

SAFE WORK METHOD STATEMENT

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| | | | |
|-----------------------|-----------------------------------|--|------------------------------|
| Company Name: | SCOTT BARTLES P/L | Project Name/No: | All Jobs |
| Work Activity / Task: | PLUMBER / DRAINER / GAS FITTER | Principal Contractor: | Cape Cod Australia Pty. Ltd. |
| Prepared by: | | Date: | 3-2-14 |
| Signature: | <i>Scott Bartles</i> | 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 light / weather exposure. | <ul style="list-style-type: none"> Site specific induction. 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. 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. Provision of designated waste areas. Storage of materials in designated areas. Provide and maintain barricades to | SCOTT BARTLES |

Reviewed by: Gary Klomp
On behalf of Cape Cod

Construction Manager
Position

Elatham as per ok
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17/2/14
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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"> all materials stored on footpath and on site. Regular site clean ups. | |
| 2 | Unloading plant, equipment and materials | <ul style="list-style-type: none"> Manual task 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 equipment to designated area to keep footpath / work place access clear. | Scott Barry |
| 3 | Setting up equipment | <ul style="list-style-type: none"> Manual task injuries Slips, trips and falls. Proximity of other "workers". Public access. | <ul style="list-style-type: none"> Set up in a clear area and maintain a clear travel path. Training of employees in setting up of electrical leads and power tools. Ensure the proper use of all safety guards provided. Ensure that all power tools and electrical leads have current tagging. Ensure that all power tools are attached to a residual current device [RCD]. | Scott Barry |
| 4 | Excavation for sewer and stormwater | <ul style="list-style-type: none"> Slips, trips, falls and accessibility. Manual task injuries Sprains and strains. Cuts and abrasions. Exposure to dust / fumes. Exposure to noise. Hazardous substances. Proximity of other "workers". Public access. | <ul style="list-style-type: none"> Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing. Observe safe working processes when working around minor excavations. Training of "workers" in correct lifting and excavation methods. Rotate "workers" and monitor air quality when connecting sewer at manholes [mains] and when working in confined spaces. Systematic safe removal and storage of excavation materials. Establish barricading to the excavations to prevent access to the area of work. Provide a 'spotter' where necessary. Provide "Restricted Access" warning signage to excavated trenches. | Scott Barry |

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|------|-----------------------|--|---|----------------------|
| | | | <ul style="list-style-type: none"> • Ensure that the excavation is adequately shored, supported, battered or benched. • Ensure plant / equipment used and excess spoil from the excavation is positioned outside the zone of influence. • Provide MSDS for hazardous chemicals - adhesives for Pvc pipes. • Training of "workers" in the safe handling and use of adhesives. • Ensure that adequate lighting and ventilation is available in confined spaces. • Backfill or cover the excavation immediately after plumbing and inspection is complete. • Ensure that "workers" have safety glasses, noise protection, dust / fume protection [disposable], protective footwear and gloves. • Use appropriate PPE - safety glasses, footwear, noise / hearing protection, dust / fume protection [disposable] and protective footwear. • Reduce frequency of manual excavation work. • Team lifting and carrying. • Regular work area clean ups. | |
| 5 | Access - ground floor | <ul style="list-style-type: none"> • Slips, trips, falls and accessibility • Hazardous materials • Identification of services • Electrocution. • Gas explosions. • Falling objects. • Exposure to dust / fumes. • Exposure to noise. • Manual task injuries | <ul style="list-style-type: none"> • Assess the site conditions and conduct a <i>Site Specific Risk Assessment</i> before commencing. • Identify any products or materials that may contain asbestos [ACM]. • Identify services and make sure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing. • Use Licensed Electrician to isolate, disconnect and relate existing services. • Use appropriate PPE when chasing | |

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|------|-------------------------------------|--|--|----------------------|
| | | <ul style="list-style-type: none"> • Sprains and strains. • Cuts and abrasions. • Proximity of other "workers". • Public access. | <ul style="list-style-type: none"> • in pipes to brickwork or timber – safety glasses, footwear, noise / hearing protection, dust protection [disposable], gloves and hard hats. • Training of "workers" in the safe use of power tools, gas welding and cutting equipment. • Ensure all gas cylinders and equipment is regularly check and maintained. • Ensure all power tools have working safety guards. • Provide MSDS for hazardous substances - adhesives for Pvc pipes. • Training of employees in the safe handling and use of adhesives. • Training of "workers" in correct lifting and carrying method. • Use team lifting and carrying when installing / building in spa or bath. • Ensure that openings / voids in wet area floors are covered. • Storage of materials in designated areas. • Regular work area clean ups. | |
| 6 | 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 | |

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| Item | Job Step | Potential Hazard | Controls | Responsible Person/s |
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| 6 | Upper floor level - access by ramp and scaffold or internal access | <ul style="list-style-type: none"> • Slips, trips, falls and accessibility • UV light / weather exposure • Fall from height • Manual task injuries • Exposure to dust / fumes • Exposure to noise • Proximity of other "workers". • Public access. | <ul style="list-style-type: none"> • Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing. • Ensure that the guard rails to the ramp are in place and that the surface of ramp is clean before commencing. • Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. • Ensure that all openings and voids in the floor platform are covered or protected by a guard rail. • Identify any products or materials in the existing roof void that may contain asbestos. • Identify services and make sure all electrical, gas, water and sewerage services have been isolated or safely relocated before commencing. • Use Licensed Electrician to isolate, disconnect and relate existing services. • Use appropriate PPE- safety glasses, footwear, noise / hearing protection, dust / fume protection [disposable] and gloves. • Ensure that "workers" have safety glasses, noise protection, dust / fume protection [disposable], protective footwear. • Training of "workers" in the safe use of power tools, gas | |

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|------|----------|------------------|---|----------------------|
| | | | <p>welding and cutting equipment.</p> <ul style="list-style-type: none"> • Ensure all gas cylinders and equipment are regularly check and maintained. • Ensure all power tools have working safety guards. • Provide MSDS for hazardous substances –adhesives for Pvc pipes. • Training of "workers" in the safe handling and use of adhesives. • Training of "workers" in correct lifting and carrying method. • Use team lifting and carrying when installing / building in spa or bath. • Ensure correct lifting and carrying techniques are used at all times. • Training of "workers" in the safe use of power tools. • Ensure that all power tools have working safety guards. • Check suitability of the access ladder for purpose before use. • Check the ladder for damage / defect before use. • Check that the ladder is stable and is secured at the base and top before use. • Storage of materials in designated areas • Maintain clean and tidy work area. | |

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SAFE WORK METHOD STATEMENT [cont.]

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| Item | Job Step | Potential Hazard | Controls | Responsible Person/s |
|------|--|--|--|----------------------|
| 7 | Roof mount solar water heater installation | <ul style="list-style-type: none"> • Slips, trips, falls and accessibility. • UV light / weather exposure. • Fall from height. • Manual task injuries • Proximity of other "workers". • Public access. | <ul style="list-style-type: none"> • Assess the site conditions including the weather and conduct a <i>Site Specific Risk Assessment</i> before commencing. • Ensure that the guard rails to the ramp are in place and that the surface of the ramp is clean before commencing. • Ensure that the perimeter protection is in place [scaffolding and edge protection] before commencing. • Ensure that the edge protection to the roof surface [roof rail] and level work platforms are in place before commencing work from roof surface • Training of "workers" in safe working at heights from roof surfaces. • Training of "workers" in correct lifting methods. • Team lifting and carrying • Ensure that correct lifting and carrying techniques are used at all times. • Wear appropriated PPE - hat, long sleeves, sun screen, sunglasses and fluids and reduce exposure where possible • Ensure that "workers" have safety glasses, noise protection, dust / fume protection [disposable], protective footwear and gloves. • Use of mechanical aids to lift | |

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|------|----------|------------------|--|----------------------|
| | | | <p>and place unit to roof surface.</p> <ul style="list-style-type: none">• Check suitability of the access ladder for purpose before use.• Check the ladder for damage / defect before use.• Check that the ladder is stable and is secured at the base and top before use.• Maintain a clean and tidy work area. | |

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