

## SAFE WORK METHOD STATEMENT

Page 1 of 4 v1.3

Company Name:	Tobi Spiteri	Project Name/ No:	All Jobs
Work Activity / Task:	DEMOLITION by hand	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Date:	28/07/15	Note: Sign off to be provided at Tool Box talk	
Prepared by:	Tobi Spiteri		
Signature:			

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.

Task/ Problem	Hazard	Likelihood	Result	Possible Control	Action By	Date
Variation to plan Change of Brief	Unknown			Tool Box Talk Work Method Statement	Contractor Supervisor	
		√	√			1

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
1	Access to site	Slips, trips, falls and accessibility  UV light / weather exposure	<ul style="list-style-type: none"> <li>Site specific induction.</li> <li>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.</li> <li>Tool box talk to highlight any WHS concerns.</li> <li>Ensure site access is unobstructed.</li> <li>Wear appropriate PPE - hat, long sleeves, sun screen, sunglasses, and fluids and reduce exposure where possible.</li> <li>Regular site clean ups</li> <li>Provision of designated waste areas.</li> </ul>	Builder  Contractor  Contractor  Contractor  Builder

Reviewed by: Gary Klomp

On behalf of Cape Cod

Position

Construction Manager

Signature

Date

7/8/2015

## SAFework METHOD STATEMENT [cont.]

Page 2 of 4 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> <li>Storage of materials in designated areas.</li> <li>All weather access to work areas.</li> </ul>	Contractor Contractor
2	Unloading plant, equipment and tools	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> </ul>	<ul style="list-style-type: none"> <li>Team lifting and carrying.</li> <li>Training of <i>workers</i> in correct lifting methods.</li> <li>Unload and move equipment to designated area to keep footpath / work place access clear.</li> </ul>	Contractor Contractor Contractor
3	Setting up equipment	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> </ul>	<ul style="list-style-type: none"> <li>Set up in a clear area and maintain a clear travel path.</li> <li>Training of <i>workers</i> in the setting up of electrical leads, power tools and nail guns.</li> <li>Ensure proper use of all safety guards provided.</li> <li>Ensure all power tools and electrical leads have current tagging.</li> <li>Ensure power tools are attached to an earth leakage protection device.</li> </ul>	Contractor Contractor Contractor Contractor Contractor
4	Setting up access ramp	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility</li> <li>Fall from height</li> <li>Manual task injuries</li> </ul>	<ul style="list-style-type: none"> <li>Assess site conditions including weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>Team lifting and carrying.</li> <li>Training of <i>workers</i> in correct lifting methods.</li> <li>Ensure <i>workers</i> have protective footwear and gloves.</li> <li>Check ladder for damage before use.</li> <li>Check ladder is stable before use.</li> <li>Install handrail and ensure adequate bracing to ramp.</li> <li>Provide a gate to the ramp with warning signage.</li> </ul>	Builder Contractor Contractor Contractor Contractor Contractor Contractor Builder
5	Stripping of existing roof frame and	<ul style="list-style-type: none"> <li>Slips, trips and falls</li> <li>UV/ weather exposure</li> </ul>	<ul style="list-style-type: none"> <li>Assess site conditions including weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> </ul>	Builder

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On behalf of Cape Cod

Position

Construction Manager

Signature

Date

7/8

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Page 3 of 4 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
	covering	<ul style="list-style-type: none"> <li>Fall from height</li> <li>Hazardous materials</li> <li>Identification of services</li> <li>Electrocution</li> <li>Gas explosions</li> <li>Falling objects</li> <li>Exposure to dust</li> <li>Hearing / noise</li> <li>Manual task injuries</li> <li>Heavy lifting</li> <li>Cuts and abrasions</li> <li>Proximity of other workers and the public</li> </ul>	<ul style="list-style-type: none"> <li>Training of workers in safe working at heights.</li> <li>Provide "Demolition in Progress" and "Restricted Access" warning signage.</li> <li>Establish a "No Go Zone" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter [ worker ] where necessary.</li> <li>Scaffolding and edge protection.</li> <li>Correct use of ladder</li> <li>Use appropriate PPE- safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves, and hard hats.</li> <li>Training of workers in safe use of hand tools and power tools.</li> <li>Systematic safe removal of materials.</li> <li>Team lifting and carrying.</li> <li>Storage of materials in designated waste areas</li> <li>Regular site clean ups</li> <li>Ensure all roof tarps are tied down and not weighted with tiles.</li> <li>Ensure materials are not stored on roof or scaffold.</li> <li>Provide a chute for materials into designated waste area. Provide a spotter [ worker ] where necessary.</li> <li>Provide shade cloth around work area and wet down dust as required to prevent wind borne dust.</li> </ul>	Contactor  Builder  Contactor  Contactor  Contactor  Contactor  Contactor  Contactor  Contactor  Contactor  Contactor  Builder  Builder & Contactor
6	Site clean up on completion of work	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Exposure to dust</li> <li>Exposure to hazardous substances</li> </ul>	<ul style="list-style-type: none"> <li>Remove any temporary barricades if no longer required</li> <li>Place all rubbish / debris in designated waste storage area</li> </ul>	Contactor  Contactor

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7/8

# SAFework METHOD STATEMENT [cont.]

Page 4 of 4 v1.13

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> <li>Leave site / work area in a clean and tidy condition</li> </ul>	Contactor

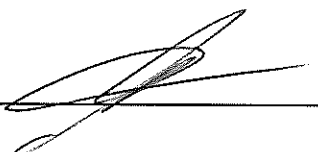
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7/8