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| Date: |  | New | ✓ | Revised |  | Page |  |
|-------|--|-----|---|---------|--|------|--|

## TRADE: FIX OUT CARPENTER

|          |                                    |             |                  |
|----------|------------------------------------|-------------|------------------|
| Job No:  | 7625/14                            | Client:     | WINTER           |
| Address: | 12 Kurnell Street, Botany NSW 2019 | Supervisor: | Jonathon Stewart |

|      |                |                 |                 |
|------|----------------|-----------------|-----------------|
| Key: | "1" action now | "2" action ASAP | "3" action ASAP |
|------|----------------|-----------------|-----------------|

**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 -<br>Slips, trips, falls and accessibility -<br><br>Access ways not clearly defined | Slips, trips and falls  |            | ✓        |          |        | ✓      |       | 3        | Assess travel path and distance to work area<br><br>Ensure unobstructed access to site and work areas.   | Site Supervisor / all 'workers' |      |
| Stored materials -<br><br>Slips, trips, falls and accessibility -<br><br>Access ways not clearly defined        | Slips, trips and falls  |            | ✓        |          |        | ✓      |       | 2        | Assess travel path and distance to work area<br><br>Ensure unobstructed access to work areas.<br><br>Provide and maintain barricades to isolate material and to restrict access.<br>Provide designated waste areas | Site Supervisor / all 'workers' |      |
| Manual tasks  | Muscle strain - back injuries and cuts<br>Over exertion or repetitive movements |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the tasks in consultation with the 'workers'<br>Use task specific trained 'workers' and team lifting.<br>Rotate 'workers' and vary tasks.  | Contractor / all 'workers'      |      |
| Exposure to noise<br>Plant / equipment  | Hearing damage  |            | ✓        |          |        | ✓      |       | 2        | Isolate plant and equipment<br>Use appropriate PPE   | All 'workers'                   |      |
| Exposure to UV<br>light / weather -   | Skin cancer / sun burn -  |            | ✓        |          |        | ✓      |       | 2        | Reduce exposure where possible.  | Contractor / all 'workers'      |      |

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|---|---|------------|----------|----------|--------|--------|-------|----------|--|--|------|
|   |   | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |  |  |      |
| UV light - glare<br><br>Extreme temperatures  | Dehydration - heat stroke or fatigue<br><br>Sight damage  |            |          |          |        |        |       |          | Monitor 'workers' condition<br><br>Adequate fluid intake<br><br>Use appropriate sun screen.<br>Wear appropriate PPE.   |  |      |
| Exposure to dust/<br>chemical vapours<br>Hazardous<br>chemical -<br>Biological -  | Dust and chemical vapour inhalation / skin and eye allergies/ irritations.<br><br>Respiratory problems  |            | ✓        |          |        | ✓      |       | 2        | Identify the risks / hazards and plan the tasks in consultation with the 'workers'<br><br>Use appropriate PPE - disposable dust / chemical vapour protection.  | Contractor / all 'workers'   |      |
| Exposure to lead based paints -<br><br>Hazardous chemicals -<br>Biological  | Dust inhalation - respiratory problems<br><br>Skin and eye allergies/ irritations.                      |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the tasks in consultation with the 'workers'<br>Apply appropriate procedures necessary to contain dust / flaking paint surfaces.<br><br>Use appropriate PPE - disposable contact / dust protection.<br><br>Regularly monitor for airborne dust | Contractor / all 'workers'   |      |
| Contact with<br>o/head electrical services / point of attachment -<br>Power lines not isolated, covered or enclosed -<br>Working to close to electrical supply -<br>Strong winds causing power lines to swing close to work area -<br>Wet conditions making 'tiger tails' ineffective | Electric shock or electrocution   |            | ✓        |          |        | ✓      |       | 3        | Identify that the electrical service is isolated prior to work commencing.<br><br>Provide 'tiger tails' [insulation] - adequately boxed adjacent to scaffold - extended an appropriate distance past the boundary  | Licensed Electrical Contractor or Approved person<br><br>Site Supervisor<br><br>Contractor / all 'workers' |      |
| Carrying fix out materials, doors and tools to ground floor work area -<br>Slips, trips, falls and accessibility -  | Slips, trips and falls<br><br>Muscle strain - back injuries and cuts<br><br>Over exertion or repetitive |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the tasks in consultation with the 'workers'<br><br>Assess travel path and distance to work area<br><br>Ensure unobstructed access to work areas.  | Contractor / all 'workers'   |      |

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|  |  | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |   |  |      |
| Access ways not clearly defined -<br><br>Manual tasks  | movements  |            |          |          |        |        |       |          | Use task specific trained 'workers'.<br><br>Rotate 'workers' and vary tasks.  |  |      |
| Carrying fix out materials, doors and tools up ramp or over roof and through window -<br><br>Slips, trips, falls and accessibility -<br><br>Inadequate fall prevention system -<br><br>Windy and or wet conditions -<br><br>Slope of ramp / pitch of roof - roofing material<br><br>Manual tasks | Slips, trips and falls from ramp or roof surface<br><br>Fractures, bruises lacerations and personal injuries<br><br>Muscle strain - back injuries and cuts |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the tasks in consultation with the 'workers'<br>Assess travel path and distance to work area<br><br>Ensure unobstructed access to work areas.<br><br>Guardrails to ramp are in place - ramp and roof surfaces clean and dry.<br><br>Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry.<br><br>Perimeter and edge protection / catch scaffold when access from roof surface.<br><br>Use task specific trained 'workers' and team lifting.<br><br>Rotate 'workers' and vary tasks.<br><br>SWMS | Contractor / all 'workers'                   |      |
| Carrying vanity unit up ramp / scaffold or up stairs<br><br>Slips, trips, falls and accessibility -<br><br>Slope of ramp -<br><br>Windy and or wet conditions -<br><br>Manual tasks  | Slips, trips, falls and accessibility.<br><br>Back injuries - strains and sprains  |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the task in consultation with the 'workers'<br><br>Assess travel path and distance to work area<br><br>Ensure unobstructed access to work area.<br><br>Guardrails to ramp are in place. Ramp surface clean and dry.<br><br>Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry.<br><br>Use task specific trained   | Contractor<br><br>Contractor / all 'workers' |      |

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|   |  | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |  |                               |      |
|   |  |            |          |          |        |        |       |          | 'workers' and team lifting.  |                               |      |
| Stairwell opening<br>- roughed-in stair<br>no guardrail -<br>Slips, trips, falls<br>and accessibility -<br>Inadequate fall<br>prevention system-<br>Gravity -<br>overbalancing      | Falls through open<br>stairwell-<br><br>Fractures, bruises<br>lacerations and<br>personal injuries   |            | ✓        |          | ✓      |        |       | 1        | Identify the risks / hazards<br>and plan the task in<br>consultation with the<br>'workers'<br><br>Prevent access to opening.<br><br>Provide guardrail / edge<br>protection.<br><br>Cover stairwell with<br>temporary sheeting.   | Contractor/ all<br>'workers'  |      |
| Carrying fix out<br>materials, doors<br>and tools up<br>stairs -<br><br>Slips, trips, falls and<br>accessibility -<br><br>Manual tasks  | Slips, trips and<br>falls on stairs.<br><br>Back injuries-<br>muscle strain /<br>sprain  |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the<br>task in consultation with the<br>'workers'<br><br>Assess travel path and<br>distance to work area<br><br>Ensure unobstructed access<br>to work areas.<br><br>Use task specific trained<br>'workers' and team lifting.<br>Rotate 'workers' and vary<br>tasks.<br><br>SWMS                            | Contractor/ all<br>'workers'  |      |
| Work from ladder -<br>to install attic<br>ladder assembly-<br><br>Slips, trips, falls<br>and accessibility -<br><br>Inadequate work<br>platform -<br><br>Gravity -<br>overbalancing | Fall from ladder   |            | ✓        |          | ✓      |        |       | 3        | Identify the risks and plan the<br>task in consultation with the<br>'workers'<br>Use scaffold as working<br>platform.<br>Secure ladder at base and<br>top.<br>Provide and maintain<br>barricades to restrict access<br>to work area.<br>Limit the use of ladders   | Contractor / all<br>'workers' |      |
| Use of electrical<br>powered / battery<br>operated tools -<br>Electricity -<br>Exposure to noise -<br>Exposure to dust -<br>Hazardous<br>chemicals -<br>Biological -<br>Equipment   | Electrical shock or<br>electrocution<br><br>Hearing loss<br><br>Inhalation of dust -<br>respiratory<br>problems.<br><br>Eye and skin<br>irritations /<br>allergies -<br><br>Sight damage |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the<br>task in consultation with the<br>'workers'<br><br>RCD installed on mains supply<br>/ portable generator<br><br>Protect power lead from<br>damage - power saw blade /<br>sharp edges / vehicular<br>traffic<br><br>Use stands and hooks for<br>leads in trafficable areas<br><br>Guards to plant and | Contractor/ all<br>'workers'  |      |

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|  |  | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |   |                            |      |
|  |  |            |          |          |        |        |       |          | equipment fully operational.<br><br>Adequate ventilation and lighting<br><br>Monitor for airborne dust/ fibres<br><br>Use task specific trained 'workers'.<br><br>Use of appropriate PPE.   |                            |      |
| Use of pneumatic operated tools and equipment -<br><br>Compressed air -<br>Exposure to noise -<br>Exposure to dust -<br>Hazardous chemicals<br>Biological -<br>Plant / equipment | Impact injury from projectiles<br><br>Hearing loss<br><br>Inhalation of dust - respiratory problems.<br><br>Eye and skin irritations / allergies -<br><br>Sight damage |            | ✓        |          |        | ✓      |       | 2        | Identify the risks and plan the task in consultation with the 'workers'<br><br>Appropriate warning signage and barricades to restrict access into the work area<br><br>Ensure unobstructed access work areas<br><br>Regularly monitor that air hoses are securely engaged and not damaged<br><br>Guards to tools fully operational<br><br>Protect air line from damage - power saw blade / sharp edges / vehicular traffic<br><br>Use of appropriate PPE.<br><br>Use task specific trained 'workers'. | Contractor / all 'workers' |      |
| Working with chemically treated timber, pine or medium density fibre-board MDF] -<br>Exposure to dust -<br>Hazardous chemicals -<br>Biological                                   | Inhalation of dust - respiratory problems.<br><br>Eye and skin irritations / allergies -<br><br>Sight damage   |            | ✓        |          |        | ✓      |       | 2        | Identify the risks / hazards and plan the task in consultation with the 'workers'<br><br>Train 'workers' in the safe handling and cutting of hazardous materials.<br><br>Adequate ventilation and lighting<br><br>Monitor for airborne dust/ fibres<br><br>Use of appropriate PPE<br><br>Provide SDS for product.   | Contractor/ all 'workers'  |      |

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|  |  | Likely     | Possible | Unlikely | Major  | Severe | Minor |          |   |                            |      |
| Site clean up on completion of work<br>Manual tasks<br>Exposure to dust -<br>Hazardous chemicals<br>Biological - | Exposure to dust -<br>Hazardous chemicals -<br>Biological -<br><br>Personal injuries - cuts and abrasions. |            | ✓        |          |        | ✓      |       | 3        | Remove any temporary barricades if no longer required<br><br>Place all associated building waste and rubbish in the designated waste area<br><br>Leave site / work area in a clean and tidy condition | Contractor / all 'workers' |      |

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: