

Safe Work Method Statement

version 1.1

Activity / Task: **Fixout Carpenter**

Project / Location: All Jobs

Company: Mervyn Ridder

Signed by: Mervyn Ridder

Date: 30/06/2017

Principal Contractor: Cape Cod

Accepted by: Tara Antonioli

Date: 30/06/2017

Steps	Potential Hazards	Controls / Responsible Person(s)
1. Access to site	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. UV light / weather exposure. 	<ul style="list-style-type: none"> Site specific induction. By: Mervyn Ridder 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. By: Mervyn Ridder Tool box talk to highlight any WHS concerns relative to the site. By: Mervyn Ridder Ensure that the site and work place access is unobstructed. By: Principal Contractor Ensure all weather access to work areas. By: Mervyn Ridder Provision of designated waste areas. By: Principal Contractor Storage of materials in designated areas. By: Mervyn Ridder Regular site clean ups. By: Principal Contractor
2. Unloading of tools and equipment	<ul style="list-style-type: none"> Manual task injuries Slips, trips and falls. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Team lifting and carrying. By: Mervyn Ridder Training of "workers" in correct lifting and carrying methods. By: Mervyn Ridder Unload and move the equipment / tools to a designated area to keep footpath / work place access clear. By: Mervyn Ridder
3. Setting up plant and equipment	<ul style="list-style-type: none"> Manual task injuries Slips, trips and falls. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Set up in a clear area and maintain a clear travel path. By: Mervyn Ridder Training of "workers" in the setting up of ladders / trestles, electrical leads and power tools. By: Mervyn Ridder Ensure the proper use of all safety guards provided. By: Mervyn Ridder Ensure that all power tools and electrical leads have current tagging. By: Mervyn Ridder Ensure that power tools are attached to a residual current device [RCD]. By: Mervyn Ridder
4. Ground floor - fixout	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. Electrocution. Fall from height. Hazardous substances. Exposure to dust. Manual task injuries Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions and conduct a Site Specific Risk Assessment before commencing. By: Mervyn Ridder Identify location of electrical, gas and water services By: Mervyn Ridder Identify that the electrical and gas service have been isolated or safely recommissioned before commencing work. By: Mervyn Ridder Ensure that all exposed openings and voids in the floor are guard railed or covered. By: Mervyn Ridder Training of "workers" in safe working from step ladders. By: Mervyn Ridder Check the ladder / trestles for damage / defect before use. By: Mervyn Ridder Check that the trestle work platform is stable before use. By: Principal Contractor Limit the use of ladders as work platforms. By: Mervyn Ridder Training of "workers" in correct lifting and carrying methods. By: Mervyn Ridder Ensure that the correct lifting and carrying techniques are used at all times. By: Mervyn Ridder Provide MSDS for hazardous substances – medium density fibre board [MDF] and chemically treated timber products. By: Mervyn Ridder Training of "workers" in the safe handling and use of medium density fibre board [MDF] and chemically treated timber products. By: Mervyn Ridder Use appropriate PPE - safety glasses, footwear, dust protection [disposable] and gloves. By: Mervyn Ridder Storage of materials in designated areas. By: Mervyn Ridder Maintain a clean and tidy work area. By: Principal Contractor

5. Upper floor - fixout	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility. ● Electrocution. ● Fall from height. ● Hazardous substances. ● Exposure to dust. ● Manual task injuries ● Proximity of other "workers" 	<ul style="list-style-type: none"> ● Assess the site conditions and conduct a Site Specific Risk Assessment before commencing. By: Mervyn Ridder ● Ensure that the temporary guard rails or permanent handrails are in place to the internal stairwell and upper floor external balconies before commencing. By: Mervyn Ridder ● Ensure that all exposed openings and voids in the floor are guard railed or covered. By: Mervyn Ridder ● Training of "workers" in safe working at heights including over internal stairwells and from external balcony decks. By: Mervyn Ridder ● Identify location of electrical service and that the service has been isolated or safely recommissioned before commencing work. By: ● Team lifting and carrying of solid core doors and vanity units. By: Mervyn Ridder ● Training of "workers" in correct lifting and carrying methods. By: Mervyn Ridder ● Ensure that the correct lifting and carrying techniques are used at all times. By: Mervyn Ridder ● Training of "workers" in safe working from step ladders. By: Mervyn Ridder ● Check the ladder or trestles for damage / defect before use. By: Mervyn Ridder ● Check that the trestle work platform is stable before use. By: Mervyn Ridder ● Limit the use of ladders as work platforms. By: Mervyn Ridder ● Provide MSDS for hazardous substances - medium density fibre board [MDF] and chemically treated timber products. By: Mervyn Ridder ● Training of "workers" in the safe handling and use of medium density fibre board [MDF] and chemically treated timber products. By: Mervyn Ridder ● Use appropriate PPE – safety glasses, footwear, dust protection [disposable] and gloves. By: Mervyn Ridder ● Storage of materials in designated areas. By: Mervyn Ridder ● Maintain a clean and tidy work area. By:
6. Carry materials up ramp - External access to upper floor	<ul style="list-style-type: none"> ● Slips, trips, falls and accessibility. ● Fall from height. ● Electrocution. ● Manual task injuries ● Proximity of other "workers". 	<ul style="list-style-type: none"> ● Assess the site conditions including the weather and conduct a Site Specific Risk Assessment before commencing work. By: Mervyn Ridder ● 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. By: Mervyn Ridder ● Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. By: Mervyn Ridder ● Ensure that the perimeter protection is in place [scaffolding and edge protection] and level walk platforms are in place before accessing work from roof surface. By: Mervyn Ridder ● Ensure that the edge protection to the roof surface [roof rail] and level work platforms are in place before accessing the upper floor level from roof surface. By: Mervyn Ridder ● Ensure that the perimeter protection [temporary guard rail] is in place to balconies before commencing. By: Mervyn Ridder ● Training of "workers" in safe working at heights. By: Mervyn Ridder
7. Site clean up on completion of work	<ul style="list-style-type: none"> ● Manual task injuries ● Exposure to dust ● Exposure to hazardous substances 	<ul style="list-style-type: none"> ● Remove any temporary barricades if no longer required By: Principal Contractor ● Place all rubbish / debris in designated waste storage area By: Mervyn Ridder ● Leave site / work area in a clean and tidy condition By:

Person responsible for ensuring compliance with SWMS:
Person responsible for reviewing SWMS control measures:

Mervyn Ridder
Mervyn Ridder