


SAFE WORK METHOD STATEMENT

Page 1 of 6

Company [PCBU]:	Ashby's Scaffolding	Project Name/No:	All Jobs
Work Activity / Task:	SCAFFOLDER - DISMANTLE	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	Peter Ashby	Date:	03/09/2014
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"> Slips, trips, falls and accessibility. UV / weather exposure. 	<ul style="list-style-type: none"> Site specific induction. All "workers" to read the General Construction Safety Plan signage and Risk Assessment form before entering site. Tool box talk to highlight any WHS concerns relative to the site. Ensure that the 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. Storage of materials /plant in designated areas. Provide and maintain barricades to all materials stored on footpath and on site. Regular site clean ups. 	Encircled Mark McDonagh Paul Manakau Chris Ellis Peter Ashby
2	Unloading tools and equipment	<ul style="list-style-type: none"> Manual handling 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 tools and equipment to a designated area to keep footpath / work place access clear. 	Encircled Mark McDonagh Paul Manakau Chris Ellis Peter Ashby

Reviewed by: Gary Klomp
Principal Contractor's Representative

Construction Manager
Position


Signature

17/9/14
Date

SAFE WORK METHOD STATEMENT [cont.]

Page 2 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
3	Dismantling	<ul style="list-style-type: none"> • Slips, trips, falls and accessibility. • Fall from heights. • Falling objects. • Manual handling injuries. • Sprains and strains. • Cuts and abrasions. • Electrocution. • Exposure to noise. • Exposure to dust • UV / weather exposure. • Proximity of other "workers". • Public access. 	<ul style="list-style-type: none"> • Assess the site conditions including the weather and conduct a Risk Assessment before commencing. • Set up in a clear area and maintain a clear travel path. • Identify the location of the electrical service. • Identify that electrical service has been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing. • All scaffolding is to be dismantled by WorkCover NSW certified Scaffolders. • Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. • Training of "workers" in the setting up of ladders, electrical equipment and use of fall arrest systems [harnesses]. • Ensure the proper use by "workers" of all safety guards and fall arrest systems provided. • Ensure Scaffolders ["worker"] is harnessed up to scaffold at all times when dismantling components. • Ensure that all power tools and electrical leads have current tagging. • Ensure that power tools are attached to a residual current device [RCD]. • Provide "Restricted Access" warning signage. 	<p>Encircled</p> <p>Mark McDonagh</p> <p>Paul Manakau</p> <p>Chris Ellis</p> <p>Peter Ashby</p>

Reviewed by:

Gary Klomp

Principal Contractor's Representative

Construction Manager

Position


 Signature

17/9/14
 Date

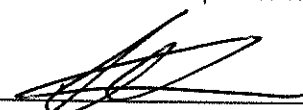
SAFE WORK METHOD STATEMENT [cont.]

Page 3 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. Ensure working platforms [decks] are clean. Dismantle shade cloth and mesh by undoing from bottom to top. Pull shade cloth and mesh into scaffold and pass down to man ["worker"] on ground. Ensure that the dismantling of scaffold components is only undertaken once shade cloth and mesh has been removed to reduce wind loading on the scaffold. Clearly display "Scaffold incomplete" sign to incomplete scaffold if scaffold is left unattended. 	Encircled Mark McDonagh Paul Manakau Chris Ellis Peter Ashby
4	Dismantling Kickboards Handrails Dismantle deck or wait until access to lift below	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. Fall from heights. Falling objects. Manual handling injuries. Sprains and strains. Cuts and abrasions. Electrocution. Exposure to noise. Exposure to dust. UV / weather exposure. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a Risk Assessment before commencing. Set up in a clear area and maintain a clear travel path. Identify the location of the electrical services. Identify that the electrical service has been isolated or safely recommissioned before commencing work. 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. All scaffolding is to be dismantled 	Encircled Mark McDonagh Paul Manakau Chris Ellis Peter Ashby

Reviewed by: Gary Klomp
Principal Contractor's Representative

Construction Manager
Position


Signature

17/9/14
Date

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>by WorkCover NSW certified Scaffolders.</p> <ul style="list-style-type: none"> • Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. • Training of "workers" in the setting up of ladders, electrical equipment and use of fall arrest systems [harnesses]. • Ensure the proper use by "workers" of all safety guards and fall arrest systems provided. • Ensure Scaffolders ["worker"] is harnessed up to scaffold at all times when dismantling components • Ensure Scaffolders ["worker"] only disconnects when working on two [2] planks and protected by handrail. • Ensure that all power tools and electrical leads have current tagging. • Ensure that power tools are attached to a residual current device [RCD]. • Provide "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. • Ensure working platforms [decks] are clean. • Dismantle shade cloth and mesh by undoing from bottom to top • Pull shade cloth and mesh into scaffold and pass down to man 	<p>Encircled</p> <p>Mark McDonagh</p> <p>Paul Manakau</p> <p>Chris Ellis</p> <p>Peter Ashby</p>

Reviewed by: Gary Klomp
Principal Contractor's Representative

Construction Manager
Position


Signature

17/9/14
Date

SAFE WORK METHOD STATEMENT [cont.]

Page 5 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>on ground.</p> <ul style="list-style-type: none"> • Ensure scaffold ties are only removed when shade cloth and mesh has been dismantled and only once stripping has reached the level of the tie. • Clearly display "Scaffold incomplete" sign to incomplete scaffold if scaffold is left unattended. 	<p>Encircled</p> <p>Mark McDonagh</p> <p>Paul Manakau</p> <p>Chris Ellis</p> <p>Peter Ashby</p>
5	<p>Continue to dismantle scaffold.</p> <p>Scaffolder to work back towards scaffold access.</p> <p>Once access is disconnected then dismantle next lift.</p>	<ul style="list-style-type: none"> • Slips, trips, falls and accessibility. • Fall from heights. • Falling objects. • Manual handling injuries. • Sprains and strains. • Cuts and abrasions. • Electrocution. • Exposure to noise. • Exposure to dust • UV / weather exposure. • Proximity of other "workers". • Public access. 	<ul style="list-style-type: none"> • Assess the site conditions including the weather and conduct a Risk Assessment before commencing. • Set up in a clear area and maintain a clear travel path. • Identify the location of the electrical service. • Identify that electrical services have been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing. • All scaffolding is to be dismantled by WorkCover NSW certified Scaffolders. • Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. • Training of "workers" in the setting up of ladders, electrical equipment and use of fall arrest systems [harnesses]. • Ensure the proper use of all safety guards and fall arrest systems provided. • Ensure that all power tools and electrical leads have current 	<p>Encircled</p> <p>Mark McDonagh</p> <p>Paul Manakau</p> <p>Chris Ellis</p> <p>Peter Ashby</p>

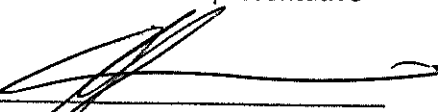
Reviewed by:


Gary Klomp

Principal Contractor's Representative

Construction Manager

Position


 Signature


 Date

SAFE WORK METHOD STATEMENT [cont.]

Page 6 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			tagging. <ul style="list-style-type: none"> • Ensure Scaffolder ["worker"] is harnessed up to scaffold at all times when dismantling components • Ensure Scaffolder ["worker"] only disconnects when working on two [2] planks and protected by handrail. • Ensure that power tools are attached to a residual current device [RCD]. • Provide "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. • Ensure working platforms [decks] are clean. • Ensure scaffold ties are only removed when shade cloth and mesh has been dismantled and only once stripping has reached the level of the tie. • Clearly display "Scaffold incomplete" sign to incomplete scaffold if scaffold is left unattended. 	Encircled Mark McDonagh Paul Manakau Chris Ellis Peter Ashby

Reviewed by:

Gary Klomp

Principal Contractor's Representative



Signature
Construction Manager

Position

17/9/14

Date