

Safe Work Method Statement

version 1.1

Activity / Task: **Plumber / Drainer / Gas Fitter**

Project / Location: All Jobs

Company: Cape Cod

Signed by: Tara Antonioli

Date: 26/06/2017

Principal Contractor: Cape Cod

Accepted by: Tara Antonioli

Date: 26/06/2017

Steps	Potential Hazards	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. By: Principal Contractor & Cape Cod 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. By: Cape Cod Tool box talk to highlight any WHS concerns relative to the site. By: Cape Cod Ensure that the site and work place access is unobstructed. By: Cape Cod Ensure all weather access to work areas. By: Cape Cod Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses, and fluids and reduce exposure where possible. By: Cape Cod Provision of designated waste areas. By: Principal Contractor Storage of materials in designated areas. By: Cape Cod & Worker Provide and maintain barricades to all materials stored on footpath and on site. By: Cape Cod Regular site clean ups. By: Principal Contractor
2. Unloading plant, equipment and materials	<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. By: Cape Cod Training of "workers" in correct lifting and carrying methods. By: Cape Cod Unload and move the equipment to designated area to keep footpath / work place access clear. By: Cape Cod
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. By: Cape Cod Training of employees in setting up of electrical leads and power tools. By: Cape Cod Ensure the proper use of all safety guards provided. By: Cape Cod Ensure that all power tools and electrical leads have current tagging. By: Cape Cod Ensure that all power tools are attached to a residual current device [RCD]. By: Cape Cod
4. Excavation for sewer and stormwater	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. Manual task injuries Sprains and strains. Cuts and abrasions. Exposure to dust / fumes. Exposure to noise. Hazardous substances. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Training of "workers" in correct lifting and excavation methods. By: Cape Cod Rotate "workers" and monitor air quality when connecting sewer at manholes [mains] and when working in confined spaces. By: Cape Cod Systematic safe removal and storage of excavation materials. By: Cape Cod Establish barricading to the excavations to prevent access to the area of work. Provide a 'spotter' where necessary. By: Cape Cod Provide "Restricted Access" warning signage to excavated trenches. By: Cape Cod Ensure that the excavation is adequately shored, supported, battered or benched. By: Cape Cod Ensure plant / equipment used and excess spoil from the excavation is positioned outside the zone of influence. By: Cape Cod Provide MSDS for hazardous chemicals - adhesives for Pvc pipes. By: Cape Cod Training of "workers" in the safe handling and use of adhesives. By: Cape Cod Ensure that adequate lighting and ventilation is available in confined spaces. By: Principal Contractor Backfill or cover the excavation immediately after plumbing and inspection is complete. By: Cape Cod Ensure that "workers" have safety glasses, noise protection, dust / fume protection [disposable], protective footwear and gloves. By: Cape Cod Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust / fume protection [disposable] and protective footwear. By: Cape Cod

		<ul style="list-style-type: none"> ● Reduce frequency of manual excavation work. By: Cape Cod ● Team lifting and carrying. By: Cape Cod ● Regular work area clean ups. By: Cape Cod
5. Access -ground floor	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility ● Hazardous materials ● Identification of services ● Electrocution. ● Gas explosions. ● Falling objects. ● Exposure to dust / fumes. ● Exposure to noise. ● Manual task injuries ● Sprains and strains. ● Cuts and abrasions. ● Proximity of other "workers". ● Public access. 	<ul style="list-style-type: none"> ● Assess the site conditions and conduct a Site Specific Risk Assessment before commencing. By: Cape Cod ● Identify any products or materials that may contain asbestos [ACM]. By: Cape Cod ● Identify services and make sure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing. By: Cape Cod ● Use Licensed Electrician to isolate, disconnect and relate existing services. By: Cape Cod ● Use appropriate PPE when chasing in pipes to brickwork or timber – safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats. By: Cape Cod ● Training of "workers" in the safe use of power tools, gas welding and cutting equipment. By: Cape Cod ● Ensure all gas cylinders and equipment is regularly check and maintained. By: Cape Cod ● Ensure all power tools have working safety guards. By: Cape Cod ● Provide MSDS for hazardous substances - adhesives for Pvc pipes. By: Cape Cod ● Training of employees in the safe handling and use of adhesives. By: Cape Cod ● Training of "workers" in correct lifting and carrying method. By: Cape Cod ● Use team lifting and carrying when installing / building in spa or bath. By: Cape Cod ● Ensure that openings / voids in wet area floors are covered. By: Cape Cod ● Storage of materials in designated areas. By: Cape Cod ● Regular work area clean ups. By: Cape Cod
6. Upper floor level - access by ramp and scaffold or internal access	<ul style="list-style-type: none"> ● UV light / weather exposure ● Slips, trips, falls and accessibility ● Fall from height ● Manual task injuries ● Exposure to dust / fumes ● Exposure to noise ● Proximity of other "workers". ● Public access. 	<ul style="list-style-type: none"> ● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. By: Cape Cod ● Ensure that the guard rails to the ramp are in place and that the surface of ramp is clean before commencing. By: Cape Cod ● Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. By: Principal Contractor ● Ensure that all openings and voids in the floor platform are covered or protected by a guard rail. By: Principal Contractor ● Identify any products or materials in the existing roof void that may contain asbestos. By: Cape Cod ● Identify services and make sure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing. By: Principal Contractor ● Use Licensed Electrician to isolate, disconnect and relate existing services. By: Cape Cod ● Use appropriate PPE– safety glasses, footwear, noise / hearing protection, dust / fume protection [disposable] and gloves. By: Cape Cod ● Ensure that "workers" have safety glasses, noise protection, dust / fume protection [disposable], protective footwear. By: Cape Cod ● Training of "workers" in the safe use of power tools, gas welding and cutting equipment. By: Cape Cod ● Ensure all gas cylinders and equipment are regularly check and maintained. By: Cape Cod ● Ensure all power tools have working safety guards. By: Cape Cod ● Provide MSDS for hazardous substances –adhesives for Pvc pipes. By: Cape Cod ● Training of "workers" in the safe handling and use of adhesives. By: Cape Cod ● Training of "workers" in correct lifting and carrying method. By: Cape Cod ● Use team lifting and carrying when installing / building in spa or bath. By: Cape Cod ● Ensure correct lifting and carrying techniques are used at all times. By: Cape Cod ● Training of "workers" in the safe use of power tools. By: Cape Cod ● Ensure that all power tools have working safety guards. By: Cape Cod ● Check suitability of the access ladder for purpose before use. By: Cape Cod ● Check the ladder for damage / defect before use. By: Cape Cod ● Check that the ladder is stable and is secured at the base and top before use. By: Cape Cod ● Storage of materials in designated areas By: Cape Cod ● Maintain clean and tidy work area. By: Cape Cod
7. Roof mount solar water heater installation	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility. ● UV light / weather exposure. ● Fall from height. ● Manual task injuries 	<ul style="list-style-type: none"> ● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing. By: Cape Cod ● Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. By: Cape Cod ● Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. By: Cape Cod

- Proximity of other "workers".
- Public access.
- Ensure that the edge protection to the roof surface [roof rail] and level work platforms are in place before commencing work from roof surface **By: Cape Cod**
- Training of "workers" in safe working at heights from roof surfaces. **By: Cape Cod**
- Training of "workers" in correct lifting methods. **By: Cape Cod**
- Team lifting and carrying **By: Cape Cod**
- Ensure that correct lifting and carrying techniques are used at all times. **By: Cape Cod**
- Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible **By: Cape Cod**
- Ensure that "workers" have safety glasses, noise protection, dust / fume protection [disposable], protective footwear and gloves. **By: Cape Cod**
- Use of mechanical aids to lift and place unit to roof surface. **By: Cape Cod**
- Check suitability of the access ladder for purpose before use. **By: Cape Cod**
- Check the ladder for damage / defect before use. **By: Cape Cod**
- Check that the ladder is stable and is secured at the base and top before use. **By: Cape Cod**
- Maintain a clean and tidy work area. **By: Cape Cod**

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| 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 By: Principal Contractor ● Place all rubbish / debris in designated waste storage area By: Cape Cod ● Leave site / work area in a clean and tidy condition By: |
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Person responsible for ensuring compliance with SWMS:	a
Person responsible for reviewing SWMS control measures:	a