#### SAFE WORK METHOD STATEMENT

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Company [PCBU]:	Hydroflo Guttering Systems	Project Name/No:	All Jobs
Work Activity / Task:	SCAFFOLDER - ERECTION	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	Ray Kasjan	Date: 19-9-14	
Signature:	(R KAS)M	Note: Sign off to be pro	vided at Tool Box talk

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	edic Risk Assessment for the  Potential Hazard	Controls	Responsible Person/s
	Access to site.	<ul> <li>Slips, trips, falls and accessibility.</li> <li>UV / weather exposure.</li> </ul>	<ul> <li>Site specific induction.</li> <li>All "workers" to read the General Construction Safety Plan signage and Risk Assessment form before entering site.</li> </ul>	Cape Cod Contractor
			<ul> <li>Tool box talk to highlight any WHS concerns relative to the site.</li> </ul>	Contractor
i			<ul> <li>Ensure that the site and work place access is unobstructed.</li> </ul>	Cape Cod
			<ul> <li>Ensure all weather access to work areas.</li> </ul>	Contractor
			<ul> <li>Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses, and fluids and reduce exposure where possible.</li> </ul>	Contractor
			<ul> <li>Storage of materials /plant in designated areas.</li> </ul>	Contractor
			<ul> <li>Provide and maintain barricades to all materials stored on footpath and on site.</li> </ul>	Cape Cod
			Regular site clean ups.	Cape Cod
2	Unloading tools,	Manual handling	Team lifting and carrying.	Contractor
_	ladders and scaffold	injuries.  • Slips, trips and falls.	<ul> <li>Training of "workers" in correct lifting and carrying methods.</li> </ul>	Contractor
	components	• Proximity of other "workers".	<ul> <li>Unload and move the tools, ladders and scaffold components to a designated area to keep</li> </ul>	Contractor

Reviewed by:	Gary Klomp Principal Contractor's Representative	Construction Manager Position
		191014

Date

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	Job Step	Potential Hazard	Controls	Responsible Person/s
em		Public access.	footpath / work place access clear.	
	Setting up	<ul> <li>Manual handling injuries.</li> <li>Slips, trips and falls.</li> </ul>	<ul> <li>Assess the site conditions including the weather and conduct a Risk Assessment before commencing.</li> </ul>	Contractor
		<ul><li>Falls from height.</li><li>Uneven site.</li></ul>	<ul> <li>Set up in a clear area and maintain a clear travel path.</li> </ul>	Contractor
		UV / weather exposure.	<ul> <li>Identify the location of the electrical, sewer and stormwater services.</li> </ul>	Cape Cod
		<ul><li>Proximity of other "workers".</li><li>Public access.</li></ul>	<ul> <li>Identify that the electrical service has been isolated or safely recommissioned before commencing work.</li> </ul>	Cape Cod
			<ul> <li>All scaffolding is to be erected by WorkCover NSW certified Scaffolders.</li> </ul>	Cape Cod
			<ul> <li>Training of "workers" in the setting up of ladders, electrical equipment and use of safety harnesses.</li> </ul>	Contractor
			<ul> <li>Ensure the proper use of all safety guards and systems provided.</li> </ul>	Contractor
			<ul> <li>Ensure that all power tools and electrical leads have current tagging.</li> </ul>	Contractor
			<ul> <li>Ensure that power tools are attached to a residual current device [RCD].</li> </ul>	Contractor
			<ul> <li>Provide "Restricted Access" warning signage.</li> </ul>	Contractor
			<ul> <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>	Contractor
4	Erection of scaffold to 2	Slips, trips, falls ar accessibility.	the specific and	Contractor

	Gary Klomp			
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	Signature			

Construction Manager
Position

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
Item	Passing scaffolding components from building level or ground.	<ul> <li>Potential Hazard</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> <li>Identify the location of the electrical, sewer and stormwater services.</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> </ul>	
			<ul> <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> </ul>	Contractor  Contractor
			<ul> <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> </ul>	Contractor
			<ul> <li>Storage of surplus scaffold components in designated areas so not to endanger the public or other "workers".</li> </ul>	Cape Cod
			Maintain a clean and tidy work area	
			<ul> <li>Clearly display "Scaffold incomplete sign to incomplete scaffold at all</li> </ul>	" Cape Cod

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ltem	Job Step	Potential Hazard	Controls	Responsible Person/s
			times prior to sign off of the scaffold.	
scaffold top out  Work from two [2] plank width	Continue to erect scaffold top out  Work from two [2] plank width working platform	<ul> <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> </ul>	<ul> <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> </ul>	Contractor
		<ul> <li>Exposure to noise.</li> </ul>	<ul> <li>Provide "Restricted Access" warning signage.</li> </ul>	Cape Cod
	<ul> <li>Exposure to dust.</li> <li>UV / weather exposure.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul> <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> </ul>	Contractor	
			<ul> <li>Training of "workers" in correct lifting and carrying methods.</li> </ul>	Contractor
			<ul> <li>Ensure correct lifting and carrying techniques are used at all times.</li> </ul>	Contractor
			<ul> <li>Rotate "workers" and vary tasks performed.</li> </ul>	Contractor
			<ul> <li>Training of "workers" in the setting up of ladders and use of safety harnesses.</li> </ul>	Contractor
		<ul> <li>Ensure workers have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves.</li> </ul>	Contractor	
			<ul> <li>Training of "workers" in the safe use of power tools and equipment.</li> </ul>	
			<ul> <li>Ensure that all power tools have working safety guards.</li> </ul>	Contractor
			<ul> <li>Storage of surplus scaffold components in designated areas</li> </ul>	Cape Cod

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	Job Step	Potential Hazard	Controls	Responsible Person/s
tem	Job Step		so not to endanger the public or other "workers"  Maintain a dean and tidy work area.  Clearly display "Scaffold incomplete" sign to incomplete scaffold at all times prior to sign off of the scaffold.	Cape Cod Cape Cod
6	Continue to erect scaffold top out.  Access to be built up with scaffold.  Access to scaffold	<ul> <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> </ul>	<ul> <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> </ul>	Contractor
	by ladder, balcony deck internal stair or ladder.	<ul> <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> <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> </ul>	Cape Cod  Cape Cod  Contractor
			<ul> <li>Ensure correct lifting and carrying techniques are used at all times.</li> </ul>	Contractor
			<ul> <li>Rotate "workers" and vary tasks performed.</li> </ul>	Contractor
			<ul> <li>Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves.</li> </ul>	Contractor
			<ul> <li>Training of "workers" in the safe use of power tools and equipment.</li> </ul>	
			<ul> <li>Ensure that all power tools have working safety guards.</li> </ul>	Contractor

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
(Cisi	302013		<ul> <li>Storage of surplus scaffold components in designated areas so not to endanger the public or "workers".</li> </ul>	Cape Cod
			<ul> <li>Maintain a clean and tidy work area.</li> </ul>	Cape Cod
			<ul> <li>Clearly display "Scaffold incomplete" sign to incomplete scaffold at all times prior to sign off of the scaffold.</li> </ul>	Cape Cod
7	Site clean up on completion of	Manual task injuries     Exposure to dust	<ul> <li>Remove any temporary barricades if no longer required</li> <li>Place all rubbish/ debris in</li> </ul>	Cape Cod
	work	• Exposure to	designated waste storage area	Contractor
		hazardous substances	<ul> <li>Leave site/ work area in a clean and tidy condition</li> </ul>	Contractor

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