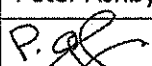


## SAFE WORK METHOD STATEMENT

Page 1 of 6

Company [PCBU]:	Ashby's Scaffolding	Project Name/No:	All Jobs
Work Activity / Task:	SCAFFOLDER - ERECTION	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	Peter Ashby	Date:	03/09/2014
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 / 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>	Encircled Mark McDonagh Paul Manakau Chris Ellis Peter Ashby
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 footpath / work place access clear.</li> </ul>	Encircled Mark McDonagh Paul Manakau Chris Ellis Peter Ashby

Reviewed by:

Gary Klomp

Principal Contractor's Representative

Construction Manager

Position

  
 Signature

17/9/14  
 Date

## SAFE WORK METHOD STATEMENT [cont.]

Page 2 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
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>	Encircled Mark McDonagh Paul Manakau Chris Ellis Peter Ashby
4	Erection of scaffold to 2.0m.  Passing	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>Fall from heights.</li> <li>Manual handling</li> </ul>	<ul style="list-style-type: none"> <li>Assess the site conditions and conduct a Risk Assessment before commencing.</li> <li>Identify the location of the</li> </ul>	Encircled Mark McDonagh Paul Manakau Chris Ellis

Peter Ashby

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Gary Klomp

Principal Contractor's Representative

Construction Manager

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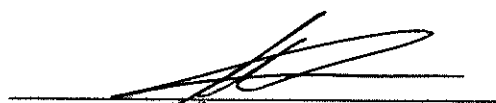
## SAFE WORK METHOD STATEMENT [cont.]

Page 3 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
	scaffolding components from building level or ground.	injuries. <ul style="list-style-type: none"> <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>	electrical, sewer and stormwater services. <ul style="list-style-type: none"> <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>	Encircled Mark McDonagh Paul Manakau Chris Ellis Peter Ashby

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Principal Contractor's Representative

Construction Manager  
Position

  
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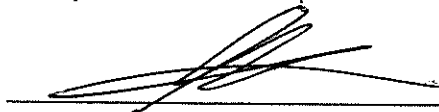
## SAFE WORK METHOD STATEMENT [cont.]

Page 4 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			scaffold.	
5	Continue to erect scaffold top out  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>• 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 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>Encircled</p> <p>Mark McDonagh</p> <p>Paul Manakau</p> <p>Chris Ellis</p> <p>Peter Ashby</p>

Reviewed by: Gary Klomp  
Principal Contractor's Representative

Construction Manager  
Position

  
Signature

17/9/14  
Date

## SAFE WORK METHOD STATEMENT [cont.]

Page 5 of 6

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>	Encircled Mark McDonagh  Paul Manakau Chris Ellis Peter Ashby
6	Continue to erect scaffold top out.  Access to be built up with scaffold.  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>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 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>	Encircled  Mark McDonagh  Paul Manakau  Chris Ellis Peter Ashby

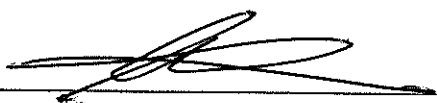
Reviewed by:

Gary Klomp

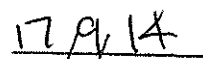
Principal Contractor's Representative

Construction Manager

Position



Signature




Date

## SAFE WORK METHOD STATEMENT [cont.]

Page 6 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<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>Encircled</p> <p>Mark McDonagh</p> <p>Paul Manakau</p> <p>Chris Ellis</p> <p>Peter Ashby</p>

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Principal Contractor's Representative

  
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