

Date:		New	✓	Revised		Page	
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## TRADE: INTERNAL LINING / CORNICE FIXER

Job No:	7636/15	Client:	DOWE
Address:	5 Bel-Hilton Parade, West Gosford NSW 2250	Supervisor:	Matt Saunders

Key:	"1" action now	"2" action ASAP	"3" action ASAP
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**Note 1:** Refer to the general Safety Plan and Safe Work Method Statement.

**Note 2:** Safe work procedures shall be implemented for the supply and use of a *hazardous chemical / substance/s* on site that complies with the material data sheet recommendations and also complies with the requirements of WHS Regulation 2011 Chapter 3 - Part 3.2

**Note 3:** all *manual tasks* to comply with the requirements of Safe Work Australia – National Code of Practice for Manual Handling 2009 and /or WorkCover NSW Code of Practice - Hazardous manual tasks

**Note 4:** 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 task or tasks.*

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
Access to site / work areas - Slips, trips, falls and accessibility -  Access ways not clearly defined	Slips, trips and falls		✓			✓		3	Assess travel path and distance to work area  Ensure unobstructed access to site and work areas.	Site Supervisor / all 'workers'	
Stored materials -  Slips, trips, falls and accessibility -  Access ways not clearly defined	Slips, trips and falls		✓			✓		2	Assess travel path and distance to work area  Ensure unobstructed access to work areas.  Provide and maintain barricades to isolate material and to restrict access.  Provide designated waste areas	Site Supervisor / all 'workers'	
Manual tasks	Muscle strain - back injuries and cuts  Over exertion or repetitive movements		✓			✓		2	Assess travel path and distance to work area  Use mechanical assistance to lift where practicable - provide training in the use of the equipment  Identify the risks and plan the	Contractor / all 'workers'	

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									<p>tasks in consultation with the 'workers'</p> <p>Ensure one [1] person is appointed to plan and take charge of the task</p> <p>Plan the task in stages - e.g. ensure grip is secure on sheets; lift to waist height; place support under load; team 'workers' to re-group then lift sheet to carrying position or into position</p> <p>Use task specific trained 'workers' and team lifting - rotate 'workers' and vary tasks.</p> <p>Ensure enough space is available to safely manoeuvre the sheet</p> <p>Where possible, use 'workers' of a similar height and capability to carry or position the sheets</p> <p>Provide additional team 'workers' to assist that are proportional to the weight and difficulty of the task</p> <p>Ensure load is shared evenly</p> <p>Ensure team 'workers' know their responsibility during the lift</p> <p>On sloping work surfaces ensure safe footing is provided.</p>		
Exposure to noise Plant / equipment	Hearing damage		✓			✓		2	<p>Isolate plant and equipment.</p> <p>Use appropriate PPE</p>	All 'workers'	
Exposure to UV light / weather -  UV light - glare  Extreme temperatures	<p>Skin cancer / sun burn -</p> <p>Dehydration - heat stroke or fatigue</p> <p>Sight damage</p>		✓			✓		2	<p>Reduce exposure where possible.</p> <p>Monitor 'workers' condition</p> <p>Adequate fluid intake</p> <p>Use appropriate sun screen.</p> <p>Wear appropriate PPE.</p>	Contractor / all 'workers'	
Exposure to dust/ chemical vapours-	Dust and chemical vapour inhalation / skin and eye allergies/ irritations.		✓			✓		2	<p>Use appropriate PPE - disposable dust / chemical vapour protection.</p>	Contractor / all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
Hazardous chemical - Biological -	Respiratory problems										
Contact with o/head electrical services / point of attachment - Power lines not isolated, covered or enclosed - Working too close to electrical supply - Strong winds causing power lines to swing close to work area - Wet conditions making 'tiger tails' ineffective	Electric shock or electrocution		✓			✓		3	Identify that the electrical service is isolated prior to work commencing.  Provide 'tiger tails' [insulation] - adequately boxed adjacent to scaffold - extended an appropriate distance past the boundary	Licensed Electrical Contractor or Approved person  Site Supervisor  Contractor / all 'workers'	
Use of electrical powered tools and equipment -  Electricity - Exposure to noise - Exposure to dust -  Hazardous chemicals - Biological - Equipment	Electrical shock or electrocution  Hearing loss  Inhalation of dust - respiratory problems.  Eye and skin irritations / allergies -  Sight damage		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers'  RCD installed on mains supply / portable generator  Protect power lead from damage - sharp edges / vehicular traffic  Use stands and hooks for leads in trafficable areas  Guards to plant and equipment fully operational.  Adequate ventilation and lighting  Use task specific trained 'workers'.  Use of appropriate PPE.	Contractor/ all 'workers'	
Carry plasterboard sheet, cornices and tools to ground floor work area - Slips, trips, falls and accessibility -  Access ways not clearly defined-	Slips, trips and falls  Muscle strain - back injuries and cuts  Over exertion or repetitive movements		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers'  Assess travel path and distance to work area  Ensure unobstructed access to work areas.	Contractor / all 'workers'	

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Manual tasks									<p>Ensure openings and voids in floors are fully covered.</p> <p>Use task specific trained 'workers'.</p> <p>Rotate 'workers' and vary tasks.</p>		
<p>Carrying plasterboard sheet wet area board and cornices up ramp or over roof and through window -</p> <p>Slips, trips, falls and accessibility -</p> <p>Slope of ramp -</p> <p>Pitch of roof and roofing material -</p> <p>Windy and or wet conditions -</p> <p>Gravity - overbalancing</p> <p>Manual tasks</p>	<p>Slips, trips and falls from ramp / or roof surface</p> <p>Muscle strain - back injuries</p>		✓			✓		2	<p>Identify the risks and plan the tasks in consultation with the 'workers'</p> <p>Guardrails to ramp are in place - ramp and roof surfaces clean and dry.</p> <p>Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry.</p> <p>Perimeter and edge protection / catch scaffold when access from roof surface.</p> <p>Use task specific trained 'workers' and team lifting - rotate 'workers' and vary tasks.</p> <p>Cut sheet to size at ground level.</p> <p>Place sheets on upper floor prior to all external cladding being fixed.</p> <p>SWMS</p>	Contractor / all 'workers'	
<p>Fixing plasterboard sheets and cornices to ceiling/ stairwell -</p> <p>Slips, trips, falls and accessibility -</p> <p>Inadequate work platform -</p> <p>Gravity - overbalancing</p> <p>Manual tasks</p>	<p>Slips, trips and falls from scaffold or work platform</p> <p>Fractures, bruises lacerations and personal injuries</p> <p>Back injuries - muscular strains</p>		✓			✓		2	<p>Identify the risks and plan the tasks in consultation with the 'workers'</p> <p>Assess travel path and distance to work area</p> <p>Ensure unobstructed access to work areas.</p> <p>Use of mechanical assistance where practicable</p> <p>Use task specific trained 'workers' and team lifting.</p> <p>Rotate 'workers' and vary</p>	Contractor / all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
									tasks.  Use of scaffold over stairwell or high ceilings  SWMS		
Open stairwell - fixing and finishing plasterboard and cornices -  Slips, trips, falls and accessibility -  Inadequate work platform -  Gravity - overbalancing  Manual tasks	Slips, trips and falls from scaffold or work platform  Fractures, bruises lacerations and personal injuries  Back injuries - muscular strains		✓		✓			1	Identify the risks / hazards and plan the tasks in consultation with the 'workers'  Prevent access to opening - use safety signage.  Provide guardrail / edge protection to stairwell.  Cover stairwell with temporary sheeting [work platform].	Site Supervisor  Contractor / all 'workers'	
Work in confined space - under staircase -  Slips, trips, falls and accessibility -  Gravity - overbalancing  Ergonomic - Extreme temperatures	Accessibility  Fall through framing members  'Worker' trapped in confined space  Dehydration		✓			✓		3	Identify the risks and plan the task in consultation with the 'workers' Use task specific trained, experienced 'workers' in confined roof spaces  Regularly monitor the condition of the 'workers' within the space and rotate 'workers'.  Adequate fluid intake  Adequate ventilation and lighting.  Use of appropriate PPE.	Contractor / all 'workers'	
Sanding joints to plasterboard -  Exposure to dust - Hazardous chemicals - Biological	Dust inhalation - respiratory problems.  Eye irritations.		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers' Use of power sander with vacuum attached.  RCD installed on mains supply / portable generator  Guards to equipment fully operational.  Adequate ventilation and lighting	Contractor / all 'workers'	

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									Use task specific trained 'workers' in the safe use of sanding machine.  Use appropriate PPE.		
Clean up of work area after fixing internal linings -  Slips, trips, falls and accessibility -  Struck by falling objects -  Hazardous chemicals - Biological -  Manual tasks	Slips, trips and falls  Struck by falling off- cuts  Dust inhalation - respiratory problems - eye irritations.  Back injuries - muscular strains		✓		✓			1	Provide barricade to restrict access to the waste area/bin.  Place all associated building waste and rubbish in the designated waste area / skip bin  Don't store materials on roof or on scaffold.  Use task specific trained 'workers'.  Use of appropriate PPE  Remove any temporary barricades if no longer required	Contractor / all 'workers'  Site Supervisor	

I / We have consulted with Cape Cod Australia Pty. Limited and have mutually agreed on the above procedures. This risk assessment provides details on how I / we will manage my / our work on this Cape Cod Australia Pty. Limited work site.

Company  
Name:

Signed by:



for and on behalf of:

Cape Cod Australia Pty. Limited

Signed by:

ABN: 54 000 605 407

(Contractor PCBU)

Builder's Licence No.: 5519

ABN:

Address:

Phone:

Fax:

Email: