


# SAFE WORK METHOD STATEMENT

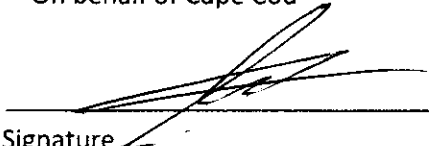
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Company Name:	CJ.CA Briggs	Project Name/No:	All Jobs
Work Activity / Task:	HOUSE CLEANER	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	CJ Briggs	Date:	18/09/2014
Signature:		Note:	Sign off to be provided at Tool Box talk

**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 light / weather exposure.</li> </ul>	<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 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>Provision of designated waste areas.</li> <li>Storage of materials in designated areas.</li> </ul>	GB. GB. GB GB/CC GB/CC CC GB/CC
2	Unloading equipment and materials	<ul style="list-style-type: none"> <li>Manual task 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>Unload and move the equipment to designated area to keep footpath / work place access clear.</li> <li>Team lifting and carrying.</li> <li>Training of "workers" in correct lifting and carrying methods.</li> </ul>	GB/CC GB/CC CC
3	Setting up equipment	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> <li>Proximity of other "workers".</li> </ul>	<ul style="list-style-type: none"> <li>Training of "workers" in setting up equipment.</li> <li>Ensure the proper use of all safety guards provided to equipment.</li> </ul>	CC CC

Reviewed by: Gary Klomp  
On behalf of Cape Cod

  
Signature

Construction Manager  
Position

17/10/2014  
Date

# SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that electrical equipment is attached to a residual current device [RCD].</li> </ul>	
4	Internal Cleaning	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility</li> <li>Manual task injuries</li> <li>Exposure to dust / fumes.</li> <li>Exposure to noise.</li> <li>Hazardous materials.</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 <i>Site Specific Risk Assessment</i> before commencing.</li> <li>Training of "workers" in correct lifting and carrying methods</li> <li>Ensure that correct lifting and carrying techniques are used at all times.</li> <li>Rotate "workers" and vary tasks performed.</li> <li>Provide MSDS for hazardous substances – cleaning chemicals.</li> <li>Training of "workers" in the safe handling and use of cleaning chemicals</li> <li>Use appropriate PPE – safety glasses, footwear, noise / hearing protection, dust protection [disposable] and gloves.</li> <li>Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear.</li> <li>Check access ladder to upper floor or scaffold for damage / defects before use.</li> <li>Check that the access ladder is stable and is secured top and bottom before use.</li> <li>Training of "workers" in the safe use of plant and equipment.</li> <li>Ensure that all plant and equipment has working safety guards.</li> <li>Training of "workers" in safe working and safe movement on site.</li> <li>Training of "workers" in the safe use of electrical equipment and</li> </ul>	<p>GB.</p> <p>c/c</p> <p>GB.</p> <p>c/c</p> <p>c/c</p> <p>c/c</p> <p>GB.</p> <p>GB/CC</p> <p>GB</p> <p>GB</p> <p>c/c</p> <p>GB/CC.</p> <p>CC</p> <p>CC</p>

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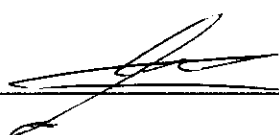
# SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>power tools.</p> <ul style="list-style-type: none"> <li>Ensure all electrical equipment and tools have working safety guards.</li> <li>Maintain a clean and tidy work area.</li> </ul>	<p>GB / CC</p> <p>GB</p>
5	External cleaning	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility</li> <li>UV light / weather exposure.</li> <li>Electrocution</li> <li>Fall from height.</li> <li>Manual task injuries</li> <li>Exposure to dust / fumes.</li> <li>Exposure to noise.</li> <li>Hazardous materials.</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 <i>Site Specific Risk Assessment</i> before commencing installation work.</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>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>Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing.</li> <li>Ensure that the scaffolding is safe and erected by a qualified Scaffolder before commencing.</li> <li>Ensure that perimeter protection is in place [scaffolding and edge protection / working platform / toe boards] before commencing cleaning of external surfaces.</li> <li>Ensure that the edge protection to the roof surface [roof rail] and level work platforms are in place before commencing cleaning of windows from roof surface.</li> <li>Training of "workers" in safe working at heights.</li> <li>Training of "workers" in correct lifting and carrying methods.</li> </ul>	<p>GB.</p> <p>c/c.</p> <p>GB c/c.</p> <p>GB.</p> <p>c/c</p> <p>c/c</p> <p>c/c</p> <p>c/c</p> <p>c/c</p>

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> <li>• Ensure that correct lifting and carrying techniques are used at all times.</li> <li>• Rotate "workers" and vary tasks performed.</li> <li>• Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible.</li> <li>• Use appropriate PPE – safety glasses, footwear, noise / hearing protection, dust /fume protection [disposable], gloves and hard hats.</li> <li>• Provide MSDS for hazardous substances – cleaning chemicals.</li> <li>• Training of "workers" in the safe handling and use of cleaning chemicals</li> <li>• Check access ladder for damage / defects before use.</li> <li>• Check that the access ladder is stable and is secured top and bottom before use.</li> <li>• Limit the use of ladders as a work platform.</li> <li>• Training of "workers" in safe use of plant and equipment.</li> <li>• Ensure that all plant and equipment has working safety guards.</li> <li>• Training of "workers" in safe working and safe movement on site.</li> <li>• Training of "workers" in correct lifting methods.</li> <li>• Ensure that correct lifting and carrying techniques are used at all times.</li> <li>• Team lifting and carrying - limiting weights to manageable sizes.</li> </ul>	<p>GB.</p> <p>c/c</p> <p>GB.</p> <p>GB</p> <p>c/c</p> <p>c/c</p> <p>GB</p> <p>GB.</p> <p>GB/cc</p> <p>c/c</p> <p>c/c</p> <p>c/c</p> <p>c/c</p> <p>c/c</p> <p>GB/cc</p> <p>GB/cc</p>

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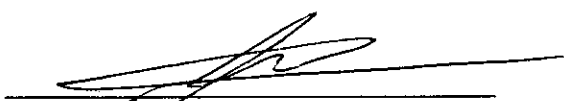
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> <li>Ensure "workers" have safety glasses, noise protection, dust protection [disposable], protective footwear.</li> <li>Training of "workers" in safe use of power tools and equipment.</li> <li>Ensure all power tools and equipment has working safety guards.</li> <li>Maintain a clean and tidy work area.</li> </ul>	GB/CC CC GB/CC GB/CC
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> <li>Leave site / work area in a clean and tidy condition</li> </ul>	GB GB GB/CC

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