

Date:		New	✓	Revised		Page	
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### TRADE: EAVE GUTTER FIXER

Job No:	7730/15	Client:	LAWSON
Address:	48 Bungalow Avenue, Balgowlah NSW 2093	Supervisor:	Matt Saunders

Key:	"1" action now	"2" action ASAP	"3" action ASAP
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**Note 1:** Refer to the general Safety Plan and your Safe Work Method Statement prepared in accordance with WHS Regulation 2011 s309-315 Part 6.4

**Note 2:** Safe work procedures shall be implemented for the supply and use of a *hazardous chemical / substance/s* on site that complies with the *current material safety data sheet* recommendations and also complies with the requirements of WHS Regulation 2011 Chapter 3 - Part 3.2

**Note 3:** All *manual tasks* are to comply with the requirements of WHS Regulation 2011 - Hazardous manual tasks Part 4.2 or Safe Work Australia - National Code of Practice for Manual Handling 2009 [or as amended] or Safe Work NSW Code of Practice - Hazardous manual tasks

**Note 4:** Management of the risk of fall from one level to another must comply with Part 3.1 and the requirements of WHS Regulation 2011 - Falls s78-80 Part 4.4

**Note 5: 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 task or tasks*

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
Access to site / work areas -  Access ways not clearly defined  Slips, trips, falls and accessibility	Slips, trips and falls		✓			✓		3	Identify the risks and plan the tasks in consultation with the 'workers'  Assess travel path and distance to work area  Ensure unobstructed all weather access to site and work areas.  Unload and move equipment and materials to designated area to keep footpath / work place access clear	Site Supervisor / all 'workers'	
Stored materials -  Access ways not clearly defined  Slips, trips, falls and accessibility	Slips, trips and falls		✓			✓		2	Assess travel path and distance to work area  Ensure unobstructed access to work area  Provide and maintain barricades to isolate stored material and to restrict access.  Provide designated waste	Site Supervisor / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
									areas		
Manual tasks	Muscle strain - back injuries and cuts Over exertion or repetitive movements		✓			✓		2	Identify the risks and plan the tasks in consultation with the 'workers' Use task specific trained 'workers' and team lifting. Use appropriate PPE where necessary.	Contractor / all 'workers'	
Exposure to noise Plant / equipment	Hearing damage		✓			✓		2	Isolate plant and equipment. Use appropriate PPE	All 'workers'	
Exposure to UV light / weather -  UV light - glare  Extreme temperatures	Skin cancer / sun burn -  Dehydration - heat stroke or fatigue  Sight damage		✓			✓		2	Reduce exposure where possible.  Monitor 'workers' condition  Adequate fluid intake  Use appropriate sun screen. Wear appropriate PPE.	Contractor / all 'workers'	
Exposure to dust Hazardous chemical - Biological -	Dust and chemical vapour inhalation / skin and eye allergies/ irritations.  Respiratory problems		✓			✓		2	Use appropriate PPE - disposable dust protection.	Contractor / all 'workers'	
Contact with o/head electrical services / point of attachment - Power lines not isolated, covered or enclosed - Working to close to electrical supply - Strong winds causing power lines to swing close to work area - Wet conditions making 'tiger tails' ineffective	Electric shock or electrocution		✓			✓		3	Identify that the electrical service is isolated prior to work commencing.  Provide 'tiger tails' [insulation] - adequately boxed adjacent to scaffold - extended an appropriate distance past the boundary	Licensed Electrical Contractor or Approved person  Site Supervisor  Contractor / all 'workers'	
Carrying materials up ramp / scaffold -  Slips, trips, falls and accessibility -  Slope of ramp  Windy and or wet conditions -  Manual tasks	Slips, trips and falls  Back injuries - strains and sprains		✓			✓		2	Identify the risks and plan the task in consultation with the 'workers'  Assess travel path and distance to work area  Ensure unobstructed access to site and work areas  Guardrails to ramp are in place - ramp surface clean and dry.  Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry.	Site Supervisor  Contractor / all 'workers'	

Job Step / Hazard	Potential Harm	Likelihood			Result			Priority	Possible Controls	Responsible Person/s	Date
		Likely	Possible	Unlikely	Major	Severe	Minor				
									Use task specific trained 'workers' and team lifting.- ensure team 'workers' know their responsibility during the work process  SWMS		
<p>Working at height from scaffold / work platform -</p> <p>Inadequate fall prevention system / work platform</p> <p>Slips, trips, falls and accessibility -</p> <p>Gravity - overbalancing</p> <p>Windy and or wet conditions</p>	Slips, trips and falls from work platform.		✓			✓		3	<p>Identify the risks and plan the tasks in consultation with the 'workers'</p> <p>Scaffold guardrails and work platform is complete - clean and dry</p> <p>Use task specific trained / trained 'workers' - additional 'workers' to handle long lengths of guttering and accessories</p> <p>Train 'workers' in safe working at heights.</p> <p>Don't use step ladder to gain extra height from scaffold work platform.</p> <p>Limit the use of ladders</p> <p>Use buckets to retain off cuts and tools on working deck.</p> <p>Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry into the work area by others</p>	Site Supervisor  Contractor / all 'workers'	
<p>Working at height from roof surface-</p> <p>Inadequate fall prevention system / work platform</p> <p>Slips, trips, falls and accessibility -</p> <p>Gravity – overbalancing</p> <p>Pitch of roof- roofing material</p> <p>Windy and or wet conditions</p>	<p>Slips, trips and falls from edge of roof or from work platform.</p> <p>Cuts and abrasions</p> <p>Struck by falling objects</p>		✓			✓		2	<p>Identify the risks and plan the tasks in consultation with the 'workers'</p> <p>Assess travel path and distance to work area</p> <p>Ensure unobstructed access to work areas.</p> <p>Perimeter and edge protection / catch scaffold when working from roof surface.</p> <p>Use task specific trained / experienced 'workers' - additional 'workers' to handle long lengths of guttering and accessories</p> <p>Use buckets to retain off cuts and tools on working deck.</p>	Contractor / all 'workers'	

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		Likely	Possible	Unlikely	Major	Severe	Minor				
									Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry into the work area by <i>others</i>  Use of PPE by other ' <i>workers</i> '		
<p>Work access using extension / step ladder -</p> <p>Slips, trips, falls and accessibility -</p> <p>Windy and or wet conditions</p> <p>Gravity - overbalancing</p>	Fall from ladder.		✓		✓			3	<p>Identify the risks and plan the tasks in consultation with the '<i>workers</i>'</p> <p>Use scaffold as working platform.</p> <p>Use task specific trained and experienced '<i>workers</i>'.</p> <p>Ensure ladders are at 4:1 slope.</p> <p>Secure ladder at base and top.</p> <p>Ensure <i>workers</i> face the ladder when climbing up and down.</p> <p>Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry into the work area by <i>others</i></p> <p>Limit the use of ladders</p>	Contractor / all ' <i>workers</i> '	
<p>Cutting / fixing metal roof products using electrical powered / battery operated tools -</p> <p>Electricity - RCD not installed on mains supply or portable generator</p>	Electric shock or electrocution		✓		✓			1	<p>Identify the risks and plan the tasks in consultation with the '<i>workers</i>'</p> <p>Protect power lead from damage - power saw blade / sharp edges on roofing products</p> <p>Use stands and hooks for leads in trafficable areas</p> <p>RCD installed on mains supply / portable generator</p> <p>Training '<i>workers</i>' in the safe use of electrical powered tools</p>	Contractor / all ' <i>workers</i> '	
<p>Use of flexible sealants -</p> <p>Hazardous chemicals -</p> <p>Biological</p>	<p>Inhalation of fumes - respiratory problems.</p> <p>Eye and skin irritations/ allergies</p>	✓			✓			3	<p>Identify the risks / hazards and plan the task in consultation with the '<i>workers</i>'</p> <p>Avoid contact with skin and eyes.</p> <p>Monitor air quality for chemical vapours</p>	Contractor / all ' <i>workers</i> '	

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									Use task specific trained 'workers'.  Use appropriate PPE. Provide SDS.		
Site clean-up on completion of work  Manual tasks  Exposure to dust -  Hazardous chemicals  Biological -	Inhalation of dust - respiratory problems.  Eye and skin irritations / allergies  Personal injuries - cuts and abrasions.  .		✓			✓		3	Place all associated building waste and rubbish in the designated waste area / skip bin  Leave site / work area in a clean and tidy condition  Remove any temporary barricades if no longer required	Contractor / all 'workers'	

I / We have consulted with Cape Cod Australia Pty. Limited and have mutually agreed on the above procedures. This risk assessment provides details on how I / we will manage my / our work on this Cape Cod Australia Pty. Limited work site.

Company  
Name:

Signed by:



Signed by:

(Contractor PCBU)

ABN:

Address:

Phone:

Email:

for and on behalf of:

Cape Cod Australia Pty. Ltd.

ABN: 54 000 605 407

Builder's Licence No. 5519