


SAFE WORK METHOD STATEMENT

Page 1 of 6

Company [PCBU]:	Mark Bartley Roofing	Project Name/No:	All Jobs
Work Activity / Task:	SCAFFOLDER - ERECTION	Principal Contractor:	Cape Cod Australia Pty Ltd
Prepared by:	Mark 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"> Slips, trips, falls and accessibility. UV / weather exposure. 	<ul style="list-style-type: none"> Site specific induction. All "workers" to read the General Construction Safety Plan signage and Risk Assessment form before entering site. Tool box talk to highlight any WHS concerns relative to the site. Ensure that the site and work place access is unobstructed. Ensure all weather access to work areas. Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses, and fluids and reduce exposure where possible. Storage of materials /plant in designated areas. Provide and maintain barricades to all materials stored on footpath and on site. Regular site clean ups. 	Cape Cod Mark Bartley Mark Bartley Cape Cod Mark Bartley Mark Bartley Mark Bartley Cape Cod Cape Cod
2	Unloading tools, ladders and scaffold components	<ul style="list-style-type: none"> Manual handling injuries. Slips, trips and falls. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Team lifting and carrying. Training of "workers" in correct lifting and carrying methods. Unload and move the tools, ladders and scaffold components to a designated area to keep footpath / work place access clear. 	Mark Bartley Mark Bartley Mark Bartley

Reviewed by:

Gary Klomp

Principal Contractor's Representative

Construction Manager

Position

Signature

17/10/2014

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"> Manual handling injuries. Slips, trips and falls. Falls from height. Uneven site. UV / weather exposure. Proximity of other "workers". Public access. 	<ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a Risk Assessment before commencing. 	Mark Bartley
			<ul style="list-style-type: none"> Set up in a clear area and maintain a clear travel path. 	Mark Bartley
			<ul style="list-style-type: none"> Identify the location of the electrical, sewer and stormwater services. 	Cape Cod
			<ul style="list-style-type: none"> Identify that the electrical service has been isolated or safely recommissioned before commencing work. 	Cape Cod
			<ul style="list-style-type: none"> All scaffolding is to be erected by WorkCover NSW certified Scaffolders. 	Cape Cod
			<ul style="list-style-type: none"> Training of "workers" in the setting up of ladders, electrical equipment and use of safety harnesses. 	Mark Bartley
			<ul style="list-style-type: none"> Ensure the proper use of all safety guards and systems provided. 	Mark Bartley
			<ul style="list-style-type: none"> Ensure that all power tools and electrical leads have current tagging. 	Mark Bartley
			<ul style="list-style-type: none"> Ensure that power tools are attached to a residual current device [RCD]. 	Mark Bartley
			<ul style="list-style-type: none"> Provide "Restricted Access" warning signage. 	Mark Bartley
			<ul style="list-style-type: none"> Establish a "No access area" to work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. 	Mark Bartley
4	Erection of scaffold to 2.0m.	<ul style="list-style-type: none"> Slips, trips, falls and accessibility. Fall from heights. Manual handling 	<ul style="list-style-type: none"> Assess the site conditions and conduct a Risk Assessment before commencing. 	Mark Bartley
	Passing		<ul style="list-style-type: none"> Identify the location of the 	

Reviewed by:

Gary Klomp

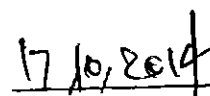
Principal Contractor's Representative



Signature

Construction Manager

Position



Date

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"> • Sprains and strains. • Cuts and abrasions. • Electrocution. • Exposure to noise. • Exposure to dust. • UV / weather exposure. • Proximity of other "workers". • Public access. 	electrical, sewer and stormwater services. <ul style="list-style-type: none"> • 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. • Provide "Restricted Access" warning signage. • Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. • Training of "workers" in correct lifting and carrying methods. • Ensure correct lifting and carrying techniques are used at all times. • Rotate "workers" and vary tasks performed. • Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. • Training of "workers" in the safe use of power tools and equipment. • Ensure that all power tools have working safety guards. • Storage of surplus scaffold components in designated areas so not to endanger the public or other "workers". • Maintain a clean and tidy work area. • Clearly display "Scaffold incomplete" sign to incomplete scaffold at all times prior to sign off of the 	Cape Cod Cape Cod Cape Cod Mark Bartley Mark Bartley Mark Bartley Mark Bartley Mark Bartley Mark Bartley Cape Cod Cape Cod Cape Cod

Reviewed by:

Gary Klomp

Principal Contractor's Representative

Signature

Construction Manager

Position

17/09/2014

Date

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	<ul style="list-style-type: none"> • Slips, trips, falls and accessibility. • Fall from heights. 	<ul style="list-style-type: none"> • Assess the site conditions and conduct a Risk Assessment before commencing. 	Mark Bartley
	Work from two [2] plank width working platform	<ul style="list-style-type: none"> • Manual handling injuries. • Sprains and strains. • Cuts and abrasions. • Electrocution. • Exposure to noise. • Exposure to dust. • UV / weather exposure. • Proximity of other "workers". • Public access. 	<ul style="list-style-type: none"> • 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. • Provide "Restricted Access" warning signage. • Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. • Training of "workers" in correct lifting and carrying methods. • Ensure correct lifting and carrying techniques are used at all times. • Rotate "workers" and vary tasks performed. • Training of "workers" in the setting up of ladders and use of safety harnesses. • Ensure workers have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. • Training of "workers" in the safe use of power tools and equipment. • Ensure that all power tools have working safety guards. • Storage of surplus scaffold components in designated areas so not to endanger the public or 	Mark Bartley Cape Cod Mark Bartley Mark Bartley Mark Bartley Mark Bartley Mark Bartley Cape Cod

Reviewed by:

Gary Klomp

Principal Contractor's Representative

Construction Manager

Position

Signature

17/10/2014

Date

SAFE WORK METHOD STATEMENT [cont.]

Page 5 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			other "workers" • Maintain a clean 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 by ladder, balcony deck internal stair or ladder.	• Slips, trips, falls and accessibility. • Fall from heights • Manual handling injuries. • Sprains and strains. • Cuts and abrasions. • Electrocution. • Exposure to noise. • Exposure to dust • UV / weather exposure. • Proximity of other "workers". • Public access.	• Assess the site conditions and conduct a Risk Assessment before commencing. • 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. • Provide "Restricted Access" warning signage. • Establish a "No access area" below overhead work areas by barricading to prevent access to the area of work. Provide a spotter where necessary. • Training of "workers" in correct lifting and carrying methods. • Ensure correct lifting and carrying techniques are used at all times. • Rotate "workers" and vary tasks performed. • Ensure "workers" have safety glasses, noise and dust protection, appropriate protective footwear, hard hat and gloves. • Training of "workers" in the safe use of power tools and equipment. • Ensure that all power tools have working safety guards. • Storage of surplus scaffold	Mark Bartley Mark Bartley Cape Cod Cape Cod Mark Bartley Mark Bartley Mark Bartley Mark Bartley Mark Bartley Cape Cod

Reviewed by:

Gary Klomp

Principal Contractor's Representative

Construction Manager

Position

Signature

Date

17/10/2014

SAFE WORK METHOD STATEMENT [cont.]

Page 6 of 6

Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			components in designated areas so not to endanger the public or "workers". <ul style="list-style-type: none">• Maintain a clean 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
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• Place all rubbish/ debris in designated waste storage area• Leave site/ work area in a clean and tidy condition	Cape Cod Mark Bartley Mark Bartley

Reviewed by:

Gary Klomp

Principal Contractor's Representative


SignatureConstruction Manager

Position

17/10/2014
Date