

Quality Stairs at a Budget

SITE SPECIFIC INDUCTION FOR STAIRCASE & BALUSTRADE INSTALLATION.

The following proforma outlines the common health & safety issues that need to be managed on site.
 Individual job sheets may also identify additional hazards.

1. **Self Supervision.** As qualified, licensed tradesperson experienced in installing stairs on a great variety of sites you are expected to work under self supervision. You must not only perform your work in a good tradesperson manner, but must pay specific attention to all Occupational Health & Safety issues.
2. **Control of the Site.** Every person on site has a responsibility to ensure the health and safety of themselves and others. Each contractor has the obligation to ensure the health and safety of their activities is managed in accordance with the Work Health and Safety Act 2011
3. **Tidiness.** Ensure work progresses in a tidy manner, work areas are kept clear of excessive rubbish and work areas are left in a clean and tidy condition.
4. **Material Handling and Storage.** Indicate where materials are to be delivered and stored (signs may be erected if appropriate), taking into account where materials will be used and the order in which they will be used. Ensure materials and equipment are stored on site in a manner that will not cause injury or illness to persons.
5. **Scaffolding.** Ensure the scaffolds in use are erected to manufacturer's specification. In particular, ensuring that the scaffolds comply with relevant parts of the Australian Standard for Scaffolding AS1576.
6. **Electrical Supply.** Ensure electrical supply complies with the relevant safety standards. Ensure electricity supply for use on site is protected by residual current device (trip tested monthly) installed into the power source. Ensure leads are checked & tagged.
7. **Stability of Structure During Construction.** Ensure that the structure remains stable during the construction process. Destabilisation may be caused by weather, wind, subsidence, construction loads, live loads and the premature removal of temporary bracing or temporary propping.
8. **Protrusions.** Ensure any protrusions created are removed, bent over or guarded to eliminate or reduce risk of injury where they present a hazard. Protrusions include protruding mails, tie-down bolts, reinforcing rods and mesh, bars, steel, copper and plastic tubing, metal flashing, post tensioning cables etc.
9. **Plant, Cranes and Machines.** Only licensed personnel operate or use specified plant and equipment. Other plant and equipment can only be used or operated by a competent person. In all cases ensure safety instructions provided by the manufacturer are followed.
10. **Hazardous Substances.** When using hazardous substances or chemicals, follow the precautions outlined by the manufacturer. This information can be found on Material Safety Data Sheets (MSDS's), which must be provided by the supplier or manufacturer or a hazardous substance on the purchaser's request.
11. **Warning Signs.** Warning signs must be erected and maintained to indicate hazardous areas. Warning signs may be required for some hazardous situations.
12. **Ultra Violet Light.** People working on the site should wear adequate clothing, or use other protection to protect them from the effects of working in the sun.
13. **Drinking Water.** Where reticulated water is available near the project, it will be made accessible for workers and trade contractors to use. Otherwise portable water should be taken to site.
14. **First Aid.** All contractors should have a first aid kit available for themselves and their employees.
15. **The Public and Construction Work.** Consider the health and safety of the public by taking necessary steps to ensure activity on site does not cause members of the public any illness or injury. When building in a built up area near occupied homes, schools, shops or playgrounds, ensure the public (particularly children) cannot enter any part of the site where exposure to injury or illness exists.
16. **Accidents and Emergencies.** In the event of a serious accident or emergency, call emergency services on 000. As soon as possible afterwards call Budget Stairs P/L on 9774-2066.
17. **Work Method Statements.** Contractors must complete and follow safe work method statements for the work they are contracted to carry out.
18. **Contractors' Employees and Subcontractors.** Site specific information outlined in this document must be passed on to all contractors' employees and subcontractors before commencing work on site.

POSSIBLE HAZARDS.

- Site may be deemed too hazardous to enter.
- Access & egress may be impaired by rubbish or materials.
- Site may be too wet & slippery, causing injury from falls or electrocution.
- Manual handling, lifting heavy weights.
- Twisting, pushing, lifting & carrying.
- Hazardous substances, explosives, dusts.
- Possible risk of falling objects.
- Working at heights, risk of falling.
- Risk of cutting body parts with power tools.
- Trip hazard due to poorly controlled site.

SAFETY CONTROLS.

- MSD.
- Warning signs.
- Personal protective equipment.
- Fellow workers/public safety provisions.
- Storage of materials & equipment.
- Housekeeping.
- Supervision.
- Risk assessment.

PERSONAL QUALIFICATIONS AND EXPERIENCE.

- OH & S Green Card as issued by Workcover.
- Trade Certificate.
- Trade Licences.
- Supervised training on installation of stairs.
- Site specific induction for staircase & balustrade installation.

PLANT & EQUIPMENT.

- | | | |
|---------------|------------|--------------------|
| * Power leads | * Ladder | * Hand tools |
| * Power saw | * Trestles | * Safety equipment |
| * Drop saw | * Grinders | * Drills |
| * Nail gun | * Planer | * Router |

MAINTENANCE CHECKS.

All plant & equipment will be visually checked prior to use, and all electrical equipment will be tested & tagged as required.

PERSONAL DUTIES AND RESPONSIBILITIES.

Supervisor will be the Budget Stairs P/L representative on site. This Supervisor will be responsible for the health & safety of themselves and will endeavour to ensure the health & safety of other trades entering the Budget Stairs P/L work area.

CODES OF PRACTICES.

None identifying.

ENGINEERING DETAILS/CERTIFICATE/WORKCOVER APPROVALS.

All work carried out as per Budget Stairs P/L worksheets/orders, with all certificates, details & approvals being the responsibility of the client.

INSTRUCTIONS FOR SAFE WORK METHODS GIVEN TO REPRESENTATIVES.

All representatives receive a site safety briefing prior to commencement of work. This induction includes instruction on the correct use of plant and the use and maintenance of all person protective equipment.

RECORD OF INDUCTION.

A record of the induction training shall be kept by Budget Stairs P/L.

Client Name: CAPE GO AUSTRALIA

Name of person to sign: GARY KLOMP

Date: 21/1/2014

Signature: [Signature]

Signature on behalf of Budget Stairs Pty Ltd: [Signature] WHEWICK HARRIS.

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WORK METHOD STATEMENT.

DESCRIPTION OF WORK.

For the supply & install of timber stairs & balustrades.

SITE.

This Statement will cover all sites.

PROCEDURE.

1. The installer will carry materials onto the site using a set path that he determines will minimise risk to himself or fellow workmen.
2. Correct kinetic lifting techniques will be in practise and all manual handling shall not exceed that which is reasonable with regard to the capabilities of the individual and the access route. The client will as directed by the installer clear any obstacles directed to him to allow safe access & egress.
3. All materials once onto the site will be stacked to allow the installer space to access those materials without causing any injury to himself or others on site.
4. To ensure the safety of workers and site safety all stairwells will be deemed Budget Stairs P/L work area and all other trades shall be denied access whilst installation is in progress. The client shall be responsible for alternative access if required by other trades people.
5. Installers will carry out a risk assessment on site and inform client of any concerns. These concerns will also be reported to Budget Stairs P/L head office. Installers will also use PPE's as determined necessary.
6. All building waste & debris shall be placed in skip bins where provided and work areas kept clear of waste & debris.
7. All power tools shall be used in accordance with manufacturer's instructions only. All electrical equipment shall conform to site electrical safety standards and be approved by Workcover.
8. Stairs will be assembled in stairwell with the installer following standard construction practices, starting with the assembly of the top flight. This will be lifted into position to enable the rest of the stair to be assembled in the well.
9. The client will inform the installer of any services concealed in the walls and floors, and the installer will ensure care is taken when fixing the stairs around these services.
10. All ladders/fixed platforms used on site will be used in accordance with all relevant codes & practices and will be used as per manufacturers instructions.
11. Fitting of rails, posts & balustrade will take place after the installation of the flight of stairs with the installer taking every effort to ensure his safety around the open stairwell whilst installation is in progress.
12. It will be the client's responsibility to control the site in regards to open stairwells and it is the client's responsibility to ensure stairwells are correctly fenced off or closed off if stairs are not completed at days end.
13. On completion of installation, installers will ensure site is left safe for fellow workers, ensuring there are no obstructions that may impede safe movement around site.

PROCEDURES IN STEPS.

- Assess site of risks.
- Carry materials onto site.
- Establish work area.
- Assemble top flight on floor.
- Assemble rest of stair in situ.
- Fit & fix all posts onto stairs and well.
- Fit rails & base plates including wall rails.
- Infill balustrade with balusters.
- Install nosings & beading trims.
- Fit & install cupboards & linings.
- Clean up and leave work area safe.

This Site Specific Induction has identified general health and safety issues relevant to:

Budget Stairs P/L staircase installation sites.

These issues will be reviewed from time to time.

In addition to this, you are expected to know and comply with the regulatory requirements relating to the work you carry out.

The following Codes of Practice are relevant to the building industry and you should also be familiar with the codes relating to your work, as marked **.

CODES OF PRACTICE (building industry)

Amenities
Asbestos
Construction and Testing of Concrete Pumps
Cutting and Drilling Concrete

3.

- ** Electrical Practices for Construction Work
- Facade Retention
- Formwork
- Hazardous Substances
- ** Induction Training
- ** Manual Handling
- ** Material Safety Data Sheets
- Mono-strand Post Tensioning of Concrete
- ** Noise
- Overhead Protective Structures
- Pumping Concrete
- Safe Work on Roofs – Part 1 commercial and industrial buildings
- Safe Work on Roofs – Part 2 residential buildings
- Safe use of Pesticides
- Safety Line Systems

You must familiarize yourself, your employees and any subcontractors with the information provided here in the interests of health and safety. Check for additional health and safety hazards. Please sign below to confirm your understanding of the information and return to Budget Stairs P/L.

CAPE COD AUSTRALIA

Name of Client

Signature On Behalf of Client

Date

21/1/2014

Signature On Behalf of Budget Stairs P/L

Date

20-12-13