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

**TRADE:** **INTERNAL LINING / CORNICE FIXER**

|  |  |  |  |
| --- | --- | --- | --- |
| **Client:** | **BIRO** | **Job No:** | **7840/17** |
| **Address:** | **3 Nabiac Place, Westleigh** | **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 | Assess travel path and distance to work area  Use mechanical assistance to lift where practicable - provide training in the use of the equipment  Identify the risks and plan the tasks in consultation with the *‘workers’*  Ensure one [1] person is appointed to plan and take charge of the task  Plan the task in stages - e.g. ensure grip is secure on sheets; lift to waist height; place support under load; team ‘workers’ to re-group then lift sheet to carrying position or into position  Use task specific trained *‘workers’* and team lifting - rotate *‘workers’* and vary tasks.  Ensure enough space is available to safely manoeuvre the sheet    Where possible, use *‘workers’* of a similar height and capability to carry or position the sheets  Provide additional team *‘workers’* to assist that are proportional to the weight and difficulty of the task  Ensure load is shared evenly    Ensure team *‘workers’* know their responsibility during the lift  On sloping work surfaces ensure safe footing is provided. | 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 | Use appropriate PPE - disposable dust / chemical vapour protection. | 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’* |  |
| Use of electrical / battery powered tools and equipment -  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 - sharp edges / vehicular traffic  Use stands and hooks for leads in trafficable areas  Guards to plant and equipment fully operational.  Adequate ventilation and lighting  Use task specific trained *‘workers’*.  Use of appropriate PPE. | Contractor/ all *‘workers’* |  |
| Carrying plasterboard sheet, wet area board  and cornices up ramp or over roof and through window -  Slips, trips, falls and accessibility -  Slope of ramp -  Pitch of roof and roofing material -  Windy and or wet conditions -  Gravity - overbalancing  Manual tasks | Slips, trips and falls from ramp / or roof surface  Muscle strain -back injuries |  |  |  |  |  |  | 2 | Identify the risks and plan the tasks in consultation with the *‘workers’*  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.  Cut sheet to size at ground level.  Place sheets on upper floor prior to all external cladding being fixed.  SWMS | Contractor / all ‘*workers’* |  |
| Fixing  plasterboard  sheets and cornices to ceiling/ stairwell -  Slips, trips, falls and accessibility -  Inadequate work platform -  Gravity - overbalancing  Manual tasks | Slips, trips and falls from scaffold or work platform  Fractures, bruises lacerations and personal injuries  Back injuries - muscular strains |  |  |  |  |  |  | 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.  Use of mechanical assistance where practicable  Use task specific trained ‘*workers’* and team lifting.  Rotate *‘workers’* and vary tasks.  Use of scaffold over stairwell or high ceilings  SWMS | Contractor / all ‘*workers’* |  |
| Open stairwell - fixing and finishing plasterboard and cornices -  Slips, trips, falls and accessibility -  Inadequate work platform -  Gravity - overbalancing  Manual tasks | Slips, trips and falls from scaffold or work platform  Fractures, bruises lacerations and personal injuries  Back injuries - muscular strains |  |  |  |  |  |  | 1 | Identify the risks / hazards and plan the tasks 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*  Provide guardrail / edge protection to stairwell.  Cover stairwell with temporary sheeting [work platform]. | Site Supervisor  Contractor / all ‘*workers’* |  |
| Work in confined  space - attic storage area / under staircase -  Slips, trips, falls and accessibility -  Gravity - overbalancing  Ergonomic -  Extreme temperatures | Accessibility  Fall through framing members  *‘Worker’* trapped in confined space  Dehydration |  |  |  |  |  |  | 3 | Identify the risks and plan the task in consultation with the *‘workers’*  Use task specific trained, experienced *‘workers’* in confined roof spaces  Regularly monitor the condition of the *‘workers’* within the space and rotate *‘workers’*.  Adequate fluid intake  Adequate ventilation and lighting.  Use of appropriate PPE. | Contractor / all ‘*workers’* |  |
| Use of adhesive to fix internal linings -  Hazardous chemicals -  Biological | Inhalation of fumes - respiratory problems.  Eye and skin irritations / allergies - sight damage |  |  |  |  |  |  | 3 | Identify the risks /hazards and plan the task in consultation with the *‘workers’*  Use task specific trained and experienced *‘workers’*  Regularly monitor air quality for chemical vapours  Provide adequate ventilation  Use appropriate PPE  Make SDS available | Contractor / all ‘*workers’* |  |
| Sanding joints to  plasterboard -  Exposure to dust -  Hazardous chemicals -  Biological | Dust inhalation - respiratory problems.  Eye irritations. |  |  |  |  |  |  | 2 | Identify the risks and plan the task in consultation with the *‘workers’*  Use of power sander with vacuum attached.  RCD installed on mains supply / portable generator  Guards to equipment fully operational.  Adequate ventilation and lighting  Use task specific trained *‘workers’* in the safe use of sanding machine.  Use appropriate PPE. | Contractor / all ‘*workers’* |  |
| Clean up of work area after fixing internal linings -  Slips, trips, falls and accessibility -  Struck by falling objects -  Hazardous chemicals -  Biological -  Manual tasks | Slips, trips and falls  Struck by falling off- cuts  Dust inhalation - respiratory problems - eye irritations.  Back injuries - muscular strains |  |  |  |  |  |  | 1 | Provide barricade to restrict access to the waste area/bin.  Place all associated building waste and rubbish in the designated waste area / skip bin  Don’t store materials on roof or on scaffold.  Use task specific trained *‘workers’*.  Use of appropriate PPE  Remove any temporary barricades if no longer required | Contractor / all ‘*workers’*  Site Supervisor |  |

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: |  |  |  |  |