














# SAFE WORK METHOD STATEMENT

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Company Name:	RJC	Project Name/No:	All Jobs
Work Activity / Task:	DEMOLITION - MANUAL	Principal Contractor:	Cape Cod Australia Pty. Ltd.
Prepared by:	Ralph Catto	Date:	21/9/2014
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"> <li>Slips, trips, falls and accessibility.</li> <li>UV light / weather exposure.</li> </ul>	<ul style="list-style-type: none"> <li>Site specific induction.</li> <li>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.</li> <li>Tool box talk to highlight any WHS concerns relative to the site.</li> <li>Ensure that site and work place access is unobstructed.</li> <li>Ensure all weather access to work areas.</li> <li>Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible.</li> <li>Provision of designated waste areas.</li> <li>Storage of materials in designated areas.</li> <li>Regular site clean ups.</li> </ul>	Contractor  Contractor  Contractor  Contractor  Cape Cod  Contractor  Cape Cod  Contractor  Contractor 
2	Unloading plant, equipment and tools	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Team lifting and carrying.</li> <li>Training of "workers" in correct lifting and carrying methods.</li> <li>Unload and move the equipment to designated area to keep footpath / work place access clear.</li> </ul>	Contractor  Contractor  Contractor 

Reviewed by: Gary Klomp  
On behalf of Cape Cod

Construction Manager  
Position

Signature

  
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# SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
3	Setting up equipment	<ul style="list-style-type: none"> <li>Manual task injuries</li> <li>Slips, trips and falls.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Set up in a clear area and maintain a clear travel path.</li> <li>Training of "workers" in setting up of electrical leads and power tools and pneumatic tools.</li> <li>Ensure proper use of all safety guards provided.</li> <li>Ensure that all power tools and electrical leads have current tagging.</li> <li>Ensure that all power tools are attached to a residual current device [RCD].</li> </ul>	Contractor C Contractor C Contractor C Contractor C Contractor C
4	Stripping of external cladding	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility</li> <li>UV light / weather exposure</li> <li>Electrocution</li> <li>Hazardous materials</li> <li>Exposure to dust</li> <li>Exposure to noise</li> <li>Manual task injuries</li> <li>Cuts and abrasions.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Assess the site conditions and conduct a <i>Site Specific Risk Assessment</i> 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 installation work.</li> <li>Provide "Demolition in Progress" and "Restricted Access" warning signage.</li> <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> <li>Identify any products or materials that <i>may</i> contain asbestos [ACM].</li> <li>Ensure that the scaffolding is safe and erected by a qualified Scaffolder before commencing.</li> <li>Ensure that the scaffolding and edge protection is in place before commencing.</li> <li>Correct use of ladder.</li> </ul>	Contractor B Contractor B Contractor B Contractor C Contractor B Contractor B Contractor B/C Contractor C

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On behalf of Cape Cod

Construction Manager  
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# SAFE WORK METHOD METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> <li>Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats.</li> <li>Training of "workers" in the safe use of hand tools and power tools.</li> <li>Systematic safe removal of materials.</li> <li>Team lifting and carrying.</li> <li>Storage of materials in designated waste areas</li> <li>Regular site clean ups.</li> <li>Ensure materials are not stored on roof surface or scaffold.</li> </ul>	Contractor C Contractor C Contractor C Contractor C Contractor C Contractor B Contractor C
5	Demolishing of ground floor by hand	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>UV light / weather exposure.</li> <li>Hazardous materials.</li> <li>Identification of services.</li> <li>Electrocution.</li> <li>Gas explosions.</li> <li>Falling objects.</li> <li>Exposure to dust.</li> <li>Exposure to noise.</li> <li>Manual task injuries</li> <li>Heavy lifting.</li> <li>Cuts and abrasions.</li> <li>Proximity of other "workers".</li> <li>Public access.</li> </ul>	<ul style="list-style-type: none"> <li>Assess the site conditions and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>Identify any products or materials that <i>may</i> contain asbestos [ACM].</li> <li>Identify services and make sure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing.</li> <li>Use Licensed Electrician and Plumber to isolate, disconnect and relocate existing services.</li> <li>Provide "Demolition in Progress" and "Restricted Access" warning signage.</li> <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> <li>Monitor air quality.</li> </ul>	Contractor B Contractor B Contractor B Contractor B Contractor B Contractor C Contractor C

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# SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> <li>Ensure that all exposed openings and voids in the floor are guard railed or covered.</li> <li>Use appropriate PPE – safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves, and hard hats.</li> <li>Training of “workers” in the safe use of pneumatic and electrical power tools.</li> <li>Systematic safe removal of materials.</li> <li>Team lifting and carrying.</li> <li>Provide shade cloth around work area and wet down dust as required to prevent wind borne dust.</li> <li>Storage of materials in designated waste areas</li> <li>Regular site clean ups.</li> <li>Ensure all exposed nails are removed.</li> </ul>	Contractor C Contractor C Contractor C Contractor C Contractor C Contractor C Contractor C Contractor B Contractor C
6	Demolishing brickwork by hand	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>Hazardous materials.</li> <li>Identification of services.</li> <li>Electrocution.</li> <li>Gas explosions.</li> <li>Falling objects.</li> <li>Exposure to dust.</li> <li>Exposure to noise.</li> <li>Manual task injuries</li> <li>Heavy lifting.</li> <li>Cuts and abrasions.</li> <li>Proximity of other trades.</li> </ul>	<ul style="list-style-type: none"> <li>Assess the site conditions and conduct a Risk Assessment before commencing.</li> <li>Provide “Demolition in Progress” and “Restricted Access” warning signage.</li> <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> <li>Identify any products or materials that <i>may</i> contain asbestos [ACM].</li> <li>Identify services and ensure all electrical, gas, water and sewerage services have been</li> </ul>	Contractor B Cape Cod B Contractor C Cape Cod & Contractor B/C Cape Cod & Contractor B/C

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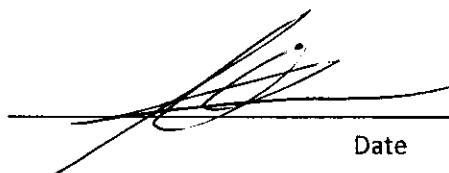
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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			<ul style="list-style-type: none"> <li>isolated or safely relocated before commencing.</li> <li>Use Licensed Electrician and Plumber to isolate, disconnect and relate existing services.</li> <li>Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves, and hard hats.</li> <li>Training of "workers" in safe use of pneumatic and electrical power tools.</li> <li>Systematic safe removal of materials.</li> <li>Team lifting and carrying.</li> <li>To upper floor areas provide a chute for materials into designated waste area as required. Provide a spotter where necessary.</li> <li>Monitor air quality. Provide shade cloth around work area and wet down dust as required to prevent wind borne dust.</li> <li>Storage of materials in designated waste areas</li> <li>Regular site clean ups.</li> </ul>	Cape Cod <b>B</b> Contractor <b>C</b> Contractor <b>C</b> Contractor <b>C</b> Contractor <b>C</b> Cape Cod <b>B</b> Cape Cod & Contractor <b>C</b> Contractor <b>C</b> Cape Cod <b>B</b>
7	Stripping of existing roof frame and covering	<ul style="list-style-type: none"> <li>Slips, trips, falls and accessibility.</li> <li>UV light / weather exposure.</li> <li>Fall from height.</li> <li>Hazardous materials.</li> <li>Identification of services.</li> <li>Electrocution.</li> <li>Gas explosions.</li> <li>Falling objects.</li> </ul>	<ul style="list-style-type: none"> <li>Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing.</li> <li>Identify any products or materials that <i>may</i> contain asbestos.</li> <li>Identify services and ensure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing.</li> </ul>	Contractor <b>B</b> Cape Cod & Contractor <b>B</b> Cape Cod & Contractor <b>B</b>

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# SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
		<ul style="list-style-type: none"> <li>Exposure to dust.</li> <li>Exposure to noise.</li> <li>Manual task injuries</li> <li>Heavy lifting.</li> <li>Cuts and abrasions.</li> <li>Proximity of other trades</li> </ul>	<ul style="list-style-type: none"> <li>Use Licensed Electrician and Plumber to isolate, disconnect and relate existing services.</li> <li>Training of "workers" in safe working at heights.</li> <li>Provide "Demolition in Progress" and "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>Ensure that the scaffolding and edge protection is in place before commencing.</li> <li>Correct use of ladder</li> <li>Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats.</li> <li>Training of "workers" in the safe use of hand tools and power tools.</li> <li>Systematic safe removal of materials.</li> <li>Team lifting and carrying.</li> <li>Provide a chute for materials into designated waste area as required. Provide a spotter where necessary.</li> <li>Provide shade cloth / mesh around work area and wet down dust as required to prevent wind borne dust.</li> <li>Storage of materials in designated waste areas</li> <li>Regular site clean ups.</li> <li>Ensure all roof tarps are tied</li> </ul>	<p>Cape Cod B</p> <p>Contractor C</p> <p>Cape Cod B</p> <p>Contractor C</p> <p>Contractor C</p> <p>Contractor C</p> <p>Contractor C</p> <p>Contractor C</p> <p>Contractor C</p> <p>Cape Cod B</p> <p>Cape Cod &amp; Contractor B/C</p> <p>Contractor C</p> <p>Cape Cod B</p> <p>Contractors C</p>

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# SAFE WORK METHOD STATEMENT [cont.]

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Item	Job Step	Potential Hazard	Controls	Responsible Person/s
			down and not weighted with tiles. • Ensure materials are not stored on the roof or scaffold.	<del>Cape Cod &amp;</del> Contractor C
8	Site clean up on completion of work	• Manual task injuries • Exposure to dust • Exposure to hazardous substances	• 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	Contractor C Contractor C Contractor C

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