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

**TRADE:** **FIX OUT CARPENTER**

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| **Client:** | **Irvine & Brooks** | **Job No:** | **7869/17** |
| **Address:** | **72 Middle Street, Kingsford.** | **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’* |  |
| Exposure to dust/ chemical vapours  Hazardous chemical - Biological - | Dust and chemical vapour inhalation / skin and eye allergies/ irritations.  Respiratory problems |  |  |  |  |  |  | 2 | Identify the risks / hazards and plan the tasks in consultation with the *‘workers’*  Use appropriate PPE - disposable dust / chemical vapour protection. | Contractor / all ‘*workers’* |  |
| Exposure to lead based paints -  Hazardous chemicals - Biological | Dust inhalation - respiratory problems  Skin and eye allergies/ irritations. |  |  |  |  |  |  | 2 | Identify the risks and plan the tasks in consultation with the *‘workers’*  Apply appropriate procedures necessary to contain dust / flaking paint surfaces.  Use appropriate PPE -disposable contact / dust protection.  Regularly monitor for airborne dust | Contractor / all ‘*workers’* |  |
| Contact with o/head electrical services / point of attachment -  Power lines not isolated, covered or enclosed -  Working to close to electrical supply -Strong winds causing power lines to swing close to work area -  Wet conditions making ‘tiger tails’ ineffective | Electric shock or electrocution |  |  |  |  |  |  | 3 | Identify that the electrical service is isolated prior to work commencing.  Provide ‘tiger tails’ [insulation] - adequately boxed adjacent to scaffold - extended an appropriate distance past the boundary | Licensed Electrical Contractor or Approved person  Site Supervisor  Contractor / all ‘*workers’* |  |
| Carrying fix out materials, doors and tools to ground floor work area -  Slips, trips, falls and accessibility -  Access ways not clearly defined -  Manual tasks | Slips, trips and falls  Muscle strain -back injuries and cuts  Over exertion or repetitive movements |  |  |  |  |  |  | 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 areas.  Ensure openings and voids in floors are fully covered.  Use task specific trained *‘workers’*.  Rotate *‘workers’* and vary tasks. | Contractor / all ‘*workers’* |  |
| Carrying fix out materials, doors and tools up ramp or over roof and through window -  Slips, trips, falls and accessibility -  Inadequate fall prevention system -  Windy and or wet conditions -  Slope of ramp / pitch of roof - roofing material  Manual tasks | Slips, trips and falls from ramp or roof surface  Fractures, bruises lacerations and personal injuries  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 areas.  Guardrails to ramp are in place - ramp and roof surfaces clean and dry.  Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry.  Perimeter and edge protection / catch scaffold when access from roof surface.  Use task specific trained *‘workers’* and team lifting.  Rotate *‘workers’* and vary tasks.  SWMS | Contractor /  all ‘*workers’* |  |
| Carry vanity unit / laundry cabinet / bath to ground floor work area -  Slips, trips, falls and accessibility -  Access ways not clearly defined -  Manual tasks | Slips, trips and falls  Back injuries -strains and sprains |  |  |  |  |  |  | 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 areas.  Ensure openings and voids in floors are fully covered.  Use task specific trained and experienced *‘workers’* and team lifting | Contractor / all ‘*workers’* |  |
| Carrying vanity unit / bath up ramp / scaffold or up stairs -  Slips, trips, falls and accessibility -  Slope of ramp -  Windy and or wet conditions -  Manual tasks | Slips, trips, falls and accessibility.  Back injuries - strains and sprains |  |  |  |  |  |  | 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.  Guardrails to ramp are in place. Ramp surface clean and dry.  Guardrails and toe boards to scaffold are in place and work platform complete, clean and dry.  Use task specific trained *‘workers’* and team lifting. | Contractor  Contractor / all ‘*workers’* |  |
| Stairwell opening - roughed-in stair no guardrail -  Slips, trips, falls and accessibility -  Inadequate fall prevention system-  Gravity -overbalancing | Falls through open stairwell-  Fractures, bruises lacerations and personal injuries |  |  |  |  |  |  | 1 | Identify the risks / hazards and plan the task in consultation with the *‘workers’*  Prevent access to opening.  Provide guardrail / edge protection.  Cover stairwell with temporary sheeting. | Contractor/ all *‘workers’* |  |
| Carrying fix out  Materials and tools upstairs-  Slips, trips, falls and accessibility -  Manual tasks | Slips, trips and falls on stairs.  Back injuries- muscle strain / sprain |  |  |  |  |  |  | 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 areas.  Use task specific trained *‘workers’* and team lifting.  Rotate *‘workers’* and vary tasks.  SWMS | Contractor/ all *‘workers’* |  |
| Working at height - from roof surface to install skylight assemblies -  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’* in safe working at heights.  Use safety harness when working from roof surface -use task specific trained *‘workers’*  Wear appropriate footwear. | Contractor/ all *‘workers’* |  |
| Work from ladder -  to install skylight assembly -  Slips, trips, falls and accessibility -  Inadequate work platform -  Gravity - overbalancing | Fall from ladder |  |  |  |  |  |  | 3 | Identify the risks and plan the task in consultation with the *‘workers’*  Use scaffold as working platform.  Ensure ladders are at  4:1 slope.  Secure ladder at base and top.  Ensure *‘workers’* face the ladder when climbing up and down ladder.  Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry into the work area by *others*  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 -  Equipment | Electrical 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’*  RCD installed on mains supply / portable generator  Protect power lead from damage - power saw blade / sharp edges / vehicular traffic  Use stands and hooks for leads in trafficable areas  Guards to plant and equipment fully operational.  Adequate ventilation and lighting  Monitor for airborne dust/ fibres  Use task specific trained *‘workers’*.  Use of appropriate PPE. | Contractor/ all *‘workers’* |  |
| Use of pneumatic operated tools  and equipment -  Compressed air -  Exposure to noise -  Exposure to dust -  Hazardous chemicals  Biological -  Plant / equipment | Impact injury from projectiles  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’*  Provide and maintain appropriate warning signage and barricades to isolate and to restrict unauthorised / inadvertent access / entry into the work area by *others*  Ensure unobstructed access work areas  Regularly monitor that air hoses are securely engaged and not damaged  Guards to tools fully operational  Protect air line from damage - power saw blade / sharp edges / vehicular traffic  Use of appropriate PPE.  Use task specific trained ‘*workers’*. | Contractor / all ‘*workers’* |  |
| Use of gap filling flexible fillers/ 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’* |  |
| Working with chemically treated timber, pine or medium density fibre-board [MDF]-  Exposure to dust -  Hazardous chemicals -  Biological | Inhalation of dust - respiratory problems.  Eye and skin irritations / allergies -  Sight damage |  |  |  |  |  |  | 2 | Identify the risks / hazards and plan the task in consultation with the *‘workers’*  Train *‘workers’* in the safe handling and cutting of hazardous materials.  Adequate ventilation and lighting  Monitor for airborne dust/ fibres  Use of appropriate PPE  Provide SDS for product. | 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 building waste and rubbish in the designated waste area / skip bin  Leave site / work areas 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: |  |  |  |  |