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| **Date:** |  | **New** | **** | **Revised** |  | **Page** |  |

**TRADE:**  **CEILING DUST / INSULATION REMOVAL**

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| --- | --- | --- | --- |
| **Client:** | **Hoyle** | **Job No:** | **7858/17** |
| **Address:** | **73 Blair Street, North Bondi** | **Supervisor:** |  |

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| **Key:** | “1” action now | “2” action ASAP | “3” action ASAP |

**Note 1:** Refer to the general Safety Plan and your Safe Work Method Statement prepared in accordance with WHS Regulation 2017 s309-315 Part 6.4

**Note 2:** Removal or disturbance of *materials that may contain* or be *contaminated by asbestos* [ACM] or [ACD] must meet the requirements of WHS Regulation 2017 - Chapter 8 s419-529

**Note 3:** All *manual tasks* are to comply with the requirements of WHS Regulation 2017 - 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 2017 - 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 -  Slips, trips, falls and accessibility -  Access ways not clearly defined | 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  All “*workers*” to register attendance via Cape Cod QR scanner before entering the site; to read the General Construction Safety Plan signage; and to read the Site Specific Risk Assessment.  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 -  Slips, trips, falls and accessibility -  Access ways not clearly defined | Slips, trips and falls. |  |  |  |  |  |  | 2 | Assess travel path and distance to work area  Ensure unobstructed access to work areas  Provide and maintain barricades to isolate material and to restrict to unauthorised / inadvertent access / entry access  Provide designated waste areas | Site Supervisor/  all ‘*workers’* |  |
| Manual tasks | Muscle strain -back injuries and cuts  Over exertion or repetitive movements |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the *‘workers’*  Use task specific trained ‘*workers’* and team lifting  Rotate *‘workers’* and vary tasks | Contractor / 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 *that may* contain asbestos cement [ACM] fibres, lead,  Hazardous chemicals - Biological - | Dust / fibre inhalation - respiratory problems  Skin and eye allergies/ irritations. |  |  |  |  |  |  | 2 | Appropriate procedures to contain dust.  Regularly monitor for airborne dust/ fibres  Use appropriate PPE -disposable dust protection. | Contractor / all ‘*workers’* |  |
| Location of services -  Electricity - insulation to old wiring frayed or brittle [conduit] or easily damaged - water pipe electrified  Gas service -  Hazardous chemical Biological | Electric shock or electrocution  Gas explosion  Inhalation and exposure to hazardous chemicals. |  |  |  |  |  |  | 3 | Isolate electrical service / wiring.  RCD installed on mains supply / portable generator  Isolate gas supply | Site Supervisor /  all *‘workers’* |  |
| Use of electrical powered plant and equipment -  Electricity -  Exposure to noise - | Electrical shock or electrocution  Hearing loss  Sight damage |  |  |  |  |  |  | 2 | RCD installed on mains supply / portable generator  Guards to plant and equipment fully operational  Isolate plant and equipment  Use of appropriate PPE. | Contractor/ all *‘workers’* |  |
| Working at height - [over 2.0m]  Inadequate fall prevention system / work platform  Old roofing material or skylight/s - brittle  Increased traffic on roof surface - walking in the middle of battens  Slips, trips, falls and accessibility  Gravity -overbalancing  Windy and or wet conditions | Fall from roof edge/ work platform/ through roof or roof framing  Fractures, bruises lacerations and personal injuries |  |  |  |  |  |  | 1 | Assess travel path and distance to work area  Ensure unobstructed access to work areas  Identify the risks and plan the task in consultation with the *‘workers’*  Provide guardrails and perimeter edge protection  Scaffold / work platform to outer perimeter.  Use task specific trained / experienced *‘workers’*.  SWMS | Site Supervisor  Contractor / all ‘*workers’* |  |
| Gain access to exposed ceiling - up ramp / scaffold    Slips, trips, falls and accessibility -  Manual tasks  Windy and or wet conditions | Slips, trips, falls and accessibility.  Muscle strain -back injuries  Fall through framing members. |  |  |  |  |  |  | 2 | Assess travel path and distance to work area  Ensure unobstructed access to work areas  Identify the risks and plan the task in consultation with the *‘workers’*  Guardrails to ramp are in place - ramp surface clean and dry.  Scaffold guardrail and work platform is complete - clean and dry  Complete work platform when working from exposed ceiling members.  Use task specific trained *‘workers’*.  SWMS | Contractor / all ‘*workers’* |  |
| Removal of loose fill insulation / ceiling dust *that may* be contaminated by lead from open roof space -  Slips, trips, falls and accessibility -  Gravity - overbalancing  Hazardous chemicals -  Biological - | Slips, trips, falls and accessibility.  Falls through ceiling frame  Fractures, bruises lacerations and personal injuries  Inhalation and exposure to dust / fibres - respiratory problems |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the *‘workers’*  Appropriate removal procedures to contain dust / fibres.  Regularly monitor for airborne dust/ fibres  Use task specific trained /experienced trades *‘workers’*.  Provide appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry to into the work area by *others*  Place removed material in heavy duty plastic bags.  Use moveable working platform to top of joists.  Adequate lighting and ventilation.  Vacuum residual dust / fibres from ceiling area  Use appropriate PPE  SWMS | Site Supervisor  Contractor / all ‘*workers’* |  |
| Removal of loose fill insulation *that may* contain or be contaminated by asbestos [ACM] or [ACD] from open roof space-  Hazardous chemicals -  Biological -  Electricity -  Slips, trips, falls and accessibility -  Ergonomic -  Exposure to extreme temperature | Slips, trips, falls and accessibility.  Falls through ceiling frame  Fractures, bruises lacerations and personal injuries  Inhalation and exposure to dust / fibres - respiratory problems |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the *‘workers’*  Appropriate removal procedures to contain dust / fibres.  Regularly monitor for airborne dust/ fibres  Use task specific trained /experienced trades *‘workers’*.  Provide appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry to into the work area by *others*  Place removed material in heavy duty plastic bags.  Use moveable working platform to top of joists.  Adequate lighting and ventilation.  Vacuum residual dust / fibres from ceiling area  Use appropriate PPE  SWMS | Site Supervisor  Contractor / all ‘*workers’* |  |
| Gain access to roof space  - step ladder  Slips, trips, falls and accessibility -  Gravity - overbalancing | Fall from ladder  Fractures, bruises lacerations and personal injuries |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the *‘workers’*  Assess travel path to work area  Ensure unobstructed access to work area.  Use trained ‘*workers’.*  Use suitable step ladder, correctly footed.  Ensure *‘workers’* face the ladder when climbing up and down.  Limit the use of ladders | Contractor / all ‘*workers’* |  |
| Work in confined  space to remove insulation *that may* contain or be contaminated by asbestos [ACM] or [ACD] -  Hazardous chemicals -  Biological -  Electricity -  Slips, trips, falls and accessibility -  Ergonomic -  Exposure to extreme temperature | Inhalation of dust / fibres - respiratory problems.  Eye and skin irritations / allergies  Fall through framing members.  Electric shock or electrocution  ‘*Worker’* trapped in confined space  Dehydration |  |  |  |  |  |  | 3 | Identify the risks and plan the task in consultation with the *‘workers’*  Appropriate removal procedures for insulation to contain [ACM or ACD] dust / fibres.  Regularly monitor for airborne dust/ fibres  Use moveable working platform in roof space.  Use task specific trained, experienced *‘workers’* and task rotate *‘workers’*.  Train *‘workers’* in safe working in confined roof spaces.  Regularly monitor ‘*workers’* within the roof space.  Adequate fluid intake.  Adequate lighting and ventilation.  Use of appropriate PPE. | Contractor / all ‘*workers’* |  |
| Work in confined  space to remove insulation / ceiling dust *that may* be contaminated by lead -  Hazardous chemicals -  Biological -  Electricity -  Slips, trips, falls and accessibility -  Ergonomic -  Exposure to extreme temperature | Inhalation of dust / fibres - respiratory problems.  Eye and skin irritations / allergies  Fall through framing members.  Electric shock or electrocution  ‘*Worker’* trapped in confined space  Dehydration |  |  |  |  |  |  | 3 | Identify the risks and plan the task in consultation with the *‘workers’*  Appropriate removal procedures for insulation to contain dust / fibres.  Regularly monitor for airborne dust/ fibres  Use moveable working platform in roof space.  Use task specific trained, experienced *‘workers’* and task rotate *‘workers’*.  Train *‘workers’* in safe working in confined roof spaces.  Regularly monitor ‘*workers’* within the roof space.  Adequate fluid intake.  Adequate lighting and ventilation.  Use of appropriate PPE. | Contractor / all ‘*workers’* |  |
| 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 sealed heavy duty plastic bags and all 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.

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| Company Name: |  |  | Signed by: |  |
|  |  |  | for and on behalf of: | Cape Cod Australia Pty. Limited |
| Signed by: |  |  |  | ABN: 54 000 605 407 |
|  | (Contractor PCBU) |  |  | Builder’s Licence No. 5519 |
| ABN: |  |  |  |  |
| Address: |  |  |  |  |
|  |  |  |  |  |
| Phone: |  |  |  |  |
| Email: |  |  |  |  |