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

**TRADE:** **VENTED SKYLIGHT INSTALLER**

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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:** Safe work procedures shall be implemented for the supply and use of a *hazardous chemical / substance/s* on site that complies with the *current material safety data sheet* recommendations and also complies with the requirements of WHS Regulation 2017 Chapter 3 - Part 3.2

**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 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 tasks in consultation with the *‘workers’*  Use task specific trained ‘*workers’* and team lifting.  Rotate *‘workers’* and vary tasks | Contractor / all ‘*workers’* |  |
| Exposure to noise  Plant / equipment | Hearing damage |  |  |  |  |  |  | 2 | Isolate plant and equipment Use appropriate PPE | 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’* |  |
| Carry materials/ components and tools up ramp / scaffold / roof surface -  Slips, trips, falls and accessibility -  Inadequate fall prevention system / work platform -  Windy and or wet conditions -  Slope of ramp -  Pitch of roof and roofing material -  Manual tasks | Slips, trips and falls from ramp / scaffold or roof surface  Muscle strain -back injuries and cuts |  |  |  |  |  |  | 2 | Identify the risks and plan the tasks in consultation with the *‘workers’*  Assess travel path and distance to work area  Ensure unobstructed access to work area.  Guardrails to ramp are in place - ramp surface clean and dry.  Scaffold guardrails and work platform is complete - clean and dry  Perimeter and edge protection / catch scaffold in place when accessing roof surface.  Use task specific trained ‘*workers’.*  Rotate *‘workers’* and vary tasks  Use safety harness when working from roof surface.  SWMS | Contractor / all ‘*workers’* |  |
| Working at height - from roof surface  Slips, trips, falls and accessibility -  Inadequate fall prevention system / work platform -  Pitch of roof and roofing material -  Gravity - overbalancing -  Windy and or wet conditions | Slips, trips and falls from scaffold or roof surface -  Fractures, bruises lacerations and personal injuries |  |  |  |  |  |  | 3 | Identify the risks and plan the tasks in consultation with the *‘workers’*  Assess travel path and distance to work area  Ensure unobstructed access to work area.  Scaffold guard rails and work platform is complete - clean and dry  Perimeter and edge protection / catch scaffold in place when working from roof surface.  Use task specific trained ‘*workers’* - train ‘*workers’* in safe working at heights.  Use safety harness when working from roof surface -use task specific trained *‘workers’*  Wear appropriate footwear. | Site Supervisor /  Contractor / all ‘*workers’* |  |
| Ladder access of work areas -  Slips, trips, falls and accessibility -  Gravity - overbalancing | Fall from ladder. |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the *‘workers’*  Assess travel path and distance to work area  Ensure unobstructed access to work area.  Use task specific trained *‘workers’*.  Use approved ladders.  Limit the use of ladders | Contractor / all ‘*workers’* |  |
| Use of electrical powered / battery operated tools -  Electricity -  Exposure to noise -  Exposure to dust -  Hazardous chemicals  Biological -  Plant / equipment | Electric shock or electrocution  Hearing loss  Inhalation of dust - respiratory problems.  Eye and skin irritations / allergies -  Sight damage |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the *‘workers’*  Protect power lead from damage - sharp edges / vehicular traffic  Guards to power tools fully operational.  Monitor for airborne dust/ fibres  Adequate ventilation and lighting  Use of appropriate PPE.  Use task specific trained ‘*workers’*. | Contractor / all ‘*workers’* |  |
| Use of flexible sealants -  Hazardous chemicals  Biological | Inhalation of fumes - respiratory problems.  Eye and skin irritations/ allergies |  |  |  |  |  | 3 |  | Identify the risks / hazards and plan the task in consultation with the *‘workers’*  Avoid contact with skin and eyes.  Monitor air quality for chemical vapours  Use task specific trained ‘*workers*’.  Use appropriate PPE. Provide SDS. | 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 all associated installation waste and 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: |  |  |  |  |