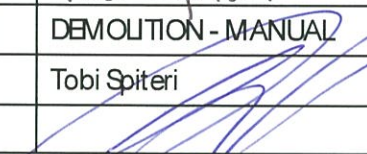


SAFE WORK METHOD STATEMENT

Page 1 of 8 v1.13

Company Name:	Tobi Spiteri	Project Name/No:	All Jobs
Work Activity / Task:	DEMOLITION - MANUAL	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Tobi Spiteri	Date:	28/07/15
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	Possible Control	Action By	Date
Variation to plan Change of Brief	Unknown			Tool Box Talk Work Method Statement	Contractor Supervisor	
		√	√			1

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 relative to the site. Ensure that 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. Regular site clean ups 	Contractor Contractor Contractor Contractor Cape Cod Contractor Contractor Contractor

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Cape Cod

Signature

Date

7/8/2015

SAFE WORK METHOD STATEMENT [cont.]


Page 2 of 8 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
				Contractor
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 and carrying 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 and power tools and pneumatic tools. Ensure 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	Stripping of external cladding	<ul style="list-style-type: none"> Slips, trips, falls and accessibility UV light / weather exposure Electrocution Hazardous materials Exposure to dust Exposure to noise Manual task injuries Cuts and abrasions Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions 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 installation work. Provide "Demolition in Progress" and "Restricted Access" warning signage. Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a <i>spotter</i> where necessary. Identify any products or 	Contractor Contractor Contractor Contractor

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On behalf of Cape Cod

Position Construction Manager

Signature


Date

7/8

Page 3 of 8 v1.13

Reviewed by: Gary Klomp Construction Manager
On behalf of Cape Cod Position

_____ Date _____

7/8

SAFE WORK METHOD STATEMENT [cont.]

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> • Heavy lifting. • Outsand abrasions • Proximity of other "workers". • Public access. 	<ul style="list-style-type: none"> • Provide "Demolition in Progress" and "Restricted Access" warning signage. • Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. • Monitor air quality. • Ensure that all exposed openings and voidsin the floor are guard railed or covered. • Use appropriate PPE- safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves, and hard hats. • Training of "workers" in the safe use of pneumatic and electrical power tools. • Systematic safe removal of materials. • Team lifting and carrying. • Provide shade cloth around work area and wet down dust as required to prevent wind borne dust. • Storage of materials in designated waste areas • Regular site dean ups • Ensure all exposed nails are removed. 	<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>Contractor</p>
6	Demolishing brickwork by hand	<ul style="list-style-type: none"> • Slips, trips, falls and accessibility. • Hazardous materials. • Identification of services. • Electrocution. • Gas explosions. 	<ul style="list-style-type: none"> • Assess the site conditions and conduct a Risk Assessment before commencing. • Provide "Demolition in Progress" and "Restricted Access" warning signage. • Establish a "No access area" to work areas by barricading to 	<p>Contractor</p> <p>Cape Cod</p> <p>Contractor</p>

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On behalf of Cape Cod

Position

Construction Manager

Signature

Date _____

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SAFE WORK METHOD STATEMENT [cont.]

Page 5 of 8 v1.13

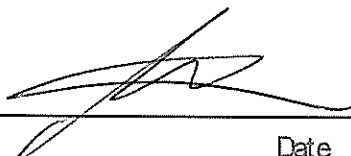
Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> Falling objects. Exposure to dust. Exposure to noise. Manual task injuries Heavy lifting. Cuts and abrasions Proximity of other trades. 	<ul style="list-style-type: none"> prevent access to the area of work. Provide a spotter where necessary. Identify any products or materials that <i>may</i> contain asbestos [ACM]. Identify services and ensure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing. Use Licensed Electrician and Plumber to isolate, disconnect and relate existing services. Use appropriate PPE- safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves, and hard hats. Training of "workers" in safe use of pneumatic and electrical power tools. Systematic safe removal of materials. Team lifting and carrying. To upper floor areas provide a chute for materials into designated waste area as required. Provide a spotter where necessary. Monitor air quality. Provide shade cloth around work area and wet down dust as required to prevent wind borne dust. Storage of materials in designated waste areas Regular site clean ups 	<p>Cape Cod & Contractor</p> <p>Cape Cod & Contractor</p> <p>Cape Cod</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Cape Cod</p> <p>Cape Cod & Contractor</p> <p>Contractor</p> <p>Cape Cod</p>
7	Stripping of existing roof frame and covering	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV light / weather 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a <i>Site Specific Risk</i> 	Contractor

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On behalf of Cape Cod

Position

Construction Manager

Signature



Date

7/8

SAFE WORK METHOD STATEMENT [cont.]

Page 7 of 8 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		exposure. • Fall from height. • Hazardous materials. • Identification of services. • Electrocution. • Gas explosions. • Falling objects. • Exposure to dust. • Exposure to noise. • Manual task injuries • Heavy lifting. • Cuts and abrasions • Proximity of other trades	<i>Assessment</i> before commencing. • Identify any products or materials that <i>may</i> contain asbestos. • Identify services and ensure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing. • Use Licensed Electrician and Plumber to isolate, disconnect and relate existing services. • Training of " <i>workers</i> " in safe working at heights. • 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 ' <i>spotter</i> ' where necessary. • Ensure that the scaffolding and edge protection is in place before commencing. • Correct use of ladder • Use appropriate PPE- safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats. • Training of " <i>workers</i> " in the safe use of hand tools and power tools. • Systematic safe removal of materials. • Team lifting and carrying. • Provide a chute for materials into designated waste area as required. Provide a spotter	Cape Cod & Contractor Cape Cod & Contractor Cape Cod Contractor Cape Cod Contractor Contractor Contractor Contractor Contractor Contractor Cape Cod

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On behalf of Cape Cod

Position

Construction Manager

Signature

Date

7/8

SAFE WORK METHOD STATEMENT [cont.]

Page 8 of 8 v1.13

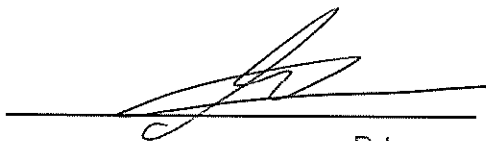
Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			where necessary. <ul style="list-style-type: none"> • Provide shade cloth / mesh around work area and wet down dust as required to prevent wind borne dust. • Storage of materials in designated waste areas • Regular site clean ups • Ensure all roof tarps are tied down and not weighted with tiles. • Ensure materials are not stored on the roof or scaffold. 	Cape Cod & Contractor Contractor Cape Cod Contractors Cape Cod & Contractor
8	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

Reviewed by: Gary Klomp
 On behalf of Cape Cod

Position

Construction Manager

Signature



Date

7/8