


## SAFE WORK METHOD STATEMENT

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|                       |   |  |                            |
|-----------------------|---|--|----------------------------|
| Company [PCBU]:       | Fresh Start Constructions   | Project Name/No:                               | All Jobs                   |
| Work Activity / Task: | SCAFFOLDER - ERECTION   | Principal Contractor:                          | Cape Cod Australia Pty Ltd |
| Prepared by:          | Chris Moerman   | Date:  | 17/9/14                    |
| 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"> <li>Slips, trips, falls and accessibility.</li> <li>UV / weather exposure.</li> </ul>  | <ul style="list-style-type: none"> <li>Site specific induction.</li> <li>All "workers" to read the General Construction Safety Plan signage and Risk Assessment form before entering site.</li> <li>Tool box talk to highlight any WHS concerns relative to the site.</li> <li>Ensure that the site and work place access is unobstructed.</li> <li>Ensure all weather access to work areas.</li> <li>Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses, and fluids and reduce exposure where possible.</li> <li>Storage of materials /plant in designated areas.</li> <li>Provide and maintain barricades to all materials stored on footpath and on site.</li> <li>Regular site clean ups.</li> </ul> | <p>The builder<br/>Fresh Start</p> <p>Fresh Start</p> <p>The builder<br/>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>The builder<br/>Fresh Start</p> |
| 2    | Unloading tools, ladders and scaffold components | <ul style="list-style-type: none"> <li>Manual handling injuries.</li> <li>Slips, trips and falls.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul> | <ul style="list-style-type: none"> <li>Team lifting and carrying.</li> <li>Training of "workers" in correct lifting and carrying methods.</li> <li>Unload and move the tools, ladders and scaffold components to a designated area to keep</li> </ul>   | <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p>  |

Reviewed by: Gary Klomp  
Principal Contractor's Representative

Construction Manager

Position

  
Signature

19/9/14  
Date

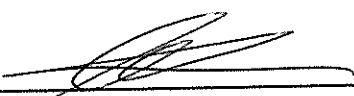
## SAFE WORK METHOD STATEMENT [cont.]

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| Item | Job Step                      | Potential Hazard  | Controls  | Responsible Person/s  |
|------|-------------------------------|---|---|---|
|      |                               |   | footpath / work place access clear.   |   |
| 3    | Setting up                    | <ul style="list-style-type: none"> <li>Manual handling injuries.</li> <li>Slips, trips and falls.</li> <li>Falls from height.</li> <li>Uneven site.</li> <li>UV / weather exposure.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul> | <ul style="list-style-type: none"> <li>Assess the site conditions including the weather and conduct a Risk Assessment before commencing.</li> <li>Set up in a clear area and maintain a clear travel path.</li> <li>Identify the location of the electrical, sewer and stormwater services.</li> <li>Identify that the electrical service has been isolated or safely recommissioned before commencing work.</li> <li>All scaffolding is to be erected by WorkCover NSW certified Scaffolders.</li> <li>Training of "workers" in the setting up of ladders, electrical equipment and use of safety harnesses.</li> <li>Ensure the proper use of all safety guards and systems provided.</li> <li>Ensure that all power tools and electrical leads have current tagging.</li> <li>Ensure that power tools are attached to a residual current device [RCD].</li> <li>Provide "Restricted Access" warning signage.</li> <li>Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary.</li> </ul> | <p>Fresh Start</p> <p>Fresh Start</p> <p>The builder<br/>+<br/>Fresh Start</p> <p>Fresh Start</p> <p>The builder</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>The builder</p> <p>Fresh Start</p> |
| 4    | Erection of scaffold to 2.0m. | <ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>Fall from heights.</li> </ul>  | <ul style="list-style-type: none"> <li>Assess the site conditions and conduct a Risk Assessment before commencing.</li> </ul>   | <p>The builder<br/>+<br/>Fresh Start</p>  |

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## SAFE WORK METHOD STATEMENT [cont.]

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| Item | Job Step  | Potential Hazard   | Controls   | Responsible Person/s  |
|------|---|--|--|---|
|      | Passing scaffolding components from building level or ground. | <ul style="list-style-type: none"> <li>Manual handling injuries.</li> <li>Sprains and strains.</li> <li>Cuts and abrasions.</li> <li>Electrocution.</li> <li>Exposure to noise.</li> <li>Exposure to dust.</li> <li>UV / weather exposure.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul> | <ul style="list-style-type: none"> <li>Identify the location of the electrical, sewer and stormwater services.</li> <li>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.</li> <li>Provide "Restricted Access" warning signage.</li> <li>Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary.</li> <li>Training of "workers" in correct lifting and carrying methods.</li> <li>Ensure correct lifting and carrying techniques are used at all times.</li> <li>Rotate "workers" and vary tasks performed.</li> <li>Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves.</li> <li>Training of "workers" in the safe use of power tools and equipment.</li> <li>Ensure that all power tools have working safety guards.</li> <li>Storage of surplus scaffold components in designated areas so not to endanger the public or other "workers".</li> <li>Maintain a clean and tidy work area.</li> <li>Clearly display "Scaffold incomplete" sign to incomplete scaffold at all times prior to sign off of the</li> </ul> | <p>The builder</p> <p>Fresh Start</p> <p>The builder</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> |

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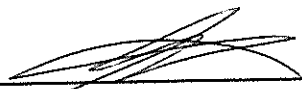
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|------|--|--|---|--|
|      |  |  | scaffold.   |  |
| 5    | Continue to erect scaffold top out<br><br>Work from two [2] plank width working platform | <ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• Fall from heights.</li> <li>• Manual handling injuries.</li> <li>• Sprains and strains.</li> <li>• Cuts and abrasions.</li> <li>• Electrocuting.</li> <li>• Exposure to noise.</li> <li>• Exposure to dust.</li> <li>• UV / weather exposure.</li> <li>• Proximity of other "workers".</li> <li>• Public access.</li> </ul> | <ul style="list-style-type: none"> <li>• Assess the site conditions and conduct a Risk Assessment before commencing.</li> <li>• 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.</li> <li>• Provide "Restricted Access" warning signage.</li> <li>• Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary.</li> <li>• Training of "workers" in correct lifting and carrying methods.</li> <li>• Ensure correct lifting and carrying techniques are used at all times.</li> <li>• Rotate "workers" and vary tasks performed.</li> <li>• Training of "workers" in the setting up of ladders and use of safety harnesses.</li> <li>• Ensure workers have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves.</li> <li>• Training of "workers" in the safe use of power tools and equipment.</li> <li>• Ensure that all power tools have working safety guards.</li> <li>• Storage of surplus scaffold components in designated areas so not to endanger the public or</li> </ul> | <p>Fresh Start</p> <p>Fresh Start</p> <p>The builder</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> <p>Fresh Start</p> |

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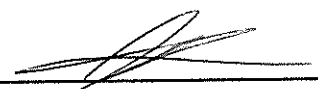
## SAFE WORK METHOD STATEMENT [cont.]

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| Item | Job Step  | Potential Hazard   | Controls   | Responsible Person/s   |
|------|---|--|--|--|
|      |   |  | other "workers" <ul style="list-style-type: none"> <li>• Maintain a clean and tidy work area.</li> <li>• Clearly display "Scaffold incomplete" sign to incomplete scaffold at all times prior to sign off of the scaffold.</li> </ul>  | Fresh Start<br>Fresh Start   |
| 6    | Continue to erect scaffold top out.<br><br>Access to be built up with scaffold.<br><br>Access to scaffold by ladder, balcony deck internal stair or ladder. | <ul style="list-style-type: none"> <li>• Slips, trips, falls and accessibility.</li> <li>• Fall from heights</li> <li>• Manual handling injuries.</li> <li>• Sprains and strains.</li> <li>• Cuts and abrasions.</li> <li>• Electrocutation.</li> <li>• Exposure to noise.</li> <li>• Exposure to dust</li> <li>• UV / weather exposure.</li> <li>• Proximity of other "workers".</li> <li>• Public access.</li> </ul> | <ul style="list-style-type: none"> <li>• Assess the site conditions and conduct a Risk Assessment before commencing.</li> <li>• 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.</li> <li>• Provide "Restricted Access" warning signage.</li> <li>• Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary.</li> <li>• Training of "workers" in correct lifting and carrying methods.</li> <li>• Ensure correct lifting and carrying techniques are used at all times.</li> <li>• Rotate "workers" and vary tasks performed.</li> <li>• Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves.</li> <li>• Training of "workers" in the safe use of power tools and equipment.</li> <li>• Ensure that all power tools have working safety guards.</li> <li>• Storage of surplus scaffold</li> </ul> | Fresh Start<br><br>Fresh Start<br><br>The builder<br><br>Fresh Start<br><br>Fresh Start<br><br>Fresh Start<br><br>Fresh Start<br><br>Fresh Start<br><br>Fresh Start<br><br>Fresh Start |

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|------|----------|------------------|---|---------------------------------------|
|      |          |                  | <p>components in designated areas so not to endanger the public or "workers".</p> <ul style="list-style-type: none"> <li>• Maintain a clean and tidy work area.</li> <li>• Clearly display "Scaffold incomplete" sign to incomplete scaffold at all times prior to sign off of the scaffold.</li> </ul> | <p>Fresh 579-7</p> <p>Fresh 579-7</p> |

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