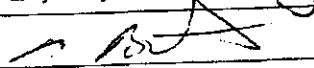


## SAFE WORK METHOD STATEMENT

Page 1 of 6

Company [PCBU]:	Mark Bartley Roofing	Project Name/No:	All Jobs
Work Activity / Task:	SCAFFOLDER - DISMANTLE	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	<del>Mark Bartley</del> M Bartley	Date:	17-9-14
Signature:		Note: Sign off to be provided at Tool Box talk	

**Note: Review of Control Measures -**

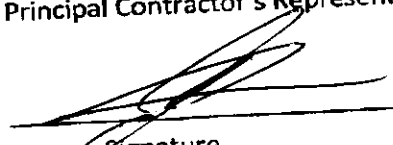
If there are any tasks that may be included by way of variation to the plans or an alternative approach to the set task. It is a requirement to carry out a specific Risk Assessment for the tasks.

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>	Cape Cod  Contractor  Contractor  Cape Cod Contractor  Contractor  Contractor  Cape Cod  Cape Cod
2	Unloading tools and equipment	<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 and equipment to a designated area to keep footpath / work place access clear.</li> </ul>	Contractor  Contractor  Contractor

Reviewed by:

Gary Klomp

Principal Contractor's Representative


  
Signature
Construction Manager

Position

17/9/2014  
Date

## SAFE WORK METHOD STATEMENT [cont.]

Page 2 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
3	Dismantling	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>Fall from heights.</li> <li>Falling objects.</li> <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>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 service.</li> <li>Identify that 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>All scaffolding is to be dismantled by WorkCover NSW certified Scaffolders.</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 setting up of ladders, electrical equipment and use of fall arrest systems [harnesses].</li> <li>Ensure the proper use by "workers" of all safety guards and fall arrest systems provided.</li> <li>Ensure Scaffolder ["worker"] is harnessed up to scaffold at all times when dismantling components.</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> </ul>	<p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Cape Cod</p> <p>Cape Cod</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Cape Cod</p>

Reviewed by:

Gary Klomp

Principal Contractor's Representative

Construction Manager

Position

Signature

17/10/2014

Date

## SAFE WORK METHOD STATEMENT [cont.]

Page 3 of 6

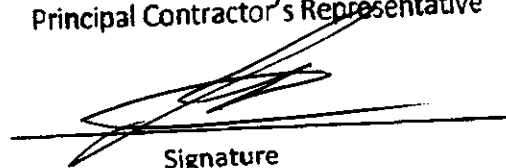
Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> <li>Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary.</li> <li>Ensure working platforms [decks] are clean.</li> <li>Dismantle shade cloth and mesh by undoing from bottom to top.</li> <li>Pull shade cloth and mesh into scaffold and pass down to man ["worker"] on ground.</li> <li>Ensure that the dismantling of scaffold components is only undertaken once shade cloth and mesh has been removed to reduce wind loading on the scaffold.</li> <li>Clearly display "Scaffold incomplete" sign to incomplete scaffold if scaffold is left unattended.</li> </ul>	Contractor  Contractor  Cape Cod  Cape Cod  Cape Cod  Cape Cod
4	Dismantling Kickboards Handrails Dismantle deck or wait until access to lift below	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>Fall from heights.</li> <li>Falling objects.</li> <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>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 services.</li> <li>Identify that the electrical service has been isolated or safely recommissioned before commencing 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>All scaffolding is to be dismantled</li> </ul>	Contractor  Contractor  Contractor  Contractor  Cape Cod  Cape Cod

Reviewed by:

Gary Klomp  
Principal Contractor's Representative

Construction Manager


Position

  
Signature

17/9/2014  
Date

## Page 4 of 6

Reviewed by: Gary Klomp  
Principal Contractor's Representative

  
Signature

17/10/2014  
Date

## SAFE WORK METHOD STATEMENT [cont.]

Page 5 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<p>on ground.</p> <ul style="list-style-type: none"> <li>Ensure scaffold ties are only removed when shade cloth and mesh has been dismantled and only once stripping has reached the level of the tie.</li> <li>Clearly display "Scaffold incomplete" sign to incomplete scaffold if scaffold is left unattended.</li> </ul>	<p>Cape Cod</p> <p>Cape Cod</p>
5	<p>Continue to dismantle scaffold.</p> <p>Scaffolder to work back towards scaffold access.</p> <p>Once access is disconnected then dismantle next lift.</p>	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>Fall from heights.</li> <li>Falling objects.</li> <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>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 service.</li> <li>Identify that electrical services have been isolated and that 'tiger tails' are in place as protection from overhead wires and points of attachment before commencing.</li> <li>All scaffolding is to be dismantled by WorkCover NSW certified Scaffolders.</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 setting up of ladders, electrical equipment and use of fall arrest systems [harnesses].</li> <li>Ensure the proper use of all safety guards and fall arrest systems provided.</li> <li>Ensure that all power tools and electrical leads have current</li> </ul>	<p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Cape Cod</p> <p>Cape Cod</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p> <p>Contractor</p>

Reviewed by:

Gary Klomp

Principal Contractor's Representative

Construction Manager

Position

Signature

Date

17/9/2014

## SAFE WORK METHOD STATEMENT [cont.]

Page 6 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			tagging. <ul style="list-style-type: none"> <li>• Ensure Scaffolder ["worker"] is harnessed up to scaffold at all times when dismantling components</li> <li>• Ensure Scaffolder ["worker"] only disconnects when working on two [2] planks and protected by handrail.</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> <li>• Ensure working platforms [decks] are clean.</li> <li>• Ensure scaffold ties are only removed when shade cloth and mesh has been dismantled and only once stripping has reached the level of the tie.</li> <li>• Clearly display "Scaffold incomplete" sign to incomplete scaffold if scaffold is left unattended.</li> </ul>	Cape Cod  Cape Cod  Contractor  Cape Cod  Contractor  Contractor  Cape Cod  Cape Cod

Reviewed by:

Gary Klomp

Principal Contractor's Representative

Signature

Construction Manager

Position

17/19/2014

Date