing asbestos or ACM sheet from ground level	<ul style="list-style-type: none"> Slips, trips, falls and accessibility Fall from height Hazardous materials Exposure to dust Identification of services Electrocution Exposure to noise Manual task injuries Cuts and abrasions. Proximity of other "workers" and public. 	<ul style="list-style-type: none"> Assess site conditions including weather and conduct a <i>Site Specific Risk Assessment</i> before commencing. Identify the location of the electrical service and that the electrical service has been isolated or safely relocated before commencing work. 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 	Contractor Contractor Contractor

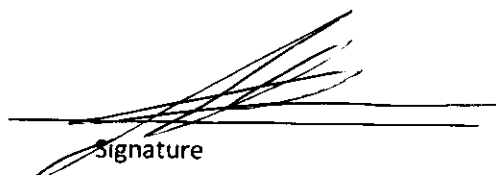
Reviewed by:

Gary Klomp

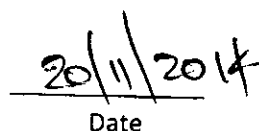
On behalf of Cape Cod

Construction Manager

Position



Signature



Date

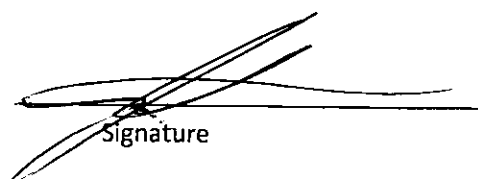
SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> Public access. 	<p>control contamination.</p> <ul style="list-style-type: none"> 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]. Seal all windows and doors to prevent dust entering the building during the removal and clean up process. All products and materials "that may" 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] Prior to the removal process all products and materials "that may" contain asbestos [ACM] or [ACD] to be sealed with PVA sealant or kept damp. Prevent and or contain excess run off water. All products and materials "that may" 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. All products and materials "that may" contain asbestos [ACM] or 	<p>Cape Cod</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p>

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On behalf of Cape Cod

Construction Manager
Position


Signature

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Date

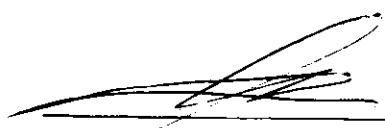
SAFE WORK METHOD STATEMENT [cont.]

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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"> • All products and materials "that may" 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. • Care in removing wall sheets and eave soffits to minimise breakage of sheets - where possible keep sheets intact. • Ensure that adequate lighting and ventilation is available. • Systematic safe removal of materials. • Training of "workers" in safe working from step and extension ladders. • Training of "workers" in the safe removal and handling of products and materials "that may" contain asbestos [ACM] or [ACD]. • Ensure "workers" wear safety glasses, noise protection, respiratory protection [disposable], protective footwear, disposable coveralls and gloves during the removal and clean up process. • Regularly monitor for air borne dust when removal work is being undertaken. • Pick up visible asbestos debris 	<p>Cape Cod & Contractor</p> <p>Cape Cod & Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p>

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On behalf of Cape Cod

Construction Manager
Position


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20/11/2014
Date

SAFE WORK METHOD STATEMENT [cont.]

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

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On behalf of Cape Cod


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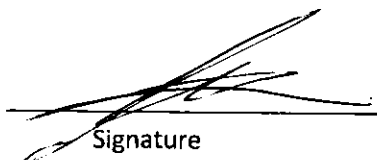
SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> • Electrocution. • 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"> connected with the removal activity into the work area and to control contamination. Provide a spotter where necessary. • 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]. • 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. • Use Licensed Electrician to isolate, disconnect and relate existing services. • 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] are in place before accessing work from roof surface. • Ensure that the edge protection to the roof surface [roof rail] is in place before accessing the roof surface. • Training of "workers" in safe working at heights and safe movement on scaffolding and on roof. • Training of "workers" in the safe 	<p>Cape Cod</p> <p>Cape Cod</p> <p>Cape Cod</p> <p>Contractor</p> <p>Cape Cod & Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p>

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Position


Signature

20/11/2014
Date

SAFE WORK METHOD STATEMENT [cont.]

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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"> • Ensure that the scaffolding is safe and erected by a qualified Scaffolder. • 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. • 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. • Systematic safe removal of materials. • Training of <i>“workers”</i> in correct lifting and carrying methods. • Team lifting and carrying. • Rotate <i>“workers”</i> and vary tasks performed. • Ensure that materials are not stored on roof or scaffold. • Prior to the removal process asbestos seal the roofing sheets with PVA sealant or wet down. • Ensure dampening of the roofing sheets is done well before removal to allow the roof surface to dry sufficiently so <i>“workers”</i> 	<p>Cape Cod & Contractor Contractor</p> <p>Contractor</p> <p>Contractor Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p>

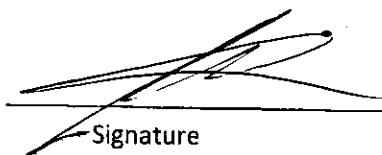
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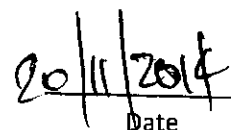
On behalf of Cape Cod

Construction Manager

Position



Signature



Date

SAFE WORK METHOD STATEMENT [cont.]

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

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On behalf of Cape Cod

Construction Manager
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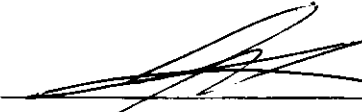
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SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
6	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	Contractor Contractor Contractor

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On behalf of Cape Cod


Signature

Construction Manager
Position

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Date